



Action Plan, 2006 to 2008

GOAL, THEME, OBJECTIVE	ACTIVITIES/NOTES
GOAL 1: <i>Enrich the Learning and Teaching Environment</i>	
Theme: Support Excellence	
<p>1. Improve services to students through greater integration and collaboration across departments and campuses.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Define and share expectations around service <input type="checkbox"/> Identify training and supports and link to professional development plans <input type="checkbox"/> Expand the simplification of admissions processes <input type="checkbox"/> Expand on-line registration to other programs <input type="checkbox"/> Establish technical help desk for students <input type="checkbox"/> Celebrate good service <input type="checkbox"/> Evaluate progress, collect and share feedback <input type="checkbox"/> Explore expanding on-line registration to other programs, assessing service outcomes, efficiencies and technical capacity <input type="checkbox"/> Develop and implement a "single sign on" system allowing students to access all CNC computer accounts using one user name and password. <input type="checkbox"/> College Store to introduce computer software and hardware products for students
<p>2. Research and develop operational and facilities plans for a new "Welcome Centre" at the Prince George campus.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review physical environment of the Student Services and College entry area <input type="checkbox"/> Collaboratively develop a design to foster both excellent service to students and a supportive environment for staff <input type="checkbox"/> Develop workable implementation plan for summer 2007 <input type="checkbox"/> Review staff positions and groupings in relation to the design and identified opportunities for improved service
<p>3. Clarify College expectations regarding professional development for employees and develop stronger, integrated PD program throughout the College.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Conduct gap analysis – good process for career development, advising & career tracks (succession/transition planning) <input type="checkbox"/> Define mid-table faculty PD fund and start implementing <input type="checkbox"/> Develop plans for a cross-college professional development "College Day" <input type="checkbox"/> Ensure feedback and celebration

<p>4. Introduce and define a “Smart” Classroom project.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Establish a pilot <input type="checkbox"/> Define needs <input type="checkbox"/> Consult the college community re: needs and expectations around the concept <input type="checkbox"/> Begin planning growth of the concept beyond a single room
<p>5. Develop Plan for a “Forestry and Allied Resources Centre of Excellence”.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Yr. 1 – Assessment of existing potential resources <input type="checkbox"/> Needs assessments, engaged discussion <input type="checkbox"/> Yr. 2 – begin implementation
<p>Theme: Enrich Student Life</p>	
<p>6. Develop concept and functional plans for a new “Student and Cultural Centre” at the Prince George Campus.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Develop and implement plans for seeking input from groups that are broad/inclusive and diverse. <input type="checkbox"/> Develop relationship with the CNC Students Association to provide input and priorities around the new facility <input type="checkbox"/> Develop a framework and process for decision making for the new facility. <input type="checkbox"/> Provide and facilitate process for engaging consultants (space planner, geotech, prime consultant) as appropriate during the timeframe. <input type="checkbox"/> Develop a business plan and seek funding initiatives <input type="checkbox"/> Facilitate and work with consultants to develop schematic design for new facilities <input type="checkbox"/> Provide opportunities for input into schematic design (3D modeling) <input type="checkbox"/> Completion of Design Development
<p>7. Create and maintain inviting, comfortable and useful instructional and non-instructional spaces.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Enhance employee and student lounge areas(s) – PG and Regional campuses <input type="checkbox"/> Develop a classroom design plan to support enhanced effective instruction
<p>8. Increase number and awareness of recreational, social and cultural events.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Plan and implement a “Creativity Week” <input type="checkbox"/> Implement PG Campus front entrance electronic directory and “Dynamic Sign” systems <input type="checkbox"/> Support campus activities (i.e. Black History Month, Aboriginal events, athletics events, and employee recreation).

GOAL 2: Increase Access and Participation	
Theme: Promote Learner Success	
9. Strengthen student connection and engagement within the college (increase retention focus in non-cohort programs 2006/07).	<input type="checkbox"/> Utilize results of service reviews <input type="checkbox"/> Increase connectivity among students and faculty in non-cohort programs (connecting with students focus on attracting and retaining) <input type="checkbox"/> Centre for Student Success – explore role, function, concept of student support – include Service Review results
10. Establish cross-functional teams to consider the influence of supports and identify barriers to equal access and participation (i.e. student housing, Aboriginal student success).	<input type="checkbox"/> Explore housing options <input type="checkbox"/> Explore life supports and life skills
11. Examine the feasibility and appropriateness of multi-year admissions processes on a program-by-program basis.	<input type="checkbox"/> Work collaboratively with educational divisions to identify interested programs <input type="checkbox"/> Assess service outcomes for students, related to multi-year admissions on a program basis <input type="checkbox"/> Where feasible and supportive of student access and success, implement multi-year admissions processes
12. Evaluate and improve pre-admissions assessment (testing) processes and instruments to determine purpose validity and timeliness.	<input type="checkbox"/> Create baseline data for Trades regarding new entrance requirements (including EMAT) <input type="checkbox"/> Three programs will review the validity of the EMAT and resulting processes for students
13. Continue developing meaningful and productive relationships and partnerships with Aboriginal communities, agencies, leaders and learners.	<input type="checkbox"/> Establish “Aboriginal Access Facilitator” (community liaison) positions <input type="checkbox"/> Establish a “Cultural Advisor” position <input type="checkbox"/> Strengthen and diversify our existing Aboriginal advisory councils <input type="checkbox"/> Strengthen relationship with CSTC <input type="checkbox"/> Visit Aboriginal communities to seek advice on how they would like to be involved in CNC activities and use this feedback <input type="checkbox"/> Visit Aboriginal communities to register learners <input type="checkbox"/> Host CNC “Aboriginal History Week” <input type="checkbox"/> Track data on Aboriginal learner participation (i.e. what do we do/know now?)
14. Implement relevant Aboriginal access programs (e.g. Forestry Trades, etc.)	

