

# IMPLEMENTATION SUMMARY

#	Project	Summary	Status as of Fall 2020
1	<a href="#">Areas of Interest</a>	Implemented in 2018-19 and published on web site: <a href="https://arc.losrios.edu/academics/areas-of-interest">https://arc.losrios.edu/academics/areas-of-interest</a>	At Scale
2	<a href="#">Program Roadmaps</a>	“Top 10” completed in 2018-19; Remainder posted in 2020: <a href="https://arc.losrios.edu/academics/arc-program-road-maps">https://arc.losrios.edu/academics/arc-program-road-maps</a>	At Scale
3	<a href="#">Program Paths Management</a>	Committee created in 2018-2019; Program map management tool determined in 2019-20 and implementation is in progress	Scaling in Progress
4	<a href="#">Pathways to ARC</a> <i>(focused outreach/recruitment)</i>	To be implemented in Fall 2021	Planning to Scale
5	<a href="#">Simplify the Front Door</a> <i>(prospective student experience)</i>	Scaling in progress as of Spring 2020	Scaling in Progress
6	<a href="#">Achieve at ARC Scaling</a> <i>(new student onboarding)</i>	Planning to Scale: Spring 2020 through Fall 2022	Planning to Scale
7	<a href="#">First Term Schedule Options</a> <i>(initial courses for the path)</i>	Phase I developed and planning to implement for Fall 2021; Phase II to be implemented for Fall 2023	Planning to Scale
8	<a href="#">Pathway Communities</a> <i>(connection to area of interest)</i>	Virtual HomeBase Pathway Communities implemented in Fall 2020; Physical and virtual implementation in Fall 2021 in ideal conditions <a href="https://inside.arc.losrios.edu/inside-arc-news/homebase-pathway-communities">https://inside.arc.losrios.edu/inside-arc-news/homebase-pathway-communities</a>	Planning to Scale
9	<a href="#">Peer Mentoring</a>	Scheduled implementation in Spring 2021	Planning to Scale
10	<a href="#">Physical Access and Navigation</a> <i>(Wayfinding)</i>	Implemented in 2019 <a href="https://wayfind.arc.losrios.edu/">https://wayfind.arc.losrios.edu/</a>	Scaling in Progress
11	<a href="#">Physical Access and Navigation</a> <i>(One-Stop Welcome Center)</i>	Implemented in Fall 2019	At Scale
12	<a href="#">First Term Experience</a> <i>(FYE Course)</i>	Planned implementation in Fall 2022	Planning to Scale
13	<a href="#">Alternate Experience(s) for the “Not New” Student</a>	Planning to implement Fall 2021-Spring 2022	Not Occurring
14	<a href="#">Transition Services</a> <i>(Career and Transfer)</i>	Implementation planned Fall 2021	Not Systematic

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15	<a href="#">Evaluation Plan</a>	Implementation planned Spring 2021-Spring 2022	Not Occurring
16	<a href="#">Intersection with Districtwide Processes</a> <i>(Hobsons, etc.)</i>	TBD Districtwide implementation	Not Occurring
17	<a href="#">Supporting Technologies</a> <i>(G.E. Search Tool)</i>	Planned for Fall 2019-Spring 2020	Not Occurring
18	<a href="#">Supporting Technologies</a> <i>(Student Communications Platform)</i>	Starfish implemented in Fall 2020	Planning to Scale
19	<a href="#">Supporting Technologies</a> <i>(Alert and Progress Reporting)</i>	Starfish implemented in Fall 2020	Planning to Scale
20	<a href="#">Pre-Implementation Work</a>	Business process analysis conducted Fall 2018; implementation in progress	Planning to Scale
21	<a href="#">Governance Redesign</a>	Implemented at scale in 2019 <a href="https://inside.arc.losrios.edu/governance">https://inside.arc.losrios.edu/governance</a>	At Scale
22	<a href="#">Recommendations: ARC Online 2.0</a>	Implementation to begin Spring 2021	Planning to Scale
23	<a href="#">Recommendations: ELSS</a> <i>(Ad Astra)</i>	No formal recommendations. Determined in Spring 2019 to be referred to Districtwide process for implementation	Not Occurring
24	<a href="#">Recommendations: Facilities Master Plan</a>	Timeline for implementation of major facilities projects TBD	Planning to Scale
25	<a href="#">Recommendations: Institutional Equity Plan</a>	Office of Equity and Inclusion and Interim Dean of Equity and Inclusion were created and funded in Fall 2019 as a result of this plan. Additional implementation planned through 2020-21	Planning to Scale
26	<a href="#">Recommendations: Integrated Planning Improvement</a>	Integrated Planning Guide, Portal, and new planning process implemented in 2018-2019	At Scale
27	<a href="#">Recommendations: Wellness Center</a>	Wellness Center facility implemented in Fall 2019. Additional programming and services implemented in Spring 2020	Planning to Scale
28	<a href="#">Recommendations: Clarify Program Paths (2018-19)</a>	This project was re-chartered for a second year (2018-2019). Implementation of recommendations from this report TBD per collaboration with Districtwide processes	Scaling in Progress
29	<a href="#">Recommendations: Disproportionate Impact (African American, Latinx, Native American)</a>	Implementation of DI recommendations planned for Fall 2020-Fall 2021	Planning to Scale
30	Recommendations: Education Master Plan	Implementation of guiding imperatives planned through Fall 2031	Planning to Scale

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31	Recommendations: Professional Development and Training	Fall 2020 implementation: CTL has been moved under Office of Equity and Inclusion with a specific focus on Equity-minded professional development for all development opportunities. Further PD implementation planned for Spring-Fall 2021	Planning to Scale
32	Recommendations: Strategic Enrollment Management	Strategic Enrollment Management team recommendations implemented Fall 2020. Additional recommendations planned for Spring 2021 implementation	Planning to Scale
33	Recommendations: Sustainability Improvement	Implementation began in Summer 2020 with renaming of Campus Operations to include Sustainability. Further implementation ongoing through Fall 2020 and to be continued through Spring 2021	Scaling in Progress
34	Accreditation Self-Evaluation	Project team chartered by Executive Leadership Team began work in Fall 2020	TBD
35	Disproportionate Impact: Asian-Pacific Islander, LGBTQI+	Project team chartered by Student Success Council began work in Fall 2020	TBD
36	Disproportionate Impact: LGBTQI+	Project team chartered by Student Success Council began work in Fall 2020	TBD
37	Technology Master Plan	TBD	TBD

## Status Key

Status (Scale of Adoption)	Definition
<b>Not occurring</b>	College is currently not following, or planning to follow, this practice
<b>Not systematic</b>	Practice is incomplete, inconsistent, informal, and/or optional
<b>Planning to scale</b>	College is/has made plans to implement the practice at scale and has started to put these plans into place
<b>Scaling in progress</b>	Implementation of the practice is in progress for all students
<b>At scale</b>	Practice is implemented at scale – that is, for <u>all students</u> in <u>all programs of study</u>

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## 1. AREAS OF INTEREST

*Areas of interest are designed to assist students in exploring potential majors and career options. They also serve as an organizing framework for program roadmaps and pathway communities.*

### Existing Areas of Interest

#	Key Activity	Timeline	Title or Role	Council	Status	Notes/References
1.1	Submit web site content for areas of interest	End of Spring 2019	Clarify Program Paths project leads	n/a	<b>At scale</b>	[Clarify Program Paths Rec. #1]
1.2	Post areas of interest and related content on the new college web site with appropriate organization for easy navigation	Summer 2019	Public Information Officer or designee	n/a	At Scale	[Clarify Program Paths Rec. #1]
1.3	Publicize areas of interest to employees to inform of availability, train on intended use, and next steps	Fall 2019	Public Information Officer	n/a	<b>Scaling in progress</b>	Timing impacted by changes to areas
1.4	Develop any new marketing/outreach materials that are needed to highlight areas of interest (needed before February 2019 for outreach purposes)	Fall 2019	Public Information Officer	n/a	<b>Scaling in progress</b>	Timing impacted by changes to areas
1.5	Update existing publications, forms, and materials such as the college catalog	On regular cycle	Public Information Officer (or person responsible for specific publication/form)	n/a	<b>Scaling in progress</b>	Timing impacted by changes to areas

Cross-References: [#6 – Achieve at ARC Scaling](#); [#8 - Pathway Communities](#)

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## 2. PROGRAM ROADMAPS

Program roadmaps are a suggested sequence of courses that would permit students to progress through a program in a timely manner. They are not intended to be an individual student's educational plan, but rather a general navigational tool for anyone considering the program. Two roadmaps will be created per program (full-time and part-time version).

### Existing Program Roadmaps

#	Key Activity	Timeline	Title or Role	Council	Status	Notes/References
2.1	Confirm top 10 programs in each area of interest	Early Fall 2018	Clarify Program Paths project leads	n/a	At Scale	[ <a href="#">Clarify Program Paths Rec. #2</a> ]
2.2	Develop initial program roadmaps for the top 10 programs in each area of interest (90 programs total; two versions per program – FT/PT)	By April 2019	Clarify Program Paths project leads	n/a	At Scale	[ <a href="#">Clarify Program Paths (2018-19) Appendix B</a> ]
2.3	Submit web site content for top 10 program roadmaps in each area of interest	Upon adoption (est. May 2019)	Clarify Program Paths project leads	n/a	At Scale	[ <a href="#">Clarify Program Paths Rec. #2</a> ]
2.4	Post roadmaps on the new college web site with appropriate organization for easy navigation	Summer 2019	Public Information Officer or designee	n/a	<b>At scale</b>	[ <a href="#">Clarify Program Paths Rec. #2</a> ]
2.5	Publicize initial program roadmaps to employees to inform of availability, intended use, and next steps	Early Fall 2019	Clarify Program Paths project leads	n/a	<b>At scale</b>	Additional publicity will take place when move away from PDF maps occurs
2.6	Continue building out initial program roadmaps for the remaining programs (approx. 210 programs; two versions per program – FT/PT)	By Spring 2020	Clarify Program Paths project leads	n/a	Planning to Scale	[ <a href="#">Clarify Program Paths Rec. #2</a> ]
2.7	Submit web site content for remaining program roadmaps in each area of interest	Upon adoption	Clarify Program Paths project leads	n/a	Planning to Scale	[ <a href="#">Clarify Program Paths Rec. #2</a> ]
2.8	Post remaining roadmaps on the new college web site with appropriate organization for easy navigation	By Summer 2020	Public Information Officer or designee	n/a	Planning to Scale	[ <a href="#">Clarify Program Paths Rec. #2</a> ]

Cross-References: [#1 - Areas of Interest](#)

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## 3. PROGRAM PATHS MANAGEMENT

An entity needs to be designated to assume responsibility for ongoing maintenance and assessment of areas of interest and program roadmaps. This responsibility would include updating roadmaps to reflect changes in curriculum and scheduling, managing planned rotation of default general education courses, and other related tasks.

#	Key Activity	Timeline	Title or Role	Council	Status	Notes/References
3.1	Propose committee to maintain areas of interest and program roadmaps	Mid-Fall 2018	Clarify Program Paths project leads	n/a	At Scale	[ <a href="#">Clarify Program Paths Rec. #3</a> ]
3.2	Develop requirements for technology to support ongoing maintenance of roadmaps	Mid-Fall 2018	Clarify Program Paths project leads; Dean, Planning, Research and Technology	n/a	Scaling in Progress	[ <a href="#">Clarify Program Paths Rec. #3</a> ]
3.3	Propose technology to support program roadmap creation, publication, and management	Mid-Fall 2018	Clarify Program Paths project leads; Dean, Planning, Research and Technology	n/a	At Scale	[ <a href="#">Clarify Program Paths Rec. #3</a> ]
3.4	Establish committee (pending approval of proposal)	Late Fall 2018	Academic Senate	n/a	At Scale	[ <a href="#">Clarify Program Paths Rec. #3</a> ]
3.5	Establish committee practices and structures	Spring 2019	Program Pathways Committee	n/a	At Scale	[ <a href="#">Clarify Program Paths Rec. #3</a> ]
3.6	Acquire/develop and implement technology to support program roadmap creation, publication, and management	Spring and Summer 2019*	Program Pathways Committee with IT/programming support	n/a	Scaling in Progress	*Tentative timeline as software specifications are unknown
3.7	Develop process for incorporating new programs	Spring 2019	Program Pathways Committee	n/a	Scaling in Progress	
3.8	Develop cycle and process for modifying areas of interest and program roadmaps	Spring 2019	Program Pathways Committee	n/a	Scaling in Progress	
3.9	Document all of the related systems, publications, and other areas that must be updated after each modification	Spring 2019	Program Pathways Committee	n/a	Scaling in Progress	Consider public-facing content (e.g., web site), student-facing systems, employee-facing systems, and various publications
3.10	Communicate processes to the campus	Early Fall 2019	Program Pathways Committee	n/a	Scaling in Progress	

Cross-References: [#2 – Program Roadmaps](#)

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## 4. PATHWAYS TO ARC (Outreach & Recruitment)

The Educational Pathways Action Plan was previously developed to focus outreach and recruitment efforts around ARC's four feeder high schools along with key community outreach strategies. The plan aligns with the direction of the ARC Redesign, but has not yet been implemented. One particular goal of this component is to engage 6-12<sup>th</sup> grade students in clear, well-coordinated pathways leading from secondary education to the front door of American River College.

