<table>
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<th>Objective 1: Manage Enrollment</th>
<th>Strategy</th>
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<th>Department/Team</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yr. 1: 2013-14; Yr 2 2013-14, Yr 3 2015-16</td>
<td>Set enrollment goals at each site. Monitor and communicate progress regularly.</td>
<td>Cheryl Rasmussen</td>
<td>Admissions</td>
<td>Category 4</td>
<td>WIG Team-Stephanie Peterson (campus), Di Hinrichs (Wamego), Erin Shaw (Perry), Therese Crary (Holton &amp; Atchison) Amy Dulac, HCC Tech Center</td>
<td>2013-14: 5.71% Enrollment Increase; 2014-15: 1.45% Enrollment Increase; 2015-16: 3.4% Enrollment Increase. Overall 2013-16: 5% (3 years) Overall 2012-16: 10% (4 years)</td>
</tr>
<tr>
<td>Yr 3: 2015-16</td>
<td>Drive Marketing Projects, Advertising, and Initiatives that align to Enrollment Goals.</td>
<td>Cheryl Rasmussen</td>
<td>Regional Directors and Admissions Team</td>
<td>Completed. Marketing was decentralized and budgets were assigned to Student Services staff at the campus and regions. Spring Course guide zip codes re-visited. Circulation we could afford is 150K and zip codes were strategically selected. Each regional director and online director is strategically targeting local ad market. Campus PR office is working on TV ads and coordinating Highland campus ads. Local relationships developed with Doniphan and Brown County school districts, businesses, parents, students, Summit Truck Bodies, and others. Nelnet payment plans established to aid students in affording college. Admissions enhanced social media campaigns to include You-Tube ads for targeted program enrollment. Additionally, two new recruitment brochures were designed and utilized. HCC also purchased and initiated the HCC Engage application to enhance student engagement and communication. Various efforts to promote the new Precision Agriculture program have been launched and several members of the HCC team have attended numerous community events inside and out of the nine-county service area to showcase the College.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yr. 1: 2013-14</td>
<td>New Programs-Develop Human Services AA degree</td>
<td>Peggy Forsberg</td>
<td>Category 4</td>
<td>Human Services Team</td>
<td>Completed and Implemented - Developed Human Services AA/AGS Degree.</td>
<td></td>
</tr>
<tr>
<td>Yr. 3: 2014-15</td>
<td>Establish consistent costs for continuing education across HCC</td>
<td>Cara Baker, Erin Shaw</td>
<td>Regional Directors</td>
<td>Category 2</td>
<td>Completed, approved and in use.</td>
<td></td>
</tr>
</tbody>
</table>
Yr 3: 2015-16  
Provide intentional sophomore experience.  
Laura Young  
Retention Committee  
Category 2  
Soph. Experience Subcommittee  
Completed and Recommendation: Committee studied sophomore retention, collected data, and determined that retention strategies are being embedded across campus, but not in the form of a specific sophomore experience. This has been evidenced by increased second year students in housing, increased returning student enrollment on campus, increased football and volleyball returners Summer Blitz and fall. The recommendation is that we collect information in the region about retention. That has been done and is being reviewed and prepared for AQIP portfolio.

Yr 3: 2015-16  
Analyze concurrent, online, and regional retention data  
Di Hinrichs  
Category 2  
Di Hinrichs & Regional Directors  
Completed. This data has been collected and is in process of being reviewed and prepared for Category 2 of the AQIP portfolio.

Objective 2: Contribute to strengthening local economics and enhance the quality of life.

Yr: 2013-14  
Increase Cultural Events  
Robert Brainerd  
Category 2  
Fusion Committee  
Lack of funding for project to continue. Looking for donor

Yr: 2013-14  
Establish Western Technical Center  
Terri Ball  
Category 4  
Title III Grant Team  
Completed. Enrollment grew at the Western Center 106% from 2014-15 to 2015-16 (789 credit hours to 1628).

Yr: 2014-15  
Provide ag related and V&E sustainability services to business and community.  
Scott Kohl  
Completed. This has been started and is integrated into the Viticulture and Enology Director's responsibilities.

Yr: 2014-15  
Increase the number of partnerships between college and business/industry that benefit both.  
Lucas Hunziger  
Completed. This has been started and is integrated into the Technical Center Director's responsibilities.

Yr: 2015-16  
Develop Self-Funding Cultural Event Series  
Peggy Forsberg  
Cateogry 2  
Arts At The Barn  
Completed. Drawing upon lessons learned from Fusion, the Arts at the Barn Series features smaller venues of cultural activities that are self-funding.

Criterion 2-Integrity

Objective: Develop strategies to incorporate our common learning outcomes into our learning and work environment.

Yr: 2013-14 and Reactivated for Yr: 3 2015-16 with increased reporting responsibility.  
Act Responsibly: Document complaints received and resolution process  
Audrey Caudle  
Retention  
Category 2  
Retention Sub Committee: Documenting Complaints  
Completed. Started with a complaint form on website. Reviewed 2015 and received very few complaints. The team reconvened and came up with a Student Compliment and Complaint process described on this page of the website: http://highlandcc.edu/pages/student-compliment-and-complaint-process.

Yr: 2014-15  
Establish a process for setting direction/decision making at board, President's staff, and SPC levels  
Dave Reist  
Category 4  
Process Designed and ready for review by SPC.

Yr: 2014-15  
Communicate Effectively: Evaluate (measure) effectiveness of present communication methods used by leadership throughout HCC.  
Dave Reist  
Category 4  
Process Designed and ready for review by SPC.
Yr 2: 2014-15  
**Act Responsibly: Review and Revise**

**Title IX (including student conduct)**

Policy to meet federal mandates.

Cheryl Rasmussen  

Category 2  

Eileen Gronniger  

(Alumni Relations),

Therese Crary  

(Student Conduct),

Angie Eberly, Tyler Nordman

Completed. New Equity and Grievance policy was written by team, approved by Board of Trustees, and implemented during the 2015-16 academic year. Implemented Maxient software in the 2015-16 academic year to assist in meeting mandates with data collection and case management.

Cheryl Rasmussen

Category 2  

Tyler Nordman, Therese Crary, Angie Eberly, and Kristin Woodruff

Completed. Included in the Equity and Grievance policy. Implemented Maxient software in the 2015-16 academic year to assist in meeting mandates with data collection.

Cheryl Rasmussen

Category 2  

Angie Eberly, Tyler Nordman

Completed. Implemented Maxient software in the 2015-16 academic year to assist in meeting mandates with data collection.

Yr 2: 2014-15  

**Act Responsibly: Review and Revise**

Clery Act, VAWA, & Campus SaVE

Act policies to meet federal mandates.

Cheryl Rasmussen  

Crisis Team, Care Team  

Category 2  

Tyler Nordman, Therese Crary, Angie Eberly, and Kristin Woodruff

Completed. Implemented Maxient software in the 2015-16 academic year to assist in meeting mandates with data collection.

Therese Crary  

(Student Conduct).

Yr 2: 2014-15  

**Act Responsibly: Review and Revise**

Behavior Intervention policies to meet federal mandates.

Kristin Woodruff  

Care Team  

Category 2  

Cheryl Rasmussen

Yr 2: 2014-15  

**Be competent in your work:**

Receive appropriate compliance training in Title IX.

Cheryl Rasmussen  

Category 5  

Eileen Gronniger  

(Human Resources),

Therese Crary  

(Student Conduct).

Angie Eberly, Tyler Nordman

Completed level one (out of five) ATIXA training in September 2014-3 staff members. Many staff members completed investigator training in November 2014 and 2015. On campus training held in September 2015 for Equity Grievance Panel members.

Cheryl Rasmussen

Category 5  

Eileen Gronniger  

(Human Resources),

Therese Crary  

(Student Conduct).

Angie Eberly, Tyler Nordman


Cheryl Rasmussen

Category 5  

Eileen Gronniger  

(Human Resources),

Therese Crary  

(Student Conduct).

Angie Eberly, Tyler Nordman

Completed. Updated online forms for students and staff to complete when concerned about a student. These may be found at http://highlandcc.edu/pages/care-team. Completed. Equity Grievance Panel training held September 2015.

Therese Crary

(Student Conduct)

Yr 3: 2015-16  

**Communicate Effectively:**

Implement campus-wide training to align with Title IX compliance reviews (i.e. sexual harassment, assault, workplace violence, etc.)

Cheryl Rasmussen  

Student Services Directors  

Category 1 & 3  

Eileen Gronniger  

(Human Resources),

Therese Crary  

(Student Conduct).

Angie Eberly, Kristin Woodruff, Mary Johanning, Terri Ball

Ongoing. Integrated into housing orientation, campus student orientation, employee meetings, No More Campaign. "Campus Answers" is an online training program that will be implemented 2016-17 academic year and offer training and tracking for all staff and students.

Cheryl Rasmussen

Category 4  

Tyler Nordman  

(Student Life), Sarah Simmons, Doug Melvin (Security),

Kristin Woodruff, Mary Johanning, Terri Ball

Completed. Numerous training events offered across campus.

Tyler Nordman  

Student Services Directors

Yr 3: 2015-16  

**Communicate Effectively:**

Implement campus-wide training to align with Behavioral Intervention compliance reviews.

Kristin Woodruff  

Student Services Directors, Care Team  

Category 4  

Cheryl Rasmussen

Completed. Updated online forms for students and staff to complete when concerned about a student. These may be found at http://highlandcc.edu/pages/care-team. Completed. Equity Grievance Panel training held September 2015.

