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## ***APPLICATION ANNUAL WORK PLAN FY 2016-2017***

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### **Summary of Objectives**

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| <ol style="list-style-type: none"><li>1. Steering Committees Established</li><li>2. Regular Meetings and Minutes</li><li>3. Governance Mechanism</li><li>4. Strategic Planning</li><li>5. Policy and Process Development</li><li>6. Electronic Transcripts Adoption</li><li>7. Curriculum Inventory Assessment and Plan</li><li>8. Improved Curriculum Inventory System</li><li>9. Webservices to Support Education Planning/Degree Audit</li><li>10. RFI for Education Planning and Degree Audit System</li><li>11. RFP or Education Planning and Degree Audit System</li><li>12. Pilot for Education Planning and Degree Audit System</li><li>13. Support and maintenance of or Education Planning and Degree Audit System</li><li>14. Education Planning and Degree Audit System and Data Released for Use</li><li>15. RFI for Counselor Facing Systems - with Education Planner</li><li>16. Counselor Facing Product Available</li><li>17. 50% Savings Pricing Model for or Education Planning and Degree Audit System</li><li>18. Education Planning Awareness</li><li>19. Continuous Improvement of Education Planning and Degree Audit System, Including Collaboration with CalPass</li><li>20. Collaboration for Improvement</li></ol> | <ol style="list-style-type: none"><li>21. Business Intelligence for Future Course Delivery</li><li>22. Streamlined Process for Student Enrollment in Multiple Colleges</li><li>23. Streamlined Process for Students to Transfer Records</li><li>24. Articulation Platform</li><li>25. Workflow and Messaging</li><li>26. Systemwide Student Portal with CCC Foundation, Kresge, and Steering Committees (now MyPath) Including Federated Identity</li><li>27. Data Services</li><li>28. Business Intelligence for Education Planning and Degree Audit Data</li><li>29. Guidelines for Systems Integration and Technology for All Projects Related to the EPI Grant</li><li>30. Coordinate All Project Activities for Common Objectives</li><li>31. Professional Development</li><li>32. Effective Planning Activities</li><li>33. Clearly Stated and Measurable Metrics</li><li>34. Annual Evaluation</li><li>35. Student Awareness</li><li>36. Faculty and Staff Awareness</li><li>37. Marketing Plan</li></ol> |
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## ***APPLICATION ANNUAL WORK PLAN FY 2016-2017***

<b>Objective</b>	<b>Procedures/Activities</b>	<b>Performance Outcomes</b>	<b>Timelines</b>	<b>Responsible Person(s)</b>
<p><b>1. Steering Committees:</b> By June 30th, 2014, all projects under the programmatic management of the grant will have a diverse steering committee representing stakeholders across the system with minimum bi-monthly meetings.</p>	<p>1.1 Solicit participation, convene meetings, establish working charters, and conduct ongoing meetings of project steering committees comprised of appropriate state and local California Community Colleges leadership.</p>	<p>1.1.1 Appropriate charters and bylaws for each of the project governance committees.</p> <p>1.1.2 Regular and comprehensive meeting minutes for each of the project governance committees.</p>	<p>Established June 27, 2014</p> <p>Ongoing July 1, 2016 - June 30, 2017. Currently eight steering committees and workgroups: EPISC, SSPSC, EPTDAS, COCI, eTranscript, CCCApply (TTIP), C-ID, ASSIST (UCOP).</p> <p>Frequency varies from weekly to quarterly based on needs of specific communities.</p> <p>Minutes posted on appropriate EPI Basecamp document repository.</p>	<p>Director, CCCCCO, Statewide Programs Managers and Committee Members from the various stakeholder groups.</p>

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<p><b>2. Regular Meetings and Minutes:</b> By May 1<sup>st</sup>, 2014, the various project steering leadership and appropriate stakeholders will meet quarterly as an overarching steering committee (EPI Steering Committee) for administration of the grant.</p>	<p>2.1 Convene meetings, establish a working charter, and conduct ongoing meetings of the EPI Steering Committee comprised of EPI projects steering leadership and related projects steering leadership and appropriate state and local California Community Colleges leadership.</p>	<p>2.1.1 Appropriate charters and bylaws for the EPI Steering Committee.</p> <p>2.1.2 Regular and comprehensive meeting minutes for the EPI Steering Committee.</p>	<p>Established March 17, 2014. Reviewed annually with election of new officers.</p> <p>Ongoing July 1, 2016 - June 30, 2017. Special focus to include collaboration/ coordination with other CCCCCO initiatives and the eight EPI projects areas.</p> <p>Minutes posted on appropriate EPI Basecamp document repository.</p>	<p>Director, Statewide Programs Managers, assigned Project Managers and Committee Member.</p>

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<p>3. <b>Governance:</b> By April 1st, 2014, working with CCCCO, an effective governance mechanism will coordinate all CCCCO technology grant projects activities for common objectives.</p>	<p>3.1 Working with CCCCO, regularly convene and revitalize the CCC California Educational Technology Collaborative composed of CCCCO Grant Directors from across the system to coordinate all CCCCO technology grant projects activities toward common objectives.</p>	<p>3.1.1 Appropriate charters and bylaws for the CCC California Educational Technology Collaborative (CCC-CETC).</p> <p>The CCC-CETC, now known as the <b>Director's Collaborative</b>, is an ongoing effort chaired by CCCCO in conjunction with the Telecommunications and Technology Advisory Committee (TTAC) and the Statewide Architecture Committee (SAC) to form an interwoven mechanism for governance and collaboration.</p> <p>3.1.2 Regular and comprehensive meeting minutes for the Director's Collaborative</p>	<p>Established May 30, 2014: Ongoing July 1, 2016 - June 30 2017.</p> <p>Ongoing July 1, 2016 - June 30, 2017.</p> <p>Schedules, agendas, minutes, and other documents are housed in the EPI Basecamp document repository.</p> <p>Ongoing Within 1-2 weeks after scheduled meetings.</p>	<p>Director, Statewide Programs Managers and Committee Members</p>

