Strategic Plan Accomplishments Relative to 2008 Action Priorities

Goal #1: TEACHING & LEARNING
College of the Canyons will provide a positive environment and necessary resources to support excellent teaching and student success.

1. Develop new or expanded certificates of specialization, certificates of achievement, and degree programs to meet emerging workforce needs and/or support student transfer.
   • Approved, by the Chancellor’s Office, the Associate in Science Degree for Medical Lab Technology and in Spring 2011 gained State Licensure to operate through the California Department of Health Services Laboratory Field Services.
   • Explored the possibility of an Associate degree and certificate program in addictions counseling and the social science department has already put foundational courses through the curriculum process.
   • Added certificate of specialization in solar technology and certificate of specialization in gerontology (SHARP program).

2. Continue to develop and emphasize basic skills and readiness programs and delivery methods appropriate to under-prepared students.
   • Implemented supplemental learning and a First Year Experience program to support students underprepared for college level course work.

3. Develop additional classes that meet student needs and interests, including IGETC and CSUGE requirements.
   • Developed an introduction to Health Careers class, which is making its way through the curriculum process. This class is intended to assist students in learning about careers in health care so they can make more informed choices about their needs, interests, and goals.
   • Began exploring the writing of a Men’s Health class to complement the very popular Women’s Health class.
   • Continued to work on issues relative to AB 1295 and SB 1440 relative to articulation of nursing programs between community colleges and CSUs by Nursing faculty and administration.
   • Created new curriculum for both transfer major preparation as well as IGETC and CSU. Many departments have evaluated the need for specific courses through the program review process.
4. Develop new course formats that meet student needs, including accelerated formats.
   - Offered the Operating Room Nursing class in the Fast Track format since there were insufficient course sections to offer it in the traditional format and there was sufficient interest among RNs and senior nursing students to offer it in a format which provided professional continuing education units.
   - Offered State Fire Marshall Certificates in Winter intersession through the Fast Track format. These courses do not compete with ISAs or credit bearing courses. They provide state required content within a state defined curriculum to provide State Fire Marshal Certificates. This will provide opportunity for fee based options for current fire technology students and firefighters in the region to gain needed State Fire Marshal certificates.
   - Wrote courses and are awaiting curriculum approval for fast track English courses that will transition students at an accelerated pace towards degree completion.
   - Offered accelerated, intensive course track in the modern languages for the past year.

5. Expand the field studies program.
   - Expanded disciplines offered in the Interdisciplinary Field Studies format to include classes in Biology, Environmental Studies, Geology, Photography, Recreation Studies, Sign Language, and Sociology.

6. Develop special topics courses or noncredit courses to meet business needs in the community.
   - Developed a partnership between Community Education and the Pacific Northwest Tax School to provide a tax course to help tax preparers study for the new federal IRS exam.
   - Developed, by the MLT program director, a draft of a possible Fast Track course which will be a “Licensure Test Prep” class for state and national licensure within clinical lab specialties.
   - Developed and delivered fee-based Fast Track training: welding open lab, AutoCad, precision assembly, CNC machining, inventory control, and operating room nurse.

7. Continue planning for additional programs/courses that can be offered given the availability of new facilities and pending secondary effects remodeling of existing facilities.
   - Moved Auto program from off-campus location into new Applied Technology quad at Canyon Country campus. New plumbing and solar technician programs developed and
being delivered in same location and existing water technology program moved into the facility.

- Started a Noncredit ESL class at a new partner elementary school site in the Sulphur Springs District.

8. Develop additional articulation agreements with universities.
   - Updated articulation agreements annually with the majority of CSU and UC campuses unless the transfer campus has made a decision based on transfer patterns not to update agreements. As new programs are added to the University Center offerings, articulation agreements are established.
   - Explored the option of concurrent enrollment for nursing students completing their pre-licensure requirements at COC who wish to gain their BSN from National.
   - Created a pilot program with concurrently-enrolled nursing students completing their core program at COC this December and continuing on at CSUN towards their BSN. These students have taken courses at both sites throughout their program. Data, including information about content and curriculum overlaps is being gathered for discussion and further planning.
   - Awarded funding as a sub-award on a statewide grant through San Jose State Research Foundation, which is providing resources for the MLT program and which is also overseeing the streamlining and articulation of MLT to Clinical Lab Scientist programs.
   - Requested to explore the possibility of having a bachelor’s degree / CLS program at the University Center as a next step for educational opportunity for MLT graduates to further their education.
   - Completed and approved Transfer Degrees for Psychology and Sociology.
   - Merged automotive technology, plumbing, and alternative energy to form a new department, Alternative Energy and Transportation Technology.

9. Develop courses for non-majors in all relevant disciplines.
   - Began exploring the writing of a Men’s Health class to complement the very popular Women’s Health class.

10. Merge programs to enhance functioning, effectiveness, and efficiency.
    - Combined the disciplines of Astronomy, Environmental Science, Environmental Studies, Geographic Information Systems, Geography, Geology, and Physical Science into a new department entitled "Earth, Space, and Environmental Sciences," formerly the
Mathematics, Sciences, and Engineering Division. In addition, the departments of Engineering, Physics, and Nanotechnology have also been merged into one department.

- Revised PHOTO 210 Photojournalism curriculum, which had been previously archived. The course was revised to be cross-listed in the MEA and Photo programs in order to embrace both media of still and moving picture photojournalism.
- Revised and merged the separate departments of Journalism, Radio, Television, and Film, to form: Media Entertainment Arts. The revised Departments are Sound Arts, New Media Journalism, Film Making, and Animation.

11. Use input from advisory committees as well as other data to improve instructional programs and ensure that courses meet industry standards.

- Used advisory input from interpreter employers to adjust and improve our interpreter training program.
- Held regular Advisory Meetings for Allied Health and Public Safety programs to ensure courses align with workforce needs and graduates meet industry standards.
- Held two advisory board meetings per academic year for 16 CTE programs. Input used to develop new programs, develop internships, update curriculum, and plan/upgrade facilities and equipment.
- Used data from the following sources for revising and developing new curriculum for the newly formed MEA department.
  - CA EDD Labor Market
  - Economic Modeling Systems, Inc.
- Revised the Photojournalism curriculum. The PHOTO Advisory board was instrumental in the revision process. Its members clarified that a student needs to be fluent in both the still and live action media to be successful in the industry.

12. Actively promote the development of online degree and certificate programs.

- Encouraged departments to develop online curriculum that can be offered as a pathway to a degree or certificate. This was done through collaboration between Distance Learning and the Division Deans and academic department chairs. As a part of the college’s enrollment management strategy in the face of reduced state funding, the number of online sections has declined, so the ability to offer online degree and certificate pathways has been constrained.

13. Use data to understand student needs, expand and modify programs and services, support enrollment management goals, and increase students retention, success, and transfer.
• Developed an evaluation rubric for each of the goals/programs that inform the next phase of each program. The Skills4Success committee utilized data from a variety of sources, Fact Book, Strategic Plan and Program Review to inform departmental decisions and planning.

• Gathered data within the nursing programs to assess and utilize in planning for retention and enrichment activities offered to nursing students. This was done per BRN regulations and CCCCCO grant expectations,

14. Develop a library of SLO-oriented PowerPoint slides for instructional use by on-ground and online instructors.
• Posted SLO-oriented resources for on-ground and online faculty members at the SLO website http://www.canyons.edu/committees/SLO/Resources/.

15. Create new community education courses that are connected to and feed into instructional programs.
• Developed community education courses that are connected to and feed into instructional programs, by ESL and Music.
• Offered a Healthcare Fire & Safety class that meets the requirements of the Los Angeles City Fire Department's Hospital Fire and Life Safety Program for our nurses and EMTs.
• Offered Conversational English and Accent Reduction classes to feed into credit ESL classes.

16. Develop University Center programs connected to College of the Canyons instructional programs.
• Collaborated with CSULA to formulate a new program at the UCEN in order for students to obtain a Bachelor's of Engineering (Manufacturing emphasis) degree, slated to begin fall 2012.
• Requested an exploration of the possibility of having a bachelor’s degree / CLS program at the University Center as a next step for educational opportunity for MLT graduates to further their education.
• Explored the option of concurrent enrollment for nursing students completing their pre-licensure requirements at COC who wish to gain their BSN from National University.

17. Develop Administration of Justice courses that are approved by Peace Officers Standards and Training (POST).
• Established this goal when the POST program was funded and was allowing officers to participate in course work which was paid for and their hours were paid for. Funding for the POST program is no longer available and the program is not currently active.

18. Continue the development of curriculum in environmental sciences to support a possible interdisciplinary Environmental Studies/Sustainability program with a curriculum emphasis at the Canyon Country campus.
• Approved and purchased the necessary equipment to offer an Environmental Science with tandem laboratory course, which premiered this fall 2011 semester at CCC.

19. Ensure that all courses are reviewed and revised as needed.
• Identified courses in need of revision based on a 5-year revision cycle. Instructional departments are informed in the spring proceeding the revision year. Deadlines are established and supported by the Academic Senate. The Curriculum Coordinator in conjunction with the Curriculum Committee co-chairs identifies the courses annually.
• Accomplished through regular input from advisory boards and as part of regular curriculum update process and SLO process.

20. Develop remediation and retention courses that are discipline specific.
• Designed and offered courses and program in First Year Experience to better prepare and retain incoming students from high school. An interactive lab based course has been developed to strengthen our entry basic skills course- English 71.
• Accelerated basic skills remediation in MATH by offering the greatest number of PAL course offerings (to date) this fall 2011 semester and have also received approval to offer MATH 075: Intermediate Algebra for Statistics, scheduled for spring 2012.

21. Broaden offerings needed by diverse populations, including high school graduates, employees needing continuing education, and other people that need retraining due to shrinking labor forces within an industry.
• Developed Fast Track Institute to deliver fee-based training in specific jobs skills. Delivered trainings in CNC machining, precision assembly skills, AutoCad, welding, operating room nurse, and inventory control.

22. Apply for and receive American Bar Association (ABA) approval for the Paralegal program.
• Applied for and received American Bar Association (ABA) approval for the Paralegal Studies program.
23. Develop new courses and delivery modes to meet the needs of new populations: credit/noncredit (non-degree), short-term and extension-based curriculum for re-training of industry professionals.

- Developed Fast Track Institute to deliver fee-based training in specific jobs skills. Delivered trainings in CNC machining, precision assembly skills, AutoCad, welding, operating room nurse, and inventory control.

24. Improve the connections, including curricula alignment and expectation levels, between high school programs and College of the Canyons programs.

- Created the SCV Professional Learning Council which brings together math and English faculty to discuss curricular alignment, content expectations and improvement of student achievement. This was done by the Skills4Success Committee working with the Wm. S. Hart District. The CTE Community Collaborative grant has brought CTE faculty together from the high school and the College to develop sequenced or articulated career pathways in Video Production, Culinary Arts, Photography, Business Automotive Technology and Graphic and Multimedia Design.

- Collaborated with the Regional Occupational Program through the Hart District to write and offer a new course introducing high school students to nursing so that they will have more information to make informed decisions about if nursing is for them, and about the rigor and requirements to get into nursing programs. One of the COC nursing faculty is currently working on this curriculum.

- Offered multiple outreach opportunities through MLT and provided many information sessions at a variety of settings in high schools in the region.

- Met on a monthly basis and focused on better aligning curriculum between Hart English and our English program. Those who met were Cal Pass Program and Santa Clarita Collegial Consortium.

- Continued to meet with local SCV faculty to ensure proper Biology, Chemistry, and Math curriculum alignment and expectations with relevant course work in leading up to the respective disciplines.

- Collaborated with the Hart District on the Business/Computer Tech Pathway project since Sept 2010, which has resulted in alignment of high school curriculum to compliment college curriculum, articulation of some high school courses to college, and design of a coordinated pathway between high school and college.

25. Secure National Automotive Technician Education Foundation (NATEF) certification for the Automotive Technology program.
• Received certification for the required 4 skills areas.

26. Promote the development of interdisciplinary programs and collaborations.
   • Collaborated to provide students with multidisciplinary learning opportunities outside the traditional classroom through Educational Travel and Interdisciplinary Field Studies.
   • Created our new Environmental Studies classes in an attempt to reconcile important natural science as well as social science considerations with respect to the environment, energy resources, sustainability, green technology, and accompanying legislation.
   • Met about the possibility of an addictions counselor certificate and degree option. This has been placed on the “watch list” for possible grant or outside funding opportunities. The Social Sciences division has begun the process of writing courses for this option. HealthCare reform has addictions cancelling written into it so the possibility for increased need, and funding of programs may become a possibility.
   • Developed and implemented in fall 2011 New Skills for Healthy Aging Resources and Programs (SHARP) Certificate comprising a multidisciplinary approach from gerontology, as well as incorporating an interdisciplinary teaching faculty from Communication Studies, Recreation Management, Psychology, Nursing, Gerontology, and Sociology.
   • Developed a cross-curricular program for Commercial Music. The program will require for students to take courses from within each of these two disciplines, MEA and Music, in order to receive an A.A. in Commercial Music.
   • Collaborated efforts between various departments including Geology, Sociology, History, Photography, etc., to offer interdisciplinary-based field studies modules.

27. Participate in Skills USA events to promote student recognition and achievement.
   • Developed planning for welding club for upcoming year.

28. Evaluate the feasibility of short-term training programs targeting the unemployed and under-employed and implement as appropriate.
   • Developed Workforce Collaboration campus taskforce. Multi courses offered beginning 2011. Website in support of this effort was created and maintained on the COC Intranet https://intranet.canyons.edu/Directories/Committee listed under Workforce Collaboration Team. Dozens of courses have been developed and offered.

29. Revise certificates and degrees to align with the state Child Development Permit Matrix.
• Revised the Associate of Science degree in Early Childhood Education, which now includes the required 24 units in the major with 14 specified units that meet the core qualifications for an Associate Teacher Child Development Permit.

30. Develop a policy and procedure for program elimination.
• Began developing a Board Policy and Administrative Procedure for program elimination. A first draft of the policy and procedure was reviewed at the September 29, 2011 Academic Senate meeting. The process is being done by The Policy Committee of the Academic

31. Continue to develop noncredit basic skills programs to meet needs of both credit and noncredit students.
• Continued to offer Noncredit Basic Skills courses, notably ESL. Developed two certificate programs for Noncredit ESL students.

32. Continue to build on the foundation for Student Learning Outcomes while developing a detailed plan for how to achieve proficiency by 2012, as well as find ways to include more adjunct faculty in the process.
• Began drafting a plan to achieve proficiency of SLOs by 2012; this process was done by the SLO Coordinators having met with deans and faculty (including adjunct).

33. Ensure that future revisions of the annual academic program review template include a description of the progress to be used by departments in attaining their goals since the last review.
• Included the description of the progress in the program review process to be used by departments in attaining their goals since the last review.

34. Determine the effectiveness of the delivery systems and modes of instruction and make changes as appropriate as more course and program SLOs are assessed and evaluated.
• Reviewed as part of the annual program review process, all delivery systems and modes of instruction, along with input from the annual faculty and staff survey, the annual student survey, and ad hoc research reports.

35. Complete an analysis of the structure of the noncredit curriculum and develop methods for standardized evaluation of students.
• Developed new curriculum for all levels of Noncredit ESL.
• Developed end-of-level tests for each level of NC.ESL.
• Developed SLOs for each level (course) of NC.ESL.
• Developed an SLO assessment form
• Initiated discussions among instructors with regard to the alignment and the ongoing continuous improvement of the SLOs, course content, and end-of-level tests.

36. Plan for the establishment of a visualization/simulation/3D animation incubator and support the development of associated curriculum.
• Developed a plan to establish a visualization/simulation/3D animation incubator and support the development of associated curriculum. The plan was submitted as part of the college's application for the Gates Foundation's P-16 initiative. This was done in summer 2009, by a cross-functional task force under the direction of Distance Learning.

37. Expand courses in the Early Childhood Education (ECE) Department to align with the 24-unit statewide ECE articulation transfer project.
• Began Statewide ECE articulation agreement. Expect completion by the end of the academic year.

38. Continue to provide a quality licensed and accredited laboratory infant/toddler and preschool setting for ECE student teachers.
• Completed for this year.

39. Open the ECE lab preschool program on the Canyon Country Campus.
• Opened Canyon Country campus Lab School in 2009, and currently is operating at capacity.

40. Participate in the California ECE Mentor Teacher Program and the Child Development Training consortium (ECE tuition reimbursement program).
• Received funding and is now a participant in The Department of Early Childhood Education (ECE)’s in the California ECE Mentor Teacher Program and the Child Development Training consortium (ECE tuition reimbursement program).

41. Submit our college to become a site for a Child Development Permit Verification of Completion Authorization Program with the California Commission on Teacher Credentialing.
• Not complete.
42. Promote interdisciplinary educational opportunities through educational travel.
   • Awarded the college in 2008, was a two-year Community College Study Abroad grant from the United States Department of State. The grant supported scholarships for 44 students, allowing them to participate in two interdisciplinary study abroad programs organized by faculty. This was the only such award to a US community college.

43. Analyze data relevant to improving instructional offerings (including time courses are offered, including day/ evening, weekend, online, and location), practices and student access to educational opportunities.
   • Analyzed data, taken at different points during the semester, for the previous two semesters, in planning each semester’s offerings.
   • Included in the analyses courses, enrollments, waitlists, delivery modality (on ground, online, PACE, PAL, NOW, GO, HYBRID, Field Studies), and campus/location.
   • Included in the analyses was attrition rates and course retention.
   • Included in the Analyses was the number of night classes, by day of the week, and weekend classes by time block.

44. Optimize classroom use to improve access and success.
   • Scrutinized the submissions for the schedule of classes are carefully to ensure classrooms are being used in the most efficient manner while providing the most number of sections possible for any given classroom.

45. Monitor the offerings of educational travel, PACE and other accelerated and hybrid delivery formats in response to community needs and student demand.
   • Reviewed these delivery formats as part of the program review of the Distance Learning, along with input from the annual faculty and staff survey, the annual survey of online students, and ad hoc research reports.

46. Increase the class size in targeted courses.
   • Increased class size to allow student access to high demand course sections, when pedagogically appropriate and sufficient seats are available.

47. Design and implement a curriculum rotation plan for consistent and predictable offering of courses to ensure each is offered regularly in as many day, late afternoon and evening sections and formats (early, late-start, hybrid and/or online) as warranted by enrollment; and,
adding additional on-ground, online and laboratory sections each semester as warranted by enrollment.

- Created by department chairs, two year scheduling plans for the 2011-2013 academic years. The plans do not yet specify in detail days/times or scheduling formats.

48. Expand marketing for low enrolled classes as determined by strategies identified in departmental program review.
- Determined that due to demand, course sections are operating at a 97% fill. There are no low enrolled course sections.

49. Expand cooperative marketing of multiple programs in related disciplines at the college.
- Improved deans’ mechanisms to expand cooperative marketing of multiple programs in related disciplines at the college. Deans have visited the Outreach Center to take additional materials which may be applicable to whatever event they attend.

50. Develop additional marketing materials for instructional programs, including new educational and training programs.
- Created and distributed flyers to students, college personnel, and the local community advertising recent new courses such as Environmental Science, Environmental Studies, GIS, MATH 075 basic skills acceleration, local community workforce training workshops in Emerging Technologies, and elementary school collaboration SCV districts to promote Electronics and Physics in the classroom.
- Created and marketed materials created for the new Skills in Healthy Aging Resources and Programs (SHARP) Certificate program.
- Developed and distributed program brochures for 15 CTE programs.
- Developed CD cover size brochures. This was done by CTE, and other programs, with the help of PIO.
- Developed and distributed program brochures for 15 CTE programs.
- Moved open lab and non-core classes to fee based under FastTrack to free up sections for core classes (welding open lab, OR nursing certification, etc.).
- Created department-based enrollment management strategies within the Business Department which includes various tracking templates.
- Developed a GED brochure for marketing
- Developed an ESL brochure for marketing
- Created a marketing brochure for Ed2Go online education
• Created several ads and editorials in local magazines to promote Community Education programs.

51. Develop and implement additional enrollment management strategies to serve as many students as possible with the highest quality possible.

• Analyzed enrollment with care (first day, first census, end of term and waitlist) in all sections. This was completed prior to requesting subsequent course submissions for a given term. Included in this analysis is a review of course format, day/time and location. This analysis informs request for course submissions each term.

• Created single lecture/double lab sections in the Biological Sciences to increase department wide efficiency while simultaneously supporting pedagogical improvements and instructor consistencies in multiple section offerings, thereby saving the college money by minimizing the need for additional instructors.

52. Enhance student persistence, retention, and achievement of stated educational goals within courses.

• Created additional SIGMA, GLA, and SI workshops, increased mediated math course offerings coupled with TLC staff support, along with FYE cohorts in mathematics have improved student success in basic skills math classes.

• Created student success workshops under FastTrack as short introduction and refresher courses (Intro to AutoCAD, solar calculations, etc.)

• Funded by grant resources, the nursing program has an active retention and enrichment program.

53. Continue recruiting, hiring and training qualified, additional adjunct faculty in sufficient numbers to permit flexible scheduling of sections on both long- and short-term notice.

• Enhanced the skills of Adjunct faculty as well as infuse relevant training into their respective curriculum in an attempt to modernize the sciences, by participating in Emerging Technologies training workshops.

• Contacted The Masters College to recruit NC ESL teachers

• Interviewed and trained new Noncredit Basic Skills and ESL teachers

54. Add fulltime faculty members with the particular skills to meet program needs.

• Hired a contemporary Physicist/Astronomer, Chemist with Nanotechnology background, and are currently seeking two Biologists to complement the existing programs while simultaneously infusing modern technological expertise in the sciences. Other (already hired) full-time faculty have recently participated in Nanotechnology training via the use
of Nanolithography as well as microscope use featuring Atomic Force, Scanning Electronic, and Fluorescent, for curriculum and skills enhancement.

- Hired fulltime, tenure track position to teach solar courses and chair new department of alternative energy and transportation technology.
- Approved the replacement of one of the two Nursing positions vacated last year.

55. Create orientations for coaches which will help them use better strategies for orienting/mentoring student athletes.

- Attended by nine CTE faculty in 2010, professional industry conferences, and 18 attended workshop on attracting and retaining non-traditional students into their programs.
- Hired fulltime, tenure track position to teach solar courses and chair new department of alternative energy and transportation technology

56. Train faculty in the latest instructional methodology by encouraging and supporting their attendance at workshops and conferences.

- Provided professional development opportunities related to methodology and student support, by the Office of Professional Development and the Skills4Success Committee. The Skills4Success Committee in conjunction with the Institute for Teaching and Learning has created a Skilled Teacher Certificate. Skills4Success has provided workshops with outside experts on topics related to student engagement, teaching under-prepared students, creating academic support networks and "On Course" soft skills development in the classroom.
- Shared information about upcoming educational technology and methodology conferences at Educational Technology committee meetings and via an email distribution list. The Distance Learning department offered numerous workshops on topics related to online teaching and learning for faculty.
- Participated in Nanotechnology training via the use of Nanolithography as well as microscope use featuring Atomic Force, Scanning Electronic, and Fluorescent, for curriculum and skills enhancement.
- Attended by nine CTE faculty in 2010, professional industry conferences, and 18 attended workshop on attracting and retaining non-traditional students into their programs.
57. Expand Professional Development programs, as well as faculty mentoring, to faculty teaching at the Canyon Country Campus. Math faculty member has accepted release time to serve as MSE/CTE faculty coordinator at CCC, beginning spring 2012 semester.

- Attended by nine CTE faculty in 2010, professional industry conferences, and 18 attended workshop on attracting and retaining non-traditional students into their programs.

58. Support instructional excellence and innovation by providing instructional design training, consultation, and support.

- Provided one-on-one consultations and support by Distance Learning, group training for departments on campus, and professional development workshops to promote design strategy and creative approaches to online teaching and learning.
- Organized and facilitated 2-day faculty training program for Skills for Healthy Aging Resources and Programs (SHARP) Certificate program.

59. Expand training for faculty to teach online and in emerging delivery formats.

- Offered training opportunities in the Institute of Teaching and Learning (ITL) which included online classes for faculty wishing to teach hybrid and online classes. Distance Learning offered regular workshops in how to use our Learning Management System (LMS), develop online media, and adopt Open Educational Resources. DSPS offers regular workshops on accessibility/Section 508 compliance for online classes, and Computer Support offers workshops and individual consultation in web design.

