# Access360 Roadmap

| Task | Time Commitment | Description/Advice | Expectations/Deliverables |
| --- | --- | --- | --- |
| Develop Workgroup of Relevant Stakeholders | 2 - 3 weeks | Workgroup should consist of at least one person from the following areas: Information Technology, eLearning, Instruction, Communications, and Business Affairs. Other suggestions include Library, Research, Human Resources, Equity and Inclusion, Compliance. | Workgroup should meet at least once monthly for 1 - 2 hours. Larger workgroups may want to break into smaller sub-groups as the work becomes defined and moves forward.  Develop a workgroup/committee charter. |
| Obtain Executive Level Sponsorship | 1 - 2 weeks (longer if the workgroup is being established as a formal council/committee) | Ideally, a couple of executive level administrators would serve on the workgroup. In other cases there may be an executive advisory body that the workgroup reports to on a continued basis. | Establish quarterly meeting (at minimum) dates with executive sponsor. |
| Complete First Round of GOALS Self-Study | If completing as a team (recommended): 2 - 3 hours.  If completing individually: 1 - 2 weeks | The first round of the GOALS self-study should be seen as setting a baseline measure. You are not being evaluated/judged on where you are at. In cases where there’s disagreement, we recommend underestimating progress rather than overestimating. | We recommend completing the survey together, with all members present in order to select your responses.  Submit your Benchmark Report to SBCTC. |
| Fall Convening | 2 full days in early November | The Fall Convening focuses on the collective results of the initial Benchmark Reports. It allows colleges to seek out advice and guidance from schools that are achieving progress in areas where the institution may be encountering barriers. Attention is paid to defining and prioritizing goals/tasks. | Colleges will come away having defined three concrete goals and associated action items to guide their work for the coming months. |
| Develop Action Plan | 2 - 3 weeks | The action plan is intended to compliment the college’s written implementation plan. The implementation plan is comprehensive and long term. The action plan focuses on the short term, high priority goals (which may very well include developing a written implementation plan). | The [Goals to Action Worksheet](https://drive.google.com/open?id=1PQ78shgodPnwhxRvxe2D7pWxfwz04ihq) (URL: http://bit.ly/2ThvMJU) can be used to work through developing your action plan items.  Use the GOALS tool to align your goals and action items with the indicators. Generate an Action Plan to submit to SBCTC. |
| Campus Visits | Winter term | The purpose of this visit is to hear directly from each college workgroup about how progress is going and what barriers they’ve encountered. | If you have particular questions that you’d like to discuss with SBCTC/CATO, please inform us in advance. |
| Spring Convening | 2 full days in early May | The Spring Convening offers colleges a chance to share out about institutional successes and challenges. Additionally, emphasis will be placed on affinity groups defining the needs in their area and uncovering opportunities for collaboration and support. | Each college will provide a 5 minute presentation outlining successes and challenges.  Attendees will come away with greater clarity on the needs unique to various departments on campus. Additionally, colleges will gather useful advice and ideas from peer institutions. |
| Complete Second Round of GOALS Self Study | If completing as a team (recommended): 2 - 3 hours | The second round of self-study will help capture areas of improvement and areas where greater or ongoing support/attention is needed. | For Access360 workgroups, we recommend completing the survey together, with all members present in order to select your responses. |
| Develop Administrative Report | 1 -2 weeks  Due June 30. | Once the second round of self-study is complete, colleges will use the GOALS tool to develop an administrative report. This report will chart progress made or not made over the academic year. | The GOALS tool will generate the beginnings of an Administrative Report. We recommend reviewing the report and editing as needed to address particular areas of concern and to explain what factors contributed towards areas of demonstrated progress.  Submit your Administrative Report to SBCTC. |
| Revise/Develop Action Plan for Following Year | 2 - 4 weeks  Due June 30. | This is a chance to reflect on the year and re-examine the time and effort required to implement your policies and procedures. Your implementation plan (draft or final) should represent at least 5 years of work. This Action Plan should outline which components of the implementation plan will be carried out over the next year. | Submit your Action Plan to SBCTC. |