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<p><b>4. Strategic Planning:</b> By June 30th, 2014, the grant will establish representation in strategic planning meetings with existing related statewide projects and new projects as they emerge.</p>	<p>4.1 Participate and represent the EPI Initiative on/with related governance committees with existing and new statewide projects.</p>	<p>4.1.1 Meeting minutes showing participation and representation of the EPI Initiative on/with related governance committees with existing and new statewide projects.</p>	<p>Established June 30, 2014:  Ongoing July 1, 2016 – June 30, 2017</p>	<p>Director and Statewide Programs Managers.</p> <p>Representation includes:</p> <ul style="list-style-type: none"> <li>- Directors Collaborative</li> <li>- Telecommunications and Technology Advisory Committee (TTAC)</li> <li>- Statewide Architecture Committee (SAC)</li> <li>- Online Education</li> <li>- Common Assessment</li> <li>- Workforce</li> <li>- Academic Senate</li> <li>- Student Senate</li> <li>- Chief Instructional Officers</li> <li>- Chief Information Systems Officers</li> <li>- Chief Student Services Officers</li> </ul>

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<p><b>5. Policy and Process:</b> By June 30th, 2014, the EPI Steering Committee will create and follow a plan for ongoing development of policy and process related items to ensure the program can operate legally, effectively and achieve objectives of the grant.</p>	<p>5.1 Work with the EPI Steering Committee to create and follow a plan for ongoing development of policy and process to ensure the program can operate legally, effectively and achieve objectives of the grant.</p>	<p>5.1.1 A plan for ongoing development of policy and process to ensure the program can operate legally, effectively and achieve objectives of the grant.</p> <p>5.1.2 Documentation of policy and process to ensure the program can operate legally, effectively and achieve objectives of the grant.</p> <p>Documents are maintained or referenced in the EPI Basecamp document repository.</p>	<p>Ongoing- July 1, 2016 – June 30, 2017</p> <p>Ongoing July 1, 2014- June 30, 2017</p>	<p>Committee Chair and Assigned Project Managers</p>

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<b>6. Electronic Transcripts:</b> Given that electronic transcripts are an essential element in providing data for educational planning, expand the adoption of electronic transcripts and standards to all CCC's.	6.1 Support and engage the eTranscriptCA steering committee to produce a 3-year plan to increase the adoption and expand the usage of electronic transcripts by all CCC's.	6.1.1 A 3-year plan to increase the adoption and expand the usage of electronic transcripts by all CCC's.  6.1.2 All CCC's have the capability to send/receive electronic transcripts.	Baseline established June 30, 2016 working to enhance based on opportunities brought by evolutions in the market and EdExchange  Ongoing- July 1, 2016 – December 31, 2017	Data Systems Statewide Programs Manager (now CAT Portfolio Product Manager), Assigned Project Manager and eTranscriptCA Committee members.

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<b>6. Electronic Transcripts:</b> Given that electronic transcripts are an essential element in providing data for educational planning, expand the adoption of electronic transcripts and standards to all CCC's.	6.2 Working with the eTranscriptCA steering committee develop a financial incentive or permanent financial support program for implementation and expanded usage of eTranscriptCA.	6.2.1 Documented implementation of a financial incentive or permanent financial support program for implementation and expanded usage of eTranscriptCA.	Established Sept 4, 2014. Completing FY 16-17.	Data Systems Statewide Programs Manager (now CAT Portfolio Product Manager), Assigned Project Manager and eTranscriptCA Committee members.



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<p><b>6. Electronic Transcripts:</b> Given that electronic transcripts are an essential element in providing data for educational planning, expand the adoption of electronic transcripts and standards to all CCC's.</p>	<p>6.3 Working with the eTranscriptCA steering committee and Postsecondary Electronic Standards Council (PESC), participate in the open source EDexchange project to enhance security and increase reliability in eTranscript exchange.</p>	<p>6.3.1 Operational EDexchange network to enhance security and increase the reliability in eTranscript exchange.</p> <p>6.3.2 Pilot a reference implementation EDexchange and data quality services.</p>	<p>Ongoing- July 1, 2016 – December 31, 2017</p> <p>January 1, 2017- June 30, 2017</p>	<p>Data Systems Statewide Programs Manager (now CAT Portfolio Product Manager), Assigned Project Manager and eTranscriptCA Committee</p>

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<b>6. Electronic Transcripts:</b> Given that electronic transcripts are an essential element in providing data for educational planning, expand the adoption of electronic transcripts and standards to all CCC's.	6.4 Working with the eTranscriptCA steering committee and the Postsecondary Electronic Standards Council (PESC) EDexchange project, build a secure open source eTranscript California exchange so that all colleges and universities can adopt electronic transcripts without annual fees or vendor lock.	6.4.1 An operational secure open source eTranscript California exchange built using the PESC EDexchange network so that all colleges and universities can adopt electronic transcripts without annual fees or vendor lock.	Ongoing- July 1, 2016 – December 31, 2017	Data Systems Statewide Programs Manager (now CAT Portfolio Product Manager), Assigned Project Manager and eTranscriptCA Committee

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<p><b>7. Curriculum Inventory Assessment and Plan:</b> By March 31th, 2015, an improved system-wide curriculum management system will provide essential data for educational planning, an assessment of the program inventory system will be conducted to develop a plan for improvement.</p>	<p>7.1 Working with CCCCO and college stakeholders, conduct an assessment of the program inventory system and develop a plan for improvement.</p>	<p>7.1.1 A documented assessment of the program inventory system and a plan for improvement.</p> <p>7.1.2 Establish system review process between CCCCO, CCCTC and CI Vendor (Added FY15-16)</p> <p>7.1.3 A documented plan for minimally needed features to replace the existing system with a new application (Added FY15-16)</p>	<p>Established March 30 2016</p> <p>Established June 29, 2015 Ongoing: July 2015- June 30, 2017</p> <p>Established March 20, 2016: Ongoing March 1, 2016 – June 30, 2017</p>	<p>Data Systems Statewide Programs Manager (now CAT Portfolio Product Manager), Assigned Project Manager, EPISC, SACC, SAC, and COCI Advisory Committee</p>

