FY 2010 PRESIDENTIAL WORK PLAN

Institution: _Riverland Community College_____ Date: July 22, 2010

SECTION I: SYSTEM STRATEGIC PLAN ALIGNMENT

The following tables in section one represent the system strategic directions and associated goals provided for institutions to demonstrate alignment with system priorities. Institutions should address the goal areas most central to their mission and priorities. Included within the selected goal areas is a reference to FY 2010 Action Plan initiatives approved by the Board of Trustees. For these initiatives, all institutions must have targets for ***Underrepresented Students*** and at least one of the ***STEM targets*** as ongoing areas from FY 2009. New for FY 2010 are the system focus areas of ***Online Education, Dislocated Workers, Resource Management, Continuous Improvement, and Energy Conservation*** **for which institutions must select at least three of these five as part of the presidential evaluation process by placing an X in the box provided.** As noted in the cover memo accompanying this template, the online and blended learning initiative will be a specific numerical target that is currently under development. Institutions will demonstrate progress on the remaining initiatives through qualitative feedback or through institutional numerical targets that may be available and are encouraged.

System Goals	Anticipated Major Activities	Projected Institutional Outcomes	Actual Institutional Outcomes or Progress to Future Goal
Strategic Direction One: Increase access and opportunity			
1.1 Raise Minnesota's participation and achievement in post-secondary education by meeting the needs of students with diverse backgrounds and educational goals.	1.1.1 Increase enrollment of students with diverse backgrounds by increasing the *Be Your Best* program participation. 1.1.2 Increase fall enrollment of under-represented/under-served students. 1.1.3 Implement Men's Soccer. 1.1.4 Implement Albert Lea ENAP and ESL classes. 1.1.5 Implement bimonthly staffing with Workforce Development Inc. and DEED professional staff.	1.1.1 Student headcount increased from 32 in Summer 2009 to 50 in Summer 2010 1.1.2 Fall 2009 student headcount increased by 40 or 10%. 1.1.3 18 Headcount, Fall 2009 1.1.4 15 Headcount, Fall 2009 1.1.5 Meet jointly in July, September, November, January, March, May.	1.1.1 *Be Your Best College Prep Academy* Summer 2010: • Held an Austin-only cohort (did not offer an Owatonna cohort due to budget reductions). • 23 students in Austin only, a student headcount increase in Austin cohort of seven students (44%). 1.1.2 Reported underrepresented headcount in FY10 of 1,910 compared to reported in FY09 of 1,467. FY2010 increased headcount by 443 or 30%. 1.1.3 18 students on soccer eligibility roster; 11 students (61%) were students of color or multicultural; 4 enrolled in ENAP (ESL) courses; 8 reported parents had no college; 5 reported parents had some college; 5 reported parents had college degree. 1.1.4 21 students enrolled in Albert Lea ENAP program; exceeded goal by (40%). 1.1.5 Conducted bimonthly meetings successfully with 4 to 8 attendees from college & workforce centers. This communication supported continued enrollment and retention of workforce clients in Riverland programs of study.

FY10 Action Plan Initiative – ***Success of Underrepresented Students*** *Improve persistence and completion rate for underrepresented students.*	1. Minority Student advisor will identify at least 100 prospective students throughout Freeborn County. Students will meet at least one of the following demographic criteria: First-generation student; English is not native language; high school dropout; recent dislocated worker; income meets poverty guidelines. 2. Offer the *Be Your Best Summer College Prep Academy* in Austin and Owatonna summer of 2010.	1. 13 ENAP (ESL) students enrolled in at least 8 credits in fall semester and 8 credits in spring semester FY2010; 75% remained in the program the entire academic year. 2.1 85% of student participants completed program . 90% of completers showed increased academic skills in Reading, Math, and English as measured by Accuplacer assessments and academic grades. At least 60% of the program completers achieved a 3.0 GPA average. 2.2 30% of program completers who are age-eligible enrolled directly into college coursework within one year. 2.3 Participants know which college majors match their goals, values, and interests. 2.4 Participants developed a plan to complete their postsecondary education and/or skills training. 2.5 100% of program completers completed the eDiscover career exploration program & developed a portfolio outlining options for postsecondary education. 2.6 25% of program completers moved into a leadership role at their high school or Riverland Community College. 2.7 Three (3) *Be Your Best* graduates will become Student Ambassadors at Riverland within the year of enrolling. 2.8 Two (2) *Be Your Best* graduates are active in a club or activity at their high school.	1. 17 students enrolled with 8 or more credits Fall 2009; 14 students enrolled with 8 or more credits in Spring 2010; 71% remained in the program the entire year. 2.1 23 students enrolled in the Austin Campus *Be Your Best College Prep Academy* program. Completion date for the program is August 6, 2010. As of July 20, 2010, all students are making satisfactory progress in the program. Owatonna cohort not offered due to budget constraints. 2.2 Awaiting results of August 6 completers. 2.3 Weekly seminars are conducted for students in the *Be Your Best* program to help identify college majors and match students' goals, values and interests. 2.4 Students develop their respective college plan in the weekly seminar meetings. 2.5 100% of program participants are on target to complete a career development assessment. 2.6 Awaiting results of August 6 completers. 2.7 Awaiting results of August 6 completers. 2.8 Awaiting results of August 6 completers.

