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Introduction

Fiscal year 2010 is the second year of Triton’s rolling five-year Master Plan. The projects that were either funded or endorsed for fiscal year 2010 directly support the seven overarching goals of the Master Plan. The reader will see that some projects began in fiscal year 2009 and are continuing into fiscal year 2010 either because the project was not completed or the project was designed to roll into future years (refresh/replacement plans or planning projects). New projects were added based on an assessment of their relevance and contributions to moving the five-year Master Plan forward.

The cost to fully implement year two of the five-year Master Plan exceeded $21 million and due to financial limitations a full implementation of year two of the plan was not feasible. The college was able to allocate $7,571,372\(^1\) to projects for fiscal year 2010. At the end of the first reporting period, the college had encumbered or spent $1,868,556. This amount represents an unexpended balance of 75 percent or $5,702,816.

The following project updates demonstrate the progress that has been made during the first reporting period for fiscal year 2010 (July 2009 – September 2009).

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\(^1\) See Master Plan Fiscal Year 2010 – 2014 Volume II for detailed costs by project for fiscal year 2010.
Goal 1 Project Updates

Goal 1 – Enhance the physical campus to promote and support sound educational environments by updating facilities and creating flexible learning spaces that incorporate state-of-the-art instructional equipment and furniture.

Objective 1: To create provisions to allow for the ongoing upgrade, replacement of instructional equipment, and updating of laboratories.

Project A: Select classrooms will be identified for implementation of new/innovative educational technology in order to help identify which new trends in technology should be more fully integrated over time. There will be a systematic effort to update and replace instructional equipment/spaces throughout campus, including but not limited to science lab renovations.

Measurable Outcome: During fiscal year 2010 state-of-the-art and technologically advanced equipment will be purchased for a minimum of four Career and Technical Education Programs.

Project Update: The purchasing process has begun for the upgrade of equipment for the following five Career and Technical Education programs: Air Conditioning and Refrigeration (ACR), Automotive Technology (AUT), Engineering Technology (ENT), Hospitality (HIA), and Horticulture (HRT). Additionally, equipment is being purchased to upgrade technologies used in the Center for Access and Accommodative Services.

The science lab renovations (D-207 and D-310) which began in fiscal year 2009 is continuing into fiscal year 2010. It is anticipated that the renovations of the science labs will be completed by January 2010 in time for the spring semester. Additionally, two learning spaces in the G Building were converted into surgical technology classrooms.

Project B: Improve facilities and equipment that support student learning, student involvement and student support services. There are several areas within the Student Affairs division that need upgrading of equipment. These upgrades will provide for current technologies used in the delivery of accommodative services and health services. In addition, there will also be a focus of equipment upgrades for the Athletic area. Replacing equipment in this area will aid in ensuring safety standards are maintained with appropriate athletic equipment.

Measurable Outcome: A refresh equipment plan that is implemented and reflects state-of-the-art facilities/equipment upgrades for at least three Student Affairs departments on an annual basis.

Project Update: To improve the facilities and equipment that support the Athletic area, the following upgrades have occurred or are in progress: The warning track on the softball field has been completed. Windscreens for the baseball and softball fields have been purchased and are expected to arrive by the start of the next reporting period. To enhance the soccer field, sod was laid.
Wall padding for the north end of the gymnasium was purchased and is expected to be installed by the start of the next reporting period. A new sound system for the gymnasium is the next phase of the refresh plan for the Athletic area. Quotes are currently being obtained for the sound system and when complete the sound system will be purchased and installed.

**Objective 2:** To create and/or upgrade the general campus environment to be conducive for learning and social interaction.

**Project C:** Renovate learning and social spaces to be adult-friendly and learner-centered. This includes the replacement of carpets, etc. ADA compliance will also be assessed and consistently implemented. Priority will be given to updates that are environmentally friendly (green) and sustainable.

**Measurable Outcome:**
- Old, unattractive, non-functional vertical blinds will be replaced with the new roller shades.
- Faculty and students will be able to experience the full open view and daylight from windows when shades are open, and complete darkness for effective use of video usage when shades are down. Faculty and student response through word of mouth as well as surveys will help measure outcomes.

**Project Update:** In fiscal year 2009, it was determined that all old and non-functioning vertical blinds would be systematically replaced starting with electronic classrooms, classrooms and offices. Based on feedback from faculty, the new roller shades chosen will provide 100 percent light blockage. The new roller shade specifications have gone out to bid and installation will begin by January 2010.

**Project D:** Improve and enhance facilities outside of the classroom. This is an important aspect that helps contribute to the student’s overall academic experience and supports student engagement and student retention. Our intent is to beautify some of the public spaces and create dynamic areas that foster student interaction and promote campus community. In addition, student organizations are vital to the life of our campus and creating spaces to house the functions of the organization is also essential.

**Measurable Outcome:** The number of facilities identified outside of the classroom for possible enhancements. Any enhancements made to existing public facilities outside of the classroom.

**Project Update:** This year is a planning year for this project. Ideas that have been developed thus far include purchasing cultural symbolism, banners and flags that could be displayed throughout campus. The Library has developed plans to refresh the main entrance to the Library to reflect a more casual, comfortable feel for the students. The plans which were developed for the Library were the result of student presentations made through an architecture course offered at the college.
An example of one beautification project that has been completed was the renovation of the space below the south stairwell in the Library. This area has been converted into a Zen Garden through a collaborative effort between the Horticulture Department and the Maintenance Department.

**Project E:** Upgrade classrooms to adult-friendly furniture so that the environment is conducive to student learning, while paying special attention to the functional objectives of specific classrooms.

**Measurable Outcome:**
- Furniture upgrades identified were completed on time and within budget.
- Evaluate student and instructor satisfaction on comfort of classroom furniture through existing surveys produced by the Research Office to students and instructors. Students and instructors satisfaction demonstrated through a 99 percent satisfaction level.

**Project Update:** Classroom furniture (tables and chairs) were ordered in August and installation will begin mid-October. Twenty-one classrooms will receive new student and/or instructor desks. It is anticipated that installation will be complete by November 30, 2009.

A model instructor desk for the classroom is being customized for the college. The model unit will serve as an instructor desk and podium that can store all technology components needed for the classroom. The model will arrive at the beginning of the second reporting period and a decision to move forward with the purchase will be made after the unit is reviewed.

**Objective 3:** To maintain the campus infrastructure.

**Project F:** A critical element in a learning environment is a physical environment that is conducive to positive education and social outcomes. Facilities will be maintained and upgraded to keep the campus in optimal condition.

**Measurable Outcome:**
- Long needed improvements to the infrastructure, both physically and mechanically, in areas such as sidewalk repairs, asphalt repairs, fencing replacement, carpet replacement, and switchgear replacement will be completed.
- Improvements will enhance the physical environment in several areas of the campus creating a more desirable and pleasing atmosphere which is more conducive to learning for students. The mechanical improvements will support the sustainability of the college and increase probability of uninterrupted system services.