60. Develop and offer regular training for faculty in Podcasting and production of Open Educational Resources.

- Designed and delivered a three-part series in online media production that provides information on how to produce a podcast and what resources are available for production of Open Educational Resources.

61. Continue and expand mentoring programs for new faculty.

- Provided opportunities through the New Fulltime Faculty Mentor Program, the Mentor Program for New Online Faculty, and the Mentor Program for Noncredit Faculty programs, for employees who desire to develop and enhance their career development opportunities, to be paired with a mentor who will guide, advise and motivate them to continue to improve their skills and knowledge and grow with the College into a management or leadership position. Mentoring programs and newly-created administrative mentoring programs have thrived.
62. Develop and distribute an annual online faculty survey to improve the online program.
   - Included survey items about Distance Learning in the annual faculty and staff survey.

63. Expand access to higher education opportunities through partnerships.
   - Expanded partnerships with several four-year universities that will provide additional programs at the bachelor's and master's level to students in the community through the University Center. Additionally, the CTE Community Collaborative has funded a dual enrollment course in Electronics at one of the high schools in an effort to expose students from the high risk population.
   - Maintained a strong partnership with Henry Mayo Newhall Memorial Hospital (HMNMH). On an annual basis HMNMH funds 1 full time nursing faculty position ($117,000). Historically HMNMH has provided space for a skills lab to be located at this site and this partnership has been very effective with the space being provided by HMNMH and the equipment being owned and maintained by COC. The hospital is able to use the space for skills and competency days and a very collaborative relationship exists between the COC nursing faculty and the Department of Education at HMNMH.
   - Continued to develop strong partnerships between MLT with Quest Specialty Lab, Quest Diagnostics West Hills, Providence St Joseph, Verdugo Hills Hospital, and Glendale Adventist Medical Center. Additional partnerships are being developed with Providence Holy Cross, Glendale Memorial Hospital and Health Center, and Childrens Hospital Los Angeles.
   - Continued to develop strong partnerships between the EMT program and HMNMH and AMR Ambulance Service. Additionally Patti Haley has established strong partnerships with businesses which are providing student resources and supplies at discounted rates.

64. Develop additional institutes for junior high school and high school students to increase their awareness of College of the Canyons instructional programs.
   - Expanded the Junior High Summer Institute breadth and depth of the tracks available to 7th and 8th grade students during the summer. On-going evaluation and expansion will occur for summer 2012.
   - Added an experience to the junior high institute last summer with MLT. If a high school institute is established programs from Allied Health & Public Safety will want to participate.

65. Implement LEAP projects, including the 15 Student Success Points, Developing a Learning Community Model, and the GO program.
• Distributed the 15 Student Success Points to faculty every semester via email and posted in Blackboard; the Learning Community Model became enacted as Interdisciplinary Field Studies; and the GO program offered classes every semester. All projects continue as a regular part of instructional activities.
• Began project implementation including MATH 075 development, curriculum design of transfer-level Nanotechnology courses, and B.S. in Biology (with an emphasis on Organismal) via the UCEN, after the MSE dean participated in LEAP2.
• Piloted LEAP project Careers on the Go in 2010 with focus on 4 CTE programs, and institutionalized as part of Career Center activities in 2011.

66. Expand Economic Development programs at the Canyon Country Campus to serve business and industry on the eastern side of the Santa Clarita Valley.
• Established part-time SBDC services at the Canyon Country Campus on a rotating basis in 2008-09.
• Re-evaluated the need for a part-time SBDC service center at the Canyon Country Campus in 2010 and transitioned to SBDC referrals to the new University Center location.
• Offered CACT consulting services to Morton Manufacturing, located on Sierra Highway in Canyon Country across from the campus.
• Developed relationship with Power Media's business incubator on Sierra Highway in Canyon Country.

67. Develop an annual inter-disciplinary collaborative arts project showcasing a sampling of the College of the Canyons fine and performing arts instructional departments.
• Attracted thousands of visitors to COC campus in the past two years through ARTstART 2010 and ARTstART 2011.

68. Develop a speaker's bureau course to promote programs and the college to high schools.
• Solicited by MSE, faculty volunteers (and is thus developing) a speakers symposium, scheduled for spring 2012 semester

69. Involve faculty in student outreach activities.
• Provided outreach to the local high schools to inform and recruit students for First Year Experience program. Faculty visited all seven high schools at least once in spring 2010 and 2011.
- Continued to be involved in student outreach were Members of our Biological Sciences, Chemistry, ESES, Engineering/Physics, and MESA are continuously involved in student outreach at all levels.

- Participated regularly in Discovering Careers and College to Careers days for high school students and families, as well as Careers on the Go, which is targeted to current COC students who have not declared majors.

- Created a Nursing subcommittee specifically on outreach.

- Conducted extensive outreach specifically for the Medical Lab Technician program by the lead faculty member.

- Continued to work closely with Junior-High and High School programs to build our choral and instrumental ensembles. Lori Marie Rios is a weekly clinician guest conductor in our area vocal music programs. The composition program has established an international link with U.N.A.M’s Escuela Nacional de Música in Mexico City and has been studying the feasibility of creating an exchange program.

- Worked with over five hundred students from six William S. Hart Union High School District comprehensive high schools performed at College of the Canyons in the annual Hart District Theatre Festivals. This event, unique to the Santa Clarita Valley, featured costumed scenes and monologues by the Hart District's most ambitious and accomplished young actors and actresses. Theatre faculty evaluated the students' performances and presented workshops in Shakespeare, fencing, acting and mask work led by COC theatre department faculty and Hart District theatre teachers.

- Presented workshops for high school theatre students at the Hart District Theatre Festival (2009, 2010, 2011, and 2012) and both full time and adjunct faculty attended area high school theatre productions for outreach and recruitment. Faculty participated annually in Major Quest (2008, 2009, 2010)

- Completed new Career Tech Pathway for Photography with several local high schools.

70. Pursue cooperative arrangements to serve businesses in the Canyon Country area to provide curricula, facilities, expertise and resources in support of career and technical education programs.

- Build internships into every career and tech education program offered at the Canyon Country campus
  - Made available internships on a regular basis for automotive technology and water technology, and in development for the new solar and plumbing programs.

- Expand Job and Career Fairs and related services

- Build connections with the SCV WorkSource Center
71. Increase synergy and communication among Economic Development Division units, other instructional programs, the college, and the community.

- Attended economic development staff meetings regularly, and CTE faculty and staff regularly collaborate with economic development staff in working with local businesses on behalf of programs and students.
- Met regularly to explore collaborations (biology and electronics with ETI for biomedical assembly, welding and man tech with CACT for CNC, performing arts with SBDC for “Entertainment and Arts Initiative”, etc.). Those meetings were the Economic Development Division met regularly with Division Deans, Department Chairs and Faculty.

72. Develop a community arts program to enhance the Fine and Performing Arts Division’s involvement with the community and local school districts.

- Established the All-Valley Media Day: 300 junior and senior high school students are invited to take classes led by working professionals in the industry. Symposiums for Online News Production, Digital cinematography, Sound mixing for feature film, Video game animation art, and reality television writing and production.
- Documented the Lula Washington Community Arts Partnership with the Performing Arts Program bringing dance and choreography to elementary school programs in the Santa Clarita Valley.
- Created and distributed the annual student photography calendar

73. Establish College of the Canyons, in partnership with Los Angeles County Fire Department, as an accredited Regional Fire Academy.

- Held a meeting and preliminary follow up has offered in terms of COC becoming the degree granting institution for employed firefighters who are attempting to finish their associate degree in fire technology.

74. Develop new clinical sites for relevant disciplines.

- Gained clinical space at Glendale Adventist Medical Center and we are exploring the possibility of nursing students going to Verdugo Hills Hospital.
- Established affiliate contracts and have established clinical space for MLT at Quest Specialty Lab, HMNMH, Verdugo Hills Hospital, Glendale Adventist Medical Center, and Providence St Joseph Medical Center. Meetings and dialog is underway to affiliate with Providence Holy Cross, Glendale Memorial Hospital and Health Center, Childrens Hospital Los Angeles, and Quest West Hills. Meetings and dialog occurred, but did not
result in clinical affiliation with Huntington Hospital, Methodist Hospital Arcadia, County Olive View, Kaiser, Simi Valley Adventist, and Doctor’s Hospital Los Angeles.

- Made attempts to establish additional ambulance affiliates for the EMT program but did not result in additional contracts.

75. Expand partnerships with art students at CalArts.
- Attended by the Dean of Fine and Performing Arts, the opening event of new facilities at CalArts and made several follow-up meetings. CalArts students and COC students worked collaboratively in Theatre projects.

76. Expand the number of internship opportunities.
- Added 13 new internship sites related to Evidence-Based Health Promotion (EBHP) to CWEE through the new Skills for Healthy Aging Resources and Programs (SHARP) Certificate Program.
- Focused specifically on developing internship opportunities and job placements for CTE students, by the new job developer position.

77. Expand recruiting and matriculation efforts through orientations with high school and college counseling programs.
- Involved were the Members of the Biological Sciences, Chemistry, Computer Science, ESES, Engineering/Physics, Mathematics, and MESA departments in high school orientations and are currently working on the Upward Bound Math/Science grant proposal.
- Focused specifically on developing internship opportunities and job placements for CTE students, by the new job developer position.

78. Create work-study programs to include internships, part-time employment, and valuable work experience.
- Formed the Parallax Student Photography Club. Parallax offers no costs student workshops by industry professionals in photography on a monthly basis. Photo faculty participated in CTE Faculty Externship to gain updated industry relevant skills. Arranged industry site visits through Parallax Student photography club.

79. Develop a “mini-academy” for public safety personnel.
- Not Completed.
80. Develop a Communication for Youth Institute designed to provide public speaking courses to junior high and high school students.
   - Investigated the idea of creating a Communication for Youth Institute designed to provide public speaking courses to junior high and high school students.

81. Function as a community resource offering appropriate technological support to the local community and industry through continuing education courses, workshops, and student internships.
   - Continued to offer technology-based courses through Community Education program.

82. Expand and develop college festivals, such as the New Works Festival, the One-Act Festival, and the High School Theatre Festival. The New Works Festival publishes all plays selected for public performance. In addition to producing 8-10 original scripts each year since 2000, The New Works Festival now publishes all plays selected for public performance. Works that debuted at this festival have been produced regionally and nationally at professional theatres and playwriting festivals.
   - Participated in the Festival of New American Musicals at COC, in partnership with the Santa Clarita Performing Arts Center and the New American Musical’s Festival, produced and debuted fully staged versions of two new musicals: Sing Me a Happy Song in 2010 and The Giver in 2011.

83. Develop collaborations with community organizations and businesses, including those in Radio, Television and Film, Computer Networking, and Sign Language.
   - Partnered with the Getty Museum. One of four community colleges selected in Southern California the partnership allowed our students access to master classes at the Getty with world-renowned artists. The Getty also helped curate an exhibition of their work.
   - Partnered with Santa Clarita Parks and Recreation on an Animation Art Exhibit for end of year 2012.
   - Enhanced department and division websites to improve student access and success.
   - Moved towards low cost online training in lieu of outdated and expensive Photography text books such as Lynda.com

84. Develop and participate in appropriate training consortia.
   - Participated in Nanotechnology training via the use of Nanolithography as well as microscope use featuring Atomic Force, Scanning Electronic, and Fluorescent, for curriculum and skills enhancement.
85. Establish speaker’s bureaus in areas such as Communications and Social Sciences.
   • Explored idea of creating a 1-unit Communications Studies course to promote academic disciplines and career choices within the Social Sciences to high school students.

86. Increase opportunities for transfer and ease of transfer for students.
   • Developed and approved three SB1440 transfer majors by the California Community College Chancellor's Office. The faculty from Physics, Theatre and Political Science are in the process of creating SB 1440 majors in their respective departments for the 2011-12 academic year.
   • Developed TMC degree patterns in Math and Physics (pending approval) in support of SB-1440 and modified A.S. degree patterns in Biological Sciences, Computer Science, Engineering, and Mathematics consistent with local transfer college expectations.
   • Participated in the statewide work in establishing smooth transitions for nursing students relative to SB 1295 and AB 1440.

87. Develop strategies through the Basic Skills Initiative to improve student success.
   • Initiated supplemental learning programs, by the Skills4Success initiative (Basic Skills) that in the spring 2011 had over 6000 participants. Data for Fall 2010 indicated students who are in basic skills English or math courses and participate in supplemental learning activities have both an increased retention and success. English basic skills students who participated in three to four activities had 100 percent retention and 95 percent success and one to two activities resulted in 99 percent retention and 70 percent success. Basic skills Math students who participated in three to four activities had 94 percent retention and 65 percent success. Additionally, retention and persistence of student who have participated in First Year Experience is higher than non-participants. Fall 2010-to-Fall 2011 persistence for FYE students was 15 percent higher than non-participants.

88. Provide additional information and support to online students to improve their success.
   • Updated, live division website, and various MSE departments have enhanced their respective department websites including Biological Sciences, Chemistry, Computer Science, ESES, and Math.
   • Created new SSB Division website template, as well as updated and revised COC Honors websites.
   • Created a Facebook page to better communicate with GMD students
   • Created a Facebook page and Twitter accounts for Theatre
- Expanded the Photography website that lists detailed information for both campuses at https://sites.google.com/site/cocphoto/
- Distance Learning added to its website additional resources and tips for students to be successful in online courses. In addition, Counseling 070 is available for students to get a more formal overview of what it takes to be a successful online student.

89. Enhance department and division websites to improve student access and success.
   - Created a Facebook page to better communicate with GMD students.
   - Created a Facebook page and Twitter accounts for Theatre.
   - Created a Facebook page for Photography.
   - Expanded the website that lists detailed information for both campuses at https://sites.google.com/site/cocphoto/

90. Expand the use of technology in teaching.
   - Developed increased hybrid offerings in Biological Sciences, Chemistry, and Geology.
   - Transitioned away from textbooks to online resources for GMD, such as YouTube, lync.com and Vimeo. This reduced course expense and increased course efficiency.
   - Renovated ($10 Million) of Building Acquisition and incorporation of state of the art equipment and software. Animation uses social networking website (ACME Animation) and video-conferencing technology to connect students with peers and industry professionals. Traditional animation students work on brand new digital cameras and capture software to enhance the professional look of their animations. Digital animation students work on the most recent version of the software products that now include the professional level character sculpture program- Z-Brush. All animation workstations are now equipped with pressure sensitive tablets and headphones.
   - Expanded its use of traditional textbooks to e-books for its Music Appreciation and Music History classes.
   - Incorporated the use of computer-based technology for the delivery of instruction in the Musicianship Skill and orchestration classes. In the process of upgrading its software to remain current in the areas of electronic music.
• Gained use of an industry current digital darkroom for Photography Program. This lab allowed the program to offer a full range of classes in the digital as opposed to outdated film format. The program has also expanded camera equipment through Perkins funding.

• Relocated most level 4 Noncredit ESL classes to classrooms on the Valencia or Canyon Country campuses that have computers, projectors, and document cameras.

91. Research and implement new pedagogical uses of technology and supplemental instruction to improve teaching and learning.

• Offered by Distance Learning, professional development workshops not only provided instruction on existing technologies on campus, but also provided training on more leading-edge technologies such as human presence, virtual worlds, and new Internet tools and applications available for free. Through this additional training, faculty have implemented an increased number of technologies into their courses, both face-to-face and online.

• Researched, by Distance Learning, the uses of virtual worlds to provide new avenues for faculty to promote student success in online courses. Via collaboration with Ventura College, faculty was provided the opportunity to test virtual reality environments as venues for teaching.

92. Continue to provide instruction that enables students to acquire the critical thinking and reasoning skills necessary to succeed in their chosen fields of study.

• Developed more in-depth laboratory experiments and SLO program-level writing requirements for data analyses via formalized laboratory reports to support greater depth and critical thinking skills associated with science lecture topics as applied in the laboratory setting.

• Increased number and diversity of Honors courses.

93. Expand the mathematics Computer-Assisted Learning (mCAL) Program.

• Began training multiple adjunct faculty to continue expanding our mCAL program via MATH 026 and 059 course offerings.

94. Promote the instructional use of real-time web-conferencing and collaboration as a means to support effective and regular student instructor contact.

• Offered over 20 workshops through Distance Learning in the use of real-time collaboration tools, steadily increasing the number of faculty regularly using tools such as Blackboard Collaborate, Skype, and live chat.
95. Investigate the instructional uses of virtual reality worlds.
   • Offered over 20 workshops in the use of real-time collaboration tools. There has been a steady increase in the number of faculty regularly using tools such as Blackboard Collaborate, Skype, and live chat.

96. Develop interdisciplinary cohort programs.
   • Continued to support interdisciplinary field studies via cohorts that include ME disciplines such as Biological Sciences, Environmental Science, Environmental Studies, and Geology.
   • Provided Field Studies: Photo & Geology
   • Participated in a collaborative research project with Ventura College to look into the many ways virtual reality worlds could be used. We also were given an “island” to develop and experiment with, on which faculty and staff was able to brainstorm potential uses in and out of the classroom.

97. Create an online version of the College of the Canyons newspaper, the Canyon Call.
   • Transitioned journalism at COC to include multimedia news that is fully online. This was successfully done by students in one year’s time.

98. Work toward establishment of a writing center.
   • Developed materials for the Writing Center Project for the improvement of student writing, working with faculty to identify their needs for augmented instruction, and working with TLC staff to improve tutoring for writing and reading.

99. Continue to produce the Student Photo Calendar and full color photography magazine highlighting student work.
   • Produced regularly for the past eight years to infuse instrumentation and advanced equipment into the laboratory curricula.

100. Continue to infuse instrumentation and advanced equipment into the laboratory curricula
   • Participated in Nanotechnology training via the use of Nanolithography as well as microscope use featuring Atomic Force, Scanning Electronic, and Fluorescent, for curriculum and skills enhancement.
• Focused specifically on developing internship opportunities and job placements for CTE students through the new job developer position
• Collaborated in new media production opportunities with associated media arts disciplines to raise visibility and to highlight the program’s diversity to new populations in the arts and general studies.
• Developed cross listed courses for Film, Television and New Media. This class is applicable for both degree programs.

101. Collaborate in new media production opportunities with associated media arts disciplines to raise visibility and to highlight the program’s diversity to new populations in the arts and general studies.
• Presented an end-of semester “open house” inviting people from the college and the community to attend a showing of MEA and Music works-in progress by students creating multi-media works.
• Presented an evening of Elektronica, a multimedia event featuring music to be used in conjunction with videos as well as for dance, at the Hasley Hall lobby

102. Increase student performance opportunities in areas such as Dance, Music, and Theater.
• Increased vocal performance opportunities from 3 choirs to 6 student choirs. Specialized Repertoire includes Vocal Jazz – Monterey Jazz Festival, Women’s Choir – COC PAC, Classical Repertoire – Los Angeles Bach Festival, All College Choir, All community choir, and Jazz Ensemble – Area Jazz Ensemble
• Presented Solopolooza

103. Develop an ethics institute to address moral/business issues faced by students with a focus on those issues faced by young adults.
• Planned and presented by the Humanities Division to the college, community an ongoing series of events as Celebrating the Humanities which engages philosophical and social issue.
• Presented events, lectures, and discussions for students and faculty based upon significant social themes by the Book-of-the-Year program.

104. Explore offering all-school events at which important philosophical social-ethical issues will be discussed.
• Continued facilitation of Sociology Lecture Series, as well as selected lectures presented by the Political Science Department and Paralegal Studies Department (i.e., Law Day).
105. Encourage students to use technology in ways that are ethically responsible and to be aware of their responsibility for continuing self-education in a rapidly changing and diverse field.
   • Offered workshops to students in the use of email, PowerPoint, and Blackboard by Distance Learning and Information Technology.

   • Created Political Science Club to incorporate those students interested in the field of foreign relations.

107. Make program SLOs available to current, future and prospective students via the college catalog, as well as the college’s website, beginning with the publication of the 2009-10 Catalog Addendum in Summer 2009.
   • Not complete.

108. Strive to win the Western State Conference (WSC) Supremacy award.
   • Not complete.

109. Provide instructional materials and faculty advisement, which will enable working students to apply the theory, skills and knowledge acquired in their academic coursework at their workplace while adhering to generally accepted business principles, standards and work ethics.
   • Facilitated and placed Skills for Healthy Aging Resources and Programs (SHARP) students into internship sites to apply the theory, skills and knowledge acquired in their academic coursework to their workplace (e.g., community agency) while adhering to accepted business principles, standards, and work ethics.

110. Link information related to academic integrity through various online portals most often visited by students and includes this information in print materials such as the Student Handbook and Academic Planner, the College Catalog and Schedule of Classes.
   • Included in the Student Handbook and Academic Planner, the College Catalog and Schedule of Classes, a statement of student rights and responsibilities, including the obligation to practice academic honesty. In addition, the Distance Learning Department has added to its website a section on academic integrity in online classes and a statement on academic integrity was added to the Blackboard log in page.
111. Replace worn and damaged instructional materials.
   - Conducted annual inventories of the Library’s instructional materials, identifying materials to be repaired or discarded, and ordering replacements for materials that support current curriculum.

112. Increase library holdings.
   - Expanded the Library’s holdings of e-books from 0 to nearly 8,000 and has expanded the circulation of textbook reserves from 10,000 to 18,000.

113. Acquire additional audiovisual equipment and materials to support teaching and learning.
   - Added LCD, ceiling-mounted projectors and pixie A/V controllers to multiple classrooms.

114. Implement new technologies in the library for delivering services to traditional and non-traditional students.
   - Produced a video tour of the Library that is posted on its website, introduced live chat with a reference librarian, developed a Facebook page, and launched a re-designed website.

115. Continue to develop the Digital Storefront system to expedite and ease the printing of instructional materials for the classroom.
   - Completed development of the Digital Storefront and is exploring ways to expand Reprographics services in this area.

116. Improve timeliness and efficiency in the development and delivery of quality instructional materials.
   - Reviewed its processes and procedures for Reprographics reproducing instructional materials. Distance Learning developed and offered workshops to faculty in producing media materials. With support from a US Department of Education FIPSE grant, Distance Learning hired personnel to assist faculty in producing media materials for their classes.

117. Expand tutorial services at both Valencia and Canyon Country campuses and the Zone in response to student needs and increased enrollment.
   - TLC added additional tutors in all locations of the TLC, German and American Sign Language tutors in Valencia, a new testing room in Canyon Country, and facilitated and
supported workshops, guided learning activities, and Practice Jams designed by the Skills 4 Success initiative.

118. Expand access to learning and teaching resources at the Canyon Country Campus, including the Library, TLC, Reprographics, videoconferencing or other technologies for conducting meetings, Flex sessions, and professional development activities.

- Expanded Teaching and learning resources at CCC in the following ways: the Library and TLC moved from a single shared space into two dedicated spaces; reprographic capability was expanded as part of the switchboard function; Video conferencing units (Life size HD LCD TV and Tandberg 6000 classic SD) were installed; and numerous FLEX workshops and professional development activities were held there.

119. Work collaboratively across departments to ensure a smooth opening and operation of services in new or remodeled facilities.

- Departments who would ultimately use new or remodeled space worked collaboratively with Facilities and Business Services to ensure the smooth opening and operation of new and remodeled facilities, minimizing disruption to College services.

120. Establish a functioning multimedia language lab to complement classroom instruction.

- Revised Modern Languages courses and pedagogy to augment instruction with web-based instruction that can be used both on and off campus
- Planned the multimedia language lab for the new library remodel

121. Work cooperatively and strategically with other areas of the College to coordinate and complement efforts at the Canyon Country Campus to support student success.

- Initiated Canyon Country Campus Coordinators program in fall, 2011, to fully integrate all areas of Instruction on the Canyon Country campus.
Goal #2: STUDENT SUPPORT
College of the Canyons will provide student support services to facilitate student success and maximize student opportunity.

1. Expand administrative online services--including those identified by the Stepping Up Our Commitment to Online Student Learning, Support LEAP program, an online application in Spanish, and an interactive student education plan--to enhance access, streamline operations, and improve student service.
   - Expanded online services, including the Virtual Learning Lab, an online application in Spanish, and student education plan.

