

STRATEGIC MASTER PLAN

Core Theme I:

Valuing People

Planning Continuous Improvement

We believe that organizational excellence derives from engaged employees who are motivated by an environment of mutual respect and are committed to student success.

Key Result 1



Sustain Positive Employee Engagement

Measurement of Progress

# of Initiatives	6
Progress towards Completion	<div style="width: 100%; height: 10px; background-color: blue;"></div>
# of Initiatives Achieved	2

Implementation Strategies

1.1 Create a culture that recognizes employees and celebrates accomplishments.	2
1.2 Create a collaborative culture of measurement that advances accountability and innovation.	2
1.3 Integrate Leadership learning opportunities to foster a culture in which employees are empowered to bring their best to work.	2

Key Result 2



Practice Fiscal Sustainability

Measurement of Progress

# of Initiatives	31
Progress towards Completion	<div style="width: 100%; height: 10px; background-color: blue;"></div>
# of Initiatives Achieved	11

Implementation Strategies

2.1 Establish a culture committed to continuously improving college policies, practices, processes and systems to ensure long-term sustainability.	13
2.2 Maximize both human and capital resources to leverage organizational effectiveness.	2
2.3 Invest in and sustain a technological infrastructure that fosters a world class learning and service environment.	12
2.4 Create a culture of inquiry through regular data informed reviews and assessments that drive future planning.	4

2013 - 2014 STRATEGY MAP

Core Theme II:

Helping Students Learn

We believe that students are provided the best opportunity for success through a strong and committed teaching and learning environment that connects necessary resources, support and tools in the classroom and throughout the college.

Key Result 3



Cultivate and Improve Student Success and Completion

Measurement of Progress

# of Initiatives	21
Progress towards Completion	<div style="width: 100%; height: 10px; background-color: blue;"></div>
# of Initiatives Achieved	13

Implementation Strategies

3.1 Continuously improve instruction through assessment of student engagement and learning outcomes.	0
3.2 Enhance teaching and learning through faculty development opportunities.	3
3.3 Implement innovative instructional activities, assessments and delivery.	2
3.4 Establish a systemic approach to recruitment, college-readiness and retention with a focus on success, graduation and transfer.	5
3.5 Develop and enhance programs, services and resources to foster student success.	11

Total Number of Initiatives 74

Total Number of Initiatives Achieved 31

Core Theme III:

Understanding Student and Stakeholder Needs

We believe in developing strong partnerships and seek to enhance relationships to create stronger communities and contribute to the workforce and economic development challenges in the communities we serve.

Key Result 4



Actively Engage With and be a Valuable Resource for the Community

Measurement of Progress

# of Initiatives	9
Progress towards Completion	<div style="width: 100%; height: 10px; background-color: blue;"></div>
# of Initiatives Achieved	3

Implementation Strategies

4.1 Establish and maintain partnerships to enhance community outreach.	2
4.2 Discover common needs and opportunities to strengthen community relationships.	6
4.3 Develop educational partnerships to provide learning opportunities to current, prospective and past student populations.	0
4.4 Collaborate with business and industry leaders to strengthen workforce development and economic viability of the region.	1

We understand that we must assertively declare our mission and commitment to serve the three county region and to grow our presence and stakeholders understanding of the College's resources

Key Result 5



Vigorously Enhance Awareness of the Comprehensive Nature of Edison to all Stakeholders

Measurement of Progress

# of Initiatives	7
Progress towards Completion	<div style="width: 100%; height: 10px; background-color: blue;"></div>
# of Initiatives Achieved	2

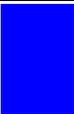
Implementation Strategies

5.1 Develop and support ambassadors at all levels of the organization to intentionally tell the story of Edison to all constituents.	4
5.2 Serve as the community hub and be recognized as the resource for higher education in the region.	1
5.3 Cultivate relationships with media outlets to increase media presence in the region and state.	2

2013-2014 Strategy Map Tracking Sheet

Core Theme	Key Result	ImpStrat	Department(s)	Key Person(s)	Strategic Initiative	Percentage Complete**	Expected Completion Date	Date Completed
I	2	2.1	Institutional Planning & Effectiveness	M. Walters	2013 Systems Portfolio		11/1/2013	11/1/2013
I	2	2.1	Institutional Planning & Effectiveness	M. Walters	AQIP Quality Checkup Site Visit		4/4/2013	5/22/2014
I	2	2.3	Information Technology Services	N. Walters	Begin Elucian training for Client Services		spring, 2014	
I	2	2.1	Information Technology Services	Gansz; Marion; Lawhorn; N. Walters	Begin implementation of ImageNow initiative			
I	2	2.4	IPE & Academic Affairs	M. Walters; P. Ross; B. Telford; N. Louis; S. Burnam; C. Valdez	Complete the College Completion Plan template			6/30/2014
I	1	1.1	Institutional Planning & Effectiveness	M. Walters	Continue CQIN 2012 Partners in Leadership Accountability Training		6/30/2014	6/30/2014
I	2	2.4	Academic Affairs & IPE	P. Ross; S. Moore; G. Stevenson; M. Walters	Continue program viability evaluations and recommendations			
I	1	1.1	Human Resources	L. Peltier	Coordinate development of Employee Recognition Program (AQIP 4 Action Project)		6/30/2014	
I	2	2.3	Marketing Communications	A. Barr	Develop and launch a mobile application			
I	2	2.1	Academic Affairs	P. Ross	Develop Electronic Curriculum Process			
I	2	2.3	Physical Plant	D. Riehle	Develop Facilities Master Plan		9/25/2013	9/25/2013
I	2	2.2	President, Institutional Advancement, Administration & Finance; Academic Affairs	C. Valdez; K. Horton; J. Shishoff; P. Ross	Develop strategic and tactical plans for corporate and foundation grants, underwriting and sponsorship funding which addresses the staff, faculty, student and community training needs; and funding wishes or requirements.			
I	2	2.1	Information Technology Services	N. Walters	Explore migration from Ghost to MS Imaging		spring, 2014	
I	1	1.3	Human Resources	L. Peltier	Implement Annual Evaluations/Professional Development Plan for Non-Supervisory Employees		6/30/2014	
I	2	2.3; 4.2	Information Technology Services	Gansz; Lawhorn; N. Walters	Implement campus-wide digital signage		fall, 2013	11/1/2013
I	2	2.1	Human Resources	L. Peltier	Implement WebAdvisor on-line (paperless) leave request/tracking/approval		6/30/2014	
I	2	2.1	Enrollment Services	S. Burnam	Increase high school penetration rates across the board by 2%			
I	2	2.3	Information Technology Services	Gansz; Marion	Initiate Elucian users' group		fall, 2014	
I	2	2.3	Information Technology Services	D. Gansz	Migrate Datatel Database from unidata to SQL			
I	2	2.4	Institutional Planning & Effectiveness	M. Walters; B. Telford	Monitoring of Key Results and Initiatives			
I	2	2.3	Information Technology Services	N. Walters	Provide additional HelpDesk training		spring, 2014	
I	2	2.3	Physical Plant	D. Riehle	Replace East Hall Boiler #1		2/1/2014	1/15/2014
I	2	2.3	Physical Plant	D. Riehle	Replace North Hall Boiler #1		2/1/2014	1/15/2014
I	2	2.3	Physical Plant	D. Riehle	Replace West Hall Boiler #1		2/1/2014	1/15/2014
I	2	2.3	Physical Plant	D. Riehle	Replace West Hall windows			
I	1	1.3	Academic Affairs	P. Ross	Support Academic Deans' attendance at Chair Academy		10/1/2013	10/1/2013
I	2	2.3	Information Technology Services	Lawhorn	Upgrade Exchange software		fall, 2013	11/1/2013
I	2	2.3	Physical Plant	D. Riehle	Upgrade Hallway & High Use Lighting to LED		12/1/2014	
I	2	2.4	Institutional Planning & Effectiveness	M. Walters; B. Telford	Develop a Master Codebook for data standards, definitions, usage, and integrity		6/30/2014	
II	3	3.2	Academic Advancement	L. Collins	Assess the Effectiveness of the Peer Support Team Faculty Learning Community		5/15/2014	5/21/2014
II	3	3.5	Academic Affairs	P. Ross	Build closer relationships with academic partners			
II	3	3.4	DCC & Student Affairs	J. Michael; S. Burnam	Conduct on-site PSEO advising and registration at the high school for every Darke County High School		12/18/2014	
II	3	3.4	Academic Advancement	L. Collins	Create a digital repository for Transfer Articulation Agreements		3/15/2014	3/17/2014
II	3	3.2	Academic Affairs & CEIT	P. Ross; L. Collins	Cultivate & Strengthen engagement of adjuncts			
II	3	3.5	DCC & Academic Affairs	J. Michael; P. Ross	Develop 4-year plans for technical degree completion specifically targeting adult evening learners who primarily attend DCC			
II	3	3.4	Academic Deans	P. Ross; S. Moore; G. Stevenson; N. Louis	Develop clear educational pathways for students.			
II	3	3.5	Disability Services	M. Bornhorst	Develop guidelines for accessibility in technology for the institution			
II	3	3.5	Admissions	T. Roth	Develop online orientation for distance learners.		5/1/2014	
II	3	3.5	Student Life	A. Selhorst	Develop Student Government/Activities Board (AQIP 3 Action Project)			

2013-2014 Strategy Map Tracking Sheet

Core Theme	Key Result	ImpStrat	Department(s)	Key Person(s)	Strategic Initiative	Percentage Complete**	Expected Completion Date	Date Completed
II	3	3.5	Financial Aid	K. Richards	Implement Balance Due tracking & communication plan for students with balance due prior to payment due date.			3/4/2014
II	3	3.4	Financial Aid	K. Richards	Implement Estimated Pell awarding		4/1/2014	4/30/2014
II	3	3.3	Library	N. Madden	Implement Library Power Search		fall, 2013	10/15/2013
II	3	3.5	Admissions	T. Roth	Improve direct communication with new students.			
II	3	3.5	Academic Deans	P. Ross; S. Moore; G. Stevenson; N. Louis	Increase student participation in internship programs			
II	3	3.5	Student Success	S. Burnam	Overhaul the Student Success Program to better retain students on academic probation and get them back on track academically.			
II	3	3.5	Academic Advancement	L. Collins	Redesign The Learning Center for improved tutor/student interaction		6/30/2014	5/20/2014
II	3	3.4	DCC & Admissions	J. Michael; T. Roth	Refine the orientation and registration process to better fit DCC personnel availability to support it			
II	3	3.2	CEIT	L. Collins	Update the CEIT SharePoint site to include Professional Development Community and CEIT publications so they are available to all adjuncts & Faculty		1/15/2014	12/16/2013
II	3	3.3	Information Technology Services	A. Crow	Upgrade Blackboard		fall, 2013	10/15/2013
III	4	4.1	DCC	J. Michael	Act as resource persons for Upper Miami Valley Science Days project			For 2014, 05/01/14
III	5	5.3	Marketing Communications	S. Burnam; B. McKenzie	Conduct a market perceptions study for use during the 14-15 advertising cycle			
III	5	5.1	Marketing Communications	S. Burnam; B. McKenzie	Develop a brand standards manual			
III	4	4.4	President, Institutional Advancement, and B&I	C. Valdez; K. Horton; C. Rinehart; S. Moore	Develop Corporate and Business Relations strategies and tactics to advance campus wide coordination of information, events, volunteers and efforts to meet mission objectives.			
III	5	5.3	Marketing Communications & Institutional Advancement	S. Burnam; B. McKenzie; K. Horton	Develop strategic communication and marketing plan to address the campus communication, marketing and public relations needs and opportunities.			
III	4	4.1	Enrollment Services	S. Burnam	Increase prospects by 5% over prior year			
III	4	4.2	Library	Madden; Hazenfield	Organize items in Edison's archives		spring, 2015	
III	5	5.1	Marketing Communications	S. Burnam; B. McKenzie	Produce and distribute an annual report for the 13-14 year			
III	5	5.1	Marketing Communications	A. Barr	Produce and promote a digital course schedule bulletin for Fall 2014			
III	4	4.2	Library	N. Madden	Provide monthly story times for The Preschool		spring, 2014	4/1/2014
III	4	4.2	Information Technology Services	Gansz; Lawhorn	Recommend strategic direction for web		summer, 2014	
III	4	4.2	Campus Nurse	D. Francis	Review and evaluate whether the fitness center is meeting the needs of the campus and community		3/19/2014	
III	5	5.2	DCC & Enrollment Services	J. Michael; S. Bean	Work with the Bridges to College Program to promote Edison as the first choice for exposing their students to the community college experience		5/1/2014	5/1/2014
III	5	5.1	Institutional Planning & Effectiveness and Institutional Research	M. Walters; B. Telford	Complete the Economic Impact Study through EMSI		4/1/2014	5/31/2014

