



## **Actionable Improvement Plan Summary**

SBVC's actions plans are listed here under the sections of the self-study in which they originated. Some may apply to more than one area and are noted in the applicable standards in parentheses. Responsible parties and timelines, when appropriate, are indicated in brackets. When no timeline is given, it is implied that these are ongoing activities.

### **Institutional Effectiveness**

#### **I.B.2**

SBVC will incorporate SLO/SAO data into EMP one-sheets. [*Office of Research, Planning and Institutional Effectiveness*]

SBVC will revise the SBVC Planning Model. (II.D.1.a) [*College Council and appropriate collegial consultation committees, fall 2014*]

#### **I.B.3**

SBVC will determine appropriate course of action regarding institution-set standard for certificates awarded. [*Academic Senate, College Council, Dean of Research, Planning and Institutional Effectiveness, 2014-2015*]

#### **I.B.4**

SBVC will compile, analyze, and distribute the results of the Committee Self-Evaluation survey in fall 2014. (I.B.5, I.B.7) [*College Council, 2014-2015*]

#### **I.B.7**

SBVC will prepare and conduct a validity check of the evaluative measures for the Strategic Plan. [*Dean of Research, Planning and Institutional Effectiveness, spring 2015*]

### **Instructional Programs**

#### **II.A.1.b**

SBVC will gradually implement SLO software for easier outcomes tracking, evaluation, and analysis. (II.A.6) [*ASLO Committee, 2014-2015*]

#### **II.A.2.i**

SBVC will conduct a campus-wide review of SLO processes during spring 2015 to further discuss and shape SBVC's future vision for SLOs at the course, program, and college levels. [*Academic Senate, ASLO Committee, spring 2015*]

## II.A.5

SBVC will develop strategies to track employment rates. [*Office of Research, Planning and Institutional Effectiveness*]

## II.A.7.c

SBVC will complete a review of board policies and administrative procedures according to a designated cycle, in coordination with the SBCCD. (II.B.2.c, III.D.3.a)

### **Student Services**

## II.B.2.c

SBVC will update the student complaint policy. [*VPSS*]

## II.B.3.c

SBVC will implement and evaluate the SSSP Plan. [*VPSS*]

### **Library and Learning Support Services**

## II.C.1.b

SBVC will incorporate SSC CC data for campus-wide analysis and dialogue on CCs. [*ASLO Committee, Tutorial Coordinator*]

### **Human Resources**

## III.A.1.a

The recommendations of SBCCD Three-Year Staffing Plan 2014-2017 will be reviewed in fall 2014 using collegial and transparent processes and will be implemented as appropriate. (II.A.4.b, III.A.6)

## III.A.1.b

SBVC will establish better processes for tracking and completing employee evaluations.

## III.A.1.c

Professional development will provide expanded training and opportunities to engage the campus in dialogues on SLOs, learning, and success.

### III.A.6

The Hayes Group Salary Study will be reviewed using collegial processes and implemented as appropriate.

## **Facilities**

### III.B.1

SBVC will review and modify as required the safety components and responsibilities of various position descriptions.

SBVC will implement a more efficient and effective process for filling vacant positions.

### III.B.2.a

SBVC will utilize information and enhanced data from cost analyses, reports, and new software for more effective use of resources and for long-range planning, staffing, and budget forecasting. (III.B.2.b) *[Administrative Services]*

## **Technology**

### III.C.1.a

SBVC will move all of the District information systems into one cohesive system that allows for electronic approval and documentation.

### III.C.2

SBVC will implement mobile application selected by SBCCD.

## **Budget**

### III.D.1

SBVC will print the mission and goals on financial planning documents so they are visible, up front and center. SBVC will include the mission and goals in the developmental budget instructions to management with direction to consider these as the budget is developed.

### III.D.1.a

SBVC will review and update SBVC Planning Model. *[College Council and appropriate collegial consultation committees, fall 2014]*

### III.D.1.b

SBVC and SBCCD will implement the recommendations of the DBC to the Chancellor's Cabinet. (III.D.2.e)

### III.D.1.c

SBVC will develop the long-range SMSR planning tool and include it in the long-range financial plans for the College.

## **Decision-Making Roles and Processes**

### IV.A.1

College Council will develop plans to improve trends in campus climate and Committee Self-Evaluation surveys. (IV.A.3, IV.A.5)

### IV.A.5

Campus climate surveys will be coded to enable longitudinal study. [*Office of Research, Planning and Institutional Effectiveness*]

## **Board and Administrative Organization**

### IV.B.2.e

SBVC will hire a permanent president for SBVC during the 2014-2015 academic year.

### IV.B.3.c

SBVC will develop multiyear budget projections.