

Trinidad State Implementation Plan 2017-2018

Strategic Priority I. Transforming Student Experiences

Trinidad State has always been a place that puts *Students First*, so it is fitting that the leading strategic priority for the College is student-centric. Our focus is on the continued enhancement of an environment and services that promote student success. Accomplishing this goal will involve multiple approaches, including the System-wide implementation of Guided Pathways, branded Smart Path at Trinidad State.

Goal A. Define Pathways

Goal B. Promote Success

Strategic Priority I: Transforming Student Experiences		
Goal A: Define Pathways	Focus	Progress
Item 1. Develop timely admissions processes through Ellucian Recruit software	Student Services	
Item 2. Review and revise the advising model to reflect <i>Smart Path</i>	Student Services	
Item 3. Strategically streamline offerings through <i>Smart Path</i> approach	Academic	
Item 4. Implement a master schedule of course offerings	Academic	
Item 5. Strategically develop pathway communications for concurrent students	Academic	
Item 6. Implement Educational Advisory Board (EAB) <i>Navigate</i> software	Institutional	
Item 7. Explain <i>Smart Path</i> concept to prospective and current students	Institutional	
Item 8. Adopt enrollment management model for strategic communication	Ongoing	Ongoing
Item 9. Update and publish institutional dashboard data	Ongoing	Ongoing
Goal B: Promote Success	Focus	Progress
Item 1. Promote and expand activities for veteran students	Student Services	
Item 2. Expand support for international students	Student Services	
Item 3. Expand new student orientation opportunities	Student Services	
Item 4. Determine short-term student success measures for regular analysis	Student Services	
Item 5. Develop consistent mid-term grade reporting	Academic	
Item 6. Monitor success rates for developmental courses	Academic	
Item 7. Create work-based opportunities to support statewide workforce goals	Academic	
Item 8. Explore implementation of a Writing Studio for each campus	Institutional	
Item 9. Track student-athlete academic performance, including transfer data	Institutional	
Item 10. Formalize academic recognition for student-athletes and teams	Institutional	
Item 11. Create virtual tour resources for both campuses	Institutional	
Item 12. Streamline the registration process for concurrent enrollment	Institutional	
Item 13. Analyze student success by demographics and address attainment gaps	Institutional	
Item 14. Expand Welcome Back activities for students on each campus	Ongoing	Ongoing
Item 15. Promote student participation in College and community events	Ongoing	Ongoing
Item 16. Host Athletic Awards Dinner	Ongoing	Ongoing
Item 17. Host Student Leadership Awards on each campus	Ongoing	Ongoing

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Strategic Priority II. Engaging Faculty and Staff

Trinidad State recognizes that motivated and energized faculty and staff are key in the student experience and are instrumental in accomplishing the goals of the College. Through investments of time and money, faculty and staff will be offered opportunities for continued growth and development. Teamwork is a vital strategy for success.

Goal A. Invest in People

Goal B. Encourage Teamwork

Strategic Priority II: Engaging Faculty and Staff		
Goal A: Invest in People	Focus	Progress
Item 1. Seek System support in completion of required institutional research	Student Services	
Item 2. Hold monthly meeting for Student Services staff	Student Services	
Item 3. Provide training for updated learning management system	Academic	
Item 4. Encourage and support Positive College initiative	Institutional	
Item 5. Include years-of-service recognition with campus retiree celebrations	Institutional	
Item 6. Design and present new Trinidad State lapel pins to full-time employees	Institutional	
Item 7. Attain full participation in all mandatory online compliance trainings	Institutional	
Item 8. Offer emergency preparedness training to faculty, staff and students	Institutional	
Item 9. Promote professional development	Ongoing	Ongoing
Item 10. Submit updated professional development plan to System Office	Ongoing	Ongoing
Goal B: Encourage Teamwork	Focus	Progress
Item 1. Continue focusing personnel roles into process or service categories	Student Services	
Item 2. Expand Banner query access to provide timely answers to students	Student Services	
Item 3. Sunset the Student Affairs Committee and reallocate assigned duties	Student Services	
Item 4. Offer on-site professional development classes for faculty and staff	Academic	
Item 5. Participate in national Phi Theta Kappa Honor Society convention	Academic	
Item 6. Engage Registrar and Financial Aid Director in curriculum discussions	Institutional	
Item 7. Continue increasing number of qualified faculty members	Institutional	
Item 8. Encourage the development of a Staff Senate	Institutional	
Item 9. Finalize institutional strategic plan	Institutional	
Item 10. Send representative teams to participate in System trainings	Institutional	
Item 11. Provide training to support personnel transitions	Ongoing	Ongoing

