



# Progress Report

January/February 2026



Swim +

ONE HARTNELL 

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## Introduction



Welcome to the January and February update on *One Hartnell*. As the Spring 2026 semester continues, our shared focus on student success and institutional alignment is still at the forefront of everything we do. Across campus, teams are advancing important initiatives, strengthening collaboration, and building clearer pathways for students.

During this period, Swim partnered closely with task forces, implementation teams, and the Steering and Change Management Leadership Team through biweekly meetings, structured feedback cycles, and preparation for an upcoming on site workshop. The work has centered on translating approved designs into clear implementation plans, updating frameworks, and preparing materials for Steering review and endorsement.

## Task Force/Implementation Team Updates

### Degree Audit Implementation Team

In January, the **Degree Audit Implementation Team** reviewed Swim's recommendations and confirmed the need for dedicated degree audit process mapping; in February, the team began developing current state process maps. Swim will continue to lead iterative working sessions through March to document the technology ecosystem, clarify data sources, and design a future state process map in preparation for Steering review in April.

Another important milestone took place when, in collaboration with Counseling and Admissions and Records, SmartPlan and Award software platforms were reviewed and now they have been approved for purchase.

#### *Degree Audit Implementation Team Charge & Members*

The Degree Audit Implementation Team was charged with advancing Hartnell College's efforts to streamline and clarify degree progress tracking for students, building on prior insights from some Achieving the Dream work.

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## First Year Experience Implementation Team

January focused on translating the approved First Year Experience Framework into actionable implementation tools. Swim developed a draft responsibility matrix and began structuring a detailed implementation gantt chart to clarify primary, support, and monitor roles across strategies outlined within the framework.

In February, the responsibility matrix was refined after **First Year Experience Implementation Team** provided feedback and the gantt chart was also provided for the team's review. Both deliverables are anticipated to be shared with the Steering team in March. In addition, planning for the Writing Literacy Academy continues to move forward, incorporating Academic Senate input and expanded participation from library faculty.

### *First Year Experience Implementation Team Charge & Members*

The First Year Experience Task Force is charged with the execution of the First Year Experience Framework that was developed by the First Year Experience Task Force.

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## Organizational Development Task Force

In January, the **Organizational Development Task Force** prepared to review the Problem and Grounding Report drafted by Swim. This report built on earlier stakeholder interviews and benchmarking research as well as provided recommendations and underlying themes revealed across these activities.

In February, planning advanced for an on-campus workshop in March focused on shaping the One College Model framework. Swim began drafting the framework document while in parallel, Swim also began to draft a SOP content framework aligned to One College principles that would be used in a separate SOP workshop in March.

### *Organizational Development Task Force Charge & Members*

The Organizational Development Task Force is charged with setting the vision for Hartnell's One College model, ensuring consideration and intentional inclusion of all educational centers.

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## Process Mapping Task Force

In January, the **Process Mapping Task Force** continued building automated, course specific faculty email reminders tied to census deadlines and began mapping milestones beyond census. By February, stakeholder interviews had concluded and research on the census drop process was complete. The team developed a new automated faculty communication system that replaces a single reminder with targeted notifications sent one week prior, 48 hours prior, and on the day of the deadline. Messaging reinforces the connection between timely action and student success.

Process maps remain on track for March completion, with related content finalized in May and system delivery planned for June. Integration with Degree Audit and Common App 2.0 continues to be prioritized to ensure alignment across initiatives.

### *Process Mapping Task Force Charge & Members*

The Process Mapping Task Force is charged with creating comprehensive process maps outlining a student's journey from first day to completion, including communication touch points, business processes, and technology integration, as well the construction of fully designed communication plans to support the approved processes.

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## Strategic Recruitment Implementation Team

In January, the **Strategic Recruitment Implementation Team** completed its recommendations and transitioned into structured implementation planning. The team reviewed Swim's recommendations, which were informed by the Strategic Recruitment Plan and stakeholder inventory.

In February, Swim developed a comprehensive responsibility matrix and implementation gantt chart to clarify ownership, timelines, and dependencies. The group provided feedback through live sessions and surveys in preparation of these deliverables being shared with Steering in March.

The recruitment video series also continued to expand with additional spring episodes highlighting adult learners and student stories.

### *Strategic Recruitment Implementation Team Charge & Members*

The Strategic Recruitment Implementation team is charged with the execution of the Strategic Recruitment Plan that was developed by the Strategic Recruitment Task Force.