Therese Crary

(Student Conduct)

Yr 3: 2015-16  

**Communicate Effectively:**

Implement campus-wide training to align with student conduct compliance reviews

Therese Crary  

Student Services Directors  

Category 4  

Cheryl Rasmussen

Completed. Updated online forms for students and staff to complete when concerned about a student. These may be found at http://highlandcc.edu/pages/care-team. Completed. Equity Grievance Panel training held September 2015.
Yr. 3: 2015-16
Work effectively on Teams: Improve gathering of stakeholder inputs and how they are used.
Dave Reist

Yr 3: 2015-16
Communicate Effectively: Develop Employee Orientation Process
Eileen Gronniger

Yr 3: 2015-16
Work Effectively on Teams: Title IX, CARE, and Student Conduct Teams receive appropriate training and support for continued implementation of Federal Compliance associated with Clery Act, VAWA, Campus SaVE, Association of Student Conduct, and National Behavior Intervention Team.
Cheryl Rasmussen, Tyler Nordman, Therese Crary, Angie Eberly, Kristin Woodruff, Eileen Gronniger.

Yr 3: 2015-16
Communication: Purposeful Use of Marketing Dollars to meet the College Mission
Craig Mosher

Objective 1: Curriculum is relevant and level of quality is consistent across all delivery methods.

Objective 2: Institution provides support for student learning and effective teaching

Objective 3: Institution enriches educational environment by deliberately integrating curricular and co-curricular activities.

Yr: 2016-17
Objective 2: Institution provides support for student learning and effective teaching

Strategy
Yr: 2014-15
Develop E-Walk Through Classroom Observation Tool
Peggy Forsberg

Part-time Instructor
Eval Team
Developed and implemented.

Yr: 2015-16
Develop E-Walk Through Student Services Observation Tool to serve as a self-assessment for student success.
Cheryl Rasmussen, Di Hinrichs, Cara Baker, Lisa Parsons, Stephanie Peterson.

Yr: 2015-16
Develop tool for measuring student evaluation of teaching effectiveness.
Peggy Forsberg

Instructional Council
Completed development and piloting of student e-walk through tool. Full use planned for 2016-17 academic year after suggested changes made summer 2016.

Yr: 2015-16
Develop an evaluation plan to measure student learning.
Peggy Forsberg

Instructional Council
Completed and Ongoing. During Spring 2016, a student assessment of classroom effectiveness tool was administered to all sections of 8 courses using existing ScanTron technology. Results are pending and will be sent to each participating instructor by August 1, 2016.

Objective 3: Institution enriches educational environment by deliberately integrating curricular and co-curricular activities.

Yr: 2015-16
Review and Develop a system wide placement plan. (Compass and ASSET placement testing will no longer be available after December 2016.)
Jolie McDaniels, Allison Johnson, Amy Dulac, Shelley Smith, Karen Jury, Sara Smith, Bethany Smith

Completed. Researched and recommended Accuplacer.
Yr 3: 2015-16 Begin work on development of Student Learning outcomes including categories of student development addressed in various co-curricular learning activities and assessed via e-walk through tool. Cheryl Rasmussen

Yr. 3: 2015-16 Whenever appropriate, align co-curricular activities to align with curricular topics. Peggy Forsberg

**Criterion 4-Teaching and Learning: Evaluation and Improvement**

**Objective 1:** Establish a 3 year cycle of program review in academic and technical programs.

<table>
<thead>
<tr>
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<th>Category</th>
<th>Department/Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yr. 1: 2013-14</td>
<td>Establish academic program review process.</td>
<td>Peggy Forsberg</td>
<td>Instructional Council</td>
<td>Completed. 3 year program review process in place.</td>
</tr>
<tr>
<td>Yr. 2: 2014-15</td>
<td>Establish Institution wide academic assessment plan.</td>
<td>Peggy Forsberg</td>
<td>Instructional Council</td>
<td>Completed. Means and measures of assessment, including coordination and reporting responsibility, were established for general education/transfer outcomes (AA, AS), program outcomes (academic disciplines, AAS, CERT), course outcomes, and individual course competencies. Determining means of assessment for the Shared Performance Expectations (SPEs) are in-progress and will be administered as a pilot during 2016-17.</td>
</tr>
</tbody>
</table>

**Objective 2:** Enhance an institution wide academic and non-academic assessment plan

<table>
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<tr>
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<th>Department/Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yr. 3: 2015-16</td>
<td>Establish an institution wide non-academic assessment plan for E-Walk through</td>
<td>Cheryl Rasmussen</td>
<td>Category 1 Team</td>
<td>Vanetta Geiger, Di Hinrichs, Cara Baker</td>
</tr>
</tbody>
</table>

**Yr. 3: 2015-16** Ensure that course and program competencies are aligned with HCC general education/transfer outcomes, and that all general education courses meet state-wide Guaranteed Transfer Course plan. Peggy Forsberg Academic Standards Team/Curriculum and Instruction

**Criterion 5-Resources, Planning and Institutional Effectiveness**

**Objective 1:** Improve operational efficiency for all units and aspects

<table>
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<tr>
<td>Yr 3: 2015-16</td>
<td>Document how data is used to make decisions</td>
<td>Dave Reist</td>
<td>Category 5 Team</td>
<td>Complete. Reviewed past Board of Trustee meetings to develop a list of major decisions made by Board given to them by State Statutes.</td>
</tr>
<tr>
<td>Yr. 1: 2013-14</td>
<td>Evaluate IR Function</td>
<td>Doc Arnett</td>
<td>Category 5</td>
<td>Completed half way-get feedback from Doc</td>
</tr>
<tr>
<td>Year</td>
<td>Project Description</td>
<td>Responsible Parties</td>
<td>Category</td>
<td>Notes</td>
</tr>
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</tr>
<tr>
<td>2013-14</td>
<td>Improve accuracy for &quot;college attend&quot; status in PowerCampus</td>
<td>Doc Arnett</td>
<td>Business Office/IT Office</td>
<td>Completed.</td>
</tr>
<tr>
<td>2015-16</td>
<td>Evaluate data and evaluation processes</td>
<td>Jeff Hurn</td>
<td>In Process: Data cleanup is in progress with reimplementation. Training for IR is in place.</td>
<td></td>
</tr>
<tr>
<td>2013-14</td>
<td>Install Great Plains Software to integrate Business and Student Services Office</td>
<td>Rilie Kafer/Kyle Erwine</td>
<td>Business Office/IT Office</td>
<td>Completed.</td>
</tr>
<tr>
<td>2014-15</td>
<td>PowerCampus Reimplementation Phase 0: Process Mapping and Documentation Across All Functional Groups</td>
<td>Josh Berry, Rilie Tilley, Kyle Erwine</td>
<td>IT</td>
<td>In process-Extend to Yr. 3 for implementation. This objective changed as we made the decision to implement &quot;Full Measure.&quot;</td>
</tr>
<tr>
<td>2014-15</td>
<td>PowerCampus Reimplementation Phase 0: Implement online application for students</td>
<td>Kyle Erwine</td>
<td>Online Application Team</td>
<td>Completed.</td>
</tr>
<tr>
<td>2014-15</td>
<td>PowerCampus Reimplementation: Phase 1 Audit by Ellucian to determine system changes that need to be made to reflect current business practices.</td>
<td>Josh Berry, Rilie Tilley, Kyle Erwine</td>
<td>Ellucian staff</td>
<td>Completed.</td>
</tr>
<tr>
<td>2015-16</td>
<td>PowerCampus Reimplementation: Phase 1 Academic Calendar Review/Revision; Define Roles and responsibilities; policy reviews</td>
<td>Josh Berry</td>
<td>Academic Office, Tech Center</td>
<td>In Process. After reviewing services offered by a company called &quot;Full Measure&quot; in fall 2015, the Board accepted a recommendation by the administration to purchase this software that will allow mobile capability for students and will also redefine some of the implementation that was previously planned with Ellucian. Full Measure has been purchased and initial campus discussions about implementation were held in the spring of 2016. In May 2016, a team from Full Measure came to campus and visited with about 25 PowerCampus users to determine roadmaps for setting up the software. Currently, there is training for academic planning and calendar set for September 2016, a demo scheduled fall 2016, and full implementation of Full Measure scheduled for Spring 2017. Permission and policy reviews will follow.</td>
</tr>
<tr>
<td>2015-16</td>
<td>PowerCampus Reimplementation: Phase 1: Ellucian Portal Implementation</td>
<td>Josh Berry, Kyle Erwine</td>
<td>IT Staff</td>
<td>In Process. See above. Full Measure is replacing our purchase and implementation of Ellucian Portal.</td>
</tr>
<tr>
<td>2015-16</td>
<td>PowerCampus Reimplementation: Phase 2 Scheduled Actions Training, PowerCampus Training, and PowerFaida Interface Set up</td>
<td>Josh Berry</td>
<td>IT Staff</td>
<td>In Process: Scheduled Actions will be replaced by &quot;Full Measure&quot; communication plans when this is implemented. See above. Boot camp training completed in February by IT staff. PowerFaidas training completed in March by IT and Financial Aid Staff. Additional Ellucian Training will happen in September 2016.</td>
</tr>
</tbody>
</table>
Begin review on interaction between website, portal, and personal applications to plan for future needs of internal and external stakeholders regarding HCC information retrieval.

Josh Berry  
Category 2  
Tyler Nordman, Jason Stegman  
Reviewed and moved to 2016-17 due to Full Measure implementation.