2. Create and update relevant Board Policies as needed.
   - Created and updated 15 board policies in the 5000 section, including:
     - Board Policy 532 – Student Grievance
     - Board Policy 533 – Student Grades or Grading Review
     - Board Policy 537 – Credit by Examination
     - Board Policy 545 – Multiple Majors
     - Board Policy 539 (BP 5901) – Course Repetition
     - Board Policy 540 (BP 5902) – Academic Renewal
     - Board Policy 542 (BP 5903) – Late Adds
     - Board Policy 543 (BP 5904) – Late Refunds
     - Board Policy 537 (BP 5905) – Credit by Exam
     - Board Policy 508 (BP 5900) – Grading
     - Board Policy 501 (BP 5010) – Admissions and Concurrent Enrollment,
     - Board Policy 5800, Prevention of Identity Theft in Student Financial Transactions
     - Board Policy 5529, Student Conduct
     - Board Policy 5530, Disciplinary Action
     - Board Policy 5531, Due Process – Student Disciplinary Action

3. Utilize a variety of media to inform students, staff and community members about available student services.
   - Utilized email and text messaging to provide information about student services.

4. Continue to develop relevant curriculum in the student services division to support student success.
   - Developed relevant curriculum in the student services division such as Learning to Learn.
5. Develop counseling and advising strategies that inform and prepare students to be self-sufficient learners.
   - Developed workshops and courses in counseling based on Social Cognitive Theory to help students be self-sufficient learners.

6. Provide recognition for student achievement (graduation, transfer, scholarships, leaderships, etc.).
   - Provided recognition of student achievement through events such as the Scholarship Recognition reception.

7. Continue to fund and expand the district’s college assistant program.
   - Expanded opportunities for students to work at the college through the Federal Work Study program.

8. Expand the opportunities for participation in student life and campus activities.
   - Expanded opportunities for participation in student life and campus activities though honors societies, Alpha Gama Sigma (California Two-Year College Honor Society), Phi Theta Kappa (International Honor Society), Gamma Beta Phi (Community Service Honor Society), Psi Beta (Psychology Honor Society), Alpha Mu Gamma (Foreign Language Honor Society), and the Honors Club.

9. Develop resources, seminars and first year experience activities to assist students to be successful during their initial semester of college and beyond.
   - Developed the First-Year Experience program and student development workshops for first-year students.

10. Develop co-curricular activities such as service learning, internships, and volunteerism, to assist students in involvement, career, and life preparation.
    - Developed co-curricular activities to assist students in involvement, career, and life preparation, including service learning, internships through CWEE, and honors clubs and societies at COC.

11. Provide a full range of support services that meet the needs of students preparing to enter the workforce or who are already working.
    - Developed a full complement of services for students related to employment and volunteerism through the Career Center, CWEE, and Careers on the Go.
    - Developed the Re-Entry Center for returning students.
    - Expanded collaborations with the WorkSource Center to expand resources for students entering the workforce.
12. Expand collaborations with faculty to provide administrative information and improve service.
   - Expanded collaborations with faculty through the Behavioral Intervention Team to proactively address problematic student behaviors.

13. Continue outreach efforts in the high schools and the community at large, including the international community.
   - Hired an outreach coordinator to serve local schools and the community at-large.
   - Continued to conduct outreach internationally through the International Students Program.

14. Expand on-line tutoring and web-based tutorials to assist students in applicable subjects and courses.
   - Implemented the Virtual Learning Lab to provide online tutorials.

15. Extend counseling outreach and support to basic skills students in specific key courses.
   - Extended outreach to students by counselors going to basic skills classes directly.

16. Expand the counseling Web site to include career-related information with appropriate links.
   - Implemented the Careers on the Go website to disseminate career-related information.

17. Institute an online degree-audit program and an online student educational plan, as well as document image 2.5 million historical records to better manage records and increase document security.
   - Developed online-degree audit and student educational plan programs currently for counselors.
   - Document imaged historical records through the Hershey system.

18. Add ways in which we can engage students in lifelong learning and academic empowerment and provide opportunities for personal growth and leadership development through co-curricular activities and student support programs.
   - Opened the Re-Entry and Veterans Center to engage and empower students.
   - Developed the Cougar Mentors program to provide leadership opportunities for students and providing support to other students.

19. Conduct periodic assessments of the student services through non-instructional program reviews.
   - Completed administrative program reviews for student services areas.
20. Continue to develop a system for collecting and using student learning outcomes and document new directions taken as a result of program reviews.
   • Developed the online administrative program review to provide a system for collecting and using student learning outcomes and administrative unit objectives, documenting how the information is used to improve programs and services.

21. Provide accessible health, nutrition, and mental health services to promote student success and persistence.
   • Provided health, nutrition, and mental health services through the Student Health Center including the SNAC program, and the Behavioral Intervention Team.

22. Engage in campus preparedness activities to minimize the impact of crises such as natural disasters, bioterrorism, pandemic influenza and campus violence.
   • Conducted annual trainings in emergency preparedness.
   • Hired a recently retired consultant with experience as the College’s PIO and previous experience in emergency preparedness and disaster recovery to further development the College’s emergency preparedness.

23. Continue to utilize the most modern technology possible, including assistive technology to provide for access and the success of our students.
   • Continued to use assistive technology, including JAWS (a screen reading program), Zoomtext, and accessible workstations in each computer lab.

24. Expand internet-based resources to help students explore career opportunities, improve workplace skills, and explore the world of work.
   • Deployed Project Discover to help students discover career opportunities.

25. Provide greater access to information for potential students (and their parents) about the programs and services at the district.
   • Provided broad access to information for potential students (and their parents) through SCV College Day, with more than a thousand people attending annually.

26. Develop a Communication and Leadership course as part of the College Ambassadors Program.
   •

27. Provide greater access to information for potential students (and their parents) about the programs and services at the Canyon Country campus.
- Expand the Spring Open House for Golden Valley and Canyon High School juniors and seniors;
- Implement parent orientations and workshops for incoming first-year students from Golden Valley and Canyon High School;
- Offer financial aid workshops in January for parents of Golden Valley and Canyon High School seniors; and,
- Implement a Summer Bridge Program at the Canyon Country Campus for first time college students.
  - Held an Open House annually and offered financial aid workshops for prospective students, including those from Golden Valley and Canyon High Schools.

28. Expand the implementation of co-curricular activities at the Canyon Country Campus.
   - Expanded Activities at the Canyon Country Campus with the opening of the Student Development Office, increasing club presence, club rush, and special events at the campus.

29. Increase student success and retention through innovative new programs and services such as the Re-Entry Program.
   - Implemented the Re-entry Program to improve student success and retention.

30. Expand access to learning resources necessary to complement and enhance scholarship.
   - Expanded access to learning resources such as the Virtual Learning Lab and Student Development Workshops.

31. Respond to feedback garnered from the annual online student survey.
   - Responded to feedback gathered through the annual student survey, creating action implications for increasing the visibility of online services, increasing awareness of MyCanyons, scheduling a Transfer Center workshop at CCC, and posting “Did you know” facts online.

32. Promote collaboration between distance learning and the Associated Student Government and Student Development.
  -

33. Develop and implement a staffing plan appropriate to support rapid growth in the distance learning student population.
  - Assigned a counselor, Julie Visner, to online advisement.

34. Increase distance learning students’ access to counseling services and the accuracy and uniformity of information disseminated to students.
• Developed information on the College’s website for distance learning students in addition to assigning a counselor to online advisement.

35. Expand subject tutoring and the workshop program into areas that are emerging.
   • Expanded the subject tutoring by hiring American Sign Language and German tutors.

36. Improve registration and matriculation processes for the noncredit program.
   • The registration and matriculation processes for the noncredit program have been merged with the credit program using Datatel and overseen by the Director of Admissions and Records.

37. Continue to provide on-campus early care and education for the children of students while they attend classes in Valencia enabling them to complete their education and career goals.
   • Continued to provide early care and education for children of students through the Early Childhood Education (ECE) Center.

38. Open the Center for ECE on the Canyon Country campus to provide early care and education preschool services for the children of students on the Canyon Country campus.
   • Opened the ECE at the Canyon Country Campus.
Goal #3: CULTURAL DIVERSITY
College of the Canyons will promote cultural diversity of the community, students, and staff.

1. Project the rich cultural diversity of College of the Canyons faculty, staff and students through publication of events and appropriate inclusion in news releases and feature articles distributed to all media throughout the district’s boundaries.
   - Wrote and published a quarterly newsletter which is distributed to all homes and businesses in the Santa Clarita Valley which highlights included diversity relative to faculty, staff and students.
   - Wrote and published a quarterly newsletter which is distributed to all businesses in the Santa Clarita valley which highlights diverse faculty students and staff with a business-centric tone to each story.
   - Connected media requests with subject matter experts throughout our staff and faculty.
   - Carried out multiple advertising campaigns which highlighted diverse activities and departments throughout the campus.
   - Assisted Foundation and Athletics departments in their efforts to promote former students staff and faculty in both the Athletic and Alumni Hall of Fames.
   - Assisted PAC efforts in spreading the word of K-12 Arts Education Outreach.
   - Promoted students, faculty and staff success stories throughout the district via use of social media, including facebook, twitter and youtube methods.

2. Provide a welcoming environment for diverse populations by using and monitoring the use of photographs, videos and other materials showcasing diverse cultures in college print publications and electronic materials.
   - Reviewed all external printed materials prior to publication for inclusion and visual representation of diverse populations.
   - Hosted a photo shoot of students and faculty featuring a diverse population for school usage in college publications.
   - Shot video during photo shoot photo shoot of students and faculty featuring a diverse population for school usage in college publications.
   - Took thousands of photos at dozens of student-oriented campus events and activities showing the true depiction of life at College of the Canyons for use in college publications.

3. Coordinate diversity activities being pursued by various groups on campus.
• Established the diversity coordinating committee, including representation from the student equity committee, human resources, EOPS/CARE, international students program, MESA, and cultural heritage committee. This committee needs to be reconvened and include student organizations as well. The coordination of campus-wide diversity events, continues to be an objective for the 2011-12 year

4. Develop and expand the array of promotional offerings through the Santa Clarita Performing Arts Center (PAC) Box Office that will appeal to a diverse audience and increase the number of audience members.
   • Developed the mission of the Santa Clarita Performing Arts Center at College of the Canyons to educate, entertain and enrich our community through a diverse blend of professional, educational and community programming.
   • Presented diverse professional performances to reach people from different demographic backgrounds. Series included: Chancellor’s Choice (series of headliners), Great Performances (eclectic sites and sounds from around the world), Almost Free Family (series of family-friendly programs), In Motion (world-renowned dance groups), as well as Sounds of Latin America (with international and local Latin groups).
   • Provided free concerts to the community in order to expose the arts to the whole community.
   • Developed partnerships with the City of Santa Clarita, LA County Arts Commission, Newhall Community Center, Supervisor Antonovich’s office to assist in these outreach opportunities.

5. Increase the number of offerings of workshops and presentations of culturally diverse topics at the PAC.
   • Offered a series of community outreach performances called Connect, which enhanced the theatre-going experience and connect with diverse presentations and cultural topics.
   • Offered over 20 opportunities that included bus in shows for K12 students, master classes for COC music, dance and theatre students, community lectures and workshops and free performances. These diverse programs included bus-in shows with Grammy-award winning Mariachi de Nati Cano and youth group Spirit of Uganda, as well as master classes with Pilobolus Dance Theater and a six week residency with Lula Washington Dance at two local elementary schools.
   • Offered free concerts by members of the Los Angeles Chamber Orchestra, Polynesian band Te Vaka as well as Mariachi Mystery Tour.

6. Continue to focus resources on a recruitment program that will increase the number of diverse applicants for district employment.
Over the course of the last three years we have utilized all advertisement funds in the district budget as well as all category 12 diversity funds provided by the state to try to ensure a diverse applicant pool for each recruitment process.

7. Re-establish the Faculty and Staff Diversity Advisory Committee (now known as the EEO Advisory Committee) as an active voice in the planning of diversity program activities.
   • Reconvened the Faculty and Staff EEO advisory committee to oversee the development and annual review of the EEO plan and to serve as an active voice in the planning of all diversity activities. This committee is comprised of members from all employee constituent groups. This group drafted and reviewed all portions of the EEO plan that has now been submitted to the state chancellor's office.

8. Continue to review best practices of successful diversity programs statewide.
   • Each year, we review the John D. Rice Diversity award-winning colleges and programs. While most of these programs relate to student recruitment, programs that are related to employee diversity are thoroughly reviewed, and the individuals involved in the programs are interviewed. Many of the practices from these programs have been incorporated into our EEO plan for the district.

9. Develop a diversity appreciation program that increases awareness and celebrates diversity on our campus and in our community. This would focus on professional development offerings each semester, if possible with a community partner (i.e. the Hart District, the city or other local colleges).

A variety of training opportunities were offered on this topic, including:
   • Assisting Students with Disabilities in the Classroom
   • Designing the Diverse Future of Our Campus Community
   • How to Inspire Underrepresented Students to Go Into the Teaching Profession
   • Bridging the Generational Gaps in the Workplace
   • Connecting With and Teaching Today’s Multigenerational Student
   • Disability Discrimination: State Law (FEHA) v. Federal Law (ADA)
   • Got Privilege?
   • Equal Employment Opportunity Plan Update/Application Research
   • Coffee on the Side: Tibet: The Past and Present
   • Hiring and Retaining Diverse Faculty Roundtable – A Review of Best Practices
   • Sociology Lecture Series: “Nappy Hair and the Politics of Tolerance”
   • Cultural Awareness
   • ERC: Legally Compliant Strategies for Diversity Enhancement
10. Strive to improve diversity in all employee groups.
   - The district continues to advertise broadly and in several diversity publications in an effort to attract diverse applicant pools. With the completion of the district’s EEO plan we plan to implement further measures to attain and retain diversity employees. Our plan has many new initiatives and training implications to increase diversity.

11. Revise our District Equal Employment Opportunity (EEO) Plans to be in compliance with the Statewide model EEO Plan issued by the state system Chancellor’s Office. This process will provide an opportunity to utilize the Faculty and Staff Diversity Advisory Committee to assist us in this effort.
   - Revise our District EEO plan to be in compliance with the state chancellor's office model EEO plan. Guided the revised EEO plan to the collegial consultation process. Revised plan was board approved on November 10, 2010. The plan has now been submitted to the state chancellor's office, and we are awaiting final approval.

12. Update all district policies to reflect EEO plan changes.
   - As soon as we receive approval from the state chancellor's office, we will begin the process of updating all district policies reflect EEO plan changes.

13. Revamp hiring committee and Selection Committee Representative training to include specific information about the EEO plan, equal employment opportunity, diversity, cultural proficiency and avoiding unconscious bias.
   - As soon as we receive approval from the state chancellor's office, we will begin the process of updating all district policies reflect EEO plan changes.

14. Track applicant data in compliance with the EEO Plan and for periodic reporting.
   - As soon as we receive approval from the state chancellor's office, we will begin the process of updating all district policies reflect EEO plan changes.

15. Evaluate the effectiveness of our recruitment efforts in attracting highly qualified diverse candidates for open positions for all employee groups and make adjustments where necessary, removing barriers in hiring processes for underrepresented groups.
   - Evaluated the effectiveness of recruitment efforts by source, to attract highly qualified diverse candidates for open positions, making adjustments and expanding visibility where necessary. Continued reviewing progress of diverse candidates through the recruitment process and sought to remove barriers to ensure fairness for all groups. One example of changes made due to this evaluation includes the allowance of transcript copies to be submitted with application packets instead of original
transcripts. This change assisted applicants from other countries as well as those who attended colleges and universities abroad, to apply more easily.

16. Create focus groups for particular ethnic groups to determine what strategies will be successful in recruiting more applicants from these groups and how to help them be successful at each stage of the application process.
   - This project remains a goal for the 2011-12 year. We hope to work with our institutional research professionals to assist us in this process.

17. Review the policies and procedures governing minimum qualifications for classified employees. Ensure that the criteria established as the minimum qualifications for a position are fair and equitable to all applicants and are based on bona-fide occupational qualifications (BFOQ’s).
   - Conducted a thorough review of policies and procedures governing minimum qualifications for classified employees. Reviewed all classified job descriptions to ensure the minimum qualifications were fair and equitable. This project was completed during the 2010 year by our HR analyst.

18. Maintain currency of Selection Committee Representatives, through frequent updates on legal issues and timely training.
   - Over the past three years several selection committee representative training sessions have occurred. This training will need to be updated after the approval by the state chancellor of our new EEO plan.

19. Continue to offer presentations for faculty and staff to increase awareness and achieve an understanding of the needs of students and employees with disabilities. Training opportunities were offered on this topic, including:
   - Assisting Students with Disabilities in the Classroom
   - Disability Discrimination: State Law (FEHA) v. Federal Law (ADA)

20. Increase the number of offerings of workshops and presentations of culturally diverse topics.
    *Please see response to goal #9*

21. Provide cultural awareness/sensitivity training to all employees
   - Mandatory cultural awareness training is set to occur in February 2012.
Goal #4: HUMAN RESOURCES
College of the Canyons will select and develop high-quality staff.

1. Provide workshops and training opportunities that meet the identified professional growth needs as determined by each employee group.
   - Needs assessments are done on an annual basis for all employee groups. This information is used by the three Professional Development committees to develop relevant and meaningful professional development workshops and activities.

2. Identify learning outcomes for each workshop and activity, and ensure that these learning outcomes are met.
   - Learning outcomes are identified for every Professional Development workshop. Participants are asked on the evaluation to indicate whether the learning outcomes were met or not.

3. Provide a wider variety of workshops for classified staff in areas such as technology, communication skills, customer service, diversity, etc.
   - The Summer Technology Institute was first offered in 2009 with 30 workshops offered. In 2010, 36 workshops were offered, and in 2011, 48 workshops were offered.
   - A total of 162 technology workshops were offered in 2009/10.
   - A total of 103 technology workshops were offered in 2010/11.
   - A management training program was offered in fall 2009 for classified staff titled, So You Want to be in the Driver’s Seat Someday? The session topics were:
     - How to Run an Effective Meeting
     - Management 101
     - Employee Recognition and Motivation
     - Giving Effective Feedback
     - How to Achieve a Work/Life Balance and Be Well
     - Conflict Resolution
     - Successful Project Management – Tips, Tools and Templates
     - Writing for Results

   - The 7 Habits for Managers was a 16-hour training program presented by Franklin Covey in November 2008. Thirty managers participated in the program. The feedback I have received is that the participants liked the longer session because it gave them more time to explore the topic (instead of just a 1 or 2 hour single workshop), and the materials given to the participants were so helpful that they have used them in a variety of ways and have shared them with their colleagues.
• In the spring of 2009, a 9-part *ABC’s of Management* program was offered. The workshop topics were:
  o Running Effective Meetings
  o Employee Classifications
  o Employee Evaluations
  o Conflict Resolution
  o Employee Discipline Issues
  o Giving Effective Feedback
  o Employee Recognition, Motivation and Retention
  o Role Modeling, Coaching and Mentoring
  o Management and the COC Culture

5. Expand professional development opportunities for noncredit faculty.
   • A mentor program was developed for non credit faculty.
   • Professional Development workshops and training opportunities are advertised and open to all non credit faculty.

6. Organize a faculty retreat every other year.
   • A faculty retreat was held on campus in 2009.

7. Continue to provide Basic Skills/Student Success workshops and symposiums as part of each FLEX program for faculty.
   • Three Student Success Skills Symposia were held – 2009, 2010, and 2011 – for fulltime and adjunct faculty. Session topics focused on guest speakers and workshops on basic skills improvement and student support.

8. Continue to evaluate training needs of faculty, classified staff and administrators and provide training opportunities to meet those needs; this includes both short-term workshops and longer-term learning communities.
   • Needs assessments are done on an annual basis for all employee groups. This information is used by the three Professional Development committees to develop relevant and meaningful professional development workshops and activities.

9. Implement the WeConnect and Synergy LEAP programs to enhance faculty professional development.
   • The WeConnect project is on hold.
   • The Synergy program was implemented in 2008/09, with a year-long series of workshops offered for new faculty. It was offered again in 2009/10.
10. Expand the professional development opportunities for faculty and staff at the Canyon Country campus.
   • In 2008/09, 33 workshops were offered at the Canyon Country Campus.
   • In 2009/10, 10 workshops were offered at the Canyon Country Campus.
   • In 2010/11, 9 workshops were offered at the Canyon Country Campus

11. Enhance information sharing with faculty and staff at the Canyon Country campus.
   • Information about the Professional Development training opportunities are advertised and promoted to the employees at the Canyon Country Campus via email announcements and by postings on the Professional Development website.

12. Create a Faculty Orientation Program at the Canyon Country campus.
   • I plan to develop this when there is enough newly-hired staff at the CCC to hold an orientation there.

13. Create and implement unique Canyon Country campus employee celebrations and traditions designed to enhance teamwork at the campus.
   • The Annual Employee Halloween Party and Classified Appreciation Week Breakfast are held at the Canyon Country Campus each year for the employees at that campus.

14. Continue to recruit quality candidates through a variety of cost-effective communication mediums (i.e.) newspapers, publications, Website, professional organizations and job fairs.

<table>
<thead>
<tr>
<th>Total 2008/09 through 2010/11</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Positions Filled</td>
</tr>
<tr>
<td>Full-time Faculty</td>
</tr>
<tr>
<td>Classified Staff</td>
</tr>
<tr>
<td>Administrators</td>
</tr>
<tr>
<td>Total Positions Filled</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th># of Applications Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time Faculty</td>
</tr>
<tr>
<td>Classified Staff</td>
</tr>
<tr>
<td>Administrators</td>
</tr>
<tr>
<td>Total Applications Received</td>
</tr>
</tbody>
</table>
• Human resources continue to advertise positions in a variety of prints and online publications as well as professional organizations and specialized recruitment sites.

15. Analyze effectiveness of recruitment sources on an annual basis and revise advertisement plans accordingly.
   • This analysis is completed annually, and revisions are made accordingly.

16. Work with the Public Information Office to include branding of the district as a high-quality employer in other district advertising.
   • This continues to be a goal for the 2011-12 year.

17. Analyze current classification structure for classified represented and confidential positions and make recommendations as appropriate.
   • Analyzed 118 classified and confidential job descriptions and updated them to be current. We will continue to study the current classification structure and see additional changes are needed.

18. Perform salary, job description and benefits surveys with similar districts across the state on a regular basis to ensure that our salary structure is competitive.
   • This is done on an as needed basis for job descriptions. Performed a benefit survey of key districts for use in evaluating JPA options for all employee groups. Implemented move to SISC JPA for classified and management groups resulting in significant savings for the district.

19. Update our various employee handbooks.
   • We are currently in the process of updating all employee handbooks and making them available through our intranet system.

20. Review the Full-time Faculty Mentoring Program and make changes to enhance its effectiveness.
   • To date, 56 mentors and 93 mentees have participated in the Professional Development Mentor Program between fall 2005 and spring 2011. This is 149 total participants.
   • Nine new faculty were hired in 2008/09, and were paired with a mentor for the year.
   • Four new faculty were hired in 2009/10, and were paired with a mentor for the year.
   • Three new faculty were hired in 2010/11, and were paired with a mentor for the year.

21. Review the current district equivalency policy to ensure it achieves the goals of maintaining academic excellence, ensuring we are able to hire sufficient numbers of
qualified adjunct faculty in key departments, and does not have a disparate impact on historically underrepresented groups.

- A revised policy was developed by the academic Senate and reviewed by the district. To date, this policy has not been finalized. The district hopes to work with the Senate in the future to finalize the document that will allow for consistency across all departments’ equivalencies.

22. Continue to ensure the evaluations of all staff are being completed in a timely manner and are in compliance with the associated bargaining agreements and district policy.

- Classified employee evaluations are being completed in a more consistent manner than in the past. Developed a new accountability process for management evaluations which included a meeting some reform to ensure proper documentation and feedback for management employees. Recently, human resources have also taken on the oversight of faculty evaluations and are currently putting processes in place to ensure timely completion.

23. Underscore the importance of evaluating SLO effectiveness and include this criterion on the boilerplate language of faculty job descriptions.

- Included experience developing student learning outcomes as a desirable qualification on the boilerplate language of faculty job announcements.

