

**ACADEMIC & CAREER/TECHNICAL PROGRAMS & INSTRUCTIONAL SUPPORT (ACTP&IS) LEADERSHIP COUNCIL  
WORK GROUPS MASTER ACTION PLAN DOCUMENT 2016-2017**

**BLUE—OUR PERMANENT, REGULAR WORKGROUPS**

**GREEN—JOINT WORKGROUP WITH ANOTHER COUNCIL**

**PURPLE—AN AD HOC WORKGROUP WITH A SPECIFIC TASK**

Name	Responsible Council(s)/ Strategic Lead	Responsible Lead/Members	Accreditation Standard(s)	Planned Activities for 2016-2017	Progress/ Work done notes	Timeline/ Resources	Benchmark/ Performance Indicator
<b>Enrollment Management Committee (a standing sub-committee of ACTPIS)</b>	ACTPIS-LC	<p>Faculty Co-Chair: Kathleen Sell (for now—TBA)</p> <p>Administrative Co-Chair: TBA</p> <p>Victor Sandoval; Kevin Mayse; Kenneth Cramm; Peter Westbrook; Jim Knieriem; Tammy Vanthul; Micherri Wiggs; Tucker Amidon; Kristine DiMemmo; Sandy Baker; Scott Bauer; Scott Herrick; Ellen Drinkwater; Amanda Brown; Jacquie Lesch</p> <p>(more faculty/ deans coming to represent other divisions)</p>	Standard II	<p><b>Meets 1st Fridays from 8:30-10 starting Oct. 7</b></p> <p><b>Master Schedule</b> Next phases of the master schedule—putting in specifics on courses, balance in terms of modality, and extending the master schedule to a two year schedule will move forward next year. This next phase should be completed Fall 2016.</p> <p><b>Completed Plan</b>—a draft has been written, but still has sections outstanding and needs work on specific initiatives/ targets. The workgroup and ACTPIS can use the questions we'll use for program reviews on our own implementation plans, too, to assess what is needed. A finalized draft to be completed Fall 2016.</p>			<p>Roll out of second phase of master schedule—2 year + clearly indicating times/ blocks for core classes in each ADT</p> <p>Revised, completed EM plan</p>

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<b>Student Success Committee</b>	SAS-LC and ACTPIS-LC joint committee			Meet Fall to do Assessment of data (not available in spring 2016)  Meet in spring to update/ assess/ plan for AY 2017-2018 grant applications/ initiatives			Meeting minutes/notes

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<b>Pathways/College Promise workgroup</b>	<b>ACTPIS</b>	Kathleen Sell, Jason Spangler, Thatcher Carter, Kristi Woods, Kristi DiMemmo, Sherrie DiSalvio, Elizabeth Hilton, Delia Tijerina, Alison Douglas-Chicoye, Claudia Castro, Tony Ortiz, Wolde-Ab Isaac, Natalie Halsell	<b>IIA</b>	<b>Presentation to ACTPIS Oct. 20</b>  Meet Nov. 4 (at this meeting the group will fully map out the action plan) Cost out College Promise Component Plan outreach/ recruitment efforts * * *		<b>Be ready to implement Fall 2017</b>	<b>Presentation Meeting Minutes/ notes Budget Outreach Plan Any necessary supporting documents (e.g. pathways contracts)</b> * * *

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<b>College Readiness Pathway Workgroup (a permanent workgroup of ACTPIS)</b>	ACTPIS-LC	Administrative Co-Chair: Debbie Whitaker Faculty Co-Chair: Jason Spangler	Standard II and III	<b>Meets First Fridays of the month from 1-2:30 in CAK 224</b>  Revise/ Update plan  Monitor/ Assess current initiatives, including implementation of the Transformation Grant			

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Strategic Lead			2016-2017				Indicator
<b>Transfer Pathways Workgroup (a permanent workgroup of ACTPIS)</b>	ACTPIS-LC	Administrative Co-Chair—TBA; Faculty Co-Chair: Thatcher Carter Andres, Jan Anguiano, Joe; Bernier, Daniel ; Brown-Drinkwater, Ellen; Buenviaje, Dino; Carole Gaskins ; Castro, Claudia; Farish, Paula; Garcia, Steven ; Gonzalez, Cinthya ; Greathouse, Laura; Haines, Mark; Herrick, Scott ; Judon, Laneshia ; Kim, Will ; Legner, Mary; Lesch, Jacqueline; Martinez, Ashley ; Ortiz, Gustavo ; Parada, Nelya ; Pary Townson ; Reid, Miguel ; Romero, Estrella ; Schultz, Garth ; Sell, Kathleen; Tijerina, Delia; White, Virginia ; Whitton, Jude; Yglecias, Elizabeth	Standard II and III	<b>Meetings: All from 10-11 in the Heritage Room (Sept. 16, Oct. 21, Nov. 18, Dec. 2, Feb. 24, Mar. 24, April 28, May 26)</b>  Complete/ Update 5 year plan, including targets, etc  Faculty Advising Training  Monitor/ Assess impact of Ed Advisors and engagement centers			
Name	Responsible Council(s)/ Strategic Lead	Responsible Lead/Members	Accreditation Standard(s)	Planned Activities for 2016-2017	Progress/ Work done notes	Timeline/ Resources	Benchmark/ Performance Indicator
<b>CTE Pathways (a permanent work group of ACTPIS)</b>	ACTPIS-LC	Administrative Co-Chair: Kristi DiMemmo; Faculty Co-chair: Frank Pearson	Standard II and III	<b>Regular Meeting Time TBA</b>  Complete/ Update 5 year plan, including targets, etc			

