Online Department Planning Form

Intro / Refresher Workshop - Fall 2012
Agenda

• Overview of current planning process
• Using the planning form
• Initiative tips
• Q & A
October 2012

- October: Dept. chairs and heads meet with departments to review previous plans and write new plans for the 3-year planning cycle.
Planning Timeline 2012

November 2012

Discuss draft plan with VP/Dean

Draft Due

Final Due
Planning Guidelines

- Review prior years (available online)
- Review MCC Strategic Plan and Strategic Priorities
- Align department initiatives with Vision, Mission, Values, Strategic Priorities
- Include Service Excellence initiative (attached to email)
- Work collaboratively within departments and include Red Mountain when necessary
- Identify Related Needs for each department initiative
Logging in
Logging in
Logging in

MCC Online Departmental Planning Form (must be on MCC campus to access)

- The form is currently not accessible through VPN / remote access, but may be accessed through a remote desktop connection to a computer located at MCC.
- Please log in using only lowercase letters. CAPS LOCK may cause permission errors in the application.
- Guide to Using the Online Departmental Planning Form
Logging in

Please Login Here:
Please Login With Your MCC IMAP email account username and password:

Username: 
Password: 
If you are a Dean or VP check this box: 

Help
Login >>

Use MEID

Type username in lowercase

CAPS will cause an error

Only available on-campus

MAC problems? Call HelpCenter for DNS issue
Select correct VP/Dean
Welcome Dennis Mitchell

Your Department: Administration of Justice
Your Role In This Department: Manager
Your VP/Dean To Whom You Report: Matthew Ashcraft

You have access to 2 or more departments: Switch Department...

Change Your VP/Dean

Click A Menu Item Below

View All Plans Created For The Administration of Justice Department
View The Strategic Plan For The Current Three-Year Planning Cycle (2011-2014)
Create A New Department Plan Using The Current Strategic Plan: (2011-2014)
Manager Options
Administrator Options
Logout
Get Help

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Manager Options

People In My Department Who Have Signed On To MCC ODP:

Roles:
- A role of **User** is a simple read-only access that allows a user to read and print off plans their department creates.
- A role of **Editor** allows the user to make changes to a department plan and to read and print off plans their department makes.
- A role of **Manager** allows the user to do everything an **Editor** or **User** can do but also allows them to add users and remove users from their department only.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Email Address</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anne Vandeventer</td>
<td><a href="mailto:anne@mail.mc.maricopa.edu">anne@mail.mc.maricopa.edu</a></td>
<td>User</td>
</tr>
<tr>
<td>Cheryl Patton</td>
<td><a href="mailto:cpatton@mail.mc.maricopa.edu">cpatton@mail.mc.maricopa.edu</a></td>
<td>User</td>
</tr>
<tr>
<td>James Bowles</td>
<td><a href="mailto:chago@mail.mc.maricopa.edu">chago@mail.mc.maricopa.edu</a></td>
<td>User</td>
</tr>
<tr>
<td>Jeffrey Anderson</td>
<td><a href="mailto:jeffa@mail.mc.maricopa.edu">jeffa@mail.mc.maricopa.edu</a></td>
<td>Manager</td>
</tr>
<tr>
<td>Jonelle Moore</td>
<td><a href="mailto:jmooce@mail.mc.maricopa.edu">jmooce@mail.mc.maricopa.edu</a></td>
<td>User</td>
</tr>
<tr>
<td>Kenneth Costello</td>
<td><a href="mailto:costello@mail.mc.maricopa.edu">costello@mail.mc.maricopa.edu</a></td>
<td>User</td>
</tr>
<tr>
<td>Martin Lehner</td>
<td><a href="mailto:dabik@mail.mc.maricopa.edu">dabik@mail.mc.maricopa.edu</a></td>
<td>Manager</td>
</tr>
<tr>
<td>Melanie Kroening</td>
<td><a href="mailto:mkroening@mail.mc.maricopa.edu">mkroening@mail.mc.maricopa.edu</a></td>
<td>Editor</td>
</tr>
<tr>
<td>Naomi Story</td>
<td><a href="mailto:story@mail.mc.maricopa.edu">story@mail.mc.maricopa.edu</a></td>
<td>Manager</td>
</tr>
<tr>
<td>Paul Hickey</td>
<td><a href="mailto:phickey@mail.mc.maricopa.edu">phickey@mail.mc.maricopa.edu</a></td>
<td>User</td>
</tr>
<tr>
<td>Peg Johnson</td>
<td><a href="mailto:johnson@mail.mc.maricopa.edu">johnson@mail.mc.maricopa.edu</a></td>
<td>User</td>
</tr>
<tr>
<td>Shelley Rodrigo</td>
<td><a href="mailto:rodrigo@mail.mc.maricopa.edu">rodrigo@mail.mc.maricopa.edu</a></td>
<td>User</td>
</tr>
</tbody>
</table>
Manage your Users

