

As a result of annual evaluation and assessment, the Institutional Development and Planning Office will implement the following plans to increase its effectiveness. These activities help the college address the strategies in its *2005-06 Annual Plan* and include other activities to increase unit effectiveness during the next year.

**Vol. III, Operational Unit No. 8**

**Institutional Development and Planning**

<p align="center"><b>2005-06Activities to Increase the Effectiveness of the Institutional Development and Planning  July 1, 2005– June 30, 2006</b></p>	<p align="center"><b>Completed</b></p>	<p align="center"><b>Comments</b></p>
<p><b>GOAL 1: ADDRESS SUCCESSFULLY ALL SACS ACCREDITATION ISSUES</b></p>		
<p><b>1.1 Ensure college-wide compliance with SACS' <i>Principles of Accreditation</i></b></p>		
<p>1. Make copies of SACS' <i>Principles of Accreditation</i> readily available for all college personnel by posting linking them from the SACS website to the Planning Office webpage. [Annual Plan: 1.1(1)]</p>	<p align="center">Yes</p>	
<p>2. Promote ongoing compliance by distributing copies SACS' <i>The Principles of Accreditation</i> to all administrators on the Executive Council. [Annual Plan: 1.1(2)]</p>	<p align="center">Yes</p>	
<p>3. Continue to develop ways to assess college-level competencies and learning outcomes for the General Education Core and all instructional programs. [Annual Plan: 1.1(4)]</p>	<p align="center">Yes</p>	
<p><b>1.2 Implement an Ethics and Compliance (E &amp;C) program</b></p>		
<p>4. Continue to refine monitoring plans to control risks in major administrative units. [Annual Plan: 1.1(4)]</p>	<p align="center">On-going</p>	
<p><b>1.3 Ensure sufficient funding for the Teacher Education Program</b></p>		
<p>5. Submit special grant applications to supplement the Teacher Education Program. [Annual Plan: 1.3.(2)]</p>	<p align="center">Yes</p>	<p align="center">2 projects submitted and funded</p>
<p>6. Continue to seek grant funds to improve library resources and technology. [Annual Plan 1.4(17)]</p>	<p align="center">Progress Continues</p>	
<p>7. Strengthen planning and assessment of expected outcomes in the Library unit by completing the daily Reference Survey to monitor library use. [Annual Plan: 1.4(22)]</p>	<p align="center">Progress Continues</p>	
<p><b>1.5 Refine the assessment of College-Level Competencies and student learning outcomes</b></p>		
<p>8. Help the college assess student attainment of college-level competencies by requiring all AA degree graduates to take the CAAP exam, beginning with the fall 2005 semester. [Annual Plan: 1.5 (1)]</p>	<p align="center">Yes</p>	
<p>9. Ensure uniform publication of assessment results each year by adopting a standard format to reflect the assessment of college-level competencies in the general education core. [Annual Plan: 1.5 (4)]</p>	<p align="center">Yes</p>	
<p>10. Consider participating in the CCSSE during 2005-06 and regularly thereafter because national data are available for comparison. [Annual Plan: 1.5 (5)]</p>	<p align="center">Yes</p>	
<p>11. Strengthen the assessment of college-level competencies by purchasing new forms, software, or scanning equipment so that student evaluations of faculty can be reported (by course prefix) by academic area and produce a more valid measure of teaching in each academic department. [Annual Plan 1.5 (6)]</p>	<p align="center">No</p>	<p align="center">Funds not available</p>