**Project Update:** The exterior fencing for the Child Care area has been replaced. The following projects are in progress and will contribute to the improvement of the campus infrastructure: Replacement carpet products are being reviewed and replacement will begin in spring 2010 following the established carpet replacement schedule. Engineers are being interviewed for the electrical distribution equipment replacement project. Specification for the fire alarm system upgrade is being written to include new standards for better protection.
A furniture system and alternate floorings for G-118 (carryover project from fiscal year 2009) is being reviewed. Concrete and asphalt replacement will occur in the spring of 2010. A request for proposal is being compiled to install new high efficient LED parking lot lighting and to upgrade existing parking lot lighting with the same technology throughout campus.

During this period, one van was purchased and is expected to be delivered mid-December. The purchase of two pickup trucks will go occur during the next reporting period. These vehicles will be used by the Operations and Maintenance Department.

**Objective 4:** To support and improve campus safety and security.

**Project G:** The institution needs to utilize current technologies in providing for a knowledgeable, safe and responsive environment in the event of a crisis situation. An emergency notification system is one tool that will be used in communicating key information to our campus community at an immediate pace. In addition, other ongoing crisis management and campus safety issues will continue to be addressed for the preventative measures and safety of our campus. One of these initiatives includes the expanded use of an integrated access control system.

**Measurable Outcome:** Safety measures are identified, developed and implemented. In the event of a crisis situation, these new measures will provide an increased level of student and employee safety. Testing of these new safety measures will ensure that these new systems are operational and can be counted on in the event of a crisis.

**Project Update:** A cross functional team inclusive of staff from Business Services, the Police Department and Network Services are looking at necessary infrastructure upgrades to expand the current video surveillance and access control system. To ensure that the Emergency Notification System Connect-Ed remains operational, the software license will be renewed in October.
Goal 2 Project Updates

Goal 2 – Develop new and revise existing educational programs and scheduling opportunities based on community and workforce needs within Triton’s district.

Objective 1: Identify new academic programs that meet the needs of our community.

Project H: Generate new curricula that are inter- and intra-disciplinary in nature and that evidence/research indicates are appropriate to the mission and community needs. Curricular additions and/or enhancements that address issues of globalization and stewardship will be pursued. Programs/curricula that support college wide auxiliary services (e.g., Flower Shop, Bakery, etc) will be aligned. Corporate Education will be expanded. The Continuing Education Center for Healthcare Professionals (CECHP) will be re-established and youth and lifelong learning programs will be expanded and/or enhanced.

Measurable Outcome:
- Programs/curricula tied to auxiliary services will be evaluated and revised if necessary to ensure that students’ theoretical and practical training opportunities are realized. Products created by students for auxiliary programs will reflect curricular principles.
- Corporate Education will experience a growth of at least 5 percent. CECHP programming will be expanded and preparations will be made for establishing a more visible location on campus in the following year (move to current University Center). Youth and lifelong learning programming will expand its offerings by 10 percent.

Project Update: Program demand analyses were completed for the following programs: Library Technical Assistant, Air Traffic Controller, Renewable Thermal Energy Technician and Energy Efficiency Technician. These analyses as well as others that were completed earlier are under review by the deans and vice presidents. A final determination about which program(s) will be developed this academic year will be made by mid-October. Curriculum development for Digital Photography and Baking and Pastry are in progress based on the success of the certificates offered.

Auxiliary services are being aligned with curricula as demonstrated by the following: The Bakery continues to serve as the laboratory for numerous Hospitality courses. The Flower Shop is now aligned with the Horticulture (HRT) Program by having students work in the Flower Shop when they are enrolled in HRT250, Flower Shop Operations.

The following courses have been submitted to the Illinois Community College Board (ICCB) to expand program offerings for Corporate Education and the Continuing Education Center for Healthcare Professionals (CECHP):

- Financial Services Specialist
- Weapons of Mass Destruction Advanced Tactical Operations
- Certified Electronics Technician Review Training
- Resume Writing Workshop
- Elementary Spanish
- 24 Hour EPA Refrigerant Exam License Review
• Weatherization Energy Auditor Technician
• Public Transport Emergency Preparedness Workshop
• Polish American Heritage
• Cultural Passport
• Dialysis Technician (Revised)
• Orthotic Contracture Management Therapy

Recently, a coordinator for Continuing Education was hired. This position’s focus will be to expand youth programs in the coming year.

Objective 2: Develop alternate scheduling options to be flexible for all learners.

**Project I:** Increase alternative scheduling opportunities such as Weekend College, Accelerated College, Fast Track programs and interim courses.

**Measurable Outcome:** During fiscal year 2010 undergo a detailed analysis of the steps involved in building the college’s class schedule and begin to refine the process so that it is more efficient and timely, better understood and truly reflective of student course needs.

**Project Update:** This project is linked to Project S which will determine a new class and event scheduling solution. While long-term scheduling options are being sought out, an analysis of the Arts and Sciences course schedules for fall 2009 was completed. Based on that analysis, recommendations were made to facilitate a schedule that was more student-driven. Additionally, current scheduling practices are being strategically evaluated to ensure that the schedule is more efficient and timely based on student needs.

Objective 3: Develop and strengthen partnerships.

**Project J:** Develop a comprehensive Community Outreach Plan to reach out to Triton’s community and create strong alliances with our stakeholders with a goal of providing better college access to target populations and increase overall student success. With the assistance of a community outreach consultant, increase the visibility of the college and its leadership within the community by providing sponsored lecture programs, community forums and events that target our underserved populations. Establish strategic partnerships that engage community businesses and industry to bring needed resources to campus to meet the future needs of our students, support services and academic program needs.

**Measurable Outcome:**
- Evaluate the Community Outreach Plan and community outreach consultant based on the strength of alliances and increase of college access to target populations by demonstrating a seven percent increase in college enrollment within our target audiences and a five percent increase in community attendance at events.
- Community members surveyed to capture awareness and attitudinal level on response regarding the college service to community needs and initiatives demonstrated through positive increases each year.
- Ten media outlets will seek out further information about initiatives emanating from the Office of the President and run follow up stories.
• Make at minimum six contacts per potential business partnership that were identified in the Fiscal Year 2010 Outreach Plan as demonstrated through on-campus meetings, site visits and follow-up literature and phone calls.

**Project Update:** To increase the visibility of the college, the community outreach consultant has been working to identify new businesses in Triton’s district. Based on the consultant’s findings, meetings will be scheduled with the new businesses to introduce them to the services and programs offered by the college. Additionally, the consultant has been developing relationships with community-based organizations. Community-based organizations have the potential to become key strategic partners with the college.

A comprehensive Community Outreach Plan was developed for fiscal year 2010 and all of the initiatives planned to date have taken place. The K-16 partners were brought together to celebrate our partnerships and to discuss the work that all are doing to help students in their educational endeavors. “Meet the Presidents” was a successful event that provided a venue for President Granados and Triton College Student Association (TCSA) President Dante Colloly an opportunity to exchange dialogue with approximately 150 students.