#	Key Activity	Timeline	Title or Role	Council	Status	Notes/References
4.1	Review, and update if appropriate, the previously developed Educational Pathways Action Plan; sunset the plan	Fall 2021	Interim Dean, Outreach, FYE, and Pathway Communities	n/a	Not Systematic	Educational Pathways Action Plan created by the Pathways Task Force in early 2015
4.2	Identify any resource needs that are essential to successful implementation of the plan which includes opt out scheduling for full-time, first-time recent high school graduates	Spring 2021	AVP, Student Services, VPI, VPSS	n/a	Not Systematic	See Section on First Term Schedule Options
4.3	Implement the planned migration from the existing outreach/recruitment practices to the new Pathways to ARC model	Beginning Spring 2021 for Fall 2021 cohort	Interim Dean, Outreach, FYE, and Pathway Communities	n/a	Not Systematic	
4.4	Assess effectiveness of the pathways and related outreach/recruitment strategies	Fall 2021	Interim Dean, Outreach, FYE, and Pathway Communities; Institutional Research Office	n/a	Not Occurring	

Cross-References: [Referred to Other Processes](#)

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## 5. SIMPLIFY THE FRONT DOOR (Prospective Student Experience)

The front door of ARC must provide an inviting, easy-to-access entry point for prospective students that streamlines and cohesively connects communication and activities from the first point of contact to the new student's engagement with a pre-designed onboarding process such as Achieve at ARC.

#	Key Activity	Timeline	Title or Role	Council	Status	Notes/References
5.1	Assess the employee experience using existing business processes to serve and interact with prospective students	Spring 2019/Fall 2019/Spring 2020	PES; VPSS Office, District Front Door Design Team	n/a	Not Systematic	
5.2	Conduct one or more focus groups with Achieve at ARC participants or other recent applicants to glean further insight into the front door experience	Spring 2019	Dean, Admissions and Transition Services; Institutional Research Office	n/a	Scaling in Progress	Ongoing
5.3	Assess the prospective student experience from at least three viewpoints: <ul style="list-style-type: none"> <li>Inquiries – prospect initiates contact with college</li> <li>Outreach – college initiates contact with prospect</li> <li>Stealth applicants – no contact with college prior to application</li> </ul>	Fall 2019/Spring 2020	Dean, Admissions and Transition Services; Dean, Equity Programs and Pathways	n/a	Not Occurring	Districtwide process
5.4	Explore technologies and integration of technology to support student communication at the front door.	TBD – see note	VPSS Office; Communications, District Front Door Design Team	n/a	Not Systematic	Involves multiple groups including IEPI/PRT process; Technology workgroup; districtwide Simplify the Front Door group; Hobsons and HighPoint implementation teams
5.5	Rename/brand Steps to Success for ARC model	Fall 2019/Spring 2020	VPSS Office, District Front Door Design Team	n/a	Scaling in Progress	Districtwide process.
5.6	Identify and prioritize desired changes based on assessment and focus group input	Spring 2020	PES; VPSS Office	n/a	Not Systematic	Districtwide process
5.7	Plan and implement the desired changes	Fall 2020	VPSS Office	n/a	Not Systematic	Districtwide process

Cross-References: [#6 – Achieve at ARC Scaling](#); [#16 – Intersection with Districtwide Processes](#); [#18 – Student Communication Platform](#); see also outreach-related and communication-related items under [Referred to Other Processes](#)

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## 6. ACHIEVE AT ARC SCALING

*Achieve at ARC was launched in early Spring 2018 to provide a more cohesive onboarding experience to incoming students. During summer 2018, it is expected to serve approximately 1000 students. Scaling would enable the full new student population (approximately 3500 new students each fall plus additional students for other terms) to be served.*

#	Key Activity	Timeline	Title or Role	Council	Status	Notes/References
6.1	Develop full plan for scaling Achieve at ARC including connections to success teams, areas of interest, and other recommended features of the new student experience	By Spring 2019	Dean, Student Services -Counseling, and Transfer Services	n/a	At Scale	
6.2	Develop needs assessment tool and processes	By Fall 2021	Interim Dean, Outreach, FYE, and Pathway Communities	n/a	Planning to Scale	
6.3	Identify scalable career assessment and exploration tools and processes to support student early selection of programs of study	Fall 2022	Interim Dean, Outreach, FYE, and Pathway Communities; Dean, Student Services -Counseling and Transfer Services; Dean, Student Services - Student Support Services;	n/a	Planning to Scale	<a href="#">[Start Right, V.B]</a> ARC has subscribed to Focus2Career assessment to help achieve this goal.
6.4	Ensure financial aid assistance and financial literacy is incorporated in scaled model	Spring 2021	AVP, Student Services; Dean, Student Services – Counseling and Transfer Services; Interim Dean, Outreach, FYE, and Pathway Communities; Dean of Student Support Services	n/a	Planning to Scale	<a href="#">[Start Right, V.F]</a>
6.5	Develop process for student to explore, select, and change programs of study, and use data to inform pathway communication and activities for students	By Spring 2020	Dean, Admissions and Transition Services; Dean, Student Services -Counseling, and Transfer Services; Interim Dean, Outreach, FYE, and Pathway Communities	n/a	Not Systematic	<a href="#">[Start Right, XIII.B]</a>
6.6	Work with success teams, once established, to ensure case management function is seamless from onboarding through the first term and beyond	By Spring 2022	Dean, Student Services -Counseling, and Transfer Services; Interim Dean, Outreach, FYE, and Pathway	n/a	Scaling in Progress	

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			Communities; Dean of Student Support Services			
6.7	Achieve@ARC case management implemented at full scale for all new students.	Spring 2020 (for Fall 2020 students)	Dean, Student Services -Counseling, and Transfer Services; Interim Dean, Outreach, FYE, and Pathway Communities	n/a	At Scale	
6.8	Leverage functionality of Hobsons/HighPoint once available	TBD – Districtwide	VPSS Office	n/a	Not Occurring (Spring 2020)	

Cross-References: [Intersection with Districtwide Processes](#)

## 7. FIRST TERM SCHEDULE OPTIONS

Schedule options would allow new students to enroll in a packaged first term schedule (either full-time or part-time version) prior to full educational planning. The student could modify course choices as desired. Opportunities would need to be provided for the student to receive guidance if the packaged schedule does not meet individual student needs.

**Phase I (before roadmaps):** Basic schedule with math, English, and introductory general education course(s)

#	Key Activity	Timeline	Title or Role	Council	Status	Notes/References
7.1	Define parameters for creating first term schedule options <ul style="list-style-type: none"> <li>- student population which would be offered packaged schedules (e.g., new students with no prior units who are seeking a degree or transfer)</li> <li>- excluded program maps for alignment purposes (e.g., certificate programs)</li> <li>- full-time/part-time unit range</li> <li>- desired number of packaged schedules (e.g., one FT/PT per area of interest + undecided option)</li> </ul>	Fall 2020	Dean, Student Services - Counseling, and Transfer Services; VPI Office; Interim Dean, Outreach, FYE, and Pathway Communities; AVPs of Instruction	n/a	Planning to Scale	<a href="#">[Start Right V.A.]</a>
7.2	Develop enrollment forecasting model for packaged courses (and ideally sections) that considers historical trends, enrollment patterns, likely variations due to adoption of areas of interest/program roadmaps, multiple points of entry during the term, guaranteed courses, which students will use packaged schedules, etc.	By Spring 2021	VPI, AVPs, all deans, VPSS	n/a	Planning to Scale	While the ELSS is a possibility, it may not be able to handle this type of projection due to lack of data about certain criteria and assumptions unique to the redesign

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7.3	Work with Outreach and Achieve at ARC to plan/map delivery method(s), timing, and technology to provide students with the first term schedule options	By Spring 2021	Deans of Student Services, VPSS, Outreach, and Achieve Center	n/a	Planning to Scale	
7.4	Develop <u>Phase I</u> packaged first term schedules based on previously defined parameters	By Summer 2021	VPI, VPSS, AVPs, Deans	n/a	Planning to Scale	Include math, English, and general education course(s)
7.5	Run enrollment demand projections for packaged courses that consider both historical trends, likely variations due to adoption of areas of interest/program roadmaps, and multiple points of entry during the term	Late Summer/Early Fall 2021	VPSS, VPI, Research, Dean of Admissions, AVPs	n/a	Planning to Scale	
7.6	Commit to scheduling practices with sufficient FTE to guarantee available sections to meet projected demand of students using Phase I packaged schedules	Fall 2021	VPI, AVPs, Deans of Instruction	n/a	Planning to Scale	<a href="#">[Start Right V.A.1.d]</a>
7.7	Launch to incoming students via Achieve at ARC	Spring 2021 (for Fall 2021)	VPSS, Deans of Student Services, Outreach	n/a	Planning to Scale	
7.8	Capture feedback to assess unanticipated barriers and/or need for refinement <ul style="list-style-type: none"> <li>- <i>Feedback from students during pre-term experience</i></li> <li>- <i>Feedback from counselors/enrollment services</i></li> <li>- <i>Feedback from schedulers/instructional administrators/instructional faculty</i></li> </ul>	Spring 2022	Research	n/a	Not Occurring	

**Phase II (after roadmaps):** Determine packaged courses based on the full set of program roadmaps

#	Key Activity	Timeline	Title or Role	Council	Status	Notes/References
7.9	Consider feedback from Phase I and determine any desired modifications	Spring 2022	VPI, VPSS, AVPs, Deans	n/a	Not Occurring	
7.10	Refine the enrollment projection model to incorporate any relevant modifications	By Spring 2023	VPI, VPSS, AVPs	n/a	Not Occurring	
7.11	Develop <u>Phase II</u> packaged first term schedules based on previously defined parameters and aligned with program roadmaps as appropriate	By Spring 2023	VPI, AVPs, VPSS, Deans, Clarify Program Paths	n/a	Not Occurring	<a href="#">[Start Right, V.A]</a> The full set of roadmaps are expected by Spring 2020.

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<b>7.12</b>	Run enrollment demand projections for expected courses that consider both historical trends, likely variations due to adoption of areas of interest/program roadmaps, and multiple points of entry during the term	Late Summer/Early Fall 2022	Research	n/a	Not Occurring	
<b>7.13</b>	Commit to scheduling practices with sufficient FTE to guarantee available sections to meet projected demand of students using Phase II packaged first term schedules	Fall 2022	VPI, AVPs, Deans of Instruction	n/a	Not Occurring	<a href="#">[Start Right V.A.1.d)</a>
<b>7.14</b>	Launch to incoming students via Achieve at ARC	Spring 2023 (for Fall 2023)	VPSS, Deans of Student Services, Outreach	n/a	Not Occurring	
<b>7.15</b>	Capture feedback to assess unanticipated barriers and/or need for refinement	Summer 2023	Research	n/a	Not Occurring	
<b>7.16</b>	Refine packaged schedules as needed based on feedback	Fall 2023	VPS, VPSS, AVPs, Deans, Research	n/a	Not Occurring	

Cross-References: [#2 – Program Roadmaps](#); [#6 – Achieve at ARC Scaling](#); [#23 – ELSS](#); [Related Project Work](#)

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## 8. PATHWAY COMMUNITIES (Ongoing Connection)

Pathway communities would be structured around areas of interest and provide an ongoing connection from first term throughout the student's program. They focus on academic, program- and career-specific information as well as events and communications relevant to all students in the area of interest. Within Pathway Communities, Success Teams would provide initial and ongoing support including case management and wrap-around services. Success teams would be the vehicle for the case management function as students transition from Achieve at ARC to aligned Pathway Communities. The pre-term experience is an extended orientation that would take place over multiple days. It is likely to involve areas of interest, opportunity to modify packaged courses in first term schedule options, success teams, and pathway communities. The existing GPS structure needs to be assessed for potential restructuring or consolidation with the scaled Achieve at ARC and pre-term experience to avoid unnecessary duplication.

#	Key Activity	Timeline	Title or Role	Council	Status	Notes/References
8.1	Develop the use of pathway communities as the primary vehicle for providing academic, program- and career-specific information to current students	Fall 2019	VPI Office; VPSS; Interim Dean, Outreach, FYE, and Pathway Communities	n/a	At Scale	<a href="#">[IPaSS VIII]</a>
8.2	Develop and adopt the standard practices for activities and/or outcomes required of all pathway communities	Fall 2019	PES	n/a	At Scale	These are the minimum thresholds expected of any pathway community
8.3	Revisit areas of interest from an operational perspective to determine whether adjustments or consolidation are needed for better facilitation of the student experience	Fall 2020	PES	n/a	Scaling in Progress	
8.4	Determine the mechanism for attaching a student to a pathway community once an area of interest is declared	By Fall 2020	VPI Office; Interim Dean, Outreach, FYE, and Pathway Communities, VPSS, PES	n/a	At Scale	Data may come from the process for selecting an area of interest contained in the Achieve at ARC scaling timeline
<b>Success Teams (1st Term &amp; Ongoing Support)</b>						
8.5	Clarify roles of the primary administrator and Student Success Council related to success teams	Fall 2019	President's Executive Staff, SSC Chairs	n/a	Scaling in Progress	<a href="#">[Start Right III.B]</a> – referred to as gateways]
8.6	Develop and adopt criteria that defines the attributes required of all success teams	Fall 2018	Interim Dean, Outreach, FYE, and Pathway Communities, VPSS	n/a	At Scale	<a href="#">[Start Right III.A]</a> ; these are “must have” components to be considered a success team
8.7	Implement tools needed to assign students to success teams and to monitor services provided.	Fall 2020	Interim Dean, Outreach, FYE, and Pathway Communities, AVP, VPSS, AVPI	n/a	Planning to Scale	Starfish was implemented in Fall 2020