### Change User Role

**Change For User:** cpatton  
**Department:** Center for Teaching and Learning

<table>
<thead>
<tr>
<th>Role</th>
<th>Change Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>User</td>
<td></td>
</tr>
</tbody>
</table>

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### Manage Editors

A role of **User** is a simple read-only access that allows a user to read and print off plans that their department creates.  
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</tr>
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<tbody>
<tr>
<td>Anne Vanderweert</td>
<td><a href="mailto:avanderweert@mc.maricopa.edu">avanderweert@mc.maricopa.edu</a></td>
<td>User</td>
<td></td>
</tr>
<tr>
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<td></td>
</tr>
<tr>
<td>James Bowes</td>
<td><a href="mailto:jbowes@mc.maricopa.edu">jbowes@mc.maricopa.edu</a></td>
<td>User</td>
<td></td>
</tr>
<tr>
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<td>Manager</td>
<td></td>
</tr>
<tr>
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<td><a href="mailto:jmoore@mc.maricopa.edu">jmoore@mc.maricopa.edu</a></td>
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<td>User</td>
<td></td>
</tr>
</tbody>
</table>

To Search For A New User To Add To Your Department, Fill In Any Of The Fields Below:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCC IMAP</td>
<td></td>
</tr>
<tr>
<td>Username</td>
<td></td>
</tr>
<tr>
<td>First name</td>
<td></td>
</tr>
<tr>
<td>Last name</td>
<td></td>
</tr>
</tbody>
</table>

Search For New User

Done
Add a User
Create a New Plan
Create a New Plan

1. Choose a planning year
   A. Create a new plan from scratch
   B. Copy a previous plan to modify
Adding/Editing Initiatives

1. Enter initiative text
2. Select related strategic priorities
3. Add any related needs to support initiate
4. Save it!
Starting from a Copied Plan

Center for Teaching and Learning Department Plan for 2012
Planning Cycle/Strategic Plan used for this Department Plan 2011-2014