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<p><b>1.6 Continue to increase faculty authority and control of curricular decisions</b></p>		
<p>12. Incorporate the recommendations of the 2005 Curriculum and Courses of Study Committee into the 2005-06 Annual Plan and implement them between July 1, 2005 and June 30, 2006. [Annual Plan: 1.6 (1)]</p>	<p style="text-align: center;">Yes</p>	<p style="text-align: center;">All 5 incorporated; 4 accomplished</p>
<p>13. Continue to request that academic departments elect faculty members to be the voting members of the Curriculum and Courses of Study Committee. [Annual Plan: 1.6 (2)]</p>	<p style="text-align: center;">Yes</p>	
<p>14. After the 2005-06 members are appointed, review the purpose and tasks of the Curriculum and Courses of Study Committee at the committee’s organizational and orientation meeting in August. [Annual Plan: 1.6 (4)]</p>	<p style="text-align: center;">Yes</p>	
<p>15. Engage faculty and academic administrators in Level II Program Reviews required by the Florida Department of Education. [Annual Plan: 1.6 (6)]</p>	<p style="text-align: center;">Yes</p>	
<p>16. Expand the faculty’s Syllabi Revision Project to include all non-General Education Courses. [Annual Plan: 1.6 (7)]</p>	<p style="text-align: center;">Yes</p>	
<p><b>1.7 Prepare and submit documents for review by SACS Special Committee</b></p>		
<p>17. Continue to implement the SACS Action Plan to address SACS issues, especially the Goal 7, which states the college will do the following: [Annual Plan 1.7 (1)]</p> <ul style="list-style-type: none"> <li>• Respond successfully to all recommendations</li> <li>• Prepare and submit appropriate documents by the August 2, 2005, deadline, and</li> <li>• Host the Special Committee visit on September 7-9, 2005</li> </ul>	<p style="text-align: center;">Yes</p>	<p style="text-align: center;">All issues successfully addressed</p>
<p>18. Write reports, prepare supporting documentation, and submit to SACS by August 2, 2005, documents describing college’s actions in addressing all SACS recommendations. [Annual Plan: 1.7 (2)]</p>	<p style="text-align: center;">Yes</p>	<p style="text-align: center;">College commended</p>
<p>19. Submit drafts of SACS reports for review and input from the college’s SACS liaison, Florida DOE officials, and external advisors. [Annual Plan: 1.7 (3)]</p>	<p style="text-align: center;">Yes</p>	<p style="text-align: center;">Drafts reviewed by Chancellor Armstrong, Secretary Winn, and SACS Staff Member Gerald Lord</p>
<p>20. Review all SACS Special Committee documents according to College Policy 1.005—<i>Assurance of Data and Communications Accuracy and Integrity</i>, which supports a culture of integrity and assures that all documents and transactions are truthful, accurate, and properly authorized. [Annual Plan: 1.7(4)]</p>	<p style="text-align: center;">Yes</p>	
<p>21. Submit drafts of all SACS Special Committee documents for review by External Advisors and SACS Liaison. [Annual Plan: 1.7 (5)]</p>	<p style="text-align: center;">Yes</p>	<p style="text-align: center;">All drafts reviewed</p>
<p>22. Post all appropriate documents on a special SACS Special Committee webpage on Chipola’s website. [Annual Plan: 1.7 (6)]</p>	<p style="text-align: center;">Yes</p>	
<p><b>1.8 Host a successful SACS Special Committee Visit on September 7-9</b></p>		
<p>23. Contact all members of the Special Committee for travel plans, special arrangements, interviews, etc. [Annual Plan: 1.8 (1)]</p>	<p style="text-align: center;">Yes</p>	