To engage our media outlets, a Public Relations Reception was held. The reception provided the college a platform to highlight our involvement with Achieving the Dream, Community Colleges Count. Also, three of our students shared their personal stories of how Triton helped them to attain their goals. As a result of the event, contacts have been established and we will continue to build stronger relationships with the media.

**Project K:** Provide hourly support to the Alumni Relations Office that will assist with the development of a database that can be used to regularly communicate with our alumni to build a loyal following and support for the institution. Develop events and activities for alumni that will reconnect them with the college, faculty and students. Encourage alumni to serve in a variety of capacities such as advisory committee members, guest lecturers in the classroom and keynote speakers in order to engage them in the future success of the college.

**Measurable Outcome:**
- One-hundred percent increase in the number of accurate records in our database demonstrated through a comparison of entries from June 2009 to June 2010.
- Consistent communication through print and electronic communication that spotlights two alumni per month, promotes campus news and alumni activities quarterly. Demonstrate continuous increase in the access of information available by our alumni and increased awareness of alumni gatherings.
- Expand the current alumni programming with a 100 percent increase in attendance at overall alumni events as demonstrated by comparison of event attendance lists from fiscal year 2009 to fiscal year 2010.

**Project Update:** Over the past three months, the Alumni Relations Office has increased the number of names in the alumni database from 3,000 to 12,000. The considerable increase in alumni contacts will provide a greater opportunity for consistent communication and engagement with our alumni. To continue to engage our alumni, the Alumni Relations
Office will build initiatives that will bring the alumni back to the college. One such event was the Hospitality Industry Administration reception that was held on September 30. Over 100 alumni responded and some of those alumni date back to 1976. The Alumni Relations Office continues to foster their relationship with the Triton College Foundation so the Foundation can also reach out to alumni. While the Alumni Relations Office was not fully staffed during July and August, as of September 8, 2009 the position has been filled and movement on alumni events will be reinvigorated.

**Project I:** Strengthen relationships with local, state and federal elected officials and offices for the purpose of informing them of the value of community colleges, and in particular Triton College. The ongoing communications and events will allow for advocacy from stakeholders for the college’s mission with the goal of securing financial support.

**Measurable Outcome:**
- Forty percent increase in the local government participation at the annual district mayor meeting as demonstrated by a comparison of the attendance lists from fiscal year 2009 to fiscal year 2010.
- One hundred percent participation by new local government elected officials in meetings with the president as demonstrated by a comparison of the yearly new mayoral lists and meeting attendance records.
- Thirty percent increase in state government participation at the annual fall and spring events demonstrated by a comparison of the event attendance lists from fiscal year 2009 to fiscal year 2010.
- Produce two communication vehicles annually for legislators in conjunction with local, state and federal lobbying events and efforts.
- Evidence that state officials serve as advocates for Triton College and address the college’s concerns and financial needs as expressed through the annual meetings.

**Project Update:** President Granados has reached out to the newly elected mayors/village presidents in the college's district. To date, the president has met with six of the eight newly elected officials. The meetings have provided a forum for the president to learn more about the villages and for the villages to learn more about programs and services that Triton offers. Based on these meetings, several of the mayors have expressed interest in partnering with Triton on projects led by faculty and students to help in the beautification of their green spaces.

As a result of ongoing communications with our state representatives over the last several years, Triton has received funding through the Department of Commerce and Economic Opportunity (DCEO) on two initiatives related to the Americans with Disability Act (ADA). Representative Skip Saviano sponsored a project to fund the installation of ADA compliant door operators for $192,500. Representative Michael McAuliffe sponsored a project that will make restrooms ADA compliant for $100,000. Additionally, Triton College helped to ensure that the Career to Technical Education (CTE) and Adult Education funding was not eliminated due to the current economic conditions of the state by contributing to a phone and letter campaign to state officials.
**Project M:** Maintain a dynamic community advisory committee representative of constituents within our community. Quarterly meetings will be held for the purpose of soliciting input on emerging community needs, informing them of progress towards our long-term plan and assessment of the college’s responsiveness to community needs.

**Measurable Outcomes:**
- Community Advisory Committee maintained with a representative membership in order to gain feedback on Triton College programs and services. Quarterly meetings held with participation of 75 percent of members.
- Community Advisory Committee members surveyed to capture satisfaction level on college’s response to community needs and initiatives incorporated into the Master Plan.

**Project Update:** In its second year of existence, the Community Advisory Committee met in July and received an executive summary of the first year accomplishments of the Master Plan and an introduction to Achieving the Dream, Community Colleges Count. The year-end report for the first year of the Master Plan was mailed to the committee for their review and input. President Granados invited the committee to provide their thoughts on topics of discussion or information that they would like for future meetings. These topics will help to facilitate their advising role for addressing community needs.

The membership of the committee has been updated this year to maintain a dynamic and representative membership of Triton’s community. Three new members were added and they are from the hospitality industry, a large industry and a faith-based organization.

**Project N:** Identify resource opportunities and assist to secure funding with private and corporate foundations; and local, state, and federal agencies.

**Measurable Outcome:**
- Conduct funding prospect research on at least six private/corporate foundations monthly to identify foundation program alignment with needs identified in the Triton College Master Plan.
- Refer at least two private/corporate foundation funding opportunities to area vice presidents to pursue with letters of inquiry/intent or full applications. Update to Strategic Funding Plan.
- Identify at least 10/state/federal funding opportunities quarterly to refer to area vice presidents and update to Strategic Funding Plan.
- Contact all institutional funders at least once each semester.

**Project Update:** As financial support continues to decrease from the state and federal government, the college has been actively seeking out alternative sources of funding. Since the start of fiscal year 2010, the college has obtained $1,795,936 in competitive grant funding. $1.6 million of that funding was a grant award that was made available by the American Reinvestment Recovery Act (ARRA) to assist Dislocated Workers. This program will provide training and supportive services to 230 participants through April 30, 2011.
The college also has written over $1.7 million in competitive grants and we are awaiting funding decisions from the agencies. The following highlights some competitive grants awaiting funding decision: A grant valued at $99,752 was written to the Department of Commerce and Economic Opportunity (DCEO) for a program called Illinois Sustainability Education Program to provide green training initiatives through Continuing Education. Another grant valued at $181,228 was written to the Illinois Criminal Justice Authority (ARRA funding) to request funding to support vehicle and equipment acquisition for the Triton College Police Department and to fund an additional officer. The largest pending grant for $1.2 million was written for the program called the Pro-Active Recruitment in Science and Math offered through the National Science Foundation.
Goal 3 Project Updates

Goal 3 – Develop and implement an effective technology plan.

Objective 1: Implement technologies that support the availability and effectiveness of campus systems and applications.

**Project O:** Operational effectiveness will be monitored and optimized to increase the speed, reliability and availability of the Internet, network services and the administrative computer system.

