

CIBE SUB-COMMITTEE ACTION PROJECT PLANNING TEMPLATE

Sub-Committee Name:	Sub-Committee Co-Chairs:
Curriculum	Daisy and JP
Sub-Committee Members:	Sub-Committee Administrative Liaison:
	Reva Curry
1) Sub-committee's charge.	
To review data and provide recommendations in order to remove barriers and create an innovative and BEDI curriculum	
2) Action Project Title	
Transfer Credits	
3) Description of Action Project	
Identify courses and plans that restrict the number of transferrable credits to a 4-year university	
4) How does this action project align with the Strategic Focus Area (Student Success, Community Focus, Sustainability, People Focus)?	
Student Success	
5) How does this action project align with the BEDI Framework Focus Areas (Students, Employees, Culture, Bias)?	
Students – Completion and Success	
6) Approach for Implementation	
Limit the number of non-transferrable credits to 4-year universities. Audit and remove courses that act as financial burdens	
7) Persons Responsible	
Academic Advising	
8) Affected Units or CIBE Sub-Committees	
Curriculum	
9) Resources Requested (What resources will you need? Please provide an estimate of the budgetary needs. Can the action project be accomplished through the reallocation of resources or will it require new funds?)	
Minimum budgetary resources	
10) Project Length	
1 year	
11) Tasks Associated with the Action Project	

Acquire a list of non-transferrable classes. Audit needed for courses, compare classes to our current transfer agreements
12) Project Baseline Measures
How many courses are not transferring (%)
13) Project Target Outcomes
Increase the % of transferring credits
14) Indicators of Success of Action Project – How will you measure success? (e.g. enrollment, retention completion, equity data)
Increased % of transfer credits
PROGRESS MONITORING
Please submit a progress update when you reach the mid-point in your action plan implementation.
CHECK/ASSESS
Overall Action Project Results
Identify Strengths
Identify Opportunities for Improvement
INNOVATE/ACT
Based in results, strengths, and opportunities what action will be taken as a result of this project? Is there an opportunity to innovate? What would an innovation entail? What are the budget implications?
Is this project complete? If yes, please begin the planning cycle again.