EDISON COMMUNITY COLLEGE - ACTION PLAN TEMPLATE

EDISON COMMUNITY COLLEGE - ACTION PLAN TEMPLATE																		
Function Area:			Division/Department:															
Why?	What?		Who?		When?		How?	Results?	Risk Assessment	Measurement of Progress (updated monthly)					RESULTS FINAL OUTCOMES			
(Anticipated Outcome)	(Bold Idea)		(Accountability)		(Timeline)		(Human, Technology, Facilities, Equipment, or Financial Assets)	(How we know we were successful)	What could go wrong: what happens if we do not accomplish the initiative, are there potential unintended consequences?									
ECC	Initiative	Activities	Responsible	Key	Completion Time Frame		Required Resources	Key Result	Risk	% Completed for each Activity						For Initiative	Enter a commentary on the results achieved. Include specific data detail if applicable.	
Implementation Strategy	(Verb + Area of Focus + Target Population)		Person(s)	Collaborators/ Stakeholders						25%	33%	50%	66%	75%	100%			
3.2 Enhance Teaching & Learning through Faculty Development Opportunities	Cultivate & Strengthen engagement of adjuncts	Offer Teaching 1.0	Patti Ross (These activities related to Loleta Collins)	Academic Affairs & CEIT	Project Length	1 year	CEIT budget line, Blackboard, SharePoint, Edison's Website, Academic Project Specialist	Key Result 3.2 Consistent training and professional development options for faculty	Instructors not able to teach effectively cause decreased student success, lower retention rates, lower completion rates							75%		
		Offer Teaching 2.0			Project Start	15-Jul-13												
		Offer Teaching 3.0			Phase	Milestone Date Final date for Phase to be completed/implemented												
		Offer APPQMR workshop			Planning Define & Measure	July30. 2013												
		Increase the activities of CEIT			Execution Analyze/Improve/Design	8/5/2013												
		Build CEIT Webpage			Validation of Effectiveness	6/15/2014												
3.2 Enhance Teaching & Learning through Faculty Development Opportunities	Update the CEIT SharePoint site to include Professional Development Community and CEITT publications so they are available to all adjuncts & Faculty	Gain proper access to the site	Loleta Collins	CEIT	Project Length	1 year	SharePoint, Professional Dev. Committee documents, CEIT documents	Key Result 3.2 increase professional development opportunities	Unmotivated instructors decrease student success, lower student retention, lower student completion, and reduce the number of new students							100%	Site complete, not much traffic noted	
		Collect documents to upload			Project Start	July 1,2013												
		Maintain current documents			Phase	Milestone Date Final date for Phase to be completed/implemented												
		Promote the availability of the site			Planning Define & Measure	11/15/2013												
					Execution Analyze/Improve/Design	11/30/2013												
					Validation of Effectiveness	5/15/2014												
3.2 Enhance Teaching & Learning through Faculty Development Opportunities	Assess the Effectiveness of the Peer Support Team Faculty Learning Community	e-mail reminders to team to track questions	Loleta Collins	Academic Advancement	Project Length	1 year	Volunteers from among full-time and adjunct instructors; Time to produce digital adjunct newsletters	Key Result 1.1 & 3.2 Will show the potential use of volunteer groups	Low risk (Volunteers' time) Potential benefit - positive employee engagement							75%	Benefits seemed most welcome by already existing adjuncts	
		Collect questions tracked			Project Start	1-Mar-13												
		Review number of contacts made			Phase	Milestone Date Final date for Phase to be completed/implemented												
		Present data to Deans' Council			Planning Define & Measure	30-Apr-13												
					Execution Analyze/Improve/Design	1-Jul-13												
					Validation of Effectiveness	15-Apr-14												

EDISON COMMUNITY COLLEGE - ACTION PLAN TEMPLATE

3.4 Establish a systemic approach to recruitment, college-readiness and retention with a focus on success, graduation, & transfer	Create a digital repository for Transfer Articulation Agreements	Build spreadsheet	Loleta Collins	Academic Advancement	Project Length	2 mos	Time. At least three days to create digital and hard copy storage.	Key Result 3.4 Searchable digital file. Actual agreements in hard copy file & soft copy file	In effective searches for agreements; missed articulation opportunities.							100%	Complete; updated as agreements arrive
		Populate spreadsheet with current agreements			Project Start	10/7/2013											
		Populate historical agreements			Phase	Milestone Date Final date for Phase to be completed/implemented											
		Create hard-copy storage system			Planning Define & Measure	10/8/2013											
		Scan all current agreements to PDF			Execution Analyze/Improve/Design	10/14/2013											
					Validation of Effectiveness	10/18/13 w/Art. Workshop											
3.5 Develop & enhance programs, services & resources to foster student success	Redesign The Learning Center for improved tutor/student interaction	Review plans with IT	Loleta Collins	Academic Advancement	Project Length	2 weeks	IT staff, Maintenance Staff	More open, welcoming atmosphere for students to participate in studies	No improvement in student learning; loss of 3 PC stations that turned out to be needed							100%	Complete; students and staff indicate appreciation of improvements
		Review plans with Facilities			Project Start	5/30/2013											
		Schedule PC take down			Phase	Milestone Date Final date for Phase to be completed/implemented											
		Schedule Maintenance rebuild			Planning Define & Measure	6/10/2013											
		Schedule PC reinstall			Execution Analyze/Improve/Design	8/10/2013											
					Validation of Effectiveness	12/15/2013											

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Function Area:		Division/Department:															
Why?	What?	Who?	When?	How?	Results?	Risk Assessment	Measurement of Progress (updated monthly)					RESULTS FINAL OUTCOMES					
(Anticipated Outcome)	(Bold Idea)	(Accountability)	(Timeline)	(Human, Technology, Facilities, Equipment, or Financial Assets)	(How we know we were successful)	What could go wrong; what happens if we do not accomplish the initiative, are there potential unintended consequences?						Enter a commentary on the results achieved. Include specific data detail if applicable.					
ECC Implementation Strategy	Initiative (Verb + Area of Focus + Target Population)	Activities	Responsible Person(s)	Key Collaborators/ Stakeholders	Completion Time Frame	Required Resources	Key Result	Risk	% Completed for each Activity						For Initiative		
									25%	33%	50%	66%	75%	100%			
2.1 Continuous Improvement Culture	Develop Electronic Curriculum Process	Eliminate Paper distribution of proposals-use SharePoint tool	VP Academic Affairs, Deans, Schinaman	Curriculum committee, Kim Kiehl	Project Length	AY13-14	A Crow and Information Technology Dept.	Curriculum changes are completed without printing proposals for everyone.	Fiscal sustainability threatened (just like the rain forest).							100%	
		Collect comments prior to curriculum committee meeting via SharePoint			Project Start	13-Aug											
		Develop post committee process for proposal documents and syllabi			Phase	Milestone Date											
		Document and distribute new process			Final date for Phase to be												
					Planning												
					Define & Measure												
3.5 Develop and enhance programs, services and resources.	Increase student participation in internship programs	Evaluate and apply for appropriate grants to fund internships	Academic Deans	Institutional Advancement, Technical degree faculty, area companies	Project Length		C. Reinhart	The number of students completing internships increases by 20%	Less engagement with the community. Lower student success rates.							100%	
		Recruit companies as internship sites			Project Start												
		Connect students with appropriate internship opportunities			Phase	Milestone Date											
					Final date for Phase to be												
					Planning												
					Define & Measure												
3.2 Enhance teaching and learning through faculty development opportunities	Cultivate and Strengthen Engagement of Adjuncts	Orientation for adjuncts	Academic Affairs, CEIT	L. Collins	Project Length	AY 2013-14	Information Technology Dept.	Adjunct participation in orientation and training increases	Lower quality of adjunct instruction. High turnover of adjuncts. Adjunct engagement not sustained							100%	
		Adjunct participation in Blackboard training			Project Start	13-Aug											
		Adjunct participation in Teaching 1.0, 2.0 and 3.0 training			Phase	Milestone Date											
		Assess the effectiveness of the Peer Support Team (PST)			Final date for Phase to be												
					Planning												
					Define & Measure												
3.4 Establish a systematic approach to recruitment, collegier readiness and retention with a focus on success, graduation and transfer.	Develop clear educational pathways for students.	Facilitate completion of SEPs for all students by providing training and	Academic Deans	Program Coordinators, Faculty	Project Length	AY 2013-14	Faculty, Deans, Loleta Collins, Student Services for training	Student feedback; completion rates increase; 100% of FT and PT students have SEP completed within one semester of enrolling at Edison	Loss of SSI due to low percentage of students graduating; accreditation status affected if low percentage of students graduating within 150% of time.							75%	
					Project Start	Nov-13											
		Create program plans that provide for day/night and alternate year schedules			Phase	Milestone Date											
		Identify fall/spring/summer course schedules			Final date for Phase to be												
					Planning												
					Define & Measure												
3.5 Develop and enhance programs, services and resources.	Build closer relationships with academic partners	Explore more articulation/dual enrollment opportunities	Academic Affairs	VP Academic Affairs and Deans	Project Length		University partners, ODE, UVCC and high school partners, WODC	Closer relationships will result in increased enrollment.	Decrease in enrollment effecting lon term sustainability.							75%	
		Use ODE grant funds to support recruitment events			Project Start												
		Work to develop partnerships with UVCC Adult Division			Phase	Milestone Date											
		Work with WODC educational liaison to help promote Edison			Final date for Phase to be												
		Implement TG grant with Sidney, Piqua and Greenville			Planning												
		Explore Ready of Not Writing with area high schools			Define & Measure												
1.3 Integrate Leadership learning opportunities to foster a culture in which employees are empowered to bring their best to work.	Support Academic Deans' attendance at Chair Academy	Deans participate over a 2-year period October 2012 and 2013	Patti Ross	Deans	Project Length	2 years	Budget for Professional Development	Deans will participate and build upon their strong leadership skills	Lack of academic leadership							100%	
					Project Start	Fall 2012											
					Phase	Milestone Date											
					Final date for Phase to be												
					Planning												
					Define & Measure												