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<p><b>7. Curriculum Inventory Assessment and Plan:</b> By March 31th, 2015, an improved systemwide curriculum management system will provide essential data for educational planning, an assessment of the program inventory system will be conducted to develop a plan for improvement.</p>	<p>7.2 Establish COCI steering committee with participation from state and local California Community College leadership.</p>	<p>7.2.1 Committee membership aligns with committee Charter. (Added FY15-16)</p> <p>7.2.2 Committee meets on a scheduled basis at least once a quarter. (Added FY15-16)</p> <p>7.2.3 Committee chairs or designated person participate appropriately in the larger, grant-wide SC, EPISC. (Added FY15-16)</p>	<p>Established March 30 2016 Data Systems Statewide</p> <p>Established June 29, 2015 Ongoing: July 1 2016 - June 30, 2017</p> <p>Established March 20, 2016: Ongoing July 1, 2016 – June 30, 2017</p>	<p>Data Systems Statewide Programs Manager (now CAT Portfolio Product Manager), Assigned Project Manager, EPISC, SACC, SAC, and COCI Advisory Committee</p>

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<b>Objective</b>	<b>Procedures/Activities</b>	<b>Performance Outcomes</b>	<b>Timelines</b>	<b>Responsible Person(s)</b>
<p><b>8. Curriculum Inventory Assessment</b> <b>Improvements:</b> By June 30th, 2015, improvements to the program inventory system will be in place and a plan for maintenance, management, and expansion of the project will be implemented.</p>	<p>8.1 Working with CCCCO and college stakeholders, follow through on a plan for improvement by replacing (via RFP or internal development) or modifying the existing systemwide curriculum management system (COCI).</p>	<p>8.1.1 A replacement curriculum inventory system.</p> <p>8.1.2 A plan for data conversion to new curriculum inventory system. (Added FY15-16)</p> <p>8.1.3 A change management plan encompassing end user training, updates on development status, workshops and user feedback. (Added FY15-16)</p> <p>8.1.4 An application support plan that allows users to submit support and enhancement requests. (Added FY15-16)</p>	<p>Ongoing- July 1, 2015 – December 31, 2016</p> <p>Ongoing- December 2015- December 2016</p> <p>Ongoing- December 2015- March 2017</p> <p>Ongoing- December 2015- March 2017</p>	<p>Data Systems Statewide Programs Manager (now CAT Portfolio Product Manager), Assigned Project Manager, EPISC, SACC, SAC, and COCI Advisory Committee.</p>

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<p><b>8. Curriculum Inventory Improvements:</b> By June 30th, 2015, improvements to the program inventory system will be in place and a plan for maintenance, management, and expansion of the project will be implemented.</p>	<p>8.2 Working with CCCCCO and college stakeholders, develop and execute on a plan for maintenance, management, and expansion of the systemwide curriculum management system (COCI).</p>	<p>8.2.1 A plan for, and documented evidence of, maintenance, management, and expansion of the systemwide curriculum management system.</p> <p>8.2.2 A plan for documented evidence of inclusion for workforce and development objectives and curriculum management. (Added FY15-16)</p>	<p>Ongoing- July 1, 2016 - May 31, 2017</p> <p>Forecasted for January 1, 2017-May 31, 2017</p>	<p>Data Systems Statewide Programs Manager (now CAT Portfolio Product Manager), Assigned Project Manager, EPISC, SACC, SAC, and COCI Advisory Committee</p>

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9. <b>Webservices:</b> By June 30th, 2015, a specification for web services will be developed to fully integrate existing and expected data sets to support education planning and degree audit.	9.1 Working with the project teams of CCCApply, eTranscriptCA, C-ID, ASSIST, Course/Program Inventory, Common Assessment, and CalPASS, develop web services so that CCC systemwide and vendor software systems can access these data sets for online education planning and degree audit.	9.1.1 Specifications for web services to allow CCC systemwide and vendor software systems access to data sets for online education planning and degree audit.	Ongoing- July 1, 2016 – December 31, 2017	Data Systems Statewide Programs Manager (now CAT Portfolio Product Manager), Assigned Project Manager, EPISC, EPTDAS, SAC.

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<b>10. RFI Education Planning and Degree Audit:</b> By June 30th, 2014, a domain analysis (RFI) will be conducted to survey existing Education Planning and Degree Audit Products.	10.1 Working with the Student Services Portal Steering Committee conduct a Request For Information (RFI) from vendors for a systemwide education planner and degree audit systems.	10.1.1 Vendor responses to a Request For Information (RFI) for Education Planning and Degree Audit Systems.	Established July 7, 2014	Student Systems Statewide Programs Manager, Assigned Project Manager and Student Services Portal Steering Committee



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<p><b>11. RFP for Education Planning and Degree Audit:</b> By October 30th, 2014, as directed by the project steering based on input from the RFI, develop specifications and conduct a Request For Proposal (RFP) to secure the basis for a systemwide education planner and systemwide degree audit.</p>	<p>11.1 Working with the Student Services Portal Steering Committee develop specifications for the systemwide education planner and degree audit systems.</p>	<p>11.1.1 Functional specifications for Education Planning and Degree Audit Systems.</p>	<p>Established Dec. 19, 2014</p>	<p>Student Systems Statewide Programs Manager, Assigned Project Manager and Student Services Portal Steering Committee</p>
	<p>11.2 Working with the Student Services Portal Steering Committee conduct a Request For Proposal (RFP) from vendors for systemwide education planner and degree audit systems. The Student Services Portal Steering Committee will select the optimal solution.</p>	<p>11.2.1 Documented selection of solutions for Education Planning and Degree Audit Systems. Established December 19, 2014 – March 30, 2015 Student Systems Statewide Programs Manager, Assigned Project Manager and Student Services Portal Steering Committee</p>	<p>Established March 30, 2015. Starfish Student Success Suite by Hobsons was selected. Note that this tool also included counselor facing tools for early alert, case management, scheduling, and faculty-staff-student communications ("Connect").</p>	