24. Develop and maintain Standard Operating Procedures (SOPs) for each position and function within the Office of Human Resources.

- Develop standard operating procedures (SOP S.) for positions within the human resources office. Completion of this task continues to be a priority for the 2011-12 year.

25. Streamline information management processes to provide accurate and timely human resource related reports.

- This goal continues to be a priority for the 2011-12 year. Human resources is working with business services to develop a joint use position control database that will allow us to have consistent data for requested reports.

26. Provide timely reports and data regarding applicants and district employees automating the reporting process wherever possible.

- Human resources has worked with Green Tree, our applicant tracking software company, to develop reports regarding applicants. Human resources continues to work with business services on a position control database.

27. Revise all remaining miscellaneous human resources related board policies and where necessary establish clear written procedures.
• This remains a goal for the 2011-12 year

28. Communicate district policy changes to appropriate groups through email, memos and/or workshops as appropriate.
  • District policy changes have been communicated through memos and or workshops as appropriate over the past three years.

29. Develop a district board policy on professional ethics for all employees.
  • Developed a district board policy on professional ethics for all employees and guided policy through the collegial consultation approval process policy on professional ethics was approved by the board of trustees in January of 2011.

30. Review our adjunct and adult hourly recruitment and hiring processes to ensure highly qualified and diverse applicant pools.
  • We have reviewed the adjunct hiring policy and procedures, and continue to advertise on a biannual basis and as needed for departments. In regards to the adult hourly recruitment process, a review continues to be a goal for the 2011-12 year.

31. Working within the established staffing processes, create a clearly structured and well developed staffing plan tied to program reviews for all areas campus-wide.
  • As there are established processes and committees related to the approval of staffing plans, human resources may make recommendations, however it is up to these separate bodies to review proposals and make recommendations to the Chancellor for her review. Should we determine a need on campus that these committees are not aware of, we will bring it to the attention of committee leadership.

32. Hire the appropriate number of faculty and staff annually in order to support new and existing programs at an optimal level while adhering to the district budget.
  • This is a continuing goal each and every year for the human resources department.

33. Provide all district hiring policies on the intranet.
  • The human resources board policy section of the intranet has been updated and now shows the previous board policy as well as the new board policy that has been revised. This allows a nice crosswalk for users to see previous policies, they may have referenced, as well as where does policies now reside.

34. Revamp our Human Resources Website to market the college as a highly desirable employer.
  • We are currently putting the finishing touches on our newly revamped human resources website. We hope to launch this website by the end of 2011.
35. Provide manager workshops on appropriate discipline, effective evaluation techniques, contract compliance, recognition and human resources procedures and collective bargaining revisions.
   • Presented the following workshops: understanding the administrative contract, understanding the COCFA contract, understanding the AFT contract, understanding the CSEA contract, management 101 for administrators, management 101 for classified staff, online safety training program, the personnel requisition process, understanding the AFT agreement, article 6 assignment and scheduling (Dean's retreat), iGreentree hiring manager module training, HR Roundtable for full-time faculty, HR Roundtable for educational administrators, HR Roundtable (Dean's forum), and HR Roundtable for classified administrators. Provided manager workshops on appropriate discipline, effective evaluation techniques, contract compliance, recognition and human resources procedures and collective bargaining revisions.

36. Initiate a document imaging project for archived personnel files.
   • This remains a priority project for the 2011-12 year.

37. Ensure a delivery of a timely and relevant Employee Safety Training Program.
   • Ensure delivery of a timely and relevant employee safety training program. This resulted in a reduction in the number and severity of our workers compensation claims.

38. Align the full-time faculty evaluation cycle so it is in compliance with AB1725 requirements.
   • Through a memorandum of understanding with the faculty union, the faculty evaluation cycle was revised from four years to three years in November of 2008.

39. Continue recruiting faculty who are capable of superior basic skills instruction.
   • In regards to basic skills instruction, desirable qualifications are added to faculty job announcements were basic skills instruction occurs. In certain cases, when we are hiring a basic skills instructor, these qualifications are part of the minimum qualifications of the job description and focus of the responsibilities.

40. Review the new trustee orientation process (including the student trustee orientation) with the goal of improving and updating it so that when there are new trustees the process is the best it can be.
   • The process was reviewed and strengthened.
41. Review the self-evaluation process by the Board with a goal to improving it and ensuring it addresses current issues that boards of trustees are facing throughout the state.
   • The process was reviewed by a subcommittee and implemented.
Goal #5: INSTITUTIONAL ADVANCEMENT
College of the Canyons will generate support, resources, networks, and information to enhance the college’s success.

1. Increase and maintain a steady flow of information to Santa Clarita Valley residents, striving to provide a balance of information that reflects the broadest possible range of programs, events and issues.
   • Maintained a steady flow of information to Santa Clarita Valley residents through hundreds of press releases that have resulted in hundreds of newspaper stories, publications mailed directly to area residents, and online postings on the College’s website, Facebook page, and through Twitter.

2. Keep the district’s image and brand in the public’s awareness as the local provider of high quality higher education.
   • Kept the District’s image and brand in the public’s awareness as a provider of high quality higher education, as most recently evidenced by being named Santa Clarita’s Best College.

3. Ensure the continued and consistent development of stories that accurately reflect the broad range of programs, activities, qualifications and experience of faculty and staff, development of facilities, and other information important to college stakeholders.
   • Released hundreds of press releases and worked directly with local reporters to ensure that the hundreds of stories written about the College over the past three years accurately reflected the broad range of programs, activities, qualifications and experience of faculty and staff, development of facilities, and other information important to college stakeholders.

   • Created digital messaging for the two roadside electronic marquees marketing diverse array of programs and events, including low enrolled courses, new programs, and College and COC foundation events.

5. Expand online resources in support of planning.
   • Implemented the online program planning and review for academic and administrative departments.
   • Integrated labor market data from online resources into pilot CTE program reviews.

6. Improve the integration of college-wide and departmental planning efforts.
   • Fully integrated the online program review with budget development, the Strategic Plan, and the Educational and Facilities Master Plan.
7. Improve the quality of labor market analyses to establish programs by augmenting the use of existing labor market surveys with other sources of labor market data.
   - Utilized a combination of data from local sources (including surveys and focus groups) with data from ESRI on labor markets relative when conducting needs studies for new programs.

8. Increase collaborations with community organizations that enhance our revenue base.
   - Expanded collaborations with community organizations that enhance revenue through University Center space rental, other Civic Center space rentals, jointly submitted grant partnerships such as the K-12 Arts Education Outreach grants, and joint efforts with community non-profit organizations such as the funding of scholarships.

9. Revise the grants development process to ensure an effective transition from the development stage to the implementation stage.
   - Revised the grants development process involving Business Services, especially the Grants and Categorical Accounting Manager, all Executive Cabinet members through a special review process, and posting all grant opportunities and grant submissions online for the campus community to help ensure an effective transition from the development to implementation stage.

10. Develop grants that advance the college’s Strategic Plan and other needs identified from planning efforts.
    - Developed grants over the past three years that funded activities in Early Childhood Education, Welding, Nursing, MESA, AOC, SBDC, CACT, Career Technical Education, Re-entry, Gardens of the Canyons, K-12 Arts Education Outreach Program, Performing Arts Center, Medical Laboratory Technician, Nanotechnology, Open Educational Resources, Alternative Energy, Economic Development, University Center, Education, Closed Captioning, Student Election Workers and Project Based Learning.

11. Increase grants revenue.
    - Increased grant revenue from $15,536,469 during fiscal years 05/06 thru 07/08 to $18,562,550 during fiscal years 08/09 thru 10/11, an increase of 19%.

[insert grants chart here]

12. Expand relationships with private foundations and increase donations.
    - Received private foundation funding from Henry Mayo Newhall Foundation, AT&T Foundation, Weyerhaeuser Foundation, The Irvine Foundation, Barnes and Noble
13. Uphold the highest level of customer service and provide the most accurate information to our patrons (PAC).
   • Upheld the highest level of customer service to Performing Arts Center patrons and presented diverse programming, resulting in increasing number of patrons each year.
   • Had 45,112 visitors to the PAC for the 2010/11 season.
   • Had 4,250 children attend the PAC for the special bus-in performance.

14. Remain current with the ongoing changes of the entertainment industry including the most recent industry technology along with flexible service options.
   • Remained current with the entertainment industry flexible service options, including:
     o Providing Access Control – patron entry data.
     o Enabling patrons to view photos of seat location prior to the online purchase of tickets.
     o Providing Print at Home disposition.
     o Providing patrons the option to purchase series subscriptions online.
     o Staying section 508 compliant with online ticketing.
     o Providing email communication with patrons via email alerts, pre and post show announcements.
     o Maintaining a Facebook account.
     o Providing Community and Art website calendar listings
     o Allowing purchase of tickets online 24 hours 7 days a week.
     o Opening a permanent location for all PAC Box Office & Patron Services operations as of June 2008 located in the Performing Arts Center.
     o Opening four ticket windows to assist patrons during regular business operations and day of performance along with a higher visibility location of the PAC Box Office & Patron Services. (User friendly)
   • Sustain and support the continued increase in number of season subscribers to the Performing Arts Center.
   • Sustained the number of PAC season subscribers, with 176 season subscribers in 2010/11.

15. Enhance support generated by the COC Foundation for the funding priorities of the college by increasing the level of contributions to at least $3 million annually by 2011.
   • Pursue capital fundraising for the University Center and the Canyon Country campus;
   • Design and launch a Legacy Giving Program;
   • Build a pool of qualified major gift prospective donors;
• Develop and launch a new strategic plan for the President’s Circle, including the President’s Business Partners; and,
• Create a Resource Committee.
• Not complete.
• The COC Foundation has secured more than $1 million annually in donations to support capital projects such as the University Center, Legacy Giving, and The Chancellor’s Circle.

16. Develop opportunities for Foundation board members to maximize the impact of their time, energy, and commitment to help the Foundation provide greater opportunities to raise funds for student enrollment.
• Maintained an active calendar and fundraising initiatives for various Foundation and College program support groups.
• Continued to recruit new board members and match them with support group projects and participation in special event programs.
• Reinforced the efforts of program support organizations, e.g. Cougar Club, Library Associates, Patrons of the Performing Arts, etc.;
• Launched a “Board Tours” program; and, this effort moved forward and laid the ground work for a new board development program including tours, individual personal meeting, a new board orientation and a board retreat in September, 2011.
• Also, in the Spring of 2010 the Board President and Vice President for Development, along with the Chief Development Officer were invited to participate in the Annenberg foundation sponsored a nonprofit organizational leadership training seminar covering board training, board governance and fundraising.
• Developed major gift training for board members.
• Developed a new Strategic Plan, aligning Foundation priorities with Foundation board member interests, including culinary arts capital campaign, Library Endowment, PAC Endowment, Planned Giving and Board Development.

17. Develop opportunities to strengthen the Foundation’s operational excellence including using donor/prospect research, “Moves Management,” and “Raising More Money” models.
• Implemented donor prospect screening software to identify and qualify potential new donors.
• Developed donor prospect form.
• Developed better use of existing donor database software.
• Focused on special events programming as an opportunity to connect with donors.
• Developed opportunities to promote a positive awareness of Foundation and COC through recognition by the local media.
• Incorporated these development tools into the highly successful matching grant scholarship endowment initiative and in the launch of the Capital Campaign for the construction of a permanent Culinary Arts Center on the Valencia Campus.

18. Develop a plan to cultivate and engage new donors and current donors by matching their interests with the opportunities the Foundation has for funding student success and innovation.
  • Raised funds through the California Community Colleges’ Osher Scholarship Endowment Initiative – Renew Scholarship Committee function
  • Introduced a new Super Tasting wine event to raise funds for the Library Associates support group
  • Reached out to alumni and retired faculty and staff
  • Provided leadership, inspiration, and advice to launching the Santa Clarita Valley Nonprofit Leadership Network
  • Funded over 35 faculty mini-grants over the last three years
  • Published list of donor recognition opportunities

19. Continue to create awareness among our stakeholders and potential donors about how they can invest in student access and success at the college.
  • Developed new materials to highlight College program support opportunities
  • Revitalized Foundation Scholarship Committee
  • Revitalized Foundation Board Development Committee
  • Continued a close consultative relationship with the College’s Public Information Office
  • Collaborated with the College’s Economic Development Division
  • Continued to enhance the Foundation Resource Council to expand public awareness of the Foundation and the College
  • Developed a formal “Case for Giving” (Case Statement)
  • Developed a new Foundation website enabling donors to give online

20. Develop ongoing marketing plans and materials that support enrollment management goals and build awareness for the Canyon Country site.
  • Developed marketing plans and materials for the Canyon Country Campus in support of enrollment management goals.

21. Collaborate with the COC Foundation to develop a support group that advances the development of facilities, instructional programs and students at the Canyon Country campus.
• Created a support group raising funds for the Gardens of the Canyons.

22. Create a business support network to further partnerships with the business community in Canyon Country.

• As part of the development of the new Applied Technology complex at CCC, the Water Systems Technology advisory committee meets regularly at the Canyon Country Campus, strengthening the relationship between this industry and the college.
• Members of the plumbing industry have held meetings and focus group discussions at the Canyon Country Campus, expanding the potential for partnerships between this industry and the college.
• The completion of the Applied Technology complex at the Canyon Country Campus provides a physical location to support developing additional partnerships with the business community in Canyon Country.
• The SCV Chamber of Commerce held a mixer at the campus in March 2008, in which local businesses came to the campus, and many from the Canyon Country area provided food and support for the event.
• Canyon Country campus leaders and faculty participated in Chamber events at the Golden Valley Center and Center Point, as well as numerous Principal for A Day events in Canyon Country area schools, building relationships on behalf of the college.
• Canyon Country campus leaders provided input and shared information with developers in the Canyon Country area including Pardee Homes (Skyline Ranch project) and JSB Development (Vista Canyon Ranch project).

23. Utilize institutional data to identify and respond to community needs and interests for the Canyon Country campus.

• The Early Childhood Education Center was opened in fall 2009 and expanded hours in fall 2011 in response to community needs and student interests/needs at the campus.
• In response to institutional data, teaching and learning resources at CCC were expanded as follows:
  o The Library and the Tutoring/Learning/Computing Center were moved into to two dedicated spaces to provide greater support to students and the community
  o The Switchboard function was expanded to include a reprographics capability
  o Video conferencing units (life size HD LCD TV and Tandberg 6000 classic SD) were installed to support communication across the campuses
  o Student services were expanded as a result of institutional data from the Annual Student Survey
Food services were enhanced in response to student and community interests at the campus.

Community events including the bi-annual Star Party were launched to better support community needs and interests.

Numerous grants were submitted to support campus beautification, resulting in a community grant from the City of Santa Clarita for a native gardening lecture series.

24. Utilize labor market data and analysis to establish unique programs at the Canyon Country campus.
   • Utilized labor market and other data in support of establishing new programs at the Canyon Country Campus, including Auto Tech, plumbing, and Alternative Energy programs.
   • Utilized labor market and other data in support of establishing the Environmental Science program (which is offered at both campuses but will start at the Canyon Country Campus).

25. Collaborate with employers to support internships and job placement for graduates of career and technical education programs offered at the Canyon Country campus.
   • Internships regularly available for automotive technology and water technology, and in development for the new solar and plumbing programs.
   • Expanded Job and Career Fairs and related services from the Career Center to support job placement and career exploration at the Canyon Country Campus.
   • With a member of the COC Foundation, encouraged the Career Center to add job search workshops to their services during job fairs – this is now a standard part of the Job and Career Fair program.
   • Encouraged the Career Center to hold its Fall Job Fair in conjunction with the SCV Chamber of Commerce Business Expo at Center Pointe – as a result, the fall 2011 was the third such joint collaboration between the College and the SCV Chamber.

26. Create common interests with local organizations and maximize the use of the Canyon Country facility.
   • Established the Star Parties as a way of connecting with the Sulphur Spring School District, local astronomy club, JPL and the City of Santa Clarita to maximize instructional capabilities in physical science/astronomy and campus facility (Carl A. Rasmussen Amphitheater).
   • Hosted a Plein Air painting event with the SCV Artists Association to maximize the use of the Carl A. Rasmussen Amphitheater.
   • Designed and delivered “Bikes and Bites” as a way of connecting with local businesses, biking clubs, the City of Santa Clarita and other community organizations to maximize the use of the Canyon Country facility and surrounding areas.
• Received a grant from the City of Santa Clarita to host a series of community lectures on native gardening, connecting with community members that have an interest in gardening, and thereby maximizing the use of the Canyon Country facility.

27. Build relationships with local elementary and middle schools and youth-related organizations such as the Boys and Girls Club.

• Hosted a tour of the Canyon Country Campus with the Sierra Vista Boys and Girls Club.
• Campus leaders and faculty members have served as Principals for a Day with the Sulphur Springs School District (local schools)
• Conducted outreach to the Sulphur Springs School District for participation/involvement with campus events such as the Star Parties.
• Conducted outreach to local youth-oriented organizations including the YMCA and the Boys and Girls Club for participation in the “Bikes and Bites” event.
• Hosted local Cub Scout troop for first official “flag raising ceremony” at the campus.
• Hosted local Cub Scout troop for tour of science labs at the campus.

28. Further develop the Welding Technology road show trailer to accommodate high-tech welding processes.

• Secured and used a Welding Technology road show trailer used to showcase high tech welding processes.

29. Foster economic development and economic vitality in the eastern portion of the Santa Clarita Valley.

• Build relationships with community and business organizations in the Canyon Country area through campus tours, awareness events, and the launch of new initiatives focused on
• responding to business needs;
• Offer Small Business Development Center services at the Canyon Country campus and expand the number of Canyon Country businesses receiving services at this campus;
• Strengthen ties with industry sectors represented in the Applied Technology Education Center building through advisory committees, open houses, and campus tours, resulting in increased business support through guest lecturers, field trips and internship opportunities;
• Expand the Canyon Country Campus Job and Career Fair by targeting Canyon Country businesses workforce and hiring needs;
• Identify additional degree and program offerings that reflect emerging workforce preparation needs in the eastern end of the Santa Clarita Valley. Work with the Instruction Office and the division deans to offer such programs;
• Collaborate with the City of Santa Clarita on economic development initiatives in the Canyon Country and surrounding areas to support business growth and community development;
• Identify partnership opportunities with local developers, both commercial and residential, to advance the campus mission.
• Support business development and opportunities for students through workforce training, internships, and targeted job placement; and,
• Expand noncredit offerings which support business needs for a qualified workforce.

30. Expand the Employee Training Institute’s (ETI) services to local businesses.
• Provided services to businesses through the Employee Training Institute serving 173 employers and 2,364 employees during the past three years.
• Obtained a $400,000 ETP grant to serve local business over the next 21 months.

31. Ensure ETI offers training relevant to local businesses.
• Offered training relevant to local businesses, including MasterCAM, Solidworks, Lean Manufacturing, Project Management, Six Sigma, Leadership Skill and 66 other subjects.

32. Deliver high quality training to businesses.
• Provided high quality training to businesses through Economic Development efforts, including the Employee Training Institute, Center for Applied Competitive Technologies (CACT), Small Business Development Center (SBDC) and Fast Track Training Institute.
• Served 2,035 employers and 9,552 employees through Economic Development programs.

33. Better utilize COC resources to support and develop the local workforce.
• Developed the Fast Track Training Institute to provide fast paced, intensive training leading directly to employment in local fields with a demonstrated demand.
• Developed a number of faculty sponsored FastTrack courses including OR Nurse certification, State Fire Marshall certification, and Commercial Photography.

34. Meet Small Business Administration goals for the small business Development Center (SBDC), including clients counseled, business start-ups, investment dollars, and training events attendees.
• Exceeded Small Business Administration goals for the Small Business Development Center (SBDC)
• Clients counseled 1862
• Business start-ups 98
• Investment dollars $22.9MM
• Training events attendees 7,188
• Top performing Center two of the last three years
• Established new areas of expertise in Entertainment, Arts and International Trade.

35. Increase awareness of SBDC activities and services.
• Increased awareness of SBDC activities and services through outreach, local, marketing using local media, and press releases.
• Published a number of articles in the Signal and SFV Business Journal, spoke at major conferences and participated in joint events in the San Fernando, Santa Clarita and Antelope valleys.

36. Collaborate with the Advanced Technology Incubator (i3).
• Provided Advanced Technology Incubator (i³) services through the Economic Development Division.
• Served a total 30 technology startup clients, with 10 becoming affiliate ATI members
• 1 business started, 10 jobs retained, 3 jobs created, sales increase of $299,000 and $576,000 in capital investments.

37. Complement internal college data with rich external factors affecting instructional and non-instructional program planning for the PAC.
• Used a rich collection of external data from patrons’ surveys, teachers’ surveys, California Data Project, California Arts Council, and California Presenters to inform PAC programming.

Expand the visibility of the PAC through new networks, festivals and promotional opportunities.
• Expanded the visibility of the PAC, collaborating with local arts non-profit organizations, the City of Santa Clarita, and the establishment of the K-12 Arts Education Outreach Committee.

38. Generate support, resources, networks and information to enhance the college’s success and to create more opportunities for students to attend college via the COC Foundation.
• Concluded a successful Endowed Scholarship Initiative in spring of 2011 that raised $1,065,000 through the Foundation of CA Community College Osher initiative, which creating 95 new endowed scholarships.
39. Develop a plan to brand and market the district as one district delivering instruction at three campuses: Valencia campus, Canyon Country campus, and Online.
   - Developed a brand and marketing for the district, including a common family of logos used on marketing materials for the Valencia Campus, Canyon Country Campus, and Online programs.

40. Improve and broaden the reach of marketing events in the Santa Clarita Performing Arts Center and brand the Center as an identifiable, preferable, regional destination.
   - Expanded marketing for the Santa Clarita Performing Arts Center including promoting events in City of Santa Clarita publications and advertising in all major local print media.

41. Develop relationships with regional, statewide, national and “new” media to extend the reach of the college’s positive attributes and successes.
   - Developed relationships with local reporters and participated in a major feature of Santa Clarita including College of the Canyons in the Southwest Airlines magazine.

42. Provide the personnel, budget, and support to help the Switchboard/Mailroom, Public Information Office, Graphics, and Reprographics Departments meet significantly increased demands for high-quality promotional products and services.
   - Provided resources needed to support the Switchboard/Mailroom, Public Information Office, Graphics, and Reprographics departments, re-organizing the departments and improving department processes including moving the Schedule of Classes online and reducing costly printing.

43. Implement additional strategies to increase the faculty and staff members’ awareness of the wealth of data that currently exists and how to use the data to improve programs and services.
   - Implemented strategies to increase faculty and staff members’ awareness of the wealth of data that exist to support planning, including presentations at department, division, and deans meetings.

44. Pursue outside funding in support of technology related initiatives.
   - Applied for a $30 million Department of Labor grant in support of Open Educational Resources (OER).
Goal #6: INSTITUTIONAL EFFECTIVENESS

College of the Canyons will use outcomes data on progress being made towards college goals— including student learning outcomes, administrative unit outcomes, and other accountability measures— on a regular basis to inform planning and decisions.

1. Complete the district Communications, Marketing and External Relations Non-Instructional Program Review and institute improvements in department processes that improve efficiency and effectiveness.
   • Completed administrative program reviews in the district Communications, Marketing, and External Relations department, resulting in reorganization and changes in processes.

2. Integrate student learning outcomes with planning at the department, course and program levels consistent with the proficiency level identified by WASC/ACCJC.
   • Integrated student learning outcomes at the course and program level with the online program review.

3. Use institutional learning outcomes to inform planning and improvement efforts at the department, program, and institutional level consistent with the proficiency level identified by Western Association of Schools and Colleges (WASC)/Accrediting Commission for Community and Junior Colleges (ACCJC).
   • Began developing institutional student learning outcomes (ISLOs) and mapping the ISLOs to course SLOs revising ISLOs and course SLOs as needed.

4. Monitor and adjust as necessary and appropriate the development and evaluation of course-level SLOs.
   • Developed course SLOs for 99% of courses with 41% of courses having gone through a complete cycle of using the assessment information to inform improvement efforts.

5. Integrate administrative unit outcomes (AUO) with existing planning processes.
   • Integrated administrative unit outcomes with the Online Administrative Program Review.