**Measurable Outcome:** Maintain the currently installed technologies, and install and make operational new, planned technologies that enhance reliability and availability. At the end of fiscal year 2010 compare budgeted amounts to actual expenditures to deduce quantity and footprint of new equipment deployed.

**Project Update:** To increase operational effectiveness of campus computer systems, bid documents for switches and uninterrupted power supplies (UPSs) were written and submitted to the Business Office. Information Systems continues to research options that would lead to optimal security for network racks and storage area network (SAN) technology. It is anticipated that this research will be completed in the next reporting period.

An upgrade to the administrative computer system will be occurring in the next reporting period. Also, there will be an upgrade to the college’s imaging (digitizing records) system. By the start of the next reporting period, a vendor will be chosen to redesign the college’s Web site.

Annual maintenance agreements have been renewed to support the ongoing operation of the Internet, the Virtual Tape Library (VTL), the firewall and the administrative computer system.

Objective 2: Develop and execute a technology refresh plan that adheres to industry best practices.

**Project P:** Technology will be replaced based on the refresh plan established at the onset of the fiscal year. The refresh plan will encompass all campus computers, electronic classrooms and audio visual equipment.

**Measurable Outcome:** Expend all allocated resources to replace technologies based on the established refresh plan. At the end of fiscal year 2010 compare budgeted amounts to actual expenditures to deduce quantity and footprint of new equipment deployed.

**Project Update:** The Technology Plan has been implemented for fiscal year 2010. Sixty Imacs, 21 workstations with 22” LCD monitors, 225 classroom personal computers, 341–17” LCD monitors and other miscellaneous items have been purchased. Approximately 120
personal computers and LCD monitors have been installed to date. The remaining equipment will be gradually installed throughout the balance of the fiscal year.

Objective 3: Continue to introduce new technologies and functionality to advance the mission of the college.

Project Q: Based on technology trends and best practices, new technology will be introduced to remain relevant in today’s computing environment. These technology trends include the continuation of the implementation of curb-to-curb wireless, Internet-based phones, 24 high-level electronic classrooms, economical print solutions and software solutions that will maximize user productivity.

Measurable Outcome: Continue to introduce new technologies and applications to the college with the potential to increase productivity. This will be measured by documenting the list of technologies upgraded, expanded, replaced or introduced.

Project Update: To continue the implementation of curb-to-curb wireless, bids are being prepared for new wireless access points throughout campus. Additionally, bids are being prepared to purchase Internet Protocol (IP) phones and equipment for electronic classrooms. The new calendaring and scheduling software (Outlook/Pronto) installation is 95 percent complete.

Software development services to develop an electronic grade submission process to run on the college’s administrative computer system have been contracted with MCS Management. The new purchasing system has been put on hold until a final decision regarding the future of the current administrative system is determined.

In fiscal year 2009 Information Systems began reviewing three options (identifying the pros and cons of each) that will determine the future of the administrative computer system. The three options were: Keep the administrative system status quo; Implement a Best of Breed (move some functions to other platforms that link into the current administrative system); or Replace the current administrative system with an Enterprise Resource Planning (ERP) system such as Banner, Datatel, CampusVue or CAMS. In fiscal year 2010, a consultant performed an analysis with the members of the President’s Cabinet to assess the college’s readiness to undergo the amount of change that would be required for any type of conversion. The consultant’s analysis and research conducted by the associate vice president of Information Systems was presented to the President’s Cabinet for review.

The information presented to the President’s Cabinet contained a recommendation for the college to pursue the purchase and implementation of an Enterprise Resource Planning (ERP) system and supplement scheduling functionality with a best-of-breed scheduling solution. To assist the President’s Cabinet in making a final recommendation, they requested the associate vice president of Information Systems to develop a high-level plan that outlines the steps the college would need to perform to procure an ERP system. Once the President’s Cabinet reviews this plan, they will be in a position to make a final decision as to which of the three options the college should pursue.
Goal 4 Project Updates

Goal 4 – Enhance Triton’s virtual campus environment.

Objective 1: Create an infrastructure to support the development, delivery, and assessment of online courses.

**Project R:** Increase the number of high-quality online, blended, and Web-enhanced courses (which have a shell for use in course management). In addition, there will be rapid noncredit course expansion through partnerships with third-party providers. Online options for GED completion will also be enhanced.

**Measurable Outcome:**
- Create reports to assess the percentage change in course sections placed online compared to the number of course sections online from the previous term year.
- Identify percentage of new online sections evaluated for quality through online protocol procedures.
- List partnerships and applications utilized for online noncredit growth and GED completion.

**Project Update:** To increase the number of online courses, faculty members were selected to create 10 courses that will be owned by Triton. These 10 courses are in the development stages this fall. As an enhancement to the Blackboard system (online course system) user accounts have been updated to the last eight digits of the photo identification number. This enhancement will allow for daily automated user creation and section enrollments. Further, this type of automation will assist in the administration of online courses and will support the continued growth. To create reports to assess the percentage change in course sections offered online, Blackboard courses are now being created to include a term-based identifier.

Objective 2: Increase and create business support processes that complement a virtual campus.

**Project S:** Adopt/implement a class and event scheduling solution (software and maintenance) that includes facility rentals.

**Measurable Outcome:** Project management team will develop a project implementation plan/steps, timeline and will assess/evaluate a minimum of two scheduling solutions in support of adopting/implementing a class and event scheduling solution (software and maintenance).

**Project Update:** To implement a class and event scheduling solution, a project management team has been identified and meetings are ongoing. An implementation plan and timeline have been developed and is the basis that the team is working from. This team will evaluate and assess three scheduling solutions in the next reporting period. The process and software solution chosen will complement a virtual campus.
**Project T:** Access to student records and process improvement. In an effort to support the on demand student services via the Web, an effort needs to be made to enhance some of our existing processes and utilize technology to provide access to student records. A Web-based financial aid solution will be explored to allow for greater access and process improvement with the Financial Aid area. In addition, student records will be digitized which will allow for a more efficient access to key data. There will also be new modifications to the student/staff portal that would address additional services for students and staff at this point of entry. One of these new additions will include the ability for faculty to submit mid-term and final grades online which will allow for greater efficiency. These initiatives will help support the online delivery of our services.

**Measurable Outcome:**
- Identify and implement six new modifications to the student and staff portals.
- Digitize all historical student records and develop a staff training component to utilize access to these student records.

**Project Update:** A Web-based financial aid solution is pending awaiting a final decision regarding the future of the current administrative computer system. An upgrade to the imaging system to digitize student records will occur during the next reporting period. Digitizing these records will allow for a more efficient way to access key data. Enrollment Services staff will begin digitizing student records in the next reporting period. Discussions continue regarding further enhancements to the student portal.

**Project U:** To support process improvement for business and support areas of the college, a plan to digitize and automate processes will be created and implemented. The solutions will incorporate Web-based business processes, electronic filing (digitizing records) and podcasting at an institutional level.

**Measurable Outcome:** Support processes are identified, developed and implemented. These new processes will provide enhanced student and employee satisfaction. Employee and student satisfaction will be measured through Web-based surveys that focus on ease of use, increased productivity and increased availability of data.