EDISON COMMUNITY COLLEGE - ACTION PLAN TEMPLATE

2.1 Establish a culture committed to continuously improving college policies, practices, processes and systems to ensure long-term sustainability.	Continue program viability evaluations and recommendations.	Collect and compile program data annually	Patti Ross, Mona Walters, Naomi Louis, Shirley Moore, Gwen Stevenson	Faculty	Project Length	Annual review	Data collection and organization from the Office of Institutional Planning and Effectiveness	Long-term, sustainable academic programs	Failure to maintain long-term, sustainable academic programs								100%	
		Review data with Deans each fall			Project Start	Fall of each year												
		Discuss with President each spring			Phase	<i>Milestone Date</i> <i>Final date for Phase to be</i>												
					Planning Define & Measure													
					Execution Analyze/Improve/Design Validation of Effectiveness	Spring of each year												
3.1, 3.2, 3.3, 3.4 and 3.5	Complete the College Completion Plan template	3.1 Continuously improve instruction through assessment of student engagement and learning outcomes.	Mona Walters, Patti Ross, Becky Telford, Scott Burnam, Naomi Louis, Shirley Moore, Peggy Wiggins	College community	Project Length	2013-14 academic year	Input from the College Community	A comprehensive College Completion Plan approved by the OBR Chancellor.	A College Completion Plan that is not approved by the OBR Chancellor.								100%	
		3.2 Enhance teaching and learning through faculty development opportunities.			Project Start	Fall 2013												
		3.3 Implement innovative instructional activities, assessments and delivery.			Phase	<i>Milestone Date</i> <i>Final date for Phase to be completed/implemented</i>												
		3.4 Establish a systemic approach to recruitment, college-readiness and retention with a focus on success, graduation and transfer.			Planning Define & Measure													
		3.5 Develop and enhance programs, services and resources to foster student success.			Execution Analyze/Improve/Design Validation of Effectiveness	Jun-14												

EDISON COMMUNITY COLLEGE - ACTION PLAN TEMPLATE

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Function Area:		Division/Department:															
Why?	What?	Who?	When?	How?	Results?	Risk Assessment		Measurement of Progress				RESULTS					
(Anticipated Outcome)	(Bold Idea)	(Accountability)	(Timeline)	(Human, Technology, Facilities, Equipment, or Financial Assets)	(How we know we were successful)	What could go wrong, what happens if we do not accomplish the initiative, are there potential unintended consequences?		(updated monthly)				FINAL OUTCOMES					
ECC Implementation Strategy	Initiative (Verb + Area of Focus + Target Population)	Activities	Responsible	Key	Completion Time Frame		Required Resources	Key Result	Risk	% Completed for each Activity						For Initiative	Enter a commentary on the results achieved. Include specific data detail if applicable.
			Person(s)	Collaborators/ Stakeholders						25%	33%	50%	66%	75%	100%		
3.5 Develop and enhance programs, services and resources to foster student success.	Improve direct communication with new students.	Develop communications plan for new applicants and returning students.	Director of Admissions	Resource specialists, IT, Enrollment managers, Director of Financial Aid, Registrar	Project Length	9 months	IT support Budget \$\$	Greater percentage of transcripts received. Improved rate of student satisfaction with Student Affairs. Greater number of students registering via WebAdvisor.	May increase mailing costs and manpower demands. May inadvertently compromise privacy. May increase demand on servers.							(Average of % progress for Activities)	
		Investigate viability of providing transcript updates via WebAdvisor.			Project Start	11/1/2013											
		Develop and implement annual registration call campaigns.			Phase	Milestone Date											
		Evaluate benefit of mandating new student orientation for transfer students.			Final date for Phase to												
		Investigate viability of providing financial aid updates via WebAdvisor.			Planning	Define & Measure				12/15/2013							
		Improve waitlist functionality to eliminate need for human intervention			Execution					6/1/2014							
					Analyze/Improve/Desi					8/1/2014							
	Validation of Effectiveness																
3.5 Develop and enhance programs, services and resources to foster student success.	Develop online orientation for distance learners.	Participate in Blackboard Training 2.0	Director of Admissions	Director of Admissions, Dean of Darke County Campus, Success Advisors, Marketing, WOTVC	Project Length	9 months	IT support Budget \$\$	Improved rate of student satisfaction with Student Affairs. Greater number of students registering via WebAdvisor.	Timelag between successful completion and registration may negatively impact enrollment. Effectiveness unproven. May increase student frustration and cause dissatisfaction with Student Affairs.							(Average of % progress for Activities)	
		Team with Marketing and WOTVC to create videos./Opted to use Camtasia.			Project Start	11/1/2013											
		Align final exam with student outcomes.			Phase	Milestone Date											
		Determine who is eligible for online orientation.			Final date for Phase to												
		Determine means of registration after successful completion.			Planning	Define & Measure				12/15/2013							
		Assess effectiveness.			Execution					6/1/2014							
					Analyze/Improve/Desi					8/1/2014							
	Validation of Effectiveness																
4.2 Discover common needs and opportunities to strengthen community relationships.	Improve/eliminate Answer Center hold times.	Evaluate peak call times, existing hold times for total call volume (minutes).	Director of Admissions	Resource Specialists, Work Study students	Project Length	6 months	IT support, Human Resources, Budget	Hold times/wait times greatly reduced.	Will require increased manpower. Consistency of message/communication may be impacted (less informed individuals may not convey uniform message).							(Average of % progress for Activities)	
		Determine number of manhours required to serve all calls immediately.			Project Start	11/1/2013											
		Expand concierge service.			Phase	Milestone Date											
		Determine training needs for all personnel to improve efficiency.			Final date for Phase to												
					Planning	Define & Measure				12/15/2013							
					Execution					2/15/2013							
					Analyze/Improve/Desi					3/30/2013							
	Validation of Effectiveness																

EDISON COMMUNITY COLLEGE - ACTION PLAN TEMPLATE

EDISON COMMUNITY COLLEGE - ACTION PLAN TEMPLATE																		
Function Area:		Division/Department:																
Why?	What?		Who?		When?		How?		Results?		Risk Assessment		RESULTS FINAL OUTCOMES					
(Anticipated Outcome)	(Bold Idea)		(Accountability)		(Timeline)		(Human, Technology, Facilities, Equipment, or Financial Assets)		(How we know we were successful)		What could go wrong; what happens if we do not accomplish the initiative, are there potential unintended consequences?		Measurement of Progress (updated monthly)					
ECC Implementation Strategy	Initiative (Verb + Area of Focus + Target Population)	Activities	Responsible		Key		Completion Time Frame	Required Resources	Key Result	Risk	% Completed for each Activity						For Initiative	Enter a commentary on the results achieved. Include specific data detail if applicable.
			Person(s)	Collaborators/ Stakeholders	25%	33%					50%	66%	75%	100%				
3.5 Develop and enhance programs, services and resources to foster student success	Develop Student Government/Activities Board	Planning of design for SG/SAB	Amber Selhorst	AQIP Action Project Team	CQI Steering Committee	Project Length	3 years	Collaboration with student clubs and organizations	Attendance at meetings; approval of constitution; calendar of scheduled meetings; continuance	Lack of student engagement, input, and involvement							71%	
		Identification of students to service on SG/SAB				Project Start	11/1/2011											
		Review of sample SG/SAB constitutions and bylaws																
		Draft of Edison's SG/SAB constitution and bylaws																
		Meeting with students to establish group and approve constitution and bylaws				Planning Define & Measure	3/15/2012											
		Planning for continuance				Execution Analyze/Improve/Design	3/30/2014											
					Validation of Effectiveness	6/30/2014												

EDISON COMMUNITY COLLEGE - ACTION PLAN TEMPLATE

EDISON COMMUNITY COLLEGE - ACTION PLAN TEMPLATE																
Function Area: Darke County Campus		Division/Department:														
Why?	What?	When?	How?	Results?	Risk Assessment	Measurement of Progress (updated monthly)						RESULTS FINAL OUTCOMES				
(Anticipated Outcome)	(Bold Idea)	(Accountability)	(Timeline)	(Human, Technology, Facilities, Equipment, or Financial Assets)	(How we know we were successful)	What could go wrong; what happens if we do not accomplish the initiative, are there potential unintended consequences?										
ECC Implementation Strategy	Initiative (Verb + Area of Focus + Target Population)	Activities	Responsible Person(s)	Key Collaborators/ Stakeholders	Completion Time Frame	Required Resources	Key Result	Risk	% Completed for each Activity						For Initiative	Enter a commentary on the results achieved. Include specific data detail if applicable.
									25%	33%	50%	66%	75%	100%		
1.2 Create a collaborative culture of measurement that advances accountability and innovation	Assess the effectiveness of the new orientation/registration process	Review the content of the orientation	Janice Michael, Teresa Roth	Rhonda Rich, Eva Maloney, Elaine Howell, Susan Miller, Shelly Lillard, Amber Selhorst, Institutional Research	Project Length	4 months	Zoomerang survey: data for number of attendees and number of no-shows who did not register	High student satisfaction with orientation/ registration process which results in enrollment	Student dissatisfaction with process/effectiveness could lead to a decline in first-time enrollment or "grapevine" information that orientation was a waste of time							(Average of % progress for Activities)
		Determine no-show rates			Project Start	11/1/2013										
		Survey of new students who attended orientation			Phase	Milestone Date Final date for Phase to										
					Planning	11/15/2013										
					Execution	11/22/2013										
					Analyze/Improve/Design	1/7/2014										
2.1 Establish a culture committed to continuously improving college policies, practices, processes, and systems to ensure long-term sustainability	Continue to develop standardized procedures for Student Affairs and DCC operations	Review document processing procedures	Janice Michael, Scott Burnam	Processors, resource specialists, and student success advisors	Project Length	12 months	Dedicated time to meet and review; college budget dollars required to implement document imaging and electronic records management	Increased student and employee satisfaction with procedures; consistency in practice	Not enough time to dedicate to thorough review; potential employee dissatisfaction with changes in processes							(Average of % progress for Activities)
		Review all forms for accuracy and inclusiveness			Project Start	12/1/2013										
		Review and refine operating procedures to reflect minimal personnel required			Phase	Milestone Date Final date for Phase to be completed/implemented										
					Planning	2/2/2014										
					Execution	6/8/2014										
					Analyze/Improve/Design	8/8/2014										

