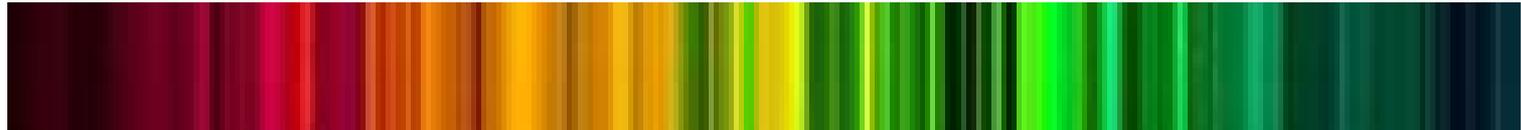


Planning and Training for Success

“Building a Culture of Excellence through Engaged Planning”

November 3, 2017



Laura A. Klaus

Project Manager, TAACCCT Grant

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



College Culture and Processes

- 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:

stakeholders in

Lesson Learned:

Task may
be completed

Lesson Learned:

Work backwards
from milestones
to set task
deadlines.

Step 3: Task Mapping

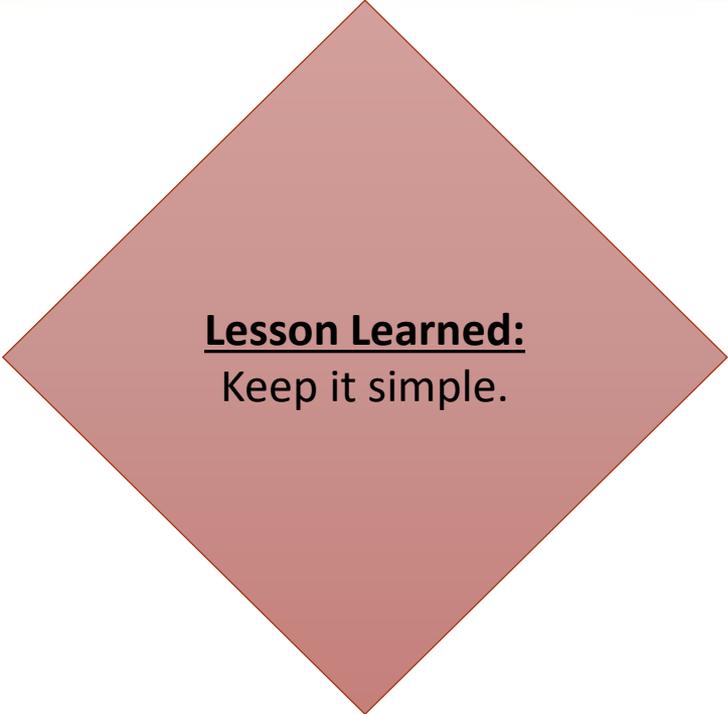
- Identify alignment of project objectives with institutional strategic plan
 - Requires understanding of institutional strategic plan
 - Review institutional strategies with project objectives in mind
 - If a project objective supports an institutional strategy, list that strategy (and any additional 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.

- 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



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.

Area Technical School

- 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

Time for...



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