**Project Update:** The Business Office is working with Information Systems to create additional capacity so the area can begin electronic filing (digitizing records). The Business Office needs to purchase a high-speed scanner and determine the order of the documents to be archived in the imaging system.

**Objective 3:** Develop an online student support services platform.

**Project V:** As the demand for online services continues to grow, the institution needs to position itself to support the online needs of our students. Several initiatives will occur to enhance the foundation of our virtual environments and provide additional virtual support mechanisms that aid in student success.

**Measurable Outcome:** All funded subtasks will be completed on time and within budget.
**Project Update:** To enhance the foundation of our virtual environment, a pilot of Compass eWrite (online placement test) will occur in the fall 2009 semester. Currently, an online new student orientation is being developed and is expected to launch in the spring of 2010.

To provide online support mechanisms that aid in student success, the Academic Success Center in conjunction with Information Systems have selected a program called “SmartThinking” for online tutoring.
Goal 5 Project Updates

Goal 5 – Develop and implement a comprehensive strategic enrollment plan to achieve the optimal recruitment, retention and graduation of students

Objective 1: Explore, develop and implement strategies and practices that support long-term enrollment growth.

Project W: Utilize external consulting services for expertise in developing a comprehensive strategic enrollment management review, including enrollment strategies, retention analysis, enrollment projection planning tools, and optimization of enrollment services.

Measurable Outcome: The development of a strategic enrollment plan that encompasses measures that will increase long-term enrollment.

Project Update: External consulting services were not funded for this project. However, work continues with the Strategic Enrollment Management (SEM) steering committee and workgroups to develop a long-term SEM plan. Recruitment and retention are the major focus areas that have been identified. The SEM steering committee has created goals for each of the focus areas. Now that the goals have been created, the steering committee will develop strategies.

Project X: Strengthen process for transitioning students from noncredit classes to credit programs or job skills programs. Title III grant monies will assist with this effort.

Measurable Outcome:
- Identify marketing options that maximize potential student awareness of services available through AE. (Increase enrollment.)
- Identify staff to take on the role of retention specialist/case manager to decrease percentage of students leaving program before semester completion. (Improve retention.)
- Provide GED testing scholarships for students unable to pay the increased fees. (Increase graduation.)
- Identify and allocate funds specifically for tuition reimbursement of students enrolled in AE classes and credit or certificate programs. (Increase transition.)
- Provide one semester scholarships for graduating students to attend Triton College credit or certificate courses.

Project Update: This fall Adult Education (AE) has seen increased enrollment as a result of utilizing a variety of marketing plans. While AE is included in the overall marketing of the college, a strategic enrollment plan specifically tailored for AE is needed. Enrolling more students into AE will likely equate to additional students transitioning into degree and/or certificate programs.

Unfortunately, financial issues continue to be a barrier in transitioning students from AE to credit. A General Education Development (GED) testing scholarship fund has been established through the Triton College Foundation. Funds have also been allocated from
the current Illinois Community College Board (ICCB) grant to pay tuition for students concurrently enrolled in AE courses and credit/certificate courses.

In conjunction with Continuing Education, a second round of certificate courses will be offered to upper level English as a Second Language (ESL) and GED students. Career courses will include: Financial Services Specialist (formerly known as Bank Teller), Medicar Driver, Basic Security, Home Inspection and Welding.

**Project Y:** Technology solutions exist that will allow us to manage our customer relations and inquiries. These solutions provide strategies that assist in the admission outreach and marketing efforts of turning prospective students into enrolled students. These solutions utilize systems to automate communication efforts and track the progress of our contacts. Having systems in place like the Customer Relations Management (CRM) will allow for greater strategic enrollment management opportunities.

**Measurable Outcome:** To identify technology solutions through Web research, seminars, and other college admissions staff that will produce reports in real time to track student status and progression from inquiry to start and then to graduation. By end of April 2010, a recommendation to the college will be made to the type of software and funding necessary to achieve these goals.

**Project Update:** To manage our customer relations and inquires, several software products are being researched. A comparison of available products and costs will be compiled to include the capabilities of the systems in relation to tracking student status and progress from inquiry to graduation. Once the products are established, follow up calls will be made to schools or businesses that use the product to determine the functionality and effectiveness.

**Project Z:** Identify and implement marketing strategies that will complement the Strategic Enrollment Plan based on data supporting the needs of our district and the demographics served.

**Measurable Outcome:**
- Introduce new online marketing strategies including social networking applications and create a benchmark of effectiveness for fiscal year 2010.
- Establish return on clicks for online advertising.
- Create advertising campaigns that align with the fiscal year 2010 GoToMarket Plan.

**Project Update:** During the past three months new marketing strategies have been implemented for fiscal year 2010. A magazine called Career Focus was compiled and was delivered to the district the second week of August. The magazine incorporated informative relevant articles and spotlighted our target markets for fiscal year 2010.

Google Adwords were set up based on keywords provided by the deans for short-term programs. The average click through rate (from Google search engine to Triton College) for the past three months was 9 percent. This click through rate will be monitored throughout
this fiscal year and the data will be used as a baseline to compare future years and to track usage trends.

The institutional Facebook page for the college was created and launched in August. Department links have been created from the institutional Facebook page. Further development is ongoing. As of September 21, 2009 the institutional Facebook page had 116 fans and the goal is to have 2,010 fans by January 2010. Next steps in our social networking campaign will be to develop a Twitter and YouTube presence which officially represents the college.

**Objective 2:** Develop a retention plan to increase completion and/or transfer rates.

**Project AA:** Continue and improve Peer Mentoring Program and expand and institutionalize student learning communities and service-learning components across the curriculum.

**Measurable Outcome:**
- Peer mentors will demonstrate at least a 25 percent increase in their knowledge and understanding of issues related to cultural diversity, including impact on learning and interpersonal skills.
- Peer mentors will assist students during open registration and new student orientation. Results of the Enrollment Services online satisfaction survey will be used as a tool to measure if students were more satisfied with the intake process after working one on one with their peers. As a result the student satisfaction will increase by 10 percent based on online student satisfaction surveys designed by Enrollment Services.
- Five percent of the students participating in the Peer Mentoring Program will be previous and current Title III learning community students.
- Ten percent of the peer mentees will be selected from the Title III learning communities.

**Project Update:** Training was provided to the peer mentors to increase their knowledge and understanding of issues related to cultural diversity. Included in the training was how diversity can impact a student’s learning and interpersonal skills. Pre and post surveys were completed by the peer mentors and the results will be analyzed. Additional training provided to the peer mentors focused on new student orientation and enrollment. Peer mentors then served as volunteers during the new student orientation sessions and open registration.

Due to staff limitations, peer mentors were not matched with peer mentees or learning communities. An interim person began working with the Peer Mentoring program the week of September 21, 2009. This person will recruit mentees and match the mentors with the mentees.