EDISON COMMUNITY COLLEGE - ACTION PLAN TEMPLATE

EDISON COMMUNITY COLLEGE - ACTION PLAN TEMPLATE																	
Function Area: Enrollment Services			Division/Department: Student Affairs														
Why?	What?		Who?		When?	How?	Results?	Risk Assessment	Measurement of Progress (updated monthly)				RESULTS FINAL OUTCOMES				
(Anticipated Outcome)	(Bold Idea)		(Accountability)		(Timeline)	(Human, Technology, Facilities, Equipment, or Financial Assets)	(How we know we were successful)	What could go wrong, what happens if we do not accomplish the initiative, are there potential unintended consequences?									
ECC Implementation Strategy	Initiative (Verb + Area of Focus + Target Population)	Activities	Responsible	Key	Completion Time Frame	Required Resources	Key Result	Risk	% Completed for each Activity						For Initiative	Enter a commentary on the results achieved. Include specific data detail if applicable.	
			Person(s)	Collaborators/ Stakeholders					25%	33%	50%	66%	75%	100%			
2.1 Establish a culture committed to continuously improving college policies, practices, processes and systems to ensure long-term sustainability.	Increase high school penetration rates across the board by 2%	Visit each high school in the 3 county area at least 1 time.	Scott Burnam	Stacey Bean, Trevor Stutz, Marketing, Guidance Counselors, High School Students	Project Length	academic year	Recruiting Budget, Recruiting Materials-print and giveaways, Edison classroom use	Measure new penetration rates, build query for quick results							94		
		Offer classroom presentations to senior English classes at 5 targeted schools			Project Start	8/1/2013								X			
		Tech Prep Senior Initiative			Phase	Milestone Date											
		Attend all high school college visit/fair days offered at each high school			Final date for Phase to	ongoing								X			
		Add an additional Experience Edison visit for academic year 13/14			Planning	Define & Measure			ongoing					X			
		Hold annual scholarship event			Execution	Analyze/Improve/Desi			ongoing					X			
		Mail a postcard to all seniors in service area with an action item.			Validation	of Effectiveness			6/30/2014					X			
		Mail a letter to all senior parents-cost savings theme			Project Length									X			
					Project Start									X			
														X			
4.1 Establish and maintain partnerships to enhance community outreach.	Increase prospects by 5% over prior year	Attend area college fairs	Scott Burnam	Stacey Bean, Trevor Stutz, Marketing, IR, Guidance Counselors, Traditional & Non-traditional prospects,	Project Length	academic year	Recruiting Budget, Recruiting Materials print and giveaways, Edison classroom use	Total count of prospects (yellow card or electronic request)							71		
		Hold enrollment events before each semester			Project Start	8/1/2013								X			
		Tech Prep Junior Initiative			Phase	Milestone Date								X			
		Offer classroom presentations to junior English classes at 5 targeted schools			Final date for Phase to	ongoing								X			
		Better data collection of those coming in for individual campus visits			Planning	Define & Measure			ongoing					X			
		Hold a spring open house to showcase all our programs on a Saturday			Execution	Analyze/Improve/Desi			ongoing					X			
					Validation	of Effectiveness			6/30/2014					X			
					Project Length									X			
					Project Start									X			
														X			

EDISON COMMUNITY COLLEGE - ACTION PLAN TEMPLATE

EDISON COMMUNITY COLLEGE - ACTION PLAN TEMPLATE																	
Function Area:		Division/Department:															
Why?	What?	Who?	When?	How?	Results?	Risk Assessment What could go wrong; what happens if we do not accomplish the initiative, are there potential unintended consequences?						RESULTS FINAL OUTCOMES					
(Anticipated Outcome)	(Bold Idea)	(Accountability)	(Timeline)	(Human, Technology, Facilities, Equipment, or Financial Assets)	(How we know we were successful)	Measurement of Progress (updated monthly)											
ECC Implementation Strategy	Initiative (Verb + Area of Focus + Target Population)	Activities	Responsible Person(s)	Key Collaborators/ Stakeholders	Completion Time Frame	Required Resources	Key Result	Risk	% Completed for each Activity						For Initiative	Enter a commentary on the results achieved. Include specific data detail if applicable.	
									25%	33%	50%	66%	75%	100%			
3.5 Develop and enhance programs, services and resources to foster student success	• Implement Balance Due tracking & communication plan for students with balance due prior to payment due date.	Prepare plan of action.	Kathi Richards	Stacy Schloss Amy Borgert Jessica Hoying Sharon Farling	Project Length	3 months	Collaboration between the Business Office and Financial Aid	Payment or financial aid in place by payment due date for 10% of students with balance due one month prior	I can think of no risk factors at this time. I suppose we could upset some students by contacting them so far in advance of payment due date.							100	See Notes in column T
		Identify students with balance due.			Project Start	10/15/2013											
		Identify type of communication to send.			Phase	Milestone Date											
		Email/postal mail communication.			Final date for Phase to	10/15/2013											
		One-call regarding communication.			Planning	10/15/2013											
		Assess success of project.			Define & Measure	10/15/2013											
					Execution	12/2/2013											
	Analyze/Improve/Design	12/2/2013															
	Validation of Effectiveness	1/2/2014															
3.4 Establish a systematic approach to recruitment, college readiness and retention with a focus on success, graduation and transfer.	Implement Estimated Pell awarding	Prepare plan of action.	Kathi Richards	Stacy Schloss Amy Borgert Jessica Hoying	Project Length		Use of Colleague (Technology).	10% of the students with estimated awards chose Edison, knowing that financial assistance was available to them.	Inadvertently awarding a "real" award rather than an estimated award giving an ineligible student federal aid.							100	315 students were awarded an estimated 13/14 Pell award. Of those 315 students, 98 (31.1%) ultimately declared an Edison program pursuit and received Pell. Due to the positive results, this project will be put into practice.
		Identify students meeting all federal eligibility other than officially declaring a qualifying program			Project Start	4/1/2013											
		Create an estimated award and communication email/letter.			Planning	4/1/2013											
		Assess success of project.			Define & Measure	4/1/2013											
					Execution	Throughout the award year.											
					Analyze/Improve/Design	Throughout the award year.											
					Validation of Effectiveness	4/1/2014											

EDISON COMMUNITY COLLEGE - ACTION PLAN TEMPLATE

EDISON COMMUNITY COLLEGE - ACTION PLAN																	
Function Area: Human Resources			Division/Department: Human Resources														
Why?	What?		Who?		When?		How?	Results?	Risk Assessment	Measurement of Progress (updated monthly)						RESULTS FINAL OUTCOMES	
(Anticipated Outcome)	(Bold Idea)		(Accountability)		(Timeline)		(Human, Technology, Facilities, Equipment, or Financial Assets)	(How we know we were successful)	What could go wrong; what happens if we do not accomplish the initiative, are there potential unintended consequences?								
ECC Implementation Strategy	Initiative (Verb + Area of Focus + Target Population)	Activities	Responsible Person(s)	Key Collaborators/Stakeholders	Completion Time Frame		Required Resources	Key Result	Risk	% Completed for each Activity						For Initiative	Enter a commentary on the results achieved. Include specific data detail if applicable.
									25%	33%	50%	66%	75%	100%			
1.3 Integrate leadership learning opportunities to foster a culture in which employees are empowered to bring their best to work. 2.4 Create a culture of inquiry through regular data informed reviews and assessments that drive future planning.	Roll out and provide training to employees and supervisors on the annual evaluation process and completion.	Communicate with and train employees and supervisors.	Linda Peltier	HR Administrative Assistant	Project Length	15 Months	Designated time for implementation, training, and completion.	Full implementation of evaluations and assessments leading towards employees who are motivated by an environment of mutual respect and are committed to student success.	If supervisors and/or employees do not complete the evaluations and/or professional development plan, then growth, empowerment, and succession planning will not take place.							(Average of % progress for Activities)	
					Project Start	1/1/2014											
					Phase	Milestone Date											
					Final date for Phase to												
					Planning Define & Measure	2/28/2014											
	Execution	4/1/2014															
	Analyze/Improve/Desi																
	Validation of Effectiveness	4/30/2015															
1.3 Integrate leadership learning opportunities to foster a culture in which employees are empowered to bring their best to work. 2.2 Maximize both human and capital resources to leverage organizational effectiveness. 2.4 Create a culture of inquiry through regular data informed reviews and assessments that drive future planning.	Follow-up with annual Evaluations/Professional Development Plan for Non-Supervisory Employees, leading toward succession planning.	Follow-up with supervisors and employees to assure that the roll-out of the new annual evaluation process to assure that professional development plans are being utilized.	Linda Peltier	HR Administrative Assistant	Project Length	15 Months	Designated time.	Full implementation of evaluations and assessments leading towards succession planning and employees who are motivated by an environment of mutual respect and are committed to student success.	If supervisors and/or employees do not complete the evaluations and/or professional development plan, then growth, empowerment, and succession planning will not take place. Also look at what worked, what didn't, what have we learned, and what to do different moving forward.							(Average of % progress for Activities)	
					Project Start	1/1/2014											
					Phase	Milestone Date											
					Final date for Phase to												
					Planning Define & Measure	2/28/2014											
	Execution	4/1/2014															
	Analyze/Improve/Desi																
	Validation of Effectiveness	6/30/2014															
2.1 Establish a culture committed to continuously improving college policies, practices, processes, and systems to ensure long-term sustainability.	Implement Web Advisor on-line (paperless) leave request/tracking/approval.	Coordinate with Administrative Computing Department.	Natalie Rindler	Linda Peltier Kara Myers Carol Marion Cai Williamson HR Administrative Assistant	Project Length	12 months	Designated time for implementation, training, and completion	Going "green", a paperless initiative, leading towards an environment of mutual respect and commitment to student success.	If this initiative is not successful, then the college will not realize the cost savings and time efficiency of going paperless. There may be continued delays on Elucien's end.							(Average of % progress for Activities)	
					Project Start	Fall 2014											
					Phase	Milestone Date											
					Final date for Phase to												
					Planning Define & Measure	3/1/2015											
	Execution	3/1/2015															
	Analyze/Improve/Desi																
	Validation of Effectiveness	9/30/2015															

EDISON COMMUNITY COLLEGE - ACTION PLAN TEMPLATE

2.1 Establish a culture committed to continuously improving college policies, practices, processes, and systems to ensure long-term sustainability.	Implement Web Advisor on-line (paperless) time card entry/approval	Coordinate with Administrative Computing Department and Business Office.	Natalie Rindler	Linda Peltier Kara Myers Carol Marion Cai Williamson Sharon Trittschuh HR Administrative Assistant	Project Length	12 months	Designated time for implementation, training, and completion.	Going "green", a paperless initiative, leading towards an environment of mutual respect and commitment to student success.	If this initiative is not successful, then the college will not realize the cost savings and time efficiency of going paperless.									(Average of % progress for Activities)	
		Communicate and train across campus.			Project Start	1/1/2014													
		Follow-up as needed.			Phase	Milestone Date Final date for Phase to													
					Planning	1/1/2014													
					Define & Measure														
					Execution	Mar-14													
	Analyze/Improve/Desi																		
	Validation of Effectiveness	Fall 2014																	
1.1 Create a culture that recognizes employees and celebrates accomplishments.	Lead the Employee Recognition Programs (AQIP 4 Action Project)	AQIP 4 will be retired and moved to HR.	Kara Myers	Linda Peltier Chris Sargent Amy Crow Caryn Scott Kathy Clifton Tom Martinez HR Administrative Assistant	Project Length	Ongoing	Designated time for implementation and completion, budget dollars for awards and recognitions.	Employees will be better informed and engaged leading to motivation in an environment of mutual respect and a commitment to student success.	If this initiative is not successful, employee will not feel valued and we will not be creating a culture of positive employee engagement.									(Average of % progress for Activities)	
					Project Start	7/1/2014													
					Phase	Milestone Date Final date for Phase to													
					Planning	Spring 2014													
					Define & Measure														
					Execution	Spring 2014													
	Analyze/Improve/Desi																		
	Validation of Effectiveness	Fall 2014																	
2.4 Create a culture of inquiry through regular data informed reviews and assessments that drive future planning.	Employee Benefits Communication	Hold an annual total compensation review for all employees.	Natalie Rindler	Linda Peltier Kara Myers HR Administrative Assistant	Project Length	6 months	Designated time for preparation, available rooms, and budget dollars for minimal snacks.	Employees will be better informed and engaged leading to motivation in an environment of mutual respect and a commitment to student success.	If this initiative is not successful, employee will not feel valued and we will not be creating a culture of positive employee engagement.									(Average of % progress for Activities)	
		Hold a retirement planning workshop for employees.			Project Start	7/1/2014													
					Phase	Milestone Date Final date for Phase to													
					Planning	8/30/2014													
					Define & Measure														
					Execution	Sep-14													
	Analyze/Improve/Desi																		
	Validation of Effectiveness	12/31/2014																	
1.3 Integrate leadership learning opportunities to foster a culture in which employees are empowered to bring their best to work. 2.1 Establish a culture committed to continuously improving college policies, practices, processes and systems to ensure long-term sustainability.	Employee Training	Provide training to employees on customer service, communication, sexual harassment, ethics, etc.	Kara Myers	Linda Peltier Natalie Rindler HR Administrative Assistant	Project Length	Ongoing	Designated time for implementation, training, and completion and available rooms.	Employees will be better informed and engaged leading to motivation in an environment of mutual respect and a commitment to student success. These initiatives will also contribute to succession planning.	If this initiative is not successful, employee will not feel valued and we will not be creating a culture of positive employee engagement.									(Average of % progress for Activities)	
		Develop training modules for current and new leaders, mentors, and potential leaders			Project Start	Fall 2014													
					Phase	Milestone Date Final date for Phase to													
					Planning	4/1/2014													
					Define & Measure														
					Execution	Fall 2014													
	Analyze/Improve/Desi																		
	Validation of Effectiveness	Ongoing																	

