

Task Details Report

Planning Unit: Office of Instruction
Unit Manager: Lead Staff, Admin Services

Objective: 10 - Strategic action plans for Instruction

Objective Description:

Use this objective to describe the action plans that your program intends to implement. Scroll to the "Action Plan and Required Resources" section and click the Add button. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.

Start Date: 2/29/2016	Task Type: Departmental Action Plan	Priority Level: High	Task Order: 1
Due Date: 12/31/2017	Completion Date:	Task Status: In Progress	Budget: \$0

Improve enrollment management by refining course scheduling system, and maximizing efficiency to meet student needs and faculty expectations within fiscal constraints and facility limitations

Responsible Parties: VP of Instruction, VP of Administrative Services, Division Deans, Faculty, and Curriculum and Instructional Systems Specialist

Resources: Input from the Dean of Planning, Research and Institutional Effectiveness, District Facilities

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
2/29/2016

Task Type:

Priority Level:
Medium

Task Order:
2

Due Date:
12/31/2017

Completion Date:

Task Status:
New

Budget:
\$0

Update general College marketing material; translate to Spanish to target our growing Hispanic population;
Revise Web Spanish sections

Responsible Parties: Director of Marketing, Communications, and Public Relations, Visual Communications
Coordinator and College Recruiter

Resources: Other pertinent Staff

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
2/29/2016

Task Type:
Departmental Action
Plan

Priority Level:
High

Task Order:
3

Due Date:
12/31/2017

Completion Date:

Task Status:
In Progress

Budget:
\$0

Provide statewide leadership on statewide policies, funding, regulations, and processes impacting academic affairs

Responsible Parties: Vice President of Instruction; Vice Presidents of Instruction at sister colleges, Vice Chancellor of Educational Services, Deans of CTE

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
2/29/2016

Task Type:
Departmental Action
Plan

Priority Level:
High

Task Order:
4

Due Date:
5/31/2017

Completion Date:

Task Status:
In Progress

Budget:
\$0

Provide region-wide leadership for Adult Education Block Grant: staffing, budgeting, planning

Responsible Parties: Vice President of Instruction and Adult-Education College and Career Educational Leadership (ACCEL) Consortium Leaders

Resources: Collaboration with Administrative Services, Human Resources and District wide faculty in specific disciplines

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
2/29/2016

Task Type:
Departmental Action
Plan

Priority Level:
Medium

Task Order:
5

Due Date:
12/31/2017

Completion Date:

Task Status:
New

Budget:
\$0

Develop dual enrollment pathways with SUHSD and other feeder schools

Responsible Parties: Vice President of Instruction, Deans, Curriculum and Instructional Systems Specialist, AFT, Academic Senate and high School leadership

Resources: Funding for faculty working on curriculum alignment and assessment

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
3/1/2016

Task Type:
Departmental Action
Plan

Priority Level:
High

Task Order:
6

Due Date:
8/31/2016

Completion Date:

Task Status:
Planning/Discussion
(25%)

Budget:
\$0

Update College Brand/Style Guide

Responsible Parties: Director of Marketing, Communications, and Public Relations and Visual Communications Coordinator

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
3/1/2016

Task Type:
Departmental Action
Plan

Priority Level:
High

Task Order:
7

Due Date:
12/24/2016

Completion Date:

Task Status:
In Progress

Budget:
\$0

Solicit feedback, assess needs, and create transparent processes for schedule production, distribution, and marketing improvements

Responsible Parties: Visual Communications Coordinator, Vice President of Instruction

Resources: Input from Director of Marketing, Communications and Public Relations, Faculty, Classified Professionals, iDeans, other Colleges' Stakeholders

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
3/1/2016

Task Type:
Departmental Action
Plan

Priority Level:
Low

Task Order:
8

Due Date:
12/24/2016

Completion Date:

Task Status:
Planning/Discussion
(25%)

Budget:
\$0

Approve/Create College social media guidelines

Responsible Parties: Director of Marketing, Communications, and Public Relations and Visual Communications Coordinator

Resources: Input from Skyline and College of San Mateo Marketing Staff

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
3/1/2016

Task Type:
Departmental Action
Plan

Priority Level:
Low

Task Order:
9

Due Date:
12/31/2016

Completion Date:

Task Status:
New

Budget:
\$0

Create Curriculum webpages to refresh web presence

Responsible Parties: Curriculum and Instructional Systems Specialist and Visual Communications Coordinator

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
3/1/2016

Task Type:
Departmental Action
Plan

Priority Level:
High

Task Order:
10

Due Date:
5/31/2017

Completion Date:

Task Status:
In Progress

Budget:
\$0

Expand and assess collaborations with community based organizations, high schools, outside agencies, private sector partners, adult schools, government agencies, and others

Responsible Parties: Vice President of Instruction, Instructional Deans, Faculty discipline experts, Outreach Department, College President

Resources: Input from all stakeholders

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
3/1/2016

Task Type:
Departmental Action
Plan

Priority Level:
Low

Task Order:
11

Due Date:
12/31/2017

Completion Date:

Task Status:
New

Budget:
\$8,250

Comprehensive CurricUNET manual

Responsible Parties: District Curriculum and Instructional Systems Specialists and Curriculum Committee Chairs

Resources: Funding for increased capacity of current Instructional staff across the District. Input from Skyline and College of San Mateo Curriculum Chairs

Budget Remarks:

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No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ConSvc	Instruction	technical writer with expertise in curriculum, compliance, CurricuNet, and CCCCCO rules	\$8250.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
3/1/2016

Task Type:
Departmental Action
Plan

Priority Level:
High

Task Order:
12

Due Date:
5/31/2018

Completion Date:

Task Status:
New

Budget:
\$0

Create responsive/mobile friendly website

Responsible Parties: Marketing and Public Relations Dept., Pertinent Web Staff

Resources: Visual Communications Coordinator

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	