1.2 Work with other organizations to prepare all young people to graduate from high school and enroll in college prepared for college-level work.	1.2.1 Secure and implement accreditation and membership in the National Alliance of Concurrent Enrollment Programs (NACEP) for college-in-the-high-school and high school on-campus programs. 1.2.2 Author and implement two new articulation agreements, one with a high school and one with a baccalaureate institution, annually, over the next three years. 1.2.3 Build formal online/ITV programs of study career pathways–from high school to college, to business/industry–via regional consortium to demonstrate pathways in business, health, and manufacturing, increasing articulated pathways in one career area annually over the next three years.	1.2.1 NACEP accreditation secured September 2009. 1.2.2 Two new/updated agreements posted to the Riverland webpage June 30, 2010. 1.2.3 One new career online/ ITV pathway created June 30, 2010.	1.2.1 NACEP accreditation awarded April 2010. 1.2.2 .1 Implemented an AS Business to BS Business agreement with MSU, Mankato and an AS Business to Business Education Teaching at Winona State University. 1.2.2.2 Perkins Consortium focused on the programs of study written in FY10, Perkins Plan, & the articulation expiration dates on the Lifetime of Learning website. 1.2.2.3 Regional high school to postsecondary articulations were reviewed, updated, and renewed in the areas of Computer Technology, Business, Nursing, Sales & Marketing. 1.2.3.1 Created and delivered advanced long-term-care training modules online. First cohort offered Fall 2009. 1.2.3.2 The entire Supervisory Management program of study offered online beginning Fall 2009.
1.3 Maintain an affordable cost of attendance for Minnesota residents.	1.3 Work collaboratively through 1) a private foundation, 2) the Riverland Foundation, and 3) utilization of state resources to fund tuition for Austin-based school graduates who attend Riverland Community College.	1.3.1 Matching dollars to initiate program and secure grant from private foundation identified (April 2010). 1.3.2 Scholarship program initiated Fall semester 2010.	1.3.1 The Hormel Foundation agreed to fund the *Cycles for Success* scholarship program for graduates of Austin and Pacelli High Schools. The foundation pledged $200,000 a year for five years to help finance traditionally under-represented students from these two high schools to attend Riverland. 1.3.2 The first cohort of scholarship recipients will begin Fall 2010.

Strategic Direction 2: Promote and measure high-quality learning programs and services			
2.1 Promote accountability for results through a system of accessible reports to the public and other stakeholders.	2.1.1 Enhance the college's communication plan to include achievements and challenges on action projects, strategic initiatives, and improvements to supporting and delivering student learning. 2.1.2 Implementing an outcomes-based improvement web page that includes Dashboard performance data, Benchmarked comparisons, Direct measures of improvement.	2.1.1 Institutional Development, Effectiveness and Assessment (IDEA) committee created to analyze data results, sort and recommend three Hanover Research Projects, target improvements on Core Values, report on outcome accomplishments and challenges, report on opportunities for improvement. 2.1.2 Formal communication plan developed and implemented (June 2010). 2.1.3 Riverland Advisory Committee members updated on dashboard and benchmark outcomes at annual meeting (Spring 2010). 2.1.4 Performance competencies on nine institution process goals (core values) implemented Spring 2010. 2.1.5 Revised program-review process completed for eight programs of study (Spring 2010).	2.1.1 The IDEA Committee met monthly beginning Fall 2009 and reviewed three surveys and portfolios, created an implemented committee plan, created draft of an Improvement Web Page and eFolio. IDEA solidified its charge of maintaining and documenting action on assessment and improvement along with nurturing an understanding in all employees of their role in supporting and improving teaching and learning. 2.1.2 A communication plan was developed for April – June 2010. The plan focused on sharing news of accreditation activities and quality improvement projects; three issues of *True North* accreditation newsletters were distributed. 2.1.3 Riverland All-College Advisory event conducted in April 2010; accomplishments and outcomes were shared. 2.1.4 Updating institutional mission, vision, and values statements process will continue into FY2011. 2.1.5 Program review completed for 14 programs of study; exceeded goal by 75%.