6. Conduct analyses to support access and success efforts.
   • Conducted analyses in support of access and success efforts, including the First-Year Experience program, Math Progression study, Content and Cut-Score Validation studies (English, Math and ESL), The Zone, Adult Re-Entry program, Supplemental Learning program, Transfer brief and FAQs, Fact Book, Economic Impact study, Solar Panel Installer and Energy Auditor needs assessments, Math and English placement for incoming Hart District graduates, Paralegal program course success, English 71/81 day/evening success rates for 1 day and 2 day/week offerings, Aerospace Defense Coalition SCV training needs survey, College...
Hour interest survey, Writing Center surveys, A&R point-of-service survey, Cost of remediating new high school graduates, Fall 2010 applicants who did not get classes and where they enrolled, English Accuplacer reading and sentence sub-structure study, Repeatability study, Sociology and Photography graduate surveys, Nursing alumni and employment supplemental surveys, Technology survey, Manufacturing survey for APICS training, Math-060 Applied surveys, Math and English PAL success rate analyses.

7. Conduct analyses to support enrollment management efforts.
   • Conducted analyses in support of enrollment management efforts, including CCC Demographics study, Drop/Withdrawal activity and retention rates for past five years by division, High school students who did not get classes, Change in continuing and returning student enrollment, CCC FTES/FTEF/Section type for Master Plan update, Five trend for DSPS student by primary disability, and Modified weekly FTES update table to include section totals by semester.

8. Identify ways to integrate student learning outcomes and institutional learning outcomes with other accountability systems.
   • Integrated Institutional Student Learning Outcomes (ISLOs) with other accountability systems using the CSUGE and IGETC structures linking transfer accountability measures to the ISLOs and mapping to course SLOs.

9. Continue to develop, assess, and improve tutoring services through student learning outcomes.
   • Continued to develop, assess, and improve tutoring services through student learning outcomes documented in the TLC program review.

10. Build Canyon Country campus leadership skills that support institutional effectiveness and encourage faculty and staff to aspire to positions of greater responsibility.
    • Encouraged Canyon Country Campus and staff to participate in LEAP program.
    • Developed two faculty coordinator positions in 2011-12 with a focus on faculty communication, planning and professional development at the Canyon Country Campus in conjunction with the Office of Instruction.
    • Created permanent, private faculty offices at the Canyon Country Campus to encourage the development of a community of full time faculty at the campus.

11. Assess the degree to which instructional programs offered at the Canyon Country campus, especially occupational programs offered in the new Career and Technical Education Center, are meeting regional business needs.
Assessed the degree to which Career and Technical Education programs, including Auto, Plumbing, and Alternative Energy, meet the needs of businesses through focus groups with industry representatives.

12. Continue comprehensive SLO assessments of all courses offered in the Welding Technology program.
   • Conducted comprehensive SLO assessments for courses in the Welding Technology program and used the information to inform program improvement efforts.

13. Modify course curricula as needed in response to SLO assessments.
   • Modified course curricula using SLO assessment information, with 41% of courses having completed at least one complete cycle.

14. Analyze relevant data to optimize resources for instructional programs and student support services, leading to student attraction, retention, and student success at the Canyon Country campus.
   • Analyzed relevant data to optimize access course offerings aligned to student demand and to provide support services to enhance student success such as tutoring and workshops.

15. Clearly state objectives related to student learning outcomes (SLOs) at the institutional level.
   • Developed Institutional Student Learning Outcomes (ISLOs) and mapped the ISLOs to course SLOs.
Goal #7: FINANCIAL STABILITY
College of the Canyons will provide and develop financial resources to maintain and improve programs and services consistent with institutional commitments (mission, goals, and objectives).

1. Maintained the integrity of the district’s accounting systems by accurately recording revenues, expenses, assets, and liabilities in addition to completing all required financial reporting and providing a satisfactory level of service to the campus and community.
   - Successfully complied special monthly reporting for four new Nursing grants funded with Federal Workforce Investment Act/AARA pass-through funding.
   - Initiated review of all forms to streamline work in progress.
   - Revised the STRS Cash Balance Retirement Reporting process to effectively handle STRS Cash Balance data reporting and related payments to CalSTRS for a large group of adjunct employees.
   - Begin document processes to develop specifications for a future Position Control database based on current Access database developed for Position Control Budget system.

2. Provided regular fiscal monitoring to ensure fiscal stability, including: five-year budget projections, cash flow analysis, variance analysis, institutionalization of grants analysis, breakeven analysis on selfsupporting programs and enrollment management growth and efficiency analysis.
   - Collaborated in a collegial and constructive manner to identify $4 million in 2008-09 spending reductions in response to statewide mid-year budget cuts to community colleges.
   - Completed expanded version of fiscal checklist and presented to Board of Trustees and Foundation Board.
   - Worked with Executive Cabinet to facilitate cuts internally of $3.4M mid-year without directly impacting staff and student access and $575,000 additional after mid-year planned cut.
   - Maintained a minimum of 6 percent reserve each year.
   - Monitored enrollments with an eye to increasing efficiency so as to accommodate as many students as possible with a fixed set of resources.
   - Hit our target of 1,000 FTES at Canyon Country for 2007-08 and received an extra $1,000,000 in 07-08 that was confirmed in October 2008. We will receive permanently $1 million in our base funding for CCC for every year going forward.
• Reduced our operating budgets without laying off full-time staff or eliminating programs and services for students and/or staff.

• Developed 2008-09 Budget that included close to $4 million in set aside funds to offset 2008-09 anticipated reduction to avoid fiscal chaos. Anticipated and planned (in summer 2008) for a mid-year deficit of $3.5 million to avoid chaos in the district. The plan worked. Our 2008-09 deficit was $4.1 million and we did not have mid-year layoffs or cuts.

• Achieved savings as Executive Cabinet members met with their respective budget managers to determine the framework within which budget reductions could be made that would have the least impact to critical functions, programs and students while living within the revenues provided by the State, which were significantly less than the revenues we received in the current year.

• Reduced costs associated with hiring such as advertising and fingerprinting as well as part-time staff by Human Resources.

• Developed budget reductions after reviewing the historical expenditures for the activity, reviewing the department’s goals for the upcoming year, and discussing the reductions with the respective budget managers by Institutional Development and Technology.

• Worked to improve our efficiency and stretch our financial resources:
  - Maintained and did more with less:
    - Identified those things that we want to do but can do differently at less of a cost.
    - Identified those things that could be deferred for a year or more.
    - Identified external funding resources.
    - Identified functions that could be consolidated/offered cooperatively with other departments (see Goal #11).
    - Identified individuals who could take on more responsibility.
    - Identified what we did out of habit, but didn’t need to do (meetings, processes, routine tasks) and discontinued redundant or inefficient practices.
    - Identified external partnerships that could yield results (i.e., staff development training and shared trainers).
    - Worked to influence policy and strategically lobbied across departments.
    - Did things together (rather than in our own silos) and saved time, money, and networked/enhanced potential.
    - Continued hiring to fill only key vacant positions despite funding shortfalls from the state.

• Implemented cost-saving measures to make the best use possible of the district’s resources.

• Saved $1 million by monitoring purchase orders to reduce unnecessary spending, as well as eliminating non-essential travel, and lowering expenditures on non-instructional
supplies, and adult hourly and college assistant budgets.

- Provided accounting oversight and compliance assistance to over 30 grant managers and 8 categorical managers.
- Provided budget review and input to Grants Development for new and renewal grant proposals and submittals.
- Initiated grant implementation meetings which included representatives from all areas (HR, Facilities, Instruction, Business Services, etc.) to ensure effective implementation of new grants.
- Collaborated in a collegial and constructive manner to identify $4 million in spending reductions in response to statewide mid-year budget cuts to community colleges.
- Implemented a cross-training initiative to ensure coverage for all critical tasks.
- Provided accounting oversight and compliance assistance to over 30 grant managers and 8 categorical managers.
- Provided budget review and input to Grants Development for new and renewal grant proposals and submittals.
- Successfully complied special monthly reporting for four new Nursing grants funded with Federal Workforce Investment Act/AARA pass-through funding.
- Oversaw the development of 2009-10 budget with $11 million less in revenue without laying off any fulltime employees, and served 1,500 FTES more than we were funded for with a 20% reduction in courses by doing business efficiently. As a result, unlike other community colleges, we:
  - Avoided issuing March 15th notices to full-time employees.
  - Enacted no furloughs or other reductions to pay.
  - Offered sections to match funded enrollment target by strategically scheduling to reduce historically low-enrolled sections, create flexibility and increase capacity for the future.
  - Moved forward with summer school, making strategic reductions instead of eliminating it or making dramatic, across-the-board cuts, as other colleges did.
  - Reviewed PE classes since state proposed funding at a lower non-credit rate – revised offerings for the fitness center and number of courses.
  - Re-examined Forced Costs submitted by departments and eliminated $715,764 of items that were not actually forced costs.
  - Reviewed historical trends/actual expenditures in order to make recommendations for other budget reductions.
  - Evaluated self-supporting programs to determine where they could absorb additional/related overhead costs.
  - Initiated revenue generating ideas:
Developed stimulus proposals, and
Developed restructuring ideas and submitted to various agencies.
  - Offered a reduced winter session.
  - Offered fewer sections in non-credit classes because of the lower funding rate.

- Absorbed $2,178,184 in actual forced costs in 2009-10 and reduced what we could by:
  - Securing lower utility costs through a consortium contract with CCLC; and
  - Lowering insurance rates on work comp and liability through good experience.

- Increased Payroll Services load. Added 376 additional faculty and staff (33% increase) since 2001 with no additional technicians:
  - 2001 – 379 employees serviced by each payroll tech
  - 2010 – 504 employees serviced by each payroll tech

- Increased Computer Support Services since 2006 Added 1,059 computers (58% increase) and 1 staff member (19% increase):
  - 2006 – 306 computers to service per staff member
  - 2010 – 406 computers to service per staff member

- Added 440,000 square feet of facilities (106% increase) and 22 staff members (55% increase) since 2001:
  - 2001 – 10,378 square feet cleaned by each employee
  - 2010 – 13,972 square feet cleaned by each employee

- Engaged in strategic hiring, including not automatically refilling vacated positions, reviewed different ways that functions can be covered in the interim, and as a result, achieved salary savings of $600,000.

- Realized $800,000 of ISA fee savings in 2009-10 due to reduced enrollments.

- Offered an early retirement incentive, saving the District $632,719 in 2009-10.

- Emphasized communication and achieved cooperation across the campus as we dealt with the impacts of the state budget situation.

- Provided accounting oversight and compliance assistance to over 30 grant managers and 8 categorical managers.

- Provided budget review and input to Grants Development for new and renewal grant proposals and submittals.

- Implement procedure for coding FT faculty department chair reassign time in conjunction with instructional overload assignments.

- Implement procedure for coding portions of FT faculty release time to instructional codes.

- Implement cash control and invoicing procedures for off-site instructional programs.
- Review all contracts; improved template language.
- Revise the STRS Cash Balance Retirement Reporting process to effectively handle STRS Cash Balance data reporting and related payments to CalSTRS for a large group of adjunct employees.
- Developed plan to use cogeneration to maximize capacity to generate a projected savings of $750,000 per year.

3. Integrated electronic department budget requests with annual program reviews to facilitate a smoother submission process to ensure that budget requests were aligned with institutional planning documents.

4. In conjunction with long-term planning and development of new programs or partnerships, provided cost/benefit analyses and business plans to prioritize funding based on available resources.
   - Pursued and secured external economic development funds as follows:
     - SBDC Grant $300,000
     - SBDC State Match $50,000
     - SBDC Young Entrepreneur Project $60,000
     - SBDC California Construction Contracting Program $50,000
     - CACT $205,000
     - IDRC Advanced Technology Incubator $170,308
     - EWD Grant $400,000
     - ETP Grant (9th grant received to train local workers) $471,420
     - SBDC – Private Match (Total $10,000) Mission Valley Bank $4,250, John Gardner $1,250, Premier Credit Union $5,000
   - Supported generation of $2,995,004 in foundation revenue over the past three years.
   - Pursued (quickly) and received NSF S-STEM Scholarships ($437,000).

5. Analyzed Enterprise Funds on a regular basis to ensure self-supporting status as required by the Budget and Accounting Manual (BAM).

6. Continued to secure funding from nontraditional sources for capital improvements and other facility-related projects such as public/private partnerships, and through grants and donations/contributions from public and private sources.
   - Initiated dialog, attended meetings, secured data and structured dialog on the creation of a Workforce Investment Board for North Los Angeles County (revenues to the Santa
Clarita area will increase from $700,000 a year to $3.7 million and open a gateway for Santa Clarita entities to receive stimulus funding).

- Provided support and input into the development of 24 “stimulus” proposal ideas and pursued external funding as follows:
  - “Next” Skills Institute
  - 18 Month Fast Track Program for Paralegal Studies
  - Adult Re-Entry Program and Services
  - Apprenticeship Program – Governor’s Engineering Initiative
  - Basic Electrician Trainee Program
  - CNC Operator Bootcamp
  - Computer Numerical Control (CNC)
  - Construction of the Applied Technology Center at the Canyon Country Campus
  - Creation of “Center of Excellence” in Digital Media
  - Establishment of a Veterans Center
  - Establishment of an Economic Workforce Development Program
  - Fast Track Automotive Technician Program
  - Fast Track Intensive Plumbing Technician Program
  - Heating/Ventilation and Air Conditioning Technician Training Program
  - Industrial Maintenance Technician
  - Inter-seasonal Thermal Energy Storage Training Program
  - K-6 Science & Math Teacher Preparation & Training Program
  - Mediation Training Certification Program
  - Medical Lab Technician Program
  - Production Assembler Training
  - Solar Panel Installation and Maintenance Technician Training Program
  - Student Services Stimulus Funds Proposal
  - Water Systems Technician Training Initiative

- Received a total of **$18,562,550** in grants (continuing and new) from **2008-09 through 2010-11**.
  - Received continuing grants totaling **$12,454,483** from **2008-09 through 2010-11**.
    - 7th and 8th Grade Career Exploration Program
    - Academy of the Canyons
    - ADN to BSN
    - CACT
    - CISCO
    - Closed Captioning Fiscal Agent (Chancellor’s Office)
    - Create
✓ CTE Community Collaboration
✓ Early Childhood Education
✓ Early College High School
✓ EWD Coordination Services (Chancellor’s Office)
✓ Faculty/Counselor Work Experience
✓ Hispanic Outreach
✓ IDRC – Fabrication
✓ IDRC – Incubator
✓ IDRC – Nanotechnology
✓ LVN to RN
✓ MESA
✓ MLT Program
✓ Nursing Enrollment Growth
✓ Nursing Faculty
✓ Nursing Retention
✓ Open Educational Resources
✓ PAC
✓ Perkins Funds
✓ Re-Entry
✓ RN Specialty Courses
✓ SBDC (Chancellor’s Office)
✓ SBDC (Department of Transportation)
✓ SBDC (Small Business Administration)
✓ SBDC (Young Entrepreneurs’ Program)
✓ S-STEM Scholarships
✓ Strengthening CTE Foundations - Multimedia
✓ Teacher Preparation Pipeline
✓ Teaching Demonstration Garden
✓ Tech Prep (VTEA)
✓ Title III
✓ WIRED (Sub-award through Department of Labor)
  o Received new grants totaling **$6,108,067** from **2008-09 through 2010-11**.
  ✓ ADN to BSN
✓ Alternative Energy
✓ Animation
✓ Arts Education
✓ Book of the Year
✓ CACT (Orange Coast Partnership)
✓ CAHSEE
✓ Canyon Country Beautification
✓ CISCO
✓ Closed Captioning Fiscal Agent (Chancellor’s Office)
✓ Create (Alternative Energy)
✓ CTE Community Collaboration
✓ Hispanic Outreach
✓ IDRC – Fabrication
✓ IDRC – Welding Automation
✓ Job Development Incentive Fund (Orange Coast Partnership)
✓ LVN to RN
✓ MESA Service Learning
✓ MLT Program
✓ Nursing Retention
✓ Nursing Special Programs
✓ Open Educational Resources
✓ Opera Program
✓ PAC
✓ Paramedic to RN Program
✓ Project-Based Learning Program
✓ Re-Entry
✓ RFT – Advanced Bionsics
✓ RN Specialty Courses
✓ RTF – Boston Scientific
✓ SBDC (Department of Transportation)
✓ SBDC (Entertainment)
✓ SBDC (Incubator)
✓ SBDC (Union Bank)
✓ SBDC (Young Entrepreneurs’ Program)
✓ S-STEM Scholarships
✓ Student Election Worker
✓ Study Abroad
✓ Teaching Demonstration Garden
✓ University Center

- Secured space for Culinary Arts Program at Town Center Drive at 13% of rental cost value of space 2 years ago when we were looking for space, a $312,000 annual savings.
- Improved energy efficiency at COC via funding and “operationalizing” central plant (estimated $75,000 per year).
- Pursued federal stimulus funds, grant funds, partnerships and other sources of new revenue.
- Generated thousands of dollars in revenue for the general fund through the surplus equipment program.
- Expanded departments involved in grant writing through personal encouragement and “nudging.” As a result, three departments wrote grants for the first time.
  - Animation
  - Campus Safety (Emergency Preparedness)
  - Veteran’s Center
- Aggressively pursued and secured $1,403,063 economic development revenue funding.
- Discussed revenue-generating partnerships with community organizations.

7. Collaborated with other entities to identify purchasing contracts and/or develop purchasing consortiums that resulted in economies of scale.

- Worked with the Business Services Department to:
  - Streamline K-12 Arts Education Consortium Agreements.
  - Finalize Castaic Town Center Lease – Culinary Program.
  - Redo ADI facility Use Agreement.
  - Develop EDC Lease Agreement
  - Complete Channel 20 JPA Agreement.
  - Develop Multiple Allied Health and Nurse Preceptor Agreements.
  - Develop Audit Services RFP.
  - Create and issue University Center Engineering Lab bid.
  - Ensure compliance with Higher Education Act – coordinated with Barnes & Noble, MIS and PIO as well as Bookstore Committee to establish compliance that the ISBN textbooks were made available to students by 7/1/10.
Resolve legal allegations to trademark/patent infringement and facilitated correspondence/discussion with attorney, PIO and instruction to avoid potential legal action regarding Culinary Program logo for iCuE. Assisted with the initial process to protect district logos through trademark/patent process.

- Promoted development of proposal to install solar panels that would save us $350,000 per year in utility costs. (Action deferred)
- Worked with the League to lock in utility rates and save $450,000 in the 2010-11 academic year, and locked in utility rates for 2009-10 at our 2008-09 rates with a projected savings of $150,000.
- Facilitated dialog with the Foundation for California Community Colleges to confirm COC’s selection as one of six community colleges in California to be considered for a (ten) multi-year P-20 seamless education innovation proposal. At a time when most colleges have to cut the basics and are restricted from innovating this will make a combined difference for College of the Canyons. If successful, this will result in at least $1.5 million per year for each of 10 years.
- Successfully applied ARRA funding received in 2010/11 to 19 grant and categorical programs to provide backfill funding.
- Worked with Foundation staff and college volunteer chairs to complete second phase of the University Center Family Campaign. Secured campaign contributions from 99% of all employees hired since 2004 (to bring it to a total of 99.6% of all staff who have worked here from 1999-2010).

8. Advocated on a state level for funding for growth districts.
- Continued to work with Teresa Tena at CCLC and Erik Skinner in the Chancellor’s Office to develop advocacy strategies to mobilize CEO community to get involved in advocacy system wide for adequate funding.
- Were successful in getting the BOG to not move forward on new funding formula for another year but use existing formula to fund growing districts and to have facilities factor funds. Our growth factor was calculated at 28 percent. And even though it was deficited, we still received $5.6 million in new growth funds. Enrollment was:
  - Up 19% in Fall ‘08
  - Up 30% in Winter ‘09
  - Up 12% in Spring ‘09

9. Developed institutional structures and processes that support the financial integrity of the Performing Arts Center.
Streamline K-12 Arts Education Consortium Agreements.

10. Pursued outside funding in support of technology related initiatives for Distance Learning, PACE, educational Travel, etc.
   - Awarded a two-year Community College Study Abroad grant from the United States Department of State, in the amount of $346,000. The grant supported scholarships for 44 students, allowing them to participate in two interdisciplinary study abroad programs organized by faculty. This was the only such award to a US community college.
   - Awarded a five-year, $3.9 million, Distance Education Captioning and Transcription grant, designating COC as the statewide clearinghouse for the funding of all captioning activities within the California Community College system. This activity underscores COC's reputation as a statewide leader in the promotion of accessible technology and distance learning.
   - Awarded a two-year Fund for the Improvement of Post-Secondary Education grant from the US Department of Education to promote Open Educational Resources. The award is $298,896, which supports faculty training in the production and adoption of open educational resources, designed to expand the variety of low- or no-cost content available to students.
   - Worked with federal legislators to obtain appropriations for alternative energy training arts education and the University Center (total of $1,319,000).

11. Implemented additional recovery proceedings for past due student accounts and other types of accounts receivable to maximize district revenues by improving the functionality of the DREG program and other mechanisms for minimizing unpaid student accounts.
   - Engaged in campus preparedness activities to minimize the impact of crises such as natural disasters, bioterrorism, pandemic influenza and campus violence.
   - Rectified billing and refund calculation problems for short-term and late-start classes with the help of MIS.

12. Improved the functionality of the deregistration program to minimize student account receivables.
   - Implemented additional recovery proceedings for past-due student accounts and other types of accounts receivable to maximize district revenues by improving the functionality of the deregistration program and other mechanisms for minimizing unpaid student accounts.
   - Worked with the Department of Labor to set up student sponsorship accounts. These sponsored students are part of the Worker Compensation program and are receiving...
additional training and education for future employment.

13. Maintained federally negotiated indirect cost rate and revised as necessary to reflect current direct costs for grants and contracts.

- Renegotiated the federal indirect cost rate increasing it to 40 percent to reflect current costs for grants and contracts. Indirect cost revenue for 2009-10 was **$458,986**; for 2010-11 it will be a minimum of **$492,065**.

Other Accomplishments:

- Ensured compliance with Higher Education Act – coordinated with Barnes & Noble, MIS and PIO as well as Bookstore Committee to establish compliance that the ISBN textbooks were made available to students by 7/1/10.
- Resolved legal allegations to trademark/patent infringement and facilitated correspondence/discussion with attorney, PIO and instruction to avoid potential legal action regarding Culinary Program logo for iCuE. Assisted with the initial process to protect district logos through trademark/patent process.
- Completed the planning phase of Electronic Timesheets in a joint effort with MIS and Human Resources; moved into the testing phase in 2011/12.
- Provided leadership to minimize the impact of reduction to our funding on our ability to continue to meet community’s needs.
- Communicated to staff and community regularly on status of the budget.
  - Provided budget updates to COC All College in July 2009 and April 2010.
  - Updated campus community in All College Meetings throughout the year. Put together two special All College meetings in December 2009 and April 2010 to answer questions, present information, and allay fears. The presentations included:
    - The latest budget proposals from the Governor
    - The State’s situation and how it affects the California Community Colleges
    - How COC has responded to the state’s budget cuts
    - Staffing and Enrollment here at COC
  - Included a two-hour budget session at June 9, 2009 Manager’s Retreat, where we discussed:
    - The latest news from Sacramento
    - Brainstorming
    - Advocacy
  - Conducted Administration Toolkit presentation on budget.
Goal #8: TECHNOLOGICAL ADVANCEMENT
College of the Canyons will utilize state-of-the-art technologies to enhance programs.

1. Acquire emergency radios with sufficient capabilities to meet the needs of a major emergency response structure. Train designated staff to a comfortable competence level in the use of radio/communication technology.
   • Acquired emergency radios and trained staff on the use of radio communication technology.

2. Update the college’s decades-old telephone answering system using current technology improvements to improve customer service and speed processing of calls and providing information to callers.
   • Updated the college’s decades-old repartee/Auto Attendant information and Trees to provide callers with improved customer service through automated information on individual departments.
   • Installed the NEC Unified Communication system and streamlined Call Distribution in the following Departments: Admissions and Records, Counseling, Student Business Office, Early Childhood Education and Switchboard. The system is ready for the future “Call Center” deployment introduced in the Leap Program.