**Project AB:** Retention efforts need to be addressed both in and out of the classroom. Academic support and access to technology, as well as to the institution, are vital elements that will aid in student success. Expanding the resources in the Academic Success Center, implementing supplemental instruction, and increasing access points to technology are
important aspects that will be addressed. In addition, transportation connections to the institution have also proven to be beneficial and will continue to be cultivated.

**Measurable Outcome:**
- Expand Laptop Loan Program by 10 units in each current location (Student Life/Library) and expand program to include the T Building with six units.
- Expand Quick Check Station Program by four units (two computers and garage table each) in the A Building and the T Building.

**Project Update:** Expanding access points to technology have been expanded to include Technology programs. Representatives from Student Life, Academic Success and Technology programs have met with Information Systems to discuss options and quantity for laptops. As a result of that discussion, 96 mini laptop units, three mac computers and two 30-unit storage carts have been priced for purchase. Once the technology is purchased, the remaining funding will be used for the purchase of tables for quick check stations. The target is to have the equipment purchased and installed for student use by January 2010. Also, a minimum of six quick check stations will be available in the A and I buildings by the end of the spring 2010 semester.

The Success Express van which provides free transportation from North Avenue to Triton’s campus is entering its third year of service. Funds have been allocated to maintain this service throughout fiscal year 2010.

**Achieving the Dream Update:** During the last quarter of fiscal year 2009, Triton applied for and was selected to participate in a national initiative called Achieving the Dream (ATD). The initiative is a non-governmentally funded national effort to help more community college students succeed academically. ATD operates on the premise that community colleges are uniquely positioned to facilitate the success of students who have traditionally faced significant barriers to student success, particularly students of color and low-income. The initiative provides a framework for systematically and objectively reviewing college policies, programs and services with regard to their impact on student success.

Data is in the process of being compiled and will be used to identify gaps in student achievement. During the next reporting period the following will occur to support this initiative: Data collection will be complete and the interpretation of the data will commence; a national speaker will come to the college to discuss the meaning of a culture of evidence with faculty and staff; and a coach assigned by ATD will visit the college to provide personalized coaching for this initiative to key staff members and the board of trustees.

**Objective 3:** Enhance opportunities for personal enrichment and lifelong learning.

**Project AC:** Student engagement is a primary factor in the academic success of a student. Building campus community and offering extracurricular programs will aid in successful student engagement opportunities. The Health Services area will explore and integrate wellness programs that will help educate student about health issues and provide a greater understanding of well-being. The Career Services area will integrate programs for specialized
groups within student population. We will also create leadership opportunities and cultivate students to serve in a global society.

**Measurable Outcome:** Assess the number of personal enrichment and lifelong learning opportunities available and increase those opportunities by 3 percent annually.

**Project Update:** An informal assessment has been completed which focused on current services offered through the Health Services area and the integration of a comprehensive wellness program. Implementing an integrated wellness program has been impeded by the lack of staff and funding. However, despite these setbacks, implementing a sustainable wellness program will remain a priority for the area.

Career Services has been working with several areas to integrate programs for specialized groups within the student population. Discussions are under way between Career Services and the Center for Access and Accommodative Services to integrate components of disability services (e.g., computer equipment) into Career Services. Career Services is also assessing how to integrate bilingual methods of communication into services offered.

To cultivate students to serve in a global society, the Student Affairs area has been promoting diversity. In conjunction with other areas of the college (e.g., Counseling), specialized training and programming will be provided to create an awareness of lesbian, gay, bisexual and transgender (LGBT) issues. Other special populations (e.g., veterans, adult students) will continue to be integrated into programming and activities of the college throughout the year. Enhanced veteran services are being explored due to the introduction of the new GI Bill.

Creating leadership opportunities and promoting student leadership is essential to student engagement and student development. The Student Leadership Institute is being reorganized to expand the depth of the program based on a recommendation from the director of Student Services to the dean of Student Services. During the next reporting period more specific outcomes of the development of the Student Leadership Institute will be available.

**Project AD:** Implement the Diversity Plan to create a welcoming environment for all students and employees to create awareness, understanding and appreciation for others. Integrate diversity into all aspects of learning which will aid student success. The plan is supported by all members of the college. The decentralized plan's activities will be monitored and assessed by the Council on Diversity and a coordinator will facilitate its implementation.

**Measurable Outcome:**
- Evaluate the effectiveness of the Diversity Plan by holding monthly Council on Diversity meetings to monitor the effectiveness of the plan’s activities demonstrated through a quarterly review of meeting minutes.
- One hundred percent reporting rate by responsible parties semi-annually to report on the progress of the Diversity Plan implementation.
- Accomplishment of 100 percent of all activities outlined in the Diversity Plan for that given year.
Climate Survey on diversity conducted by Research Office demonstrates high satisfaction with diversity appreciation.

*Project Update:* At the end of fiscal year 2009 the Council on Diversity Affairs decided not to hire a part-time coordinator of Diversity Initiatives. The council will review the job description and make a recommendation for a revised position during the fiscal year 2011 budget planning process.

In lieu of a coordinator of Diversity Initiatives, the council chose to allocate the funds to support campus-wide diversity initiatives tied to student success that would provide active and collaborative learning experiences that would lead to academic achievement. The council will allocate funds to support speakers, workshops, conferences, events and activities that support the objectives of the Diversity Plan. Faculty and staff were notified of the process to request funding and eight funding requests were received for the fall semester. The council reviewed the eight requests based on a diversity funding rubric (see Appendix A). The following four requests were granted funding: Safe Zone/Safe Space Training for students and employees; Incognito Theatrical Presentation (race and identity); Veterans Day Celebration and Latino College Visit Day.
Goal 6 – Enhance the ongoing evaluation and assessment of processes to promote continuous improvement throughout the college.

Objective 1: Develop and validate program outcomes and assessment structures for all academic areas.

**Project AE:** Develop and refine continuous cycle of program assessment including the completion of program outcomes for all program areas, and consistent faculty-driven assessment of these outcomes. Also continue ongoing evaluation of program currency to determine which programs are no longer viable as well as which programs should be revitalized or added.

**Measurable Outcome:**
- **Program Assessment Cycle:** The Triton Assessment Committee will have on file a program assessment plan for every program. The Triton Assessment Committee will have on file from every program a program assessment report that describes the full cycle of assessment of at least one program outcome.
- **Program Evaluation:** The number of programs stipulated by ICCB will be evaluated in accordance with the criteria specified by ICCB.

**Project Update:** Currently, no program has submitted an assessment plan to the Assessment Committee. Programs are actively developing their plans and the expectation is that by the end of October every program will have an assessment plan. Program assessment reports are not due to the Assessment Committee until May 2010.

**Project AF:** There are a number of academic-related testing services that the institution will explore with the possibility of becoming a testing site within our district to offer college entrance exam opportunities.