2.2 Produce graduates who have strong, adaptable and flexible skills. *(Institutions may want to reference Workforce of the Future recommendations, among other strategies.)*	2.2.1 Revise Riverland's 1,000 class inventory Master Course Outlines in compliance with Riverland Core Themes and Disciplines, and the Minnesota Transfer Curriculum (MnTC). 2.2.2 Complete student learning outcomes for degree and diploma programs. 2.2.3 Align career & technical programs with national, professional, and industry knowledge/skill standards.	2.2.1.1 Arts and sciences Master Course Outlines approved and posted to the Riverland Improvement web page (June 2010). 2.2.1.2 Career program Master Course Outlines approved and posted to the Riverland Improvement web page (June 2011). 2.2.2 Riverland's core theme and discipline competencies (student learning outcomes for AA and AS degree programs) incorporated in revised Master Course Outlines in arts and sciences programs (June 2010). 2.2.3 One-third (six) Riverland career programs identified for implementation of student learning outcomes over the next three years and affiliated with professional/industry skill standards and/or a national accrediting body (June 2010).	2.2.1.1 258 Liberal arts Master Course Outlines (MCOs) approved July 2010. 2.2.1.2 More than 75% of career program MCOs (448 out of 597) have been submitted for approval and will be completed during FY2011. 2.2.2 Riverland's core themes and discipline competencies incorporated in all MCOs in liberal arts and sciences. 2.2.3.1 Diesel Technology received NATEF accreditation. 2.2.3.2 Collision Repair received NATEF accreditation. 2.2.3.3 Computer Technology received World Organization of Webmasters (WOW) certification. 2.2.3.4 Pharmacy Technician received ASHP accreditation. 2.2.3.5 Nursing, Nursing Assistant, and Auto Service Technology received re-accreditation.

FY10 Action Plan Initiative – *STEM Credit Enrollment* *Increase the percentage of students enrolled in college-level STEM courses.* **FY10 Action Plan Initiative – *STEM Teacher Education Graduates*** *Increase the number of secondary teachers prepared for licensure in math and science.*		1. Develop and implement STEM Options to include Production Technician Certificate, Bioscience AS, and Health Careers Pathways. 2. Increase on-site educational offerings to STEM & Allied Health employees.	1.1 Twenty (20) Production Specialist headcount enrollments in Owatonna (Fall 2009). 1.2 Lead instructor for bioscience technology hired and 2011 course offerings scheduled (Spring 2010). 2.1 Partner course offerings at the OCUC developed & scheduled (Spring 2010). 2.2 Partner course offerings at the Owatonna Hospital developed & scheduled (Spring 2010).	1.1 Owatonna Production Technician headcount began with 22 persons (exceeded goal by 10%), with 13 persons completing the program (9 individuals were hired during the program period). 1.2 Lead instructor hired for bioscience technology & necessary equipment for the program purchased. Bioscience course work to be offered in FY11. 2.1 Participated with South Central College in the delivery of small business management program; collaborated with higher education partners Crown College and MSU, Mankato on 2 + 2 curricula. 2.2.1 Ethics and Freshman English offered at Owatonna Hospital Spring 2010. 2.2.2 WDI offered health care academy programming and Riverland's Training & Development Department offered various health care certification courses.

2.3 Provide multiple delivery options for educational programs and student services. *(Focus primarily on new forms of programming and award options.)*	2.3.1 Increase online and hybrid offerings. 2.3.2 Expand ITV penetration, including large regional schools and smaller, rural school districts.	2.3.1.1 Internet online enrollments increased 15% in FY2010. 2.3.1.2 Web-based hybrid enrollments increased 20 % in FY2010. 2.3.2.1 New online courses developed in Cosmetology, Science, Carpentry, Wind Turbine Technology, Supervisory Management (Spring 2010). 2.3.2.2 Forty (40) new high school students served in FY 2010. 2.3.2.3 New ITV sections offered in Spanish and Medical Terminology; served 60 additional high school students in FY2010.	2.3.1.1 Online enrollments increased 9.8% in FY10; missed goal by 5.2%. Actual increase of 20.4% in FYE from 2009 to 2010 2.3.1.2 Web-based hybrid enrollments increased 21.7% in FY10; exceeded goal by 8.5%. Actual increase of 69.2 % in FYE from 2009 to 2010 2.3.2.1.1 General studies courses that are required in programs of study were developed & offered online. 2.3.2.1.2 Cosmetology offered specialty course online – Operations of Selling. 2.3.2.1.3 All Supervisory Management courses offered online. 2.3.2.1.4 Physics and Biology developed and offered new online courses. 2.3.2.1.5 Developed and delivered online Carpentry's Blueprint Reading course. 2.3.2.2.1 125 students at Southland High School and LeRoy High School served via ITV fall and spring semesters; exceeded goal by 108%. 2.3.2.2.2 Courses offered were Beginning Spanish, Medical Terminology, Freshman English, Writing from Library Sources, and Speech. 2.3.2.3 Two sections of Beginning Spanish broadcast to a total of 46 students at rural high schools Southland and LeRoy via ITV; one section of Medical Terminology was offered to 15 LeRoy High School students via ITV A total of 61 high school students (exceeded goal by 1.7%) were served at their own campus via ITV.

