# CIBE Sub-Committee Action Project Planning Template

<table>
<thead>
<tr>
<th>Sub-Committee Name:</th>
<th>Sub-Committee Co-Chairs:</th>
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<tbody>
<tr>
<td>Curriculum</td>
<td>Daisy and JP</td>
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<tr>
<td>Sub-Committee Members:</td>
<td>Sub-Committee Administrative Liaison:</td>
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<td>Reva Curry</td>
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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**

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.