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<p>24. Activate the SACS Host/Site Visit Task Force and coordinate the following: : [Annual Plan: 1.8 (2)]</p> <ul style="list-style-type: none"> <li>• communication with members of the SACS Special Committee</li> <li>• preparation of files and special documents (course syllabi, planning documents, etc.)</li> <li>• coordination of rooms at the motel for guests, meetings, and work/technology</li> <li>• preparation of meals and refreshments</li> <li>• transportation for team members from the airport and on from the motel</li> <li>• schedule of interviews and meetings</li> <li>• preparation of technology and meeting rooms at the motel and on campus</li> <li>• arrangements for student/staff guides to interviews or campus tours</li> </ul>	<p style="text-align: center;">Yes</p>	<p style="text-align: center;">All tasks completed</p>
<p>25. Communicate with college personnel regarding the schedule of the SACS Special Committee visit. [Annual Plan: 1.8 (3)]</p>	<p style="text-align: center;">Yes</p>	
<p>26. Receive the Special Committee’s Report and communicate it to the college, Board of Trustees, and community, as appropriate. [Annual Plan: 1.8 (4)]</p>	<p style="text-align: center;">Yes</p>	
<p>27. Prepare the college’s Response to the Special Committee if required by SACS. [Annual Plan: 1.8 (5)]</p>	<p style="text-align: center;">No</p>	<p style="text-align: center;">None required</p>
<p><b>GOAL 2: IMPROVE TECHNOLOGY AND INCREASE WEB-CAPABILITES</b></p>		
<p><b>2.3 Continue to improve instructional technology in classrooms and offices</b></p>		
<p>28. Continue to collaborate and advise grant writers to improve technology in all departments. [Annual Plan: 2.3 (6)]</p>	<p style="text-align: center;">Yes</p>	
<p><b>2.7 Continue to seek grant funds to strengthen instructional technology</b></p>		
<p>29. Continue to consult with the Information Technology Department about grant projects which can include funds to support technology infrastructure, software, or equipment. [Annual Plan: 2.7(1)]</p>	<p style="text-align: center;">Yes</p>	
<p>30. Submit a Title III through DOE to accomplish the following: [Annual Plan: 2.7(2)]</p> <ul style="list-style-type: none"> <li>• assist faculty in developing instructional materials</li> <li>• increase on-line course offerings</li> <li>• equip a state-of-the-art faculty lab for developing instructional materials and learning about new hardware and software</li> <li>• increase server capacity and provide student e-mail capacity.</li> </ul>	<p style="text-align: center;">Yes</p>	<p style="text-align: center;">All addressed projects not funded</p>
<p>31. Incorporate technology funds into all grant applications when allowed by funding agency. [Annual Plan: 2.7(3)]</p>	<p style="text-align: center;">Yes</p>	
<p>32. Resubmit projects to support Information Technology, Homeland Security, Nursing, and other workforce training projects. [Annual Plan: 2.7(4)]</p>	<p style="text-align: center;">Yes</p>	
<p><b>GOAL 3: IDENTIFY AND STRENGTHEN SPECIFIC EDUCATIONAL PROGRAMS</b></p>		
<p><b>3.3 Seek more opportunities to train for business and industry</b></p>		
<p>33. Work to redirect federal, state, and local funding from other agencies to Chipola to provide additional equipment, materials and manpower. [Annual Plan: 3.3.(3)]</p>	<p style="text-align: center;">Yes</p>	
<p><b>3.4 Increase collaboration with the Chipola Regional Workforce Board</b></p>		