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<b>8.8</b>	Develop and implement a case management model and identify appropriate staffing.	Fall 2018	Dean, Student Services -Counseling, and Transfer Services	n/a	At Scale	
<b>8.9</b>	Provide continued training to success team members to support student success outcomes	Fall 2018 and ongoing	President's Executive Staff or designee	n/a	Scaling in Progress	
<b>8.10</b>	Develop and implement standard practices for activities and/or objectives required of all success teams	By Spring 2021	Interim Dean, Outreach, FYE, and Pathway Communities, PES	n/a	Planning to Scale	These are minimum thresholds expected of any success team
<b>8.11</b>	Establish the process for creating new success teams with an intentional focus (e.g., mandated groups)	By Fall 2021	Interim Dean, Outreach, FYE, and Pathway Communities, VPSS	n/a	Planning to Scale	<a href="#">[Start Right XII.C-XII.N]</a>
<b>8.12</b>	Evaluate existing entities and determine the needed resources to bring student success teams to scale	Summer 2021	VPSS Office	n/a	Scaling in Progress	
<b>8.1</b>	Determine how existing learning communities could be incorporated into the framework of a success team as a complementary support	By Summer 2021	VPSS, VPI	n/a	Planning to Scale	
<b>8.14</b>	Determine process by which students connect to a success team and who may be served by another program to streamline services and support.	By Fall 2021	Interim Dean, Outreach, FYE, and Pathway Communities; Dean, Student Services, Counseling, and Transfer Services, VPSS	n/a	Planning to Scale	
<b>8.15</b>	Allocate resources to allow setup and launch of any new success teams before summer 2020	By Spring 2021	President's Executive Staff of designee, VPSS Office	n/a	Scaling in Progress	
<b>8.16</b>	Fully scaled success team model becomes operational in conjunction with the pre-term experience	Summer 2021	Interim Dean, Outreach, FYE, and Pathway Communities; Dean, Student Services - Counseling, and Transfer Services; Dean, Student Services – Student Support Services, VPSS	n/a	Planning to Scale	
<b>8.17</b>	<b>Pre-Term Experience (Extended Orientation)</b>					
<b>8.18</b>	Assess and utilize what was learned from the Summer 2018 extended orientation to fully design a pre-term experience and potentially an alternative experience for late-start students	Fall 2018	Dean, Equity Programs and Pathways, VPSS	n/a	Scaling in Progress	<a href="#">[Start Right XI]</a>

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<b>8.19</b>	Coordinate with Achieve at ARC, Success Teams, Pathway Communities, Financial Aid, CDC, and others as needed to refine the design	Early Spring 2021	Interim Dean, Outreach, FYE, and Pathway Communities, VPSS	n/a	Planning to Scale	
<b>8.20</b>	Determine a process for students to identify their programs of study and first semester course options.	Spring 2021 for Fall 2021	Interim Dean, Outreach, FYE, and Pathway Communities, VPSS; VPI	n/a	Not Systematic	
<b>8.21</b>	Schedule experiences for the Fall 2020 semester (pre-term events beginning in summer)	Fall 2019	Interim Dean, Outreach, FYE, and Pathway Communities, VPSS	n/a	Planning to Scale	
<b>8.22</b>	Advertise pre-term experience opportunities to students	Spring 2021	Interim Dean, Outreach, FYE, and Pathway Communities, VPSS	n/a	Planning to Scale	
<b>8.23</b>	Conduct first set of experiences and collect feedback from those involved	Summer 2021	Interim Dean, Outreach, FYE, and Pathway Communities, Research	n/a	Planning to Scale	
<b>8.24</b>	Refine experience as needed	Fall 2021	Interim Dean, Outreach, FYE, and Pathway Communities, VPSS	n/a	Planning to Scale	
<b>Get Connected (formerly GPS)</b>						
<b>8.25</b>	Assess the existing GPS structure considering the plan for the overall redesigned experience (Note: GPS sessions concluded in July and in August 2018. Get Connected sessions were first offered in August and will begin in November/December for students who start ARC in Spring 2019.)	Fall 2018	Interim Dean, Outreach, FYE, and Pathway Communities, VPSS	n/a	Scaling in Progress	<a href="#">[Start Right, V.E]</a>
<b>8.26</b>	Continue to explore the best way to connect with students to provide them with an overview of ARC resources and support and to offer students direction when it comes to course planning.	By Fall 2019	Interim Dean, Outreach, FYE, and Pathway Communities, VPSS	n/a	Scaling in Progress	
<b>8.27</b>	Consider, refine, and adopt a proposed approach	Fall 2019	Interim Dean, Outreach, FYE, and Pathway Communities; Dean, Student Services – Counseling and Transfer Services; Dean, Student Services – Student Support Services, VPSS	n/a	Scaling in Progress	
<b>Pathway Community Launch</b>						

## IMPLEMENTATION SUMMARY

<b>8.29</b>	Establish standard process across all pathway communities for moving students based on changes in area of interest	By Spring 2020	PES	n/a	Planning to Scale	
<b>8.30</b>	Allocate resources to allow setup and launch of pathway communities by Summer 2020	By Spring 2020	President's Executive Staff or designee	n/a	Scaling in Progress	
<b>8.31</b>	Train employees who will serve a role in facilitating pathway communities	By Spring 2020	VPSS, VPI, Deans of Student Services	n/a	Planning to Scale	
<b>8.32</b>	Plan and implement pathway presence (e.g., social media presence)	By Summer 2020	PIO	n/a	Scaling in progress	
<b>8.33</b>	Launch pathway communities to students	Summer 2020	PES, Outreach, Deans of Student Services	n/a	At Scale	Likely to be introduced at the pre-term experience

Cross-References: [#1 - Areas of Interest](#); [#6 – Achieve at ARC Scaling](#);

## 9. PEER MENTORING

*There is an interest in developing a peer mentoring program utilizing students who have previously participated in the Achieve at ARC experience.*

#	Key Activity	Timeline	Title or Role	Council	Status	Notes/References
<b>9.1</b>	Fully develop a plan for the peer mentoring program and how it integrates with other redesign components	By Spring 2021	Interim Dean, Outreach, FYE, and Pathway Communities, VPSS	n/a	Not Systematic	<a href="#">[IPaSS V]</a>
<b>9.2</b>	Request program budget	Spring 2021	VP, Student Services; Interim Dean, Outreach, FYE, and Pathway Communities	n/a	Not Systematic	
<b>9.3</b>	Develop a peer mentor training program	Spring 2021	Interim Dean, Outreach, FYE, and Pathway Communities, VPSS	n/a	Not Systematic	
<b>9.4</b>	Recruit, select, and train initial group of mentors	Spring 2021	Interim Dean, Outreach, FYE, and Pathway Communities	n/a	Not Systematic	
<b>9.5</b>	Allocate resources to allow setup and launch of the peer mentor program by Summer 2019	Summer 2021	Interim Dean, Outreach, FYE, and Pathway Communities	n/a	Not Systematic	
<b>9.6</b>	Launch peer mentoring	Summer 2021	Interim Dean, Outreach, FYE, and Pathway Communities	n/a	Not Systematic	

# IMPLEMENTATION SUMMARY

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Cross-References:

# IMPLEMENTATION SUMMARY

## 10. PHYSICAL ACCESS AND NAVIGATION: WAYFINDING

An effort is currently underway to improve campus navigation through the use of zones, signage, and other strategies.

#	Key Activity	Timeline	Title or Role	Council	Status	Notes/References
10.1	Clarify the organizational format (see question below) and make adjustments to the conceptual design if needed	Fall 2018	Director, Administrative Services	Operations Council	Scaling in progress	
10.2	Vet the conceptual design through constituency groups	Fall 2018	Director, Administrative Services	Operations Council	Scaling in progress	
10.3	Make adjustments as needed and finalize conceptual design	Fall 2018	Director, Administrative Services	Operations Council	Scaling in progress	<a href="#">[Start Right, V.G]</a>
10.4	Consider, recommend, and adopt conceptual design	Fall 2018	Director, Administrative Services	Operations Council	Scaling in progress	
10.5	Publicize the plan to the campus in preparation for major changes	Spring 2019	Director, Administrative Services	Operations Council	Scaling in progress	
10.6	Contract with vendors as needed to create signage, banners, and other materials	Spring 2019	Director, Administrative Services	Operations Council	Scaling in progress	
10.7	Develop any technology-mediated components (QR codes, etc.)	Spring 2019	Director, Administrative Services	Operations Council	Scaling in progress	
10.8	Create new campus maps for use on the web site and in publications	Spring 2019	Director, Administrative Services	Operations Council	Scaling in progress	
10.9	Install new signage, banners, and other materials; make other changes as planned	Summer 2019/Fall 2019	Director, Administrative Services	Operations Council	Scaling in progress	
10.10	Acquire new photos of the campus	Fall 2019	Director, Administrative Services	Operations Council	Scaling in progress	
10.11	Update the web site and other publications with new images, maps, and descriptions	Fall 2019	Director, Administrative Services	Operations Council	Scaling in progress	
10.12	Evaluate effectiveness of wayfinding improvements and refine as needed	By end of Fall 2019	Director, Administrative Services	Operations Council	Scaling in progress	

Cross-References: [#24 - Facilities Master Plan](#)

# IMPLEMENTATION SUMMARY

## 11. PHYSICAL ACCESS AND NAVIGATION: WELCOME & SUPPORT CENTER

*Most onboarding services are being moved to a centralized location to create a welcome center for new students.*

#	Key Activity	Timeline	Title or Role	Council	Status	Notes/References
11.1	Consolidate most student services in a centralized location for onboarding	Summer 2019	VPSS, Deans of Student Services	n/a	Scaling in Progress	<a href="#">[Start Right, V.G]</a>
11.2	Consider renaming or rebranding areas within the centralized location	Spring/Fall 2019	VPSS, Dean of Admissions, Dean of Student Support Services, BSO, VPA	n/a	At Scale	<a href="#">[Start Right, V.G]</a>
11.3	Make adjustments as needed to business processes and staffing in order to facilitate a one-stop model	TBD	VPSS, Deans of Student Services	n/a	Scaling in Progress	
11.4	Update website, publications, and other materials to reference the Welcome Center and any renamed areas	Spring/Fall 2019/Ongoing	VPSS, Dean of Student Services	n/a	At Scale	
11.5	Communicate the changes to employees with clear directions on how to guide new students	Summer/Fall 2019/Ongoing	VPSS, PIO	n/a	At Scale	

Cross-References: [#24 – Facilities Master Plan](#); [#20 - Pre-Implementation Work](#); [#10 - Physical Access and Navigation \(Wayfinding\)](#)

# IMPLEMENTATION SUMMARY

## 12. FIRST TERM EXPERIENCE (FYE COURSE)

A first term seminar course has been proposed to facilitate retention through community building, academic success strategies, personal development, and other methods. The course could also provide a way to reinforce connections to case management teams (Success Teams) and related supports.

#	Key Activity	Timeline	Title or Role	Council	Status	Notes/References
12.1	Further explore alternate models offered at other colleges, including those outside of California, to better understand options. In reviewing models, two questions to explore are: <ul style="list-style-type: none"> <li>- <i>How is the course or non-course experience designed?</i></li> <li>- <i>What is the intended purpose of the course or non-course experience?</i></li> </ul>	Spring 2021	Resource Panel via the Student Success Council	SSC	Planning to Scale	<a href="#">[Start Right XII.A; IPaSS VI]</a>
12.2	Based on exploration, submit a proposal to the Student Success Council that briefly summarizes the models reviewed; recommends an existing or modified model; and indicates next steps necessary for implementation including an estimated timeline.	By Fall2022	Resource Panel via the Student Success Council	SSC	Planning to Scale	
12.3	Implement the model (steps TBD)	TBD pending proposal		n/a	[select status]	

Cross-References: #8 - Pathways Communities

## IMPLEMENTATION SUMMARY

### 13. ALTERNATE EXPERIENCE(S) – “NOT NEW” STUDENT

Students who are not considered new to college (such as transfer, re-entry/returning, former advanced education, and others) and need alternate experiences if they are not expected to be directed to and/or served by Achieve at ARC.

#	Key Activity	Timeline	Title or Role	Council	Status	Notes/References
13.1	Identify groups of incoming students who would not be served by Achieve at ARC or other new student structures	Fall 2021	Interim Dean, Outreach, FYE, and Pathway Communities, VPSS	n/a	Not Systematic	
13.2	Identify any existing services or onboarding methods used by these students that will be eliminated as a result of the redesign	Fall 2021	Interim Dean, Outreach, FYE, and Pathway Communities, VPSS	n/a	Not Systematic	
13.3	Design one or more alternate experiences tailored to these student groups. Where possible, integrate with other redesign components such as pathway communities	Spring 2022	Interim Dean, Outreach, FYE, and Pathway Communities; Dean, Student Services -Counseling, and Transfer Services; Dean, Student Services – Student Support Services, VPSS	n/a	Not Occurring	
13.4	Determine the method to identify these students and invite them into the appropriate experience	Spring 2022	Interim Dean, Outreach, FYE, and Pathway Communities; Dean, Student Services -Counseling, and Transfer Services; Dean, Student Services – Student Support Services, VPSS	n/a	Not Occurring	
13.5	Implement structure necessary to run the proposed experience	Late Spring 2022	Interim Dean, Outreach, FYE, and Pathway Communities; Dean, Student Services -Counseling, and Transfer Services; Dean, Student Services – Student Support Services, VPSS	n/a	Not Occurring	
13.6	Train those involved in conducting the experience	Early Summer 2022	Interim Dean, Outreach, FYE, and Pathway Communities; Dean, Student Services -Counseling, and Transfer Services; Dean, Student	n/a	Not Occurring	

## IMPLEMENTATION SUMMARY

			Services – Student Support Services			
13.7	Launch alternate experience for students	Summer 2022	Interim Dean, Outreach, FYE, and Pathway Communities, VPSS	n/a	Not Occurring	

Cross-References: [#6 – Achieve at ARC Scaling](#); #8 - Pathways Communities

### 14. TRANSITION SERVICES (Transfer and Career)

*As students near completion of their chosen pathway, it is necessary to close the gap between ARC and the next stage of their journey. Transition services serve as the bridge to ensure ARC students successfully connect with an employer or continue their education at a university.*

#	Key Activity	Timeline	Title or Role	Council	Status	Notes/References
14.1	Assess existing transfer and career services in light of the Redesign and determine opportunities to better serve students as they move beyond ARC	Fall 2020	Dean, Student Services -Counseling, and Transfer Services; Dean, Student Services – Student Support Services, VPSS	n/a	Not Systematic	
14.2	Consider how to expand services based on the role of the newly hired job placement coordinator	Fall 2019	?????	n/a	Not Systematic	
14.3	Consider potential ways to leverage Pathway Communities for early and continued connection to career possibilities	Fall 2020	Dean, Student Services -Counseling, and Transfer Services	n/a	Planning to Scale	
14.4	Determine desired strategies for improvement and prioritize into a tentative timeline	Spring 2021	VP, Student Services	n/a	Not Systematic	
14.5	Identify any resource needs that are essential to successful implementation of the planned strategies	Spring 2021	VP, Student Services	n/a	Not Systematic	
14.6	Implement the desired changes	Fall 2021	VP, Student Services	n/a	Not Occurring	
14.7	Evaluate effectiveness of the strategies and refine as needed	Fall 2022	VP, Student Services	n/a	Not Occuring	

Cross-References: #8 - Pathways Communities

## IMPLEMENTATION SUMMARY

### 15. EVALUATION PLAN: EFFICACY OF REDESIGN IMPLEMENTATION

All three reports expressed an interest in assessing components of the redesign implementation. As students will experience the fully redesigned model, the evaluation plan could be designed to assess the effectiveness of the overall implementation.

