SOUTHWEST WISCONSIN TECHNICAL COLLEGE						Q1
2014 STRATEGIC PROJECTS						
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Implementation Deadline	Assessment	Q1 Status
Increase College Access						
Marketing Our Future	Utilizing the services of Plaid Swan Marketing in Dubuque, the Marketing team is revising its approach to promote Southwest Tech and its 40 programs. Research will be conducted to determine potential target markets for the "focus" programs for Spring 2014. It will allow us to know who our target market is and to develop marketing strategies to reach them efficiently.	Sue Reukauf, Jessica Helms	January 2014	Ongoing		Market research has been completed for 11 programs. Research for 14 additional programs will be completed in Spring 2014 and 12 programs for Fall 2014.
College Prep Courses in Southwest Tech Outreach Sites	Offer college prep courses at our outreach sites to provide opportunities for students to complete their prep work at times and locations that better fit their schedule. Not only will this help improve college readiness and success, but will also allow us to use already existing resources!					Intro to Diversity Studies was offered at the Richland Center Outreach Site in Spring 2014. Four courses are currently scheduled to be offered at various outreach sites and through ITV for Fall 2014.
Program Array - ongoing program development	Programs currently under development: Welding Curriculum Redesign (Grant funded); CNC Curriculum Redesign (grant funded); Logistics and Supply Chain Management(grant funded). Program Under Consideration: Seed Technology (seeking grant funding) and Instrumentation	Phil Thomas & Academic Deans	Ongoing	Ongoing		Supply Chain Management and Logistics are in the Concept Review stage of the program development process. Supply Chain Management, if approved, will become operational January 2015.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE						Q1

2014 STRATEGIC PROJECTS

Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Implementation Deadline	Assessment	Q1 Status
Adult Evening/ Weekend Offerings - "Learn Your Way"	Southwest Tech will initiate evening and weekend program offerings that allow adults access to program level offerings in a format that will allow them to complete degrees. These offerings will be provided in multiple delivery methods, with appropriate support services for adults to be successful in completing degrees. Addresses Increase College Access, Improve Student Completion & Success, & Promote Fiscal Efficiency & Sustainability	SAAC, Faculty, Adjuncts	Fall 2014	Ongoing		Online Supervisory Management program went "live" in March 2014. Courses are scheduled for Fall 2014 and will continue to add courses to the mix. Supply Chain Management is scheduled to be online in January 2015.
Expand opportunities for High School Students to earn credit in high school	Develop and expand articulation agreements including in general education. Respond to the challenges and opportunities presented by Course Options.	Julie Pluemer, Mary Johannesen	Continued from 2013	Ongoing		The number of students enrolled in dual enrollment opportunities has doubled in the past year; will continue to increase the offerings and students.
Expand continuing education	Offer more open enrollment continuing education and workforce training classes/opportunities	TBD	TBD	TBD	TBD	