PowerCampus Reimplementation Phase 3: Implementation of Add-on Solutions (PowerCampus Analytics, Net Partner, and Web Client)

Josh Berry  
Category 5  
Ongoing. Full Measure will replace some or most of these add-ons. This will be reviewed after Full Measure Implementation and roll out-Spring/Summer 2017.

Evaluate classroom and housing space needs relative to enrollment goals and consider available spaces for expansion i.e. Ken Babcock Technical Center spaces, Highland Elementary School spaces, available apartment spaces, Main street buildings.

David Reist  
Category 5  
Various teams of students and staff.  
Ongoing. Some of these issues are addressed in the update of the Master Plan. Others are yet to be completed.

Objective 2: Increase the level of satisfaction for employees and students.

Yr. 1: 2013-14 Use climate survey results to guide improvement at HCC.  
Doc Arnett  
Special Climate Team  
Ongoing

Communicate Rewards Package (fringe benefits) to all employees  
Eileen Gronniger  
Completed

Communicate, announce, and administer staff reimbursement of college classes  
Eileen Gronniger  
Team work  
Completed

Develop employee reward system. Begin work on developing equitable salary structure for HCC staff members who are not on the master contract.

Eileen Gronniger  
Dan Erbert  
Category 5  
TBD  
In progress

Objective 3: Secure Alternate Funding

Yr.2: 2014-15 Secure Title IV funding (via Student Support Services grant rewrite) September 1, 2015-August 31, 2020  
Lisa Parsons  
Category 5  
$1,100,000 2015-2020

Yr.1,2,3  
Title IV SSS Grant Administration  
Lisa Parsons  
Category 5  
$1,061,566 2010-2015

Yr.3,2,5  
Title IV SSS Grant Administration  
Lisa Parsons  
Category 5  
$1,100,000 2015-2020

Yr.1,2,3  
Title III Grant Administration  
Terri Ball  
Category 5  
$2,242,279 2013-2018

Yr.1,2  
Trac 7 Grant Administration  
Terri Ball  
Category 5  
$572,113 2010-2015

Yr.3: 2015-16  
Perkins Grant Administration  
Lucas Hunziger  
Category 5  
$102,094 2015-2016

Yr.3: 2015-16  
Perkins Reserve Grant  
Lucas Hunziger  
Category 5  
$46,753 2015-2016

Yr.3: 2015-16  
ABE/GED Grant Administration  
Mary Johanning  
Category 5  
$130,000 2015-2016

Yr.1: 2013-14  
AOK Grant Administration  
Mary Johanning  
Category 5  
$85,111 2013-2014

Yr.3: 2015-16  
National Science Foundation, one year extension  
Scott Kohl  
Category 5  
$22,000 2015-2016

Yr.3: 2015-16  
Vesta Nat'l Center of Excellence, one year extension  
Scott Kohl  
Category 5  
$12,500 2015-2016
<table>
<thead>
<tr>
<th>Yr.</th>
<th>Description</th>
<th>Assignee</th>
<th>Category</th>
<th>Amount</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-14</td>
<td>JIST Grant Administration Grant</td>
<td>Mary Johanning</td>
<td>Category 5</td>
<td>$15,000</td>
<td>2013-2014</td>
</tr>
<tr>
<td>2014-15</td>
<td>JIST Grant Welding Program Enhancement</td>
<td>Mary Johanning</td>
<td>Category 5</td>
<td>$55,000</td>
<td>2014-2015</td>
</tr>
<tr>
<td>2015-16</td>
<td>JIST Grant Accelerating Opportunities</td>
<td>Lucas Hunziger</td>
<td>Category 5</td>
<td>$62,940</td>
<td>2015-2016</td>
</tr>
<tr>
<td>2014-15</td>
<td>Annual Dollars Raised by the HCC Foundation for Scholarships</td>
<td>Regional Directors</td>
<td>Category 5</td>
<td>$6,930</td>
<td>2014-2015</td>
</tr>
</tbody>
</table>

**Objective 4: Implement strategic planning process using HCC criteria**

- **Yr. 1: 2013-14**
  - Embed continuous improvement action Projects in the SPC process.
  - Work to implement continuous improvement processes within standing committee work. Include posting minutes and by-laws.
  - Craig Mosher
  - SPC

- **Yr. 2: 2014-15**
  - Implement strategic planning process using HCC criteria.
  - Craig Mosher
  - Ongoing. Space created in intranet for committee minutes. Most are outdated. Need to review.

**AQIP Categories**

1. Helping students learn
2. Meeting student and other key stakeholder needs
3. Valuing Employees
4. Planning and Leading
5. Knowledge management and resource stewardship
6. Quality overview focuses on the continuous quality improvement

**Shared Performance Outcomes**

- Respect Others
- Communicate Effectively
- Be competent at your work
- Work effectively on teams
- Think Critically
- Act Responsibly
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<td>Admissions</td>
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Yr 3: 2015-16  Drive Marketing Projects, Advertising, and Initiatives that align to Enrollment Goals.  Cheryl Rasmussen

Yr. 1: 2013-14  New Programs-Develop Human Services AA degree  Peggy Forsberg  Category 4

Yr. 3: 2014-15  Establish consistent costs for continuing education across HCC  Cara Baker  Erin Shaw  Category 2
Yr 3: 2015-16  Provide intentional sophomore experience.  Laura Young  Retention Committee  Category 2

Yr 3: 2015-16  Analyze concurrent, online, and regional retention data  Di Hinrichs  Category 2

Objective 2: Contribute to strengthening local economics and enhance the quality of life.

Yr. 1: 2013-14  Increase Cultural Events  Robert Brainerd  Category 2

Yr. 1: 2013-14  Establish Western Technical Center  Terri Ball  Category 4

Yr. 2: 2014-15  Provide ag related and V&E sustainability services to business and community.  Scott Kohl

Yr. 2: 2014-15  Increase the number of partnerships between college and business/industry that benefit both.  Lucas Hunziger  Category 2

Yr 3: 2015-16  Develop Self-Funding Cultural Event Series  Peggy Forsberg  Category 2
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<td><strong>Objective:</strong> Develop strategies to incorporate our common learning outcomes into our learning and work environment.</td>
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<td>Yr. 1: 2013-14 and Reactivated for Yr: 3 2015-16 with increased reporting responsibility.</td>
<td>Act Responsibly: Document complaints received and resolution process</td>
<td>Audrey Caudle</td>
<td>Retention</td>
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<td>Yr. 2: 2014-15</td>
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<td>Dave Reist</td>
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<td>Yr. 2: 2014-15</td>
<td>Communicate Effectively: Evaluate (measure) effectiveness of present communication methods used by leadership throughout HCC.</td>
<td>Dave Reist</td>
<td></td>
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<tr>
<td>Yr 2: 2014-15</td>
<td>Act Responsibly: Review and Revise Title IX (including student conduct) policy to meet federal mandates.</td>
<td>Cheryl Rasmussen</td>
<td></td>
</tr>
<tr>
<td>Yr 2: 2014-15</td>
<td>Act Responsibly: Review and Revise Clery Act, VAWA, &amp; Campus SaVE Act policies to meet federal mandates.</td>
<td>Cheryl Rasmussen</td>
<td>Crisis Team, Care Team</td>
</tr>
</tbody>
</table>
Yr 2: 2014-15  Act Responsibly: Review and Revise Behavior Intervention policies to meet federal mandates.  Kristin Woodruff  Care Team  Category 2

Yr 2: 2014-15  Be competent in your work: Receive appropriate compliance training in Title IX.  Cheryl Rasmussen  Category 5

Yr 2: 2014-15  Be competent in your work: Receive appropriate compliance training in Clery Act, VAWA, and Campus SaVE Act.  Tyler Nordman  Category 5


Yr. 3: 2015-16  Communicate Effectively: Implement campus-wide training to align with Title IX compliance reviews (i.e. sexual harassment, assault, workplace violence, etc.)  Cheryl Rasmussen  Category 1 & 3
Yr. 3: 2015-16
Communicate Effectively: Implement campus-wide training to align with Clery Act, VAWA, and Campus SaVE compliance reviews.

Tyler Nordman
Student Services Directors
Category 4

Yr. 3: 2015-16
Communicate Effectively: Implement campus-wide training to align with Behavioral Intervention compliance reviews

Kristin Woodruff
Student Services Directors, Care Team
Category 4

Yr. 3: 2015-16
Communicate Effectively: Implement campus-wide training to align with student conduct compliance reviews

Therese Crary
Student Services Directors
Category 4

Yr. 3: 2015-16
Work effectively on Teams: Improve gathering of stakeholder inputs and how they are used.

Dave Reist

Yr 3: 2015-16
Communicate Effectively: Develop Employee Orientation Process

Eileen Gronniger

Yr 3: 2015-16
Work Effectively on Teams: Title IX, CARE, and Student Conduct Teams receive appropriate training and support for continued implementation of Federal Compliance associated with Clery Act, VAWA, Campus SaVE, Association of Student Conduct, and National Behavior Intervention Team.