#	Key Activity	Timeline	Title or Role	Council	Status	Notes/References
15.1	Identify questions that need to be answered through the assessment process (desired areas of assessment)	Spring 2021	Institutional Research Office	n/a	Not occurring	
15.2	Draft an assessment plan which addresses the intent of the Student Success Council	Fall 2021	Institutional Research Office	n/a	Not occurring	See <a href="#">Clarify Program Paths</a> , <a href="#">Start Right</a> , and <a href="#">IPASS</a> reports for considerations
15.3	Consider, refine, and adopt the assessment plan	Fall 2021	Institutional Research Office	n/a	Not occurring	
15.4	Conduct assessment based on the plan, analyze data, and compile the results	TBD based on plan	Institutional Research Office	n/a	Not occurring	
15.5	Consider results and recommendations for improvement	By Spring 2022	Institutional Research Office	n/a	Not occurring	

Cross-References:

## IMPLEMENTATION SUMMARY

### 16. INTERSECTION WITH DISTRICTWIDE PROCESSES

The following items were recommended but are dependent on the timing and outcome of districtwide processes and/or include an intersection of district and college processes.

#	Key Activity	Timeline	Title or Role	Council	Status	Notes/References
16.1	Explore splitting summer/fall enrollment periods	Spring 2020	VPI/VPSS	n/a	At Scale	<a href="#">[Start Right, X.A]</a> This happened in April-June 2020 because of the Covid pandemic and its impacts
16.2	Acquire and implement a student experience lifecycle solution – Hobsons/HighPoint	TBD – Districtwide		n/a	[select status]	<a href="#">[IPaSS IV, VI, IX; Start Right VI.B]</a>
16.3	Explore adding transaction confirmations to college systems (e.g., registration confirmation)	TBD – Districtwide		n/a	[select status]	<a href="#">[IPaSS IX, p. 33]</a>
16.4	Explore assigning students an email address based on their name rather than student ID	TBD – Districtwide		n/a	[select status]	<a href="#">[IPaSS IX, p. 33]</a>
16.5	Explore development of a student portal	TBD – Districtwide		n/a	[select status]	<a href="#">[Start Right p. 12, IPaSS p. 29-31]</a>
16.6	Automate <u>student-facing</u> business processes	TBD		n/a	[select status]	Timeline contingent upon identification of business processes and assessment

Cross-References: TBD - implications are likely to exist across most other areas due to the breadth of intersections

## IMPLEMENTATION SUMMARY

### 17. SUPPORTING TECHNOLOGIES: GENERAL EDUCATION SEARCH TOOL

*There is an interest in adding a general education course search tool to the college web site to allow students to search for courses by criteria such as general education pattern, CSU/UC transferability, requirements at transfer institutions, themes, interests, and life/career competencies.*

#	Key Activity	Timeline	Title or Role	Council	Status	Notes/References
17.1	Define requirements and desired features	Fall 2018	New committee TBD	n/a	[select status]	[ <a href="#">Clarify Program Paths, Rec. #4</a> ]
17.2	Conduct technical assessment	Early Spring 2019	Information Technology	n/a	Not occurring	
17.3	Design, develop, and test new search tool	By Fall 2019*	Information Technology	n/a	Not occurring	*tentative timeline pending technical assessment
17.4	Incorporate into college web site	September 2019	Information Technology, Public Information Officer	n/a	Not occurring	
17.5	Launch search tool to students and communicate availability to employees	October 2019	Information Technology, Public Information Officer	n/a	Not occurring	
17.6	Assess and refine tool based on user feedback	Spring 2020	Information Technology, Public Information Officer	n/a	Not occurring	

Cross-References:

## IMPLEMENTATION SUMMARY

### 18. SUPPORTING TECHNOLOGIES: STUDENT COMMUNICATIONS PLATFORM

There were multiple recommendations related to communications which are likely to require short-term and long-term approaches beyond implementation of Hobsons/HighPoint.

#	Key Activity	Timeline	Title or Role	Council	Status	Notes/References
18.1	Define <b>short-term</b> requirements and desired features that are immediately needed to supplement Canvas prior to scaling of Achieve at ARC, success teams, and pathway communities	Fall 2018		n/a	[select status]	Districtwide Process for all of these activities. Refer to Starfish Connect efforts
18.2	Identify <b>short-term</b> solutions that can be quickly implemented with minimal commitment to address defined needs	Spring 2019		n/a	[select status]	
18.3	Implement <b>short-term</b> solutions phased to be available as needed by various components	Summer and Fall 2019		n/a	[select status]	
18.4	Assess <b>long-term</b> communications technology needs in light of available information on anticipated Hobsons/HighPoint functionality	TBD		n/a	[select status]	<a href="#">[Start Right VI.B, VI.C, XIII.F]</a>
18.5	Recommend a technology master plan that identifies all technologies needed to create a well-integrated communications platform	TBD		n/a	[select status]	
18.6	Based on the draft plan, recommend a structure for developing and managing student communications incorporating all available technologies	TBD		n/a	[select status]	<a href="#">[IPaSS IX, p. 32-33 and 42]</a>
18.7	Consider, refine, and adopt the technology master plan	TBD		n/a	[select status]	
18.8	Consider, refine, and allocate resources to the communication structure recommended by the Student Success Council	TBD	President's Executive Staff or designee	n/a	[select status]	

Cross-References: [#6 – Achieve at ARC Scaling](#); [#8 - Pathways Communities](#); [#26 – Integrated Planning Improvement](#); possibly others TBD

## IMPLEMENTATION SUMMARY

### 19. SUPPORTING TECHNOLOGIES: ALERT AND PROGRESS REPORTING

*An effective, technology-enabled early alert and progress reporting system is needed to enable proactive and/or responsive intervention based on analytics, employee observation, and/or student self-reporting.*

#	Key Activity	Timeline	Title or Role	Council	Status	Notes/References
19.1	Identify and/or refine desired functionality and features for early alert, progress reporting, and related coaching/nudges based on predictive analytics or rule-based triggers	Fall 2018		n/a	[select status]	[IPaSS, p. 16, et al.] Refer to District wide process for Starfish early alert.
19.2	Assess and determine which desirable features and functionality will potentially be met by Hobsons Early Alert; identify any gaps	Spring 2019		n/a	[select status]	
19.3	Identify options for meeting gaps (e.g., commercially-available products or estimate of work involved with in-house development)	Summer 2019		n/a	[select status]	
19.4	Consider options and recommend solution to supplement or be used in lieu of Hobsons (if needed)	Fall 2019		n/a	[select status]	
19.5	Acquire and/or develop the identified solution(s)	Spring 2019		n/a	[select status]	
19.6	Implement and train employees on the new solution(s)	Fall 2020/Spring 2021	AVPSS	n/a	[select status]	
19.7	Launch the new solution(s)	Fall 2020	AVPSS; District	n/a	[select status]	

Cross-References: [#6 – Achieve at ARC Scaling](#); [#8 - Pathway Communities](#)

# IMPLEMENTATION SUMMARY

## 20. PRE-IMPLEMENTATION WORK

The following items are necessary steps to facilitate and/or connect the previous components.

#	Key Activity	Timeline	Title or Role	Council	Status	Notes/References
20.1	Map and/or diagram how the various components connect together into a holistic student experience	Early Fall 2018		n/a	Planning to Scale	May need separate maps for new students and other student types
20.2	Establish methods for monitoring and coordination of the various inter-related components of the plan	Early Fall 2018		n/a	Planning to Scale	
20.3	Identify leads for each component of the implementation that is not assigned to an existing project team or other entity	Early Fall 2018		n/a	Planning to Scale	
20.4	Assess and allocate staffing, facilities, and/or other resources needed to accomplish the implementation plan	Ongoing		n/a	Planning to Scale	<a href="#">Clarify Program Paths</a> , <a href="#">IPaSS</a> , and <a href="#">Start Right</a> reports reference resource needs
20.5	Assign responsibility for holistically assessing the changes needed to employee roles, job functions, and job descriptions across the redesigned student services model	Fall 2018		n/a	Planning to Scale	<a href="#">[IPaSS, p. 17, et al.]</a>
20.6	Communicate the “big picture” plan to the campus	Fall 2018		n/a	Planning to Scale	
20.7	Develop a comprehensive training plan that encompasses all aspects of the redesign and allows training to be staged with the launch cycle	Fall 2018		n/a	Planning to Scale	
20.8	Assign responsibility to someone to provide regular campus updates on redesign implementation	Fall 2018		n/a	Planning to Scale	<a href="#">[IPaSS XII]</a>
20.9	Document the case management model including its purpose, structure, features, and intended benefits	Fall 2018 (first draft)		n/a	Planning to Scale	
20.10	Conduct business process analysis across student services to assess potential to automate manual tasks	Fall 2018 and ongoing		n/a	Planning to Scale	<a href="#">[IPaSS IV, p.17]</a>
20.11	Determine potential viability of structures such as a first-year instruction and support community of practice based on expected staffing structure and other available interaction mechanisms	By Fall 2019		n/a	Planning to Scale	<a href="#">[IPaSS VII, p. 23-25; IPaSS XII, p. 39]</a>

# IMPLEMENTATION SUMMARY

Cross-References: Prerequisite to all previous sections (1-22)

## 21. GOVERNANCE REDESIGN

### Governance Framework

#	Key Activity	Timeline	Title or Role	Council	Status	Notes/References
21.1	Convene Task Force	2016-17	College President; Dean, Planning, Research, and Technology	n/a	At scale	
21.2	Develop and adopt Framework	October 2017	Task Force	n/a	At scale	
21.3	Develop operational procedures and systems	Spring 2018	Dean, Planning, Research, and Technology; designated faculty member	n/a	At scale	
21.4	Adopt facilitative leadership and project management techniques	Spring 2018	Executive Leadership Team	ELT	At scale	
21.5	Operationalize framework through training, communication, and other tactics	2018-19	Dean, Planning, Research, and Technology; designated faculty member	IEC	At scale	
21.6	Institutionalize governance structure with staffing allocation and process refinement	2019-20	Dean, Planning, Research, and Technology	IEC	At scale	

Cross-References:

# IMPLEMENTATION SUMMARY

## 22. PROJECT RECOMMENDATIONS (2018-19): ARC ONLINE 2.0

### ARC Distance Education Plan (2019-2025)

#	Recommendation	Timeline	Title or Role	Council	Status	Notes/References
<b>Online Course Scheduling</b>						
22.1a	Utilize <a href="#">the top five online program pathways for year one as identified by Team 2</a> to develop the foundation for the initial online offerings of the Virtual Education Center	Begin Spring 2021	VPI and AVP's	SSC	Scaling in Progress	
22.1b	Provide an initial assignment of FTE specifically to the Virtual Education Center for the purposes of developing and offering the courses for the top five programs	Begin Summer 2021	VPI and AVP's	SSC	Scaling in Progress	
22.1c	Use data (e.g., Ad Astra and education plans) to determine if additional FTE allocation should be considered	Begin Summer 2021	VPI and AVP's	SSC	Not Occuring	Dependent on data availability
22.1d	Create a three-year project timeline for Virtual Education Center programs to include both existing programs and those to be developed	Begin Fall 2021	VPI and AVP's	SSC	Scaling in Progress	
22.1e	Investigate and integrate accelerated learning options to provide timely completion	Begin Fall 2021	VPI and AVP's	SSC	Scaling in Progress	
<b>Online Pathways – Existing Programs</b>						
22.2a	Identify programs by percentage of core courses offered online to establish a threshold percentage for fully online offering potential	Begin Spring 2021	VPI and AVP's	SSC	Scaling in Progress	
22.2b	Identify online GE courses	Begin Spring 2021	VPI and AVP's	SSC	Scaling in Progress	
22.2c	Utilize existing department-approved modality-neutral program maps, identify courses offered online and those which are not currently being offered online—including GE	Begin Fall 2021	VPI and AVP's	SSC	Scaling in Progress	
22.2d	Create fully online program maps which are approved, shared, and advertised	Begin Fall 2021	VPI and AVP's	SSC	Scaling in Progress	
22.2e	Create an ongoing process to regularly develop and review online program pathways	Begin Fall 2021	VPI and AVP's	SSC	Scaling in Progress	