Improve Student Completion and Success

2014 STRATEGIC PROJECTS

Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Implementation Deadline	Assessment	Q1 Status
Curriculum Integrity and Assessment	With performance-based funding, SWTC should educate all employees on assessment and how it can be used to improve teaching and learning. SWTC needs to answer a lot of questions to ensure our services and curriculum have value: Back to the basics of Plan, Do, Check, Act. What are we assessing; What are the different techniques that I can use; Did it measure what I wanted; How do I improve my teaching to improve learning; What service do we need to improve/how do we measure it; Am I confident with the assessment; Did it measure workforce readiness; Is the curriculum aligned for learning; Is the curriculum aligned for some other reason; What am I teaching; Why am I teaching this; How do I document my curriculum; How do I document my program; How does this work with AQIP; How does this work with QRP; Am I really assessing core abilities; How should I document core abilities	Julie Pluemer, Deans, Phil Thomas, Assessment Team, Curriculum Team	2014	Ongoing		This is a focus for Fall 2014.
Student Alert System	Use the Student Alert System to provide consistent and timely notices of students who are struggling or not showing up for classes	Faculty, Student Services Staff Members				The system continues to be used, but not in a consistent manner.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE						Q1
2014 STRATEGIC PROJECTS						
Strategic Projects	**Description**	**Champion**	**Targeted Fiscal Year for Work**	**Completion or Implementation Deadline**	**Assessment**	**Q1 Status**
Learner Success Initiative	K-12 Committee - Specific action plans are in development.	Phil Thomas, Student and Academic Affairs Council	2013	Ongoing	Impact on access, completion, and success	
Learner Success Initiative	Adult Population Committee - Specific action plans are in development.	Student & Academic Affairs Council and Committee Members	2013	Ongoing	Impact on access, completion, and success	
Learner Success Initiative	Retention Committee				Impact on access, completion, and success	This committee will become operational Fall 2014 and will develop action plans at that time.
Credit for Prior Learning	Develop systems that allow students to obtain advanced standing or transcripted credit for prior life experience and other non-credit courses or experiences; Needed for TAACCCT grant and for accelerated CNC Setup/Operator	Phil Thomas, Deans, Barb Tucker	2013	2013-2015	Impact on completion and success	Have mapped the Credit for Prior Learning process; the College has become a CLEP testing site; vetting the process with the Student & Academic Affairs Counceil; working with faculty doing portfolio assessments; and a brochure is being developed to explain the process.
Identifying and supporting entrepreneurs	Continue planning and implementation of appropriate planning.	Joyce Czajkowski, Duane Ford, Mindy Johnson	2013	TBD	Impact on placement, business and job creation	Planning is largely complete. Mindy Johnson is implementing. We need metrics.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE						Q1
2014 STRATEGIC PROJECTS						
Strategic Projects	**Description**	**Champion**	**Targeted Fiscal Year for Work**	**Completion or Implementation Deadline**	**Assessment**	**Q1 Status**
Strengthen Partnerships						
International study	Review this summer's trip to Haiti. Continue to develop policy and programs as appropriate.	Student & Academic Affairs Council, faculty and staff, administration	2014	Ongoing		Exploring the Framework for Comprehensive Internationalization from CCID (Community Colleges for International Development, Inc.)
Improve Articulation	Improve articulation agreements with four-year universities	Julie Pluemer, Mary Johannesen	Continued from 2013	Ongoing		For FY2014, 122 agreements were in place with 29 universities.
50th Anniversary Celebration	Put together planning committee, plan, implement	MJ Dachelet, Betsy Tollefson	Planning 2013-2014, Implement 2015-2018	TBD		The committee is in place. Events are being planned around College events such as open house, parades, etc.
Student life plan	Develop a comprehensive student life strategy	Laura Nyberg-Comins, Heather Fifrick	2013-2014	TBD	Project completion	2013-14 focused on implementing activities in Charley's; Development of the comprehensive student life strategy will be the focus for 2014-15
Create a Cohesive Culture						
Complete and implement internal and external communication plans	To improve communications	Sue Reukauf and committee	2012-14	2013-2014		Communication Plan will be completed by end of summer.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE						Q1
2014 STRATEGIC PROJECTS						
Strategic Projects	**Description**	**Champion**	**Targeted Fiscal Year for Work**	**Completion or Implementation Deadline**	**Assessment**	**Q1 Status**
Program accreditation	Health Information Technology and Direct Entry-Midwife Programs	Katie Garrity	2012-2014	TBD	Accreditation received	Physical Therapist Assistant program received notice of Continuing Accreditation in May. Direct Entry-Midwife program is seeking accreditation through the Midwifery Education Accreditation Council and had a site vist in April.
Employee Satisfaction Survey	Assess employee satisfaction annually. Establish benchmarks for evaluation	Executive Team, Employee Advisory Council	2014	TBD	Project completion, data used to create a more cohesive campus culture	The survey will be completed every two years. Projects to address challenges will be taken on by the Employee Advisory Council and Executive Team. Executive Team will review the survey results and address challenges.
Prioritize Customer Service						
Improve Academic/Financial Aid Probation/Denial Process	Currently academic probation/denial and financial aid probation/denial are separate processes. This project would look to improve these processes to achieve more efficiency and reduce student confusion. One combined process and a single communication to the student may be a result.	Student & Academic Affairs Council, VP Administrative Services, Financial Aid Manager	2014	Dec-14		This will be addressed at an upcoming Student & Academic Affairs Council meeting.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE						Q1