Cheryl Rasmussen
<table>
<thead>
<tr>
<th>Year: 2015-16</th>
<th>Objective</th>
<th>Strategy</th>
<th>Person</th>
<th>Standing Team</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yr. 3: 2015-16</td>
<td>Curriculum is relevant and level of quality is consistent across all delivery methods.</td>
<td>Verify content, review processes in online instruction.</td>
<td>Denise Peters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yr. 1 2014-15</td>
<td>Institution provides support for student learning and effective teaching</td>
<td>Develop E-Walk Through Classroom Observation Tool</td>
<td>Peggy Forsberg</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yr. 3: 2015-16</td>
<td></td>
<td>Develop E-Walk Through Student Services Observation Tool to serve as a self-assessment for student success.</td>
<td>Cheryl Rasmussen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yr. 3: 2015-16</td>
<td></td>
<td>Develop tool for measuring student evaluation of teaching effectiveness.</td>
<td>Peggy Forsberg</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Criterion 3: Teaching and Learning Quality, Resources**
Yr. 3: 2015-16  Develop an evaluation plan to measure student learning  Peggy Forsberg

Yr. 3 2015-16  Review and Develop a system wide placement plan. (Compass and ASSET placement testing will no longer be available after December 2016.)  Jolie McDaniels

**Objective 3: Institution enriches educational environment by deliberately integrating curricular and co-curricular activities.**

Yr 3: 2015-16  Begin work on development of Student Learning outcomes including categories of student development addressed in various co-curricular learning activities and assessed via e-walk through tool.  Cheryl Rasmussen
Whenever appropriate, align co-curricular activities to align with curricular topics.

### Criterion 4-Teaching and Learning: Evaluation

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Person</th>
<th>Standing Team</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Objective 1:</strong> Establish a 3 year cycle of program review in academic and technical programs.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yr. 1: 2013-14</td>
<td>Establish academic program review</td>
<td>Peggy Forsberg</td>
<td>Instructional Council</td>
</tr>
<tr>
<td><strong>Objective 2:</strong> Enhance an institution wide academic and non-academic assessment plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yr. 2 2014-15</td>
<td>e4E Evaluation Development</td>
<td>Peggy Forsberg</td>
<td>Instructional Council</td>
</tr>
<tr>
<td>Yr. 2: 2014-15</td>
<td>Establish Institution wide academic assessment plan.</td>
<td>Peggy Forsberg</td>
<td>Instructional Council</td>
</tr>
<tr>
<td>Yr. 3: 2015-16</td>
<td>Establish an institution wide non-academic assessment plan-assessment for E-Walk Through</td>
<td>Cheryl Rasmussen</td>
<td></td>
</tr>
<tr>
<td>Yr.: 3: 2015-16</td>
<td>Ensure that course and program competencies are aligned with HCC general education/transfer outcomes, and that all general education courses meet state-wide Guaranteed Transfer Course plan.</td>
<td>Peggy Forsberg</td>
<td>Academic Standards Team/Curriculum and Instruction</td>
</tr>
</tbody>
</table>

**Criterion 5-Resources, Planning and Institutional Effectiveness**

**Objective 1: Improve operational efficiency for all units and aspects**

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Person</th>
<th>Standing Team</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yr 3: 2015-16</td>
<td>Document how data is used to make decisions</td>
<td>Dave Reist</td>
<td></td>
</tr>
<tr>
<td>Yr. 1: 2013-14</td>
<td>Evaluate IR Function</td>
<td>Doc Arnett</td>
<td>Category 5</td>
</tr>
<tr>
<td>Yr. 1: 2013-14</td>
<td>Improve accuracy for &quot;college attend&quot; status in PowerCampus</td>
<td>Doc Arnett</td>
<td></td>
</tr>
<tr>
<td>Yr 3: 2015-16</td>
<td>Evaluate data and evaluation processes</td>
<td>Jeff Hurn</td>
<td></td>
</tr>
<tr>
<td>Yr. 1: 2013-14</td>
<td>Install Great Plains Software to integrate Business and Student Services Office</td>
<td>Rilie Kafer/Kyle Erwine</td>
<td>Category 5</td>
</tr>
</tbody>
</table>
**Yr 3: 2015-16**  
**PowerCampus Reimplementation:** Josh Berry  
**Phase 2 Scheduled Actions**  
Training, PowerCampus Training, and Powercampus/PowerFaids Interface Set up  

**Yr 3: 2015-16**  
Begin review on interaction between website, portal, and personal applications to plan for future needs of internal and external stakeholders regarding HCC information retrieval. Josh Berry  

**Yr. 4: 2016-17**  
**PowerCampus Reimplementation**  
Phase 3: Implementation of Add-on Solutions (PowerCampus Analytics, Net Partner, and Web Client) Josh Berry  

**Yr 3: 2015-16**  
Evaluate classroom and housing space needs relative to enrollment goals and consider available spaces for expansion i.e. Ken Babcock Technical Center spaces, Highland Elementary School spaces, available apartment spaces, Main street buildings. David Reist  

**Objective 2: Increase the level of satisfaction for employees and students.**

**Yr. 1: 2013-14**  
Use climate survey results to guide improvement at HCC. Doc Arnett
<table>
<thead>
<tr>
<th>Year</th>
<th>Objective Description</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yr. 1: 2013-14</td>
<td>Communicate Rewards Package (fringe benefits) to all employees</td>
<td>Eileen Gronniger</td>
</tr>
<tr>
<td>Yr. 1: 2013-14</td>
<td>Communicate, announce, and administer staff reimbursement of college classes</td>
<td>Eileen Gronniger</td>
</tr>
<tr>
<td>Yr. 2: 2014-15</td>
<td>Develop employee reward system.</td>
<td>Eileen Gronniger</td>
</tr>
<tr>
<td>Yr. 3: 2015-16</td>
<td>Begin work on developing equitable salary structure for HCC staff members who are not on the master contract.</td>
<td>Dan Erbert</td>
</tr>
</tbody>
</table>

**Objective 3: Secure Alternate Funding**

<table>
<thead>
<tr>
<th>Year</th>
<th>Grant/Program Description</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yr. 2: 2014-15</td>
<td>Secure Title IV funding (via Student Support Services grant rewrite)</td>
<td>Lisa Parsons</td>
</tr>
<tr>
<td></td>
<td>September 1, 2015-August 31, 2020</td>
<td>Category 5</td>
</tr>
<tr>
<td>Yr. 1,2,3</td>
<td>Title IV SSS Grant Administration</td>
<td>Lisa Parsons</td>
</tr>
<tr>
<td>Yr. 3,2,5</td>
<td>Title IV SSS Grant Administration</td>
<td>Lisa Parsons</td>
</tr>
<tr>
<td>Yr. 1,2,3</td>
<td>Title III Grant Administration</td>
<td>Terri Ball</td>
</tr>
<tr>
<td>Yr. 1,2</td>
<td>Trac 7 Grant Administration</td>
<td>Terri Ball</td>
</tr>
<tr>
<td>Yr. 3: 2015-16</td>
<td>Perkins Grant Administration</td>
<td>Lucas Hunziger</td>
</tr>
<tr>
<td>Yr. 3: 2015-16</td>
<td>Perkins Reserve Grant</td>
<td>Lucas Hunziger</td>
</tr>
<tr>
<td>Yr. 3: 2015-16</td>
<td>Perkins Reserve Grant</td>
<td>Mary Johanning</td>
</tr>
<tr>
<td>Yr. 1: 2013-14</td>
<td>AOK Grant Administration</td>
<td>Mary Johanning</td>
</tr>
<tr>
<td>Yr. 3: 2015-16</td>
<td>National Science Foundation, one year extension</td>
<td>Scott Kohl</td>
</tr>
<tr>
<td>Yr. 3: 2015-16</td>
<td>Vesta Nat’l Center of Excellence, one year extension</td>
<td>Scott Kohl</td>
</tr>
<tr>
<td>Yr. 3: 2015-16</td>
<td>Vesta Nat’l Center of Excellence</td>
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<td>Yr. 3: 2015-16</td>
<td>Vesta Nat’l Center of Excellence</td>
<td>Scott Kohl</td>
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</tbody>
</table>

Category 5
Yr. 2: 2014-15  
**KS Dept of Ag Speciality Crop Block Grant**  
Scott Kohl  
Category 5

Yr 3: 2015-16  
**KS Dept of Ag Speciality Crop Block Grant**  
Scott Kohl  
Category 5

Yr 1: 2013-14  
**Plus 50 Grant Administration**  
Mary Johanning  
Category 5

Yr. 2: 2014-15  
**Jist Grant Welding Program Enhancement**  
Mary Johanning  
Category 5

Yr 3: 2015-16  
**JIST Grant Accelerating Opportunities**  
Lucas Hunziger  
Category 5

Yr.2: 2014-15  
**Annual Dollars Raised by the HCC Foundation for Scholarships**  
Craig Mosher  
Category 5

Yr 2: 2014-15  
**Testing Fees for Business-Westar, Technical Electrical Regional Directors**  
Category 5

**Objective 4: Implement strategic planning process using HCC criteria**

Yr. 1: 2013-14  
**Embed continuous improvement action Projects in the SPC process.**  
Craig Mosher  
SPC

Yr. 1: 2013-14  
**Work to implement continuous improvement processes within standing committee work. Include posting minutes and by-laws.**  
Craig Mosher  
SPC

**AQIP Categories**

1- Helping students learn  
Communicate Effectively

2-Meeting student and other key stakeholder needs  
Be competent at your work

3-Valuing Employees  
Work effectively on teams

**Shared Performance Outcomes**

Respect Others
4-Planning and Leading

Think Critically

5-Knowledge management and resource stewardship

Act Responsibly

6-Quality overview focuses on the continuous quality improvement
Plan 2013-2016

Department/Team  Results

WIG Team-Stephanie Peterson (campus), Di Hinrichs (Wamego), Erin Shaw (Perry), Therese Crary (Holton & Atchison) Amy Dulac, HCC Tech Center

2013-14: 5.71% Enrollment Increase; 2014-15: 1.45% Enrollment Increase; 2015-16: 3.4% Enrollment Increase. Overall 2013-16: 5% (3 years) Overall 2012-16: 10% (4 years)
Regional Directors and Admissions Team  Completed. Marketing was decentralized and budgets were assigned to Student Services staff at the campus and regions. Spring Course guide zip codes re-visited. Circulation we could afford is 150K and zip codes were strategically selected. Each regional director and online director is strategically targeting local ad market. Campus PR office is working on TV ads and coordinating Highland campus ads. Local relationships developed with Doniphan and Brown County school districts, businesses, parents, students, Summit Truck Bodies, and others. Nelnet payment plans established to aid students in affording college. Admissions enhanced social media campaigns to include You-Tube ads for targeted program enrollment. Additionally, two new recruitment brochures were designed and utilized. HCC also purchased and initiated the HCC Engage application to enhance student engagement and communication. Various efforts to promote the new Precision Agriculture program have been launched and several members of the HCC team have attended numerous community events inside and out of the nine-county service area to showcase the College.

