

# Progress Report

March/April 2026



Swim +

ONE HARTNELL 

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## Introduction



Welcome to the March and April update on One Hartnell. As the Spring 2026 semester continues, our shared focus on student success remains at the forefront of this work. Across campus, teams are finalizing key deliverables, strengthening collaboration, and preparing for the transition from planning into implementation.

During this period, Swim partnered closely with task forces, implementation teams, and the Steering and Change Management Leadership Team through recurring meetings, feedback cycles, and continued on-site engagement. The work has centered on finalizing implementation plans and frameworks, advancing process design, and preparing materials for Steering review and transition to long-term ownership.

## Task Force/Implementation Team Updates

### Degree Audit Implementation Team

During March and April, the **Degree Audit Implementation Team** finalized the end-to-end degree audit process map, building on earlier work to improve clarity and alignment across systems and departments. The team reviewed updates together and worked through refinements to strengthen the overall design.

In addition, the team began exploring technology solutions to support implementation, including connecting with CollegeSource to better understand the Transcript Equivalency System (TES) within Colleague.

#### *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

March marked an important milestone for the **First Year Experience Implementation Team** as the group finalized its implementation plan. This plan brings together the framework, responsibility matrix, and gantt chart into a clear, comprehensive overview aligned with the drafted One College model.

In April, the implementation plan was shared with the Steering Team for review and feedback. In addition, planning for the summer literacy program pilot continued to move forward, with faculty working to define classroom practices that will support incoming students.

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

The First Year Experience Implementation Team 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 March, the **Organizational Development Task Force** reviewed and provided feedback on a drafted One College Model framework that was presented during Swim's visit, and the framework has now moved forward to Cabinet for review.

Also, in March, Swim Digital Group conducted an on-site session focused on advancing the development of student experience Standard Operating Procedures (SOPs). The session consisted of:

- An overview of SOPs, including their purpose and importance in driving consistency, efficiency, and institutional knowledge
- Introduction to the SOP framework and key components of an effective SOP
- Interactive feedback of priority processes that require SOP development
- A follow-up survey for participants to self-identify areas where they could contribute content for SOP development

In April, efforts focused on organizing the SOP topics identified during the March session, and content contributors began to be identified. In May, active drafting of SOP content will take place.

### *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 March, the **Process Mapping Task Force** continued refining student journey maps, focusing on the Census to Completion phase. The team also gathered feedback to ensure the process reflects the needs of students and staff.

In April, the team expanded its engagement efforts by interviewing student programs and campus groups, and gathering student feedback on current processes. This input is now informing the development of a communications outline aligned with the process maps, helping ensure that students receive clear and consistent guidance throughout their journey.

### *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

During March, the **Strategic Recruitment Implementation Team** continued building out its implementation plan and adjusting key components through team discussions and feedback.

In April, the team finalized the implementation plan, which synthesized responsibilities, timelines, and priorities outlined in the Strategic Recruitment Plan. The implementation plan was shared with the Steering Team, with next steps focused on determining ownership and ensuring the work continues moving forward.

### *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 March, the **Yearlong Schedule Task Force** continued working on its frameworks for scheduling and registration, incorporating feedback and preparing materials for Steering review. Feedback on the frameworks was collected and the document was shared with the Steering Team to help guide next steps.

### *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 March and April Hartnell Happenings newsletters highlighted key progress updates and reinforced alignment around student success. User friendly access to One Hartnell information is available through the Employee 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 March and April, 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. The **Data Development 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

As implementation efforts begin to take place across the college, the **Technology Development Team** will have an important role in evaluating 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

Throughout March and April, the **Steering and Change Management Leadership Team** met regularly to review progress, provide feedback, and guide next steps across One Hartnell. Team discussions focused on implementation plans for First Year Experience and Strategic Recruitment, Yearlong Schedule frameworks, Degree Audit progress, and advancement of the One College Model Framework. A key theme during this period has been transition planning, with the team working to determine ownership and ensure continuity as work moves forward.

### *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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