# IMPLEMENTATION SUMMARY

<b>22.2f</b>	Recommend that the Program Pathways Committee includes American River College online faculty members	Fall 2020	VPI	SSC	Not Occuring	
<b>New Program Development</b>						
<b>22.3a</b>	Develop a DE focused cyclical mechanism for addressing course and program planning to include improvement, modification, elimination, and additions that align with student and market demand	Begin Spring 2021	VPI and AVP's	SSC	Not Occuring	
<b>22.3b</b>	Develop and offer blueprint templates to aid in the creation of "plug and go" course offerings to encourage rapid development	Begin Spring 2021	VPI and AVP's	SSC	Scaling in Progress	
<b>22.3c</b>	Investigate and apply Online Competency-Based Education (CBE)	Begin Fall 2021	VPI and AVP's	SSC	Not Occuring	
<b>22.3d</b>	Identify and secure FTE for new course offerings	Begin Fall 2021	VPI and AVP's	SSC	Scaling in Progress	
<b>22.3e</b>	Monitor and analyze the user experience to inform program improvement	Begin Fall 2021	VPI and AVP's	SSC	Not systematic	
<b>Online Services</b>						
<b>22.4a</b>	Redesign paper-based processes to be inclusive of electronic processes	Begin Spring 2021	Interim Dean, Outreach, FYE, and Pathway CommunitiesDean, Student Services – Counseling and Transfer Services; Dean, Student Services –Student Support Services, VPSS	SSC	Scaling in Progress	
<b>22.4b</b>	Improve online communication and access to timely information <ul style="list-style-type: none"> <li>● College website</li> <li>● Success Team (case management)</li> <li>● Text messaging</li> <li>● Online chat</li> <li>● CCCApply data</li> </ul>	Begin Spring 2021; timeline varies by item	Interim Dean, Outreach, FYE, and Pathway CommunitiesDean, Student Services – Counseling and Transfer Services; Dean, Student Services –Student Support Services, VPSS	SSC	Scaling in Progress	
<b>22.4c</b>	Address technological limitations that inhibit student support	Establish standard and determine needs in 2020-21;	Interim Dean, Outreach, FYE, and Pathway CommunitiesDean, Student Services – Counseling and Transfer Services; Dean,	SSC	Not systematic	

# IMPLEMENTATION SUMMARY

		allocate resources and implement in 2021-22	Student Services –Student Support Services, VPSS			
<b>22.4d</b>	Bring initial online counseling efforts to scale & across all student services	Establish standard and determine needs in 2020-21; allocate resources and implement in 2020-21	Dean, Student Services – Counseling and Transfer Services; Dean, Student Services –Student Support Services, VPSS	SSC	Not occurring	
<b>22.4e</b>	Offer an alternative virtual option in any American River College business practice that currently requires the student to attend an in-person meeting	Establish standard and determine needs in 2020-21; allocate resources and implement in 2021-22	Interim Dean, Outreach, FYE, and Pathway Communities; Dean, Student Services – Counseling and Transfer Services; Dean, Student Services –Student Support Services, VPSS	SSC	Not systematic	
<b>22.4f</b>	Explore how Los Rios/American River College might extend more support to online students outside of normal business hours	Fall 2020and ongoing	Interim Dean, Outreach, FYE, and Pathway Communities; Dean, Student Services – Counseling and Transfer Services; Dean, Student Services –Student Support Services, VPSS	SSC	Not systematic	
<b>22.4g</b>	Explore how technology might be utilized to create connection and engage online students outside the classroom	Summer 2021and ongoing	Interim Dean, Outreach, FYE, and Pathway Communities; Dean, Student Services – Counseling and Transfer Services; Dean, Student Services –Student Support Services, VPSS; VPI, AVPs	SSC	Not systematic	
<b>22.4h</b>	Develop a student support team model for exclusively online students	Fall 2021and ongoing	Interim Dean, Outreach, FYE, and Pathway CommunitiesDean, Student	SSC	Scaling in Progress	

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			Services – Counseling and Transfer Services; Dean, Student Services –Student Support Services, VPSS			
<b>22.4i</b>	Explore how programs which support disproportionately impacted students can effectively engage online students	Fall 2021and ongoing	Interim Dean, Outreach, FYE, and Pathway Communities; Dean, Student Services – Counseling and Transfer Services; Dean, Student Services –Student Support Services, VPSS	SSC	Not occurring	

Cross-References: [#18 – Student Communications Platform](#); [#8 - Pathway Communities](#); [#2 – Program Roadmaps](#); [#3 – Program Paths Mgmt.](#); [Related Project Work](#)

# IMPLEMENTATION SUMMARY

## 23. PROJECT RECOMMENDATIONS (2018-19): ENTERPRISE-LEVEL SCHEDULING SOLUTION

### March 2019 Project Update

#	Recommendation	Timeline	Title or Role	Council	Status	Notes/References
23.1	TBD – no formal recommendations; see March 2019 project update for current status.		Project team leads	SSC		Districtwide Process for Implementation

Cross-References: [Related Project Work](#)

## 24. PROJECT RECOMMENDATIONS (2018-19): FACILITIES MASTER PLAN

### Final Plan

#	Recommendation	Timeline	Title or Role	Council	Status	Notes/References
24.1	Establish and operationalize the campus zone system	TBD	Vice President of Administrative Services	OC	At Scale	#13 Physical Access and Navigation (Wayfinding)
	<b>Major Facility Projects</b>					
24.2a	Technical Education Modernization		Vice President of Administrative Services	OC	At Scale	
24.2b	Corporation Yard Modernization	TBD	Vice President of Administrative Services	OC	At Scale	
24.2c	Stadium Modernization	TBD	Vice President of Administrative Services	OC	At Scale	
24.2e	Davies Hall Modernization	TBD	Vice President of Administrative Services	OC	At Scale	
24.2f	Science Modernization	TBD	Vice President of Administrative Services	OC	At Scale	
24.2g	Welcome & Support Center Modernization/Expansion	TBD	Vice President of Administrative Services	OC	At Scale	
24.2h	New Administration Building	TBD	Vice President of Administrative Services	OC	At Scale	
24.2i	Raef Hall/Future Instructional Space	TBD	Vice President of Administrative Services	OC	At Scale	

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<b>24.2j</b>	Fine Arts Building Modernization	TBD	Vice President of Administrative Services	OC	At Scale	
<b>24.2k</b>	Environmental Resources Modernization	TBD	Vice President of Administrative Services	OC	At Scale	
<b>24.2l</b>	North Parking	TBD	Vice President of Administrative Services	OC	At Scale	
<b>24.2m</b>	Transit Center & West Parking	TBD	Vice President of Administrative Services	OC	At Scale	
<b>24.2n</b>	Physical Education Modernization	TBD	Vice President of Administrative Services	OC	At Scale	
<b>24.2o</b>	Campus Promenade	TBD	Vice President of Administrative Services	OC	At Scale	
<b>24.2p</b>	Student Quad	TBD	Vice President of Administrative Services	OC	At Scale	
<b>24.2q</b>	PE Plaza	TBD	Vice President of Administrative Services	OC	At Scale	
<b>24.2r</b>	Campus Police Building	TBD	Vice President of Administrative Services	OC	At Scale	
<b>24.2s</b>	Paramedics	TBD	Vice President of Administrative Services	OC	At Scale	
<b>24.2t</b>	Welcome Loop	TBD	Vice President of Administrative Services	OC	At Scale	

Cross-References: [#10 – Physical Access and Navigation \(Wayfinding\)](#); [#11 – Physical Access and Navigation \(One Stop Welcome Center\)](#)

# IMPLEMENTATION SUMMARY

## 25. PROJECT RECOMMENDATIONS (2018-19): INSTITUTIONAL EQUITY PLAN

### [Final Plan](#)

#	Recommendation	Timeline	Title or Role	Council	Status	Notes/References
<b>Setting the Foundation for Equity</b>						
25.1a	Affirm the proposed definitions of equity-related terminology	Summer 2019	Governance	Approved	Summer 2019	
25.1b	Adopt the proposed equity framework and lens	Summer 2019	Governance	Approved	Summer 2019	
<b>Campus Climate</b>						
25.2a	Focus on welcoming disproportionately impacted communities at ARC	FA 2019 – FA 2020	Achieve, HomeBases, Learning Communities	HomeBase Implementation Team	FA 2019 – FA 2020	
25.2b	Conduct a climate study and a corresponding climate audit that utilizes an equity lens	2019-2020	Institutional Research & Disproportionate Impact PT	Preliminary Report(s)	2019-2020	
25.2c	Build institutional capacity in cultural awareness and equity consciousness	2020-2021	Office of Equity & Inclusion, CTL, PRIDE Center, UndocuScholar RC	UndocuAlly/Educator Trainings, Safe Space Trainings, Trans Inclusion Trainings, FLEX (Faculty), Common Read	2020-2021	

# IMPLEMENTATION SUMMARY

Organizational Structure						
25.3a	Cultivate a clear sense of accountability for making institutional equity a priority	2020-2021	Office of Equity & Inclusion, Professional Development Project Team, Disproportionate Impact Project Team, Public Information Office, Institutional Effectiveness Council, Operations Council	Equity Framework, Website, PD Project Team recommendations	2020-2021	
25.3b	Foster greater collaboration related to equity issues and interests	2020-2021	Led by Office of Equity & Inclusion, CTL & Institutional Effectiveness Council	Annual Unit/Program Planning	2020-2021	
25.3c	Extend transparency	2020-2021	President's Executive Staff and Administrative Leadership Council	Budget Equity Tool	2020-2021	
Human Resources						
25.4a	Offer training and development to all employees specific to equity and social justice	2020-2021	Led by Office of Equity & Inclusion and CTL	FLEX, Convocation, Common Read, Talk It Through Thursdays, Exploring Equity	2020-2021	
25.4b	Nurture the essential conditions to hire and retain people of color	Summer 2020	Office of Equity & Inclusion, CTL & DO HR	Not systematic	Summer 2020	

# IMPLEMENTATION SUMMARY

Communication						
25.5a	Operationalize the shared definitions, framework, and lens	Fall 2020	Office of Equity and Inclusion	Added to HTB & ER training, Website, Info sessions	Fall 2020	
25.5b	Develop and execute a communication plan focused on equity	2020-2021	Office of Equity and Inclusion; PIO; PES	Spirituality Series	2020-2021	
25.5c	Assess and collaboratively revise college guidelines and procedures	Spring 2021	Office of Equity & Inclusion, Achieve, IEC, Institutional Research		Spring 2021	
25.5d	Infuse equity communication by leaders throughout the organization	2020-2021	PES, ELT, & ALC		2020-2021	
Instruction and Curriculum						
25.6a	Provide faculty with resources to help prioritize curriculum that is inclusive of students from marginalized communities	Ongoing	EAI, EPDP, ITC, & CTL	FLEX;	Ongoing	
25.6b	Ensure faculty have access to information (data) necessary for promoting the success of students from marginalized communities	SP 2020	Data On-Demand System, CTL/Institutional Research	Annual Unit Planning/Program Review; EAI Packet, Data on-Demand info sessions;	SP 2020	

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				Integrated Planning Portal		
<b>25.6c</b>	Sustain and support instructional approaches for supporting students of color	SP 2021	Office of Equity & Inclusion, CTL, EAI, and EPDP	FLEX, DI Project Teams	SP 2021	
	<b>Physical Spaces</b>					
<b>25.7a</b>	Improve physical space to promote success for people with disabilities	Ongoing	Operations & ADA/504 Coordinator	STEM Building	Ongoing	
<b>25.7b</b>	Equip classrooms with flexible seating configurations	TBD	Operations	[select status]	TBD	
<b>25.7c</b>	Foster a more welcoming and safe physical environment for transgender and non-binary people	FA 2020	PRIDE Center & Office of Equity & Inclusion	[select status]	FA 2020	
<b>25.7d</b>	Dedicate more space to supporting marginalized students	SP 2021	Operations Council	[select status]	SP 2021	
<b>25.7e</b>	Adapt the physical environment to better support student parents	FA 2021	CDC?	[select status]	FA 2021	
	<b>Student Support</b>					
<b>25.8a</b>	Increase planning and training related to hate and bias incidents	Fall 2020	The Hub, Equity Advisory Council	Not occurring	Fall 2020	
<b>25.8b</b>	Promote collaborative planning at the department/unit-level	TBD	ALC, Institutional Research, PIO	Scaling in progress	TBD	

## IMPLEMENTATION SUMMARY

<b>25.8c</b>	Expand mental health services focused on marginalized students	SP 2020	Health & Wellness (DO)	Planning to scale	SP 2020	
<b>25.8d</b>	Plan to strategically and comprehensively meet basic needs for students	AY 2020	CL&D & Student Services, Health & Wellness	Scaling in progress	AY 2020	
<b>25.8e</b>	Enhance and increase onboarding efforts for marginalized students	Fall 2019 – Fall 2020	Achieve & HomeBases (Virtual & Physical)	Not systematic	Fall 2019 – Fall 2020	
<b>25.8f</b>	Allocate regular staffing in physical spaces designed for marginalized communities	<b>IN Progress</b>	PES & VPA	Initiated	<b>Fall 2020</b>	Virtual Black Cultural Center

Cross-References: [Related Project Work](#); #8 - Pathway Communities; [#18 – Student Communications Platform](#); [#24 – Facilities Master Plan](#); [#27 – Wellness Center](#)

