

Topic Area	#/Rank	Task or Subtask	Criterion			
			4B	5C	5D	Other
Accreditation		Encourage the development of a standing HLC committee to ensure all aspects of the accreditation process are completed, including mission statement is reviewed on determined timeline.				1B
Assessment		create ILEARN manual to establish college-wide assessment procedures	X	X		4B, 5C
Assessment		post CIP and Student Learning Assessment Plans/Data on ILEARN website	X	X		4B, 5C
Assessment		Write charge and procedures for assessment committee	X			4B
Assessment		establish planning, assessment, and communication plan for Common Learning Outcomes	X			4B
Assessment		Begin assessment of co-curricular learning	X			3, 4B
Assessment		all operational units post learning goals on their websites	X			4B, 3A
Assessment		Cohort 1 reviews student learning data and makes plans for improvement	X			4B
Assessment		post ILEARN cohort lists to website	X			4B
Assessment		Establish a regular cycle of environmental scanning		X		5C
Assessment		roll out marketing campaign for ILEARN		X		5C
Assessment		create 2-3 minute ILEARN video tour		X		5C
Assessment		Reorganize IR website to reflect HLC working and demonstrate flow of information to IR constituency groups			X	5D
Assessment		disseminate annual report on the strategic plan to the college			X	5D
Assessment		train committees and non-cohort groups on the assessment cycle and utilizing an updated CIP summary			X	5D
Assessment		Retroactively complete CIP summaries for new initiatives				
Assessment		CIP summary for class scheduling				5B
Assessment		CIP summary for The Hub				5C
Assessment		Establish an Assessment Committee				3
Assessment		Create curriculum maps to ensure all CLOs are hit on within each degree				3
Assessment		Write annual assessment reports for the college indicating data and plans for improvement				
Assessment		Determine need for software to align programs, outcomes, and assessment data				
Assessment		provide disaggregated data on student retention, persistence, and completion of programs to ILEARN participants				4C
Assessment		review list of all departments and groups on campus and ensure ILEARN participation				1A
Assessment		Determine when, where, and how data on student retention, persistence, and completion is reviewed at the institutional level				4C
Assessment		Document what measures we look at internally (if different from IPEDS)				4C
Assessment		document why institutional measures for assessment were chosen				4C
Assessment		write a "data dictionary" to ensure we are all speaking the same language				4C
College Administration		Map out the decision making process for the college		X		5B, 5C
College Administration		document executive level decision making process		X		5B, 5C
College Administration		demarcate clear points in the decision making process for feedback		X		5B, 5C

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College Administration		map out how various committees fit into the decision making process		X		5B, 5C
College Administration		document how RRCC establishes priorities		X		5B, 5C
College Administration		Map out the budget process		X		5C
College Administration		document how we anticipate enrollment/revenue fluctuations		X		5C
College Administration		specifically, connect student learning needs to budget priorities		X		5C
College Administration		Document our committee structure and how they function		X		2B, 5C
College Administration		document how data is integrated into the decision making process			X	5D
College Administration		document how assessment fits into the budget process			X	5D
College Administration		Connect the mission to the decision making process				1
College Administration		Develop a decision-making template similar to the CIP summary				1
College Administration		Identify a funding pool to support mission-driven initiatives				1A
College Administration		Update the RRPR (Red Rocks Purchasing Rule) 8-12				2A
College Administration		website with members/minutes for Curriculum Committee				2B
College Administration		website with members/minutes for Academic Standards Committee				2B
College Administration		website with members/minutes for Collaboration Council				5B
College Administration		website with members/minutes for Diversity Council				2B
College Administration		website with members/minutes for ATP				2B
College Administration		website with members/minutes/bylaws for Faculty Senate				2B, 2C
College Administration		website with members/minutes for Classified				2B
College Administration		website with members/minutes for IRB				2B
College Administration		develop central website that lists RRCC committees, contact info, and what responsibilities fall under each one, if they are an advisory or a governance committee, and sphere/level of influence				2
College Administration		create list of faculty and instructors				3C
College Administration		Restructure website to have a central place for administration of the college				2B
College Administration		have a scavenger hunt with employees (and students) to determine what is hard to find				2
College Administration		Develop a website/supervisor toolkit that includes processes and relevant committees				2
College Administration		Write RRCC philosophy statement on academic freedom				2
College Administration		Establish review timeline for all policies and procedures				2
College Administration		Do check of existing policies and procedures and update review dates				2
College Administration		Document process for how transcript credits are reviewed or evaluated				4A,
College Administration		Establish assessment plan/cycle for this process				4A,
College Administration		Document process for how the credits are reviewed or evaluated				4A,
College Administration		Establish assessment plan/cycle for this process				4A,
College Administration		Need to communicate KPIs to the general college community				4A, 4C
College Administration		communicate KPIs to supervisors in pre-work week meeting				4A, 4C
College Administration		communicate KPIs to the college at fall all college meeting				4A, 4C