15. Review and enhance present instructional delivery models.	<input type="checkbox"/> Assess approaches, timing, schedules, formats <input type="checkbox"/> Re-imagine new options for office hours, tutorial sessions, define barriers <input type="checkbox"/> Research best practices at CNC and elsewhere <input type="checkbox"/> Support and enhance a variety of instructional delivery methodologies
16. Increase and improve existing CNC recognition and celebration of student achievement.	<input type="checkbox"/> Document current and potential methods and processes for celebrating and recognizing student achievement <input type="checkbox"/> Introduce three new methods to recognize student success <input type="checkbox"/> Invite former CNC students to speak at program orientation sessions
Theme: Link, ladder and partner	
17. Explore new opportunities to work cooperatively with UNBC and other Northern Colleges.	<input type="checkbox"/> Identify potential partnerships <input type="checkbox"/> Encourage formal and informal relationship building <input type="checkbox"/> Establish biannual meeting <input type="checkbox"/> Utilize results from the Labour Market Partnership (LMP) for health and education
18. Develop a student internship project that facilitates global connections.	<input type="checkbox"/> Research internship models <input type="checkbox"/> Explore CNC programs that would benefit from this initiative <input type="checkbox"/> Implement internship model as recommended
19. Expand and implement the partnership with Thompson Rivers University for the benefit of learners.	<input type="checkbox"/> Implement and promote dual enrolment and degree completion opportunities.
20. Explore opportunities for repackaging and enhancing current courses and programs to create new ones to meet market needs.	<input type="checkbox"/> Research market needs and niche areas to the benefits of learners.
GOAL 3: Respond to Communities, and the Labour Market	
Theme: Involve Stakeholders	
21. Demonstrate and communicate how the college is listening and responding to stakeholders.	<input type="checkbox"/> Quantify and identify the use of available data - who has what? – where is it? - How do we access? How do we use it? - What more or less do we need?
22. Develop more effective systems of gathering and using information to make informed decisions related to community and student needs.	<input type="checkbox"/> Gap awareness - What do we have? - What are we missing? <input type="checkbox"/> Develop, enhance and support on-line surveys

23. Report on the College Action Plan and Strategic Plan progress, April 1.	
24. Position the college for Applied Research opportunities.	<input type="checkbox"/> Implement a research Ethics Committee <input type="checkbox"/> Conduct PD on developing grant proposals <input type="checkbox"/> Develop industry/community relationships to ensure industry/community driven focus <input type="checkbox"/> Develop or adopt a research policy <input type="checkbox"/> Apply for research grants
Theme: Provide “Right Programs, Right Place, Right Time”	
25. Deliver new programs and increase supports for program development, planning, renewal and implementation. <ul style="list-style-type: none"> - Medical Laboratory Technology program - Machinist Apprenticeship - Professional Communications Advanced Certificate - 	<input type="checkbox"/> Determine new program priorities for 2007/08 and 2008/09 <input type="checkbox"/> Improve planning and implementation processes for delivering new programs. <input type="checkbox"/> Develop process for sharing wait list information (PG - Regions) provide learners with info re: equivalent/ similar courses and programs <input type="checkbox"/> Create a process for utilizing LMI and enrollment information in planning <input type="checkbox"/> Establish a “responsive” programming fund and process <input type="checkbox"/> Develop and ensure effective program planning across the College region <input type="checkbox"/> Allocate resources for “rotating” programs across the region <input type="checkbox"/> Identify and share collegial expertise and supports – develop a stronger commitment to cross-college collegiality
26. Determine existing program expansion priorities for 2007/08 and 2008/09. <ul style="list-style-type: none"> - Increase section offerings in high demand program areas (e.g. trades, health, etc.) 	
Theme: Foster Community Leadership	
27. Identify, communicate, and promote a CNC Speakers Bureau / Experts List.	<input type="checkbox"/> Develop database, communicate to media <input type="checkbox"/> Develop parameters – offer media training
28. Build leadership capacity in the community through delivery of leadership training.	<input type="checkbox"/> Encourage CNC personnel to be on community boards and service groups. <input type="checkbox"/> Encourage community leaders to use college facilities and personnel

