



Planning Retreat Results 2008

Document Description:

This document shall display the planning actions and final dispositions of the recommendations made at the 2008 Planning Retreat held at the Estes Center on February 7th, 2008. This form shall be updated as meetings are held and decisions are made concerning the original ideas. If you have any questions about the planning process, please contact the Office of Institutional Research.

Planning Retreat Ideas	Planning Committee Recommendations	President Staff Approval	Resources Allocated	Final Outcome
1. Institutional Effectiveness				
Improve State of the College Report by using edition numbers instead of year.	Will use academic years.	N/A	N	N/A
Print professional copies for distribution to select audiences	As needed only.	N/A	N	N/A
Review before release	Will be sent out before release for review.	N/A	N	In Progress
Form a comprehensive I.E. Plan for all programs. Should be consistent, timely, accessible, focus on continuous quality improvement, and should be tailored for each dept.	Currently being done with Network Services, the Bookstore, Building and Grounds, and the Counseling Center	N/A	N	In Progress
Survey non-returning students	Recommend to become part of retention plan to be developed by the Dean of Enrollment Management.	N/A	N	In Progress
Routinely evaluate assessment practices	The OIR will conduct an annual program assessment of itself	N/A	N	In Progress
Provide the following services from the OIR dept; survey building, fact book, annual reporting schedule, data gathering, SWOT analysis, assist with QEP, present environmental data, monitor future trends,	Recommended	N/A	N	In Progress
Evaluate online courses the same as seated. E-SIR is a must. Evaluation process should be mentioned in syllabus.	Recommended	N/A	N	In Progress
Improve student response rate of ESIRS	Recommended the use of Blackboard version	N/A	N	In Progress

	of EDIRS to increase response rate			
Planning Retreat: Should be fun Plenty of discussion time Timely follow-up Active planning committee Cross-section of participants Keep student panel	Recommended	N/A	N	In Progress

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2. Campus Security/Safety				
Require ID's for every student and employee	Continue/Improve	N/A	N	
Utilize single door entry at night with night time admin's desk nearby	Recommended	Pending		
Require parking stickers on cars	Continue/Improve	N/A	N	In Progress
Emphasize safety and security at student orientations	Continue/Improve	N/A	N	In Progress
Emphasize safety and security in college success courses	Continue/Improve	N/A	N	In Progress
Discuss security at adjunct faculty meetings.	Recommended to Deans of Instruction	N/A	N	In Progress
Have uniformed security the first two weeks of class	Recommended	Pending		
Have random security	Recommended	Pending		
Light up dark doorways	Recommended (see note below)*	N/A	N	In Progress
Meet with local police officers about security concerns	Recommended (see note below)*	N/A	N	In Progress
Have a clear chain of command for who is in charge of each campus	Recommended	N/A	N	In Progress

***House Joint Resolution 122 was passed to improve campus safety throughout the Commonwealth of Virginia. The legislation calls for colleges to meet regularly with law enforcement officials to review issues such as poorly lit doorways and other environmental factors which could be improved to prevent criminal behavior. This is called Crime Prevention Through Environmental Design (CPTED).**

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3. Dateline 2009				
Utilize Branding	Recommended (See 1 st note below)	Not necessary at this time		
Establish a comprehensive marketing plan and budget for it	Recommended (See 1 st note below)	Not necessary at this time		
Create a view book/cd	Recommended (See 1 st note below)	Not necessary at this time		
Utilize Myspace, Facebook, Youtube	Recommended (See 1 st note below)	Not necessary at this time		
Utilize billboard advertising	Recommended (See 1 st note below)	Not necessary at this time		
Evaluate phone call campaign	Recommended (See 2nd note below)	Not necessary at this time		
Perform follow-up after calls	Recommended (See 2nd note below)	Not necessary at this time		
Promote early registration	Recommended (See 2nd note below)	Not necessary at this time		
Improve advising	Recommended (See 2nd note below)	Not necessary at this time		
Summer advising by faculty	Being done by counseling center, Office of I.R. will assess need.	N/A		
Faculty should use a variety of instructional methods to address student learning styles	Currently being done	N/A		
Learning communities and cohorts to increase retention	Continue	N/A	N	
Advisor block in PeopleSoft to require advisor approval for registration	Recommended to use a DEV avoider list each semester. May add prerequisites to courses in SIS. Will avoid the use of service indicators.	Pending	N	
Institute program specific SDV 100	May incorporate SDV into program specific learning communities if enough interest exists.	N/A	N	
Provide job	Continue/Improve	N/A		