## 26. PROJECT RECOMMENDATIONS: INTEGRATED PLANNING IMPROVEMENT

### [Integrated Planning Guide \(2018-19\)](#)

#	Recommendation	Timeline	Title or Role	Council	Status	Notes/References
	<b>Program Review and Unit Planning</b>					
<b>26.1a</b>	Adopt and implement the new program review and unit planning model	Spring 2018	Executive Leadership Team	IEC	At scale	
<b>26.1b</b>	Build a new integrated planning system to facilitate the work	By Fall 2018	Dean, Planning, Research, and Technology or designee	IEC	At scale	
<b>26.1c</b>	Improve access to data to inform program review	By Fall 2018	Dean, Planning, Research, and Technology or Designee	IEC	At scale	
<b>26.1d</b>	Provide training to end users and QuEST	Fall 2018	Program Review Committee	IEC	At scale	
	<b>Integrated Planning</b>					
<b>26.2a</b>	Adopt the Integrated Planning Guide	2019	Executive Leadership Team	IEC	At scale	
<b>26.2b</b>	Follow the Multi-Year Planning Calendar to ensure scheduled planning processes are completed	Ongoing	Dean, Planning, Research, and Technology	IEC	Scaling in progress	Appendix A

# IMPLEMENTATION SUMMARY

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Cross-References:

# IMPLEMENTATION SUMMARY

## 27. PROJECT RECOMMENDATIONS (2018-19): WELLNESS CENTER

### [Project Report](#)

#	Recommendation	Timeline	Title or Role	Council	Status	Notes/References
<b>Wellness Center Space</b>						
27.1a	E-Services lab to vacate current location	Spring 2019	VPSS, AVPSS, Dean of Admissions	OC	At scale	
27.1b	Repurpose lab for Wellness Center	Spring 2019	VPSS, AVPSS, Dean of Admissions	OC	At scale	
27.1c	Move Health Center to new location	Late Fall 2019/Early Spring 2020	VPSS, AVPSS, Dean of Admissions, Facilities	OC	At scale	
27.1d	Open new space to campus	Fall 2019	VPSS, AVPSS, Dean of Admissions, Director of Student Health and Wellness	OC	At scale	
<b>Wellness Staff</b>						
27.2a	Job Description of Wellness Center Coordinator	Spring 2019	VPSS, AVPSS, Dean of Admissions, Nurses, Consultant	OC	At Scale	
27.2b	Adjunct Nurse	Fall 2019	AVPSS, Dean of Admissions	OC	Planning to Scale	
27.2c	Clerk II (as need upon expansion)	Spring 2019	AVPSS, Dean of Admissions, Director of Student Health and Wellness	OC	Not Systematic	
27.2d	Exploration of onboarding partnerships	Spring 2020	VPSS, Director of Student Health and Wellness	OC	Planning to Scale	
27.2e	Health Educators	Spring 2020	VPSS, Director of Student Health and Wellness	OC	Not Systematic	
<b>Recommendations Listed Under Lessons Learned</b>						
27.3a	Establish a baseline funding amount to be awarded per academic year	Spring 2020	VPSS, Dean of Admissions, Fiscal	OC	Planning to Scale	
27.3b	Utilize the recommended advisory committee and assign members that mirror our campus community	Spring 2020	VPSS, AVPSS, Dean of Admissions, Director of Student Health and Wellness	OC	Not Occurring	
27.3c	Provide training to ensure equity is incorporated in the medical services model.	Fall 2019/Spring 2020	VPSS, Director of Student Health and Wellness, AVPSS, Dean of Admissions	OC	Not Systematic	

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<b>27.3d</b>	Arrange for the team to regularly meet with the assigned district contact employee to participate in contract procedures	Fall 2019/Spring 2020	VPSS, Director of Student Health and Wellness, AVPSS, Dean of Admissions	OC	Not Systematic	
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Cross-References:

## 28. PROJECT RECOMMENDATIONS (2018-19): CLARIFY PROGRAM PATHS

*Note: This project team was operational for two years. The recommendations below are from the 2019 report. Previous recommendations from the original 2018 report are embedded throughout this document.*

### Project Report

#	Recommendation	Timeline	Title or Role	Council	Status	Notes/References
<b>28.1</b>	Adopt Atlas for managing and publishing program roadmaps	TBD		SSC	At Scale	
<b>28.2</b>	Review and update program roadmaps annually	Ongoing		SSC	Scaling in Progress	
<b>28.3</b>	Incorporate program roadmaps in HighPoint Degree Planner	TBD – Districtwide		SSC	Scaling in Progress	
<b>28.4</b>	Provide professional development	TBD		SSC	Not Occuring	
<b>28.5</b>	Integrate program roadmaps and areas of interest into other college Guided Pathways redesign work	TBD		SSC	Scaling in Progress	
<b>28.6</b>	Collaborate districtwide on Guided Pathways design principles	TBD – Districtwide		SSC	Scaling in Progress	
<b>28.7</b>	Create a Guided Pathways coordinator position	TBD		SSC	Not Occuring	

Cross-References: [#2 – Program Roadmaps](#); [#3 – Program Pathways Mgmt.](#)

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## 29. PROJECT RECOMMENDATIONS: DISPROPORTIONATE IMPACT

### AFRICAN AMERICAN, LATINX, NATIVE AMERICAN

Note: This project team focused on three populations: African American (A), Latinx (L), and Native American (N). The recommendations below are compiled from each of the three reports.

#### [DI Project Team Report](#)

#	Recommendation	Timeline	Title or Role	Council	Status	Notes/References
<b>African American</b>						
	Clarify the Path: <i>Provide early outreach and financial aid information to prospective and continuing students (A)</i>					
<b>29.1a</b>	Identify/hire/train dedicated Outreach Specialists to collaborate with college and high school staff to provide information on career options, and college programs to prospective high school seniors and their families.	Spring 2021	Interim Dean, Outreach, FYE, and Pathway Communities, VPSS	SSC	<b>Scaling in progress</b>	
<b>29.1b</b>	Identify/hire/train dedicated Financial Aid Specialists to provide financial aid information/literacy workshops and financial aid application assistance to prospective high school seniors, their families, as well as, continuing college students.	Spring 2021	Interim Dean, Outreach, FYE, and Pathway Communities, VPSS	SSC	<b>Scaling in progress</b>	

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<b>29.1c</b>	Identify/hire/train students to assist in outreach to high schools	Spring 2021	Interim Dean, Outreach, FYE, and Pathway Communities, VPSS	SSC	<b>Scaling in progress</b>	
<b>29.1d</b>	Administer needs assessment to prospective students to determine their financial needs (e.g., financial aid, textbooks, college supplies, necessity to work).	Fall 2021	Interim Dean, Outreach, FYE, and Pathway Communities, VPSS	SSC	<b>Scaling in progress</b>	
<b>29.1e</b>	Collaborate with Career and Pathways Center or Homebases and faculty to administer career assessments, provide labor information and provide career exploration information.	Fall 2021	Interim Dean, Outreach, FYE, and Pathway Communities, VPSS	SSC	<b>Scaling in progress</b>	
<b>29.1f</b>	Deploy financial aid specialist(s) and provide intrusive follow up to African American students three weeks prior to the start of the semester and three weeks after the semester has begun.	Spring 2021	AVPSS, Supervisor of FA, VPSS	SSC	<b>Scaling in progress</b>	
<b>29.1g</b>	Include financial aid information in ARC literature and view books targeted to prospective Black and African American students.	Spring 2021	Interim Dean, Outreach, FYE, and Pathway Communities, AVPSS, VPSS	SSC	<b>Scaling in progress</b>	
<b>29.1h</b>	Partner with community-based organizations to provide resources and support (e.g. housing assistance and other essential needs)	Fall 2021	Interim Dean, Outreach, FYE, and Pathway Communities, VPSS	SSC	<b>Scaling in progress</b>	

Enter the Path:  
*Provide intrusive, systemic support; create opportunities to increase connections*

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<i>between faculty, staff and students in and out of the classroom (A)</i>						
<b>29.2a</b>	Utilize integrated Student Success Teams – team members should include: counseling faculty, instructional faculty, peer mentors, tutors, librarians, Student Personnel Specialists, technology specialist, Workforce Development/Internship staff, and a Financial Aid/literacy specialist to provide case management support to students.	Fall 2021	Interim Dean, Outreach, FYE, and Pathway Communities, VPSS	SSC	Planning to scale	
<b>29.2b</b>	Create Black Faculty and Staff Advisory Council to provide advisement on issues regarding Black and African American student success and student needs.	Spring 2021	Dean of Equity and Inclusion	SSC	Planning to scale	
<b>29.2c</b>	Identify a dedicated space with budget and staffing for Black and African American students to build community, access resources, affirm identity and cultivate connections between students, staff and faculty.	Spring 2021	Dean of Equity and Inclusion	SSC	Planning to scale	
<b>29.2d</b>	Utilize Starfish or other comparable technology, to create warm hand-offs, positive reinforcement, referrals to people via technology.	Fall 2021	Interim Dean, Outreach, FYE, and Pathway Communities; Dean, Student Services – Counseling and Transfer Services; Dean, Student Services –Student Support Services, AVPSS, VPSS	SSC	Planning to scale	
<b>29.2e</b>	Expand course offerings of GE courses with an African American emphasis taught by equity minded, culturally responsive faculty	Fall 2021	VPI, ,AVP's, Deans	SSC	<b>Not systematic</b>	

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<b>29.2f</b>	Publish annually in print or electronically a directory of ARC Black and African American faculty and staff members and disseminate to new students.	Fall 2021	PIO	SSC	Planning to scale	
<b>29.2g</b>	Increase the capacity of Umoja Sakhu and/or other programs and services which focus on positive racial identity development through curriculum as well as programming and services.	Fall 2021	Interim Dean, Outreach, FYE, and Pathway Communities, VPSS	SSC	Not systematic	
<b>29.2h</b>	Expand course offerings with an African/African American emphasis, taught by equity minded faculty who utilize culturally responsive teaching practices.	Fall 2021	VPI, ,AVP's, Deans	SSC	Not systematic	
<b>29.2i</b>	Disseminate Welcome Letter with links to resources, services, programs, BFS Directory, to all new students who identify as Black or African American	Fall 2021	PIO	SSC	Planning to scale	

<p><b>Stay on the Path:</b>  <i>Provide funding resources, leadership and employment opportunities for students to alleviate their financial burden (A)</i></p>						
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<b>29.3a</b>	Identify/hire/train Instructional Assistants, Student Personnel Assistants, student assistants, peer mentors, tutors and technology aids; embed them in classes and offer follow-up academic assistance to students.	Fall 2021	Interim Dean, Outreach, FYE, and Pathway Communities, VPSS	SSC	Planning to scale	
<b>29.3b</b>	Collaborate with Workforce Development and Internship Program to identify funding sources,	Fall 2021	AVP Workforce	SSC	<b>Not systematic</b>	

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	provide stipends for internships and employment opportunities.					
<b>29.3c</b>	Dedicate funds, administered by an advisory board, to supply students with funding for textbooks, college resources and other essential needs.	Fall 2021	Interim Dean, Outreach, FYE, and Pathway Communities; Dean, Student Services – Counseling and Transfer Services; Dean, Student Services – Student Support Services, VPSS	SSC	Planning to scale	
<b>29.3d</b>	Create technology loan programs.	Fall 2021	Dean of Library and Learning Resources,, VPSS	SSC	Planning to scale	

<p>Ensure Learning:  <i>Enhance classroom learning environments and invest in instructor/educator training resources that promote collectivism, culturally responsive teaching practices and other equity approaches that help students learn.</i></p>						
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<b>29.4a</b>	Invest in teacher training programs like those offered by the Association of College and University Educators (ACUE) and the Center for Organizational Responsibility and Advancement (CORA) to encourage, support and assist faculty in learning effective teaching strategies.	Fall 2021	Dean of Equity and Inclusion	SSC	Planning to scale	
<b>29.4b</b>	Initiate cross-talk opportunities for students, staff and faculty to connect	Fall 2021	Dean of Equity and Inclusion		Planning to scale	
<b>29.4c</b>	Embed staff such as Instructional Assistants, Student Personnel Assistants, tutors, and student technology assistants in classes.	Fall 2021	VPI, AVP's		Planning to scale	

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	Latinx					
29.5	Finalize the analysis of the DI survey	Fall 2020	Dean of Research & Planning	IEC	Planning to scale	
29.6	Treat this project as iterative			SSC	Planning to scale	
	<b>Students first:</b> Consider students first AND remember our interaction is because they have come to be students, but that's not all who they are: they are people who want to learn and get (better) jobs; they are not customers; teach students to be students if they need that help; see more of the person who students are					
29.7a	Communicate support			SSC	Planning to scale	
29.7b	Involve Parents/Families			SSC	Planning to scale	
29.7c	Allocate dedicated space for Latinx students to study, get counseling and personal/career advice, do extracurricular activities, receive tutoring, relax, be affirmed, inspired, and decrease isolation			SSC	Planning to scale	
29.7d	Provide confidential space for students who are undocumented/have mixed status family members and LGBTQ students to discuss personal, legal matters			SSC	Planning to scale	
29.7e	Install gender neutral bathrooms in each building			OC		
29.7f	Improve financial resources, such as emergency funds, for undocumented, mixed status, Latinx students			SSC	Planning to scale	
29.7g	Provide earlier outreach, orientation for Latinx students including collaboration with high school partners. Suggested strategies include hiring bilingual English/Spanish staff for this work			SSC	Planning to scale	
29.7h	Clarify the Pathways			SSC	Planning to scale	

