

Administrative Planning Council

Units Action Plans 2012-2013 **Updated 3/26/2014**

Unit	Activity	Timeline	Status
Business Operations	1. Add one additional FTE in the cashier's office (final stages of hiring process)	Current	Completed
	2. Schedule Banner training for managers and approvers		Completed
	3. Conduct at least 3 staff meetings a year (last year we did two and we will increase to three for 12- 13)		Completed
	4. Develop training documents/procedures for managers and approvers		Completed
	5. Update existing business office procedures		Completed
	6. Plan to have our own cashier's BPA in 2013 to review and streamline processes		In progress
CIUS	1. Increase the number of international students attending Cañada		In progress
	2. Implement services & programs that enhance student achievement		In progress
	3. Establish a funding structure to sustain successful programs long-term		No to do
Marketing & Outreach	1. 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	Completed
	2. 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	Decide not to do

Unit	Activity	Timeline	Status
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	Completed
	2. To develop a research request infrastructure to help the office better monitor, manage and prioritize the multiple research and data requests brought to the office of PRSS.	Ongoing	In progress
VPSS	1. Conduct monthly student services division meetings.	Ongoing	Completed
	2. Create an annual report on the Educational Master Plan.	Annual	Draft
	3. Draft revised policies and procedures with timelines for review at the three colleges.	Current	Completed
	4. Conduct monthly SSPC meetings	Ongoing	Completed
	5. Serve as the lead for the district Financial Aid BPA activities.	Ongoing	Completed
	6. Draft the Participatory Governance Manual.	Current	Completed
	7. Attend meetings at the college and district-wide related to student services.	Ongoing	Completed
	8. Participate in the efforts to draft the accreditation self-evaluation.	Current	Completed
	9. Serve as a member of the President's Cabinet	Ongoing	Completed
	10. Provide support for the development of new student support programs.	Ongoing	Completed

Unit	Activity	Timeline	Status
VPI	1. Add one additional program/certificate to the instructional offerings (Waste Management) to attract more males to the college	2013	Completed
	2. Complete all courses/programs/certificates/degrees, etc. in CurricUNET	2013	Completed
	3. Increase the number of AA-T/AS-T degrees by a minimum of 6	2013	Completed
	4. Work closely with Articulation Officer to increase articulated courses by 20%	2013	In progress
	5. Work closely with Articulation Officer to have courses approved with C-ID numbering by 50%	2013	Completed
	6. Complete "families" in Kinesiology, Athletics, & Dance; Studio Art, Music, & Theater Arts	2013	Completed