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<p><b>12. Pilot for Education Planning and Degree Audit:</b> By September 30th, 2015, with steering participation as implementers, a pilot will be conducted to evaluate the education planner and degree audit for systemwide use.</p>	<p>12.1 Working with the Student Services Portal Steering Committee as pilot colleges, develop a plan for and execute pilots for systemwide education planner and degree audit systems.</p>	<p>12.1.1 Documented pilot outcomes/recommendations for improvement for Education Planning and Degree Audit Systems.</p> <p>12.1.2 Documented pilot outcomes/recommendations will be utilized at subsequent campus implementations.</p>	<p>Pilots were initiated September 13, 2015 Ongoing- July 1 2016- June 30, 2017.</p> <p>Note that delays in project start-up and procurement delayed pilot start. 13 colleges are currently underway.</p> <p>The EPTDAS Steering Committee will be delivering and maintaining a "best practices" guide with outcomes and recommendations to aid in future implementations.</p>	<p>Student Systems Statewide Programs Manager, Assigned Project Manager, EPISC, EPTDAS Steering Committee.</p>

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<p><b>13. Support and Maintenance for Education Planning and Degree Audit:</b> By December 31st, 2015, necessary elements for the continued support and maintenance of the education planning and degree audit systems will be in place.</p>	<p>13.1 Working with the Student Services Portal Steering Committee secure Student, Faculty and Staff support systems for the Education Planning Initiative.</p>	<p>13.1.1 Operational support systems for students and staff.</p> <p>This objective is incorporated into the “best practices” document produced by the pilot effort in 12.1.1 and 12.2.1.</p>	<p>Ongoing- July 1, 2016 - June 30, 2017</p> <p>Note that delays in project start-up and procurement delayed pilot start. 13 colleges are currently underway.</p> <p>EPTDAS will be delivering a “best practices” guide with outcomes and recommendations in FY16-17 to aid in future implementations.</p>	<p>Student Systems Statewide Programs Manager, Assigned Project Manager, EPISC, EPTDAS Steering Committee.</p>

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14. <b>Release for Education Planning and Degree Audit:</b> By December 31st, 2015, the education planning and degree audit systems and associated data will be released for general use.	14.1 Working with the Student Services Portal Steering Committee develop a plan for and release of the systemwide education planner and degree audit systems.	14.1.1 Release plan for the Education Planning and Degree Audit Systems.  14.1.2 Operational Education Planning and Degree Audit Systems.	Baseline implementation plan established by vendor (Hobsons) June 23, 2016 based on pilot experience with ongoing improvements.  Ongoing July 1, 2016 – June 30, 2017	Student Systems Statewide Programs Manager, Assigned Project Manager and Student Services Portal Steering Committee members.

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<b>15. RFI Counselor Facing:</b> By June 30th, 2014, a domain analysis (RFI) will be conducted to survey existing counseling products in concert with the systemwide education planner.	15.1 Working with the Student Services Portal Steering Committee conduct a Request For Information (RFI) from vendors for the Counselor-Facing Systems in concert with the systemwide education planner RFI.	15.1.1 Vendor responses to a Request for Information (RFI) for a Counselor -Facing Systems.	Established July 7, 2014	Student Systems Statewide Programs Manager, Assigned Project Manager and Student Services Portal Steering Committee

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<p><b>16. Counselor Facing Tools:</b> By December 31st, 2015, a counseling product will be made available via the education planning system acquisition process (see Objectives 7-11).</p>	<p>16.1 Working with the Student Services Portal Steering Committee conduct an RFP, pilot, and release the Counselor-Facing Systems in concert with the systemwide education planner selection/ pilot/release.</p>	<p>16.1.1 Documented selection of solutions for a Counselor-Facing Systems.</p> <p>16.1.2 Documented pilot outcomes/recommendations for improvement for a Counselor-Facing Systems.</p> <p>16.1.3 Release plan for the Counselor-Facing Systems.</p> <p>16.1.4 Operational Counselor-Facing Systems.</p>	<p>Established March 30, 2015. Hobsons Starfish "Connect" broadly met this requirement.</p> <p>Ongoing July 1, 2016 - June 30, 2017</p> <p>Established June 23, 2016</p> <p>Ongoing July 1, 2016 – June 30, 2017</p>	<p>Student Systems Statewide Programs Manager, Assigned Project Manager and Student Services Portal Steering Committee members.</p>

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17. <b>50% Savings:</b> By December 31st, 2015, a pricing model will be in place that lowers the cost of education planning and degree audit technology tools by greater than 50% if colleges adopt a systemwide solution.	17.1 Negotiate with the selected vendor or use other means to offer discounted or no cost education planning/ degree audit.	17.1.1 A minimum 50% savings for colleges adopting systemwide Education Planning and Degree Audit Systems.	Establish May 16, 2016	Student Systems Statewide Programs Manager and Assigned Project Manager.

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<p><b>18. Education Planning Awareness:</b> All students applying for admission via CCCApply will demonstrate an awareness of the importance of education planning in their success.</p>	<p>18.1 Develop a marketing plan and implement ongoing communication so that every student is aware of the importance of education planning in their success.</p>	<p>18.1.1 Regular student survey results that demonstrate that students are aware of the importance of Education Planning.</p> <p>18.1.2 Tracking data showing students actively making use of the Education Planning system.</p> <p>Note: This activity is part of EPI's ongoing outreach and communication effort. Involves Student Senate, RP Group, and Others.</p>	<p>Ongoing- January 1, 2016 – June 30, 2017</p> <p>Forecasted for January 1, 2017- June 30, 2017</p>	<p>Student Systems Statewide Programs Manager and Assigned Project Manager</p>



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<p><b>19. Continuous Improvement:</b> Implement a system for continuous improvement of the supporting data system and education planning/degree audit systems.</p>	<p>19.1 Conduct surveys and interviews, implement change request/feedback tracking so that all issues may be reviewed by the steering committee for inclusion in the continuous improvement of the supporting data systems and portal/education planning/ counseling/ degree audit systems.</p> <p>19.2 Track usage and log data for predictive analysis and continuous improvement of systems.</p>	<p>19.1.1 Data driven decision making to improve systems based on analysis of surveys, feedback, and issue tracking data.</p> <p>19.2.1 Incorporation of predictive analytics to improve systems.</p>	<p>Ongoing January 1, 2016 – June 30, 2017</p> <p>Ongoing April 1, 2014 – June 30, 2017</p>	<p>Statewide Programs Managers and Assigned Project Managers</p>