				Faculty Advising Training Monitor/ Assess impact of Ed Advisors and engagement centers			
<b>Name</b>	Responsible Council(s)/ Strategic Lead	Responsible Lead/Members	Accreditation Standard(s)	Planned Activities for 2016-2017	Progress/ Work done notes	Timeline/ Resources	Benchmark/ Performance Indicator
<b>AB 86 Oversight Committee</b>	SAS-LC and ACTPIS-LC joint committee			Work with CTE/ESL to see where the college/ District is with this project			
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<b>Fac. Development</b>	RDAS/ACTPIS joint in conjunction with the Faculty development committee	Faculty Coordinator: Laura Greathouse		Meets 1st Tuesday 2-3:30 in Glenn Hunt Center  Work in conjunction with RDAS and the Faculty Development Committee to develop a 5 year plan			5 year plan through the process (LCs and then to EPOC)
<b>Name</b>	Responsible Council(s)/ Strategic Lead	Responsible Lead/Members	Accreditation Standard(s)	Planned Activities for 2016-2017	Progress/ work done notes	Timeline/ Resources	Benchmark/ Performance Indicator
<b>Distance Education</b>	RDAS/ACTPIS joint committee	Faculty Chair: Charlie Richards		Meets 3 <sup>rd</sup> Friday of the month 10-11:30  Work in conjunction with RDAS to define ACTPIS role			
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Strategic Lead			2016-2017				Indicator
<b>Program Review: Prioritization of academic and Instructional Support Initiatives (this is a charge of ACTPIS as a whole so it is not a workgroup per se). IE-LC is has a standing committee that works on the program review template itself</b>	IE-LC/ ACTPIS-LC/RDAS-LC/SAS-LC	Administrative Co-Chair: Wendy McEwen; Faculty Co-Chair TBA	Standard I	<b>Two Meetings:</b> * * Receive presentations from Divisions in September  Work jointly with RDAS and SAS to review and forward recommendations to EPOC and the President by the end of fall semester			Meeting Minutes Joint Recommendation
Name	Responsible Council(s)/Strategic Lead	Responsible Lead/Members	Accreditation Standard(s)	Planned Activities for 2016-2017	Progress/ work done notes	Timelines/Resources	Benchmark/Performance Indicator
<b>Hiring Prioritization (this is a charge of ACTPIS as a whole in conjunction with RDAS-LC so it is not a workgroup per se)</b>	ACTPIS-LC and RDAS-LC and SAS-LC Faculty Co-Chairs: Paul O'Connell, Kathleen Sell, and Elisabeth Thompson-Eagle			<b>Two Meetings:</b> * * Receive presentations from Divisions in September  Work jointly with RDAS and SAS to review and forward recommendations to EPOC and the President by the end of fall semester			Meeting Minutes Joint Recommendation
Name	Responsible Council(s)/Strategic	Responsible Lead/Members	Accreditation Standard(s)	Planned Activities for 2016-2017	Progress/ work done notes	Timeline/Resources	Benchmark/Performance Indicator

Lead							
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<b>Educational Master Plan Committee</b>	ACTPIS-LC IE-LC	Faculty Co-Chair:  Members:	Standard II	<i>Convene work group/ constituency groups in Spring 2017 to monitor, evaluate, assess the plan</i>			
<b>AD HOC Workgroup</b>  <b>TASK: Develop a 5 Year Community Engagement Plan</b>	SAS-LC and ACTPIS-LC			TASK: Develop a 5 Year Community Engagement Plan			Draft Plan
Name	Responsible Council(s)/ Strategic Lead	Responsible Lead/Members	Accreditation Standard(s)	Planned Activities for 2016-2017	Progress/ work done notes	Timeline/ Resources	Benchmark/ Performance Indicator
<b>Library Support Advisory (A permanent Advisory Group)</b>  <b>*A question about whether this will become part of a joint</b>	ACTPIS-LC RDAS-LC	Faculty Co-Chair: Steve Brewster Administrative Co-Chair:  Members: Brit Osgood-Treston; Virginia McKee-Leone;	Standard II				

**ACTPIS/SAS  
sub-committee  
on Integrated  
Academic  
Support—I  
need to get  
some clarity  
from the  
Strategic  
Planning co-  
chairs and  
Senate  
president on  
this**

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