Human Services Team  Completed and Implemented - Developed Human Services AA/AGS Degree.
Regional Directors  Completed, approved and in use.
Soph. Experience Subcommittee: Completed and Recommendation: Committee studied sophomore retention, collected data, and determined that retention strategies are being embedded across campus, but not in the form of a specific sophomore experience. This has been evidenced by increased second year students in housing, increased returning student enrollment on campus, increased football and volleyball returners Summer Blitz and fall. The recommendation is that we collect information in the region about retention. That has been done and is being reviewed and prepared for AQIP portfolio.

Di Hinrichs & Regional Directors: Completed. This data has been collected and is in process of being reviewed and prepared for Category 2 of the AQIP portfolio.

Fusion Committee: Completed. Lack of funding for project to continue. Looking for donor.

Title III Grant Team: Completed. Enrollment grew at the Western Center 106% from 2014-15 to 2015-16 (789 credit hours to 1628).

Completed. This has been started and is integrated into the Viticulture and Enology Director's responsibilities.

Technical Center Staff: Completed. This has been started and is integrated into the Technical Center Director's responsibilities.

Arts At The Barn: Completed. Drawing upon lessons learned from Fusion, the Arts at the Barn Series features smaller venues of cultural activities that are self-funding.
Department/Team

Retention Sub Committee: Documenting Complaints

Completed. Started with a complaint form on website.
Reviewed 2015 and received very few complaints. The team reconvened and came up with a Student Compliment and Complaint process described on this page of the website: http://highlandcc.edu/pages/student-compliment-and-complaint-process.

Process Designed and ready for review by SPC.

Eileen Gronniger (Human Resources), Therese Crary (Student Conduct), Angie Eberly, Tyler Nordman, Tyler Nordman, Therese Crary, Angie Eberly, and Kristin Woodruff.

Completed. New Equity and Grievance policy was written by team, approved by Board of Trustees, and implemented during the 2015-16 academic year. Implemented Maxient software in the 2015-16 academic year to assist in meeting mandates with data collection and case management.

Completed. Included in the Equity and Grievance policy. Implemented Maxient software in the 2015-16 academic year to assist in meeting mandates with data collection.
Cheryl Rasmussen

Completed. Implemented Maxient software in the 2015-16 academic year to assist in meeting mandates with data collection and case management.

Eileen Gronniger (Human Resources), Therese Crary (Student Conduct), Angie Eberly, Tyler Nordman

Ongoing. Completed level one (out of five) ATIXA training in September 2014-3 staff members. Many staff members completed investigator training in November 2014 and 2015. On campus training held in September 2015 for Equity Grievance Panel members.

Tyler Nordman (Student Life), (Security)

Completed training at Clery Conference in 2014. Ongoing campus training offered by Director of Student Life. 2016-17 will begin required online training for all staff members. Training offered as a result of purchasing "Campus Answers" training and tracking program.

Tyler Nordman, Cheryl Rasmussen

Completed level one NaBita Training November, 2014. Team training level two completed November 2015.

Eileen Gronniger (Human Resources), Therese Crary (Student Conduct), Angie Eberly, Kristin Woodruff, Mary Johanning, Terri Ball

Ongoing. Integrated into housing orientation, campus student orientation, employee meetings, No More Campaign. "Campus Answers" is an online training program that will be implemented 2016-17 academic year and offer training and tracking for all staff and students.
Completed. Numerous training events offered across campus.

Completed. Updated online forms for students and staff to complete when concerned about a student. These may be found at http://highlandcc.edu/pages/care-team.

Completed. Equity Grievance Panel training held September 2015.

Completed. Increased the number of methods for collecting stakeholder input and incorporated those methods into the planning and decision making process.

In Progress. Personnel policies are online. Work is being done to streamline the process.

Completed and Ongoing. Level One Title IX training completed. Investigator Training completed by most of Equity Grievance Panel members. Teams must continue to keep up with training in these issues and communicate with campus staff.
Completed. Fall 2015, percentage of total marketing dollars alloctd to each regional center and HCC Online. PDCA upcoming.

Sources, and Support

Department/Team

Completed. Yr 2-Learning House metrics are available since 2010.

Part-time Instructor Eval Team
Di Hinrichs, Cara Baker, Lisa Parsons, Stephanie Peterson.
Developed and implemented.

Completed development and piloting of student e-walk through tool. Full use planned for 2016-17 academic year after suggested changes made summer 2016.

Instructional Council
Completed and Ongoing. During Spring 2016, a student assessment of classroom effectiveness tool was administered to all sections of 8 courses using existing ScanTron technology. Results are pending and will be sent to each participating instructor by August 1, 2016.
Instructional Council

Completed. Using the HCC General Education Outcomes for program completers, faculty determined activities which demonstrate course activities (quiz items, papers, presentations, lab assignments) which closely aligned with each outcome. Performance on these assessments were reviewed for students who have completed 45+ general education credits and are being analyzed and reported, Summer 2016. Results will be used to target instructional strategies for these outcomes. This embedded assessment project replaces CAAP as an exit assessment for general education/transfer students.

Allison Johnson, Amy Dulac, Shelley Smith, Karen Jury, Sara Smith, Bethany Smith

Completed. Researched and recommended Accuplacer.

and co-curricular activities.

Tyler Nordman, Cara Baker, Andrea Keller, Erin Shaw, Therese Crary, Di Hinrichs, Lucas Hunziger

Completed and ongoing. HCC is tracking student progress and participation in the following five co-curricular activity categories: Academic/Professional, Culture and Diversity, Health and Wellness, Leadership and Service, Personal Development and Social Engagement.
Completed and Ongoing. Co-curricular activities (defined as activities or events which directly support a course competency) were identified in 11 courses within 4 academic divisions. This measure will be carried over into the next Plan with a goal of increasing the number and scope of activities related to student learning.

and Improvement

Department/Team

Completed. 3 year program review process in place.

Part-time Instructor Eval Team
Completed. Developed and piloted fall 2015r and spring 2016.

Assessment Team
Completed. Means and measures of assessment, including coordination and reporting responsibility, were established for general education/transfer outcomes (AA, AS), program outcomes (academic disciplines, AAS, CERT), course outcomes, and individual course competencies. Determining means of assessment for the Shared Performance Expectations (SPEs) are in-progress and will be administered as a pilot during 2016-17.

Stephanie Peterson, Lisa Parsons, Di Hinrichs, Cara Baker
Moved to 2016-17. Pilot data collected spring 2016. Full implementation of instrument Fall 2016.
Completed. Guidelines for Master Course Outlines and in-course assessment were established and are being introduced to all full-time and part-time basis on a 3-year cycle beginning Fall 16. Highland faculty participated in 100% of state-wide transfer (KCOG) course reviews and technical program alignment meetings. This is a joint project between Curriculum and Instruction and Academic Standards Teams.

**Institutional Effectiveness**

**Department/Team**

**Category 5 Team**

Complete. Reviewed past Board of Trustee meetings to develop a list of major decisions made by Board given to them by State Statutes.

Completed half way-get feedback from Doc

Completed.

**Business Office/IT Office**

Ongoing. Data cleanup is in progress with reimplementation. Training for IR is in place.

Completed.

**Business Office/IT Office**

In Process: Payroll Integration, Human Resources Portal, and Purchasing Portal are yet to be implemented. There is discussion about how we want to proceed.
IT  
Completed.

Online Application Team  
In process-Extend to Yr. 3 for implementation. This objective changed as we made the decision to implement "Full Measure."

Ellucian staff  
Completed.

Academic Office, Tech Center  
In Process. After reviewing services offered by a company called "Full Measure" in fall 2015, the Board accepted a recommendation by the administration to purchase this software that will allow mobile capability for students and will also redefine some of the implementation that was previously planned with Ellucian. Full Measure has been purchased and initial campus discussions about implementation were held in the spring of 2016. In May 2016, a team from Full Measure came to campus and visited with about 25 PowerCampus users to determine roadmaps for setting up the software. Currently, there is training for academic planning and calendar set for September 2016, a demo scheduled fall 2016, and full implementation of Full Measure scheduled for Spring 2017. Permission and policy reviews will follow.

In Process. See above. Full Measure is replacing our purchase and implementation of Ellucian Portal.
IT Staff,

In Process: Scheduled Actions will be replaced by "Full Measure" communication plans when this is implemented. See above. Boot camp training completed in February by IT staff. PowerFaids training completed in March by IT and Financial Aid Staff. Additional Ellucian Training will happen in September 2016.

Tyler Nordman, Jason Stegman

Reviewed and moved to 2016-17 due to Full Measure implementation.

Ongoing. Full Measure will replace some or most of these add-ons. This will be reviewed after Full Measure Implementation and roll out-Spring/Summer 2017.