## ***APPLICATION ANNUAL WORK PLAN FY 2016-2017***

<b>Objective</b>	<b>Procedures/Activities</b>	<b>Performance Outcomes</b>	<b>Timelines</b>	<b>Responsible Person(s)</b>
<b>19. Continuous Improvement:</b> Implement a system for continuous improvement of the supporting data system and education planning/degree audit systems.	19.3 Collaborate with CalPASS, the RP Group, and other systemwide projects such as Common Assessment to build a shared core competency in statistical and predictive modeling for improvement of systems.	19.3.1 Documentation of collaborative efforts in building a core competency in statistical and predictive modeling.  CCCTC is developing globally a data science platform that will be used across initiatives in conjunction with existing statewide toolsets (e.g. Report Center/Jasper Reports). EPI represents 25% of this effort.	Ongoing April 1, 2014 – June 30, 2017	Statewide Programs Managers and Assigned Project Managers

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## ***APPLICATION ANNUAL WORK PLAN FY 2016-2017***

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<b>Objective</b>	<b>Procedures/Activities</b>	<b>Performance Outcomes</b>	<b>Timelines</b>	<b>Responsible Person(s)</b>
20. <b>Collaboration for Improvement:</b> The project and steering committee will collaborate with systemwide governing bodies to make appropriate recommendations to improve education and degree audit activities.	20.1 Regularly engage and gather feedback from systemwide student organizations, counseling, and other student services stakeholders to improve systems and activities.	20.1.1 Regular documented feedback from systemwide student organizations, counseling, and other student services stakeholders	Ongoing August 1, 2015 – June 30, 2017	Student Systems Statewide Programs Manager and Assigned Project Manager

## ***APPLICATION ANNUAL WORK PLAN FY 2016-2017***

<b>Objective</b>	<b>Procedures/Activities</b>	<b>Performance Outcomes</b>	<b>Timelines</b>	<b>Responsible Person(s)</b>
<p><b>21. Business Intelligence for Future Course</b>  <b>Deliver:</b> By December 31st, 2015, business intelligence, based on the aggregation of education planning data, that facilitates the planning of resources for future course delivery will be released for general use.</p>	<p>21.1 Leverage the CCC Report Center Business Intelligence package to develop information resources for colleges to plan future course delivery.</p>	<p>21.1.1 Regular documented usage of Business Intelligence tools to facilitate the planning of resources for future course delivery.</p> <p>21.1.2 Documented efficiencies in resource usage to deliver courses based on Business Intelligence from Education Planning Data.</p>	<p>Started July 1 2014. Ongoing July 1, 2016 - June 30, 2017</p> <p>Estimated Start January 1, 2017 - June 30, 2017</p>	<p>Statewide Programs Managers and Assigned Project Managers</p>

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## ***APPLICATION ANNUAL WORK PLAN FY 2016-2017***

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<b>Objective</b>	<b>Procedures/Activities</b>	<b>Performance Outcomes</b>	<b>Timelines</b>	<b>Responsible Person(s)</b>
<b>22. Streamlined Processes - Enrollment:</b> By January 1st, 2017, provide a streamlined process for students enrolling in several colleges.	22.1 In collaboration with the CCC Technology Center, CCCApply Steering Committee, CACCRAO, students and student services stakeholders develop and streamline the capability for students to apply/enroll in several colleges.	22.1.1 A reduction in the time students take to enroll in multiple colleges using existing systems.  Note: Capabilities added to the CCCApply solution related to the Online Course Exchange are aiding in this activity.	Estimated Start January 1, 2017 - June 30, 2017	Student Systems Statewide Programs Manager and Assigned Project Manager

## ***APPLICATION ANNUAL WORK PLAN FY 2016-2017***

<b>Objective</b>	<b>Procedures/Activities</b>	<b>Performance Outcomes</b>	<b>Timelines</b>	<b>Responsible Person(s)</b>
<p>23. <b>Streamlined Process - Transfer Records:</b> By January 1st, 2017, provide a streamlined process for students to transfer their records from multiple colleges to facilitate education planning/degree audit.</p>	<p>23.1 In collaboration with the CCC Technology Center, project steering and eTranscriptCA Steering Committee, students and student services stakeholders develop a transcript ordering service to streamline and track the acquisition of transcripts from a variety of institutions and K-12.</p>	<p>23.1.1 A reduction in the time students take to transfer records from multiple colleges using existing systems.</p> <p>Note: In 15-16 it was recognized that this activity had broad implications for both CAI and OEI as well as EPI. eTranscripts will play a critical role in supporting the collective business needs of these solution sets.</p>	<p>Estimated start January 1, 2017 - June 30, 2017</p>	<p>Data Systems Statewide Programs Manager and Assigned Project Manager.</p>

## ***APPLICATION ANNUAL WORK PLAN FY 2016-2017***

<b>Objective</b>	<b>Procedures/Activities</b>	<b>Performance Outcomes</b>	<b>Timelines</b>	<b>Responsible Person(s)</b>
<p><b>24. Articulation Platform:</b> By January 1st, 2017, coordinate with C-ID and ASSIST to develop a platform for Articulation that ensures that all planned courses students take across the system count toward a degree, certificate or transfer requirements.</p>	<p>24.1 Work with C-ID and ASSIST to develop a platform for Articulation that ensures that all planned courses students take across the system count toward a degree, certificate or transfer requirements.</p>	<p>24.1.1 A reduction in the number of courses students take that do not count toward a degree, certificate or transfer requirements.</p> <p>24.1.1 A replacement C-ID system.</p> <p>24.1.2 A plan for data conversion to new C-ID system.</p> <p>24.1.3 A change management plan encompassing end user training, updates on development status, workshops and user feedback for C-ID. (Added FY15-16)</p>	<p>Estimated Start Spring 2017</p> <p>Ongoing July 1 2016 - June 30, 2016</p> <p>Ongoing July 1 2016 - June 30, 2016</p> <p>Ongoing July 1 2016 - June 30, 2016</p>	<p>Data Systems Statewide Programs Manager and Assigned Project Manager</p>