EDISON COMMUNITY COLLEGE - ACTION PLAN TEMPLATE

EDISON COMMUNITY COLLEGE - ACTION PLAN TEMPLATE																	
Function Area: Information Technology, including Library			Division/Department: All														
Why?	What?		Who?		When?		How?		Results?		Risk Assessment		RESULTS FINAL OUTCOMES				
(Anticipated Outcome)	(Bold Idea)		(Accountability)		(Timeline)		(Human, Technology, Facilities, Equipment, or Financial Assets)		(How we know we were successful)		What could go wrong; what happens if we do not accomplish the initiative, are there potential unintended consequences?						
ECC Implementation Strategy	Initiative (Verb + Area of Focus + Target Population)	Activities	Responsible		Completion Time Frame		Required Resources	Key Result	Risk	Measurement of Progress (updated monthly)						For Initiative	Enter a commentary on the results achieved. Include specific data detail if applicable.
			Person(s)	Collaborators/ Stakeholders	Project Length	Milestone Date Final date for Phase to				25%	33%	50%	66%	75%	100%		
2.3 Invest in and sustain a technological infrastructure that fosters a world class learning and service environment	Ellucian Training for Client Services	Identify Trouble Tickets via Trackit	Nathan Walters	Jenni Simon, Eric Rhoades	Project Length	6 mos.	Dedicate assigned IT staff	Key Result: 2.3 Consistent and quality training for operation of key technological infrastructure	Continuing end-user reliance on upper-level administrators for assistance with front-line tasks							100%	
		Extrapolate areas of need			Project Start	7/1/2013											
		Train designated IT staff			Phase	Milestone Date Final date for Phase to											
					Planning	9/1/2013											
					Define & Measure												
					Execution	1/1/2014											
2.1 Establish a culture committed to continuously improving college policies, practices, processes, and systems to ensure long-term sustainability	Implementation of ImageNow initiative	Determine funding model	David Gansz	Carol Marion, Harry Lawhorn, Nathan Walters	Project Length	24 mos.	Pending funding model to support initial \$250,000 capital outlay	Key Result: 2.1 ensures sustainable information storage	Continued high cost, low-sustainability of paper-driven work environment; work-flow issues in Admissions, Student Services, and Financial Aid							On hold pending budgetary model, capital provisions, etc.	
		Solidify contract			Project Start	7/1/2013											
					Phase	Milestone Date Final date for Phase to											
					Planning												
					Define & Measure												
					Execution												
2.1 Establish a culture committed to continuously improving college policies, practices, processes, and systems to ensure long-term sustainability	Complete conversion of Ellucian database to Microsoft SQL environment	Kickoff new conversion team	David Gansz	Carol Marion, Cai Williamson, Harry Lawhorn, Chuck Steel, Eric Rhoades	Project Length	18 mos.	Complete contractual agreement with Ellucian	Key Result: 2.1 Long term sustainability of platform, infrastructural integration, and versatility moving forward	Mission critical for Edison's daily operational needs							50%	
		Train staff in preparation			Project Start	7/1/2013											
		Weekly meetings			Phase	Milestone Date Final date for Phase to											
		Prep test db			Planning	9/1/2013											
		Test			Define & Measure												
		Go live			Execution	7/1/2014											
4.2 Discover common needs and opportunities to strengthen community relationships	Implement campus-wide digital signage	Assessment of potential locations	David Gansz	Harry Lawhorn, Nathan Walters, Amy Barr	Project Length	6 mos.	Funds, Human, Technology support from IT department and web development department, Facilities for electricity and cabling, Equipment	Signage deployed at various locations on campus, ability for signs to have different displayed material	Loss of communication and outreach opportunities for both external and internal constituents							100%	
		Request for quotes			Project Start	7/1/2013											
		Purchase of equipment			Phase	Milestone Date Final date for Phase to											
		Design of displays			Planning	9/1/2013											
		Deployment			Define & Measure												
					Execution	11/1/2013											
2.1 Establish a culture committed to continuously improving college policies, practices, processes, and systems to ensure long-term sustainability	Explore migration from Ghost to MS Imaging	Investigate system requirements	Nathan Walters	Scott Carlson	Project Length	12 mos.	none	Key Result: 2.1 Stability, compatibility, and ease of use	no risk (potential for process improvement only)							25%	
		Test in lab environment			Project Start	7/1/2013											
		Decide whether to implement and, if so, in what capacity			Phase	Milestone Date Final date for Phase to											
					Planning	9/1/2013											
					Define & Measure												
					Execution	7/1/2014											
2.3 Invest in and sustain a technological infrastructure that fosters a world class learning and service environment	Initiate Ellucian users' group	Identify stakeholders/liasons	David Gansz	Carol Marion	Project Length	18 mos.	Solicit Inter-Departmental input	Key Result: 2.3 Delegate ownership of modules and processes to Departments	Continuation of unhealthy silo							25%	
		Convene group with Reporting initiatives			Project Start	7/1/2013											
		Task with db testing			Phase	Milestone Date Final date for Phase to											
		Task with departmental training			Planning	1/1/2014											
					Define & Measure												
					Execution	5/1/2014											

EDISON COMMUNITY COLLEGE - ACTION PLAN TEMPLATE

4.2 Discover common needs and opportunities to strengthen community relationships	Organize items in Edison's archives	Assemble documents and other items in Library	Nancy Madden	Amanda Hyden	Project Length	24 mos.	Time; Supplies	Key Result: 4.2 Make public repository of Institutional history and ephemera	Loss of College History	75%	
		Accession Institutional Memory items from old Marketing Dept.			Project Start	7/1/2013					
		Invest in Archival supplies			Phase Milestone Date						
		Establish cataloging workflow for discoverability			Planning Define & Measure	Final date for Phase to 9/15/2013					
		Store			Execution	7/1/2014					
		Provide access			Analyze/Improve/Desi	7/1/2014					
					Validation of Effectiveness	7/1/2015					
4.2 Discover common needs and opportunities to strengthen community relationships	Recommend strategic direction for web	Brainstorming of needs	David Ganz	Harry Lawhorn, Amy Barr, Bruce McKenzie	Project Length	18 mos.	Financial Assets; Human; Technologies; Time; Time; Time....	Key Result: 4.2 New website that is secure, upgradable, and stable	Web presence is mission critical; Marketing; 404 error is like closed sign	75%	
		Initial meeting			Project Start	7/1/2013					
		Request for proposals			Phase Milestone Date						
		Review RFPs			Planning Define & Measure	Final date for Phase to 9/1/2013					
		Meet with potential developers			Execution	7/1/2014					
		Choose & deploy CMS			Analyze/Improve/Desi	1/1/2015					
					Validation of Effectiveness	1/1/2015					
4.2 Discover common needs and opportunities to strengthen community relationships	Provide monthly story times for The Preschool	Consultation with Pre-School Director	Nancy Madden		Project Length	ongoing	minimal staff allocation	Key Result 4.2 Community outreach	isolation of Library from broader learning community	100%	
		Establish needs and parameters			Project Start	7/1/2013					
		Scheduling			Phase Milestone Date						
		Gathering age and developmentally appropriate materials			Planning Define & Measure	Final date for Phase to 9/1/2013					
		Delivery monthly			Execution	11/1/2013					
					Analyze/Improve/Desi	ongoing					
					Validation of Effectiveness	ongoing					

y director decided to offer the story times on the first Tue

EDISON COMMUNITY COLLEGE - ACTION PLAN TEMPLATE

EDISON COMMUNITY COLLEGE - ACTION PLAN TEMPLATE																	
Function Area:	Division/Department:		Who?		When?	How?	Results?	Risk Assessment	Measurement of Progress (updated monthly)						RESULTS FINAL OUTCOMES		
Why?	What?		Who?		When?	How?	Results?	Risk Assessment	Measurement of Progress (updated monthly)						RESULTS FINAL OUTCOMES		
(Anticipated Outcome)	(Bold Idea)		(Accountability)		(Timeline)	(Human, Technology, Facilities, Equipment, or Financial Assets)	(How we know we were successful)	What could go wrong; what happens if we do not accomplish the initiative, are there potential unintended consequences?	Measurement of Progress (updated monthly)						RESULTS FINAL OUTCOMES		
ECC Implementation Strategy	Initiative (Verb + Area of Focus + Target Population)	Activities	Responsible		Completion Time Frame	Required Resources	Key Result	Risk	% Completed for each Activity						For Initiative	Enter a commentary on the results achieved. Include specific data detail if applicable.	
			Person(s)	Collaborators/ Stakeholders					25%	33%	50%	66%	75%	100%			
2.1 Establish a culture committed to continuously improving college policies, practices, processes, and systems to ensure long-term sustainability.	2013 Systems Portfolio	Planning Meeting	Mona R. Walters	Category Champions	Project Length	2 months	People and Time	Timely submission	Possible accreditation issues resulting in non-compliance and review by Commission							100%	Portfolio was completed and submitted to HLC on time. This was completed by 9 category writing teams made up of 32 people; 1 focused on data; 2 for document formatting; and one 1 final editor. The approach was collaborative and brought a level of engagement and learning that had not been experienced before.
		Writing/development			Project Start	August 30, 2014											
		Edits/formatting			Phase	Milestone Date											
		Review			Final date for Phase to be												
		Submission			Planning												
					Define & Measure												
2.1 Establish a culture committed to continuously improving college policies, practices, processes, and systems to ensure long-term sustainability.	Review and act on AQIP Systems Appraisal Feedback Report	Receipt of Feedback Report	Mona R. Walters	Leadership Team	Project Length	9 months	Dependent on the items that is being addressed	Improvements identified when we next update the Systems Portfolio	* Reduced sustainability * Lack of continued improvement * Status quo or less * Become reactive							67%	The report has been received and reviewed. Initial response was prepared for the Quality Checkup Site Visit. Pending formal action plans to address immediate needs
		Initial Review			Project Start	February 2014											
		Campus Review			Phase	Milestone Date											
		Response to Strategic Challenges and Opportunities for Improvement			Final date for Phase to be												
		Development of Action Plans to address challenges and OFIs			Planning												
		Implementation of Action Plans			Define & Measure												
2.1 Establish a culture committed to continuously improving college policies, practices, processes, and systems to ensure long-term sustainability.	AQIP Quality Checkup Site Visit	Notice of visit by HLC	Mona R. Walters	Leadership Team	Project Length	Visit is over 4 days	People and Time	No accreditation issues	Possible accreditation issues resulting in non-compliance and review by Commission							100%	Quality Checkup Site Visit completed. DCC and 20 interviews; 182 people; 64 individuals. The visit focused on our strengths and our quality improvement journey. One strategic challenge was cleared, the others were clarified. No accreditation issues
		Complete and submit Federal Compliance Report			Project Start	August 30, 2014											
		Complete and submit Branch Campus Report			Phase	Milestone Date											
		Publish Notice of Public Comment			Final date for Phase to be												
		Submission of syllabi for review			Planning												
		Set agenda and make arrangements			Define & Measure												
1.1 Create a culture that recognizes employees and celebrates accomplishments.	Continue CQIN 2012 Partners in Leadership Accountability Training	LIFT	Mona R. Walters	Maura Felts Natalie Rindler Lin Roberts Steve Sykes Steve Whiteman	Project Length	academic year	People, time, financial, commitment	Continued high attendance at meetings; two facilitators trained	lagging employee engagement and accountability							100%	CQIN 2012 team offered training and all-campus meetings on feedback, LIFT, Below the Line Excuses. Facilitators have received materials and will begin their training in May. CQIN 2012 team will move to support-crew status.
		January PIL for new employees			Project Start	August 2013											
		February all-campus meeting			Phase	Milestone Date											
		Negotiate contract with PIL			Final date for Phase to be												
		Send facilitators to training to deliver PIL			Planning												
		Move CQIN 2012 team to a support team and hand off PIL to the facilitators			Define & Measure												
2.4 Create a culture of inquiry through regular data informed reviews and assessments that drive future planning.	Monitoring of Key Results and Initiatives	Identification of what is to be monitored	Mona R. Walters Becky Telford	Donna Syrell Helen Willcox	Project Length	academic year	People and Time	Development of meaningful report data that leads to improvement	* Reduced sustainability * Focus on wrong areas to improve * Unaware of lagers * Unintentional consequences							40%	
		Identification of how to best monitor			Project Start												
		Data collection			Phase	Milestone Date											
		Data review			Final date for Phase to be												
		Recommendations for improvement			Planning												
					Define & Measure												