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29.7i	Provide specialized tutoring for Latinx students such as hiring former PUENTE students			SSC	Planning to scale	
29.7j	Expand legal services to undocumented students and students from mixed status families as well as LGBTQ Latinx students			SSC	Planning to scale	
29.7k	Institute Latinx welcome activities each semester with a focus on academics.			SSC	Planning to scale	
29.7l	Support student-led research (Community Action Research or Community Participatory Research)			SSC	Planning to scale	
29.7m	Provide student-led research presentation opportunities			SSC	Planning to scale	
29.7n	Expand summer course offerings, (ex. PUENTE-affiliated courses)			SSC	Planning to scale	
29.7o	Institute PUENTE or HSI-related Summer Bridge			SSC	Planning to scale	
29.7p	Fund more work study positions for Latinx students			SSC	Planning to scale	
29.7q	Launch programs for neglected groups, including formerly incarcerated students			SSC	Planning to scale	
	<b>Systems second:</b> Change the system to fit the student instead of trying to change the student to fit the system					
29.8a	Continue to build “culture of equity” within professional development that includes examining inequities within participants’ departments			SSC	Planning to scale	
29.8b	Institute faculty inquiry groups—whose members engage in examining inequities in their departments					
29.8c	Involve national experts on race in higher education in the training of faculty					
	Mentor and train faculty to teach better					
29.9a	Implement recommendations from Professional Development and Training Plan Project Team			SSC	Planning to scale	
29.9b	Work with Center for Teaching and Learning to reimagine and implement more culturally relevant and trauma-informed pedagogical approaches. Refer to the team report for suggested strategies.					
	<b>Increase Support Latinx Employees:</b>					

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	Prioritize recruiting, hiring, and retaining bicultural, bilingual Spanish-speaking Latinx and equity-minded staff, faculty, and administrators to attain parity with the Latinx student body, starting with Latinx Outreach Officer					
<b>29.10a</b>	Support the recruitment, hiring, and mentoring of Latinx employees.			SSC	Planning to scale	
<b>29.10b</b>	Retain Latinx staff, faculty, and administrators					
<b>29.10c</b>	Incentivize mentoring/training for all new adjunct and tenure track faculty					
<b>29.10d</b>	Incentivize mentoring/training for tenured faculty					
<b>29.10e</b>	Revise evaluations of faculty so they are focused on faculty's teaching not students' performance					
<b>29.10f</b>	Require accurate culturally reflective and relevant curriculum					
<b>29.10g</b>	Provide students the opportunity to submit anonymous evaluations of faculty and staff in writing and online					
<b>29.10h</b>	Provide students the opportunity to submit anonymous evaluations of administration in writing and online.					
<b>29.10i</b>	Clarify rewards for positive evaluations and consequences for negative evaluations for administration, faculty, and staff					
<b>29.10j</b>	Publicize process for students to report complaints against administration, faculty, and staff					
<b>29.10k</b>	Ensure that students are not retaliated against for complaints against administration, faculty, and staff					
<b>29.10l</b>	Create ombuds resource to advocate for students or assist students when they advocate for themselves					
<b>29.10m</b>	Recognize all employees are educators					
<b>29.10n</b>	Recognize that students may confide in non-faculty, non-counselors, non-program specialists, etc. (ex. facilities staff)					

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29.10o	Provide process for non-faculty, non-counselors, non-program specialists, etc. (ex. facilities staff) to communicate concerns shared by students to appropriate college personnel					
29.10p	Offer free citizenship classes to all Latinx workers and families					
29.10q	Offer free classes to classified part-time Latinx workers and families					
29.10r	Do anonymous exit interviews and use the results for actions such as to prevent more loss of employees and to change practices as needed to retain employees					
29.11	Enhance communication between <i>La comunidad de ARC</i> and Executive Leadership Team		President	ELT	Planning to scale	
29.12	Increase <i>La comunidad de ARC</i> collegewide representation in governance groups		President	ELT	Planning to scale	
29.13	Achieve Hispanic Serving Institution (HSI) status and write a grant with regular input and feedback from a grant implementation team including representation from Latinx employees	Fall 2020	Dean of Research & Planning	SSC	Planning to scale	
<b>Native American</b>						
	<b>Begin the shift to a Sovereignty Frame by recognizing the implications</b>	Spring 2021	President	SSC	Planning to scale	
29.14a	ARC must acknowledge its historical relationship to the land that it occupies.					
29.14a	ARC should form executive-level MOU's with local tribes to establish reciprocal relationships and unique services for citizens of those nations.					
29.14a	ARC should create the administrative capacity to establish and maintain relationships with the tribes represented by its American Indian students.					
29.14a	ARC should build out support systems for citizens of tribal nations that take into					

## IMPLEMENTATION SUMMARY

	account Federal and State Indian law; historic discrimination against citizens of tribal nations based on tribal status; K-12 Indian Education, Tribal TANF, Native American Health Centers, the Indian Child Welfare Act, the Native American Graves Protection and Repatriation Act, and the Native American Religious Freedom Act.					
<b>29.14a</b>	ARC should systematically and in broad strokes employ a sovereignty frame that may inform and enrich instruction, operations, construction, planning, and hiring.					
<b>29.15</b>	Establish an Office of Tribal Relations	Spring 2021	President	SSC	Planning to scale	
	<b>Continue and expand direct American Indian and Native American student support</b>					
<b>29.16a</b>	<b>The Campus</b> (refer to team report for suggested strategies)			SSC	Planning to scale	
<b>29.16b</b>	<b>The Classroom</b> (refer to team report for suggested strategies)			SSC	Planning to scale	
<b>29.16c</b>	<b>The Self</b> (refer to team report for suggested strategies)			SSC	Planning to scale	
<b>29.16d</b>	<b>The Community</b> (refer to team report for suggested strategies)			SSC	Planning to scale	

Cross-References:

# IMPLEMENTATION SUMMARY

## 30. EDUCATION MASTER PLAN: GUIDING IMPERATIVES

Note:

[Project Report](#)

#	Imperative	Timeline	Title or Role	Council	Status	Notes/References
30.1	Close the opportunity gap: ARC Response Summary: Holistically, ARC will close the opportunity gap across all stages of the student lifecycle by 2031. The college will continue its existing redesign efforts and demonstrate measurable improvement in outcomes for historically underserved students. It also should work towards actualizing the recommendations of the Institutional Equity Plan and strengthening relationships with communities of color in order to create a more equitable, collaborative, and inclusive institution. ARC may seek growth by expanding access and broadening its reach to areas and populations that have not been fully served in the past. It should respond to the unique role of the community college by ensuring that students have access not only to education, but to the basic life necessities that are a prerequisite to participation.	Fall 2031	VPI, AVP's, Deans	SSC	Planning to scale	
30.2	Prepare students for an ever-changing landscape of work: ARC Response Summary: Across its programs, the college will offer a wide range of opportunities for rapid reskilling and skill advancement to support individuals as they navigate career transitions, self-employment, and an increasingly technology-enabled workplace. ARC will promote basic technology competency among all students, as well as offering technical training in emerging technologies. Emphasis should be given to mitigating inequities in worker displacement by providing a path	Fall 2031	VPI, AVP's, Deans	SSC	Planning to scale	

# IMPLEMENTATION SUMMARY

	to re-employment in fields with a median living wage and secure job outlook.					
<b>30.3</b>	<p><b>Integrate essential skills:</b> ARC Response Summary: The college will empower future students, as well as employees, and enrich its community by developing well-rounded and increasingly resilient individuals who possess a practical blend of technical and essential skills that can be applied throughout life. Creative methods should be utilized to expose students, irrespective of program length, to educational experiences that develop essential skills. ARC should intentionally bond disciplines identified as transfer-oriented and workforce preparation through curricular integration and faculty interaction. It should also ensure that all students, regardless of socio-economic background, are encouraged to grow and expand their capacity to contend with ambiguity, complexity, diversity, and change.</p>	Fall 2031	VPI, AVP's, Deans	SSC	Planning to scale	
<b>30.4</b>	<p><b>Tailor experiences to the individual:</b> ARC Response Summary: The college experience will be tailored to fit the student, rather than expecting the student to fit into a standardized college model. ARC can expand access to education by increasing flexibility and reducing institutional constraints. It will disrupt the academic calendar and eliminate barriers to enrollment by providing a viable option that is attractive and accessible to a variety of students. Through a blend of human interaction and technological tools, ARC will extend a level of personalization that recognizes students as individuals and inspires them towards goal completion.</p>	Fall 2031	VPI, AVP's, Deans	SSC	Planning to scale	
<b>30.5</b>	<p><b>Strengthen connections with employers:</b> ARC Response Summary: The college will strengthen connections to employers and create a pipeline of skilled employees that are prepared based on current industry specifications. ARC will strive to minimize institutional barriers and become the preferred training partner of employers in the region. It will</p>	Fall 2031	VPI, AVP's, Deans	SSC	Planning to scale	

# IMPLEMENTATION SUMMARY

	facilitate frequent interaction between employees, industry professionals, business associations, and non-profit organizations to ensure that ARC programs are in sync with employer needs. It should also work with its employer partners to minimize barriers in the workplace that may inhibit the future employment and success of marginalized populations.					
<b>30.6</b>	Stimulate exemplary teaching and learning: ARC Response Summary: Faculty will be encouraged and supported to stay at the forefront of their craft through exploration of learning science, emerging technologies, and other frontiers that have the potential to progressively develop instructional excellence. ARC should stimulate exemplary teaching and learning by embracing a forward-thinking approach to how it delivers education and providing resources that enable the use of equitable methods. It will strive for excellence by pushing boundaries to foster engaging and equitable education. The physical and virtual classrooms should be reimagined to ensure they are ideally suited to changing andragogy.	Fall 2031	VPI, AVP's, Deans	SSC	Planning to scale	
<b>30.7</b>	Adapt the physical campuses: ARC Response Summary: The institution will evolve its physical campuses based on future needs, rather than current realities. ARC will strive to make its facilities more inclusive and accessible. It will be aspirational as it plans for changes in how the campus will be used by students as well as the increasing technology and energy demands. It should gravitate towards greater flexibility in space design and heightened environmental stewardship.	Fall 2031	VPI, AVP's, Deans	SSC	Planning to scale	
<b>30.8</b>	Achieve operational effectiveness: ARC Response Summary: The college will achieve operational effectiveness by aggressively seeking to modernize its own practices and stripping away clunky methods that inhibit employees from doing their best work. In alignment with its existing strategic goals, it will actively pursue "proactive, effective, and efficient operational systems." ARC will provide leadership in	Fall 2031	VPI, AVP's, Deans	SSC	Planning to scale	

# IMPLEMENTATION SUMMARY

	identifying and renovating antiquated or ineffective practices that are a barrier to the success of marginalized populations. It will further develop its organizational agility by fostering an entrepreneurial culture and community service orientation that consistently innovates as well as enabling effectiveness through professional growth of its employees.					
<b>30.9</b>	Cultivate financial sustainability: ARC Response Summary: ARC will continuously develop and maintain financial sustainability to enable achievement of its mission and strategic goals. While retaining its core focus that places students first, the college will strategically leverage the incentives of performance-based funding to capture resources with which it can cover the ongoing cost of education. ARC should also diversify revenue streams and augment its funding sources in order to maintain an exemplary learning environment that engages students and provides employees with the best tools available. Through its efforts to streamline organizational practices, the college will endeavor to reduce costs and deploy its resources wisely	Fall 2031	VPI, AVP's, Deans	SSC	Planning to scale	
<b>30.10</b>	Bolster advocacy, collaboration, and coordination: ARC Response Summary: The college will remain keenly aware of the higher education landscape in which it exists and use its influence to promote equity-minded education. It will position itself to take advantage of, rather than be subject to, the shifts within the California Community Colleges system and the regulatory structure under which it operates. ARC will further develop its capacity to advocate and coordinate effectively in order to accomplish its mission. It will seek new ways of collaborating across the district in order to become a more nimble organization and develop a unified voice with which to promote shared interests. Recognizing the evolving nature of its environment, ARC should develop its ongoing relationships with external	Fall 2031	VPI, AVP's, Deans	SSC	Planning to scale	

# IMPLEMENTATION SUMMARY

stakeholders to understand the changes that are most likely to occur in the region and how ARC needs to adapt. It will amplify its existing partnerships with K-12 districts, universities, and other stakeholders.					
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Cross-References:

## 31. PROJECT RECOMMENDATIONS: PROFESSIONAL DEVELOPMENT AND TRAINING

Note:

# IMPLEMENTATION SUMMARY

## Project Report

#	Recommendation	Timeline	Title or Role	Council	Status	Notes/References
31.1	Consider the resources that may be needed for implementation as part of the budgeting process for 2020-21	Fall 2020	Dean of Equity and Inclusion	IEC	Planning to scale	
31.2	Allocate personnel for the 2020-2021 academic year [see <i>Essential Conditions for Professional Growth</i> ]	Fall 2020	Dean of Equity and Inclusion	IEC	Planning to scale	
31.3	Have a dialogue in Administrative Leadership Council (ALC) about how the management team can foster an affirmative management culture that better enables and encourages employees to participate in professional development as part of their expected job duties [see <i>Essential Conditions for Professional Growth</i> ]	Fall 2020	President's Executive Staff	IEC	Planning to scale	
31.4	Ask PES to consider how to address the essential condition of Ample Time for the 2020-2021 academic year [see <i>Essential Conditions for Professional Growth</i> ]	Fall 2020	Dean of Equity and Inclusion	IEC	Planning to scale	
31.5	Share the general vision for professional development and orient college employees to the new competency-based model	Spring 2021	Dean of Equity and Inclusion	IEC	Planning to scale	
31.6	Ensure professional development can be flexibly delivered to accommodate employees in campus and remote environments	Spring 2021	Dean of Equity and Inclusion	IEC	Planning to scale	
31.7	Redesign and furnish the ITC as an accessible, innovative, well-known space for informal gathering, formal learning, just-in-time learning, large group learning, small group learning, and one-on-one learning [see <i>Essential Conditions for Professional Growth</i> ]	Spring 2021	Dean of Equity and Inclusion and Vice President of Administrative Services	IEC	Planning to scale	