<table>
<thead>
<tr>
<th>Department Initiative</th>
<th>Related Strategic Priorities</th>
<th>Related Needs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Expand learning venues and professional development activities that address diverse needs and stages of career for all faculty and staff.</td>
<td><strong>NOTE:</strong> Please select a new strategic priority from the 2011-2014 Strategic Plan by clicking on the 'Edit' link to the left for this initiative.</td>
<td>Explore and redesign CTL areas to maximize usage and be more dynamic, functional, and accessible. Provide exploration, leadership, and guidance for institutional implementation of innovative instructional technologies. Systematically promote individual quality standards through professional development and college-wide conversations around student retention and success. Develop external partnerships to explore innovation in teaching and learning. Work with college initiatives and departments to research new and innovative ways to improve teaching and learning for student success and retention. Facilitate the college's LMS transition. Collaborate with Strategic Committees and Task Forces to provide leadership, support, guidance, and innovation. Investigate and experiment with multimedia technologies and systems.</td>
</tr>
<tr>
<td>2. Offer professional development for faculty and staff to learn and develop grants and other external funding opportunities.</td>
<td><strong>NOTE:</strong> Please select a new strategic priority from the 2011-2014 Strategic Plan by clicking on the 'Edit' link to the left for this initiative.</td>
<td>Identify and collaborate with partners to provide professional development related to exploring and securing grants and other external funding opportunities. Participate in developing stream-lined grant research, application, and information sharing process and orientation for the college faculty and staff. Work with faculty and administrators who develop and write grant proposals that include impact CTL staff, expertise, and resources in a timely manner, especially if technology consideration or staff time can be impacted.</td>
</tr>
<tr>
<td>3. Provide excellent service and communication to all our constituents.</td>
<td><strong>NOTE:</strong> Please select a new strategic priority from the 2011-2014 Strategic Plan by clicking on the 'Edit' link to the left for this initiative.</td>
<td>Implement ongoing assessment of CTL strategic plans and priorities. Take initiative to provide excellent customer service to all visitors and clients by investigating new processes, tools, and systems. Develop CTL-branded messages and marketing that communicates CTL offerings, updates, and follow-up services. Enhance communication strategies with individual departments, specifically at the Red Mountain campus. Provide events and opportunities that showcase CTL and faculty/staff projects that reflect college priorities and initiatives. Improve tracking of CTL services.</td>
</tr>
</tbody>
</table>
Updating Related Priorities

Edit Initiative

Enter The Initiative Text Here:

Explore new options for better teaching and learning to enhance student success.

Select the Primary and/or Secondary Strategic Priority

Primary Strategic Priority: I. Student Success and Retention

Secondary Strategic Priority: (Optional)

Add Related Needs For This Initiative

Add Need >>

Systematically promote individual quality standards
Provide exploration, leadership, and guidance for
Develop external partnerships to explore innovati
Work with college initiatives and departments to r

Save This Initiative
## Center for Teaching and Learning Department Plan for 2012

### Planning Cycle/Strategic Plan used for the

<table>
<thead>
<tr>
<th>Edit Options</th>
<th>Department Initiative</th>
<th>Related Strategic Priorities</th>
<th>Related Needs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add a New Initiative</td>
<td>1. Explore new options for better teaching and learning to enhance student success.</td>
<td>Primary: Student Success and Retention</td>
<td>Work with college initiatives and departments to research new and innovative ways to improve teaching and learning for student success and retention.</td>
</tr>
<tr>
<td>Add a New Initiative</td>
<td>2. Offer professional development for faculty and staff to learn and develop grants and other external funding opportunities.</td>
<td>Primary: Student Success and Retention, Secondary: IV. Resource Development</td>
<td>Investigate and experiment with multimedia technologies and systems.</td>
</tr>
<tr>
<td>Add a New Initiative</td>
<td>3. Expand learning venues and professional development activities that address diverse needs and stages of career for all faculty and staff.</td>
<td>Primary: Student Success and Retention</td>
<td>Participate in developing streamlined grant research, application, and information sharing process and orientation for the college faculty and staff.</td>
</tr>
<tr>
<td>Add a New Initiative</td>
<td>4. Provide excellent service and communication to all our constituents.</td>
<td>Primary: Student Success and Retention</td>
<td>Research and implement professional development activities based on recommendations of related Strategic Committees and Task Forces as well as the four strategic priority initiatives.</td>
</tr>
</tbody>
</table>

### NOTE: Please select a new strategic priority for this initiative from the 2011-2014 Strategic Plan by clicking on the 'Edit' link to the left for this initiative.
Prioritize Initiatives

To change the order of priority of your department initiatives, change the numbers in the boxes to the left to reflect the new order. When you are done, click the 'Save Order' button.

