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|  | **East Central College Action Project Inventory** |  |
| **Project Name** | **Declared Action Projects (Active or Completed)** | **Action**  **or Progress** |
| A First Semester Schedule  for Developmental Students | ECC faculty and staff will design, develop and implement a First Semester Schedule for Developmental Students, taking into consideration the distinct needs this group of students brings to the College. | Implemented |
| Development of a Process  for Distance Education  Program Review | In response to the success of the ECC distance education offerings, the College will develop a process for a review of distance learning coursework, including an objective review of the learning goals and how they are being met. | Implemented |
| Early Intervention  Program Development | In an effort to address retention, ECC will develop a set of strategies to target, identify and react to students at risk in a timely fashion; further, these strategies will include the development of interventions intended to mitigate the at risk factors. | Implemented |
| A Comprehensive New Staff  and Faculty Development Program | Our goal is to create a comprehensive program to orient and develop new employees. The program will be respectful of the different positions and will identify common development and orientation goals and develop more objectives based on classification. | Implemented |
| Redesigning Student Advising | Our goal is to design a system of student advisement that is comprehensive, efficient and effective, and to house it in a centralized location or “one-stop shop”. | Implemented |
| Coordinating Satellite Campus  Development at ECC | Our goal is to establish guidelines for a systematic process for identifying, developing, maintaining, and assessing satellite campus services at East Central College. | Implemented |
| Renewing the Campus Image | Our goal is to redefine the ECC “brand” to the community. As part of this activity, the College will reestablish its identity, clarify its mission and purpose, and strategically review its marketing practices. | Implemented |
| Reviewing and Assessing  Student Complaints | Project goal is to develop a formal process for the handling of student complaints, the processing of the complaint and a system to maintain a common record based on type of complaint. The process will also include a reporting mechanism to review and analyze the nature and type of complaints students are filing. An annual report will be developed. | Implemented |
| Aligning the Common Learning  Objectives and the  General Education Skill Areas | Project goal is to evaluate and review the current common learning objectives (CLO); align the CLO’s with the general education skill area student learning outcomes; review and recommend assessment plans and tools for the affected courses. | Implemented |
| Updating the Campus Emergency Plan | Project goal is to review and rewrite the Campus Emergency Plan. The rewritten plan will review current emergency processes and communication, update planning documents, review local emergency agency procedures and develop a comprehensive Emergency Plan. The Project will result in a plan to guide faculty, staff and students at the main campus and satellite locations in reacting to and planning for emergency situations. | Implemented |
| Go Green! | The project goal is to organize and develop campus processes that will make the College more “Green”. Staff will review current practice in recycling, trash management, material usage, hazardous material alternatives, and use of green spaces. The result will be phased in series of processes to improve the campus “carbon footprint.” | Implemented |
| Ethical and Social Responsibility: Developing Measurable Course Objectives | Ethical and Social Responsibility Objectives Assessment  How does a course become Ethical or develop Social Responsibility in the curriculum? What does it mean? How are the learning objectives developed? How is it assessed? | In progress; declared January 2012 |
| Becoming a Tobacco Free Campus | Project goal is to implement a three year plan that will result in a smoke and tobacco free campus. | In progress; declared January 2012 |
| High School Early Intervention | Develop and pilot an early intervention high school program to prepare and assist traditional students for college entry. | In progress; declared January 2012 |
| Campus Writing Project | Writing: Improving the W Effort  What does a writing course entail at ECC? How can we improve writing across the disciplines and programs at ECC? | In progress; declared August 2012 |
|  | **Chartered Action Projects (Action taken, not formally declared)** |  |
| Student Accountability and  Academic Honesty | Project goal is to develop a process to assist faculty in holding students accountable for matters related to academic honesty and integrity. A process will be developed to assist students in handling occurrences of academic dishonesty, a mechanism for faculty to use in reporting cases to Student Development and a formal process for student discipline for these occurrences. | Activity completed without action project status |
| Data Inventory Project | Project goal is to create a formal inventory of all data gathered by the institution, including what is gathered, how often, where it is housed, how it is used and who is responsible for its maintenance. | Activity completed without action project status |
| A New General Education Model: Aligning the CLO’s | A Review of the Institutional General Education Knowledge and Skill Areas  Project goal is to evaluate and review the general education skill and knowledge areas and align with the Common Learning Objectives to create a new model of general education | New, Undergoing the chartering process, chairs and committee being put together |
| An Employee Reward and Recognition Program | Project goal is to create a rewards and recognition program for employees; a process will be developed to create appropriate rewards, organize recognition criteria and timelines. | New, Undergoing the chartering process, chairs and committee being put together |
| Promoting Student Completion | Project goal is to develop and implement processes to promote student completion. Team will include faculty and staff; processes to be examined include degree audit, automatic reviews and reverse transfer. | New, Undergoing the chartering process, chairs and committee being put together |
|  | **Potential Action Projects (varying degrees of development)** |  |
| Action Project xx | Update the Campus Information Technology Acceptable Use Policy  Project goal is to review and rewrite the Campus Information Technology Acceptable Use Policy. The rewritten policy will reflect current good practice and current technologies and their full range of applications, to include social networks, streaming video, simulations and wireless access. Policy will guide faculty, staff and students in the use of all campus technology. | New, Needs additional development |
| Action Project xx | Electronic Communication of Data  Project goal is to develop a formal process for the reporting of, analysis and use of and electronic signage, online reporting, screensavers and a “dashboard”. | New, Needs additional development |
| Action Project xx | Linked Courses/Curricula at ECC  Develop linked courses (i.e. Intro to Writing/Developmental Reading, Intermediate Algebra/Intro to Chemistry,…) and assess the transference of skills and the value of the linkage. Curriculum work would be needed. | New, Needs additional development |
| Action Project xx | ESL Program  Get some information from Continuing Ed; explore their interest and role in ESL services; work with Continuing Ed. folks and Rolla staff | New, Needs additional development |
| Action Project xx | Library and Learning Center Services  Develop ways for the Library and the Learning Center, working with discipline faculty, to improve the scope of learning support services, increase student access to services and carefully examine discipline specific best practices in learning support. | New, Needs additional development |
| Action Project xx | Graduate Student Data Gathering  Develop tools and strategies to improve data gathering about students post-graduation or exit from the college. Determine methodologies to review success rates in transfer and employee satisfaction rates amongst employers. | New, Needs additional development |
| Action Project xx | Internal Communication Project  Develop mechanisms to improve internal communication, in and amongst departments, employee groups, divisions of the college | New, Needs additional development |
| Action Project xx | “Themes” in the Curriculum | New, Needs additional development |
| Action Project xx | Communications to Students  How to improve the overall plan to get information to students | New, Needs additional development |
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| Action Project xx | Web Page Currency --A process needs to be developed to maintain currency of Web site information | New, Needs additional development |