FY10 Action Plan Initiative – ***Online and Blended Course Offerings*** *Increase the percentage of system credits provided through online and blended courses.*		1. Increase Internet online enrollments. 2. Increase web-based hybrid (blended) enrollments.	1.1 Online FYE enrollment grew 15% in FY 2010. 1.2 New online course sections in Cosmetology, Carpentry, Wind, and Supervisory Management created (June 2010). 2.1 Hybrid (blended) enrollments grew 20 % in FY 2010. 2.2 New hybrid course sections created in nursing and liberal arts, and at the Owatonna Hospital.	***Data to be provided by the Office of the Chancellor in Spring 2010*** (Same local information as in items 2.3.1.1 through 2.3.2.1.5 in the section immediately above.)

SECTION I: SYSTEM STRATEGIC PLAN ALIGNMENT			
System Goals	**Anticipated Major Activities**	**Projected Institutional Outcomes**	**Actual Institutional Outcomes or Progress to Future Goal**
Strategic Direction 3: Provide programs and services that enhance the economic competitiveness of the state and its regions			
3.1 Be the state's leader in identifying workforce education and training opportunities and seizing them.	3.1.1 *New Directions* workshops address barriers that adults, and especially dislocated workers, face when returning to or beginning college. 3.1.2 Expand career technical programs in high-wage, high-demand occupation sectors.	3.1.1 Three workshops per month were held. 3.1.2.1 24 new students enrolled in the Wind-turbine Technician FY 2010. 3.1.2.2 20 students enrolled in the Production Technician Specialist Certificate in Owatonna FY 2010. 3.1.2.3 Voltaic Solar Installer Program created (Spring 2010). 3.1.2.4 Simulation Technology Program created (Spring 2010). 3.1.2.5 Associate degree Nursing cohort created (Spring 2010) and implemented in Owatonna (serving 12 new students Fall 2010).	3.1.1 Workshops conducted in Fall 2009. These workshops transitioned into individual admissions advising appointments due to poor attendance in group settings. 3.1.2.1 26 Students enrolled in the Wind-turbine Technician program Fall 2009 (waiting list of 75); 24 enrolled in Spring 2010. 3.1.2.2 Owatonna Production Technician headcount began with 22 persons (exceeded goal by 10%), with 13 persons completing the program (9 individuals were hired during the program period). 3.1.2.3 Photovoltaic Solar Installer program of study was developed; first cohort of 16 students offered Spring 2010. 3.1.2.4 Simulation Technology Program remains in development. 3.1.2.5 Two nursing labs and clinical student cohorts will be based at the Owatonna Hospital Fall 2010; lecture content will be delivered online and on-campus.

FY10 Action Plan Initiative – ***Dislocated Workers*** *Efforts to address the needs of Dislocated Workers as appropriate to your institutional mission.*		1. Increase services to dislocated workers. 2. Increase demand occupation degrees, diplomas, certificates. 3. Increase enrollment of dislocated workers in high-demand programs.	1.1 Easy Enrollment program implemented (Fall 2009). 1.2 College and Referral Sources (WDI, DEED, Welcome Center) Staff met bimonthly. 2.1 Course sections in online industrial maintenance, production specialist created. 2.2 Advising and follow-up activities conducted on new enrollees Fall and Spring FY 2010. 2.3 The college implemented new short-term and long-term program options in wind turbine technology, industrial maintenance/production specialist, and allied health (Spring 2010). 3.1 Dislocated worker enrollment increased to 180 headcount (Spring 2010).	1.1 251 students participated in fall Easy Enrollment (now called "One-Stop Enrollment"). 193 enrolled in fall (77%); 88 (46%) fall enrollees earned a GPA of at least 2.5. 122 fall enrollees enrolled in spring semester (63%); 70 (57%) spring enrollees earned a GPA of at least 2.5. 1.2 Conducted bimonthly meetings successfully with 4 to 8 attendees from college & workforce centers. This communication supported continued enrollment and retention of workforce clients in Riverland programs of study. 2.1 Evening cohort of Industrial Maintenance program of study offered (not online this time), which incorporated production technician course work. 2.2 All new students receive information about counseling and tutoring services. All students not making satisfactory progress receive notification of their status. New students on academic probation are directed to meet with a counselor within the first four weeks of the next semester. 2.3.1 Implemented the Wind Turbine Technician program Fall 2009. 2.3.2 Long-term-care training modules offered. Spring 2010 saw 22 students in the first long-term-care training cohort. 2.3.3 EMT and First Responder course work offered in academic year. 3.1 297 Dislocated Workers served during FY2010 (exceeded goal by 65%).