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34. Continue to collaborate for the mutual benefit of the college and the One-Stop Center/Chipola Regional Workforce Board. [Annual Plan: 3.4(1)]	Yes	
<b>3.5 Increase the impact of Tech Prep, dual enrollment, and credentialing through Workforce Development training programs</b>		
35. Continue to support the Chipola Area Tech Prep Steering Committee's efforts to serve teachers at Chipola, in district high schools, and at Washington-Holmes Technical Center. [Annual Plan: 3.5(1)]	Yes	
36. Encourage faculty to participate in Tech Prep Mini-Grant and awards programs. [Annual Plan: 3.5 (2)]	Yes	9 Submitted
<b>3.6 Continue to seek special grant funds for instructional programs</b>		
37. Submit a Community-Based Jobs Grant through DOL as a collaborative effort with Washington-Holmes Technical Center and the Chipola Regional Workforce Board. [Annual Plan: 3.6(1)]	Yes	
38. Submit a Florida Best Business Employment Training Grant to address local training and employment needs in the construction industry as a collaborative effort with the Chipola Regional Workforce Board, regional home builders associations, and local contractors. [Annual Plan: 3.6 (1)]	Yes	
39. Increase faculty input in planning of grant projects. [Annual Plan: 3.6 (2)]	Yes	
<b>GOAL 5: INCREASE SUPPORT FOR UNDERPREPARED STUDENTS</b>		
<b>5.1 Schedule a sufficient number of college-prep classes to meet demand each semester</b>		
40. Research how other colleges address the fluctuations in enrollment of underprepared students. [Annual Plan: 5.1(3)]	No progress	
<b>5.3 Coordinate tutorial and lab services for underprepared students</b>		
41. Seek grant funds for special projects to support tutors and lab technicians. [Annual Plan: 5.3 (1)]	Yes	
42. Research the impact of tutoring and lab services on retention rates of underprepared students in other institutions. [Annual Plan: 5.3 (3)]	Yes	
<b>5.4 Further evaluate the effectiveness of distance learning for underprepared students (Independent Study, On-line, DIS)</b>		
43. Monitor closely the effectiveness measures for distance learning. [Annual Plan: 5.4(2)]	No progress	
44. Collect and publish grade distributions and completion data for distance learning courses. [Annual Plan: 5.4(3)]	Yes	
45. Distribute assessment results (enrollment, passing rates, etc.) to academic departments. [Annual Plan: 5.4 (4)]	Yes	
46. Publish assessment results in a <i>Chipola Facts</i> about distance learning. [Annual Plan: 5.4(5)]	Yes	
47. Continue to refine the Governance Council processes.	Progress continues	
48. Work to improve the committee structure and increase recommendations from committees.	Progress continues	
49. Continue to work on simplifying the Operational Unit Plans.	Progress continues	

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50. Improve the Planning Office webpage. <ul style="list-style-type: none"> <li>• Improve the design</li> <li>• Post only current information</li> <li>• Improve the graphs in the Fact Book</li> <li>• Prepare and post an index to all <i>Chipola Facts</i> posted on the webpage</li> </ul>	<p style="text-align: center;">Yes</p>	<p style="text-align: center;">Progress Continues</p>
51. Coordinate the administration of the CCSSE in spring 2006. <ul style="list-style-type: none"> <li>• Serve as campus liaison</li> <li>• Assist in submitting forms and payment to CCSSE</li> <li>• Assist in selecting the sample</li> <li>• Communicate with faculty</li> <li>• Administer the survey correctly</li> <li>• Receive and interpret results</li> <li>• Facilitate the college’s response to CCSSE results</li> </ul>	<p style="text-align: center;">Yes</p>	
52. Assist as requested in assessment projects in other operational units.	<p style="text-align: center;">Yes</p>	
<b>PLANS FOR 2006-2007 AND BEYOND</b>		
1. Plan and help implement the 2008 SACS Self-Study	<p style="text-align: center;">Yes</p>	
2. Ensure that Chipola is in compliance with SACS <i>Principles of Accreditation</i>	<p style="text-align: center;">Ongoing</p>	
3. Submit Title III proposals until one is funded	<p style="text-align: center;">Yes</p>	<p style="text-align: center;">Not yet notified</p>
4. Submit TRIO grant applications	<p style="text-align: center;">Yes</p>	<p style="text-align: center;">Funded</p>
5. Attend SACS Annual Meetings	<p style="text-align: center;">Yes</p>	
6. Attend the CRD Convention annually	<p style="text-align: center;">Yes</p>	
7. Continue to seek state funds to strengthen the college	<p style="text-align: center;">Yes</p>	
8. Make a concerted effort to de-clutter and re-organize the office	<p style="text-align: center;">Yes</p>	
9. Work toward simplifying the planning and evaluation cycle	<p style="text-align: center;">Yes</p>	
10. Make a concerted effort to increase external funding available to Chipola	<p style="text-align: center;">Ongoing</p>	
11. Involve faculty in planning and writing grants	<p style="text-align: center;">Progress continues</p>	<p style="text-align: center;">Grant writing workshop with Liz Gombash</p>
12. Help promote Chipola by accepting invitations to make presentations or speak on behalf of the college.	<p style="text-align: center;">Yes</p>	