Planning and Training for Success

“Building a Culture of Excellence through Engaged Planning”

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Jefferson College is a comprehensive community college located in Hillsboro, Missouri.

- 3 Locations
- Over 7,000 Credit Students Annually
- Total Annual FTE: Over 3,900
- Service Area: Jefferson County
- Population: Over 220,000
- Community Make-Up: Suburban and Rural

Student Combined Graduation and Transfer Rate: 41%

+ Above median 39% for all Missouri community colleges

- 557 Staff Members
- Full-Time Faculty: 100
- Adjunct Faculty: 213
- Student-Faculty Ratio: 19-1

HLC Open Pathway
• Strategic Planning Process
• Action Planning - Institutional and Departmental
• Capital Project Requests - Require Alignment with Strategic Plan
Origin of Innovation

- TAACCCT Grant Application
  - Reviewed SGA and alignment with mission and future plans
  - Developed objectives to meet grant deliverables
- Noted need for strategic alignment and task delineation
- Scheduled Strategic Planning Retreat
  - How do these objectives align with our Strategic Plan?
  - What tasks are necessary to accomplish these objectives?
Overview of Planning Process

Step 1: Initial Meeting & Planning Session

Step 2: Data Gathering & Timeline Creation

Step 3: Task Mapping

Step 4: Form Development & Digitization

Step 5: Information Dissemination & Application
Step 1: Initial Meeting & Planning Session

- Project planners
  - Provide project goals and objectives
  - Outline tasks

- Grant staff
  - Provide procedural knowledge
  - Outline tasks

- Faculty
  - Provide instructional knowledge
  - Outline tasks

- Director of Planning and Outreach
  - Facilitate discussion - freeing leadership to participate and not coordinate
  - Bring knowledge of institutional strategic plan
  - Guide strategic thought
  - Identify stakeholders and resources
  - Assist with mapping objectives to institutional strategies

Lesson Learned: Schedule a Strategic Planning Retreat
Step 2: Data Gathering & Timeline Creation

• Identify project deliverables
  • Pulled from grant application

• Identify stakeholders and resources

• Break down objectives into tasks
  • What anticipated steps are required to complete objectives?
  • Determined by experience and intuition of project leadership in consultation with stakeholders

• Build project timeline
  • Set goals/milestones with realistic deadlines

Lesson Learned:
  Bring stakeholders in early to ensure support.

Lesson Learned:
  Tasks may change, but objectives are constant.

Lesson Learned:
  Work backwards from milestones to set task deadlines.
Step 3: Task Mapping

- Identify alignment of project objectives with institutional strategic plan
  - Requires understanding of institutional strategic plan
  - Review institutional strategies with project objectives in mind
  - If a project objective supports an institutional strategy, list that strategy (and any additional supported strategies) under the objective
- Could be done by project leads/managers or strategic planning expert
- Institutional Strategic Plan should be a “living” document.

Lesson Learned:
Expect project objectives to support multiple institutional strategies.
Step 4: Form Development & Digitization

- Development of forms to document strategic alignment, goal achievement, and outcome attainment throughout each phase of the grant project.

- This step is focused on organizing all of the moving parts.

- Lots of effort in compiling, transcribing, and editing thoughts (Everyone likes to brainstorm, not too many people like paperwork!)

Lesson Learned: Keep it simple.
Step 4: Form Development & Digitization

• Digitization of forms for accessibility and transparency
• Use for progress tracking
• Google Sheets

Lesson Learned:
Digitization enables interdepartmental collaboration and tracking.
Step 5: Information Dissemination & Application

- Dissemination of the process and information within the college to increase buy-in

- Focus on innovation in both planning and program development through the project

Lesson Learned:
Share the wealth!
Goals and Results

• TAACCCT grant staff have a useful tracking tool that ties to College’s strategic plan

• Integration with strategic plan helps project directors build buy-in with stakeholders including administrators and Board of Trustees

• Shared-access tracking tool provides “At-A-Glance” information keeping everyone on time and on track

• Tool shared within the College providing base for integrated planning in other departments

**NEXT PHASE** Focus on continued improvement of planning model & integrating it into more departments to support our overall goal of improving institutional effectiveness.
• Located on Jefferson College Hillsboro campus
• Provides secondary and post-secondary instruction to students from 12 high schools
• Funded by Jefferson College institutional funds, Perkins IV, and tuition from sending schools
• Regulated by Dept. of Elementary & Secondary Education Office of College & Career Readiness
• Must adhere to Missouri School Improvement Plan (MSIP5) Common CTE Program Criteria and Quality Indicators & related curriculum standards
• Responsible for institutional strategic plan
DESE Common CTE Program Criteria and Quality Indicators

- Criterion 1 – Programs of Study
- Criterion 2 – Curriculum
- Criterion 3 – Instruction
- Criterion 4 – Assessment
- Criterion 5 – Career and Technical Student Organizations
- Criterion 6 – Program Management and Planning

- Quality Indicators, strategies, and benchmarks were derived from the Career Education Programs Evaluation and Program Improvement Tool (CCR Rubric)

- Area Technical School Improvement Plan
• **Instructional Division** – Action plans mapping

• **TAACCCT Grant Projects** – Strategic plan alignment, mapping, task delineation

• **Career and Technical Education Division** – Strategic plan alignment, mapping, task delineation

• **Area Technical School Improvement Plan** – Strategic plan alignment, mapping, and task delineation

• **HLC Quality Initiative** - Quality Initiative project
  • Strategic planning meeting held April 1, 2016
Wrap Up

Time for...
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