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Strategic Priority III. Cultivating our Relationships

Trinidad State values collaboration and the synergy that results from positive relationships. We will strive toward strengthening existing partnerships and developing new possibilities. Because these relationships are built on people, communication – both internal and external – will be important.

Goal A. Broaden and Strengthen Partnerships

Goal B. Reinforce Communication

Strategic Priority III: Cultivating our Relationships		
Goal A: Broaden and Strengthen Partnerships	Focus	Progress
Item 1. Consolidate and update alumni database	Student Services	
Item 2. Explore community partnerships for College for Kids programming	Academic	
Item 3. Develop advisory committees for transfer programs	Academic	
Item 4. Support and host third annual SoCo BEST Robotics event	Institutional	
Item 5. Re-engage Community and Advisory Councils	Institutional	
Item 6. Provide external communities with public in-service presentations	Institutional	
Item 7. Support marketing of bookstores	Institutional	
Item 8. Participate in fundraising opportunities that strengthen the College	Institutional	
Item 9. Represent the College at Foundation events	Institutional	
Item 10. Discuss broadened Booster Club support of athletic programs	Institutional	
Item 11. Renew relationship with SCRT to support Theater program	Institutional	
Item 12. Participate in Sector Partnership meetings in the Valley	Ongoing	Ongoing
Item 13. Collaborate with the Workforce Centers	Ongoing	Ongoing
Goal B: Reinforce Communication	Focus	Progress
Item 1. Update student success plans utilizing Maxient software	Student Services	
Item 2. Showcase newly redesigned recruiting materials at in-service	Student Services	
Item 3. Update and share financial aid service model internally	Student Services	
Item 4. Evaluate and implement Form-Stack software	Student Services	
Item 5. Create master list of program and discipline advisory committees	Academic	
Item 6. Consider utilization of Ad Astra software to improve class schedules	Academic	
Item 7. Replace outdated programmatic blue awnings with institutional messaging	Institutional	
Item 8. Provide athletic updates on a weekly basis	Institutional	
Item 9. Redesign informational campus flyers for regular posting	Institutional	
Item 10. Evaluate and improve switchboard operation	Institutional	
Item 11. Review and streamline internal email distribution lists	Institutional	
Item 12. Review and enhance College website for accessibility and information	Institutional	
Item 13. Develop phone list divided by functional working groups	Institutional	
Item 14. Create online personnel directory, including backgrounds and photos	Institutional	
Item 15. Disseminate <i>Smart Path</i> information to faculty and staff	Institutional	
Item 16. Communicate the long-term vision for campus facilities	Institutional	
Item 17. Promote Learn Local Scholarship	Ongoing	Ongoing

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Strategic Priority IV. Enriching our Communities

Trinidad State provides academic and career programming, community events and offerings, and a variety of athletic and cultural events. To remain current, these offerings must be continually assessed for quality and relevance. In addition, new ideas must be consistently explored for potential incorporation into the spectrum of offerings.

