Program:

**Implementation Steering Team (IST)**

Program Review Committee lead:

Faculty designees:

VP Designee:

Dean:

Submitted (date):

Approvals

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Review Committee Lead Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AVP/VP Date

**Implementation Planning**

Your implementation plan will summarize recommendations that emerged out of your self-study process and identify requisite actions in support of these recommendations. You should review your plan annually (in the spring, in conjunction with annual department planning) and make updates, adjustments, and revisions as needed and appropriate. It should be considered an active, working document.

After completion of your Year 1 self-study, you will develop an implementation plan that is discussed and reviewed with the Implementation Steering Team (IST), comprised of the PRC lead plus any additional faculty designees, the department dean, the Vice President of ASA or designee, and the Director of Planning who serves in an ex-officio role.

As possible, it is recommended that you have conversations with your Dean both during your self-study process to keep them apprised of the work and the recommendations that are emerging, and also as you are developing your implementation plan.

During IST meeting(s) you will discuss and review your recommendations, action plans, timelines, and resource implications. Where new resources are needed, the Dean and VP designee will allocate dedicated funds as possible as part of the initial approval. If there are funding constraints or limitations, these will be noted and the resource request will be funneled into a secondary process (for example, contracted faculty requests.)

Your initial implementation plan should be completed and signed by IST members on or before November 15 of the year following completion of your review so you can maintain momentum in moving your plan forward and resource needs can be considered and processed. As mentioned above, you do not need to map out all four years of implementation in your initial plan. Focus on the first phase(s) of work needed to support recommendations. Through the annual review and update process, you will have the opportunity to make adjustments and connect into resource considerations.

Essential Elements of Implementation Plans

1. Summary of Recommendations
2. Measurable Outcomes (as possible)

*These can be connected to specific recommendations and/or part of the overall improvement plan*

1. For Each Recommendation
   1. Initial action plan (major steps)

* These can include additional study or research
* You can identify an initial action in support of the recommendation with the understanding in the coming year(s), you will have the opportunity to add additional actions.
  1. Initial timeline

*When do you expect to complete or check in on the initial action steps?*

* 1. Resources needed

*Include existing college resources (e.g. assessment team, marketing department), plus anticipated new or additional resources (e.g. curriculum development, equipment, staffing)*

1. Signatures of the PRC lead, Dean, and Vice President designee.

Questions?

Kate Sullivan, APROC Chair [sullivank@lanecc.edu](mailto:sullivank@lanecc.edu)

Mai Mathers, Administrative Coordinator, APROC, [mathersm@lanecc.edu](mailto:mathersm@lanecc.edu)

**Program Name – Year**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Recommendation** | **Measurable Outcome** | **Action Plan** | **Timeline** | **Resources Needed** |
| **1st Recommendation: From Self Study** |  |  |  |  |
| **2nd Recommendation From Self Study** |  |  |  |  |
| **3rd Recommendation From Self Study** |  |  |  |  |
| **4th Recommendation**  **From Outside Evaluator (if substantially different from self study recommendations--if similar, indicate that both the Self Study and External Reviewer suggest the same action item)** |  |  |  |  |
| 5th Recommendation  **From Outside Evaluator (see above)** |  |  |  |  |
| **6th Recommendation From Outside Evaluator (see above)** |  |  |  |  |
| **7th Recommendation From Outside Evaluator (see above)** |  |  |  |  |