
Minnesota West Community and Technical College

2018-2020 MASTER ACADEMIC AND STUDENT SERVICES WORK PLAN





Overview

This plan outlines program priorities and commitments, along with student support including functional support plans, for executing the goals and objectives detailed in the college's 2010-2015 Strategic Plans/Goals.

Minnesota State Colleges and Universities

Minnesota West Community and Technical College is a part of the Minnesota State Colleges and Universities System.

Mission of Minnesota State Colleges and Universities

The core commitments of Minnesota State Colleges and Universities are to ensure access to an extraordinary education for all Minnesotans, be the partner of choice to meet Minnesota's workforce and community needs, and deliver to students, employers, communities and taxpayers the highest value/most affordable higher education option.

Vision of Minnesota State Colleges and Universities

It is the core value of the Minnesota State Colleges and Universities to provide an opportunity for all Minnesotans to create a better future for themselves, for their families, and for their communities

Strategic Direction and Goals of Minnesota State Colleges and Universities

Minnesota State Colleges and Universities play an essential role in growing Minnesota's economy and opening the doors of educational opportunity to all Minnesotans. To that end, we will:

1. Ensure access to an extraordinary education for all Minnesotans
 - Our faculty and staff will provide the best education available in Minnesota, preparing graduates to lead in every sector of Minnesota's economy.
 - We will continue to be the place of opportunity, making education accessible to all Minnesotans who seek a college, technical or university education; those who want to update their skills; and those who need to prepare for new careers.
2. Be the partner of choice to meet Minnesota's workforce and community needs
 - Our colleges and universities will be the partner of choice for businesses and communities across Minnesota to help them solve real-world problems and keep Minnesotans at the leading edge of their professions.
 - Our faculty and staff will enable Minnesota to meet its need for a substantially better educated workforce by increasing the number of Minnesotans who complete certificates, diplomas and degrees.

July 2018

3. Deliver to students, employers, communities and taxpayers the highest value / most affordable option
 - Our colleges and universities will deliver the highest value to students, employers, communities and taxpayers.
 - We will be the highest value / most affordable higher education option.
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Mission, Vision, and Strategic Direction of Minnesota West Community and Technical College

Mission of Minnesota West Community and Technical College

Minnesota West Community & Technical College prepares learners for a lifetime of success.

Vision of Minnesota West Community and Technical College

Minnesota West is the regional college of choice.

Strategic Direction Mission Goals

1. Implement comprehensive program management
2. Improve curriculum delivery options
3. Develop college resources
4. Increase partnerships
5. Strengthen awareness of Minnesota West identity
6. Improve enrollment management

To view 2017-2023 Strategic Plan see <http://www.mnwest.edu/about/strategic-planning>

Purpose of the Minnesota West Academic and Student Services Plan

The purpose of the Minnesota West Academic and Student Services Plan is to succinctly incorporate the vision and goals of the instructional, student services, technology, and academic support programs as they are integrated with the mission of Minnesota West, its Strategic Plan, the President's Workplan, and the Minnesota State Colleges & Universities (Minnesota State) Chancellor's Workplan. Multiple constituent groups have contributed to this plan, and organizational strategic planning, facility improvement proposals and planning, restructuring of student services, budget allocations and academic program review have been completed. Academic excellence, student services, curriculum development, faculty hiring and development, resources, infrastructure, accreditation, policy development, and diversity efforts are at the heart of the Minnesota West Community and Technical College.

Planning Process

The mission and vision of the Minnesota State and Minnesota West serve as the foundation for the college strategies. Planning efforts, grounded in the Minnesota State Strategic Plan, have resulted in the Minnesota West Strategic Plan, as well as a detailed workplan by the college President. The synergy created by the planning process created a congruent approach to providing accessible education to state and regional constituents. Emerging concurrently with those macro plans are the Carl D. Perkins Vocational Education Plan, information technology and distance learning plan, facilities plans, and academic and student affairs plan.