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## ***APPLICATION ANNUAL WORK PLAN FY 2016-2017***

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		24.1.4 An application support plan that allows users to submit support and enhancement requests. (Added FY15-16)	Ongoing July 1 2016 - June 30, 2016	
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## ***APPLICATION ANNUAL WORK PLAN FY 2016-2017***

<b>Objective</b>	<b>Procedures/Activities</b>	<b>Performance Outcomes</b>	<b>Timelines</b>	<b>Responsible Person(s)</b>
<p><b>25. Workflow and Messaging:</b> By December 31st, 2015, develop a workflow/messaging platform for automated reminders and warnings to students/counselors to keep students on track during matriculation, education planning, and the course of following education plans to completion.</p>	<p>25.1 In collaboration with the CCC Technology Center, Steering Committee, students and student services stakeholders develop a general workflow/messaging platform for student services portal applications that will help keep students on track.</p>	<p>25.1.1 Operational general workflow/messaging platform for student services portal applications that will help keep students on track.</p> <p>25.1.2 Within three years, a 10% decrease in the time it takes for students using the system over other students, to achieve a degree, certificate or transfer.</p>	<p>Established June 14, 2016</p> <p>Note: Recommend dropping this Objective due to timeframe of grant. It may also be difficult to draw a confident statistical correlation with interventions brought specifically by EPI compared to other 3SP efforts.</p>	<p>Student Systems Statewide Programs Manager and Assigned Project Manager</p>

## ***APPLICATION ANNUAL WORK PLAN FY 2016-2017***

<b>Objective</b>	<b>Procedures/Activities</b>	<b>Performance Outcomes</b>	<b>Timelines</b>	<b>Responsible Person(s)</b>
<p>26. <b>Systemwide Student Portal:</b> By December 31st, 2015, in collaboration with the CCC Technology Center, project steering, and CCC Foundation (Kresge Grant) develop a systemwide student portal environment to streamline, standardize and enhance the student experience.</p>	<p>26.1 In collaboration with the CCC Technology Center, project steering, and CCC Foundation (Kresge Grant), students and student services stakeholders develop the content elements and functional requirements for a systemwide student portal environment to streamline, standardize and enhance the student experience.</p>	<p>26.1.1 Functional requirements for a systemwide student portal to streamline, standardize and enhance the student experience.</p> <p>26.1.2 Content elements for a systemwide student portal to streamline, standardize and enhance the student experience. (Added FY15-16)</p>	<p>Ongoing May 1, 2015- June 30, 2017</p> <p>Established June 3, 2015</p>	<p>Student Systems Statewide Programs Manager and Assigned Project Manager</p>

## ***APPLICATION ANNUAL WORK PLAN FY 2016-2017***

<b>Objective</b>	<b>Procedures/Activities</b>	<b>Performance Outcomes</b>	<b>Timelines</b>	<b>Responsible Person(s)</b>
<p>26. <b>Systemwide Student Portal:</b> By December 31st, 2015, in collaboration with the CCC Technology Center, project steering, and CCC Foundation (Kresge Grant) develop a systemwide student portal environment to streamline, standardize and enhance the student experience.</p>	<p>26.2 In collaboration with the CCC Technology Center, project steering, develop the scalable platform and software to implement a systemwide student portal environment to streamline, standardize and enhance the student experience.</p>	<p>26.2.1 Operational and scalable systemwide student portal environment to streamline, standardize and enhance the student experience.</p> <p>26.2.2 Student surveys demonstrating that through the portal students have an understanding of matriculation steps, receive information, and take actions to be successful in college.</p>	<p>Established June 24, 2016</p> <p>Estimated Start January 1, 2017 – June 30, 2017</p>	<p>Student Systems Statewide Programs Manager and Assigned Project Manager</p>

## ***APPLICATION ANNUAL WORK PLAN FY 2016-2017***

<b>Objective</b>	<b>Procedures/Activities</b>	<b>Performance Outcomes</b>	<b>Timelines</b>	<b>Responsible Person(s)</b>
26. <b>Systemwide Student Portal:</b> By December 31st, 2015, in collaboration with the CCC Technology Center, project steering, and CCC Foundation (Kresge Grant) develop a systemwide student portal environment to streamline, standardize and enhance the student experience.	26.3 Working with the steering committee develop and implement a plan to provide financial incentives or comprehensive financial support for colleges to implement Shibboleth and join the InCommon federation.	26.3.1 Implementation of federated identity (Shibboleth) and InCommon membership at all colleges so that students can use single sign-on to access the systemwide portal and associated applications.	Established July 14, 2015 Student Systems Statewide Programs Manager and Assigned Project Manager	Student Systems Statewide Programs Manager and Assigned Project Manager

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## ***APPLICATION ANNUAL WORK PLAN FY 2016-2017***

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<b>Objective</b>	<b>Procedures/Activities</b>	<b>Performance Outcomes</b>	<b>Timelines</b>	<b>Responsible Person(s)</b>
26. Systemwide Student Portal: By December 31st, 2015, in collaboration with the CCC Technology Center, project steering, and CCC Foundation (Kresge Grant) develop a systemwide student portal environment to streamline, standardize and enhance the student experience.	26.4 Work with the CCC Technology Center to ensure that student services portlet applications are accessible via single sign-on technology (Shibboleth).	26.4.1 Operational portlet applications accessible via single sign-on technology (Shibboleth).	Establish January 12, 2016	Student Systems Statewide Programs Manager and Assigned Project Manager