3.2 Support regional vitality by contributing artistic, cultural and civic assets that attract employees and other residents seeking a high quality of life.	3.2.1 Expand Riverland's regional offerings in Fine Arts. 3.2.2 Implement Student Learning Outcomes in related course areas by revising MCOs in MnTC courses related to Human Diversity and Ethical and Civic Responsibility. 3.2.3 Plan and implement a community-based celebration of clean living and energy.	3.2.1.1 Three fine arts courses offered in Owatonna. 3.2.1.2 Art course(s) offered at Steele County Detention Center. 3.2.2.1 250 MCOs in liberal and fine arts, sciences completed (Spring 2010). 3.2.2.2 Implementation of human diversity and global perspective core themes focused on at staff and faculty Conference Days – September & April FY 2010. 3.2.3 Third annual RE-Fest Sustainability Fair hosted (September 2010).	3.2.1.1 Seven fine arts courses offered in Owatonna during academic year 2009-2010 (2 in art; 4 in music; 1 in theatre). 3.2.1.2 One course in Art offered at Steele County Detention Center. Seven incarcerated students enrolled along with three non-incarcerated. 3.2.2.1 258 MCOs in liberal arts and sciences approved July 2010. 3.2.2.2.1 The September 2009 faculty conference day focused on teaching & learning and shared outcome goals. Faculty best practice sessions were offered centering on core themes, disciplines, programs of study, shared outcomes, and helping students succeed. 3.2.2.2.2 The April 2010 all college conference day featured a *Stage Left* performance dealing with sexual orientation topics. 3.2.3 Third annual RE-Fest event hosted at Riverland Community College's Austin Campus. Nearly 1,200 people participated, and 40 vendors & artisans presented at this festival.

3.3 Develop each institution's capacity to be engaged in and add value to its region and meet the needs of employers in its region.	3.3.1 Implement a regional approach to strengthening and diversifying selected career programs. 3.3.2 Implement a revitalized advisory committee system. 3.3.3 Conduct industry summits in cooperation with demand occupation employers. 3.3.4 Create an allied health Memorandum of Understanding between partnering institutions (serving the Owatonna Health Care Campus). 3.3.5 Target improvement in sector-based school-college relationships.	3.3.1 All Riverland advisory committees have a membership representing gender, location/ region, ethnicity, industry, and school representation diversity. 3.3.2 Three-year member terms instituted. 3.3.3 Five industry summits and DACUMs conducted in selected demand sectors (Fall 2009 & Spring 2010). 3.3.4 An implementation plan for higher education at the Owatonna Healthcare Campus created and implemented by January 2010. 3.3.5 Three new career pathways (two on-ground and one Online/ITV) created (Spring 2010).	3.3.1 All Riverland advisory committees met representation goals except for Business & Office. 3.3.2 Three-year member terms were implemented for all advisory committees. 3.3.3 Summits and/or DACUMS conducted in Wind Turbine Technology, Carpentry Technology, Manufacturing, Electrical Technology, Solar Technology, & Computer Technology. 3.3.4 Plan shared with partners and implemented Fall 2009. 3.3.5 Photovoltaic Solar Installer program of study was developed. First cohort of 16 students offered spring semester 2010; Simulation Technician remains in development; two nursing labs and clinical student cohorts will be based at the Owatonna Hospital. Lecture content will be delivered online and on-campus Fall 2010.
Strategic Direction 4: Innovate to meet current and future needs			
4.1 Build organizational capacity for change to meet future challenges and remove barriers to innovation and responsiveness.	4.1 Expand capacity in Owatonna and outreach "extended-learning" environments .	4.1.1 Owatonna Hospital Partner programming schedule for spring and fall 2010 offerings created (Fall 2009). 4.1.2 Selected Owatonna Hospital allied health offerings implemented (Spring 2010). 4.1.3 Semesterly OCUC MnSCU partner staffings conducted. 4.1.4 Revised OCUC MnSCU Partner programming schedule created for FY 2010 and 2011 offerings Fall 2009). 4.1.5 Three (3) for-credit Riverland service learning internships developed for implementation Fall 2011 (Spring 2010).	4.1.1 Courses in English & Philosophy offered in Spring 2010; course work scheduled and offered for Fall 2010. 4.1.2 Ran Health Care Academy & health care specialty certification courses in Spring 2010. 4.1.3 Meetings with OCUC Higher Education Partners held during Fall 2009 & Spring 2010. 4.1.4 Collaborative meetings between MSU, Mankato & Riverland during Fall 2009, Spring 2010, and Summer 2010 will result in a BS degree-completion program commencing Spring 2011 at the OCUC. 4.1.5 With funding from the college's foundation, a service-learning initiative is planned for Fall 2010 to introduce S-L & develop preliminary programming.

