Action Plan Submission Instructions

Developing an Action Plan:

- Action Plans should reflect the overarching goals and objectives of the College.
- Link to Program Review Goals, Objectives and/or Quality Improvement Plans of programs impacted by this plan.
- Link Action Plans to Strategic Plan Goals, Objectives, and Key Performance Indicators.
- Build an evaluation/assessment strategy in the Action Plan.
- Units should work with their managers to formulate Action Plans.
- Action Plan should be supported by data/evidence.

1. **Action Plan Title**

2. **Unit Submitting Action Plan**
   - A unit is defined as a department, work unit, division, student government, Academic Senate, CSEA.
   - If more than one unit is involved in the Action Plan, one of the units should be named a primary submitting unit.

3. **Contact Person(s)/Action Plan Leader(s)**
   - Include the name, extension, and email of the author/contact person in the primary unit submitting the Action Plan.

4. **Date of Proposal**
   - Enter the date the Action Plan Submission Form is submitted to the unit manager.

5. **Action Plan Description: Summarize the Intent of the Action Plan in 100 words or fewer**
   - Include an overview of the Action Plan, including the issues leading to the development of the plan, general outline of the anticipated activities, and the desired results.

6. **Action Plan Link to Program Review: Discuss how the Action Plan is linked to program review goals, objectives and/or Quality Improvement Plans of programs impacted by this plan**
   - The actions plans should be required to specifically address how the plans will advance the goals and quality improvement plans of the program review documents.

7. **Identify the College Strategic Planning Goals and Objectives/this Action Plan will most affect or impact**
8. Identify the college-wide Key Performance Indicators (KPIs) specific to the action plan
   • List which of the nine college-wide indicators this action plan will most affect or impact

9. Identify one or more ACCJC Accreditation Standards this Action Plan will most affect or impact.
   • Refer to the College’s strategic plan and the list of Accreditation Standards (found on the ACCJC/WASC website http://www.accjc.org/standards.htm)

10. Data supporting the intent of the Action Plan
    • Provide data and evidence that support the Action Plan.

11. Intended Action Plan Outcomes. Describe the overall outcome measures or indicators that will tell you whether this Action Plan has been a success or failure
    • Provide what you see as the end results of the Action Plan.
    • Make sure the outcomes are measurable and attainable.
    • Include baseline data if applicable

12. Action Plan Activities and Proposed Timeline (from start to completion)
    • State the anticipated start date once the Action Plan is approved.
    • Identify any milestone dates while the Action Plan is being implemented.
    • State the anticipated completion date of the Action Plan

13. Is the Action Plan an inter-unit project? If yes, please describe.
    Answer “no” if the Action Plan involves only the unit submitting the Action Plan
    Answer “yes” if the action plan involves other units
    Identify the other units that are involved with the action plan

12A When other units are directly involved in the action plan, the unit submitting the Action Plan must meet with other involved units, including the managers, to help develop their role in the Action Plan. Include contact information for managers of the affected units.

14. Identify any additional organizational areas that may be affected or involved in this Action Plan:

15. Anticipated cost of the Action Plan
    • Provide budget narrative as appropriate in the justification/notes column to provide a detailed explanation or breakdown of costs

16. Impacted Area Review: Name, Title Date:
    • Action Plan Applicants are advised to work closely with impacted areas to develop the Action Plan and complete the Action Plan submission form. The
manager of each impacted area must sign to indicate that he/she has reviewed the proposed action plan and noted the impact on the unit/department.

17. Manager(s) Review: Name, Title Date:

- Once the unit develops the Action Plan, the unit completes the Action Plan electronic submission form and submits it to the manager for review and acceptance.
- If the unit manager accepts the Action Plan, the manager forwards the Action Plan to the unit who then forwards it to the CPC database within 10 working days.
- If the unit manager does not accept the Action Plan
  - The manager must submit recommendations to the unit within 10 working days of receiving the Action Plan.
  - The unit considers the manager’s recommendations and makes changes as appropriate.
  - The unit resubmits the Action Plan to the manager.
  - The manager reviews the resubmitted Action Plan and forwards it (with comments if desired) to the CPC database within 10 working days.

Manager signature is an acknowledgement only
and does not indicate approval or disapproval of the Action Plan Proposal.