

Cont Ed 2009-10

Accomplishment Description:

TARGETED PLANNING

IMPROVE COMMUNICATION AMONGST DEPARTMENT

- Developed two email groups - CE & CE/SAI/SCP for internal communication
- Developed CE TEAM organizational chart to provide clarification and delineation of individual and team responsibilities and function
- Posted weekly schedules for the department and each team to provide better coverage for student and staff support
- Granted access to CE Calendar to all staff to post time off requests and time away for meetings or appointments
- Developed weekly CE Newsletter to improve communication to dept
- Created a project accomplishment planning tool to track projects and tasks
- Placed Accomplishment & Unit Planning spreadsheets on each desktop so all could participate in the process
- Set up break area in DTC 117 for all staff in the building and work area in old break area for department, installing a dry erase board for ease of communication
- Updated Evaluation form, instructor handbook and student worker handbook to align with LERN standards
- Reorganized office staff to align with LERN standards

Strategic Direction

- Build organizational capacity and systems to support student success and effective operations.
- Create a diverse and inclusive learning college: develop institutional capacity to respond effectively and respectfully to students, staff, and community members of all cultures, languages, classes, races, genders, ethnic backgrounds, religions, sexual orientations, and abilities.

College Council Priorities

- 3. Efficiencies