Goal A. Assess Programming

Goal B. Expand Offerings

Strategic Priority IV: Enriching our Communities		
Goal A: Assess Programming	Focus	Progress
Item 1. Determine next steps in acquisition and management of grants	Student Services	
Item 2. Establish attainable benchmarks for enrollment by discipline and program	Academic Affairs	
Item 3. Conduct needs assessment for library resources	Academic Affairs	
Item 4. Integrate feedback from program and discipline advisory committees	Academic Affairs	
Item 5. Continue refinement of program review process	Academic Affairs	
Item 6. Monitor success of new athletic programs	Institutional	
Item 7. Plan and hold gatherings of college advisory committee members	Institutional	
Item 8. Explore feasibility of offering on-site coursework in Monte Vista	Institutional	
Item 9. Assess departments for continued improvements following transitions	Institutional	
Item 10. Engage broad Continuing Education advisory group	Ongoing	Ongoing
Goal B: Expand Offerings	Focus	Progress
Item 1. Utilize enhanced recruiting model to reach future students	Student Services	
Item 2. Attain final approvals for Human Services and Dental Assisting programs	Student Services	
Item 3. Support and expand the Adult Education program in the Valley	Academic Affairs	
Item 4. Develop a competency-based certificate in machining technology	Academic Affairs	
Item 5. Develop a natural resources program	Academic Affairs	
Item 6. Develop a certificate to support para-education	Academic Affairs	
Item 7. Develop a certificate in small engines	Academic Affairs	
Item 8. Expand the Emergency Medical Services program	Academic Affairs	
Item 9. Prepare plan to support Arts and Humanities development	Institutional	
Item 10. Promote new emphasis in Sports Management	Institutional	
Item 11. Determine feasibility of additional athletic programs	Institutional	
Item 12. Utilize technology to expand enrollment opportunities	Ongoing	Ongoing

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Strategic Priority V. Operating with Excellence

Trinidad State has become both strategic and rigorous in its approach to internal operations, as called for in the previous strategic plan. Finances have improved dramatically and a focus on strengthening infrastructure and streamlining processes will continue moving the institution into the future. As always, Federal, State and System compliance and accreditation are crucial and serve as a point of pride for Trinidad State.

Goal A. Strengthen Infrastructure

Goal B. Streamline Processes

Goal C. Ensure Compliance

Strategic Priority V: Operating with Excellence		
Goal A: Strengthen Infrastructure	Focus	Progress
Item 1. Measure utilization of new tele-presence capability within financial aid	Student Services	
Item 2. Increase use of technology tools to support <i>Students First</i> model	Student Services	
Item 3. Develop, fund, and implement Library modernization plan	Academic Affairs	
Item 4. Reconfigure space for welding programs	Institutional	
Item 5. Consolidate classroom and field locations for line technician program	Institutional	
Item 6. Improve athletic facilities, including fields and scoreboards	Institutional	
Item 7. Review vacant positions as they occur; replace those that are critical	Ongoing	Ongoing
Item 8. Consistently utilize institutional brand in print and electronic media	Ongoing	Ongoing
Item 9. Review and prioritize annual list of maintenance projects	Ongoing	Ongoing
Item 10. Review and modify list of needed capital development projects	Ongoing	Ongoing
Goal B: Streamline Processes	Focus	Progress
Item 1. Review work-study positions and processes	Student Services	
Item 2. Develop reporting tool for five-year plans	Academic Affairs	
Item 3. Formalize an institutional information technology plan	Institutional	
Item 4. Refine billing process for concurrent enrollment	Institutional	
Item 5. Review paperwork processes in purchasing	Institutional	
Item 6. Take steps to align athletic fees across the institution	Institutional	
Item 7. Monitor budget processes for athletic programs	Institutional	
Item 8. Revise language on athletic letters of intent	Institutional	
Item 9. Establish defined pay rates for hourly employees	Ongoing	Ongoing
Item 10. Continue refinement of institutional Emergency Operations Plan	Ongoing	Ongoing
Item 11. Continue development of transparent budgeting processes	Ongoing	Ongoing
Goal C: Ensure Compliance	Focus	Progress
Item 1. Review Clery reporting requirements for off-site location requests	Student Services	
Item 2. Explore accreditation of concurrent enrollment program	Academic Affairs	
Item 3. Complete accreditation review for automotive programs	Academic Affairs	
Item 4. Maintain compliance with credentialing standards	Academic Affairs	
Item 5. Conduct institution-wide lock out, lock down and fire drills	Institutional	
Item 6. Review and update institutional web accessibility plan	Institutional	
Item 7. Submit Affirmative Action plan, including workforce diversity strategies	Institutional	
Item 8. Document and submit gainful employment data	Ongoing	Ongoing
Item 9. Submit required annual Consumer Information data	Ongoing	Ongoing