Various teams of students and staff.

Ongoing. Some of these issues are addressed in the update of the Master Plan. Others are yet to be completed.

Special Climate Team

Ongoing
Completed

Team work  Completed

In progress

TBD

$1,100,000  2015-2020

$1,061,566  2010-2015
$1,100,000  2015-2020
$2,242,279  2013-2018
$572,113  2010-2015
$102,094  2015-2016
$46,753  2015-2016
$130,000  2015-2016
$85,111  2013-2014
$22,000  2015-2016

$12,500  2015-2016

$266,500  2015-2020
$50,300 2014-2015

$55,000 2015-2016

$15,000 2013-2014

$55,000 2014-2015

$62,940 2015-2016

$6,930 2014-2015

Completed.

Complete: Criterion 3, Objective 2; Criterion 4, Objective 1; Criterion 5, Objective 1.
Ongoing. Space created in intranet for committee minutes. Most are outdated. Need to review.
## Highland Community College Strategic Plan
### 2013-2016 (Updated August 2015)

### Criterion 1 – Mission

<table>
<thead>
<tr>
<th>Objective 1: Manage Enrollment</th>
<th>Person</th>
<th>Standing Team</th>
<th>AQIP Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yr. 1: 2013-14; Yr 2 2013-14, Yr 3 2015-16</td>
<td>Set enrollment goals at each site.</td>
<td>Cheryl Rasmussen</td>
<td>Admissions</td>
</tr>
<tr>
<td></td>
<td>Monitor and communicate progress regularly.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Yr 3: 2015-16 | Drive Marketing Projects, Advertising, and Initiatives that align to Enrollment Goals. | Cheryl Rasmussen |

| Yr 3: 2015-16 | Analyze concurrent, online, and regional retention data | Di Hinrichs |

### Objective 2: Contribute to strengthening local economics and enhance the quality of life.

| Yr 3: 2015-16 | Develop Self-Funding Cultural Event Series | Peggy Forsberg | Category 2 |

### Criterion 2 - Integrity
<table>
<thead>
<tr>
<th>Strategy</th>
<th>Person</th>
<th>Standing Team</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Objective:</strong> Develop strategies to incorporate our common learning outcomes into our learning and work environment. <strong>Yr. 1:</strong> 2013-14 and Reactivated for Yr: 3 2015-16 with increased reporting responsibility.</td>
<td>Act Responsibly: Document complaints received and resolution process</td>
<td>Audrey Caudle</td>
<td>Retention</td>
</tr>
<tr>
<td><strong>Yr. 3:</strong> 2015-16</td>
<td>Communicate Effectively: Implement campus-wide training to align with Title IX compliance reviews (i.e. sexual harassment, assault, workplace violence, etc.)</td>
<td>Cheryl Rasmussen</td>
<td>Student Services Directors</td>
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<td>Tyler Nordman</td>
<td>Student Services Directors</td>
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<td><strong>Yr. 3:</strong> 2015-16</td>
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<td>Kristin Woodruff</td>
<td>Student Services Directors, Care Team</td>
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</tbody>
</table>
Yr. 3: 2015-16  Communicate Effectively:  Implement campus-wide training to align with student conduct compliance reviews  Therese Crary  Student Services Directors  Category 4

Yr. 3: 2015-16  Work effectively on Teams:  Improve gathering of stakeholder inputs and how they are used.  Dave Reist

Yr 3: 2015-16  Communicate Effectively: Develop Employee Orientation Process  Eileen Gronniger

Yr 3: 2015-16  Work Effectively on Teams: Title IX, CARE, and Student Conduct Teams receive appropriate training and support for continued implementation of Federal Compliance associated with Clery Act, VAWA, Campus SaVE, Association of Student Conduct, and National Behavior Intervention Team.  Cheryl Rasmussen

Yr. 3: 2015-16  Communication: Purposeful Use of Marketing Dollars to meet the College Mission  Craig Mosher

| Criterion 3: Teaching and Learning Quality, Resources, and Support |
|---------------------------------|-------------------|---------------------|-----------------|----------------|
| **Strategy** | **Person** | **Standing Team** | **Category** |
| Objective 1: Curriculum is relevant and level of quality is consistent across all delivery methods. |
| Yr. 3: 2015-16  Verify content, review processes in online instruction.  Denise Peters |
| Objective 2: Institution provides support for student learning and effective teaching |
Yr 3: 2015-16
Deveop E-Walk Through Student Services Observation Tool to serve as a self-assessment for student success.
Cheryl Rasmussen

Yr. 3: 2015-16
Develop tool for measuring student evaluation of teaching effectiveness.
Peggy Forsberg

Yr. 3: 2015-16
Develop an evaluation to measure student learning
Peggy Forsberg

Yr. 3 2015-16
Review and Develop a system wide placement plan.
(Compass and ASSET placement testing will no longer be available after December 2016.)
Jolie McDaniels

Objective 3: Institution enriches educational environment by deliberately integrating curricular and co-curricular activities and assessed via e-walk through tool.

Yr 3: 2015-16
Begin work on development of Student Learning outcomes including categories of student development addressed in various co-curricular learning activities and assessed via e-walk through tool.
Cheryl Rasmussen

Yr. 3: 2015-16
Whenever appropriate, align co-curricular activities to align with curricular topics.
Peggy Forsberg
**Criterion 4-Teaching and Learning: Evaluation and Improvement**

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Person</th>
<th>Standing Team</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Objective 1:</strong> Establish a 3 year cycle of program review in academic and technical programs.</td>
<td></td>
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<tr>
<td><strong>Yr.3: 2015-16</strong> Establish an institution wide non-academic assessment plan-</td>
<td>Cheryl Rasmussen</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Yr. 3: 2015-16 Ensure that course and program competencies are aligned with HCC general education/ transfer outcomes, and that all general education courses meet state-wide Guaranteed Transfer Course plan.</td>
<td>Peggy Forsberg</td>
<td>Academic Standards</td>
</tr>
<tr>
<td></td>
<td><strong>Objective 2:</strong> Enhance an institution wide academic and non-academic assessment plan</td>
<td></td>
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</tr>
</tbody>
</table>

**Criterion 5-Resources, Planning and Institutional Effectiveness**

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Person</th>
<th>Standing Team</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Objective 1:</strong> Improve operational efficiency for all units and aspects</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Yr 3: 2015-16</strong> Document how data is used to make decisions</td>
<td>Dave Reist</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Yr 3: 2015-16</strong> Evaluate data and evaluation processes</td>
<td>Doc Arnett</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Yr 3: 2015-16</strong> PowerCampus Reimplementation: Phase 1 Academic Calendar Review/Revision; Define Roles and responsibilities; policy reviews</td>
<td>Josh Berry</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Yr 3: 2015-16</strong> PowerCampus Reimplementation Phase 1: Ellucian Portal Implementation</td>
<td>Josh Berry</td>
<td>Kyle Erwine</td>
<td>Category 5</td>
</tr>
<tr>
<td>Year</td>
<td>Objective</td>
<td>Actions</td>
<td>Responsible</td>
</tr>
<tr>
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</tr>
<tr>
<td>2015-16</td>
<td>PowerCampus Reimplementation: Phase 2 Scheduled Actions</td>
<td>Training, PowerCampus Training, and Powercampus/PowerFaids Interface Setup</td>
<td>Josh Berry</td>
</tr>
<tr>
<td>2015-16</td>
<td>Begin review on interaction between website, portal, and personal applications to plan for future needs of internal and external stakeholders regarding HCC information retrieval.</td>
<td>Josh Berry</td>
<td>2</td>
</tr>
<tr>
<td>2015-16</td>
<td>Evaluate classroom and housing space needs relative to enrollment goals and consider available spaces for expansion i.e. Ken Babcock Technical Center spaces, Highland Elementary School spaces, available apartment spaces, Main street buildings.</td>
<td>David Reist</td>
<td>5</td>
</tr>
<tr>
<td>2015-16</td>
<td>Objective 2: Increase the level of satisfaction for employees and students.</td>
<td>Begin work on developing equitable salary structure for HCC staff members who are not on the master contract.</td>
<td>Dan Erbert</td>
</tr>
<tr>
<td>2015-16</td>
<td>Objective 3: Secure Alternate Funding</td>
<td>Title IV SSS Grant Administration</td>
<td>Andrea Keller</td>
</tr>
<tr>
<td>2015-16</td>
<td>Title IV SSS Grant Administration</td>
<td>Andrea Keller</td>
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</tr>
<tr>
<td>2015-16</td>
<td>Title III Grant Administration</td>
<td>Terri Ball</td>
<td>5</td>
</tr>
<tr>
<td>Yr</td>
<td>Grant Description</td>
<td>Name</td>
<td>Category</td>
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<td>1,2</td>
<td>Trac 7 Grant Administration</td>
<td>Terri Ball</td>
<td>5</td>
</tr>
<tr>
<td>3: 2015-16</td>
<td>Perkins Grant Administration</td>
<td>Lucas Hunziger</td>
<td>5</td>
</tr>
<tr>
<td>3: 2015-16</td>
<td>Perkins Reserve Grant</td>
<td>Lucas Hunziger</td>
<td>5</td>
</tr>
<tr>
<td>3: 2015-16</td>
<td>ABE/GED Grant Administration</td>
<td>Mary Johanning</td>
<td>5</td>
</tr>
<tr>
<td>1: 2013-14</td>
<td>AOK Grant Administration</td>
<td>Amanda Ramsey</td>
<td>5</td>
</tr>
<tr>
<td>3: 2015-16</td>
<td>National Science Foundation, one year extension</td>
<td>Scott Kohl</td>
<td>5</td>
</tr>
<tr>
<td>3: 2015-16</td>
<td>Vesta Nat'l Center of Excellence, one year extension</td>
<td>Scott Kohl</td>
<td>5</td>
</tr>
<tr>
<td>2: 2014-15</td>
<td>KS Dept of Ag Speciality Crop Block Grant</td>
<td>Scott Kohl</td>
<td>5</td>
</tr>
<tr>
<td>3: 2015-16</td>
<td>KS Dept of Ag Speciality Crop Block Grant</td>
<td>Scott Kohl</td>
<td>5</td>
</tr>
<tr>
<td>1: 2013-14</td>
<td>Plus 50 Grant Administration</td>
<td>Amanda Ramsey</td>
<td>5</td>
</tr>
<tr>
<td>2: 2014-15</td>
<td>JIST Grant Welding Program Enhancement</td>
<td>Amanda Ramsey</td>
<td>5</td>
</tr>
<tr>
<td>3: 2015-16</td>
<td>JIST Grant Accelerating Opportunities</td>
<td>Lucas Hunziger</td>
<td>5</td>
</tr>
<tr>
<td>2: 2014-15</td>
<td>Annual Dollars Raised by the HCC Foundation for Scholarships</td>
<td></td>
<td>5</td>
</tr>
</tbody>
</table>

