

# MERRITT PLANNING TIMELINE

Below you will find the planning timeline. For further explanation of the planning timeline, please review the attached Frequently Asked Questions document. Please note that the gray boxes below pertain to Faculty and Staff, and the white and gray boxes apply to Administrators.

Sept 7 - Oct 20	<p align="center"><b>Attend TracDat Training</b> <i>Last Training: Friday, October 20, 2006</i></p>
Sept 7 - Nov 13	<p align="center"><b>Enter 06-07 Action Plans Into TracDat</b> <i>Enter Mission Statement , Description of Programs and Services, Action Plans, Link Action Plan Tasks to Area Goals (Area: Administrative Services, Business Services, Instruction, and Student Services)</i> <i>Deadline: Monday, November 13, 2006</i></p>
Oct 16 - Dec 4	<p align="center"><b>Develop 07-08 Action Plans &amp; Enter Into TracDat Using the Attached Area Goals</b> <i>Deadline: Monday, December 4, 2006</i></p>
Sept 7- Dec 8	<p align="center"><b>Enter Student Learning Outcomes (SLOs)</b> <i>Instruction :Enter Program SLOs and link to courses</i> <i>Student Services: Enter student learning outcomes, appropriate assessment tools, and processes</i> <i>Deadline: Friday, December 8, 2006</i></p>
Dec 9 - Dec 20	<p align="center"><b>Dean/First Level Administrator Reviews and Comments on 07-08 Action Plans &amp; SLOs</b> (responses will be entered into TracDat) <i>Deadline: Wednesday, December 20, 2006</i></p>
Jan 8 - Jan 22	<p align="center"><b>Vice President/Executive Administrator Reviews and Comments on 07-08 Action Plans &amp; SLOs</b> (responses will be entered into TracDat) <i>Deadline: Monday, January 22, 2007</i></p>
Jan 25 - Jan 27	<p align="center"><b>Integrated Planning Committee (IPC) Reviews &amp; Comments on 07-08 Action Plans</b> <i>Retreat Tentative Date: Jan 25,26,27 (2007)</i></p>
February	<p align="center"><b>IPC Forwards 07-08 Action Plan Report to College Council &amp; Budget Committee</b> <i>February 2007</i></p>
March-May	<p align="center"><b>Attend TracDat Workshop on Entering Evidence</b> <i>Wednesday, February 28, 2007</i></p>
	<p align="center"><b>WASC Progress Report</b> <i>Due Date: Wednesday, March 14, 2007</i></p>
	<p align="center"><b>Enter Evidence of Progress Toward 06-07 Action Plans</b> <i>Deadline: Monday, May 14, 2007</i></p>
	<p align="center"><b>IPC Recommends 08-09 Institutional Priorities Based on Plans and Progress of College</b> <i>May 2007</i></p>
	<p align="center"><b>IPC Generates Merritt College Annual Report on Action Plans</b> <i>Deadline: End of Spring 2007</i></p>

# FREQUENTLY ASKED QUESTIONS FOR THE USE OF TRACDAT, PLANNING, AND STUDENT LEARNING OUTCOMES

## 1. What is TRACDAT?

TracDat is a software package used for strategic planning purposes, documentation of accreditation efforts, and assessment of student learning outcomes. TracDat is a tool used for managing continuous improvement throughout higher education.

At Merritt College, TracDat will be used as a medium to submit Action Plans, Student Learning Outcome Assessment Plans, and chart progress towards the achievement of the college's mission. TracDat is a database that enables the college to store college-wide plans and evidence of achievement of the goals outlined in the plans in one central place.

## 2. Why are we utilizing TracDat?

TracDat is a great product that will streamline the information collection process and will be used to generate reports. Through TracDat Merritt College will efficiently and effectively respond to WASC, Peralta, and the state of California (Ed Plan, Facilities, Program Review, and Technology reports) with reports generated from the planning materials and evidence of outcome fulfillment supplied by programs, departments, and services (hereinafter referred to as units).

### *WASC Response*

The WASC new accreditation standards require colleges to create student learning outcomes, assess student learning outcomes, and provide evidence of measurement of student learning. TracDat will be a valuable tool used to glean information on planning and student learning outcomes to demonstrate the college's progress towards its mission.

### *Information to Seek External Funding Sources*

Reports generated through TracDat will also be used to seek external funding for programs.

### *State Mandated Reports, Peralta Reports ,and Program Review*

Once fully operationalized, TracDat will contain much of the information necessary to generate Ed Plans, Facilities Plans, Program Review, and Technology Plans. This should eliminate the need for multiple reporting systems and formats.



# FREQUENTLY ASKED QUESTIONS FOR THE USE OF TRACDAT, PLANNING, AND STUDENT LEARNING OUTCOMES

## 3. How often will I be required to create and submit Action Plans and Student Learning Outcomes (SLOs)?

New Action Plans that project the activities for next academic year will be submitted once a year in November or December. These plans will be used to inform the budgeting process that begins in February.

After all programs have fulfilled the goal of creating program and course SLOs, units will be required to review their SLOs at least once every 5 years during program review or as needed.