2014 STRATEGIC PROJECTS

Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Implementation Deadline	Assessment	Q1 Status
One Source for Grading	To increase positive feedback on student academic performance, implement one source for students to check their grades	Student & Academic Affairs Council, Faculty, IT				This will be addressed in the online learning effort.
Establish customer Service standards	To set out expectations and to form a basis for evaluation of performance.	All Faculty and Staff Members				

Advance Infrastructure

See separate facilities and information technology project lists.						

Promote Fiscal Efficiency and Sustainability

Electronic Grant Management	Work with Wipfli on the implementation/use of the Grant Module within Dynamics. Goal is to have the entire grant process from the original budget, staff, timeline, expenditures, revenue, time and effort, and number served within Dynamics. Would also like the ability to extract this information in a quantitative means to evaluate the effectiveness of the grant. Are the grant activities sustainable after the grant ends or is it financially feasible (worthwhile) for the district to fund the activities in the future.	Tammie Engelke, Kelly Kelly, Ashley Crubel, Caleb White	As soon as the resources are available.	Would need input from Wipfli to determine the length of the project.		

SOUTHWEST WISCONSIN TECHNICAL COLLEGE						
2014 STRATEGIC PROJECTS						
Strategic Projects	**Description**	**Champion**	**Targeted Fiscal Year for Work**	**Completion or Implementation Deadline**	**Assessment**	**Q1 Status**
Dynamics Payroll Project	Work with consultants Wipfli for payroll enhancements: -Account splitting -Paperless time sheets -Training on the HR Module	Laura Bodenbender, Connie Habkerkorn, WIPFLI	February 2014	February 2014		Account splitting will be implemented with the first payroll in July to alleviate journal entries. The software for paperless timesheets has been installed; currently in the testing stage.
Paperless Initiative for Payables Process	Implement a process to eliminate or reduce the numerous amount of copies and time it takes for each individual invoice. By scanning the invoices into a system and routing them for approval electronically it makes the process real time. This also makes follow up on outstanding payables much easier. This is the next step in our document retention project.	Dave Friesen, Caleb White, Ashley Crubel	February 2014			In process of looking at new document management system.
Metrics and dashboards	Develop a set of metrics we will observe and dashboards to observe them with.	Barb Tucker	2013	June 2013		An initial set of metrics have been developed and is being vetted by the President's Cabinet, Institutional Advancement, and Information Technology department.
Benchmarking	AQIP ACTION PROJECT: Expand benchmarking to aid in continuous improvement	Barb Tucker	2012-2013	June 2013	Project completion	Phil may be closing this project and opening a new one. If so, we need to capture the new one.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE						Q1
2014 STRATEGIC PROJECTS						
Strategic Projects	**Description**	**Champion**	**Targeted Fiscal Year for Work**	**Completion or Implementation Deadline**	**Assessment**	**Q1 Status**
Alternative revenues	Seek and capitalize on grant, contract, and entrepreneurial opportunities	President's Cabinet	On-going	On-going	Opportunity identification, feasibility and business plan development, implementation, return on investment	I am in the process of developing a new intellectual property management policy. Could be added to this line as a sub project or added as a separate line.
Employee clinic	Implement employee clinic	Duane Ford, Laura Bodenbender, Katie Garrity, Caleb White	Mar-14	TBD	Reduce health care costs for employees and college	Will be discussing a wellenss program with Crossing Rivers in the near future.
Write AQIP System Portfolio	HLC Accreditation renewal	Phil Thomas	2013-2014	May 30, 2014	Project completion; continued HLC accreditation	Completed. Can morph into next steps in the AQIP review and cycle. Check with Phil.