placement and career counseling				
Evaluate online DEV courses	Recommend and given to the Office of IR	N/A		
Make SDV mandatory 1st semester	Modified to strongly recommend SDV during first semester.	N/A		
Improve tutoring, use professional tutors?	Continue/Improve	N/A		
Use alert notices	Continue/Improve	N/A		
Increase awareness of Guaranteed Admissions Agreements	Continue/Improve	N/A		
Provide professional development training for transfer advisors	Approved, advisors will be invited to sessions.	N/A		
Develop a list of transfer advisors at 4-year colleges	Being done	N/A		

1. **The Planning Committee recommends that the Dean of Enrollment create a college-wide marketing plan that will encompass the suggestions made at the planning retreat.**
2. **The Planning Committee recommends that the Dean of Enrollment create a college-wide retention plan that will encompass the suggestions made at the planning retreat.**

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4. Quality Enhancement Plan				
Pilot readiness assessment in the Fall semester of 08	Recommend to QEP Imp. Committee	N/A	N/A	
Develop a tutorial for technical skills available for online students	Recommend to QEP Imp. Committee	N/A	N/A	
Survey unsuccessful online students and determine reason for failure	Recommend to QEP Imp. Committee	N/A	N/A	
Produce videos of students talking about what it takes to succeed in online courses	Recommend to QEP Imp. Committee	N/A	N/A	
Evaluate course scheduling to determine if online courses have a seated option for students	Recommend to QEP Imp. Committee	N/A	N/A	
Evaluate seated/online enrollment to determine if we can allow a seated class to run with lower enrollment to provide more options for students	Recommend to QEP Imp. Committee	N/A	N/A	
Open tutoring/testing centers with tutors using Instant Messaging to help online students	Recommend to QEP Imp. Committee	N/A	N/A	
Survey other institutions	Recommend to QEP	N/A	N/A	

and their policies for offering DEV courses online	Imp. Committee			
Make tutoring available to online students just as Financial Aid and Counseling is being done	Recommend to QEP Imp. Committee	N/A	N/A	
Create an academic resource center in the new JHD LRS building	Recommend to QEP Imp. Committee	N/A	N/A	
Work with Counseling Centers to determine length of readiness assessment	Recommend to QEP Imp. Committee	N/A	N/A	
Deans of Instruction to work with Robin Daniel to discuss adding prerequisites in SIS to online courses	Recommend to QEP Imp. Committee	N/A	N/A	
Require reviews of online courses before they go live	Recommend to QEP Imp. Committee	N/A	N/A	

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5. Scheduling				
Maintain communication with students via email	Recommended as part of Retention Plan (see Dateline 2009 section)	N/A	N/A	
Communicate and coordinate between campuses and centers to reduce course duplication	Currently being done	N/A	N/A	
Utilize full-time faculty at off-campus locations	Currently being done	N/A	N/A	
Strengthen Polycom (VTEL) offerings	Training will commence in the Fall for faculty interested in using the system.	N/A	N/A	
Offer more weekend classes including occupational and continuing ED classes	Recommended to the Office of IE/IR to perform an assessment to gauge interest.	N/A	N/A	
Keep current class time schedule	No action necessary	N/A	N/A	
Involve faculty in scheduling process	Currently being done	N/A	N/A	