**Measurable Outcome:**
- Identify one to three potential locations to offer centralized testing services on Triton College campus.
- Evaluate the costs associated with serving as a testing site within the district to offer college entrance exam opportunities, including personnel and facilities.
- Develop a clear proposal for providing testing services to students and community members.
- Conduct a pilot testing of the COMPASS eWrite to determine the tool’s usefulness in assessing students’ writing skills.
- Identify and begin implementation of at least two measures to increase test security and integrity.

**Project Update:** Although it has been previously determined that a full testing center should be centrally located, a location has yet to be identified. The ideal location would be either in the A or B Building but securing space in either of these buildings is challenging.
Research has been done to determine what other community colleges charge as fees for their testing services. Testing services would include placement testing, remote testing and proctoring for community members.

The dean of Academic Success has created and disseminated testing procedures to be used in the Educational Testing and Resource Center. Simultaneously, the college is continuing to research procedures offered by similar institutions.

To determine the usefulness of the tool Compass eWrite that assesses students’ writing skills, a draft procedure for administering the pilot tests were forwarded to the dean of Arts and Sciences. The writing assessment included a writing skills test to assess the student’s ability to grasp standard grammatical skills and the software’s ability to assess the students’ writing ability. The target implementation date for this project is by the end of the fall 2009 semester.

To increase testing security and integrity, Information Systems is looking for appropriate cameras that might be used in the testing center to assist with test proctoring. The goal is to install cameras at the back of the testing center to decrease the possibility that students will violate testing procedures. A draft of the security plan for the administration of the ASSET exam for prospective Nursing and Radiology students has been forwarded to the deans of Health Careers and Enrollment Services for consideration. The goal is to implement any revised security/integrity procedures by the spring 2010 semester.

Objective 2: Implement a continuous process improvement plan for all areas of the institution.

Project AG: Establish an assessment plan to evaluate the effectiveness of business and support processes to ensure optimal usage of resources. This continuous process improvement plan will be supported and validated by a culture of evidence based on data collected by the institution.

Measurable Outcome:
- Monitor the rate of report generation by the Hanover Research Council; at a minimum, one report a month.
- Evaluate the reports for content and applicability to the needs of Triton’s faculty and the reports’ ability to engage said faculty in new curriculum development processes.
- Assess applicability of the “off-the-shelf” Hanover Research Council reports to Triton’s needs for institutional effectiveness.
- Complete feedback on submitted draft for the Library Technical Assistant (LTA) and Air-Traffic Controller feasibility studies by September 15, 2009.
- Obtain environmental scan for Triton’s mission and district by the end of calendar year 2009.

Project Update: The college has contracted with the Hanover Research Council to provide high-level research reports. During this reporting period, Hanover Research Council completed two program demand analyses for the following programs by September 15, 2009: Renewable Thermal Energy Technician and Energy Efficiency Technician. In the
next reporting period, Hanover Research Council will be completing an Environmental Scan. The information in the Environmental Scan will provide data that will support a culture of evidence.
Goal 7 Project Updates

Goal 7 – Build upon the institutional framework to promote a highly qualified diverse workforce to support the mission and goals of the institution.

Objective 1: Develop and implement a strategic process for recruiting top talent.

**Project AH:** Identify highly qualified independent contractors to provide instruction in our Continuing Education area.

**Measurable Outcome:** Achieve a minimum 20 percent return on investment as measured by the total tuition and fees generated by Continuing Education courses taught by highly qualified independent contractors.

**Project Update:** Thus far in fiscal year 2010, Continuing Education offered seven independent contractor programs with an enrollment of 103 students.

Objective 2: Expand and enhance professional development opportunities.

**Project AI:** Develop and implement high-quality programming and resources for the newly established Center for Teaching Excellence that focus on pedagogy, curricular development and the assessment of teaching practice.

**Measurable Outcome:** Through voluntary written surveys, Triton College faculty who used the CTE will express their level of satisfaction with the resources/programs offered by the CTE and will suggest additional resources/programs that are needed.

**Project Update:** The Center for Teaching Excellence opened on September 1, 2009. Programming and activities have begun and data will be collected to assess faculty satisfaction. Additionally, faculty suggestions will be used to expand and enhance faculty professional development opportunities.

**Project AJ:** Provide professional development to all employees on appropriate technologies and applications and business support processes based on an assessment of employees needs. Professional development activities will include training for supervisors and a reward and recognition program.

**Measurable Outcome:**
- Demonstrate a 10 percent growth in the number of employees participating in professional development programs offered by the Professional Development Center based on an analysis of attendance records and the number of programs offered during the year.
- Evaluate the effect of the Supervisor’s Academy through analysis of data gathered in surveys administered in December and in May.
- Demonstrate a 20 percent growth in participation in the Employee of the Semester Program based on analysis of the number of nominations received each semester.
**Project Update:** For this reporting period, 82 workshops were offered by the Professional Development Center (PDC) with a duplicated headcount of 448 (241 non-duplicated headcount). During this same period last year, the PDC offered 52 workshops with a duplicated headcount of 266. This represents a 57.7 percent increase in the number of workshops and a 68.4 percent increase in the duplicated headcount (see Appendix B).

The Supervisor’s Academy began in September of 2009. Currently there are 83 duplicated pre-registrations for the four workshops offered for the fall semester (Delegation and Motivation – 24 enrolled; Leadership – 21 enrolled; Leading Change – 20 enrolled; Sexual Harassment – 18 enrolled). Workshop specific evaluations will be administered after each session and a detailed survey will be distributed to all supervisors at the end of the fall and spring semesters.

The Employee of the Semester program for fall 2009 has opened and only one nomination has been received. Nominations are open until October 30, 2009 and marketing efforts include targeted e-mails to supervisors. Last fall there were four nominations and to increase participation by 20 percent, five individuals would need to be nominated for the fall semester.

**Project AK:** Continue to build upon the new employee orientation program to effectively transition these employees into their role at the college. As part of the new employee orientation program, a three-year program for tenure-track faculty will be provided. The program includes: a general orientation to the college, mentoring, forums on various topics related to teaching and learning, and networking opportunities. Additionally, new adjunct faculty orientation will continue to be strengthened.

**Measurable Outcome:**
- Eighty percent of all new Triton College employees will participate in the New Employee Orientation Program as demonstrated by a comparison of new hire lists and welcome session attendance records.
- Evaluate the effect of the Tenure Track Professional Development Program through analysis of data gathered from orientation evaluations, forum evaluations, an end-of-year survey and participation rates.
- Demonstrate the strengthening of the New Adjunct Faculty Orientation based on a comparison of program agendas and participation rates from the previous year.

**Project Update:** During this reporting period, 21 new employees were hired. Of the 21, 17 employees (81 percent) attended the New Employee Breakfast with the president and the welcome session.

The Tenure Track Professional Development meetings have started and this year’s New Full-Time Faculty Orientation was attended by all six of the newly hired full-time faculty.

The New Adjunct Faculty Orientation agenda was strengthened through collaboration with Academic Affairs and Student Affairs. Program agendas from 2008 and 2009 are included in Appendix C. The fall 2009 New Adjunct Faculty Orientation held in August was attended by
36 newly hired adjunct faculty. In the fall of 2008, the orientation was held in September after classes started and was attended by 23 newly hired adjunct faculty.