Facilities Project Summary

2014 Facilities List

5/14/2014

Project	Description	Status	Completion Date
Renovate Cosmetology	3-year Plan	Contract Awarded to Midwest Builders construction to begin May 19.	11-Aug-14
Library Project	3-year Plan	Project has been approved by state board. Project is in the draft and develop stage. Plans avilable May 29, bids due June 26, construction begins July 21.	Dec-14
Public Safety Complex Road	Connect EPD loop to shooting range drive	Application was submitted to the National Guard on August 13, 2012. Sent e-mails January 22, 2014. Have not gotten a response.	Not Determined
Shooting Range Storage	Build Storage Building	Building to be delivered May 15.	May-14
100 Carpet Warranty	Manufacturer making site visit	Craig Curry 630-768-5514, visited site. Negotiating repairs.	Not Determined
2200 Fire Alarm	Add Fire Alarm System to 2000	Working with contractor for in-house install. Have to wait for existing maintenance contract to expire so software will be turned over to Southwest Tech.	Not Determined
200 Roof Replacement	Re-Roof Building 200	Complete. Contractor used light bronze metal, should have been dark bronze. Contractor to replace in the spring of 2014. Contact Velcheck and Finger roofing consultants for the project	14-Aug-13

Facilities Project Summary

Project	Description	Status	Completion Date
TEGG Inspection	Electrical inspection coordinated withy DMI	We have report for building 600 repairs on going.	28-Jul-14
415 Roof	Replace roof in spring of 2015	Patched roof. Will wait until summer 2015.	Not Determined
Landscape Old Playground	Repair turf in old playground, west of Building 200	Seeding will be completed in spring.	1-Aug-14
Landscape Digital Sign	Worked with UWP on plans	Spring 2014 project. McKay Nursery has PO for materials. In-House install. Materials to be delivered May 19.	14-Jun
Burn Building Pavilion	Pavilion for State Testing	30'x60' with roof and two sides, gravel floor, material only	Not Determined
Lawn Care	Treat campus lawns for weeds	Greeting 3 prices on annual contract. TruGreen, Countryside Sprayers out of Wauzeka, and Spring Green out of Platteville. TruGreen was issued a PO.	Ongoing
ERP	Edit Emergency Response Plan	In the process of updating.	Jul-14
Richland Center	Meeting with landlord and Economic Dev about rental space in downtown RC	Board approved renewing existing lease. Need to negotiate renovations with landlord. Need to get new dors on classroom for Pearson vue.	Not Determined

Facilities Project Summary

Project	Description	Status	Completion Date
Safety Inspection	DMI biannual inspection	Have report, working on correcting items	complete
Clery Act Info	Collect and report information for Cleary compliance	Sent letters to municipalities, changing concerns database to track incidents. 2012 information was submitted.	Oct-13
Building 700 HVAC	Both units have failed	Building has been closed, no heat. Storing extra furniture in 700. Need to move 200 tunnel storage in 700.	Not Determined
Housing Sanitary Lines	Repair/Replace sanitary lines	1955 had to be replaced. H&N took pictures of the single story units, recommendation is to replace all the lines	Not Determined
Outdoor walking path	Install outdoor walking path	Project has been approved with student senate covering half of the cost. 3 Sons Concrete was awarded the project.	August-1-2014
Cafeteria Carpet	Getting snags	Have quote from Creative Solutions	May 23rd
340 renovation	Converting 340 into an ITV class room	In house reconstruction.	June 1st
600 Fire Alarm	Fire alarm communications cable cut	Communication with 600, 1100, and 700 was cut during the Activity Center construction. Simplex is coming out to look at individual dial out cards for the panels in these buildings. The fire alarm works locally, but does not report out. Waiting until current FA contract expires.	Not Determined