GOAL 4: Create a Dynamic Learning Organization	
Theme Ignite Passion	
29. Develop new and improved orientation for new employees (address the ongoing need to support/orient new employees to the organization).	<input type="checkbox"/> More relevant and effective orientation program for new employees.
30. Review and improve college processes for recognizing, honouring and celebrating employees.	<input type="checkbox"/> Review the possibility of separating the recognition of retirees from the Service Recognition event in order to honour retirees in a more timely fashion. <input type="checkbox"/> Review the possibility of augmenting the Service Recognition event with a program or activities intended to recognize performance excellence (on the part of teams and/or individuals).
31. Engage the college internal community in discussions regarding the advancement of the strategic and action plans on a regular basis.	<input type="checkbox"/> Administrators to help connect their department functions to the college mission, vision and values.
Theme: Extend Influence	
32. Enable people within the College to share greater ownership, responsibility and accountability for activities and results.	<input type="checkbox"/> Determine supports required to foster greater shared ownership and accountability
33. Increase internal leadership, participation and engagement through college-wide teams and departmental activities.	<input type="checkbox"/> ACCC 2008 will be an avenue to further develop leadership capacity at CNC.
Theme: Improve Core Systems and Processes	
34. Review and revise one internal client and one external client process, and develop a template for process review and improvement.	<input type="checkbox"/> Review and revise the Agreement to Teach process.
35. Create an inventory of existing College policies for the purpose of determining policy relevance and to identify policy gaps.	
36. Develop a simplified process for policy development, review and approval.	

GOAL 5. Strengthen Resources	
Theme: Influence funding organizations	
37. Inform all MLA's within the College region regarding key College funding priorities and needs.	<input type="checkbox"/> Meet with MLA's individually and as a group (in Fall and Spring) to discuss and present the college's plans. <input type="checkbox"/> Provide ongoing information to MLA's that demonstrate positive impacts, value and socio-economic contributions of CNC
38. Develop a long-term plan for relationship building activities with other funding organizations (e.g. ITA, federal government and other agencies).	<input type="checkbox"/> Participate in the provincial "Campus 2020: Looking Ahead" Initiative.
Theme: Use Resources Effectively	
39. Continue to improve the annual budgeting process. - Identify opportunities to increase efficiency and reduce costs	<input type="checkbox"/> Begin the budget process by October 15, and submit a balanced budget to the College Board on March 16, 2007.
40. Continue to improve and streamline administrative processes.	<input type="checkbox"/> Explore potential uses of electronic workflow systems in selected administrative service areas. <input type="checkbox"/> Create departmental web pages that include FAQ's and relevant forms <input type="checkbox"/> Explore use of web based administrative processes <input type="checkbox"/> Implement video conferencing (Skype) for administration <input type="checkbox"/> Implement the VOIP phone system
41. Continue the fundraising and community partnership programs.	<input type="checkbox"/> Assess the supports required to sustain a professional fundraising program, and implement a plan/system in January, 2007 <input type="checkbox"/> Establish a CNC donor database and develop relevant reports
42. Improve Prince George campus space utilization.	<input type="checkbox"/> Complete new policy development re: scheduling, designation and allocation of space, facilities rental. <input type="checkbox"/> Implement a new Scheduling software system.
43. Complete Master Site Development Plan for Prince George Campus.	
44. Maintain a focus on the region as a whole, and seek to create synergy and alignment across the whole College.	

GOAL 6. Deepen Awareness	
Theme: Inform and communicate	
45. Implement the new CNC "Brand" system (visual/graphic identity, messaging, etc.).	<input type="checkbox"/> Communicate and standardize the use of guidelines for all visual media. <input type="checkbox"/> Extend use of electronic media (TV, radio, web, e-mail) in marketing activities. <input type="checkbox"/> Develop the integration of brand experience and brand equity throughout the College to ensure service quality on a sustainable basis. <input type="checkbox"/> Ensure students and clients experience the vision, values and "brand" espoused by CNC, through exceptional student service.
46. Review and update the Strategic Enrolment Management and Marketing Plans.	<input type="checkbox"/> Enhance new web site and publications. <input type="checkbox"/> Widely disseminate the promotional video. <input type="checkbox"/> Develop student prospect relationship processes. <input type="checkbox"/> Expand student recruitment activities. <input type="checkbox"/> Increase involvement of faculty and staff.
47. Increase communication highlighting successes and achievements of students and employees through the web site, Community Report and "Experts Guide".	<input type="checkbox"/> Publish Community Report & Kodiak Notes. <input type="checkbox"/> Increase readership of "CNC Notes". <input type="checkbox"/> Hold "Open House", October 13/14.
48. Enlist the support of a broader constituency of alumni and other "Friends of CNC".	<input type="checkbox"/> Support the formation and development of the Friends of CNC society. <input type="checkbox"/> Explore development of an alumni database and website