2016-17 AQIP Action Project Closeout Summary

Credit for Prior Learning (recommended for submission to HLC)

- The team achieved the following goals as planned:
  - Revised institutional policy 414 in December 2016 to allow a more open framework of implementation for assigning credit for prior learning without a need for additional revision to the Board policy.
  - Developed new/revised student forms and processes for challenge exams and credential review.
  - Revised and expanded CPL webpages through the CLC website to include a comprehensive list of exams and credentials accepted for credit and revised/updates forms.
  - Trained academic division staff, staff in the Welcome and One Stop Center, and credential analysts on new forms and processes.
  - Updated CPL information in the 2017-18 Catalog.
  - Developed new CPL categories in PeopleSoft for improved tracking and data collection/analysis.
  - Reviewed national exams to determine feasibility of adding more options for students in the Testing Center.
  - Developed training for faculty to design new challenge exam options.
  - An outside speaker with experience in CPL participated in Faculty Development Week this fall.

- The following goals were not achieved as of the end of the project cycle:
  - No additional national exams were added to the Testing Center’s offerings due to various cost and fit concerns.
  - Challenge exam options have not been increased at this time.
  - A faculty development workshop scheduled for spring did not run due to low enrollment; the workshop has been rescheduled to late September 2017.
  - Marketing materials have not yet been developed; in progress for fall 2017.

- Next steps:
  - Follow up with faculty to ensure challenge exams are placed in the testing center (September 2017)
  - Create additional webpages for adult and returning students, emphasizing CPL options (October 2017)
  - Create additional marketing materials on CPL options for students (November 2017)
  - Review data on the number of students using CPL options and share with Provost Council (annually in June)
Sustainability Across the Curriculum

- The team achieved the following goals as planned:
  - Developed and piloted Sustainability Across the Curriculum Training (SACT)
    - Designed training materials and Blackboard course
    - Gathered resources for faculty to use to relate sustainability across disciplines
    - Implemented three face-to-face training sessions for eight faculty
    - Prepared a final report outlining recommendations for modification and continuation of training
  - Worked with faculty to develop sustainability infused curricula
    - Developed an assessment tool for implementing the curricula
  - Developed a multi-phased plan for raising college-wide awareness of sustainability through celebrations and education
    - Piloted initiatives include:
      - Sust'y eBlast
      - Representation on Sustainability Council and Environmental Action Committee
      - Investigated feasibility of eBadges initiative
      - Began process to include a course identifier for classes with a sustainability focus or content
      - Discussed ways to incentivize/celebrate faculty participation in sustainability curriculum workshops, development, and infusion
      - Arranged for dedicated release time for a SAC coordinator to continue project initiatives
  - Implemented pilot SACT sustainability infused curriculum
    - Faculty provided narratives of their experiences implementing the sustainability infused curriculum. These narratives are available through Blackboard as a resource to faculty in the future.
- The following goals were not achieved as of the end of the project cycle:
  - The team was unable to include a course identifier for classes with a sustainability focus or content due to the need for IT involvement. There is a possibility of including this in the IT project schedule for FY19 and Ed Affair continues to explore additional options.
  - The team was unable to complete an assessment of the SACT sustainability infused curriculum initiative since faculty were still implementing their sustainability infused curriculum.
- Next steps:
  - Offer training sessions and curriculum development with a course through TLETC (fall 2017)
  - Continue developing materials, promoting the program, and offering opportunities for information training.
  - Developing an advisory committee to work with the sustainability coordinator on developing resources and promoting SACT across the college.
Aligning the CLC Budget and Strategic Plan

- The team achieved the following goals as planned:
  - Reviewed the current method of training budget decision-makers
  - Reviewed budget documents and timelines from other institutions.
  - Analyzed CLC’s budget timeline and developed a more extensive timeline that includes relevant information such as: approval of tuition/fee increases, tax levy approval, board finance retreat dates.
    - Plan to post timeline on finance department webpage
  - Built more transparency into the budget process in the form of open forums to increase knowledge of the budget process and increase stakeholder input.
  - Developed a charter for the new/formalized CLC Budget Committee (formerly Budget Taskforce)
  - Developed plans to make budget documents more accessible
  - Developed a 2018 CLC Budget Rubric to assess budgetary needs by aligning proposals with strategic plan and stakeholder expectations

- The following goals were not achieved as of the end of the project cycle:
  - The team was not able to survey employee groups to determine understanding and satisfaction with the CLC budget process to complete a pre/post assessment of process improvements.

- Next steps:
  - Acquire approval of budget committee charter and revised budget timeline
  - Convene Budget Committee and establish status in GCC
  - Use data from board authorized budget reallocations to help with FY2019 budget development
  - Investigate the feasibility of purchasing a more sophisticated budgeting tool, such as Hyperion, for future budgets