Facilities Project Summary

Project	Description	Status	Completion Date
Waste Oil Burner	Flue is shot	Ordered new flue parts and new waste oil collector. Waste oil collector installed. Waiting for chimney specialist to install flue.	Jun-14
Water Treatment	Quarterly hot water boiler tests	Two year Contract signed with Garret Calahan. Coupon station to be installed.	Jun-14
Housing Site Plan	Master plan for housing expansion	Rezoning land by duplex for the construction of future housing projects.	On going
Rm 341	Convert to an ITV class room	Remove West door. Upgrade electrical, data and remove sink	July-1-2014
Rm 1716	Remove paint booth	Remove paint booth and install duct work to remove welding fumes.	August -1-2014
CDL Drug testing	Drug and Alcohol testing program.	Creating testing program and determining drivers that a affected.	August -1-2014

Information Technology Accomplishments - Qtr 3 2014 (Report date May 5, 2014)

Project	Staff	
e-Brochure	Matthew	Demo on Monday. Not mailing packets. Reduce the number of guidebook
Switched long-distance provider	Dave H.	College will see a savings of approx. $400 a month
Course Listing on website	Matthew	Search for available course offerings on the website
Online Timesheet Analysis	Jake	Decision made. Need to purchase and setup
New hardware for Auto Tech & Electron	Technicians	New laptops for Auto Tech labs. Upgraded hardware in rooms 131, 122, & ATL
Website Updates & Event pages	Mike	Works with Marketing to keep the website updated with current events & content
Assistance with AQIP flowcharts	Mike S.	Cindy Albrecht worked with Mike S. to create, modify, improve flowcharts for AQIP documents

Project Name	Assigned to	Requesting Department	Priority	Status
ALL IT STAFF				
Learning Resource Center (Library area) remodel	All IT Staff		HIGH	Attend meetings regarding remodel of space and accomodations for ASC, Support Services, Library, Student Help
New ITV Classroom	MJ & Dave F. setup. Dave H. network		HIGH	
DEVELOPMENT TEAM (Bob, Mike, & Matthew)				
Degree Audit			**Very High**	**Directive from Duane and Phil**
Degree Audit (DA) Setup and Testing	Matthew & Bob		**50%**	Bob & Matthew have worked with Three Rivers on the setup and questions. **Configuring DA to provide the state submission file for Program Curriculum**
Training needed for Student Services	Chyme & Deb		**50%**	Bob & Matthew met with Student Services staff to review the Degree Audit setup in April. Identified some issues that are being worked on.
Evaluating students' courses to Degree Audit	Chyme & Deb		**15%**	Working with a few students and programs to test with. Programs: Nursing , Dairy Herd, Medical Coding
TAACCCT Grant Reporting	Bob	IA	**High**	First test submission is in April/May. First actual submission due in June
Financial Aid				

Project Name	Assigned to	Requesting Department	Priority	Status
MySWTC portal enhancements	Matthew		80 % complete	Implementing use of MySWTC for student communication
Setup for 1415 school year	Lisa, Matthew		70% complete	Forms are on the website, using postcards for communication rather than letters, using MySWTC for communication with students
Website				
Southwest Tech Blogs	Mike S, Judy G.	Marketing	80 % complete	Judy has set up blogs and LDAP, Mike is working on Theming them and adding functionality.
- Blog for Nursing students in Haiti	Mike S.		Done	
Start pages (student & Staff) for targeted content	Mike S		**Medium**	Part of Phase 3 roll-out for website. Start in Qtr 3, won't be completed until Qtr 4
EMS Forms	Mike S	EMS	**Medium**	Working With Ken on EMS forms similar to those on Northcentral's site.
Develop Google Analytics Funnels	Mike S	Marketing	**Medium**	Add Google Analytics Funnels to track movement of users through steps of processes.
IE Metro on Windows 8.1 - website and webmail do not work	Mike S & Matthew		**Low**	
MySWTC/Email/BlackBoard Login page improvement	Mike S		**Low**	Have templates for Email and BlackBoard login pages
Add Cafeteria menu to site/start pages	Mike S	Rex	**Low**	Add the weekly/daily menus to a place where users can see them.
Increase utilization of CE Portal to reduce number of paper registration forms	Lisa, Matthew, Mike, Bob	Student Services, Caleb	High	Transcripted credit students, B & IS forms, CPR
Start analysis and scope of work for new Faculty Workload system	Bob	Caleb	Medium	Work on analysis for new workload system

