



ACC Instructional Plan
Prepared to Move Mountains
2017 - 2019

**MOVE
MOUNTAINS**

ACC INSTRUCTIONAL PLAN 2017 - 2019

Instructional Vision

Empower students to be lifelong learners and engaged global citizens.

Instructional Mission

Embrace current and emerging educational practices that inspire faculty and staff to engage all individuals pursuing learning opportunities and facilitate successful goal completion. Transform students' lives by providing unparalleled learning experiences in a supportive and accessible environment.

Beliefs

Accessibility

Address the learning needs of all students.

Collaboration

Cooperate synergistically with internal and external constituents.

Diversity

Provide proactively inclusive, safe, and respectful learning environments.

Integrity

Honor ethical values and principles in attitudes, words, and actions.

Quality

Uphold observable standards of excellence in support services and instructional programs.

Relevancy

Integrate community responsive, market valued, and continuously emergent instructional outcomes.

Rigor

Focus on academically challenging curriculum utilizing recognized standards and expectations.

Trust

Demonstrate honesty, reliability, and integrity in all relationships.

Purpose

Our purpose is to implement instructional programming and services designed for student success and aligned with college goals. Success is evidenced by improved student retention, increased number of degrees and certificates awarded, and enhanced satisfaction levels for faculty and staff.

ACC Strategic Directions & Instructional Goals

Student Success

Instructional Goals:

Expand professional development opportunities for faculty and staff fostering continual improvement in delivering rigorous instruction that enhances student learning.

Ensure rigor and integrity across the curriculum through intentional course/program design and assessment of effectiveness.

Bolster students' learning and success by integrating support throughout instructional areas and increasing relational access to available resources.

Generate awareness and integrate creative and innovative methods for instructional delivery that enhance student learning.

Communication

Instructional Goals:

Communicate with intent, purpose, and clarity to enrich learning, improve internal and external engagement, facilitate collaborative relationships, and support instructional goals.

Partnerships

Instructional Goals:

Expand relationships with internal and external partners to create and enhance student-learning opportunities.

Research current and emerging employment skills and competencies to strengthen students' development and improve pathways into the workforce.

Technology

Instructional Goals:

Provide access to current and innovative technology resources encompassing the needs of all learners.

Integrate technology in course design to provide accessibility and acknowledge multiple learning styles and individual differences.

Sustainability

Instructional Goals:

Cultivate human capital, create opportunities for garnering additional fiscal resources, and design spaces that enhance learning.

**NEW ACTIVITIES
PROJECTS & INITIATIVES**

Project	Priority	People	Add'l Resources	Performance Metrics	Milestones & Timeline
Transformative New Model for Instruction	***	Champions: Rebecca, Tracy, Fida, Team: Samuel, Vanessa, Faculty, Chair,	Revised instructional Budget	Faculty Satisfaction Dean workload	<ul style="list-style-type: none"> – Determine team member (Sept. 1st, 2017) – Come up with a communication plan (Sept. 8th, 2017) – Run the Sprint model to determine the new model for Instruction (Sept. 15th – Oct. 6th, 2017) – Review by Deans and Cabinet (October 16th-17th, 2017) – Formalize the structure (Nov. 10th, 2017) – Hire/Train new supervisors (Nov. 13th – Dec. 12th, 2017) – Implement the new structure (Spring 2018)
Academic Plan for the Collaboration Campus	***	Rebecca, Eric, Fida, Deans	Input from student affairs, fiscal facilities, DGSD, and CSU Budget for marketing material	Completed Plan	<ul style="list-style-type: none"> – First Draft of Academic Plan (August 18th, 2017) – Recommendation from Collaboration Campus Task force (Sep. 8th, 2017) – Review by Learning Leadership (September 26th, 2017) – Update Academic Plan (Sep. 29th, 2017) – Review by Cabinet (Oct. 9th, 2017) – Share and Collaborate with instructional partners and industry (Oct 10th – Nov. 30th, 2017) – Finalize Plan (Dec. 15th, 2017) – Determine program needs at the collaboration campus (Jan 8th, 2018) – Work on Pathways advising sheets (Jan 30th, 2018) – Disseminate information on programs and pathways (Jan-May 2018)