<table>
<thead>
<tr>
<th>#</th>
<th>Initiative Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Design and conduct quantitative and qualitative studies regarding student satisfaction, experiences, and expectations to enable the college to better respond to student needs. (Addresses Dr. Pan's Operational Planning Goals I and V)</td>
</tr>
<tr>
<td>2</td>
<td>Support college accreditation activities including support for request for institutional change for MCC Online, annual reporting requirements, and program-specific accreditations.</td>
</tr>
<tr>
<td>3</td>
<td>Provide technical support and data to enhance the colleges' enrollment management, recruitment and marketing agendas. This includes report generation, survey development and implementation, research literature reviews, and conducting and reporting results from focus groups. (addresses Dr. Pan's Operational Planning Goal I)</td>
</tr>
<tr>
<td>4</td>
<td>Explore methods and technology requirements for online assessment of student learning outcomes.</td>
</tr>
<tr>
<td>5</td>
<td>Revitalize MCC's Vision, Mission, and Values in order to renew the campus culture/climate.</td>
</tr>
<tr>
<td>6</td>
<td>Begin cultivating a culture of inquiry and evidence to ensure institutional effectiveness. (addresses Dr. Pan's Operational Planning Goal II)</td>
</tr>
</tbody>
</table>

Save Order
What is an Initiative?

• A goal for unit / department

• Reflects growth or change, not a continuation of the departments function

• Future-thinking: focuses on where the department is headed

• Helps accomplish vision, mission, values, and strategic priorities of the college
What is Not an Initiative?

• A need (e.g. Hire a secretary or increase supply budget)

• A continuation of what the department does (e.g. Continue to maintain buildings and grounds)
Thinking about Initiatives

• What is happening to the college's external environment (e.g. community, district, technology, economy) that might affect what we do in the future?

• What is happening to the college's internal environment (e.g. Student demographics, declining/increasing enrollment) that might affect what we do in the future?

• Where are we headed as a department?

• How do we want to grow or change?

• How do our initiatives align with the college goals?
Initiatives

- Quality not quantity (3-5 key initiatives)
- Too many initiatives can lead to watered down results and/or failure
3-Year Planning Cycle

• 2013-2014
• 2014-2015
• 2015-2016

• Plans are usually more detailed in the first year and least detailed in the third
Submission

• No formal "submit" button

• VPs and Deans will access online or receive a PDF.
Need help? Forgot something? Run into a bug?

- Contact Matt or Dennis in ORP

- All resources available online
MCC Online Departmental Planning Form Guide

Introduction
The Office of Research and Planning supports college decision making through the collection, analysis and dissemination of information. The office supports strategic, operational and departmental planning, studies related to institutional effectiveness, student outcomes assessment, and college accreditation activities.

Objective
Familiarize the user with the MCC Online Departmental Planning Form application with step-by-step instructions on how to create and edit a departmental plan.

Outline
- Document Conventions
- Known Issues and bugs
- Frequently Asked Questions
- Logging in
- Dean/VP
- The main menu
- Viewing your department's strategic plans
- Assigning Roles (users, editors, and managers)
- Adding a new strategic plan
- Editing a strategic plan
  - Adding initiatives
  - Editing initiatives
- Deleting a strategic plan
- Finding Help

Conventions
There are conventions in this document to describe certain elements in general. When you see the <> arrows around a piece of text, just insert your own department's information. For example, "View All Plans For <department name> Department" might become "View All Plans For The Center for Teaching and Learning Department."

Note: You can view an enlarged version of each screenshot in this guide by clicking on it; a new window will open with the larger image.

Known Issues and Bugs
Changes

Our current department planning process has served the college well, but it is time to better integrate departmental planning with budgeting processes as well as incorporate aspects of informed improvement and strategic enrollment management planning.

The Office of Research and Planning has worked with the Strategic Planning Committee to look at the best ways to align and integrate processes where necessary and will work with department chairs and managers to develop the best way to move forward with these changes. Look forward to more information in Spring and Fall of 2013.