3. Expand online services.
   • Expanded online services to include online program review, non-credit student tracking database, Volunteer Interest Bureau form, Action Implications Tracking, Student Employment Eligibility database, Degree Audit, and Student Education Plan.

4. Expand wireless coverage at the Valencia campus.
   • Expanded the wireless coverage at the Valencia campus to provide 100% intra-building coverage and expanded outdoor coverage to the common areas of the campus.

5. Implement a portal for the college’s Website.
   • Not complete

6. Use Datatel to improve department efficiency/operations.
   • Used Datatel to improve department efficiency/operations including Rapid Rehire and Mass Termination processes for Human Resources to better manage our hourly population. Created a process for the Instruction office to notify students electronically when a class is cancelled.

7. Expand multimedia availability in classrooms.
- Expanded multimedia availability in classrooms by ensuring all classrooms in new buildings are equipped with “Smart” classroom technology including an LCD projector, computer, Document Camera, and speakers.

8. Use new formats to deliver instructional content and information.
   - Used new formats to deliver instructional content and information using Open Educational Resources, EduStream for streaming video content, and the Blackboard mobile learn application. In addition, created “Go” and “PAL” programs to accommodate student’s special scheduling needs to help them complete their degree requirements.

9. Integrate the email and voicemail systems.
   - Not complete

10. Upgrade the network infrastructure and servers.
    - Upgraded the network infrastructure to include single-mode fiber to all the buildings at the Valencia campus and network switches capable of supporting 10GB connectivity between the buildings and 1GB connectivity to each computer. Upgraded the servers to implement server virtualization. Converted systems like Blackboard and Exchange from physical servers to virtual for greater flexibility and better recovery time from failures.

11. Evaluate an upgrade to the Datatel database, including the possible use of Oracle or SQL.
    - Evaluated an upgrade to the Datatel database and chose Microsoft SQL. The next time the hardware is replaced, Datatel will be converted from Unidata to SQL database.

12. Improve the quality of data.
    - Improved the quality of data for reporting purposes and data integrity.

13. Create more technology resources for faculty, including new Datatel screens.
    - Created more Datatel screens for faculty including dropping students online, emailing students enrolled, email students on the waitlist, and print rosters out in PDF.

14. Improve student and faculty access to information resources and computer technology.
    - Improved student and faculty access to information resources and computer technology by expanding the number of available computer labs, increasing the wireless coverage on both campuses, upgraded our email server, worked with Barnes and Noble so students can identify their textbook needs when they register and order books online.

15. Provide the connectivity to allow high quality videoconferencing or Web based communications between the Canyon Country campus and the Valencia campus.
• Provided connectivity between Canyon Country campus and the Valencia campus through increased Internet bandwidth and high definition videoconferencing system to deliver high quality video conferencing between the campuses.

16. Update and maintain the Canyon Country campus Website so that it is more informative, user friendly and interactive.
• Updated and maintained the Canyon Country Website so that it is informative, user-friendly, and interactive.

17. Expand mailing/telecommunications and duplicating support for the Canyon Country campus.
• Expanded duplication support at the Canyon Country campus through the establishment of a Reprographics center.

18. Continue to provide faculty and staff development opportunities designed to improve technology skills at the Canyon Country campus.
• Continued to provide faculty and staff development opportunities designed to improve technology skills at the Canyon Country campus including but not limited to courses in Outlook, Netsupport, MS Office, and automatic response technologies. Six workshops were offered at CCC in 2010/11 and four are scheduled for the Fall of 2012.

19. Coordinate a systematic review of the district’s course management system.
• Coordinated a systematic review of the District’s course management system selecting Blackboard to continue serving the college’s online course needs.

20. Implement new technology as it becomes available to deliver success to students.
• Implemented new technology to deliver success to students by replacing existing computer equipment and software in classrooms and labs to ensure students are provided the best possible technology in the classroom. Also implemented Equalla Open Educational Resources repository on-campus and utilize CCC Confer as another medium for student-teacher collaboration.

21. Update our current Web page to make it easier to obtain information in regards to payments, refunds, collections and 1098T tax forms.
• Updated our current webpage to allow students to receive refunds online.

22. Cultivate additional distance-learning-based-courses for the Welding Technology Program.
• Cultivated additional distance learning courses for Welding.

23. Provide students and staff with available technical support.
• Provided students and staff with available technical support by maintaining hours of operation consistent with the academic schedule of the college, using technologies like Dameware and Netsupport to remotely assist students and staff with technical problems, and utilizing products like Deepfreeze to maintain the consistency of configuration in computer labs to minimize downtime caused by software failures.

24. Evaluate the feasibility and best method of offering a 24/7 student technical support helpdesk.
• Identified options for providing 24/7 support for students, including use of third parties and internal options. The TLC lab currently offers online support during their operating hours and is monitoring calls and emails that come in after hours to gauge need for expanded support.

25. Provide training to faculty and staff on the use of technology, including accessibility/Section 508 compliance of distance learning.
• Provided training to faculty and staff on average, once per month on accessibility and Section 508 training.

26. Keep technology current, including both hardware and software for students and staff.
• Kept technology current by coordinating with the campus community to ensure the technology within their department or area is capable of meeting their institutional and educational needs. Worked within the confines of available funds to maintain a five year replacement cycle on all computer hardware and ensure proper and efficient upgrades of operating systems and application software in support of course curriculum and institutional priorities.

27. Improve overall computer security, network security and overall network availability.
• Improved overall computer and network security by implementing a semi-annual firmware upgrade procedure to provide up to date patches to network equipment. Installed a Dragon Intrusion Prevention System to help detect network threats and vulnerabilities. Installed battery backup units at key locations of the network. Installed a new firewall that provides real-time protection against a broad range of security threats, such as Spam & Antivirus.

28. Evaluate migrating Datatel to SQL or Oracle.
• Duplicate

29. Evaluate and utilize co-location facilities and off-site tape storage to enhance our disaster recovery efforts. In addition, server virtualization will be tested and, if successful, will provide for faster recovery from hardware failure and more flexibility.
• Evaluated and utilized a co-location facility in Sacramento and off-site tape storage by placing a web server and email server at our co-location facility and storage of backup tapes at the Canyon Country campus.

30. Expand current support for distance learning programs. Additional options for expanding support for students will be reviewed and implemented.
   • Expanded current support for distance learning programs and support for students through online tutoring in the TLC lab, Blackboard training for students, and specialized educational programs like “GO” and “PAL” to assist students in meeting their educational goals.

31. Investigate and deploy a plan to create additional opportunities for students to receive as-needed training on technology topics important to their academic success.
   • Deployed a “Brown Bag” technology-training program for students as a joint effort between Information Technology and Student Development. 30 minute workshops are offered throughout the semester on topics such as MS Word, Excel, Powerpoint, spyware and technology resources on the campus.

32. Identify and implement strategies for improving email management.
   • Identified and implemented strategies like Exchange 2010 email system upgrade, limiting all-campus email messages to 500KB, and allowing distribution list owners to modify their lists to improve email management.
Goal #9: PHYSICAL RESOURCES

College of the Canyons will provide facilities that are clean, efficient, safe and aesthetically pleasing to support College programs and services.

1. Continued to develop the **Canyon Country campus** as outlined in the Education and Facilities Master Plan.
   - Completed construction of East PE Building:
     - Open and occupied PE building.
     - Hosted PE Building ribbon cutting held September 11, 2008.
     - Worked to add art to the lobby of PE Building.
     - Opened tennis courts.
   - Completed Sierra Highway improvements (Intervened with City of Santa Clarita).
   - Opened the Early Childhood Education Center at the Canyon Country Campus, created new learning opportunities for students, and removed a barrier to education by making high quality childcare available for parents trying to balance school and family responsibilities. This took extra time due to State certifications/inspections.
   - Made the following improvements to the Canyon Country Campus:
     - Added Parking Lot #2.
     - Completed entry monuments, gates and landscaping.
     - Removed all debris and excess spoils from site.
     - Created and expanded the building pad for Applied Tech, and commenced bidding.
     - Completed and occupied Food Services Modular.
     - Replaced roof on house and installed roof metal caps on modular buildings.
     - Added fire sprinkler protection to existing classroom spaces.
   - Added Anthropology Lab and actually scheduling at the Canyon Country campus, we have increased space needed (cap/load ratio) for science facilities.
   - Altered the priority of projects at the Canyon Country campus for our first state-supported project—moved from being a general classroom building/administrative office to a science classroom and laboratory project.
   - Continued to explore and develop feasibility of constructing a planetarium at the Canyon Country campus, which would also serve as a science discovery center and venue for community program and K-9 science education.
     - Identified sites at the Canyon Country campus where this could be located.
     - Met with architects.
     - Assembled a team of interested COC staff (including astronomy instructor).
     - Held initial meetings with staff and currently exploring external funding opportunities.
   - Developed idea to relocate modular buildings from the Valencia campus to the Canyon Country Campus to create four classrooms and add faculty offices (4,500 sf, $325k)
• Buildings will be up and running for Fall 2011.

• Continued to make facilities improvements to the Canyon Country Campus.
  o Began design of relocating additional modulars to Canyon Country Campus.
  o Completed coffee kiosk building at Canyon Country Campus, and it opened for business.
  o Secured vendor for Canyon Country Campus coffee services.
  o Added Parking Lot #2 at Canyon Country Campus.
  o Removed and realigned new walkways at the Canyon Country Campus.
  o Built a new temporary parking lot at Canyon Country Campus.
  o Replaced all door hardware and create new keying system for Canyon Country Campus.
  o Installed complete weather station at Canyon Country Campus.

2. Designed the first permanent building at the Canyon Country campus.

  • Completed plans for the Applied Technology Building at the Canyon Country Campus, which will offer hands-on training in high-wage and emerging fields like solar technology, automotive technology, electronics, construction management, building inspection and construction trades (plumbing and electrical technician) and will submit them for state approval on September 1.
  
  • Created and expanded the building pad for Applied Technology Education Center, CCC.
  
  • Completed the Applied Technology Education Center facility in time for the start of the Fall 2011 semester.
  
  • The project will house the following disciplines:
    o Alternative Energy Management (Solar Panel Technology Training)
    o Automotive Technology
    o Building Inspection
    o Electrical, Plumbing, Carpentry, and HVAC trades
    o Green Construction Technology
    o Land Survey
    o Landscape Management/Maintenance

3. Continued to enhance the physical landscaping and appearance of both campuses.

  • Made improvements to landscaping throughout the campus, including new plantings along Rockwell Canyon, around Physical Education Buildings, Hasley Hall, Aliso Hall and Laboratory.
  
  • Featured Hasley Hall in Architectural Magazine.
  
  • Developed photographs for Staff Lounge.
  
  • Continued to motivate and support the development of landscaping on campus and improvement of campus signage and development of demonstration gardens.
  
  • Finished re-striping along Rockwell Canyon for safer and more efficient traffic flows.

81
• Moved the Los Angeles County Fire Department Del Valle Training Facility project forward by meeting with Los Angeles County officials.
• Remodeled Bonelli Hall, 1st floor – Computer Support Services (CSS), Reprographics, and Graphics.
• Remodeled Bonelli Hall, 3rd floor – new flooring, walls, and ceilings.
• Painted exterior doors - Boykin, Bonelli.
• Painted exterior light fixture poles, throughout.
• Added major sidewalk/stair additions, throughout.
• Expanded parking area, PE West (behind softball field).
• Upgraded softball and baseball fields: grass, infield, fencing.
• Installed water feature in Hasley Hall (lower level).
• Improved patio at Hasley Hall.
• Landscaped entry to South Parking.
• Completed technology fiber optic infrastructure upgrade, campus wide.
• Retrofitted full Stadium sound and communication.
• Remodels in Student Center: computer lab, health offices, student development offices.
• Replaced carpet in Student Services, Administration building.
• Built out new offsite Culinary Arts space on Town Center Drive.
• Installed new scoreboard in Stadium.
• Completed miscellaneous accessibility improvements, campus wide.
• Completed remodel of the Cafeteria.
• Added Parking Lot #2 in CCC.
• Developed photographs for conference room in Mentry Hall.
• Completed entry monuments, gates and landscaping at CCC.
• Removed all debris and excess spoils from site, CCC.
• Pursued and submitted ‘shovel ready’ projects to DSA for expedited approvals.
• Enhanced landscaping and beautified campuses.
  o Completed major landscaping of the entire south campus (2 acres).
  o Planted more than 2,000 donated shrubs and trees at both campuses.
• Established Gardens of the Canyons and the Nature Walk which provides places where our students, faculty, staff and community can come for inspiration, enjoyment and education through the study of nature. The Gardens also serves as outdoor classrooms and laboratories for programs for students and the community to:
  o Share the natural beauty of the campus.
  o Answer the need of faculty and students for alternative/additional curriculum areas and learning environments.
o Respond to the interest in sustainability, going “green” and native and drought-resistant planting techniques.
o Provide an opportunity for outdoor physical activity.
o Document our current natural environment.
o Create a landmark in the community
o Benefit from the major accomplishments of the Gardens that have been completed which include:
  ✓ Secured a donation of over 2,000 trees and plants (valued at $200,000 retail) to make progress as noted above.
  ✓ Recruited new Chair, Diane Benjamin.
  ✓ Planned Outdoor Student Artwork Program.
    o Developed a proposal for an outdoor student artwork program.
    o Proposed for initial collaboration between Welding Department/students and Art Department/students.
    o Worked with Larry Hurst to see if this could be a part of his Student Art Collection project.
  ✓ Developed Infrastructure.
  ✓ Included list of Tree Dedication Donors.
  ✓ Linked to ECE Department.
  ✓ Provided remaining plant lists for garden areas.
    o Designed a brochure, which is being updated with tear-off information sections on Friends of the Gardens and the Tree Dedication program.
    o Installed first four brochure holders & posts in the garden areas.
    o Established a Tree Dedication Program.
  ✓ Installed First Tree Dedication plaque (Michael Haywood).
    o Formed subcommittee - collaboration between Gardens Committee, ECE, SNAC, Hands on Earth and other departments and student clubs.
  ✓ Worked on collaboration between Biology students and Photography student to get write-ups on each plant, including how they grow, water/sunlight needs and photos of each plant – to be added to website.
o Established the Circle Garden.
  ✓ It is the starting point on the Gardens of the Canyons nature/fitness walk.
  ✓ Additional 'color' and landscape rocks from the CCC were installed during the year, bringing more "pop" to the main entry to the campus.
  ✓ A dedication plaque will be embedded into one of the rocks this summer.
o Established the ECE Center Children's Garden.
  ✓ Collaborated with the Biology Department, Facilities, the Foundation, and community business (Green Pride Landscaping).
✓ Creates opportunities for children to develop an awareness of the human connection to nature and to foster the holistic health and well-being of infants, toddlers, and preschool children and for ECE students to experience teaching strategies to incorporate into lesson plans for working with young children.

✓ Engages children and the early childhood community in a continuous learning process and appreciation of nature by infusing curriculum with experiential learning of the life-cycle of a garden.

✓ Secured funding and completed the Children's Garden project phase 2, Teaching Demonstration Garden and phase 3, The Butterfly Garden.
  o $500 from SNAC;
  o $2,000 grant from ASG (must be spent by end of spring 2011);
  o $5,000 grant from Weyerhaeuser Foundation; and
  o Secured plants and trees from major donors.

✓ The “Circle of Friends Garden Party was held June 25.
  o Established the Heritage Garden.
  ✓ Developed the area around the Mentry Hall Oak and installed:
    o Benches
    o Decomposed granite walkway
    o Landscape and irrigation
  ✓ Re-buried time capsule to be opened after September 2019.
  o Established the University Center Garden.
    ✓ Located on slope at the front of the University Center.
    ✓ Includes over fifteen variations of plants and a temporary post that will have a brochure holder.
    ✓ Additional natural planting was completed at the water feature.
    ✓ The quantity of plants was increased to create a more balanced palette.

• Made the following improvements to flooring on the Valencia campus:
  o Entry mats placed at 24 locations, Valencia.
  o Terrazzo floors Bonelli Hall restrooms, Stadium, Coach’s Locker Rooms repaired.
  o Flooring in Student Center 130 and 125 installed.
  o Sheet vinyl at Early Childhood Education installed.
  o New flooring installed in A&R, Business Services, Student Services areas in Administration Building.
  o Epoxy flooring in Mentry and Bonelli installed.
  o Wood gym floors in PE East repaired.

• Completed the following landscaping projects:
  o Stadium landscaping, which included pine tree removals improved.
  o Administration building landscape improvements completed.
  o South Lot entry improvements finished.
4. Completed various modernization projects:
   - First floor, Bonelli, Tech Support, Audio/Visual, Reprographics, and Graphics;
   - Third floor, Bonelli, new flooring, painting and ceiling tiles/lighting lenses;
   - PE West Lobby, new flooring, painting and ceiling tiles/lighting lenses; and,
   - Towsley, remodel manufacturing technology area for new welding grant program.
   - Implemented new process for handling secondary effects.
     - Met with the sciences and identified the work to be done in ALLB-115 to implement
       the nanotechnology grant. The improvements for the clean room will be commenced
       as soon as the equipment for the space has been selected.
   - Completed remodel/modernization projects.
     - Remodeled Cafeteria:
       ✓ Removed the existing serving area.
       ✓ Demolished all electrical, plumbing and HVAC systems.
       ✓ Demolished all ceilings.
       ✓ Demolished all floors.
       ✓ Demolished all existing serving area equipment and concrete curbs.
       ✓ Demolished Subway area.
       ✓ Replaced the serving area with:
         - New floors,
         - New ceilings,
         - New walls,
         - New plumbing, HVAC and electrical systems,
         - New serving counters and cabinets,
         - New serving equipment, and
         - New lights throughout.
     - Remodeled offices in the Administration building for counselors and the Vice
       President of Student Services.
     - Remodeled Health Services offices in the Student Center.
     - Remodeled the first floor of Seco Hall for Financial Aid.
     - Remodeled the third floor of the University Center for Business Services.
     - Remodeled the second floor of the University Center for economic development.
     - Playground at Early Childhood Education (fence, concrete) modernized.
     - Installed cart-charging stations for Safety and Facilities.
     - Installed cart parking for Administration Building.
     - Replaced goal posts at practice field.
     - Installed new walkways near Lots 13 through 15.
     - Finished main entrance improvements (striping).
- Installed Dyson hand dryers in restrooms.
- Installed safety switches in the Welding area.
- Installed lighting in Welding lab.
- Remodeled Towsley Hall for metal fabrication program.
- Made electrical improvements in the Counseling offices.
- Replaced underground electrical (concrete pull boxes) on Stadium Way and East Road.
- Made electrical alterations and ceiling tiles replaced for Towsley Hall 103, 105 and 108.
- Installed power for two projector screens in Boykin 104 and 108.
- Hooked up electrical to district’s Emergency Command Center.
- Replaced doors and hardware in PE West and Student Center.
- Installed motorized blinds in Cafeteria.
- Established and expanded Video game room in Student Center and the Student Computer Lab.
- Installed single rail ornamental handrails at Performing Arts Center.
- Installed PE West Gymnasium improvements and sound panels.
- Painted Early Childhood Education buildings.
- Painted Main lobby, new computer room, ASG Office and Student Health Office in Student Center and in various areas in Bonelli and Boykin Halls (all exterior doors).
- Remodeled Stadium Restroom (painting, new floors, hand dryers, etc.).
- Painted exterior stairs at PE West.
- Remodeled S-130 for Drama Department.
- Remodeled Nano Technology of Aliso Lab in clean room and equipment lab.
- Installed wash sinks in Towsley Hall.
- Replaced Ceiling tiles in Student Center hallway.
- Remodeled Associated Student Government (ASG) Office.

- Completed the following building and site repairs at the Valencia Campus:
  - Installed security gate near Towsley to Lot 14.
  - Installed well gates at pool area PE West.
  - Improved signage (Student Center, Lot 9).
  - Installed new domestic water control valve at Performing Arts Center.
  - Installed eye wash station enclosures.
  - Added security gates in three locations at University Center.
  - Installed new scoreboard for Soccer/Upper Field.
  - Installed campus wide video camera surveillance system.
  - Installed interior video camera surveillance system in University Center.
  - Created 45-space parking lot behind Softball field.
- Re-configured South Parking for improved flow and safety.
- Installed several new parking ticket machines in major parking lots.
- Created new office in Warehouse for Shipping/Receiving.
- Built concrete stairs (5 sets) from South Lot to main campus and from Lot 5/PAC/X-8.
- Programmed, designed, bid, contracted and completed DSA approvals of Mentry expansion, Design/Build.
- Remodeled Student Center #130 for Drama classroom.
- Created new storage and office space in Towsley Hall.
- Expanded video camera system.
- Modernized kitchen plumbing infrastructure, CDC.
- Purchased, received and installed outside seating furniture, campus wide.
- Waterproofed exterior balconies and walkways.
- Installed additional gates at roadways for site security.
- Remodeled Sheriff’s Academy modular.
- Provided power to various locations in CCC for vending.
- Installed additional handrails in PAC.
- Added new storage and office space in Towsley Hall.
- Modernized kitchen plumbing infrastructure at Child Development Center.
- Purchased and installed campus-wide outside seating furniture.
- Provided power to various locations on Canyon Country campus for vending.
- Implemented and completed Campus Signage project: Roadways and Parking Lots; Buildings.
- Upgraded Locker room and PE West.
- Remodeled Classroom Village for office space.
- Remodeled Towsley Hall Manuf. Tech to welding fabrication lab, Transfer Center, Student Center and ETI modular.
- Painted lobby, PE West.
- Furnished and installed entry mats, miscellaneous buildings on campus.
- Cleaned up and created new outside lab/storage area, welding.
- Installed crosswalk from Parking Lot 1 and 2 to PAC.
- Painted exterior light fixture poles, throughout campus.
- Improved signage:
  - New parking lot signs on Rockwell Canyon Road to show lot numbers and entry ways.
  - Signs on campus to show direction to buildings and common areas.
  - “Street-sign” directional signs around the campus also show the way to buildings, parking lots, common areas.
o Names placed on buildings to provide easy identification. and
o Map Kiosks updated with new maps, including building names.

- Selected lighting, furniture and finishes for café areas and meeting/conference rooms.
- Added fountain to create “event” location within the center.
- Completed the Applied Technology Center ($4.5 million) at the Canyon Country Campus.
  o The project houses the following disciplines:
    ✓ Alternative Energy Management (Solar Panel Technology Training)
    ✓ Automotive Technology
    ✓ Building Inspection
    ✓ Electrical, Plumbing, Carpentry, and HVAC trades
    ✓ Green Construction Technology
    ✓ Land Survey
    ✓ Landscape Management/Maintenance

5. Completed building expansion projects:
   - Completed the Mentry Hall Expansion (30,000 sf, $12M) and Third Floor Remodel (15,000 sf, $750k) consisting of:
     o 50 high-velocity computer workstations specializing in digital media systems, aligned with professional industry production standards for new, high-definition media content; and
     o State-of-the-art audio/video mixing/recording/broadcasting studios, a networked media content server, and a 35-seat instructional computer lab to support the MEA department's five Programs of Study, and facilitate intra-curricular, inter-disciplinary, and inter-segmental collaborations and project-based learning experience.
   o Transitioned Canyon Call from hard copy to online publication.
   o Held ribbon-cutting ceremony.
   o Changed state policy to allow community colleges to utilize design-build process as a result of our successfully completing the project. (Only college to get approval to do a design-build project.)

   - Commenced construction of Library Expansion (52,000 sf, $16M).
     o Originally estimated at $16M for construction, the actual bids totaled just $9M – leaving a $7M surplus. After the State took their share of the savings, the District was left with a nearly $3M savings! This allowed the District the ability to funnel those funds to build another project entirely: the Culinary Arts building, which is currently being designed.
     o Project includes:
       ✓ Special Collections display area and storage.
       ✓ “Computer Commons” area with 100 work stations.
✓ Group study rooms.
✓ Space for the Learning Center to move from Bonelli Hall.
  o Held ground-breaking event to kick off construction.
  o Project remains on schedule and within budget.

