

**Instruction Division**

# **Academic Master Plan**

**Vision, Goals, and Strategies 2016-2020**

Updated October, 2016

# Our Goal



Offer programs and support services that maximize the likelihood that any person who wants to attend LCC and has a reasonable ability to benefit can successfully enter, stay in, and complete a program supporting their educational and career objectives.

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# Strategy



Ensure that our programs, classes, and activities are high quality and produce documented, valuable outcomes.

Simplify choices for students and make our programs and pathways as straight-forward as possible.

Collaborate college-wide to provide the critical support services and processes needed for student success.

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# Focus on six key areas

**Time Frame: Now Through  
End of June, 2020**

Student Success

Program Improvement

Assessment and Adjustment

Instructional Space

Operational Excellence

Safety, Security, and Emergency  
Preparedness

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# Student Success

**Improved Entry, Retention,  
Completion**

**Equity and Inclusion**

**Top Quality Teaching and  
Learning Practices**

Explore how guided pathways concepts might be implemented at LCC.

Collaborate with Student Services to refine and improve the overall entry and advising process.

Assess student ability against relevant outcomes to ensure that all instruction is effective at fostering learning.

Provide key academic support services to improve learning, retention, and completion.

Identify strategies to ensure that students from diverse economic, educational, and cultural backgrounds have equitable access to LCC programs and services.

# Program Improvement

**A Stronger, More Focused Program Mix**

**Clearer Pathways & Outcomes**

**Adequate Resource Support**

Utilize appropriate criteria to evaluate the relevance of our program mix to the needs of people and employers in our service district.

Prioritize programs and classes based on the analysis of the program mix, and align resources to ensure that high priority activities have the support they need.

Refine programs and align curriculum and schedules in order to provide clear and understandable pathways towards educational and career objectives.

Ensure that Professional/Technical programs lead to viable jobs in their related fields.

Ensure that Transfer program paths provide the opportunity to transfer with few or no excess credits.

Ensure that Basic Ed for Adults and pre-college instruction provides an efficient transitional path to college.

# Assessment and Adjustment

**Ongoing, Honest Appraisal  
of Our Efforts  
Implementation of  
Adjustments Based on  
Assessment and Data**

Where possible, integrate preparation for accreditation activities with ongoing planning, data gathering, analysis, and assessment processes.

Continue or initiate activities that result in:

- Identification of areas needing improvement;
- The implementation of activities to address concerns;
- The timely production of relevant assessment data;
- A high level of awareness among faculty and staff of findings and actions.

# Instructional Space

## Outstanding Physical and Virtual Learning Environments

Identify serious deficiencies in physical instructional spaces and work with Administrative Services to address them.

Lead an effort to improve the Learning Commons as a major resource for teaching and learning.

Establish virtual environments to support teaching, learning, communication, operations, and planning.

Explore options for creating more active learning spaces on campus.

Continue to identify and deploy instructional technologies that improve the effectiveness of instructional spaces.

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# Operations Excellence

**Eliminate Frustration**

**Maximize Productivity**

**Spend More Time On Our  
Mission, & Less Time  
Navigating Bureaucracy**

Participate in the redesign and realignment of college and division processes in order to streamline operations.

Ensure that faculty and instructional staff participate as appropriate in the configuration and implementation of CTC Link.

Provide the education and training necessary for all Instruction Division employees to become proficient in the use of CTC Link to support their jobs.

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# **Safety, Security, & Emergency Preparedness**

**Safe Classrooms, Labs,  
Work Spaces, Campus**

Participate in site-specific training related to emergency preparedness.

Ensure that all instructional labs and spaces meet industry and state safety standards.

Ensure that all faculty and instruction staff practice and encourage safe workplace behaviors.

Participate in the completion of Continuity Of Operations Planning.

Participate fully in campus-wide safety drills and activities.

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# Keep The Plan Alive

**Plan, Implement, Monitor, &  
Adjust Regularly  
(i.e., the assessment cycle)**

Establish realistic objectives.

Set milestones and measures.

Create a monitoring schedule.

Assess progress and make  
appropriate adjustments.

In other words, assess our  
performance against the plan and  
take action accordingly.

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