**Objective 4:** Implement strategic planning process using HCC criteria
**AQIP Categories**

1. Helping students learn
2. Meeting student and other key stakeholder needs
3. Valuing Employees
4. Planning and Leading
5. Knowledge management and resource stewardship
6. Quality overview focuses on the continuous quality improvement

**Shared Performance Outcomes**

- Respect Others
- Communicate Effectively
- Be competent at your work
- Work effectively on teams
- Think Critically
- Act Responsibly
<table>
<thead>
<tr>
<th>Department/Team</th>
<th>Results</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIG Team-Vanetta Geiger (campus), Di Hinrichs (Wamego), Sue Grosdidier (Perry), Luke Cairney (Holton &amp; Atchison) Amy Dulac, HCC Tech Center</td>
<td>5% Enrollment increase across the college</td>
<td>Keep goals the same as 13-14. Keep the same for 15-16 and study the associated costs of housing, what it costs to run the regional sites, classroom spaces available.</td>
</tr>
<tr>
<td>Di Hinrichs &amp; Regional Directors</td>
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<tr>
<td>Arts At The Barn</td>
<td>Drawing upon lessons learned from Fusion, the Arts at the Barn Series will feature smaller venues of cultural activities that will be self-funding.</td>
<td></td>
</tr>
</tbody>
</table>
Objective: Develop strategies to incorporate our common learning outcomes into our learning and work environment.

Retention Subcommittee: Documenting Complaints

Completed. Form on website. Reviewed 2015 and received very few complaints. Want the team to reconvene and integrate documentation of this objective in all campus offices.

Eileen Gronniger (Human Resources), Therese Crary (Student Conduct), Angie Eberly, Kristin Woodruff, Mary Johanning, Terri Ball

Integrating into housing orientation, campus student orientation, employee meetings, No More Campaign.
Initial EGP training scheduled for September 2015

Tyler Nordman, Therese Crary, Angie Eberly, Kristin Woodruff, Andrea Keller, Eileen Gronniger.

Department/Team

Yr 2-Learning House metrics are available since 2010.
Objective 3: The institution enriches the educational environment by deliberately integrating curricular and co-curricular activities.

Vanetta Geiger, Di Hinrichs, Cara Baker, Andrea Keller

Instructional Council

Allison Johnson, Amy Dulac, Shelley Smith, Karen Jury, Sara Smith, Bethany Smith

and co-curricular activities.

Tyler Nordman, Cara Baker, Andrea Keller, Erin Shaw, Therese Crary, Di Hinrichs, Lucas Hunziger

Category 1 Team
Department/Team

Vanetta Geiger, Di Hinrichs, Cara Baker, Andrea Keller

Department/Team

Category 5 Team

Academic Office, Tech Center
IT Staff,

Tyler Nordman, Jason Stegman

TBD

TBD

$1,061,566 2010-2015
$1,100,000 2015-2020
$2,242,279 2013-2018
$572,113 2010-2015
$102,094 2015-2016
  $46,753 2015-2016
$130,000 2015-2016
  $85,111 2013-2014
  $22,000 2015-2016
  $12,500 2015-2016
$266,500 2015-2020
  $50,300 2014-2015
$55,000 2015-2016
$15,000 2013-2014
  $55,000 2014-2015
$62,940 2015-2016
  $6,930 2014-2015
Strategic Plan Action-Student Services  
2015-16

Criterion 1-Mission

1. Set enrollment goals at each site. Monitor and communicate progress regularly.

   September  See attached enrollment report. 11% overall increase to date from last year's audited fall numbers.
   October   4% increase to date from last year's audited fall numbers. 27985 to 29108 credit hours.
   November  3.85% increase to date from last year's audited fall numbers. 27985 to 29035 credit hours.
   December  3.75% increase to date from last year's audited fall numbers. 27985 to 29007 credit hours.
   January   5.5% increase to date from January to January comparison. 25442 to 26844 credit hours.
   January   5.2% decrease to date from last year's audited spring numbers. 28323.5 to 26844. (8 week enrollment still available.)
   February  1.7% increase to date from February to February comparison. 26844 to 28622 credit hours.
   February  1% increase to date from last year's audited spring numbers. 28323.5 to 28622 credit hours.
   April     New format for enrollment data report from PowerCampus. Increased accuracy.

2. Drive Marketing Projects, Advertising, and Initiatives that align to Enrollment Goals.

   September New recruitment materials printed and ready for distribution. See accompanying “H” and Tabbed Piece.
   September Team has begun work on Spring Course Guide. Due to printer late October and for distribution the week before Thanksgiving.
   October    Team visited budget and determined we could afford 150,000 circulation. Made zip code determination of where piece will be sent. (Cut nearly 100,000 zip codes)
   October    Director's team worked with Graphic Arts to produce Spring Course Guide and send to printer.
   October    Summit Truck bodies-Wathena, KS-welding training advertising from grant. Targeted to enrollment in that program.
   November  Doniphan and Brown County School District, Chamber, and College Technical Training Initiative-Surveys to students.
   November  Spring Course Guides arrived in 150,000 mailboxes within part of service area and surrounding cities.
December  **Online Team** developed Youtube ad to enhance spring enrollment targeting moms; developing another focused on males. Also created and implemented a plan to advise medical coding students; sent email campaign to all school districts in our service area and locals that we work with to advertise SB 155 funded courses; reimplemented "getting started" bookmarks to help students who are already enrolled with the process. **Perry** has ongoing Buffalo Wild Wings ads that run in Lawrence locations. An ad ran in Lawrence last week for CNA/CMA classes and flyers have been posted in house and sent to high school counselors in Jeff County, Lawrence, and Topeka; running Facebook promotions for giveaways for enrolling early; publicized payment plans for concurrent students with high school counselors. **Western Center** has replaced billboards east and west of Baileyveille; advertised in Marysville Advocate special pages for area athletic teams; funded a radio campaign leading up to open house and enrollment; use Twitter and Facebook to advertise enrollment. **Wamego** has radio ads running in and around Manhattan; emailed K-State advisors weekly for several weeks from November through January start date; placed local print ads in newspapers; placed print ad in K-State Collegian. **Highland Campus** is advertising locally in Chief and sending email campaigns to wish prospective students Happy Holidays and remind them of visit day in January. **Holton** Holton Recorder: holiday ad in newspaper, a couple of signature ads and in holiday shopper, Student of the Month ads, radio ads, social media (Fb and Twitter), new “Enroll Now” banner hanging outside building, Holton Holiday house tour, Holiday Parade of lights, purchased an ad on a track hurdle to be used this Spring, advertising on a local map that is distributed by real estate agents, chamber of commerce, etc.

December  Doniphan and Brown County School District, Chamber, and College Technical Training Initiative- surveys to parents in all 5 districts were developed and sent.

January  Business Surveys were sent to Brown and Doniphan County Businesses. As a part of this, effort, we realized that there was not a list of businesses in Doniphan County. HCC staff worked to develop this list to include emails. That held up the survey being sent, but is necessary to communicate with businesses.

January  As an effort to enhance enrollment in Atchison at both regional and technical centers, the decision was made to replicate the Doniphan/Brown project in Atchison to include all Atchison County high schools and McLouth, Oskaloosa, and Jefferson North in Jefferson County. In addition, Pleasant Ridge will be included as a testimonial for Tech Center relationships.

January  Initiated Nelnet Payment plan. About 19% (541 students/ 2850) of HCC students utilized the Nelnet Payment plan for spring. Online=197; Highland=145; Wamego=87; Perry=44; Tech Center-16; Holton=13; Other=39.

January  On campus housing is 82% full. Last year at this time we were 85% full.
February Doniphan/Brown County School and Business Project data will be discussed at Feb 22 luncheon meeting.

February Meeting with Highland Campus and Technical Center personnel to discuss TV, Print, and digital advertising effort for Technical programs specifically. Will include a new Technical Center commercial. Will include TV ads during March Madness throughout greater St. Joseph Area.

February Worked with regional directors and PR office to develop fall course guide.

March Admissions starting social media campaign about technical programs and earnings associated with each program. Plan is to advertise Tier 1-programs that need most enrollment, tier 2, etc.

