

Administrative Planning Council Units Action Plans

2012-2013

Unit	Activity	Timeline	Assessment
Business Operations	1. Add one additional FTE in the cashier's office (final stages of hiring process)	Current	
	2. Schedule Banner training for managers and approvers		
	3. Conduct at least 3 staff meetings a year (last year we did two and we will increase to three for 12-13)		
	4. Develop training documents/procedures for managers and approvers		
	5. Update existing business office procedures		
	6. Plan to have our own cashier's BPA in 2013 to review and streamline processes		
CIUS	1. Increase the number of international students attending Cañada		
	2. Implement services & programs that enhance student achievement		
	3. Establish a funding structure to sustain successful programs long-term		
Marketing & Outreach	4. Strengthen community ties through an increased partnership with the Redwood City San Mateo County Chamber of Commerce and other community organizations. This includes attending monthly meetings and serving on various committees. In addition, the department would like to increase the number of community events the college is involved with. This is a key goal in the Educational Master Plan.	Ongoing	
	5. Marketing, Publications & Outreach is also working to standardize college brochures and recruiting material across the campus. Our staff is working with individuals across departments at the college to update brochures and provide a consistent look and tenor.	Ongoing	
Planning, Research & Student Success	1. To support senior leadership by providing on-going information, data and other evidence to support college's strategic goals in response to on-going needs – and to developing a reference and tracking mechanism that will allow college cabinet and other leaders to accurately track college plans, strategies and decision derived from data/evidence and monitor performance. This tool/mechanism will allow the institution to properly "close the loop" on planning decisions and better evaluate the effectiveness of those decisions.	Ongoing	
	2. To develop a research request infrastructure to	Ongoing	

	help the office better monitor, manage and prioritize the multiple research and data requests brought to the office of PRSS.		
VPSS	1. Conduct monthly student services division meetings.	Ongoing	
	2. Create an annual report on the Educational Master Plan.	Annual	
	3. Draft revised policies and procedures with timelines for review at the three colleges.	Current	
	4. Conduct monthly SSPC meetings	Ongoing	
	5. Serve as the lead for the district Financial Aid BPA activities.	Ongoing	
	6. Draft the Participatory Governance Manual.	Current	
	7. Attend meetings at the college and district-wide related to student services.	Ongoing	
	8. Participate in the efforts to draft the accreditation self-evaluation.	Current	
	9. Serve as a member of the President's Cabinet	Ongoing	
	10. Provide support for the development of new student support programs.	Ongoing	
VPI	1. Add one additional program/certificate to the instructional offerings (Waste Management) to attract more males to the college	2013	
	2. Complete all courses/programs/certificates/degrees, etc. in CurricUNET	2013	
	3. Increase the number of AA-T/AS-T degrees by a minimum of 6	2013	
	4. Work closely with Articulation Officer to increase articulated courses by 20%	2013	
	5. Work closely with Articulation Officer to have courses approved with C-ID numbering by 50%	2013	
	6. Complete "families" in Kinesiology, Athletics, & Dance; Studio Art, Music, & Theater Arts	2013	