## 4. How will the Action Plans be used?

The college has developed four Strategic Directions for the next five years. The Strategic Directions include:

Strategic Direction I: Student Learning Outcomes

Strategic Direction II: Culture of Communication

Strategic Direction III: Technology and Media Resources

Strategic Direction IV: Human, Fiscal, and Physical Resources

Action Plans are the annual incremental steps that units will take to achieve the Strategic Direction. Units will submit evidence demonstrating progress towards achieving Action Plan tasks at the end of the year (please see timeline).

## 5. What is an SLO?

Each unit has or will develop SLOs for its area. SLOs are defined as the skills, abilities, and/or knowledge that students will exhibit as a result of having completed a program of study or having utilized a support service or program.

## 6. Why are SLOs important?

SLOs provide programs and services an opportunity to communicate to students the skills that should be attained after receiving a service or participating in a program. SLOs provide an opportunity for programs and services to assess student attainment of these skills. Ultimately, data from the assessment will assist in continuous program improvement as programs and services use information on student progress to inform curriculum or co curriculum development.

# FREQUENTLY ASKED QUESTIONS FOR THE USE OF TRACDAT, PLANNING, AND STUDENT LEARNING OUTCOMES

## 7. What are examples of SLO evidence?

Examples of evidence include but are not limited to one of the following:

*Instructional Programs and Services:*

SLO- Read Purposefully

SLO Evidence: Students will demonstrate critical reading by analyzing and summarizing a written argument.

*Student Services*

SLO-Knowledge Acquisition, Integration and Application

SLO Evidence: A comparison of pre and post test scores following a student workshop/orientation that showed an increase in student knowledge as a result of the workshop/orientation.

## 8. What are examples of Action Plan evidence?

Action Plan Outcome Evidence: The creation of website for a unit and documentation of utilization of the website by intended parties.

## 8. How will the submission process be monitored?

After Action Plans and SLOs are entered into TracDat, then the Dean or First Line Administrator, Vice President and/or Executive Administrator, will review the Action Plans and SLOs and provide feedback. The same Administrator/s will provide feedback on the evidence entered into TracDat at the end of the spring semester.

## 9. How can this information be used for continuous program improvement?

The Action Plan and SLOs will be compared to the evidence to assess the college's progress towards achieving its mission. This information will be used to generate a Merritt College Annual Report that will be provided to the college community.

Essentially, TracDat is a tool that will enable Administrators and units to gather information to make informed decisions based on the college-wide planning agenda and data.

Throughout the year units may generate reports about their units progress or any unit in the college. This information sharing process provides an opportunity for collaboration around best practices amongst units.

# ADMINISTRATIVE GOALS: 2007-08

## **Strategic Direction I: Student Learning Outcomes**

Administrative Services Goal 1.1: Provide the leadership necessary for the development and implementation of administrative systems that efficiently and effectively support learning, teaching and the delivery of services.

Administrative Services Goal 1.2: Develop clear, focused, and measurable goals with timelines and action plans for achieving the institutional priorities and strategic directions of the College.

Administrative Services Goal 1.3: Provide the leadership necessary for each unit and program to develop a mission statement, learning outcomes and methods for assessing each outcome.

Administrative Services Goal 1.4: Identify the human, fiscal and physical resources needed to achieve the mission and intended outcomes.

Administrative Services Goal 1.5: Develop a process that will lead to a systemic change in the current efforts for the retention of all students.

## **Strategic Direction II: Culture of Communication**

Administrative Services Goal 2.1: Keep campus constituencies informed about campus life while also encouraging their participation in governance decision making processes and campus activities.

Administrative Services Goal 2.2: Provide leadership, advocacy and the direction necessary to articulate the institutional priorities and strategic directions that achieve the mission, vision and values of the College.

## **Strategic Direction III: Technology and Media Resources**

Administrative Services Goal 3.1: By the end of 2007-2008, the administrative team and the staff in the President's Office will facilitate the processes necessary to prioritize the technology and media resource needs for their respective areas.

Administrative Services Goal 3.2: By the end of 2007-2008, the administrative team and the staff in the President's Office will conduct an assessment of the need for technology and media resource training in their respective areas.

## **Strategic Direction IV: Human, Fiscal, and Physical Resources**

Administrative Services Goal 4.1: By the end of 2007-2008 the administrative team and the staff in the Office of the President will lead the campus community in developing a comprehensive resource development plan to support a) staff development b) the expansion and creation of innovative programs and services, and c) facilities maintenance.

Administrative Services Goal 4.2: By the end of 2007-2008 the administrative team and the staff in the Office of the President will actively engage campus constituents in updating and implementing the facilities master plan.

# BUSINESS SERVICES GOALS : 2007-08

## **STRATEGIC DIRECTION I: Student Learning Outcomes**

Business Services Goal 1.1: By the end of the 2007-08 academic year, each business services unit will have: developed a mission statement, identified Student learning Outcomes (SLOs), and identified appropriate assessment tools and processes.