Contributors

Minnesota West utilizes a task force consisting of academic and student affairs team members to ensure the plan is executed. This task force includes the following individuals:

- College President
- College Provost
- Vice President of Administration
- Human Resource Officer
- Dean of Agriculture
- Dean of Allied Health
- Dean of Career & Workplace Solutions
- Dean of Energy Center & Energy Industry
- Dean of Liberal Arts & Institutional Effectiveness
- Dean of Science & Nursing
- Dean of Student Services
- Director of Admissions, Registration and Financial Aid
- Director of Marketing, Enrollment and Communications
- LARC Director
- Business Manager
- Perkins Coordinator
- Faculty
- College Staff

Strategic Direction 1

Minnesota West Community will provide access and learning opportunities leading to success for the citizens of southwest Minnesota.

Minnesota West Goals	Minnesota West Performance Indicators	Minnesota West Strategies and Actions	Minnesota West Results
1.1: Increase the level of achievement of underrepresented students.	Increase underrepresented students by 5% by FY17.	Provide additional services to underserved/underprepared populations (see 1.2). Cooperate with ABE to provide ESL courses on campus.	
	Provide additional opportunities for community engagement.	Expand the role of diversity collaboration within each of the communities. Collaborate with Adult Basic Education (ABE) and the Southwest Minnesota Workforce to facilitate training. Orchestrate adult and youth career pathway training programs Increase diversity speakers. Invite area High Schools to attend campus events.	
1.2: Refine services to underserved/	Develop and implement diversity plan.	Implement a Veterans in Ag program.	

Minnesota West Goals	Minnesota West Performance Indicators	Minnesota West Strategies and Actions	Minnesota West Results
underprepared populations.	Implement Veterans Programming	<p>Apply for the Yellow Ribbon designation.</p> <p>Continue to establish men and women’s soccer clubs.</p>	
	Increase available tools to assist students.	<p>Investigate text to speech program.</p> <p>Increase student usage of financial literacy tools.</p> <p>Implement a student-led financial literacy-mentoring program.</p> <p>Provide financial aid workshops to area high school students/families to promote FAFSA understanding and completion.</p> <p>Develop men’s and women’s soccer program on Worthington Campus</p>	
1.3: Develop new credit and noncredit programs that serve the needs of the region.	Develop three new programs.	<p>Develop and implement career pathways.</p> <p>Expand on technical career courses at high schools with the South West/West Central Service Cooperative, specifically in allied health, trades, manufacturing human services, and information technology.</p>	

Minnesota West Goals	Minnesota West Performance Indicators	Minnesota West Strategies and Actions	Minnesota West Results
		Collaborate with other system colleges course offerings in Solar energy.	
	Modify existing programs to meet regional workforce needs.	Solar & Energy Child Development	

Strategic Direction 2

Minnesota West Community will provide innovative and accountable programs and services to ensure the growth of our students

Minnesota West Goals	Minnesota West Performance Indicators	Minnesota West Strategies and Actions	Minnesota West Results
2.1: Improve instructional and student support through assessment of student engagement and learning outcomes.	CCSSE Student Engagement Survey	Review and analyze the CCSSE Student Engagement Survey data and implement changes based on that data.	
	Program Satisfaction Surveys	Administer program satisfaction surveys to all Allied Health students.	
	Student Job Placement Rate	Collect and analyze student job placement rates.	

Minnesota West Goals	Minnesota West Performance Indicators	Minnesota West Strategies and Actions	Minnesota West Results
	Student pass rates	Where applicable, review student pass rates to improve toward national average.	
	IDEA Assessment	Administer IDEA Survey assessment to improve instruction.	
	Promote GradesFirst for intrusive advising, with 75% of faculty utilizing system.	<p>Discuss GradesFirst in faculty meetings.</p> <p>Raise student awareness of GradesFirst.</p> <p>Increase advisor and tutor use of the system to document student interactions.</p>	
	Nursing programs achieve and maintain annual licensure pass rates at or above state and national averages.	Nursing programs will develop Systematic Evaluation Plans to maintain and/or improve licensure pass rates.	
	Allied Health programs will establish and meet accreditation assessment benchmarks.	Allied Health programs will evaluate assessment criteria yearly to assess program outcomes.	
2.2: Access and refine multiple delivery options for educational programs and student services.	Increase options for taking courses in ways that increase student access.	Monitor and review online course offerings each semester; increase number of hybrid programs in technical areas.	