6. Completed new construction projects and buildings per the Education and Facilities Master Plan:
   • Completed Applied Technology Education building at the Canyon Country campus; and, Administration/Student Services building at the Valencia campus.
   • Secured approval and moved forward with Administration/Student Services building ($6 million).
     o Completed drawings and concepts for the new building.
     o Expanded scope of project to ensure facilities better meet needs of students.
       ✓ 85 percent of building space will be devoted to student services functions, including the new location of the campus bookstore.
     o Added square footage to building without adding to cost of project.
     o Worked with local legislators to apprise them of the need for the building when it was discussed in sub-committee hearings.
     o Included funding for construction and equipment in 2011-12 Senate and Assembly versions of the state budget.
   • Initiated the formation of a capital campaign to create a Culinary Arts Institute (12,000 sf, $6.7M) to be located on Valencia Campus.
     o Worked with the foundation staff and volunteers to lay the ground work for launching a capital campaign.
     o Conducted extensive site visits and interviews to determine what works and what doesn’t.
     o Worked with architects to begin designing concepts for permanent building.
     o Recruited the campaign chairs – Diana Cusumano and Blair Salisbury.
     o Developed committee structure
       ✓ Food Industry and Equipment Manufacturing Subcommittee
       ✓ Major Gifts Subcommittee
       ✓ Special Events Subcommittee
     o Developed campaign materials.
       ✓ Brochure
       ✓ Case statement
       ✓ FAQs
       ✓ Website (CanyonsCulinaryArts.com)
     o Conducted prospect research and visits.
     o Identified three viable prospects to date for naming opportunities.
• Opened the East P.E. Building and tennis courts and hosted community college state championship soccer games, the Western States Conference Bowl, and the National Police and Fire Games.

• Issued COPS so the project to develop a training facility at the Del Valle Center with the Los Angeles County Fire Department could move forward. Submitted working drawings for the Del Valle Training Center ($7 million).
  o This joint venture with L.A. County Fire Department, which will provide safety training at the County’s Del Valle Training Center, has commenced.
  o Planning is now complete and we are in the working drawings phase. Features include:
    o Computer controlled fire simulator (with real flames).
    o Two towers, one to be used by our Fire Tech program for a Firefighter 1a academy.
    o Classrooms that can be used by our Firefighter 1A program and other agencies for public safety training.
  o The project is on schedule and within budget ($7 million).

7. Completed scheduled maintenance projects:
  • Upgraded outside lighting.
  • Replaced main electrical switches that feed the north end of the Valencia campus.
  • Removed and replaced raised and broken concrete throughout the Valencia campus.
  • Submitted several deferred maintenance projects to the State:
    o Exterior lighting,
    o Sidewalk repairs, and
    o Some other minor items.
  • Completed scheduled maintenance projects through a variety of sources of funding to meet college needs.
    o Replaced exterior lighting at Pico Canyon Hall.
    o Removed and replaced broken and raised concrete throughout the Valencia campus.
    o Upgraded the Cafeteria equipment at Valencia Campus, including walk-in refrigerator and freezer.
    o Replaced electric switchgear at Student Center.
    o Replaced group one equipment Culinary Arts—nearly completed.
  • Completed general maintenance and improvement projects.
    o Cleaned all Cooling Towers.
    o Acquired all Storm Water Prevention permits for new construction projects.
    o Repaired and acquired certifications for all water backflow preventers.
    o Cleaned and sanitized ductwork throughout campus.
    o Re-installed projector screens at both campuses.
    o Implemented new white board system, painted epoxy.
• Installed new scoreboards on the upper field.
• Generated more than $500,000 in Civic Center Revenue.
• Upgraded existing baseball field.
• Provided additional display cabinets in the hallway to display student projects.
• Replaced drinking fountains in PE, Bonelli and Towsley.
• Repaired and/or replaced doors and hardware, throughout.
• Re-carpeted EOPS modular.
• Added new scoreboards to Cougar Stadium, Softball Complex, and Upper Field Soccer Facility.

• Made the following improvements to roofing around the campus:
  • Replaced Bonelli Hall.
  • Repaired Student Center, Towsley, Early Childhood Education, Administration, Library, M&O.
  • Repaired Hasley Hall, Central Plant, X-1, X-3, X-7.
  • Repaired Central Plant Roofs, electrical bunker.
  • Cleaned roofs campus wide at Valencia campus.

• Completed the following building and site repairs at the Valencia Campus:
  • Repaired concrete at Stadium and PE West.
  • Repaired sidewalk and walkways near A-Building, Stadium, Library, Hasley, Seco, Towsley, flagpole area, Honor Grove.
  • Repaired gates and modernized PE/Tennis Courts, Towsley and Early Childhood Education.
  • Repaired handrails at PE East and Tennis Courts.
  • Repaired fencing at pool patio PE West.
  • Repaired backflow devices in Welding.
  • Repaired exterior stairways at Towsley.
  • Widened and repaired ADA ramps along Stadium Way.
  • Repaired exterior tile and concrete on various buildings campuswide.
  • Painted and repaired bridge between Library and Mentry Hall.
  • Replaced automatic doors in Library.
  • Replaced ceiling tiles in Reprographics.
  • Replaced reprographics doors.
  • Repaired V-ditches, rain gutters and storm drain inlets.
  • Repaired boards and bolts on PE West gym bleachers.
  • Repaired broken light standards in various parking lots.
  • Replaced water heater in Early Childhood Education.
  • Replaced stadium scoreboard.
  • Improved fencing campus wide.
- Repaired and replaced tile wainscot, campus wide.
- Renovated Stadium restrooms (floors and walls).
- Repaired and expanded bird repellant systems, campus wide.

- Completed other maintenance projects throughout the campus.
  - Made the following improvements to roofing around the campus:
    - Student Center, Towsley, Early Childhood Education, Administration, Library, M&O, repaired;
    - Hasley Hall, Central Plant, X-1, X-3, X-7, repaired;
    - Central Plant Roofs, electrical bunker, repaired; and
    - Roofs campus wide at Valencia cleaned.
  - Made the following improvements to flooring on the Valencia campus:
    - Placed entry mats at 24 locations, Valencia.
    - Repaired Terrazzo floors Bonelli Hall restrooms, Stadium, Coach’s Locker Rooms.
    - Installed flooring in Student Center 130 and 125.
    - Installed sheet vinyl at Early Childhood Education.
    - Installed new flooring in A&R, Business Services, and Student Services areas in Administration Building.
    - Installed epoxy flooring in Mentry and Bonelli.
- Replaced gym floors in PE East.

8. Continued to pursue energy savings projects, including:
- Installed Photovoltaic at both campuses;
- Implemented lighting fixture upgrades; and,
- Continued re-roofing with environmentally friendly materials.
- Re-roofed Mentry Hall.
- Re-roofed CDC modulars.
- Partially re-roofed Performing Arts Center.
- Re-roofed and replaced HVAC - Seco Hall.
- Re-roofed Warehouse.
- Replaced roofing Bonelli Hall.
- Replaced underground electrical (concrete pull boxes) on Stadium Way and East Road.
- Replaced ceiling tiles and electrical alterations made for Towsley Hall 103, 105 and 108.
- Developed proposal to add solar panels to campus parking lots.
- Made the following HVAC Repairs:
  - Replaced air handler units in Cafeteria.
  - Installed relief vents at Central Plants.
  - Modified HVAC controls in Administration Building (variable speed drives).
  - Cleaned Air handler in Administration Building.
- Air supply and return diffusers installed at Student Health Center.
- Cleaned HVAC units in Student Center.
- Expanded automated HVAC controls, campus wide.
- Completed HVAC ductwork cleaning – Student Center, Bonelli.
- Replaced AC unit in Server Room in Bonelli Hall.
- Met with Fred Harris to discuss the materials prepared to present to the Measure M Citizens’ Oversight Committee to give them a heads-up that this is something at which we are looking.

- Reviewed and revived prior plan to add solar panels to campus—will be moving a proposal forward to the Board by Fall of 2010.

- Completed scheduled maintenance projects, funded from a variety of sources, to meet the college’s needs.
  - Replaced heaters in Boykin Hall.
  - Replaced HVAC motor in Mentry Hall.
  - Replaced HVAC motor in Towsley Hall.
  - Replaced HVAC motor in West PE.
  - Replaced HVAC motor in Boykin Hall.
  - Upgraded chilled water valves in Library.
  - Completed and fine-tuned the HVAC system in the University Center.
  - Replaced walk-in cooler and freezer in Cafeteria.
  - Refurbished all boilers at the Valencia campus.

- Completed a number of energy improvement projects on both campuses and saved $874,000.
  - Negotiated a reduction in Direct Access electrical power purchase of nearly 20% - which should save nearly $200,000 per year.
  - Saved nearly $600,000 in electricity costs via the improvement in efficiency of the operation of the Central Co-Gen Plants.
  - Replaced pneumatic HVAC controls in Seco with electronic controls – expected savings are 25% over existing costs.
  - Negotiated a single-source water treatment contract for the Central Plants – saving $50,000 per year for the next 3 years.
  - Replaced old-technology variable frequency drive motors with new, efficient motors that are 40 percent to 50 percent more efficient than the old motors.
  - Completed a Savings-By-Design project for Mentry Hall which resulted in a $20,000 rebate from Southern California Edison.
  - Received a $4,000 rebate from The Gas Co. for hot water pipe insulation retrofitting at the Mentry Hall.
  - Upgraded the EMS software which allows faster and more efficient use of time (personnel) and operations (finer system control).
- Replaced the existing main building heaters (two) at Boykin; went from 60 percent efficient units to 80 percent efficient units – qualifying the District for a rebate from The Gas Co (which will generate additional savings to the district).
- Replaced the Computer Server room HVAC units from the existing 8 SEER to 14 SEER (approximately doubling efficiency).

- Completed campus technology infrastructure projects and upgrades.
  - Expanded and standardize the multimedia available in classrooms.
  - Expanded online services that support students, faculty, staff and administrators.
  - Improved overall computer security, network security and overall availability.
  - Upgraded the Audio/Visual systems in the Stadium.
  - Upgraded the district’s data network to include 10GB speeds between the buildings and better connectivity between campuses and out to the Internet.
  - Ensured that all operating systems installed on District computers are current and supported by the manufacturer.
  - Incorporated versatile and non-traditional teaching environments to support instruction (see power point presentation under "Upload Additional Documents" to view non-traditional teaching environments).
  - Connected the Co-Gen plants to the campus network and connected them together through a closed loop fiber run.
  - Designed the re-cable of the Village to support faculty offices, Fiscal Services and the addition of ECHS.
  - Constructed digital lab for the photography program to ensure a place to offer photography courses in the future.

- Completed health and safety project and responded to emergencies.
  - Installed additional handrails in Performing Arts Center.
  - Installed automatic door openers in three buildings, Valencia Campus.
  - Completed miscellaneous accessibility improvements, campus-wide at Valencia Campus: stairs, ramps, walkways.
  - Conducted inspections of Tahquitz, ADI, Clinical Education Center for ADA and Field Act Compliance.
  - Cleaned HVAC ductwork in Student Center, Bonelli Hall and Seco Hall.
  - Performed emergency flooding repairs at various locations on the Valencia campus.

9. Continued to implement sustainability measures on all new projects. Currently:
   - We generate nearly 50% of our own electrical power via co-generation; the by-products of this co-generation are used to heat and cool the entire campus.
   - The entire campus environment is controlled using an Energy Management System.
   - In new construction, nearly 90% of all interior spaces are filled with at least 50% natural lighting.
• We use only the most efficient glass and included overhang shading on more than 75% of our exterior glass.

• Our lighting and controls are the most efficient manufactured to date, using sophisticated design and operation for the least energy consumption possible.

• The District’s Master Plan for landscaping includes all drought-resistant planting and computer-controlled irrigation systems.

• Flooring, finishes and furniture are all manufactured through recycled goods (when available).

• The District has consistently exceeded the mandated 50% waste reduction goals set by the State.

• Our water systems now use completely “clean” chemicals for treatment and lead to exceptional water clarity when discharged into Public sewer and storm drain systems.

10. Expanded our student gathering spaces on both campuses. (e.g. Boykin/Aliso, Central Commons, North Amphitheater, etc.)

• Opened a computer lab for veteran student to utilize by August 2010.

• Completed new space for the EOPS/CARE & CalWORKs programs to acquire additional room for more services and to be more effective.

• Provided a private and secure service counter for financial aid students.

• Analyzed the District's current insurance coverages and added construction in progress coverage to ensure the district's physical resources are protected from loss.

• Remodeled Manufacturing Technology to Welding Fabrication Lab in Towsley Hall.

• Ensured that the campus technology resources are ADA and Section 508 compliant.

• Worked with AOC (William S. Hart) to develop plan to create a gathering area for the students in the summer of 2010. Hart added an entire “student park.”

• Added space to the south side of the Mentry Expansion.

• Added the Oak Seating area to the north side of Mentry.

• Purchased and located numerous benches and tables throughout the entire campus.

• The entry fountain and back patio water feature at the University Center are used for gathering spots.

• Canyon Country Campus added a new food service facility, which includes a patio and grass/tree area.

11. Completed projects in progress:

• Dr. Dianne G. Van Hook, University Center was completed and opened;
  o Developed plans (construction in the works) to create café area off the lobby.
  o Provided direction for design and completion of the outdoor patio.
  o Finalized landscaping and signage plans.
o Selected furniture, color schemes, and fabrics for hallways, gathering spaces and classrooms.
o Determined paint color schemes, wall coverings and lighting features.
o Selected granite and built-in counter fixtures.
o Chose style and content of external signage.
o Worked to determine the details of the build out of the west wing, 2nd and 3rd floors.
o Completed construction in the West Wing in an almost-unheard-of time of less than three months.
o Moved in district departments during the Fall Semester, including:
  ✓ Employee Training Institute
  ✓ College of the Canyons Foundation
  ✓ Human Resources
  ✓ Professional Development
  ✓ Teaching and Learning Institute
  ✓ Small Business Development Center
o Orchestrated placement and installation of photos in the University Center:
  ✓ Created historical photo displays of the University Center construction, as well as COC’s 40 years of history and service to the community.
  ✓ Developed and implemented a plan to showcase student art in the University Center, including drawings, paintings and sculpture pieces.
o Finalized recognition areas and plaques to honor major donors, including the fountains on the front and back patios, and the capital campaign chairs monument at the entrance to the building.
  ✓ Worked to design and develop donor plaques that appear next to rooms that were named.
  ✓ Designed the COC Family Campaign recognition plaque that hangs in the lobby of the University Center.
  ✓ Selected fountain for recognition of major donors.
  ✓ Designed monument to honor campaign chairs.
o Selected room signage (plaques) and developed structure to enable multiple donors to name a room together.

- Cafeteria and dining area remodel (except the wood acoustic walls and performance ceiling) were completed to create more function and space:
o Removed all existing flooring.
o Installed new resilient wood floors.
o Laid new ceramic tile floors.
o Developed new ingress/egress/cashier stations.
o Installed new transparent demising wall between new Subway and main dining area.
o Added new high counter/stool seating areas.
Added new ‘soft seating’ areas.
- Provided a new private conference room
- Established a ‘coffee corner’.
- Refurbished existing Staff dining (ceiling tile, paint, floors).
- Hung new entry doors into main dining.
- Remodeled Staff Dining Room:
  - Removed old cabinetry, sink & counters.
  - Painted walls.
  - Installed new carpet.

12. Continued to secure funding from nontraditional sources for capital improvements and other facility-related projects such as public/private partnerships, and through grants and donations/contributions from public and private sources.

- Impacted construction design and bidding processes to maximize actual District savings ($4,750,000) during a very competitive construction bid climate and increase space.
  - Saved nearly $3M from the Library Expansion bid, which will allow us to move forward with the Culinary Arts Building.
  - Saved nearly $1M on the Applied Tech Building, which was used to better equip the facility for added program offerings.
  - Saved nearly $750k on the Del Valle project, allowing us to add an entirely new Prop (Truck Training) to the original scope of work.
  - Able to add nearly 30% more square footage to the Admin/SS Building (including an entirely new space for a Bookstore), without impacting the overall estimated cost of construction.

- Initiated the formation of a capital campaign to create a Culinary Arts Institute (12,000 sf, $6.7M) to be located on Valencia Campus.
  - Worked with the foundation staff and volunteers to lay the ground work for launching a capital campaign.
  - Conducted extensive site visits and interviews to determine what works and what doesn’t.
  - Worked with architects to begin designing concepts for permanent building.
  - Recruited the campaign chairs – Diana Cusumano and Blair Salisbury.
  - Developed committee structure.
    - Food Industry and Equipment Manufacturing Subcommittee.
    - Major Gifts Subcommittee.
    - Special Events Subcommittee.
  - Developed campaign materials.
    - Brochure.
    - Case statement.
✓ FAQs.
  ✓ Website (CanyonsCulinaryArts.com).
  ○ Conducted prospect research and visits.
  ○ Identified three viable prospects to date for naming opportunities.
• Intervened and deployed ordering Math/Science & Nursing Equipment from unspent funds in prior construction projects that otherwise would have reverted to the state - $550,000.
• Leveraged local dollars to get $1 million in state scheduled maintenance funds.
• Finalized plans for Hall of Fame created in the East PE Building:
  ○ Laid new wood floors with Canyons logo at entrance to foyer.
  ○ Installed new ceiling tiles and lighting.
  ○ Painted walls.
  ○ Renovated and upgraded display cases.

13. Developed and maintained the safest chemical storage and most efficient chemical supply operation in the community college system.
   • We currently use a chemical inventory program (CHEMVENTORY) which meets the needs of the department. It includes the ability for stockroom personnel to:
     ○ track chemical usage of materials for both ALLB and BYKH, warning the user(s) of consumption and need to replenish stock,
     ○ keep a running database of all MSDS (Material Safety Data Sheets), and
     ○ document the potential dangers and toxicity associated with each chemical.
   • While more sophisticated programs exist (e.g., featuring bar codes for chemical tracking), they require annual maintenance agreements to be established with the vendor.
   • As part of the department’s ongoing organization, once future budget augmentations are approved for these additional services, we will work to create more sophisticated tracking of our chemical consumption and needs.

14. Expanded current facilities to accommodate larger classes.
   • Secured location for the Culinary Arts facility in the Valencia Town Center and pursued options for Culinary Arts space off campus at Town Center Drive, which resulted in finalizing of plan to have space there for 2009-2010 academic years discounted by about 75% of the going rate.
     ○ Located and prepared the Culinary Arts Town Center location and opened on time for the Fall semester, including:
       ✓ Cleaning air ducts;
       ✓ Servicing all refrigeration systems; and
       ✓ Rehabilitating existing restaurant for occupancy for Health Department approval.
o Worked with CB Richard Ellis to extend lease to June 4th, so as not to upset the instructional programs.

o Worked to get the word out to the public to identify possibilities available. We have now identified another site in Castaic with a three-year lease at $4,000 per month, no triple net.

o Worked extensively and deliberately to identify a site for the I-CuE Center.
  ✓ Held meetings with Blair Salisbury.
  ✓ Visited property sites in the Santa Clarita Valley.
  ✓ Talked with CB Richard Ellis.
  ✓ Issued press release to the local newspaper.
  ✓ Followed up on all contacts that came to the college.

o Developed a concept and moved forward with preliminary steps for the construction of a Culinary Arts facility on our Valencia campus.
  ✓ Developed an IPP (Initial Planning Proposal) to submit to the Chancellor’s Office for consideration as a fundable project even though it was not previously in our Five-Year Plan.
  ✓ Secured preliminary level support for the project by the Chancellor’s Office.
  ✓ Received the go-ahead from the state to move forward.
  ✓ Worked with restaurants and other community entities to identify possible partners for a capital fundraising campaign.
  ✓ Started to promote this concept in August at the I-CuE Ribbon Cutting Ceremony.
  ✓ Visited other colleges to ascertain programming and facility details.
  ✓ Secured site blueprints from other colleges.
  ✓ Initiated the dialogue with the architects.
  ✓ Assembled planning team to provide input.
  ✓ Visited several community college and commercial teaching kitchens where we met with staff, gathered information, and took photos for use in refining our IPP into a FPP.
  ✓ Developed concept into a functional design.
  ✓ Provided support and encouragement for the Culinary Arts faculty and dean to move the catering curriculum through the process for approval. Curriculum should be ready in the fall.
  ✓ Developed a business plan for operation of I-Cue, met with restaurant owners to discuss its viability, and refined it.
  ✓ Began to identify individuals in the restaurant industry or related fields in our community who will serve on a fundraising committee for this project.
  ✓ Drafted “naming” structure for fundraising plan.
  ✓ Shared the project idea with Measure M Citizens’ Oversight Committee, the Foundation, and many stakeholders.

- Re-purposed existing space for increased efficiency.
o Increased number of available technology equipped classrooms.
o Made BYKH-109 a smart classroom.
o Remodeled Student Center Room 130 into a Drama classroom.
o Remodeled the Health Services Department Student Center.
o Relocated the Student Business Office. The new setup allows for all full time staff to have a workstation, a secured cash counting room, an additional cashier window to assist student needs and privacy to aid with student issues.
o Redesigned cubicle areas to provide an efficient working environment for the admissions and records area.
o Provided safe, aesthetically pleasing, and adequately-sized classroom and skills lab facilities that meet the needs of the Nursing students.
o Renovated STCN-130 to create a performance space that can also be used as the studio for the performance classes (TH 126, TH 127, TH 140, TH 141, etc.). Stage flooring, a lighting grid, sound equipment, and audience seating is needed to finish this project.
o Created a productive and a positive working environment for Student Business Office.
o Secured physical space and equipment for Re-entry students.

- Expanded TWSH-120 to accommodate 12 additional arc welding stations.
- Moved ISP and EOPS into the old Interim University Center (UC).
- Remodeled Interim UC (Y) building to accommodate ISP and EOPS/CARE.
- Installed fiber and electrical conduit to Village for classroom to office remodel.
- Remodeled Student Services in Administration Building vacated by Payroll and Academic Affairs.
- Remodeled space vacated by ISP (first floor, Seco Hall) for Student Business Office.
- Made changes to old Academy of the Canyons modulars, including:
o Relocated some of the modulars.
o Installed fire alarms.
o Provided new electrical service/panel to quad.
  ✓ Installed ADA access ramps between AOC and Village.
  ✓ Installed phone/voice/data.
  ✓ Installed new flooring.
  ✓ Painted.

15. Used data to help plan the facility expansion and updating of services at the Valencia and Canyon Country campuses.

- Developed plan to keep facilities construction going despite freeze of state funding (avoided law suits and delay of project timelines).
- Co-chaired Facility Master Plan Task Force.
- Hosted meeting with Chancellor Mark Drummond (LACCD) to discuss shared facility use and partnerships.
• Pursued options for alternate culinary arts space off campus at Town Center Drive, which resulted in finalizing of plan to have space there for 2009-2011 academic years at a lease rate discounted by about 75 percent.

• Worked with Department of State Architect to have review of Mentry Hall expansion plans be the top priority of the Los Angeles office, ensuring faster approval and an earlier start date for construction.

• Initiated development of new design/traffic flow plan for South Parking lot.

• Explored Valley Trails as Recreation Leadership program site program.

• Inventoried campus space, reviewed all of the past, current and future building projects, and created a matrix that we will now use to meet with Instruction and create a plan for the ‘new’ space.

• Finished work with architect (NTD) on what space will be freeing up and when.
  - Completed analysis of that space and now have a Master Plan of how to best use that space for instruction and service needs. Just like every other Master Plan, this one will also be driven by Instructional need and input from the affected departments/services.

• Revised/clarified internal process for staff involvement in planning, facilitating, renovating, designing facility’s improvements (posted processes on Intranet), and provided leadership to develop a secondary effects planning process and deployed it, which resulted in the following:
  o Saved more than $750,000 over what was budgeted.
  o Reconfigured office and classroom space vacated by Hart District and University Center partners.
  o Moved Campus Safety into X-8 (formerly ETI/CACT).
  o Reconfigured X-6 (former Human Resources modular) to accommodate Academic Affairs and Payroll.
  o Moved ISP and EOPS into the old Interim University Center.
  o Completed Staff Dining room remodel and opening new Private Dining Room #3 conference room.
  o Remodeled Bonelli Hall second floor (after completion of the Library Expansion):
    ✓ Interim University Center (after completion of the Dianne G. Van Hook University Center),
    ✓ Seco Hall first and third floors (after completion of the new Administration/Student Services Building),
    ✓ Physical Education; old Training Room and Team Rooms, and
    ✓ Human Resources/Foundation/CACT-ETI.

