COMPTON COLLEGE
Quality Focus Essay – September 2019
Actionable Items

Action Plan 1: Integrated Planning	Action Item	Follow-Up	Status
Quality Focus Project One: Strengthen the Link between Annual Plans and Resource Allocation			
	Reorganize and develop committee responsibilities across the campus.	President/CEO, Academic Senate President	Ongoing/In Progress: A list of faculty and committee responsibilities has been created by the Academic Senate President. Academic Senate is in the process of discussing faculty roles and responsibilities related to committee work. Next Steps: Once this process has been streamlined, we will add this to our Making Decisions document. Possible Board Policy/Administrative Regulation modification to make structure, roles, and responsibilities transparent.
	Develop Core Planning Workgroup attached to the Institutional Effectiveness Committee (IEC).	President/CEO	Ongoing/In Progress: The Core Planning Workgroup was created and consists of various members from across the campus' constituency groups, including an academic dean, the Director of Research and Planning, the Curriculum Chair, the Program Review Coordinator, SLO Faculty Coordinator, and the Academic Senate President.
	Hire Manager of Research and Planning	President/CEO	Complete. Upon further review of the roles and responsibilities related to this position, the title of

			the position was modified to "Director of Research and Planning."
	Implement a Program Review and Planning (PRP) system to strengthen link between Program Review and annual planning.	Director of Research and Planning, VP Academic Affairs, Program Review Coordinator	Complete. Nuventive has been purchased and implemented. Next Steps: continue Nuventive training across campus.
	Enter all annual plans into PRP system.	Director of Research and Planning, VP Academic Affairs, Academic Deans	In Progress: Trainings for faculty began spring 2019, and faculty have been entering in their plans with guidance from Institutional Research.
	Enter all SLO, PLO, and ILO assessments into PRP system.	VP Academic Affairs, Academic Deans, SLO Coordinator, SLO Facilitators	In Progress:
	Enter all Program Reviews into PRP system.	VP Academic Affairs, Academic Deans, Program Review Coordinator	In Progress:
Quality Focus Project Two: Improve Campus Communication Regarding Planning Processes and Actions			
	Implement all IEPI recommendations regarding Integrating Planning.	President/CEO, VP Academic Affairs,	In Progress:

		Academic Deans, Managers, and Directors.	
	Improve strategies related to the Program Review process: communication.	VP Academic Affairs, Academic Deans, IEC, Program Review Coordinator, Division Chairs, faculty members.	In Progress:
	Improve strategies related to the Program Review process: complete Program Reviews in a timely manner.	VP Academic Affairs, Academic Deans, Core Planning Workgroup, IEC, Program Review Coordinator, Division Chairs, faculty members.	In Progress: A Program Review schedule has been created, and IEC continuously monitors this schedule
	Update and Maintain Planning and Budget Calendar.	Planning and Budget Committee (PBC)	In Progress/Ongoing: The Planning and Budget Calendar has been created and updated for the current academic year. This Calendar is making its way through various groups on campus

Action Plan 2: Distance Education	Action Item	Follow-Up	Status
	Communicate deadlines related to Planning and Budget to faculty and staff.	Academic Senate, PBC	In Progress:

Quality Focus Project Three: Create a Clear Organizational Management Structure for Distance Education.

	Formalize the Distance Education Advisory Committee in order to help create and maintain a systematic, centralized approach to online instruction as an independent institution.	VP Academic Affairs, Academic Senate, DEFC	Completed Spring 2018
	Hire a Distance Education Faculty Coordinator from the ranks of full-time instructors on reassigned time.	President/CEO, VP Academic Affairs, Division Dean	Completed Spring 2018
	Create a mentor program for new distance education faculty, implement a course shell evaluation process, and assist with the creation of discipline-specific "model" courses to ensure that all online classes meet or exceed legal requirements and robustly support student learning.	VP Academic Affairs, Division Dean, DEFC, DEAC Committee	On Hold- Revisit in Fall of 2020

Quality Focus Project Four: Implement Best Practices to Increase Online Student Success

	Develop and adopt the *Compton College DE Faculty Handbook*.	VP, Academic Affairs, Academic Deans, Distance	Completed – Approved by Academic Senate on February 21, 2019.

		Education Advisory Committee	
	Implement a standard shell evaluation based on the Online Education Initiative (OEI) Course Design Rubric.	VP, Academic Affairs, Academic Deans, Distance Education Advisory Committee	Ongoing – Faculty members have been trained and certified in the OEI Course Design Rubric. Trainings and peer review for faculty members will begin in Fall 2019.
	Design and adopt a campus wide student feedback survey to be built into every course shell.	VP, Academic Affairs, Academic Deans, Distance Education Advisory Committee, Manager of Institutional Research	CourseEvalHQ has been purchased (Fall 2019). Survey will be created by the end of Spring 2020. Implementation will begin Fall of 2020.
Quality Focus Project Five: Promote Student Awareness of Distance Education Resources and Develop New Tools to Facilitate Success			
	Increase awareness and use of Distance Education support services.	VP, Academic Affairs, VP, Student Services, Academic Deans, Distance	Online Counseling Training in progress- Implementation set for Fall of 2019. Other student support services have yet to be integrated into Canvas as of September 2019. The DE webpages have been updated and provide access and information about Canvas.

		Education Advisory Committee	
	Produce an online student orientation video that will be required viewing for all DE students.	VP, Academic Affairs, Academic Deans, Distance Education Advisory Committee	Video script points will be created by DEAC by December 2019. Video should be created by the end of Spring 2020.
	Oversee the transition from Etudes to Canvas.	VP, Academic Affairs, Academic Deans, Distance Education Advisory Committee	Completed June 7, 2019