EDISON COMMUNITY COLLEGE - ACTION PLAN TEMPLATE

2.4 Create a culture of inquiry through regular data informed reviews and assessments that drive future planning.	Develop a Master Codebook for data standards, definitions, usage, and integrity	Development of concept	Mona R. Walters Becky Telford	Carol Marion Data processors	Project Length	6 months	People, Time, technology	Development of a document that is useful and that increases effectiveness and quality of data	No improvement in data integrity and standards	40%	
		Planning meeting with key stakeholders			Project Start	February 10, 2014					
		Review of current fields and values			Phase	Milestone Date <i>Final date for Phase to be</i>					
		Collection of departmental codebooks			Planning Define & Measure	January, February 2014					
		Creation of master code book			Execution Analyze/Improve/Design	February - May 2014					
		Establish annual cycle of updates			Validation of Effectiveness	September 2014					
5.1 Develop and support ambassadors at all levels of the organization to intentionally tell the story of Edison to all customers	Complete the Economic Impact Study through EMSI	Negotiate contract with EMSI	Mona R. Walters Becky Telford	Bruce McKenzie	Project Length	15 weeks	People, Time, technology	Development of an impactful report that established the impact of Edison in the community	Lower awareness of our contribution of the community lack of supporting material for the pending Capital Campaign	100%	Economic Impact Study received from EMSI and reviewed. Initial use by Institutional Advancement. Formal publication completed and distributed
		Submission of data			Project Start	December 2013					
		EMSI prepares draft			Phase	Milestone Date <i>Final date for Phase to be</i>					
		Review of draft - data and format			Planning Define & Measure						
		Return of edits			Execution Analyze/Improve/Design						
		Receipt of final document			Validation of Effectiveness						
Publication of Executive Summary and Key Facts Sheet	Receipt of Finished Report	April 1, 2014									

EDISON COMMUNITY COLLEGE - ACTION PLAN TEMPLATE

EDISON COMMUNITY COLLEGE - ACTION PLAN TEMPLATE																	
Function Area:		Division/Department:		When?		How?		Results?		Risk Assessment		Measurement of Progress (updated monthly)		RESULTS FINAL OUTCOMES			
Why?	What?	Who?		When?		How?		Results?		Risk Assessment		Measurement of Progress (updated monthly)		RESULTS FINAL OUTCOMES			
(Anticipated Outcome)	(Bold Idea)	(Accountability)		(Timeline)		(Human, Technology, Facilities, Equipment, or Financial Assets)		(How we know we were successful)		What could go wrong; what happens if we do not accomplish the initiative, are there potential unintended consequences?		Measurement of Progress (updated monthly)		RESULTS FINAL OUTCOMES			
ECC Implementation Strategy	Initiative (Verb + Area of Focus + Target Population)	Activities	Responsible Person(s)	Key Collaborators/ Stakeholders	Completion Time Frame		Required Resources	Key Result	Risk	% Completed for each Activity						For Initiative	Enter a commentary on the results achieved. Include specific data detail if applicable.
										25%	33%	50%	66%	75%	100%		
2.3 Invest in and sustain a technological infrastructure that fosters a world class learning and service environment	Develop and launch a mobile application	Identify and assess potential platforms	Amy Barr	Scott Burnam	Project Length	6 months	Development time, beta testers, contract guidance, IT support	Students and prospects will adopt and use the app	If we don't accomplish this, we stand to lose further ground in reaching new , traditional students where they live: on their smartphones and tablets							100	
		Determine feature/function set			Project Start	Jul-13											
		Design app			Phase Milestone Date Final date for Phase to												
		Conduct limited beta (less than 10 users) and adjust app)			Planning Define & Measure	July-August 2013											
		Roll out wider beta (up to 30 users) and adjust app based on feedback			Execution	September-November 2013											
		Finalize app, promote through Apple, Android, Amazon app stores			Analyze/Improve/Desi												
		Validation of Effectiveness			Spring 2014												
5.1 Vigorously enhance awareness of the comprehensive nature of Edison to all stakeholders	Develop a brand standards manual	Identify format	Coordinator of Marketing Communications	Amy Barr, Andrea Francis	Project Length	5 months	Development time, samples of other BSMs, creation of electronic resources	Consistent standards of usage for the College's brand and logo	Confusion about who we are and continued struggle to move from brand awareness to brand recognition							0	
		Create and bundle resources for the manual			Project Start	Jan-14											
		Distribute the manual to internal stakeholders			Phase Milestone Date Final date for Phase to												
					Planning Define & Measure	Jan-Feb 2014											
					Execution	Feb-May 2014											
					Analyze/Improve/Desi												
					Validation of Effectiveness	Fall 2014											
Produce and distribute an annual report for the 13-14 year	Identify format	Identify data to include	Coordinator of Marketing Communications	Cris Valdez, Mona Walters, Kim Horton, Scott Burnam	Project Length	10 months	Development time, data sets, outside printing/binding services	Leave-behind piece to promote brand awareness	None that we are not already experiencing				X			39	
		Identify distribution methods/quantity			Project Start	Aug-13											
		Solicit quotes			Phase Milestone Date Final date for Phase to												
		Print			Planning Define & Measure	Aug 13-February 14											
		Distribute			Execution	March-May 2014											
					Analyze/Improve/Desi												
					Validation of Effectiveness												
Produce and market a digital course schedule bulleting for Fall 2014	Identify/enlist former partners for print schedule	Determine circulation	Amy Barr	Other partners to be identified	Project Length	4 months	Development time, data sets, outside mailing list and mailing services; large postal budget	Consistent standards of usage for the College's brand and logo	Confusion about who we are and continued struggle to move from brand awareness to brand recognition					X		55	
		Create marketing plan			Project Start	Nov-11											
					Phase Milestone Date Final date for Phase to												
					Planning Define & Measure	November-December 13											
					Execution	Feb-14											
					Analyze/Improve/Desi												
					Validation of Effectiveness	Fall 2014											
5.3 Cultivate relationships with media outlets to increase media presence in the region and state	Conduct a market perception survey for use during the 14-15 advertising cycle	Find survey templates	Scott Burnam	Other partners to be identified	Project Length	2 months	Development time, SurveyMonkey account, assessment time,	We will make much better informed advertising purchases	None that we are not already experiencing						X	79	
		Draft and select questions/answers			Project Start	Feb-14											
		Determine desired response rate			Phase Milestone Date Final date for Phase to												
		Determine distribution methods			Planning Define & Measure	Feb-14											
		Distribute survey			Execution	Mar-14											
		Collect, assess and package data for use			Analyze/Improve/Desi												
					Validation of Effectiveness	Mar-14											
5.1 Vigorously enhance awareness of the comprehensive nature of Edison to all stakeholders	Develop strategic communication and marketing plan to address the campus communication, marketing, and public relations needs and opportunities	Identify internal stakeholders and constituents	Scott Burnam, Kim Horton, Patti Ross	Amy Barr, Andrea Francis, Bruce McKenzie	Project Length	Six months	Development time, survey results, market research	Marketing efforts will be consistent, effective, coordinate.	None that we are not already experiencing	X	X	X	X	X	X	(Average of % progress for Activities)	
		Meet to identify overlapping and outlying needs			Project Start	4/1/2014											
		Evaluate market perception survey to inform upcoming messaging			Phase Milestone Date Final date for Phase to												
		Evaluate media preferences survey to inform media outlet and product usage			Planning Define & Measure	April-May 14											
		Identify a 12-18 month calendar of communication and marketing need			Execution	June-Sept 15											
		Weave items above into a working, planing document for guidance			Analyze/Improve/Desi												
					Validation of Effectiveness	October 14-Jun 15											