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College Administration		Need to establish process where success of graduates is used for decision making				4A,
Concurrent Enrollment		Map Concurrent Enrollment courses to our syllabi/curriculum				3
Concurrent Enrollment		Assess student learning in Concurrent enrollment courses and compare to RRCC courses				4A,
Diversity		Document integration of diversity into the curriculum				1C, 3B
Diversity		Development of a committee to randomly sample assignments in D2L to ensure alignment.				1C
Diversity		Collaborate with FYE program to ensure alignment				1C
Diversity		Map diversity CLO to the curriculum to ensure it is covered in each degree program				1C, 3B
External Partners		Develop a formal process for how our external partners are selected and how their needs are determined				1D
Instruction		Include informaiton on SOI process in faculty tab on the Rock and in new faculty/instructor orientations			X	5D
Instruction		Update faculty guidelines (handbook)				2, 3C
Instruction		document training schedule for faculty				4A,
Instruction		Create instructor guidelines (handbook)				3C
Instruction		Determine faculty to student ratio				3C
Instruction		Add integrity and ethics pieces to new faculty orientation/training				2E
Instruction		Develop a program review process				3, 4A
Instruction		Develop process in Instructional Leadership to review disaggregated data on student retention, persistence, and completion of programs				4C
Instruction		Develop an instructional map				3
Instruction		Document quality standards for hybrid and F2F classes				3A
Instruction		Write a philosophy statement for general education/CLOs				3B
Instruction		Write program learning outcomes for AA, AS, and AGS				3A
Instruction		Begin using syllabus template that includes learning outcomes				3A
Instruction		Create a repository of student, staff, and faculty work				3
Instruction		Develop faculty qualification rubric(s)				3C
Instruction		Create guidelines for hiring faculty/instructors and a hiring checklist				3C
Instruction		Create more documentation for process to evaluate instructors (PT) including classroom observation				3A, 4A
Instruction		Create faculty/instructor web pages				3C
Instruction		Programs with specialized accreditation put that infomration on their websites				4A,
Mission		Review and reaffirm or change the mission, as appropriate				1A, 1B
Mission		Document and archive the development of the mission statement.				1A

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Mission		set (or confirm) timeline for collaboration council to review mission statement to align with public and institutional goals.				1A
Mission		post to RRCC website				1A, 1B
Mission		Include RRCC mission in FYE curriculum to convey it to students				1A
Mission		create t-shirts with mission statement for all students or select student groups (ambassadors, PTK, Student Government, NSLS, etc.)				1A
Mission		lamine and post the mission by each telephone on campus				1B
Mission		Do a Mission skit/video with Mike Coste in charge. Get testimonials for students – send out to the entire college and add it to the Red Rocks homepage in a rotating banner.				1B
Mission		Add mission statement to quick links.				1B
Mission		Add Mission statement to ask the fox.				1B
Mission		Add mission statement to business cards and place in all Faculty/Instructor mailboxes.				1B
Mission		Develop rotating banner on Red Rocks homepage.				1B
Mission		Ensure during the onboarding process for new employees that the mission statement is prominently emphasized.				1B
Mission		Utilize student success information cart to have an information booth on the mission statement				1B
Professional Development		Develop professional development expectations, procedures and processes				3
Professional Development		Create a repository of trainings offered on campus				3
Professional Development		Create an adjunct instructor institute				3
Student Learning		Develop a shared definition of co-curricular activities	X			3E, 4B
Student Learning		Develop system for aligning co-curricular activities with programs/CLOs	X			4B
Website		Put information about importance of SOIs on the webpage for students			X	5D
Website		Hold focus group to evaluate student-friendliness of RRCC website				2B, FCR