Task Details Report

Planning Unit: Learning Resources
Unit Manager: Lead Faculty & Staff, Library & Learning Resources

Objective: 51 - Strategic action plans for Learning Resources

Objective Description:

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

Start Date:	Task Type:	Priority Level:	Task Order:
3/21/2016	Departmental Action Plan	High	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$0

We need to develop a method for sharing important and relevant data across the Learning Center and it needs to be accessible by everyone on Floor 2.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
3/21/2016	Departmental Action Plan	High	2
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$0

A committee of Learning Center community members need to meet regularly to review Learning Center course outcomes, student learning outcomes and program level outcomes and develop ways to evaluate the effectiveness of the outcomes.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
3/21/2016	Departmental Action Plan	High	3
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$0

A committee also needs to be formed to evaluate the effectiveness and efficiency of Learning Center programs and activities. Data collection systems need to be developed and implemented across the Learning Center.

Budget Remarks:

Date:	Name:	Remarks:
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Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
3/21/2016	Departmental Action Plan	High	4

Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$0

Improved relationships with the PRIE office need to be established to improve the data collection and evaluation methods among not only the Learning Center Programs but also among the grant programs.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
3/21/2016	Departmental Action Plan	High	5

Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$0

Space allocation plans will be developed throughout the Learning Center to evaluate and define space efficiency to yield maximum productivity.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
3/21/2016	Departmental Action Plan	High	6

Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$0

Learning Center wide meetings and gatherings should be continued to ensure efficiency and collaboration among the varying members and programs within the Learning Center.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
3/21/2016	Departmental Action Plan	High	7

Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$0

Test proctoring and other Learning Center services need to have improved data collection systems and methods of evaluating and improving service delivery models.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
3/21/2016	Departmental Action Plan	High	8
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$0

The online and web presence of the Learning Center will be evaluated for efficiency and the representation of available services and programs should be expanded to include the functions that are core to Learning Center functionality and use. For example forms for faculty to request a proctored exam and/or to refer a student as a tutor should be available online.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
3/21/2016	Departmental Action Plan	High	9
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$0

A Tutor Advisory Group should be formed to ensure the smooth delivery of tutorial services floor wide that should include administrators, faculty and integral Learning Center staff members.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
3/21/2016	Departmental Action Plan	High	10

Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$0

Student study and the need for improved furniture choice that will allow the creation of study pods will be considered as an alternative to the dwindling number of available study rooms for student use.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
3/21/2016	Departmental Action Plan	High	11

Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$0

The development and planning for a Dreamer Center that will exist within the walls of the Learning Center should be of importance in any and all future planning and space allocation conversations.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
3/21/2016	Departmental Action Plan	High	12

Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$0

A dedicated space designed for test proctoring needs to ne established and adequately planned for test taking productivity

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
3/21/2016	Departmental Action Plan	High	13

Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		Planning/Discussion (25%)	$0

Further development and planning of a Writing Center is well on its way. The consideration of adding a dedicated staff member to manage the available and planned Writing Center functions would be ideal. Signage and other directional aides are needed throughout the Learning Center.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit:	Learning Resources
Unit Manager:	Lead Faculty & Staff, Library & Learning Resources

Objective: 578 - Establish a universal data collection method for tutoring, workshops and other Learning Center events, services and activities.

Objective Description:

The Learning Center offers a variety of academic support services that are available to the students, staff and faculty. We also offer tutoring services that take place in two different locations, as well as EPIC (modified supplemental instruction) tutoring, embedded tutoring, an Athletic Study Hall, peer mentoring, and other workshops and events. The Learning Center also employs a complete staff of student assistants, tutors and peer mentors. One of the our challenges is trying to find ways to keep track of the staff time as well as the amount of time delivering services to students. The Learning Center will establish a universal data collection method for tutoring, workshops and other Learning Center events, services and activities, as well as all student staffing hours.

Start Date:	Task Type:	Priority Level:	Task Order:
2/22/2017	Departmental Action Plan	Medium	1

Due Date:	Completion Date:	Task Status:	Budget:
6/30/2017		Implementation (50%)	$0

Establish a universal data collection method for tutoring, workshops and other Learning Center events, services and activities through the use of SARS Trak software. More robust SARS applications will be created which will allow students to log in when they attend various different Learning Center services and events. This will create a universal tracking method that will help unify Learning Center data collection, rather than having multiple methods scattered through the LC.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/22/2017	Resource Request	High	2
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
6/30/2017		New	$5,796

As part of it's established universal data collection. the Learning Center requests to purchase 12 Microsoft Surface Pro 3s to be used as mobile SARS Trak login devices. These tablets are running on Windows 10, a requirement for the SARS Trak software. They will also be compatible with future editions of SARS, including SARS Anywhere and other tracking software. ITS has agreed to install the necessary software so that these tablets may be used by tutors, mentors and staff to capture data on student attendance. These tablets will be used daily by tutors and mentors to track and record accurate student contact hours in real time. The flexibility of the tablets will also allow them to be brought to study hall, workshops and other events where attendance data might otherwise be lost. Perhaps most importantly, they will replace multiple different data collection systems currently employed in the Learning Center by providing a single, universal means to capture student attendance data across all areas of the LC.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	Learning Center	Microsoft Surface 3 - Education Bundle	$5796.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit:	Learning Resources
Unit Manager:	Lead Faculty & Staff, Library & Learning Resources

Objective: 605 - Provide online tutoring support

Objective Description:

Academic preparedness for students attending college has decreased over the years. This has made it that much harder for students to persist and complete many of their GE (mathematics and English) and more specialized courses. In reviewing the Student Success Scorecard it shows that while many students stay in school, only 40% of students are completing their courses. This shows that there is a need for greater academic support for students. Tutoring on campus has shown great dividends when used by students. Our data shows that course success rates increase by 22% points in Humanities and 12% in Math when students receive 1.5 hours of tutoring per week. While these numbers are good, there is still a need to cast a wider net, to assist more students and provide more comprehensive services.

One group of students to consider are our cohort of Distance Education students, who by far are one of our most underserved populations on campus. The 2013 Distance Education report shows there has been a steady increase in online enrollments (7.3% of total census enrollment in spring '12). These trends do not appear to be changing and these numbers will continue to increase with initiatives from the Online Education Initiative (OEI). While these numbers are encouraging, many of these students go unsupported, academically, because they cannot get to campus to receive support in the way of tutoring. Without an online tutoring component as part of our academic support catalog, these students will continue to go underserved, and in an inequitable situation.

For these reasons, it essential we establish a means through which to provide online tutoring for both Cañada and Cañada distance education students.

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/27/2017	Resource Request	High	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$12,000

I propose the funding of the purchase of 500 hours of tutoring through the OEI recommended vendor LinkSystems/NetTutor, as well as additional tutoring resources for the Learning center to build online tutoring offerings and further enhance campus tutoring for the greater Canada College community.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Other	Learning Center	Online tutoring hours LinkSystems (NetTutor)	$12000.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	