## ***APPLICATION ANNUAL WORK PLAN FY 2016-2017***

<b>Objective</b>	<b>Procedures/Activities</b>	<b>Performance Outcomes</b>	<b>Timelines</b>	<b>Responsible Person(s)</b>
27. <b>Data Services:</b> By March 1st, 2016, relevant data services will be available to provide access for CCCCO MIS, local SIS, data warehouse, and vendors of education planning and degree audit systems in use across the system.	27.1 In coordination with the CCC Technology Center, SAC and the Information Security Advisory Committee (ISAC), vendors, ASSIST, C-ID, CCCAssess and other related stakeholders develop web services that give student facing applications access to relevant and real-time information required for effective education planning.	27.1.1 Operational web services that give student facing applications access to relevant and real-time information required for effective education planning.	Ongoing March 1, 2016 – June 30, 2017	Student Systems Statewide Programs Manager and Assigned Project Manager

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## ***APPLICATION ANNUAL WORK PLAN FY 2016-2017***

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<b>Objective</b>	<b>Procedures/Activities</b>	<b>Performance Outcomes</b>	<b>Timelines</b>	<b>Responsible Person(s)</b>
27. <b>Data Services:</b> By March 1st, 2016, relevant data services will be available to provide access for CCCC MIS, local SIS, data warehouse, and vendors of education planning and degree audit systems in use across the system.	27.2 In coordination with CCC Technology Center, SAC, the Information Security Advisory Committee (ISAC), vendors, CCCC, data warehouse and other related stakeholders develop secure services for the transfer of data.	27.2.1 Operational services to securely transfer data for data warehouse, etc.	Ongoing March 1, 2016 – June 30, 2017	Student Systems Statewide Programs Manager and Assigned Project Manager

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## ***APPLICATION ANNUAL WORK PLAN FY 2016-2017***

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<b>Objective</b>	<b>Procedures/Activities</b>	<b>Performance Outcomes</b>	<b>Timelines</b>	<b>Responsible Person(s)</b>
28. <b>Business Intelligence for Education Planning and Degree Audit:</b> By January 1st, 2017, Business Intelligence will be released for integration with education planning and degree audit data.	28.1 Incorporate web services into the systemwide education planner, degree audit, and counselor-facing systems.	28.1.1 Operational Business Intelligence system to access mission critical education planning and degree audit data.	Estimated Start January 1, 2017 - June 30, 2017	Statewide Programs Managers and Assigned Project Managers



## ***APPLICATION ANNUAL WORK PLAN FY 2016-2017***

<b>Objective</b>	<b>Procedures/Activities</b>	<b>Performance Outcomes</b>	<b>Timelines</b>	<b>Responsible Person(s)</b>
<p>29. <b>Guidelines for Systems Integration:</b> By June 30th, 2014, in coordination with the CCC Technology Center, SAC, and the Information Security Advisory Committee (ISAC), guidelines for systems integration and technology standards will be developed for all projects related to the grant.</p>	<p>29.1 In coordination with CCC Technology Center, SAC, and the Information Security Advisory Committee (ISAC), and other technology stakeholders, setup a committee to define technology standards, system requirements, integration design, and implementation plans for all projects related to the grant.</p>	<p>29.1.1 Regular and comprehensive meeting minutes for the EPI steering committee.</p> <p>29.1.2 Documented technology standards, system requirements, integration design, and implementation plans for all projects related to the grant.</p>	<p>Ongoing July 1, 2013 – December 31, 2016</p> <p>Baseline Established August 15, 2015 Continually Updated</p>	<p>Statewide Programs Managers, Assigned Project Managers and EPI steering committee</p>

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## ***APPLICATION ANNUAL WORK PLAN FY 2016-2017***

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<b>Objective</b>	<b>Procedures/Activities</b>	<b>Performance Outcomes</b>	<b>Timelines</b>	<b>Responsible Person(s)</b>
<b>30. Coordinate All Project Activities:</b> By June 30th, 2014, working through the CCC-CETC project management committee, a comprehensive plan will be established to coordinate all project activities for common objectives.	30.1 Participate and represent the EPI Initiative on/with CCC-CETC to coordinate all project activities toward common objectives.	30.1.1 Written plan to coordinate all projects activities (CCC-CETC) for common objectives.	Ongoing July 1, 2013 – June 30, 2016	Director and CCC-CETC committee

## ***APPLICATION ANNUAL WORK PLAN FY 2016-2017***

<b>Objective</b>	<b>Procedures/Activities</b>	<b>Performance Outcomes</b>	<b>Timelines</b>	<b>Responsible Person(s)</b>
<p>31. <b>Professional Development:</b> By June 30th, 2015, in coordination with CCCCO Professional Development steering, @One, 3CMedia, and projects steering, all related projects will develop appropriate resources and conduct regular professional development activities.</p>	<p>31.1 Working with CCCCO Professional Development steering, @One, 3CMedia, and projects steering, ensure that each project has a professional development regimen that includes regular webinars, workshops, appropriate materials and individual training opportunities.</p>	<p>31.1.1 Attendance logs and quality surveys from webinars and workshop presentations.</p> <p>31.1.2 Written or video based training materials.</p> <p>Note: The EPI program established a dedicated person to work closely with Professional Learning Network (PLN) and other statewide professional development initiatives.</p>	<p>Ongoing July 1, 2015 – June 30, 2017</p> <p>Ongoing January 1, 2016 - June 30, 2016</p>	<p>Statewide Programs Managers and Assigned Project Managers</p>

## ***APPLICATION ANNUAL WORK PLAN FY 2016-2017***

<b>Objective</b>	<b>Procedures/Activities</b>	<b>Performance Outcomes</b>	<b>Timelines</b>	<b>Responsible Person(s)</b>
32. Effective Planning Activities: By June 30th, 2014, effective planning activities will be developed, followed and monitored to ensure progress toward milestones.	32.1 Working with the EPI Steering Committee, effective milestones will be established.  32.2 Progress toward milestones will be tracked and available on project websites and communicated to stakeholders.	32.1.1 List of milestones reviewed by the EPI Steering Committee. Established March 17, 2014  32.2.1 Progress toward milestones regularly updated on project websites.	Ongoing July 1, 2013 – June 30, 2017  Ongoing July 1, 2013 – June 30, 2017	Statewide Programs Managers, Assigned Project Managers and EPI Steering Committee