Business Services Goal 1.2: By the end of the 2007-08 academic year, each business services unit will have identified specific service area /programmatic objectives and strategies for achieving those objectives.

## **STRATEGIC DIRECTION II: Culture of Communication**

Business Services Goal 2.1: Communicate to the general College community through workshops, clear memorandum and the development of an up to date web page.

## **STRATEGIC DIRECTION III: Technology and Media Resources**

Business Services Goal 3.1: Develop and implement clear procedures and process for staff access to equipment and services.

Business Services Goal 3.2 Update and maintain inventory of audio visual equipment resources and survey needs for additional resources.

Business Services Goal 3.3 Interface effectively with campus technology committee regarding campus AV needs and coordination of resources

## **STRATEGIC DIRECTION IV: Human, Fiscal, and Physical Resources**

Business Services Goal 4.1 Develop goals, objectives and process improvement plans which enhance department effectiveness.

Business Services Goal 4.2 Improve skills of department staff through training, particularly Peoplesoft.

Business Services Goal 4.3 Facilitate maintenance projects and custodial projects which provide an excellent standard of care in campus grounds and facilities

Business Services Goal 4.4 Expand facility rentals and community use of facilities.



# INSTRUCTIONAL PROGRAMS AND SERVICES GOALS: 2007-08

## **STRATEGIC DIRECTION I: Student Learning Outcomes**

Instructional Programs and Services Goal 1.1: Facilitate faculty leadership of Student Learning Outcomes.

Instructional Programs and Services Goal 1.2: Schedule training for faculty in assessment of Student Learning Outcomes.

Instructional Programs and Services Goal 1.3: Assist faculty to incorporate Student Learning Outcomes into course outlines and syllabi.

Instructional Programs and Services Goal 1.4: Promote and facilitate thoughtful curriculum development and program expansion.

Instructional Programs and Services Goal 1.5: Implement strategies to increase student retention, persistence, and successful course completion.

## **STRATEGIC DIRECTION II: Culture of Communication**

Instructional Programs and Services Goal 2.1: Communicate needed course outline updates.

Instructional Programs and Services Goal 2.2: Refine Master Calendar for Instructional deadlines.

Instructional Programs and Services Goal 2.3: Use the Merritt Website to communicate instructional matters to faculty, staff, and the community.

## **STRATEGIC DIRECTION III: Technology and Media Resources**

Instructional Programs and Services Goal 3.1: Facilitate appropriate use of Measure A and Fund 14 funds to obtain instructional technology for the classroom.

Instructional Programs and Services Goal 3.2: Facilitate creation of faculty web pages.

Instructional Programs and Services Goal 3.3: Facilitate training on Peoplesoft & Promt.

## **STRATEGIC DIRECTION IV: Human, Fiscal, and Physical Resources**

Instructional Programs and Services Goal 4.1: Facilitate renovation of Buildings D, L, H, and A.

Instructional Programs and Services Goal 4.2: Provide appropriate educational offerings in high growth and/or high need areas.

# STUDENT SERVICES GOALS: 2007-08

## **STRATEGIC DIRECTION I: Student Learning Outcomes**

Student Services Goal 1.1: By the end of the 2007-08 academic year, each student services unit will have developed a mission statement, identified at least five Student learning Outcomes (SLOs), and identified appropriate assessment tools and processes.

Student Services Goal 1.2: By the end of the 2007-08 academic year, 75% of the Student Services units will have completed implementation plan for at least 3 SLOs; collected, analyzed and disseminated data; and developed a plan to enhance programs and services based on that data.

Student Services Goal 1.3: Each student services unit will identify specific service area/programmatic objectives and strategies for achieving those goals.

Student Services Goal 1.4: Implement strategies to increase student retention and persistence.

Student Services Goal 1.5: Implement collaborative programs and strategies with district wide Student Services and Instructional colleagues to enhance student success.

## **STRATEGIC DIRECTION II: Culture of Communication**

Student Services Goal 2.1: Implement forums, systems and opportunities for communicating ideas, information, decisions, news, priorities, action plans and progress within each unit and within Student Services in a timely manner.

Student Services Goal 2.2: In collaboration with the Student Services personnel across the District, develop an effective Student Services website portal for current and prospective students.

## **STRATEGIC DIRECTION III: Technology and Media Resources**

Student Services Goal 3.1: By the end of 2007-08 academic year, one hundred percent of Student Services unit coordinators and management staff will have participated in training and be able to effectively utilize the newly implemented District-wide Peoplesoft Systems as they pertain to Student Services functions.

Student Services Goal 3.2: Student Services faculty and staff will be proficient in the use of basic office software including but not limited to Microsoft Outlook, Microsoft Word and Microsoft Excel, Tracdat, SARS Software Product as appropriate.

## **STRATEGIC DIRECTION IV: Human, Fiscal, and Physical Resources**

Student Services Goal 4.1: Implement collaborative programs and activities among faculty, staff and students that involve mentorship and community service.

Student Services Goal 4.2 Implement collaborative programs that facilitate interaction between Merritt's community-based and on campus constituencies.