FY10 Action Plan Initiative – ***Organizational Change - Resource Management*** *Efforts to address fiscal conditions, including shared services and other collaborations, internal efficiency strategies and other innovative solutions.*		Continue to plan with regional HR directors for the opportunity to hire and share staff between our locations.	Met with CHROs from SE region once a semester through May 15, 2010, including individual conversations and planning.	Monthly telephone and email conversations with other regional directors occurred throughout FY2010; no formal meetings arranged. Discussion is continuing with a formal meeting arranged for shared services in August 2010.
FY10 Action Plan Initiative – ***Organizational Change - Continuous Improvement*** *Efforts to improve programs, services, and learning outcomes (e.g. advancement of Students First initiative).*		1. Implement professional and industry skill standards and program accreditation in career programs. 2. Degree goals and competencies will be developed and implemented in all arts and sciences inventory courses. 3. Process goals (Core Institution Values) will be reviewed, and competencies will be developed.	1.1 Five programs complete the self study in application for professional/industry accreditation (Spring 2010). 2.1 Master course outlines from five programs revised to portray institution and professional/ industry knowledge and skill standards (Spring 2010). 2.2 Twenty online courses submitted for instructor and course certification through Quality Matters (Spring 2010). 2.3 Master course outlines for five 200 courses revised to portray institution core theme and discipline goals and competencies (Spring 2010). 2.4 Non-instructional departments targeted improvements to core values (Spring 2010). 3.1 Competencies for each core value developed (Spring 2010).	1.1.1 Diesel Technology received NATEF accreditation. 1.1.2 Collision Repair received NATEF accreditation. 1.1.3 Computer Technology received World Organization of Webmasters (WOW) certification. 1.1.4 Pharmacy Technician received ASHP accreditation. 1.1.5 Nursing, Nursing Assistant, and Auto Service Technology received re-accreditation. 2.1 Seven programs, accredited in FY10, revised their master course outlines to include institution and professional/ industry knowledge and skill standards. 2.2 Awarded *Quality Matters* certification for one course each in BUSA and Speech in FY10. 2.3.1 258 Liberal arts Master Course Outlines (MCOs) approved July 2010. 2.3.2 More than 75% of career program MCOs (448 out of 597) have been submitted for approval and will be completed during FY2011. 2.3.3 Riverland's core themes and discipline competencies incorporated in all MCOs in liberal arts and sciences. 2.4 Riverland staff drafted plans for improvement in Fall 2009 & reported results Spring 2010. 3.1 Updating institutional mission, vision, and values statements process will continue into FY2011.

4.2 Reward and support institutions, administrators, faculty and staff for innovations that advance excellence and efficiency.	4.2.1 New web-based Performance Appraisal process to support planning of individual and department goals. 4.2.2 Celebrate teaching and higher education best practices by demonstrating exemplary improvement efforts that support and improve teaching and learning on Conference Day. 4.2.3 Target inquiry, excellence in teaching and learning, efficiency on Spring 2009 Faculty and Staff Conference Days. 4.2.4 Improve the presence of Student Learning competencies in Global Perspectives, Human Diversity, Ethical and Civic Responsibility, and People and the Environment, in the Riverland curriculum. 4.2.5 Create an alternative faculty awards program for innovations that improve online and career program student learning. 4.2.6 Expand frontline faculty roles in leadership on topics related to assessment, continuous improvement, and faculty projects.	4.2.1 80% completion rate of personnel appraisals and 60% completion rate of respective individual performance goals. 4.2.2 Best practice demonstrations highlighted at the April 2009 Spring All-College Conference Day. 4.2.3 Presentations and workshop breakouts conducted at the February 2010 Faculty Conference Day. 4.2.4 Report on improved coverage of core themes across the curriculum (Spring 2010). Complete five career program self studies in alignment with national knowledge/skill standards. 4.2.5 *Riverland Awards for Innovative Program and Course Development* program created and implemented (Spring 2010). 4.2.6.1 Expand Student Learning Outcomes Assessment Program Specialist to .35 FTEF. 4.2.6.2 Faculty coordination role created for the *Riverland Awards for Innovative Program and Course Development* program (Spring 2010).	4.2.1 80% of employees received a performance evaluation, and 63% have individual growth plans. 4.2.2 Faculty presented best-practice teaching workshops at college conference days. 4.2.3 Faculty and staff participated in work sessions to complete improvement intentions. 4.2.4 Report still in development; expected release Spring 2011. Self studies completed in Auto Service Technology, Collision Repair, Computer Technology, Diesel Technology, Nursing, Nursing Assistant, & Pharmacy Technician programs. 4.2.5 Riverland Awards for Innovative Program and Course Development - Riverland A+ Project: Adapting/Adopting Industry/Professional Standards into selected Riverland Programs. The college will award up to $25,000 in total compensation ($5,000 per selected Program of Study). Seven Programs of Study were identified to participate in FY10. Programs participating were Accounting, Business and Business & Office, Computer Tech, Business, Human Services, and Nursing. 4.2.6.1 Faculty Student Learning Outcomes Assessment Program Specialist given a .40 FTEF (12 credits) assignment for FY10. 4.2.6.2 Faculty chaired A+ Committee (national skill standards and accreditation oversight); given .04 FTEF for the assignment (1 credit).