## ***APPLICATION ANNUAL WORK PLAN FY 2016-2017***

<b>Objective</b>	<b>Procedures/Activities</b>	<b>Performance Outcomes</b>	<b>Timelines</b>	<b>Responsible Person(s)</b>
<p><b>32. Effective Planning</b> <b>Activities:</b> By June 30th, 2014, effective planning activities will be developed, followed and monitored to ensure progress toward milestones. Director, Statewide Programs Managers, Assigned Project Managers and EPI Steering Committee</p>	<p>32.3 Working with the EPI Steering Committee and in coordination with other grant projects via the CCC-CETC committee, use project management software for tracking.</p> <p>32.4 Work with the EPI Steering Committee and individual project committees to develop plans and implement ongoing monitoring and sustaining activities.</p>	<p>32.3.1 Regularly updated project Gantt charts output from project management software.</p> <p>32.4.1 Written plans and evidence of ongoing monitoring and sustaining activities.</p>	<p>Ongoing July 1, 2013 – June 30, 2017</p> <p>Ongoing July 1, 2013 – June 30, 2017</p>	<p>Statewide Programs Managers, Assigned Project Managers and EPI Steering Committee</p>

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## ***APPLICATION ANNUAL WORK PLAN FY 2016-2017***

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<b>Objective</b>	<b>Procedures/Activities</b>	<b>Performance Outcomes</b>	<b>Timelines</b>	<b>Responsible Person(s)</b>
33. <b>Clearly Stated and Measurable Metrics:</b> By January 1st, 2014, working in close collaboration with the evaluator, the elements of the Education Planning Initiative will have clearly stated and measurable metrics for evaluation purposes.	33.1 Work with the evaluator and EPI Steering Committee to develop metrics to evaluate the impact of program components on student, faculty, administrative and technical success and effectiveness.	33.1.1 Written metrics to evaluate the impact of program components on student, faculty, administrative and technical success and effectiveness.	Baseline Ongoing July 1, 2014 – June 30, 2017	Statewide Programs Managers, Assigned Project Managers and Evaluator

## ***APPLICATION ANNUAL WORK PLAN FY 2016-2017***

<b>Objective</b>	<b>Procedures/Activities</b>	<b>Performance Outcomes</b>	<b>Timelines</b>	<b>Responsible Person(s)</b>
<p><b>34. Annual Evaluation:</b> Annually, the evaluator working in close collaboration with the EPI Steering Committee will perform an evaluation and develop recommendations related to further improving the program's effectiveness.</p> <p>This evaluation will be aligned to the program's mission and include the solicitation and input of program stakeholders.</p>	<p>34.1 Work with the external evaluator, to develop and implement evaluation processes and produce findings.</p> <p>34.2 Work with the evaluator and EPI Steering Committee to develop and follow comprehensive reporting requirements and processes.</p>	<p>34.1.1 Annual independent evaluation of the impact of program components on student, faculty, administrative and technical success and effectiveness.</p> <p>34.2.1 Annual reporting and publication of independent evaluation of the impact of program components on student, faculty, administrative and technical success and effectiveness.</p>	<p>Ongoing Annually by July 31st</p> <p>Ongoing Annually by September 1st</p>	<p>Director, Statewide Programs Managers, Assigned Project Managers and Evaluator</p>

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## ***APPLICATION ANNUAL WORK PLAN FY 2016-2017***

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<b>Objective</b>	<b>Procedures/Activities</b>	<b>Performance Outcomes</b>	<b>Timelines</b>	<b>Responsible Person(s)</b>
35. <b>Student Awareness:</b> All potential community college students will demonstrate an awareness of the services offered by the Education Planning Initiative.	35.1 Ensure that each project conducts surveys of Students as appropriate to measure awareness of the services offered by the Education Planning Initiative and provide feedback.	35.1.1 Student survey results that measure awareness of the services offered by the Education Planning Initiative and that provide feedback for improvement.	Estimated Start April 1, 2016 – June 30, 2017	Student Systems Statewide Programs Manager and Assigned Project Manager



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## ***APPLICATION ANNUAL WORK PLAN FY 2016-2017***

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<b>Objective</b>	<b>Procedures/Activities</b>	<b>Performance Outcomes</b>	<b>Timelines</b>	<b>Responsible Person(s)</b>
36. <b>Faculty and Staff Awareness:</b> All community college staff and faculty stakeholders will demonstrate an awareness of the services offered by the Education Planning Initiative.	36.1 Ensure that each project conducts surveys of community college staff and faculty stakeholders as appropriate to measure awareness of the services offered by the Education Planning Initiative and provide feedback.	36.1.1 Community college staff and faculty stakeholder survey results that measure awareness of the services offered by the Education Planning Initiative and that provide feedback for improvement.	Baseline Ongoing September 15, 2015 – June 30, 2017	Statewide Programs Managers and Assigned Project Manager

## ***APPLICATION ANNUAL WORK PLAN FY 2016-2017***

<b>Objective</b>	<b>Procedures/Activities</b>	<b>Performance Outcomes</b>	<b>Timelines</b>	<b>Responsible Person(s)</b>
<p><b>37. Marketing Plan:</b> By January 1st, 2015, a comprehensive marketing plan will be developed to ensure that information related to the Education Planning Initiative will be easily accessible and understood.</p>	<p>37.1 Ensure that each project has an annual marketing plan for students as appropriate.</p> <p>37.2 Ensure that each project has an annual marketing plan for community college staff and faculty stakeholders as appropriate.</p>	<p>37.1.1 Project has annual marketing plans for Students as appropriate.</p> <p>37.2.1 Project has annual marketing plans for community college staff and faculty stakeholders as appropriate.</p> <p>Note: In 16-17 the CCCTC Marketing Department signed a master agreement for marketing services support with CAFocus, a collaborative effort between the CCC Foundation and Interact Communications--a specialist in community college outreach and communications.</p>	<p>Baseline complete. Ongoing January 1, 2015- June 30, 2016</p> <p>Ongoing July 1, 2016 - June 30, 2017</p>	<p>Statewide Programs Managers and Assigned Project Managers</p>