March Admissions Team working on updating H and tabbed recruitment brochures.

March Admissions creating youtube videos to target low enrollment programs.

March Student Activities developing youtube videos for various activity opportunities.

March Admissions and Student Activities working on developing prospective student portion of HCC Engage application.

March Student Services directors exploring digital media including google analytics and additional training.

March Television Advertisement Spots during March Madness

March Precision Ag Day/Open House Event at Western Center

April HCC Online launched a second YouTube video.

April New technical radio ads

April New technical commercial filming complete

April Prarie Band Career and College Fair

April All Regional Open Houses and Doniphan/Brown Co. Information Nights, Wamego booth at Tulip Fest.

April Technical Center - Career Fair and Car Show

May Course guide completed

3. Analyze concurrent, online, and regional retention data.

   September A retention report was created and presented at the Student Services Director’s Meeting.

   October The retention report was prepared for all regions and online to review. Still in progress.

   March Review retention data==add to this

**Criterion 2-Integrity**

1. Act Responsibly: Document complaints received and resolution process

   September The feedback form on the website has been created, but has not been utilized extensively. The committee was asked to create a process for documenting complaints across campus and collecting all data.
December  Sent question to listserv to compare how peer institutions document complaints. Maxient will be the primary data collection source for complaints.

January  Created a Student Compliment and Complaint Page to align with KBOR and DOE requirements. Board will approve a portion of this at January meeting. http://highlandcc.edu/pages/student-compliment-and-complaint-process

2. Communicate Effectively: Implement campus-wide training to align with Title IX compliance reviews (i.e. sexual harassment, assault, workplace violence, etc.)
   
   September  On September 10, we hosted a training for the HCC Equity Grievance Panel members. Training included general Title IX training, a review of the responsibilities of the EGP with regard to student conduct, investigators training, and work in various mock scenarios. HCC staff members and Lori Church, attorney from KASB, conducted the training.
   
   September  Created and posted a Title IX Resources page on the HCC website.
   
   November  FERPA Training in Director’s Meeting from the Registrar’s office.
   
   November  FERPA Training for DEA Team (Data Entry Assistants).
   
   March  Title IX Presentation for Perry Adjuncts and Regional Full time employees-at Perry. March 1
   
   February  Campus speaker on equity/diversity.
   
   February  Opportunity to discuss Letter from the Birmingham jail.
   
   April  Safe Zone Training for campus students

3. Communicate Effectively: Implement campus-wide training to align with Clery Act, VAWA, and Campus SaVE compliance reviews.
   
   October  Domestic Violence Awareness Month-Intimate Partner Violence twitter campaign launched on campus.
   
   October  Annual Security Report for Clery Act was completed and shared with all students and employees and posted on website.
   
   October  Clothesline Project at Perry for Domestic Violence Awareness Month.
   
   October  Red Ribbon Week at Holton for Drug/Alcohol Awareness.
   
   November  Heartland Campus Safety Conference Attendance-Investigator Training
   
   November  Attended NaBITA (Behavior Intervention Team) training
   
   December  Provided CSA (Campus Security Authority) training for Student Services Directors
   
   January  Housing Director.
   
   February  Crisis Team working on Emergency Guides to be posted online and to be used internally.

4. Communicate Effectively: Implement campus-wide training to align with Behavioral Intervention compliance reviews
   
   September  On September 1, the Title IX, Student Conduct, and Care team went through training to utilize the new student conduct/BIT software, Maxient.
   
   September  Subsequent to the initial Maxient training, the campus teams met throughout September to set up the software for use.
September On September 21, Maxient went live.
October Created and posted a new General Incident IR on the website and communicated to all employees and students about its availability.
October Created and posted a new Discrimination, Harassment, and Gender-Based Misconduct form and communicated to all employees and students about its availability.
October Created form for attendance policy dismissals and communicated to all faculty.
November NABITA Conference/Training - attended by CARE Team
December Care Team logo created
December Created and Distributed Relationship Violence Brochures and How to Help a Friend cards

5. Communicate Effectively: Implement campus-wide training to align with student conduct compliance reviews
   September See above - 2.4. September
   November Add Technical Center campus in Maxient-Internal training.
   February Completed training for campus faculty on student conduct and behavioral intervention forms and processes.

6. Work Effectively on Teams: Title IX, CARE, and Student Conduct Teams receive appropriate training and support for continued implementation of Federal Compliance associated with Clery Act, VAWA, Campus SaVE, Association of Student Conduct, and National Behavior Intervention Team.
   October Members of Title IX policy writing team attended ATIXA (Association of Title IX Administrators)/SCOPE (School & College Organization for Prevention Educators) Conference on Title IX issues and Prevention of Sexual Assault. Clery, VAWA issues also addressed at conference.
   October Quarterly Meeting of the Crisis Team. Changed Campus Lockdown policy and Trained faculty and staff in the process. Student training in process.
   November Conducted Campus Crisis Lockdown Drill
   December CSA Training at Director's meeting

Criterion 3-Teaching and Learning: Quality, Resources & Support

1. Develop E-Walk Through Student Services Observation Tool to serve as a self-assessment for student success.
   August E-Walk Through development team met on August 28 to finalize programming for E-Walk Through tool with Sue Jenkins, our Southwest Service Center consultant. After the programmer completes his work, the tool will be piloted-hopefully late this fall.
   January E-Walk through tool has been designed and programmed. The team added two members and will be conducting pilot observations from the end of January through April. The goal is to observe each student services staff member approximately 5 times between now and then. By that time, we should have some good data and be able to tweak the product and determine training needs for staff.
   February Continued Pilot observations are being completed by the design team across all of HCC.
2. Review and Develop a system wide placement plan. (Compass and ASSET placement testing will no longer be available after December 2016.)

<table>
<thead>
<tr>
<th>Month</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>September</td>
<td>A team has begun work on replacing the Compass and ASSET testing and is leaning toward using Accuplacer. The decision will be made by late fall and will be ready for implementation Spring 2016 at the earliest and Fall 2016 at the latest.</td>
</tr>
<tr>
<td>August</td>
<td>Appointed committee to study placement testing</td>
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<tr>
<td>September</td>
<td>Committee met to study various options</td>
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<tr>
<td>November</td>
<td>Committee recommendation to utilize Accuplacer as new placement testing</td>
</tr>
<tr>
<td>December</td>
<td>President’s Staff approved committee recommendation to utilize Accuplacer</td>
</tr>
<tr>
<td>January</td>
<td>Cut off scores for Accuplacer have been recommended to be used state-wide. HCC will utilize those recommendations.</td>
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</tbody>
</table>

3. Begin work on development of Student Learning outcomes including categories of student development addressed in various co-curricular learning activities and assessed via e-walk through tool.

<table>
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<td>September</td>
<td>Survey monkey surveys have been designed and implemented across all of campus to assess the effectiveness of various programming offered for students.</td>
</tr>
<tr>
<td>September</td>
<td>All staff were notified of the categories for student involvement including: Academic &amp; Professional, Culture and Diversity, Health &amp; Wellness, Leadership &amp; Service, Personal Development &amp; Social Engagement. They were asked to keep track of all opportunities outside of the normal classroom activities that were sponsored by HCC and to categorize those activities. A spreadsheet will be kept and reports will be given to the staff and board.</td>
</tr>
<tr>
<td>January</td>
<td>Student Services collected Fall 2015 information on student development categories and found the following: HCC offered 145 activities within the five categories. 6046 students (duplicated) participated in the activities. Academic &amp; Professional (37 activities), Culture and Diversity (10), Health &amp; Wellness (15), Leadership &amp; Service (36), Personal Development &amp; Social Engagement (47).</td>
</tr>
</tbody>
</table>

**Criterion 4 - Teaching & Learning: Evaluation and Improvement**

1. Establish an institution wide non-academic assessment plan-assessment for E-Walk Through

**Criterion 5 - Resources, Planning & Institutional Effectiveness**

1. PowerCampus Reimplementation: Phase 1 Academic Calendar Review/Revision; Define Roles and responsibilities; policy reviews

2. PowerCampus Reimplementation Phase 1: Ellucian Portal Implementation

<table>
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<th>Month</th>
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<tbody>
<tr>
<td>September</td>
<td>Two different meetings have been held with a company called Full Measure to review software available that would replace portal implementation. Campus team recommended purchase. This software would also include launching mobile capability for students.</td>
</tr>
<tr>
<td>October</td>
<td>Board approval received for purchase of software. In conversation with Pratt Community College about their implementation of Full Measure.</td>
</tr>
</tbody>
</table>
October IT staff meeting with Full Measure to make full determination with regard to implementation.
October Initial stages of planning for Ellucian Bootcamp Training on Campus in early spring.
November Signed contract with Full measure and began data cleanup in preparation for Full Measure Implementation-scheduled for March 2016

3. PowerCampus Reimplementation: Phase 2 Scheduled Actions Training, PowerCampus Training, and Powercampus/PowerF aids Interface Set up

November Scheduled Boot Camp Training on campus for late February 2016.
February PowerCampus 3 day training Feb 23,24,25 for several key users. Training was conducted on campus.
March PowerF aids training for Financial aid director and applications specialist.
April Enrollment Summary Reports included more accurate head counts, excluded inconsistent data, etc.
May Full Measure Implementation Kick Off

4. Begin review on interaction between website, portal, and personal applications to plan for future needs of internal and external stakeholders regarding HCC information retrieval.

   September As mentioned in 5.2.a., Full Measure provides interaction between website and portal.
   November Full Measure implementation schedule has been set and will satisfy this strategy