4.3 Hire and develop leaders who will initiate and support innovation throughout the system.	4.3.1 Implement a business plan that will incorporate BESI strategy in phases to maximize resources, provide services, and reduce workforce costs. 4.3.2 Implement the Dean of Academic Affairs in Health, Science, and Services to enhance institution efforts in outreach, STEM, Allied Health, and continuing health education. 4.3.3 Implement the Dean of Academic Affairs - Extended Learning in Owatonna to manage the MnSCU Partnership in Owatonna and the outreach efforts of the college, including the business/industry/farm management education programs	4.3.1 Phase I effective dates– January 2010 & April 2010. Phase II –V completed after Spring 2010. 4.3.2.1 Regional Health Care Advisory Council created (Fall 2009). 4.3.2.2 New programming implemented at the Owatonna Hospital (Spring 2010). 4.3.2.3 Health care partnership in Owatonna is organized and implemented (Fall 2009). 4.3.3 MnSCU and Private Provider partnerships in Owatonna are organized and implemented (Spring 2010).	4.3.1 Implemented the BESI Plan for six staff members: Two retired at the end of this fiscal year; one not replaced and anticipating replacing one at a lower salary. Four will retire by the end of next fiscal year and anticipating replacing only one. 4.3.2.1 Regional Health Care Advisory Council created Fall 2009 with representatives from Crown College, MSU, Mankato, Owatonna Clinic, Owatonna Hospital, Riverland, South Central College, and Workforce Development Inc. 4.3.2.2 Ran Health Care Academy & health care specialty certification courses in Spring 2010. 4.3.2.3 Two nursing labs and clinical student cohorts will be based at the Owatonna Hospital Fall 2010; lecture content will be delivered online and on-campus. 4.3.3 Collaborated with higher education partners Crown College and MSU, Mankato on 2 + 2 curricula.

FY10 Action Plan Initiative – ***Energy Conservation*** *Efforts to advance campus sustainability and preliminary benchmarking of energy consumption. Institutions may want to note specific targets or programmatic, facilities and student engagement activities to promote environmental sustainability.*		• Austin East windows & doors replacement project – The college supplemented the $540,000 2009 HEAPR funding with $110,000 institutional funds to complete the entire project. Project timeline: October 2009 – June 2010.	• Realized a 43% utility usage savings in the Austin East building as a result of this project.	• Since this project was completed in Spring 2010, the college cannot measure the true energy efficiency impact until Spring 2011.
		• Master Facility Plan update. Project timeline: October 2009 – July 2010.	• Master Facility Plan completed July 2010. Sustainability concepts integrated into the plan document.	• Deadline for plan update completion extended to November 2010. 90% draft is in review stages as of July 8, 2010. A schedule has been developed for additional college consultation resulting in the November 2010 revised deadline.
		• Mothball entire Gateway building in Albert Lea. Target date: 12/31/09.	• Reduced utility costs obtained with the heat reduced to 55 degrees in accordance with the Governor's Executive Order.	• Gateway Building was mothballed after Fall 2009 semester. Since mid-May, the building has served as temporary office space due to an HVAC project in the main building, but it will be returned to mothball status in mid-August 2010.

SECTION II: INSTITUTIONAL GOALS

Please select 3-5 institutional goals from your presidential/institutional work plan for completion of this portion of the template and attach your entire work plan to this document. These goals may or may not reflect the overall system's planning documents. Institutional goals must reflect, however, the institution's distinctive mission, planning initiatives and/or accreditation-related initiatives if they are not related to system plans.

Institutional Goal Statement	Brief statement on distinctive importance of goal to the president and the institution	Baseline data, projected institutional target, and measure or measurement tool used to evaluate performance	Actual Institutional Outcomes or Progress to Future Goal
Hire a full-time Safety Officer to replace the current half-time position.	The need for full-time Safety Officer has emerged with a pandemic situation underway, hazardous materials program improvements needed, new compliance requirements, All Hazards planning, and evolving guidance for existing safety programs. The college will benefit from centralized management of safety and security issues.	The college supports promoting a safe environment for its students, employees, and visitors. Compliance is also a concern; a single violation citing could result in significant fines and damaged public perception. A full-time Safety Officer will better serve those in classroom settings by being available for training and compliance monitoring. The Safety Officer will be responsible for all records, reporting, and compliance with OSHA, MPCA, and other agency requirements.	Hired a full-time Safety & Health Officer in February 2010.
Institutional Goal: OCUC Acquisition	• Implement MnSCU partnership post acquisition.	• Fall 2010 programming set (Spring 2010). • Owatonna Hospital initiative implemented (Fall 2009). • Strategic partnering initiative implemented (Spring 2010).	• Meetings with OCUC Higher Education Partners held during Fall 2009 & Spring 2010. • Participated with South Central College in the delivery of small business management program; collaborated with higher education partners Crown College and MSU, Mankato on 2 + 2 curricula. • Collaborative meetings between MSU, Mankato & Riverland during Fall 2009, Spring 2010, and Summer 2010 will result in a BS degree-completion program commencing Spring 2011 at the OCUC.