# IMPLEMENTATION SUMMARY

<b>31.8</b>	Move the Center for Teaching and Learning (CTL) to the ITC	Spring 2021	Dean of Equity and Inclusion and Vice President of Administrative Services	IEC	Planning to scale	
<b>31.9</b>	Host a naming contest to rebrand the CTL and ITC into a new professional development entity that reflects the future vision	Spring 2021	Dean of Equity and Inclusion	IEC	Planning to scale	
<b>31.10</b>	Form an advisory committee for Professional Development to provide input and guidance [see <i>Essential Conditions for Professional Growth</i> ]	Spring 2021	Dean of Equity and Inclusion	IEC	Planning to scale	
<b>31.11</b>	Continue the listening sessions begun in Spring 2020 to further inform the advisory committee	Spring 2021	Dean of Equity and Inclusion	IEC	Planning to scale	
<b>31.12</b>	Create and hire the permanent CTL Co-Director positions [see <i>Essential Conditions for Professional Growth</i> ]	Spring 2021	Dean of Equity and Inclusion	IEC	Planning to scale	
<b>31.13</b>	Over a two-year period, implement the first phase of professional development focused on the competencies of Equity-Minded Service, Effective Communication, and Organizational Adeptness. Three components are proposed to address foundational knowledge, practical knowledge, and inquiry levels	Spring 2021	Dean of Equity and Inclusion	IEC	Planning to scale	
<b>31.14</b>	Modify the flex reporting system to incorporate the new competency-based model	Fall 2021	Dean of Equity and Inclusion	IEC	Planning to scale	
<b>31.15</b>	Work with the existing professional development committees to incorporate the competencies into their processes (e.g., consideration of requests for funding)	Fall 2021	Dean of Equity and Inclusion	IEC	Planning to scale	
<b>31.16</b>	Develop a standardized employee onboarding curriculum that would be relevant and immediately beneficial to all new employees regardless of role	Fall 2021	Dean of Equity and Inclusion	IEC	Planning to scale	
<b>31.17</b>	Develop portfolio of regularly scheduled Level I trainings including online, self-paced modules	Fall 2021	Dean of Equity and Inclusion	IEC	Planning to scale	

## IMPLEMENTATION SUMMARY

<b>31.18</b>	Prompt further dialogue once the full analysis of the Institutional Campus Climate Survey is complete; in particular, consider the disaggregated results of the questions in the professional development section of the employee survey	Fall 2021	Dean of Equity and Inclusion	IEC	Planning to scale	
<b>31.19</b>	Budget \$26,000 annually for professional development of the Co-directors, Faculty Coordinators, and Staff Liaison. It is critical that the facilitator expertise and skills be supported and maintained. Facilitators should have the capacity to approach all professional development through an equity lens and through the principles outlined in ARC's Commitment to Social Justice and Equity; Institutional Equity Plan; and the Educational Master Plan.	Fall 2020	Dean of Equity and Inclusion	IEC	Planning to scale	
<b>31.20</b>	Create a system to ensure stakeholders provide regular input and feedback because it is critical that those who are served by professional development have a voice in its development and delivery.	Fall 2021	Dean of Equity and Inclusion	IEC	Planning to scale	
<b>31.21</b>	Incorporate foundation-level training into department and committee work	Fall 2021	Dean of Equity and Inclusion	IEC	Planning to scale	
<b>31.22</b>	Grant access to connect professional development personnel to Annual Unit Plan reporting of professional development requests	Fall 2021	Dean of Equity and Inclusion	IEC	Planning to scale	
<b>31.23</b>	Assess the college's professional development needs through existing structures like Annual Unit Plans and connect departments' needs to the competencies.	Fall 2021	Dean of Equity and Inclusion	IEC	Planning to scale	

## IMPLEMENTATION SUMMARY

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31.24	Implement individual professional growth plans supported by technology that fosters use (e.g., badging or gamification)	Fall 2021	Dean of Equity and Inclusion	IEC	Planning to scale	
31.25	Reassess the competencies and update if needed during the next scheduled planning cycle identified in the ARC Integrated Planning Guide (currently scheduled for 2027)	Fall 2021	Dean of Equity and Inclusion	IEC	Planning to scale	

## 32. PROJECT RECOMMENDATIONS: STRATEGIC ENROLLMENT MANAGEMENT

*Note: Finalized in Fall 2020*

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## Project Report

#	Recommendation	Timeline	Title or Role	Council	Status	Notes/References
32.1	Develop standing Strategic Enrollment Management team to monitor enrollment data, rubrics, and procedures.	Fall 2020	VPI, AVP's	SSC	Planning to scale	
32.2	Hire support staff to facilitate maintenance of Ad Astra Platinum system, interface between data on demand system (research office), and coordination with other technical solutions (Highpoint, Starfish, et cetera.)	Spring 2021	VPI, AVP's	SSC	Planning to scale	
32.3	Work with District IT to build out six development schedules in PeopleSoft: Fall Odd-Years Fall Even-Years Spring Odd-Years Spring Even-Years Summer Odd-Years Summer Even-Years	Spring 2021	VPI, AVP's	SSC	Planning to scale	
32.4	American River College needs a centralized system to track external FTEF (grants) that fund sections, instructional FTEF used to support coordinators and other work of the college, and other programs that are scheduling sections in addition to division offices (e.g. the Advanced Education program).	Spring 2021	VPI, AVP's	SSC	Planning to scale	

## 33. PROJECT RECOMMENDATIONS: SUSTAINABILITY IMPROVEMENT

# IMPLEMENTATION SUMMARY

Note:

**Project Report**

#	Recommendation	Timeline	Title or Role	Council	Status	Notes/References
33.1	Institutionalize a sustainability program, establish an Office of Sustainability, and increase funding for sustainability	Summer 2020	Director Ops/Sustainability-Designee	Operations Council	Completed	Campus Operations has changed its name to Campus Operations and Sustainability
33.2	Develop a communication plan for public relations and events and outreach around sustainability	Fall 2020	Director Ops/Sustainability/PIO	Operations Council	on going	ARC does not have an official social media presence or channel to interface with the public or the ARC community on sustainability. To improve visibility and education around climate change and sustainable practices, ARC needs to engage the public via media outlets, social media, public outreach, and events.
33.3	Evaluate and enhance sustainable practices in current and future built environment, design new buildings to meet GSA and LEED sustainable design criteria, advocate for sustainable policies and practices, and operational and maintenance practices of existing and future environments	Summer 2020	Facilities Management	District Office/FM	on going	New buildings, such as the Diane J. Bryant STEM Innovation Center, are designed to be more sustainable than baseline requirements. ARC has invested in upgrading the hydronic lines to be more efficient in delivering cooling and heating to current and new buildings. The project will reduce

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						energy consumption and improve heating efficiency while reducing environmental impact. ARC does not have direct control over these practices, however ARC will continue to advocate with the district.
33.4	Transition to environmentally friendly foodservice products and materials, influence our community and foodservice vendors, increase composting, and advocate for sustainable policies.	Fall 2020	Director Ops/Sustainability/Vendors	Director Ops/Sustainability/Vendors	on going	ARC provides food services via contracted vendors and via The Oak Cafe. Biodegradable straws are used in The Oak Cafe Bakery and dining room. The Oak Café is a culinary program offered by Fine and Applied Arts, which focuses on student training in the food industry. Contracted vendors via the student center, bookstore, and other vending sources located around the campus provide food services to the general campus.
33.5	Organizational/leadership/faculty training, curriculum, making connections, in (and beyond!) the classroom, and hiring practices.	Fall 2020	Vice President of Instruction/Ops	Operations Council	on going	Although there are some programs and courses that explicitly focus on sustainability, climate change, and environmental

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						<p>conservation, ARC does not emphasize these themes throughout its academic programs. Faculty typically have the closest connection to our students, and so have the opportunity and obligation to be leaders and communicators and to form an important bridge between our students and other faculty, campus staff, and administration.</p>
33.6	<p>Assess and enhance climate control practices, support ARC community and the student population, electrify campus fleet, public transportation infrastructure, and improve campus infrastructure to meet current and future demands</p>	Spring 2021	Director Ops/Ops Supervisor	Operations Council	ongoing	<p>To address the effects of climate change and be a proactive citizen of Earth, ARC is doing its part in reducing its reliance on fossil fuels and embracing sustainable technologies. Many areas on campus still rely on fossil fuels and there are gaps in our understanding of building energy utilization. However, ARC has invested in many technologies to reduce energy consumption such as motion-activated lighting in buildings and occupancy thermostats that control the demand</p>

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						<p>for air conditioning and heat. All of the energy used by ARC comes from renewable sources reducing the demand for fossil fuels. The most effective way to reduce environmental impact and reduce greenhouse emissions generated via commuting is to adopt public transportation. Public transportation enables disproportionately impacted communities to access resources, reduce traffic congestion on highways and streets, preserve open spaces, and enable our communities to be mobile and healthy. ARC's Oak Café promotes environmental stewardship by purchasing produce from local farms thereby reducing emission generated by long-distance transportation of produce</p>
33.7	Increase the use of native plants, effective landscape management, and collaboration and restoration of native areas project.	Fall 2020	Director Ops/Sustainability-Designee	Operations Council	in process	<p>Within the Facilities Master Plan, ARC has developed design guidelines for incorporating and</p>

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						<p>increasing the use of native plants, effective landscape management as well as creating and maintaining green spaces on Campus. American River College has received the designation of Tree Campus USA. This reflects ARCs dedication to creating and maintaining green spaces that provide many health and wellness benefits to the ARC community. To continue ARCs Tree Campus USA designation, the ARC community must work to embrace green solutions, use native species throughout its landscapes, and seek to enhance native habitats in its periphery.</p>
33.8	Continue current efforts to recycle, reduce, and reuse, continue building on our commitment, and create policies and collaborate with California Community Colleges.	Summer 2020	Director Ops/Sustainability-Designee	Operations Council	on going	<p>We have increased efforts to divert waste from the landfill and created a waste reduction advisory committee district-wide (R-8371). This effort includes recycling, reduction and reuse of materials that continues today. The Oak Café uses a tiered waste system.</p>

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						<p>This includes recycling and food waste. The use of these is reviewed in culinary and work experience courses. ARC waste streams are segregated based on their site of generation, such as Green Waste, Wood Waste, Recycled Waste, Food Waste, Metal Bin, Universal Waste, Landfill Waste, Hazardous Waste, Construction Waste, Surplus</p>
33.9	<p>Reduce potable water consumption, modification of delivery systems, and increase access to clean water.</p>	Fall 2019	<p>Director Ops/Sustainability-Designee</p>	<p>Operations Council</p>	<p>on going</p>	<p>To alleviate the demand on potable water, ARC installed water stations throughout the campus. These stations have already saved countless plastic bottles. However, the campus is unable to accurately track how the stations are being used with exception to the smart fill station, which tracks water usage. The Oak cafe has filtration systems for the water served in the café reducing the need to buy bottled water. ARC has also invested in efficient flush toilets and</p>

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						under-sink water heaters that deliver instantly hot water reducing water waste.
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# IMPLEMENTATION SUMMARY

## RELATED PROJECT WORK (2019-20)

The following work has already been authorized, assigned to a project team, and is being carried out under the specifications of an adopted project charter. Additional recommendations may emerge from these Please visit [IGOR](#) or the [ARC Website](#) for the charters of current teams.

Project	Timeline	Title or Role	Council	Status	Notes/References
Educational Master Plan	2019-20	Project leads	SSC	Scaling in Progress	
Strategic Enrollment Management Plan	2019-20	Project leads	SSC	Scaling in Progress	
Professional Development and Training (as part of an Employee Development and Retention Plan)	2019-20	Project leads	IEC	At scale	
Sustainability Improvement	2019-20	Project leads	OC	[select status]	
DI Populations	2019-20	Project leads	SSC	Scaling in Progress	

## REFERRED TO OTHER PROCESSES

Component	Refer Recommendation To	Rationale
Outreach-focused information web site <a href="#">[Start Right VI.A]</a>	Strategic Enrollment Management (SEM) Plan project team	Consider within the context of a broader strategy for enrollment management efforts to create a cohesive approach
Outreach communications highlighting benefits of ARC <a href="#">[Start Right VI.F]</a>	Strategic Enrollment Management (SEM) Plan project team	Consider within the context of a broader strategy for enrollment management efforts to create a cohesive approach
Enhance pre-onboarding communications <a href="#">[Start Right VI.H]</a>	Strategic Enrollment Management (SEM) Plan project team	Consider within the context of a broader strategy for enrollment management efforts to create a cohesive approach
User-centered and accessible web design <a href="#">[IPaSS IX, p. 28]</a>	Operations Council; Student Success Council	Consider from both the technical and student success perspectives to consider IPaSS concerns and develop full recommendation for changes in practice
Equity training <a href="#">[Start Right VIII.A]</a>	Institutional Equity Plan project team; Professional Development and Training project team	The institutional equity plan is expected to establish the framework for equity training which can then be addressed in an institutional professional development plan.
Other training <a href="#">[Start Right VI.E, VIII.B, VIII.C, VIII.D, IPaSS X, p.17,34-35]</a>	Professional Development and Training project team	Consider within the context of all professional development to create a cohesive set of offerings
Low-cost/no-cost textbooks <a href="#">[Start Right XIII.C]</a>	Faculty/Academic Senate	Adoption of specific textbooks for each course is determined by the faculty
Reexamine general education <a href="#">[Clarify Program Paths, Rec. #4]</a>	Educational Master Plan project team (future)	See “Reexamining General Education” in the Clarify Program Paths report for rationale. Consider within the broader context of the future direction of the college.