Project Name	Assigned to	Requesting Department	Priority	Status
Start analysis and scope of work for the Program Financial Statements	Bob	Caleb	Medium	Work on analysis for new workload system
Decomission CMS 400 (Ektron)	Bob, Dave H.		Low	Bob has to determine new framework before the server can be decommissioned
Ruby on Rails Scholarship Application	Bob		Low	Bob - Evaluate new framework
Ruby on Rails Faculty Certification Application	Bob		Low	Bob - Evaluate new framework
Bookstore - Review Book request in Sharepoint/CAMS	Matthew & Bob	Bookstore	Move up in priority	Book request process needs to be improved. Make it easier for faculty and Bookstore staff to manage.
Housing packets - electronic	Matthew	Heather	New request to evaluate	Heather has requested electronic packets for students interested in housing. This will save postage and staff time.

NETWORK TEAM (Judy & Dave)

Project Name	Assigned to	Requesting Department	Priority	Status
uNotify implementation	Lisa/Dave H	Student Services, Financial Aid, Business Office	Medium	uNotify allows text messaging to individual or groups of students. There are no guidelines on how the staff will use it so the software has not been implemented.
Plan AD/Exchange upgrade	Dave H & Judy	IT	High	Got a price from Heartland Consultants for Exchange upgrade. Need to negotiate
New Print Server	Judy		May/June	Install 64 bit drivers on all printers. Next build print server and new SQL Server to house PM database

Project Name	Assigned to	Requesting Department	Priority	Status
New Program Apps Server				Involves: Eaglesoft (dental software), Ag tractor CDs and software, CAD file share, SolidWorks licensing
	Judy		June	
Upgrade NetIQ	Judy		June	Will involve setting up new appliances
VDI Analysis	Dave H. & Judy		Medium	We need to research, analyze, and budget for software, hardware, anti-viral appliances, licenses, etc.
Plan and Analyze the upgrade process for CAMS SQL Server to 2008 R2 or 2012	Judy		Medium	Judy received some answers from TRS. The upgrade will be done on the TEST environment this summer.
Changing long distance provider (Century Tel)	Dave H.		DONE	Completed in April.

TECHS & MEDIA (MJ, Charles, Jake, Dave F.)

Project Name	Assigned to	Requesting Department	Priority	Status
Online time entry	Jake	HR	In Progress	In the process of purchasing GreenShades for online timesheets and emploee profiles.
Promote Adobe Connect to rest of college	Techs/CTL		In Progress	Lunch-n-learn in April. Session is offered at May Learning Academy. Use is increasing.
Determine timeline/plan for Office 2013 implementation Sondra	All	IT	High	Training at May inservice.
Media Center Move/Remodel	MJ	IT	In Progress	Moving end of May/early June during remodel of LRC
Implementation of Financial Edge Testing Center	Techs & Network	Foundation	In Progress	Server created. July 1 go-live date.
Implement CLEP testing	Charles	Student Services	95%	Per Danielle: Few minor tweaks left.
Computer Lab Upgrades	All	Electro Mech		Working with Steve McCauley to upgrade hardware in his lab (building 600)

Project Name	Assigned to	Requesting Department	Priority	Status
MJ - ITV carts for Outreach	MJ	Duane		Researched and got pricing for ITV carts.