Institutional Goal: Improving Student Learning	• AQIP System Portfolio will begin second seven-year cycle and establish new Action Projects and Strategic Initiatives that either support or improve teaching and learning.	• Approximately 600 Master Course Outline revisions completed (June 2010). • Student Learning Outcomes (MnTC goals and student competencies) in Arts & Sciences implemented and put to a rubric completed (June 2010). • Process Goal (Values) competencies developed, implemented, and improvement strategies devised and reported on (June 2010).	• 258 Liberal Arts & Sciences Master Course Outlines (MCOs) approved July 2010. • More than 75% of career program MCOs (448 out of 597) have been submitted for approval and will be completed during FY2011. • Student Learning Outcomes rubric is still in development; will be implemented Spring 2011. • Riverland's core themes & discipline competencies incorporated in all MCOs in liberal arts and sciences.

Institutional Goal: Facility Right-sizing	• Campus right-sizing will continue an opportunity to reduce operating costs and their effects on student tuition, address maintenance backlog (HEAPR) at the same time as increasing space utilization and better align academic program spaces.	• Facilities Master Plan completed and capital project developed for 2012 capital bonding cycle (Spring 2010). • Cross-functional meetings with building personnel conducted to solicit input on how to strengthen support for the project (Spring 2010). • Plan developed to transition additional under-utilized areas into cold storage or mothball in fall 2011 (Spring 2010). • In-house projects using college funds to prepare for transitions beginning in the summer of 2009 completed (Fall 2009).	• Master Facility Plan update is on schedule for a November 2010 completion. 2012 capital project predesign is being developed in accordance with the MnSCU Facilities timeline. • Consultation meetings conducted with various collective bargaining units and college-wide audiences to solicit and share ideas regarding alternative uses for Riverland facilities and to serve the needs of students. • Obsolete tiered classrooms in Austin East were mothballed FY2010. • Nursing Assistant program was integrated into the Allied Health space in Austin West; Workforce Center moved into larger space, creating additional rental revenues and improved space utilization; Ceramics lab relocated to the Austin East building.

Institutional Goal: Increase diversity of college workforce	A college workforce more reflective of the populations it serves will be perceived as more welcoming to traditionally underrepresented populations, and bilingual/bicultural/disabled employees have more relevant skills with which to serve traditionally underrepresented students.	Specific Employee Recruitment Goals by June of 2010: • <u>Minorities</u> Professionals (1) Faculty (3) Office/Clerical (1) Service Maintenance (1) • <u>Women</u> Technicians (1) Service Maintenance (1) • <u>People with a Disability</u> Professionals (2) Faculty (2) Office/Clerical (1) Service Maintenance (1).	Goals reached: <u>Minorities</u> 3 professionals hired <u>Women</u> 0 hired <u>People with a disability</u> 0 hired
Institutional Goal: Restructure & upgrade public web site (Riverland.edu)	Create a more updated and user-friendly online environment for prospective students.	• MyRiverland online environment for current students provides a page to maintain student-college relationships. • Content management web program. • Monthly faculty and staff profiles.	• MyRiverland online project completed February 2010. • Program content management web program was incorporated; currently training faculty to upgrade data. • Mechanism for the Faculty/Staff profiles is built; start profiling process Fall 2010.

Institutional Goal: School/college relationships and articulation.	The college will improve its relationships with selected high schools to provide seamless articulation and matriculation from high school to college.	• At least two new articulation agreements implemented in FY 2010. • Selected ITV career Pathways developed (Spring 2010). • Five Career programs are aligned with national knowledge/skill standards through program self-study and accreditation (Spring 2010).	• Implemented an AS Business to BS Business agreement with MSU, Mankato and an AS Business to Business Education Teaching at Winona State University. • Selected ITV Career Pathways DOL grant in partnership with Workforce Development Inc. was not pursued. • Seven programs, accredited in FY10, revised their master course outlines to include institution and professional/ industry knowledge and skill standards.

<u>IMPORTANT</u>: Please attach your entire work plan to this document.

SECTION III: FUTURES PLANNING

What is a major institutional aspiration through 2020? What major directions or changes do you anticipate in such areas as facilities, human resources, students, mission, programs, technology or other priorities?

- Continue right-sizing effort through Master Facility Plan update (November 2010) and 2012 capital bonding project request (December 2010). The 2012 project will focus on right-sizing and deferred maintenance at the Albert Lea campus. Future capital project(s) will focus on the Austin campus. The Albert Lea Workforce Center has expressed interest in moving to the Albert Lea campus in the summer of 2011.
- Strategic planning to balance budgets for future biennia with large reductions to Riverland's state appropriation.
- Continue to focus on improving student retention and success rates as Southeast Minnesota's population becomes increasingly diverse.
- Identify and adopt successful strategies for improving student engagement for on-campus and distance education delivery of educational and support services.
- Work with local employers to identify programs that support "Green" initiatives and career pathways.
- Plan for increasing numbers of retiring employees even while being forced to downsize in the short term.
- Continue finding ways to obtain non-state funding.
- Explore ways to partner with MnSCU institutions, school districts, and other state and private entities to share the costs of services.
- Strategically plan to maintain good or improve working relationships with bargaining units during difficult economic times; must seek ways to reduce costs imposed by negotiated contracts.

Submitted by:

Terrence Leas, President

Date: July 22, 2010

7/22/10