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AACC Pathway 2.0	***	Rebecca, Diana, Lisa, Yared, Tracy, Fida	\$135,000 + Travel Expenses	Complete Guided Pathways	<ul style="list-style-type: none"> – Student Affairs and Instruction Joint Meeting (Sep. 12th, 2017) – Complete Institute 1 Homework (Oct. 2017) – Attend Institute 1 (Nov. 2017) – Implement coaching recommendations (spring 2018) – Complete Institute 2 Homework (summer 2018) – Attend Institute 2 (Sep. 2018) – Implement coaching recommendations (fall 2018 – spring 2019) – Complete Institute 3 Homework (summer 2019) – Attend Institute 3 (Sep. 2019) – Implement coaching recommendations (fall 2019) – Final Report (Dec. 2019)
Program Prioritization	***	Rebecca, CFO, Fida, Deans and Associate Deans	Student Demand Data Industry Data	Enrollment/FTEs Completion Rates Transfer Rates Retention Rates Cost/Revenue analysis	<ul style="list-style-type: none"> – Revise annual and comprehensive program reviews (Dec. 2017) – Determine new program process (May 2018) – Determine closing program process (May 2018)

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Data Informed Scheduling Process	***	Vicki Bobo, Advisory Board, Tracy Lawrence, Jo Ann Beine, SEM Scheduling Workgroup	Ad Astra Advisory Group & SEM Scheduling Group members and time; marketing plan; IR reporting/data; support from VPIP/President	Refinement of Ad Astra's use for scheduling Integration of Degree Works with Platinum Analytics 1 year schedule pilot then adoption Scheduling Business Process Documentation created	<ul style="list-style-type: none"> – Ad Astra Advisory Group kickoff August 2017 – Scheduling Business Process document created Spring 2018 – KPIs defined and tentatively measured for use of Ad Astra by August 2018
Assessment Redesign	**	Terry Danielle Eric	Software to replace TK20 Dept. chair responsibility? (additional compensation)	Following timeline Meaningful data used in improving instructional methods (faculty and institutional support)	Fall 2017 <ul style="list-style-type: none"> • Identify plan and program learning objectives Spring 2018 <ul style="list-style-type: none"> • Define vocabulary • Align with SLO and LEAP • Collect data and analyze Fall 2018 <ul style="list-style-type: none"> • Program level assessment reporting due

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<p>Student Success/Academic Support:</p> <p><i>Brainfuse</i></p>	**	Vanessa, Jo Ann	<p>Fiscal – need fluid funding that can be adjusted based on demand and utilization</p> <p>Marketing</p> <p>Training</p> <p>Explore how CE students can use this resource</p>	Utilization data for both students and faculty	<p>Soft launch – fall 2017</p> <p>Faculty & staff training – Summit Day and ongoing</p>
<i>Bridge EDU</i>		Vanessa, Jo Ann	<p>Fiscal</p> <p>Marketing</p> <p>Training</p>	Utilization, retention, and academic performance data on target populations: Dev Ed students and CE students matriculating to ACC	<p>Write proposal – fall 2017</p> <p>Launch with small cohort – summer 2018</p> <p>Full launch to target groups – fall 2018</p>

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<i>Global Initiatives, including Faculty Exchange, Study Abroad, Model UN, Milestones, Service Learning</i>	**	Vanessa, Jo Ann	Faculty and staff Fiscal Marketing Communication Strategic meetings	Data will vary by project, but includes student involvement, faculty involvement, retention	Fall 17 – Research and data collection (Canada, Jamaica and Puerto Rico {based on their economy and institutional stability})
<i>Engaged Scholars</i>		Vanessa, Fida	Fiscal Faculty Partnerships with service learning and Student Affairs Service learning locations Marketing Training	Ability to reach target student population Project and communication plan completed Number of participating students Degree completion data for participants Transfer and/or workforce data on participants	Development phase – fall 2017 Convene work group to plan and implement (SA, Faculty, Students, Service learning) – spring 2018 Application phase – launch April 2018 1 st group of Scholars – fall 2018

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Syllabi Alignment	*	Lee C Don Danielle	Faculty/Dept. Chair participation Who checks? what level (dean, chair, assoc. dean) H-drive dept. level syllabi (or storage place) – large depts. Would have difficulty maintaining in D2L/Daylight Is there any software screening option?	Plan in place 1st round: submission compliance of submitted syllabi (compliance rate by dept.) 2 nd round: Corrections and re-submission (compliance rate by dept.) Reporting to HLC	Fall 2017 <ul style="list-style-type: none"> Plan Identify common components in syllabi and “lock down” Inform faculty Spring 2018 <ul style="list-style-type: none"> Implementation Compliance check by dept. chairs and deans Corrections made Compliance check again Fall 2018 <ul style="list-style-type: none"> HLC report Dec 2018
D2L - daylight	*	Lee C eLearning Debbie	Faculty /Adjunct training Help Desk	Pilot courses Faculty/Student experience Student feedback (use course evaluations)	Fall 2017 <ul style="list-style-type: none"> Inform faculty Q&A at combined chair meeting Spring 2018 <ul style="list-style-type: none"> Sandbox Pilot courses Summer 2018 <ul style="list-style-type: none"> Live