EDISON COMMUNITY COLLEGE - ACTION PLAN TEMPLATE

EDISON COMMUNITY COLLEGE - ACTION PLAN TEMPLATE																	
Function Area: Information Technology, including Library			Division/Department: All														
Why?	What?		Who?		When?		How?		Results?		Risk Assessment		Measurement of Progress (updated monthly)		RESULTS FINAL OUTCOMES		
(Anticipated Outcome)	(Bold Idea)		(Accountability)		(Timeline)		(Human, Technology, Facilities, Equipment, or Financial Assets)		(How we know we were successful)		What could go wrong; what happens if we do not accomplish the initiative, are there potential unintended consequences?						
ECC Implementation Strategy	Initiative (Verb + Area of Focus + Target Population)	Activities	Responsible Person(s)	Key Collaborators/ Stakeholders	Completion Time Frame		Required Resources	Key Result	Risk	% Completed for each Activity						For Initiative	Enter a commentary on the results achieved. Include specific data detail if applicable.
										25%	33%	50%	66%	75%	100%		
2.3 Develop a Facilities Master Plan that will serve as the blueprint for Capital Improvements and Future Expansion	Develop Facilities Master Plan	State Architect Campus Survey	Doug Riehle	Cris Valdez, Patti Ross, John Shishoff	Project Length	24 mos.	Facilities Staff, State Architect's Office	Key Result: 2.3 Long term plan for capital improvements and campus expansion	Significant changes in enrollment or changes to the Strategic Master Plan							100%	
		Determine Capital Improvement Priorities			Project Start	8/1/2011											
		Establish College Leadership Priorities			Phase Milestone Date Final date for Phase to												
		Develop Plan			Planning Define & Measure	12/31/2012											
		President's Review			Execution	9/1/25/2013											
		Board Approval			Analyze/Improve/Desi	9/25/2013											
		Validation of Effectiveness			3/1/2013												
2.3 Replace older, high maintenance boilers with new high efficiency boilers	Replace Boilers in East Hall, West Hall, & North Hall	Determine costs & funding	Doug Riehle	Bill Meyer, Waibel Energy Systems	Project Length	18 mos.	New equipment with improved technology for better efficiency	Key Result: 2.3 New Equipment, Lower Maintenance Costs, Lower Energy Costs, & Lower CO2 emissions	Continued high cost maintenance and energy costs							100%	
		Define project specifications			Project Start	7/1/2012											
		Competitively bid			Phase Milestone Date Final date for Phase to												
		Equipment Installation			Planning Define & Measure	12/1/2012											
		Programing and debug			Execution	11/30/2013											
		Performance monitoring			Analyze/Improve/Desi	3/1/2013											
		Validation of Effectiveness			3/1/2013												
2.3 Improved student and staff comfort and reduced energy costs	Replace West Hall Windows	Determine costs & funding	Doug Riehle	Bill Meyer, Oregon Group Architects	Project Length	16 mos.	New equipment with improved technology for better efficiency	Key Result: 2.3 New Windows, Improved Comfort, Lower Energy Costs, & Lower CO2 emissions	Continued lower comfort levels and high energy costs							50%	
		Define project specifications			Project Start	7/1/2013											
		Competitively bid			Phase Milestone Date Final date for Phase to												
		Pick Contractor			Planning Define & Measure	11/1/2013											
		Window Installation			Execution	7/1/2014											
		Monitor Performance			Analyze/Improve/Desi	11/1/2104											
		Validation of Effectiveness			11/1/2104												
4.2 Reduced energy costs and lower maintenance cost	Upgrade Hallway and High Use Lighting to LED	Determine costs & funding	Doug Riehle	Bill Meyer, Perfection Group	Project Length	15 mos.	Use of the latest LED lighting technology	Key Result: 2.3 Lower Maintenance Costs, Lower Energy Costs, & Lower CO2 emissions	No significant risk							15%	
		Define project specifications			Project Start	1/1/2014											
		Request for proposals			Phase Milestone Date Final date for Phase to												
		Equipment Purchase			Planning Define & Measure	6/30/2014											
		Installation			Execution	12/31/2014											
		Monitor Performance			Analyze/Improve/Desi	3/31/2015											
		Validation of Effectiveness			3/31/2015												

EDISON COMMUNITY COLLEGE - ACTION PLAN TEMPLATE

EDISON COMMUNITY COLLEGE - ACTION PLAN TEMPLATE																	
Function Area:		Division/Department: Student Affairs/DCC															
Why?	What?	When?	How?	Results?	Risk Assessment	Measurement of Progress (updated monthly)						RESULTS FINAL OUTCOMES					
(Anticipated Outcome)	(Bold Idea)	(Accountability)	(Timeline)	(Human, Technology, Facilities, Equipment, or Financial Assets)	(How we know we were successful)	What could go wrong; what happens if we do not accomplish the initiative, are there potential unintended consequences?											
ECC Implementation Strategy	Initiative (Verb + Area of Focus + Target Population)	Activities	Responsible Person(s)	Key Collaborators/ Stakeholders	Completion Time Frame	Required Resources	Key Result	Risk	% Completed for each Activity						For Initiative	Enter a commentary on the results achieved. Include specific data detail if applicable.	
									25%	33%	50%	66%	75%	100%			
2.1 Establish a culture committed to continuously improving college policies, practices, processes, and systems to ensure long-term sustainability	Continue developing standardized procedures for Student Affairs and DCC operations	Add DCC participation to Student Affairs Round Table	Scott Burnam	Janice Michael	Project Length	9 months	Guided conversations, shared electronic resources, travel between sites	Student experience at one site will more closely mirror student experience at the other site	None that we are not already realizing.							69	
		Identify & correct inconsistency in forms usage/processing			Project Start	Nov-13											
		Identify and correct inconsistency in phone messaging			Phase Milestone Date Final date for Phase to												
		Ensure consistency of service availability			Planning Define & Measure	November/December 2013											
					Execution	January-July 2014											
					Analyze/Improve/Desi	January-July 2014											
					Validation of Effectiveness	Fall 2014											
2.2 Maximize both human in capital resources to leverage organizational effectiveness	Increase job shadowing/cross training opportunities between Student Affairs and DCC staff	DCC staff released to Piqua campus for shadowing	Scott Burnam	Janice Michael	Project Length	9 months	Coordination of schedules, guided conversations, travel between sites	Gaining insight into how each site accomplishes things differently based on resources available; better adaptation of plans based on different resource sets	None that we are not already realizing							0	
		Piqua staff released to DCC campus for shadowing			Project Start	Nov-13											
					Phase Milestone Date Final date for Phase to												
					Planning Define & Measure	November/December 2013											
					Execution	January-May 2014											
					Analyze/Improve/Desi	January-May 2014											
					Validation of Effectiveness	June-August 2014											
3.4 Establish a systematic approach to recruitment, college-readiness, and retention with a focus on success, graduation, and transfer	Conduct on-site PSEO advising/registration at the high schools in Darke County	Coordinate with high schools on dates	Janice Michael	Velina Bogart, Amy Schwabbe	Project Length	5 months	Coordination of schedules, hardware/network access to conduct registration, marketing support	Increased satisfaction with PSEO process in Darke County High Schools; increased enrollment in PSEO	None that we are not already realizing.							(Average of % progress for Activities)	
		Align human and operational resources			Project Start	Nov-13											
		Promote the events			Phase Milestone Date Final date for Phase to												
		Hold the events			Planning Define & Measure	November 13- February 14											
		Assess the events			Execution	March-May 2014											
					Analyze/Improve/Desi	March-May 2014											
					Validation of Effectiveness	June-August 2014											

EDISON COMMUNITY COLLEGE - ACTION PLAN TEMPLATE

EDISON COMMUNITY COLLEGE - ACTION PLAN TEMPLATE																	
Function Area:		Division/Department:															
Why?	What?	Who?	When?	How?	Results?	Risk Assessment	Measurement of Progress (updated monthly)					RESULTS FINAL OUTCOMES					
(Anticipated Outcome)	(Bold Idea)	(Accountability)	(Timeline)	(Human, Technology, Facilities, Equipment, or Financial Assets)	(How we know we were successful)	What could go wrong; what happens if we do not accomplish the initiative, are there potential unintended consequences?											
ECC Implementation Strategy	Initiative (Verb + Area of Focus + Target Population)	Activities	Responsible	Key	Completion Time Frame	Required Resources	Key Result	Risk	% Completed for each Activity						For Initiative	Enter a commentary on the results achieved. Include specific data detail if applicable.	
			Person(s)	Collaborators/ Stakeholders					25%	33%	50%	66%	75%	100%			
Develop and enhance programs, services, and resources to foster student success	Overhaul the Student Success Program to better retain students on academic probation and get them back on track academically.	Re-write Probation email/letter	Director of Advising and Student Success	Success Advisors	Project Length	4 months	Advising slots,	Better semester to semester retention of probated students	None that we are not already realizing.							(Average of % progress for Activities)	
		Call probated students			Project Start	Nov-13											
		Devise other programmatic strategies for support			Phase Milestone Date												
		Pilot strategies on a small group of probated students			Final date for Phase to												
					Planning	November-December 2013											
					Define & Measure	December 2013-											
					Execution	January 2014											
	Analyze/Improve/Desi	Validation	Jan-14														
		of Effectiveness															

INSTITUTIONAL OVERVIEW

Edison State Community College (Edison) was chartered in 1973 under the provisions of the Ohio Revised Code as the first general and technical college in Ohio. We are celebrating our 40th year providing learning opportunities to the citizens of Darke, Miami, and Shelby Counties in Ohio.

We have recently rearticulated our mission, “Edison Community College provides the learning opportunities, support services, and commitment to student success that empower students to complete their educational goals and realize their dreams” and vision, “Edison Community College will be the region’s premier resource for higher education by employing our core values, commitment to student success, strategic initiatives, and community collaboration” to align more appropriately with our strategic plan.

Our mission is achieved through the guiding Core Themes (Valuing People, Helping Students Learn and Understanding Student and Stakeholder needs) identified in our five-year Strategic Master Plan. These themes move the College through strategic initiatives to the achievement of five Key Results (Sustain Positive Employee Engagement, Practice Fiscal Sustainability, Cultivate and Improve Student Success and Completion, Actively Engage with and be a Valuable Resource for the Community and Vigorously Enhance Awareness of the Comprehensive Nature of Edison to all Stakeholders).

Edison also embraces the employee working core values of Excellence, Competence, Accountability; Integrity, Trust, Dependability, Cooperation; Diversity, Equality, Understanding, Respect; Agility, Responsiveness, Adaptability; and Attitude and Joy.

We are represented by divisions of Academics, Student Affairs, Information Technology Services (ITS), Strategic Human Resources (HR), Administration and Finance, Institutional Advancement (IA), Institutional Planning and Effectiveness (IPE), and our Business & Industry Center (B&I).

Current enrollment Fall 2013, based on the 15th day report: 25,783 credit hours, 2,911 unduplicated head count, average 8.86 credit hours. A snapshot of our 2013-2014 student population:

32%	Full Time
42%	age 25 or older
24%	high school students
64%	female
80%	Main Campus
26%	online
44%	degree seeking
26%	intend to transfer

➤ Our students

- High school age, adults, seniors, Veterans, disabled
- Commute to one of two Edison campus' or take classes online
- Return for retraining and exploration of new fields
- Edison serves primarily west central Ohio, with a population of over 200,000
- 52% of our students are Pell eligible
- 55% are first-generation college students

Edison students range from high school students to senior citizens, and from people just becoming acquainted with the possibilities of higher education to those returning for retraining and exploration of new fields. The College points with pride to the fact that over 30 percent of its students began their higher education at another college or university, but have chosen to continue at Edison, in many cases in recognition of its attention to quality and standards.

➤ Initiatives that promote college readiness

- Utilize our Student Success grant with Sidney, Piqua and Greenville High Schools
- Implement Ready or Not Writing program with area high schools
- Require first year experience course for all students placing into developmental courses
- Deliver Mathematics refresher workshop
- Streamline mathematics course delivery format
- Offer ABE classes at Edison's campus

➤ Relationships with K-12 schools

- Participate in College Credit Plus with area high schools, previously dual enrollment and PSEOP, conducting on-site advising.
- Develop partnerships with UVCC Adult Division (OTC)
- Work with the Bridges to College program to promote Edison
- Visit each high school in the 3 county area at least annually
- Offer classroom presentations to junior and senior English classes at 5 targeted schools
- Attend all college visit/fair days offered at each high school
- Mail correspondence to all seniors in service area with an action item
- Hold We Are IT! event for 8th, 9th, 10th grade girls interested in STEM fields
- Deliver Kids to College event for 6th graders
- Offer Piqua Junior High visit days
- Perform theatre productions of Shakespearean plays
- Update all Tech Prep articulation agreements
- Offer Connect to College class in area high schools

➤ Engaging with parents, adult-students and the community

- Use ODE grant funds to support recruitment events
- Work with WODC educational liaison to help promote Edison
- Host College Club college visit at DCC
- Host Financial Aid night at DCC
- Add an additional Experience Edison visit for this academic year
- Mail correspondence to all senior parents with a cost savings theme
- Attend college fairs
- Hold enrollment events before each semester
- Hold a spring open house to showcase all our programs
- Develop and launch a mobile application
- Produce and market a digital course schedule bulletin
- Offer child care at Edison's campus
- Present at local service clubs (Kiwanis, Rotary, etc.)
- Strengthen internship opportunities with area organizations
- Use the services of local businesses, when possible
- Attend Chamber and Job Center meetings
- Administer and review student surveys
- Hold informational sessions for PSEOP students

➤ Orienting our students

- Develop communications plan for new applicants and returning students
- Provide transcript updates via WebAdvisor
- Evaluate benefit of mandating new student orientation for transfer students
- Develop online orientation for distance learners
- Admissions, advising, registration and financial aid personnel are all co-located
- Create Student Education Plans (SEP's), to help students develop clear educational pathways
- Students declare a major when they complete the admissions process
- Faculty advisor assigned to monitor student progress

We place a strong focus on retention and success; we now have in place the concept of "Advising as Teaching," mandatory orientation, and the First Year Experience course GEN 101S, mandatory for all students who place at the developmental level for English and/or mathematics. These initiatives are all part of our first year experience program, Navigating Edison. Navigating Edison pairs new student registration with orientation, required for new degree and certificate seeking students.