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## Yearlong Schedule Task Force

During January, Swim refined the recommendations document for the **Yearlong Schedule Task Force**. A key development was clearly distinguishing between scheduling, the internal process of building yearlong course offerings, and registration, the student facing enrollment experience.

In February, Swim drafted a Yearlong Schedule and Yearlong Registration Frameworks document that included insights from the recommendations document as well as a current state assessment. The frameworks document was shared with the task force, Vice President of Instruction, and Vice President of Student Affairs for feedback. It is expected that this deliverable will be shared with the Steering Team in March for review.

### *Yearlong Schedule Task force Charge & Members*

The Yearlong Schedule Task Force was charged with refining and strengthening Hartnell College's year-long scheduling model to support improved student progression and completion outcomes.

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## Development Team Updates

### Change Management Development Team

The **Change Management Development Team** continued supporting transparent communication across the initiative. The February Hartnell Happenings newsletter highlighted key progress updates and reinforced alignment around student success. User friendly access to One Hartnell information is now available through the Employees Intranet and searchable via the Hartnell website.

#### *Change Management Development Team Charge & Members*

The Change Management Development Team is charged with serving as the central body related to overseeing and guiding the One Hartnell change process across the college. They will be responsible for ensuring strategic alignment and direction of the One Hartnell initiative within the College's strategic objectives and vision. This development team will also provide oversight of a comprehensive change management plan to ensure that milestones are met as well as identifying potential risks, possible challenges, and opportunities for recommendations for refinement and adjustment as needed.

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## Data Development Team

In January, Swim provided CRM business requirements grounded in the joint executive summary developed with the **Data Development Team** and Technology Development Team. This work clarified the data capabilities needed to support One Hartnell priorities, including student lifecycle visibility, real time engagement tracking, and data informed decision making.

In February, continued planning across the One Hartnell teams reinforced the need for reporting and tracking structures that can support milestone monitoring, feedback loops, and campaign effectiveness analytics as implementation moves forward. This team's contributions will be instrumental to ensure Hartnell can make timely decisions grounded in shared, actionable data.

### *Data Development Team Charge & Members*

The Data Development Team is charged with the collection and leveraging of data to inform and support the One Hartnell initiative. They are responsible for managing data from various sources within the organization, including student records, enrollment data, financial information, and demographic data, as well as preparing information or research needed for day-to-day needs surrounding the One Hartnell initiative.

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## Technology Development Team

In January, Steering reviewed CRM business requirements and functional priorities that included intake forms with embedded logic, automated communication triggers, multi-modality outreach, and role based access for staff. In February, planning continued around expectations for a future CRM implementation, including phased delivery that supports quick wins, foundational builds, long-term scalability, and a clear training and support plan. The **Technology Development Team** will have an important role in evaluating such technology solutions that strengthen cross campus coordination and improve the student experience.

### *Technology Development Team Charge & Members*

The Technology Development Team is charged with supporting various aspects of the organization's operations and initiatives from a technology perspective, including change efforts. This development team will be responsible for assessing the current technology infrastructure and identifying possible gaps or deficiencies as well as overseeing the deployment process of new technology systems or tools as needed. They will also provide training and support to employees on new technology or systems introduced, and conduct impact assessments to evaluate how technology changes are affecting systems and processes.

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## Steering Leadership Team Updates

The **Steering and Change Management Leadership Team** met in both January and February to review project updates, refine implementation expectations, and prepare for the March 9-10 Swim on-site visit. January conversations included project timeline reviews, CRM business requirements, and early SOP framework planning. February discussions centered on implementation plan drafts for First Year Experience and Strategic Recruitment, Yearlong Schedule frameworks, and Degree Audit process mapping.

### *Steering & Change Management Leadership Team Charge & Members*

The Steering and Change Management Leadership Team is charged with maintaining global oversight of all strategic priorities and initiatives within the One Hartnell structure as well as coordinating and directing change management at Hartnell College.

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## What's Next?

Swim's March on-site visit will serve as a key milestone for **One Hartnell**.

- Steering will review the Yearlong Schedule and Yearlong Registration Frameworks, First Year Experience responsibility matrix and gantt chart, and Strategic Recruitment responsibility matrix and gantt chart.
- All Steering Team, Task Force, Implementation Team, and Development Team members will participate in a SOP workshop. The workshop will include understanding the importance of SOPs, practice writing SOPs, and discussion on next steps for Hartnell College SOP content writing.
- The Organizational Development Task Force will meet to review and discuss the One College Model Framework drafted by Swim.

Through continued collaboration, disciplined planning, and shared leadership, Hartnell is building the systems, structures, and clarity needed to support student success in lasting ways.



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