Minnesota West Goals	Minnesota West Performance Indicators	Minnesota West Strategies and Actions	Minnesota West Results
		Invest in ITV labs.	
	Increase student services availability to ensure student access, regardless of location.	<p>Increase online registration by 1%.</p> <p>Establish a formal informational literacy program through the LARC.</p> <p>Increase online student tours and events.</p> <p>Increase visibility/awareness of SmartThinking and other tutoring services.</p> <p>Increase the number of students participating in online orientations.</p> <p>Migrate current library management system (Aleph) to new product (ALMA).</p>	
	Provide consistent student services to all campuses and centers.	<p>Develop a One Note reference guide.</p> <p>Support the One Stop model with bi-weekly meetings and ongoing training to improve student services.</p>	

Minnesota West Goals	Minnesota West Performance Indicators	Minnesota West Strategies and Actions	Minnesota West Results
		Cooperate with ABE to provide courses such as ESL on campus.	
2.3: Increase the participation of faculty and staff in professional development opportunities.	Increase faculty and staff development.	Provide development opportunities throughout the year.	
	Provide resources for faculty and staff.	Utilize resources allocated to faculty and staff for development training. Create a repository of existing training resources.	
2.6 Assist students with goal development	Increase awareness and use of student services for long term planning.	Provide consultation to students to use programs such as Transferology, Interactive Degree Audi Reports (DARS) and college central, to assist students with long term planning through orientation and individual advising sessions. Build the new Minnesota State Transfer Pathways in u.achieve so that	

Minnesota West Goals	Minnesota West Performance Indicators	Minnesota West Strategies and Actions	Minnesota West Results
		students have a degree audit that helps them select coursework at Minnesota West to meet their ultimate degree goal at a state university.	
	Reduce default rates.	Provide loan borrowers servicing options. Provide financial mentoring for current students. (see 1.2)	

Strategic Direction 3

Minnesota West Community will deliver programs and services to enhance the economic competitiveness of the state, the region, and its people.

Minnesota West Goals	Minnesota West Performance Indicators	Minnesota West Strategies and Actions	Minnesota West Results
3.1: Be the leaders in workforce education and training.	Secure and facilitate grants for specialized workforce development and delivery trainings.	Collaborate with Workforce Center, ABE, Private Industry Council, South West Regional Development, and	

Minnesota West Goals	Minnesota West Performance Indicators	Minnesota West Strategies and Actions	Minnesota West Results
		<p>President Advisory Council.</p> <p>Continue to meet with community committees to develop ways to encourage area students to continue their education in fields demanded by local employers.</p> <p>Achieve Practical Nursing accreditation.</p> <p>Maintain Dental Assistant accreditation.</p> <p>Achieve Pharmacy Technician accreditation.</p> <p>Nursing program faculty will attend simulation training.</p> <p>Obtain Granite Falls campus a high functioning simulator.</p>	
	<p>Increase partnerships by offering additional courses and services to area schools and businesses.</p>	<p>Increase the number of Concurrent Enrollment Partnerships with area K-12 schools.</p>	

Minnesota West Goals	Minnesota West Performance Indicators	Minnesota West Strategies and Actions	Minnesota West Results
		<p>Increase business partnerships.</p> <p>Utilize Career Expo to reach more area schools and students.</p> <p>Offer study abroad experiences for nursing program students.</p>	
	<p>Evaluate existing curriculum and explore new curriculum to meet the needs of the southwest Minnesota workforce.</p>	<p>Program advisory board meetings with area stakeholders.</p>	
<p>3.2: Support regional vitality by contributing artistic, cultural, and civic assets that attract students and business partners.</p>	<p>Focused insertion into various media outlets.</p>	<p>Increase media exposure with centralized messaging and advertising strategy.</p>	
	<p>Implementation of the new marketing and enrollment plan</p>	<p>Increase enrollment/marketing strategies with emphasis on diverse, non-traditional and underrepresented populations.</p> <p>Enhance web/online presence to increase market/enrollment growth.</p>	

Minnesota West Goals	Minnesota West Performance Indicators	Minnesota West Strategies and Actions	Minnesota West Results
		<p>Implement coordinated communications methodology from prospects to applicants.</p> <p>Tell our success story through alumni, students, and workforce.</p> <p>Conduct regular meetings with Marketing Advisory Group for added input.</p> <p>Create and distribute a Foundation/Alumni Newsletter with updated information.</p> <p>Integrate students into the community for partnerships and scholarships.</p>	