College-wide Priorities for 2009-10

Draft for Discussion

August 25, 2009

a. Accreditation visit
b. Internal and external communication regarding impact of budget reductions and other pertinent information
c. Budget
    i. Resolving structural imbalance
    ii. Planning categorical programs staffing and operations beyond 2009-10
    iii. Assessing the sustainability of reductions implemented, their impacts and how we will operate in 2010-11 and beyond
d. Emergency preparedness
    i. Training
    ii. Processes
e. Planning agendas identified in the self study
f. Selected objectives from College Plan 2008-11; District Technology Plan 2008-11; Enrollment Management Plan 2009-11 and related implementation strategies/actions
g. Banner 8 upgrade
h. Preparation and application for a Title V grant

Planning Agendas Identified in the Institutional Self Study
for Reaffirmation of Accreditation
August 13, 2009

College-wide

1. By June 2010, evaluate the College's revised planning and resource allocation process and identify modifications needed for its improvement.

2. The Superintendent/President will bring BPAP's recommendations for policy revisions or new policies to the Board for review and approval on a regular basis. By Spring 2012, through BPAP, the College will complete the process of 1) reviewing all existing policies and procedures; 2) separating policies from procedures, as appropriate; 3) revoking obsolete policies and procedures; and 4) formatting and re-numbering, as appropriate, all existing policies and procedures using the CCLC format and numbering system. Proposed new Board policies and administrative procedures will follow the CCLC format and numbering system, as much as possible. Post all current policies and procedures to one location on the College Web site. All electronic access to College policies will be derived from a common source and multiple versions will be eliminated.

3. In 2009-10, develop a framework for regular evaluation and improvement of institutional shared governance and decision-making structures and processes and conduct the evaluation.

4. In 2010-11, develop and implement a plan that responds to the evaluation of each constituency group's effectiveness in the shared governance process.

Information Technology/Institutional Assessment, Research and Planning

5. Starting in 2009-10, the Information Technology and the Institutional Assessment, Research and Planning departments will expand options for timely and accurate data extraction and reporting tools available to credit and Continuing Education student support service departments.

Educational Programs

6. The draft of the Educational Master Plan will be completed by October 2009 and finalized by December 2009.

7. By April 2010, evaluate the extent to which eLumen is providing the SLO performance data reports needed to help inform discussions for improving student learning and achievement. The results of this assessment will be used by the SLO Coordination

Group, in consultation with the Academic Senate, the Committee on Teaching and Learning, and the Student Services SLO Coordination Group, to identify changes that could be made to improve the effectiveness of this software for capturing and reporting the data needed to document and improve student learning.

8. By September 2010, evaluate the effectiveness of the first full year of the SLO Implementation Cycle.

9. Faculty in individual departments will review SLO data comparing students in online sections with those in face-to-face sections when this data first becomes available in 2009-10. By September 2010, improvement plans will be developed based on the review of the data collected.

10. By the end of the fall 2009 semester, an online SLO training site for adjunct faculty will be completed.

11. In September 2009, the SLO Project Coordinator will work closely with the Student Senate to involve more students in the dialogue, the improvement planning process and the evaluation of SLO performance measures. The president of the Student Senate will be asked to appoint one or two students to serve as members of the SLO Coordinating Group and one or two students to serve on the Student Services SLO Coordinating Group.

12. The SLO Coordinating group will analyze data that include both instructional and student support SLOs and make recommendations for improvement.

13. By fall 2010, the Dean of Educational Programs, Technology and the Committee on Online Instruction (COI) will develop and administer a survey of online students to determine the support services students need to successfully complete their courses.

14. In 2009-10, the Dean of Educational Programs who oversees Student Development, Counseling and Matriculation will explore opportunities for more efficient and timely evaluation of external transcripts including the use of DARS, use of Optical Character Recognition technology to convert hardcopy transcripts to data files and participation in the development of emerging electronic transcript exchange systems.

15. Educational Programs staff will study the feasibility of expanding its existing support for students and faculty from a five-day per week 8:30 a.m. – 4:30 p.m. service, to one that includes nights and weekends in recognition of the 24 hour, seven day a week nature of contemporary higher education.

Human Resources

16. Monitor on an ongoing basis the efficacy of performance review processes for all employee groups and make changes, as needed.

Information Technology

17. By fall 2010, the Vice President for Information Technology will form a task force to establish and gather baseline data on the information technology training needs of the campus community, analyze this data, and develop training improvement plans.

Continuing Education

18. The College will develop and administer a student questionnaire for Continuing Education to assess student satisfaction.

19. In 2009-10, the Continuing Education Division will use the Curriculum Oversight Committee to plan and implement the SLO Cycle for Continuing Education courses.

20. During fall 2009, Continuing Education directors and dean, in consultation with the Vice President of Continuing Education, will implement a consistent faculty evaluation plan.

21. Achieve Objective 2.5 in the College Plan 2008-11 which states that "the Continuing Education Division will initiate the Student Learning Outcomes cycle in all non-credit courses eligible for enhanced funding and complete the SLO cycle in 1/3 of the courses per year beginning academic year 2009-10."

Business Services

22. By December 2009, the Director, Facilities and Campus Development, working with appropriate staff, will develop the College's design and construction standards and incorporate sustainable practices where appropriate.

23. By spring 2010, the Director, Facilities and Campus Development, in collaboration with appropriate staff, will revise the College's standard construction specifications to incorporate sustainable practices where appropriate.

24. By spring 2011, the Director, Facilities and Campus Development, in collaboration with appropriate staff, will develop the College's Integrated Pest Management to improve sustainable practices.

25. By spring 2010, the Director, Facilities and Campus Development, in collaboration with appropriate staff, will develop the College's recycling plan to improve sustainable practices.