**Objective 3:** Implement a human resources and succession plan program that fosters growth, motivation and retention.

**Project AL:** Develop a Human Resources Plan.

**Measurable Outcome:** A Human Resources Plan will be developed and submitted to the vice president of Business Services by May 2010 for inclusion to the Master Plan.

**Project Update:** The Human Resources Plan is in the design stage.

**Project AM:** A succession plan model will be developed to include staff forecasting based on programs and services, and mentoring. As part of succession planning and professional development for employees, a President’s Leadership Academy will be offered each year to 25 employees from various employee groups.

**Measurable Outcome:**

- Create and implement a succession plan model that is appropriate to the needs of the college. The model will be developed by December 2009 and implementation will begin in January 2010.
- Evaluate the effect of the President’s Leadership Academy through analysis of data gathered through formal surveys and informal discussions with participants throughout the year.

**Project Update:** Work will begin in the next reporting period to develop a succession plan model based on the work of the Human Resource Functional Committee during the prior fiscal year. Also, the job study is scheduled for completion by December 2009 and the results of that study will contribute to the development of the succession plan.

The President’s Leadership Academy kickoff retreat occurred in September. The kickoff retreat included a series of sessions and activities designed to enhance the participants’ leadership skills. Also, the participants learned more about the college as an institution. The academy included members from faculty, administration, mid-managers and classified staff.
## Appendix A - Diversity Funding Rubric

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Exemplary 3 points</th>
<th>Superior 2 points</th>
<th>Adequate 1 point</th>
<th>Incomplete 0 points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purpose</strong></td>
<td>Purpose of activity/event is identified, tied to diversity and awareness, and is clearly stated.</td>
<td>Purpose of activity/event is identified and tied to diversity and awareness.</td>
<td>Purpose of activity/event is identified.</td>
<td>Incomplete</td>
</tr>
<tr>
<td><strong>Activity/Event is Innovative</strong></td>
<td>Activity/event is innovative and allows for creative learning.</td>
<td>Activity/event has some creative ideas.</td>
<td>New or existing activity/event lacks innovation or has not yielded sufficient attendance or been successful.</td>
<td>Incomplete</td>
</tr>
<tr>
<td><strong>Activity/Event is linked to Diversity Plan</strong></td>
<td>Activity/event is clearly tied to several objectives within the Diversity Plan and addresses more than one area of the Diversity Plan.</td>
<td>Activity/event is clearly tied to several objectives within the Diversity Plan.</td>
<td>Activity/event is tied to an objective within the Diversity Plan.</td>
<td>Incomplete</td>
</tr>
<tr>
<td><strong>Activity/Event is linked to Student Success</strong></td>
<td>Activity/event has clear educational objectives and provides an active and collaborative learning experience that can lead to academic achievement.</td>
<td>Activity/event has clear educational objectives that can lead to academic achievement.</td>
<td>Activity/event has some evidence of an educational objective.</td>
<td>Incomplete</td>
</tr>
<tr>
<td><strong>Budget</strong></td>
<td>Budget is realistic, complete with narrative of expenditures.</td>
<td>Budget request is clear and accurate.</td>
<td>Budget is included.</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>
# Appendix B – PDC Participation

<table>
<thead>
<tr>
<th></th>
<th>July 2009</th>
<th>August 2009</th>
<th>SR 1 Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Workshops</strong></td>
<td>70</td>
<td>12</td>
<td>82</td>
</tr>
<tr>
<td></td>
<td>Duplicated</td>
<td>Non-dup</td>
<td>Duplicated</td>
</tr>
<tr>
<td><strong>Attendance</strong></td>
<td>367</td>
<td>165</td>
<td>81</td>
</tr>
<tr>
<td><strong>FT Faculty</strong></td>
<td>19</td>
<td>11</td>
<td>7</td>
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<tr>
<td><strong>PT Faculty</strong></td>
<td>268</td>
<td>91</td>
<td>65</td>
</tr>
<tr>
<td><strong>Administrator</strong></td>
<td>16</td>
<td>14</td>
<td>0</td>
</tr>
<tr>
<td><strong>Mid-Management</strong></td>
<td>8</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td><strong>Classified</strong></td>
<td>17</td>
<td>14</td>
<td>0</td>
</tr>
<tr>
<td><strong>Hourly</strong></td>
<td>39</td>
<td>29</td>
<td>7</td>
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</table>

**Previous Year:**

<table>
<thead>
<tr>
<th></th>
<th>36</th>
<th>16</th>
<th>52</th>
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</thead>
<tbody>
<tr>
<td>Workshops</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendance (Dup)</td>
<td>167</td>
<td>99</td>
<td>266</td>
</tr>
</tbody>
</table>

- **% Change - Workshops**: 57.69%
- **% Change - Attendance (Dup)**: 68.42%
Appendix C – New Adjunct Faculty Agenda

### Fall 2008 New Adjunct Faculty Agenda

- Welcome Message
- Benefits and Services Available to You
- Resources
- Understanding Our Students
- Information from the Adjunct Faculty Association

### Fall 2009 New Adjunct Faculty Agenda

**NEW ADJUNCT FACULTY ORIENTATION - Agenda**

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Facilitator</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 - 6:30</td>
<td>Dinner, Review of Orientation Folder Information</td>
<td></td>
</tr>
<tr>
<td>6:30 – 6:35</td>
<td>Welcome</td>
<td>President, Patricia Granados</td>
</tr>
<tr>
<td>6:35 – 7:00</td>
<td>Syllabus Requirements</td>
<td>Dan Domin, CTE Dean, Sue Collins</td>
</tr>
<tr>
<td>7:00 – 7:15</td>
<td>Adjunct Faculty Responsibilities</td>
<td>Dean, Tonette Baldin</td>
</tr>
<tr>
<td>7:15 – 7:45</td>
<td>Student Issues/Discipline Classroom Management</td>
<td>Dean, Quincy Martin</td>
</tr>
<tr>
<td></td>
<td>Sexual Harassment</td>
<td>Jonathan Paver, Professional Development</td>
</tr>
<tr>
<td>7:45 – 8:00</td>
<td>Library/ASC/ETRC</td>
<td>Dean, Debbie Baness-King</td>
</tr>
<tr>
<td>8:00 – 8:15</td>
<td>Crisis Management Basics</td>
<td>Dean, Quincy Martin</td>
</tr>
<tr>
<td>8:15 – 8:30</td>
<td>Basic Campus Information and Support</td>
<td>Jonathan Paver Professional Development</td>
</tr>
<tr>
<td>8:30 – 8:45</td>
<td>Question &amp; Answer</td>
<td></td>
</tr>
<tr>
<td>8:45 – 9:00</td>
<td>Adjunct Faculty Association</td>
<td>AFA President or Vice President</td>
</tr>
</tbody>
</table>