

Organizational Health

Strategic Actions	Priority Level (Urgency, sequencing & readiness)	Dependencies?	Fall 2022	December 2022	February 2023	April 2023	June 2023	June 2024	Lead	Notes/ Questions/ Comments
Create and curate a knowledge base of operational documentation	2	Development of internal webpages/timelines/availability	Action: Asset map of current knowledge locations; who owns them	Begin to investigate options for knowledge base tools (e.g. Wordpress KB, Sharepoint, CCC intranet, others) or use current technology (myClackamas); begin to investigate options for knowledge base support (e.g. individual staff person, committee, specific CCC department, other)	Milestone: Complete list of knowledge articles, who owns/maintains them, and location; OHIT team members start checking in with knowledge base support candidates as appropriate (exploring questions and possibilities)	Identifying priority documentation gaps; take stock of knowledge base tools (establishing one or two tools to explore further)	OHIT team members consult with community members to fill documentation gaps as needed	Finish the year having filled in some/all of the priority implementation gaps that have been identified; finalize selection of knowledge base tool; OHIT makes recommendation regarding who will support sustainability of knowledge base tool		
Commit to continuous quality improvement of major processes, including the College's approach to the CQI cycle		Identify current/in-process improvement efforts; connecting with leaders of those efforts to ID roles for OHIT		OHIT group reviews cohort/development group recommendations regarding major processes (e.g. budget development, CQI, shared governance); considers what (if any) additional Collegewide processes to name for this action item.	OHIT group has connected with leaders of in-process improvement efforts to identify needed support.	OHIT roles in improvement efforts are developed/refined in partnership with leaders of component efforts.	OHIT roles in improvement efforts are developed/refined in partnership with leaders of component efforts.	OHIT roles in improvement efforts are developed/refined in partnership with leaders of component efforts.		
Implement an Employee Climate Survey	1	*Coordinate with IRR, DEI Committee (see elevator pitch, chapter 1 of implementation workbook)	OHIT representatives to Research subcommittee help define indicators/thresholds	OHIT representatives to Research subcommittee help that group transition to action planning for Climate Survey	Full OHIT team can ask Research subcommittees for updates on progress re: Climate Survey; if more progress is needed, OHIT team will discuss how best to rally energy/resources for those efforts.		Full OHIT team can ask Research subcommittees for updates on progress re: Climate Survey; if more progress is needed, OHIT team will discuss how best to rally energy/resources for those efforts.	Milestone: Launch initial climate survey		Will climate survey include student workers?
Coordinate and improve the approach to empowering employees through training and transfer of knowledge	1	*Create and curate knowledge base *Required vs optional training	OHIT representatives to Learning and PD subcommittee to organize action plan for shared interests	OHIT representatives to Learning & PD subcommittee help launch training related to leading change and implementing action plans; AND the OHIT team will start the process of identifying top priority needs for training efforts it could organize on its own (separate from the subcommittee)	Full OHIT team can ask Learning & PD subcommittee for updates on progress re: change/implementation training; if more progress is needed, OHIT team will discuss how best to rally energy/resources for those efforts; AND the OHIT team will wrap up a first-round discussion about top priority training needs to organize on its own	OHIT team calls on appropriate partners to launch programming related to top priority topics identified during fall 2022	Full OHIT team can ask Learning & PD subcommittee for updates on progress re: change/implementation training; if more progress is needed, OHIT team will discuss how best to rally energy/resources for those efforts	OHIT team debriefs on unique training offered during the year; debriefs on whether to continue in the same vein, or choose new priority topics for AY23-24.		New employee training/onboarding?