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Navigate Implementation	***	Vicki Bobo, Darcy Briggs, Lisa Matye Edwards, Michael McManus	Staff support on back end for technical help; faculty and advisory training; communication planning	Technical issues addressed and resolved Increased student retention and FTE Increased program (degree and certificate) completions	<ul style="list-style-type: none"> – Training in Fall 2017 – Pilot of academic alerts in Fall 2017 – Orientation of students to Navigate (currently in progress) – Push for all students to use Navigate – Implementation of Campus and Academic Progress Reports (alerts)
Work-based Learning (apprenticeships, PLA, CBE) and Workforce Development Plan (targeting partners)	**	Eric Dunker, Steven Medina, Vicki Bobo, Rebecca Woulfe	Hire Work-based Learning Program Manager; reconstitute BIP membership; finance model; industry partnerships/investment; state and federal grants; CCCS guidance & direction; support from VPIP/President	Piloting successful work-based learning initiative (e.g., apprenticeship) Having a document that defines workforce development Increased ACC activity in sector partnerships	Operational plan by July 1, 2018

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Selective Admission	**	Samuel Danielle Holly Hall Howard Golden Jessica Horning	Howard's Time May need storage/database Representatives from: LEA, CJ, Paralegal, Auto, NUR, NUA, PTA, MAP, MOT, MOR, MLT, HIT and any other selective admission program	Application developed 100% online application process	Fall 2017 - inventory selective admission programs - develop a school wide process - develop a standards rubric - create a uniform brand - consult with IT about database needs Spring 2018 - work with Howard and staff to convert to online Summer 2018 - Go Live Fall 2018 - 100% online
Faculty Qualifications Procedure	**	Jo Ann	Task force of faculty/chairs to develop and write procedure (including BAS qualifications)	Procedure written, approved, and communicated to stakeholders	Get task force together – Aug Review HLC info and write procedure– Sept/Oct To Rebecca, LL, and HR for review and input – late Oct/Nov To Dr. Doyle and LT for review, input, and approval – late Nov Communicate and coordinate implementation with Faculty, Chairs, HR, CE – Dec/Jan

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BAS - course dev. - Integration w/ CCCS - HLC	**	Samuel Fida Terry Rebecca Rob (PPCC) Sub. Matter Experts Instructional Designer(s)	Budget – approved, funded, and loaded Course Teams: including Instructional Designers, subject matter experts in LEA, fire, and EMS CCCS Team Director – Bring on by Spring 2018 Office space for Director near LEA or EMS Marketing materials and support	Budget Loaded Course leads and team identified and/or hired Director hired HLC visit approved Department of Ed approval CCCS Integration On time completion of course development Cohort of at least 24 students registered for Fall 2018 or Spring 2019	Fall 2017 <ul style="list-style-type: none"> • HLC Approval • Search for director • hire instructional designers • identify course leads/teams (LEA, Fire, EMS) January 2018 <ul style="list-style-type: none"> • Hire director • attend course development conference with subject matter experts March 2018 <ul style="list-style-type: none"> • First year courses are developed • Department of Ed approval June 2018 <ul style="list-style-type: none"> • second year courses are developed • integrate into CCCS Aug 2018 – begin the first cohort of students

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Catalog: Curriculum Committee	*	Vicki Bobo, Karla Butler, Curriculum Committee, Josie Mills, Doug Mugge	Instruction Support time; Curriculum Committee time; assistance from marketing in form development; potential input/guidance from VPIP and/or LL	Streamlined approval processes Updated bylaws/processes Distribution of process documentation	Curriculum and Catalog process timeline drafted by November 2017 New e-forms defined by Spring 2018
Collaboration Campus Partnerships	*	Eric Dunker, Fida Obeidi, Don Walker, Samuel DeVries, Vanessa Anderson	Bond fee funding; staffing and faculty; time for Eric and Fida to focus on Collaboration Campus; facility plan; support from VPIP/President	Lease partners signed with intent by July 2018 Commitments from CSU and Douglas County for course/program offerings	Bond fee passed October 2017 Academic pathways defined by January 2018 Town Hall tour by ACC leadership December 2017-April 2018 Priority partners defined by July 2018