- Communicating learning expectations to students
 - Create a digital repository for transfer articulation agreements
 - Develop an electronic curriculum process
 - Online course catalog containing details regarding preparatory requirements for each course, program, certificate and degree
 - College website including syllabi for individual courses

- Supporting common learning outcomes of the institution?
 - Increase student participation in internship programs
 - General education outcomes outlined and assessed in program courses
 - Every program supports all general education outcomes

We offer 18 technical degree and certificate fields, 2 baccalaureate transfer programs, and developmental course work. The technical degree programs have degree and certification options within them for a total of 74 CIP-coded program options.

We are approved under the Higher Learning Commission's policy to offer up to 100% of our degree programs through distance education. Currently, 43 of our 74 degree and certificate CIP-coded options are offered online.

We are intentionally focusing on accountability, leadership development, and systems thinking. All serve to improve our processes and develop the maturity level so that we become fully aligned and integrated.

Edison Community College - College Completion Plan

Core Theme	Key Result	Implementation Strategy	Strategic Initiative	Connection to the Institution	Successful First-Year Entry	Student Progress	Student Completion	Other Aspects of Completion Success	Workforce	OACC Current Key Priorities
I	1	1.1	Continue CQIN 2012 Partners in Leadership Accountability Training							
I	1	1.1	Coordinate development of Employee Recognition Program (AQIP 4 Action Project)							
I	1	1.2	Assess the effectiveness of the new orientation/registration process	X	X	X		X	X	3,11
I	1	1.3	Implement Annual Evaluations/Professional Development Plan for Non-Supervisory Employees							
I	1	1.3	Support Academic Deans' attendance at Chair Academy							
I	2	2.1	2013 Systems Portfolio	X						11
I	2	2.1	AQIP Quality Checkup Site Visit							
I	2	2.1	Begin implementation of ImageNow initiative		X					
I	2	2.1	Complete conversion of Ellucian to SQL							
I	2	2.1	Continue to develop standardized procedures for Student Affairs and DCC operations		X	X	X	X	X	3,11
I	2	2.1	Develop Electronic Curriculum Process	X		X				
I	2	2.1	Explore migration from Ghost to MS Imaging							
I	2	2.1	Implement WebAdvisor on-line (paperless) leave request/tracking/approval							
I	2	2.1	Implement WebAdvisor on-line (paperless) time card entry/approval							
I	2	2.1	Increase high school penetration rates across the board by 2%	X				X	X	8,9,10,11,13,14

Edison Community College - College Completion Plan

Core Theme	Key Result	Implementation Strategy	Strategic Initiative	Connection to the Institution	Successful First-Year Entry	Student Progress	Student Completion	Other Aspects of Completion Success	Workforce	OACC Current Key Priorities
I	2	2.1	Investigate student printing options							
I	2	2.1	Review and act on AQIP Systems Appraisal Feedback Report					X	X	11
I	2	2.1	Upgrade Storage Area Network							
I	2	2.2	Develop strategic and tactical plans for corporate and foundation grants, underwriting and sponsorship funding which addresses the staff, faculty, student and community training needs; and funding wishes or requirements.						X	13
I	2	2.2	Increase job shadowing and cross training opportunities between student affairs and DCC		X	X				
I	2	2.3	Begin Ellucian training for Client Services							
I	2	2.3	Develop and launch a mobile application		X				X	
I	2	2.3	Develop Facilities Master Plan							12
I	2	2.3	Initiate Ellucian users' group							
I	2	2.3	Migrate Datatel Database from unidata to SQL							
I	2	2.3	Provide additional HelpDesk training							
I	2	2.3	Replace East Hall Boiler #1							
I	2	2.3	Replace North Hall Boiler #1							
I	2	2.3	Replace West Hall Boiler #1							
I	2	2.3	Replace West Hall windows							

Edison Community College - College Completion Plan

Core Theme	Key Result	Implementation Strategy	Strategic Initiative	Connection to the Institution	Successful First-Year Entry	Student Progress	Student Completion	Other Aspects of Completion Success	Workforce	OACC Current Key Priorities
II	3	3.4	Implement Estimated Pell awarding		X	X			X	2,3,4,5,7,8,9,10,11,13,14
II	3	3.4	Refine the orientation and registration process to better fit DCC personnel availability to support it	X	X	X			X	8,9,10,11,13,14
II	3	3.5	Build closer relationships with academic partners			X	X	X	X	9,10,11,13,14
II	3	3.5	Develop 4-year plans for technical degree completion specifically targeting adult evening learners who primarily attend DCC	X	X	X	X	X	X	3,5,7,8,9,10,11,13,14
II	3	3.5	Develop guidelines for accessibility in technology for the institution							
II	3	3.5	Develop online orientation for distance learners.	X	X	X			X	3,5,7,8,9,10,11,13,14
II	3	3.5	Develop Student Government/Activities Board (AQIP 3 Action Project)				X			
II	3	3.5	Implement Balance Due tracking & communication plan for students with balance due prior to payment due date.		X	X			X	2,3,4,5,7,8,9,10,11,13,14
II	3	3.5	Improve direct communication with new students.	X	X	X			X	8,9,10,11,13,14
II	3	3.5	Increase student participation in internship programs	X		X	X	X	X	5,7,8,9,10,11,13,14
II	3	3.5	Overhaul the Student Success Program to better retain students on academic probation and get them back on track academically.		X	X	X	X	X	3,4,5,8,9,10,11,13,14
II	3	3.5	Proactive/intrusive advising for those students identified by instructors as at risk through Academic Alerts		X	X	X	X	X	3,4,5,8,9,10,11,13,14
II	3	3.5	Redesign The Learning Center for improved tutor/student interaction	X		X	X		X	9,10,11,13,14
III	4	4.1	Act as resource persons for Upper Miami Valley Science Days project	X				X	X	1,2,3,4,8,9,11,13,14
III	4	4.1	Increase prospects by 5% over prior year	X					X	8,9,10,11,13,14

Edison Community College - College Completion Plan

Core Theme	Key Result	Implementation Strategy	Strategic Initiative	Connection to the Institution	Successful First-Year Entry	Student Progress	Student Completion	Other Aspects of Completion Success	Workforce	OACC Current Key Priorities
III	4	4.2	Explore Edison's role in WOTVC							
III	4	4.2	Improve/eliminate Answer Center hold times.		X				X	8,9,10,11,13,14
III	4	4.2	Organize items in Edison's archives							
III	4	4.2	Provide monthly story times for The Preschool							
III	4	4.2	Recommend strategic direction for web	X	X				X	8,9,10,11,13,14
III	4	4.2	Review and evaluate whether the fitness center is meeting the needs of the campus and community							
III	4	4.4	Develop Corporate and Business Relations strategies and tactics to advance campus wide coordination of information, events, volunteers and efforts to meet mission objectives.			X		X	X	1,2,3,4,5,6,7,8,9,10,11,13,14
III	5	5.1	Complete the Economic Impact Study through EMSI							
III	5	5.1	Develop a brand standards manual							
III	5	5.1	Produce and distribute an annual report for the 13-14 year	X						11
III	5	5.1	Produce and promote a digital course schedule bulletin for Fall 2014	X	X				X	8,9,10,11,13,14
III	5	5.2	Work with the Bridges to College Program to promote Edison as the first choice for exposing their students to the community college experience	X	X	X			X	1,2,3,4,5,8,9,10,11,13,14
III	5	5.3	Conduct a market perceptions study for use during the 14-15 advertising cycle						X	1,5,6,7,9,10,11,13,14
III	5	5.3	Develop strategic communication and marketing plan to address the campus communication, marketing and public relations needs and opportunities.						X	8,9,10,11,13,14
			Number of Supporting Initiatives	19	20	22	12	17	33	

STRATEGIC MASTER PLAN

CORE THEME I:

VALUING PEOPLE

PLANNING CONTINUOUS IMPROVEMENT

We believe that organizational excellence derives from engaged employees who are motivated by an environment of mutual respect and are committed to student success.



KEY RESULT 1

Sustain Positive Employee Engagement



KEY RESULT 2

Practice Fiscal Sustainability

❖ IMPLEMENTATION STRATEGIES

- 1.1 Create a culture that recognizes employees and celebrates accomplishments.
- 1.2 Create a collaborative culture of measurement that advances accountability and innovation.
- 1.3 Integrate Leadership learning opportunities to foster a culture in which employees are empowered to bring their best to work.

❖ IMPLEMENTATION STRATEGIES

- 2.1 Establish a culture committed to continuously improving college policies, practices, processes and systems to ensure long-term sustainability.
- 2.2 Maximize both human and capital resources to leverage organizational effectiveness.
- 2.3 Invest in and sustain a technological infrastructure that fosters a world class learning and service environment.
- 2.4 Create a culture of inquiry through regular data informed reviews and assessments that drive future planning.

CORE THEME II:

HELPING STUDENTS LEARN

We believe that students are provided the best opportunity for success through a strong and committed teaching and learning environment that connects necessary resources, support and tools in the classroom and throughout the college.



KEY RESULT 3

Cultivate and Improve Student Success and Completion

❖ IMPLEMENTATION STRATEGIES

- 3.1 Continuously improve instruction through assessment of student engagement and learning outcomes.
- 3.2 Enhance teaching and learning through faculty development opportunities.
- 3.3 Implement innovative instructional activities, assessments and delivery.
- 3.4 Establish a systemic approach to recruitment, college-readiness and retention with a focus on success, graduation and transfer.
- 3.5 Develop and enhance programs, services and resources to foster student success.

CORE THEME III:

UNDERSTANDING STUDENT AND STAKEHOLDER NEEDS

We believe in developing strong partnerships and seek to enhance relationships to create stronger communities and contribute to the workforce and economic development challenges in the communities we serve.

We understand that we must assertively declare our mission and commitment to serve the three county region and to grow our presence and stakeholders understanding of the College's resources



KEY RESULT 4

Actively Engage With and be a Valuable Resource for the Community



KEY RESULT 5

Vigorously Enhance Awareness of the Comprehensive Nature of Edison to all Stakeholders

❖ IMPLEMENTATION STRATEGIES

- 4.1 Establish and maintain partnerships to enhance community outreach.
- 4.2 Discover common needs and opportunities to strengthen community relationships.
- 4.3 Develop educational partnerships to provide learning opportunities to current, prospective and past student populations.
- 4.4 Collaborate with business and industry leaders to strengthen workforce development and economic viability of the region.

❖ IMPLEMENTATION STRATEGIES

- 5.1 Develop and support ambassadors at all levels of the organization to intentionally tell the story of Edison to all constituents.
- 5.2 Serve as the community hub and be recognized as the resource for higher education in the region.
- 5.3 Cultivate relationships with media outlets to increase media presence in the region and state.