• Prepared for the Library expansion:
  o Library Expansion includes the construction of a 52,000 sq. ft. addition to the existing Library building that will house the TLC as well as Basic Skills labs, offices and meeting rooms
  o Project is currently in DSA (Dept of State Architects)
• Initiated development and completed new design/traffic flow plan for South Parking lot
• Co-chaired Facility Master Plan Task Force and provided leadership towards working on and/or finalizing projects, including:
  o Opened University Center (first floor) Café;
  o Established the Canyon Country Campus food services facility;
  o Provided oversight and guidance for the Applied Technology Center (Canyon Country campus);
  o Moved forward with the Del Valle Regional Training Center;
  o Provided input during the Mentry Hall Expansion project and the Mentry Hall Third Floor Remodeling project;
  o Worked with the State to keep the Library Expansion project on track;
  o Upgraded the Technology Infrastructure; and
  o Remodeled of the various locations on campus, including:
    ✓ New Student Support Center in the former Interim University Center,
    ✓ Student Business Office, and
    ✓ Medical Lab Technician program (which will be in vacated Academy of the Canyons modular classrooms).
• Inventoried campus space, reviewed all of the past, current and future building projects, and created a matrix that we will now use to meet with Instruction and create a plan for the ‘new’ space. The analysis of the space was completed, and we now have a Master Plan of how to best use it for instruction and service needs. Just like every other Master Plan, this one will also be driven by Instructional need and input from the affected departments/services.
• Met with Jim Schrage, Sharlene Coleal, and bond counsel to examine the data and identify various scenarios as to when we will be able to issue future bonds and when we will need to do so.
  ▪ Secured input from real estate representatives in our community.
  ▪ Met with Newhall Land and Farming staff regarding Newhall Ranch development
  ▪ Developed three-year projections for construction dollar needs.
• Worked with Jim Schrage to reprioritize our facilities projects (Five-Year Plan) and position us for success.
  ▪ Added Anthropology Lab and actually scheduling at the Canyon Country campus, we have increased space needed (cap/load ratio) for science facilities.
  ▪ Altered the priority of projects at the Canyon Country campus for our first state-supported project—moved from being a general classroom building/administrative offices to a science classroom and laboratory project.
• Continued to plan for the future.
  o Planned Cougar Athletic Hall of Fame.
    ✓ Completed conceptual drawings.
    ✓ Announced fundraising campaign at induction ceremony held in January.
Continued to develop formulas and policy strategies to influence and maximize state funding.

Reordered project priorities on Five-Year Construction Plan based on eligibility.

Designed and proposed expanded facilities to introduce industry-standard media delivery systems and data networks, specifically high bandwidth data infrastructure and network support for HD media workflow - Acquisition and non-linear media authoring.

Worked with Jim Schrage to reprioritize our facilities projects and position us for as much money as possible.

- Developed a plan to keep facilities construction going despite freeze of state funding. Avoided lawsuits and delay of project timelines. Brought items to the Board to do so. We have now received all the funds the state owes us (and more). Because we moved forward strategically on major construction projects (per the details of the Educational and Facilities Master Plan), we were able to save a total of $4.5 million over projected costs.

- Moved forward with construction.

16. Other

- Hosted celebrations (ribbon cuttings/groundbreakings) to recognize various outcomes.
  - Mentry Hall Expansion
  - Clean Room/Nano Lab
  - Early Childhood Education Center at Canyon Country Campus
  - Institute for Culinary Education
  - University Center

- Featured Hasley Hall in Architectural Magazine.

- Continued to motivate and support the development of landscaping on campus and improvement of campus signage and development of demonstration gardens.

- Pursued “shovel ready” projects and submitted them to DSA for expedited approvals.

- Moved the Re-Entry/Veterans Center into its own office so we could expand its services and help ensure our growing number of veterans and re-entry students are successful as they work toward completing their educational goals.
Goal #10: INNOVATION
College of the Canyons will dare to dream and make it happen!

1. Linked instructional programs in Fine and Performing Arts to the amphitheater at the Canyon Country campus.
   - Held "Plein Air Painting" event with the SCV Artists Association in the Amphitheater.

2. Built relationships with businesses on the eastern side of the Santa Clarita Valley to support student scholars at the Canyon Country campus.
   - Created a student scholarship program and solicited donations from area businesses; used the Star Party to partner with on-campus food provider to support the Ram Manvi Scholarship Fund.

3. Added new instructional programs at the Canyon Country campus that met local workforce training needs.
   - Expanded instructional programming through the Applied Technology Education Center, adding Plumbing and Alternative Energy - Solar to the Canyon Country Campus degree and certificate program offerings. Also added Automotive Technology to the degrees offered at CCC.

4. Refined, articulated, and marketed the unique ways the Canyon Country campus can contribute to the economic development of the region.
   - Contributed to the creation of a skilled workforce in the region by continuing with existing programs such as Water Systems Technology and Early Childhood Education, which are doing well at CCC.
   - Helped to expand the skilled workforce in the region thorough new workforce development programs such as Auto, Alternative Energy - Solar, and Plumbing at the Canyon Country Campus.

5. Identified and/or developed financial support for innovative new programs at the Canyon Country campus.
   - Worked collaboratively with the Dean of CTE to develop a grant to support the Plumbing program, and supported the Alternative Energy grant through CREATE and the Dept. of Energy.
   - Worked collaboratively with the Director, NSF Create Center to develop the NSF grant.

6. Provided input to projects of interest to the community such as major new development projects, business attraction/retention projects, and the development of a Canyon Country community center.
• Launched the Stellar Microelectronics Apprenticeship Project
• Made substantial progress on the Idea Incubator.
• Provided input to the Vista Canyon Ranch project and met with the developers regarding District interest in the River Education Center as part of the project.
• Met with the City of Santa Clarita regarding their plans for a Canyon Country Community Center. (Those discussions led to the idea of relocating the WorkSource Center to the University Center at the Valencia Campus.)

7. Expanded the relationship with the Santa Clarita Valley Chamber of Commerce on behalf of the Canyon Country campus.
   • Continued to be a representative on the SCV Chamber Board of Directors.
   • Hosted a Chamber mixer in 2008, which was exceptionally well-attended.
   • Hosted a variety of campus tours for local businesses.
   • Reached out to the businesses located in the Golden Valley Shopping Center.

8. Enhanced the capacity of the Canyon Country campus as a venue for hiking clubs, artist associations, mountain bikers, photographers, stargazing, and astronomy groups.
   • Offered a new physical education course, "Mountain Biking."
   • Developed and hosted numerous Star Parties for those interested in astronomy.
   • Supported the community’s interest in gardening.

9. Provided meeting space for non-profit groups on the eastern side of the Santa Clarita Valley.
   • Marketed Space to non-profit groups through the network in our Canyon Country Advisory Committee.

10. Created a network of community members who can speak about the Canyon Country campus with business groups and community organizations.
    • Used the services of the members of the Canyon Country Advisory Committee to assist in planning campus events such as the Bikes and Bites event, the Applied Tech Ribbon Cutting, and now the Veteran's Garden.

11. Promoted faculty production and use of Open Educational Resources implementing district repository of Open Educational Resources.
    • Implemented a repository for OER in 2009, enabling students and faculty to discover and share digital learning materials. The number of objects in the repository has grown from 47 in 2009 to 327 in 2011.
    • Offered 21 workshops for faculty on producing and creating OER in 2010 and 2011.
12. Expanded faculty support options via on-demand training and distance learning Website.
   - Added on-demand training for faculty in online course design and created tutorials on the distance learning website on the topics of Blackboard and online media development from 2008 to 2011.

13. Integrated use of Solid Works 3D into design of student projects in metal fabrication course sections.
   - Scheduled Introduction to Solidworks lecture for Fabrication students, Fall 2011.

14. Assisted with the implementation of the Advanced Technology Incubator (i3).
   - Received a $130,000 grant for the SBDC to provide services through the Advanced Technology Incubator (i3).
     - The Advanced Technology Incubator (ATI) was opened with initial funding from a federal earmark, then through the Economic and Workforce Development Program. 2011/2012 the ATI will be sustained with $130,000 funding from the Small Business Jobs Act of 2010 as an initiative of the SBDC.
     - Clients served directly by the ATI program over the past two years total 30, with 10 becoming affiliate ATI members.
     - Economic impact milestones achieved by those clients include 1 business started, 10 jobs retained, 3 new jobs created, sales increase of $299,000 and $576,000 in capital investments.

15. Assisted local manufacturers to fill the void of entry-level employees throughout the district.
   - Finalized a nanotechnology certificate program for both credit and noncredit (GET program) and announced it to the public.
   - Used Workforce Investment Act (WIA) funds to train aerospace workers in Precision Assembly for the medical device industry
   - Met with representative from the Aerospace Defense Coalition (ADC) and the Biomedical Device Manufacturers group to design Fast Track programs to meet their entry level employee needs.
   - Applied for and received grants of $187,000 to fund the CNC Machinist program and $220,000 to fund the Precision Assembly for Aerospace and BioMedical program. Each program has completed one cohort and placements of graduates into local positions are underway (approximately 50% placed to date).
   - Obtained Responsive Training Fund grant for fabrication in 2008-09.
   - Served up to 50 regional companies through training and technology transfer
   - Used Workforce Investment Act (WIA) funds to train aerospace workers in Precision Assembly for the medical device industry
16. Expanded opportunities for K12 students to gain hands-on technical experiences so they may better assess their post high school careers.
   - Taught (CACT) two hands-on sessions (one week each) during the Junior High Summer Institute. Subjects include manufacturing and metal fabrication, automation and robotics and alternative energy systems. The CACT each participates in the School 2 Career events that expose thousands of students to technology careers.

17. Assisted manufacturers throughout the region to be more competitive through pilot programs and collaborations with both ETI and credit programs.
   - Developed new collaborative training options with businesses, other districts, and/or community based organizations.
   - Served (ETI) hundreds of employers and thousands of employees in skill upgrade classes.
   - Offered (CACT) two to four advanced technology workshops for regional manufacturers on cutting edge technologies (advanced CAD, automated inspection systems, etc.).
   - Assisted with programs in six sigma and lean manufacturing.
   - Initiated Fast Track Training Program to equip unemployed workers with the skills needed to launch new careers.
   - Provided training services to 3,063 local employees and served 547 employers through ETI, CACT and SBDC.

18. Assisted College of the Canyons faculty in areas of expertise, manufacturing, fabrication, and 3D technologies.
   - Worked (CACT) with the Manufacturing faculty to update the curriculum and lab space at the ADI facility and with grant funds is planning for a complete upgrade of the manufacturing equipment.
   - Worked (ETI) with the electronics faculty to assist with the micro-soldering program and with grant funds has completed outfitting the electronics lab with high end microscopes.
   - Worked (SBDC) with the business department to infuse entrepreneurial skills into several courses.
   - Provided opportunities for faculty and students to gain experience in creating business plans through the Young Entrepreneurs Program (YEP).
   - Approved new degrees and certificates for Electromechanical Systems, Electronic Systems Technology- Residential Applications, Medical Office Administrative Assistant, Skills for Healthy Aging Resources and Programs (SHARP) and Solar Energy Technician, as well as three degrees in Mathematics, Psychology, and Sociology that are part of the streamlined transfer process established by Senate Bill 1440.

19. Supported regional economic development by assisting early stage technology companies in the Santa Clarita Valley and surrounding region.
• The i3 ATI has signed up and qualified 10 early stage technology startups for assistance. Workshops have included protection for intellectual property and how to attract angel funding.

• Welcomed the City of Santa Clarita’s Work Source Center to the University Center, enabling job seekers to take advantage of not only what the Work Source Center offers, but also our college’s complementary services. (Forty percent of our students are eligible to take advantage of the services offered by the center.)

• Initiated Fast Track Training Program to equip unemployed workers with the skills needed to launch new careers.
  o Organizational structure completed.
  o Developed workforce collaboration.
  o Trained participants on Big Contacts.
  o Set up subcommittees:
    ✓ Programs
    ✓ Placement
    ✓ Teacher Training
    ✓ Marketing
    ✓ Facilities
  o Designed to provide intensive, cohort based training to meet needs of businesses quickly.
  o Launched.
  o 50 programs under development.
  o Initiated AB515 to make it so students can earn credit for their work and help veterans maintain benefits.
  o Monthly meetings held.
  o Created form with all Department Chairs to broaden possibilities and solicit input.

20. Reached new audiences through new programming and partnerships in the PAC.

• Supported the development of the arts education collaborative and comprehensive effort throughout the Santa Clarita Valley elementary school districts.
  o Helped to develop and write the initial 3-year strategic plan, implement advocacy strategy and to assist staff and volunteers in moving forward.
  o Assembled an advisory committee made up of members of the Santa Clarita community who recognize the need for new arts education opportunities to serve the K-12 districts.
  o Worked with teachers from the five districts to develop a successful model of teacher education seminars that will benefit the teachers and students.
  o Worked with the Santa Clarita Symphony, SCV Theatre Project, LA County Libraries, Barnes and Noble, Elementary and high school districts, KHTS and Go Country 105, and entertained discussions with CalArts as to future collaborations.
  o Generated external funding to support the program ($258,375 in total)
    ✓ All Corked Up - Ticket Sponsorship ($2,500)
    ✓ California Arts Council ($8,500)
    ✓ City (New MOU agreement with money for Deferred Maintenance)
Dancing with Our Stars benefitting the K-12 Arts Education Outreach ($9,000)
Fast Signs - banner sponsors for PAC Lobby valued at $7,500
Found Penny Foundation - ($60,000)
Go Country (in kind radio spots valued at $20,000)
Jack and Virginia Oakie Foundation Scholarship ($10,000)
James Irvine Foundation ($50,000)
KHTS -- ongoing in-kind support
La Quinta - Hotel Sponsorship (in kind valued at $3,000)
McDonald's - Almost Free Family Series ($10,000)
Patrons of the Performing Arts ($10,000)
PTA support and purchasing programs for 2010-11 ($12,500)
Sosin Stratton - COC Foundation Legacy Program ($15,000) Scholarships benefit Musical Theatre students
Sosin Stratton - In Motion ($10,000)
Sosin Stratton - Managing Director Account ($3,000)
Sosin Stratton Petit Foundation Art Gallery ($1,000)
Sosin Stratton Petit Foundation ARTstART ($2,000)
Southern California Edison ($7,500 with new ask in for $25,000)
The Preserves - Program Sponsorship ($1,500)
WESTAF to support Spirit of Uganda tour ($1,875)

- Created a plan to deliver a series of professional development intensive workshops taught by Kennedy Center Partners in Education teaching artists, College of the Canyons faculty and local professional visiting artists for teachers of the Santa Clarita Valley. The 2010-11 plan will work closely with 40 selected teachers representing all five school districts.
- Brought K-12 students to the venue to introduce young minds to the wonder of performing arts.
- Created an annual arts education outreach program for local K-12 arts students and teachers, held at the PAC and at local school sites that included interactive presentations on VAPA (Visual and Performing Arts) state standards and hands-on demonstrations by guest artists/educators.
- Secured an invitation from the John F. Kennedy Center for the Performing Arts to participate in the prestigious Partners In Education Institute for the PAC’s K-12 Arts Education Outreach Program, and its local educational partners -- the Newhall, Saugus Union and Sulphur Springs School Districts.
- Worked in tandem with K-12 teachers and administrators to develop a spectrum of outreach activities that meet or exceed the State of California’s Visual and Performing Arts standards including:
  - Hosting free special K-12 “bus-in” presentations at the Santa Clarita Performing Arts Center.
  - Orchestrating special school assemblies where artists are sent to the schools.
  - Initiating special professional development opportunities for educators.
  - Creating network of community artists and college faculty members who are available to provide cultural programs for our local schools including classroom presentations, long-term residencies, and economical program to local school
districts was developed. The program provides an opportunity for students to see world-class performers and come to the PAC, many for the first time.

- Expanded ARTstART and included K-12 participants in the following ways:
  - Invited SUSD student artists to exhibit their award-winning art in the gallery.
  - Had three SUSD teachers on ARTstART Steering Committee.
  - Increased number of events from 2009-2010 by 18%.
  - Increased number of visitors from 2009-2010 by 27%.
  - Increased number of professional guest speaks from 2009-2010 by three.
  - Included all departments with Fine and Performing Arts, and two COC departments from outside division.

- Reinstated the RK Down Jazz Festival:
  - Five of six SCV high schools participated.
  - Attendance was up an additional 172 people over 2008 (71% increase).

- Used opportunities provided by the GATES Initiative to identify K-12 collaboration activities.

- Directly involved in facilitating the creation of the All Corked Up Wine Festival, which generated $5,000 for K-12 arts partnerships.

- Continued to promote the growth and development of the K-12 Arts Partnership.
  - Worked with all 5 school districts for a comprehensive, valley-wide arts in education initiative.

<table>
<thead>
<tr>
<th></th>
<th>2008-09</th>
<th>2009-10</th>
<th>2010-11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Castaic Union School District</td>
<td>1,709</td>
<td>1,883</td>
<td></td>
</tr>
<tr>
<td>Newhall School District</td>
<td>1,263</td>
<td>4,394</td>
<td></td>
</tr>
<tr>
<td>Sulphur Springs School District</td>
<td>1,870</td>
<td>1,539</td>
<td></td>
</tr>
<tr>
<td>Saugus Union School District</td>
<td>3,453</td>
<td>7,912</td>
<td></td>
</tr>
<tr>
<td>W. S. Hart Union School District</td>
<td>1,086</td>
<td>1,548</td>
<td></td>
</tr>
<tr>
<td><strong>Total SC Valley</strong></td>
<td>5,500</td>
<td>9,379</td>
<td>17,276</td>
</tr>
<tr>
<td>Almost Free Family Series</td>
<td>1,400</td>
<td>2,300</td>
<td>1,674</td>
</tr>
<tr>
<td>Grand Total</td>
<td>6,900</td>
<td>11,679</td>
<td>18,950</td>
</tr>
</tbody>
</table>

- Finished the second year of Professional Development in the Arts for K-12 teachers and are planning for the third year.
- Finished complete residencies with several schools where each grade works with an artist for a special multi-week residency.
- Recognized by LA County as the service provider for arts education in the Santa Clarita Valley.
- Worked with Boys and Girls Club to bring Arts opportunities to children in the Boys and Girls Club of Santa Clarita.

- Provided leadership to the development of a Levitt Pavilion in the Santa Clarita Valley.
- Met initially with executive director Sharon Yazowski to discuss what role COC could play.
o Verified the college would need to be involved, or partnership wouldn’t be supported.
o Provided follow up information as requested.
o Held “In the Ring” series of community performances at the Newhall Community Center to reach new Hispanic demographics;
o Provided “Connect” series of additional opportunities to connect with artists at the PAC before, during and after shows.
o Offered “SCV World Music Concert Series” partnered with LA County Arts Commission, Cal Arts, and Supervisor Antonovich to bring 5 free community concerts over the summer of 2011.
o Enhanced Art Gallery offerings to host, showcase, and collaborate on and off-campus from August 2009 through May 2010. This included visits to the Art Gallery while attending PAC Bus-In performances. Seven exhibits were held there, including:
  ✓ Hot Rod! Cars & Art
    o June 17 – July 05, 2008
    o Reception and car show: Saturday, June 21, 12:00 – 5:00 PM
    o Artists Included: Kent Bash, Coop, Tom Fritz, John Gallagher, Nick Garcia, Michael Maglich, Bob Sage, Thom Taylor, Christopher Ulrich and Robert Williams. Car show included cars from members of the community.
  ✓ COC Visual Arts Faculty Exhibition
    o August 21– September 13, 2008
    o Round Table Discussion: Thursday, August 21, 3:00 – 4:30 PM
    o Reception: Thursday, August 21, 4:30 – 5:30 PM
  ✓ Brad Howe / Sculpture
    o September 25 – October 23, 2008
    o Reception: Thursday, September 25, 5:00 – 7:00 PM
    o Artist Talk: Tuesday, October 21, 2008. 12:30 – 1:30 PM
  ✓ Mr. Jalopy And The Maker Philosophy
    o November 1 – November 15, 2008
    o Reception & Talk: Saturday, November 1, 1:00 – 3:00 PM
  ✓ Gill Garcetti / Photographer
    o December 1 – December 16, 2008
    o Reception & Book Signing: Saturday, December 6, 3:00 – 6:00 PM
  ✓ The Fine Art of Weaving: Reconnecting To The Hand Woven Tradition
    o A group show of all types of examples of fiber arts.
    o January 12 – January 28, 2009
    o Reception: Saturday, January 17, 3:00 – 6:00 PM
  ✓ Sam Francis: American Master
    o February 17– March 14, 2009
    o Reception: Saturday, February 21, 1:00 – 4:00 PM
    o Lecture: Ms. Debra Burchett-Lere, Director, Samuel L. Francis Foundation
    o Saturday, February 21, 1:00 – 2:00 PM
  ✓ COC Annual Student Exhibition
    o April 14 – May 17, 2009
    o Reception: Tuesday, April 14, 4:00 – 7:00 PM
  ✓ College of The Kites
Inspired by Book of the Year, The Kite Runner
- June 1 – June 18, 2009
- Reception: Tuesday, June 2, 4:00 – 7:00 PM

✓ Robert Glenn Ketchum: An Evolving Perspective Of Nature
- August 24 – September 19, 2009
- Reception: Tuesday, August 25, 5:00 – 7:00 pm
- Book Signing & Lecture: Thursday, September 17, 5:00- 7:00 PM

✓ Patrick Morrison: Garden And Nightlife Paintings
- October 6, 2009 – October 31, 2009
- Reception: Tuesday, October 6, 5:00 – 8:00 PM
- Artist Talk: Tuesday, October 20, 12:30 – 1:30 PM
- Patrick Morrison creates vibrant oil paintings that have been compared to Max Beckman, Edward Hopper and even Monet. Mr. Morrison’s work has been collected by Mick Jagger, Bono, Dennis Hopper, Sir Ben Kingsley and many others.

✓ Beyond The Image
- Reception: Saturday, December 5, 1 – 4:00 PM
- Artist talk: Thursday, December 2, 1:00 – 2:00 PM
- This exhibition is being organized by COC Faculty Member, Mercedes McDonald in partnership with Black Maria Gallery in Glendale, California and features the work of approximately twelve of the most creative and cutting edge illustrators working today.

✓ Inspiration
- Featuring the students and faculty from the local high schools.
- January 19 – January 29, 2010
- Reception: Tuesday, January 19, 5:00 – 7:00 PM

✓ Life After Life
- February 16 – March 12, 2010
- Reception: Tuesday, February 16, 5:00 – 8:00 PM
- Featuring approximately 12 well known visual artists, this exhibition was also a collaboration with the COC English department faculty and creative writing students. Artists and writers are being asked to create artworks or writings that explore the contemplation of the unknown, specifically, life and death.

✓ Mark Lere: New Drawings
- March 29, 2010 – April 22, 2010
- Reception: Saturday, April 3, 2:00 – 4:00 PM
- Well known Los Angeles Sculptor Mark Lere will be exhibiting large scale drawings, along with floor mounted sculptures.

✓ Fifteenth Annual Student Art Exhibition
- May 4 – May 22, 2010
- Reception: Tuesday, May 4, 7:00 – 8:00 PM

✓ I Con: The Brilliant Work of Paul Conrad
- August 31 – September 30, 2010
- Reception: Tuesday, August 31, 4:00 – 6:00 PM
Three-Time Pulitzer Prize Winner, Editorial Cartoonist, Paul Conrad, will be exhibiting original drawings.

✓ Patrick Merrill, Conjunction: Intaglio & Relief
  o October 19 – November 24, 2010
  o Reception: Sunday, October 24, 1:00-4:00 PM
  o Lecture by Dr. Ruth Capelle, October 20, 11:30 – 12:30 PM
  o The last in a series of exhibitions referencing the apocalypse, Master Printer Patrick Merrill will be exhibiting powerful large scale woodblock prints.

✓ Six Santa Clarita Sculptors
  o Featuring: James Bakman, Scott Bruckner, Dianne Foderaro, Susanna Petrovit, Dale Thayer & Idelle Tyzbir
  o January 12 – January 27, 2011
  o Reception: Wednesday, January 12, 5:00 – 7:00 PM

✓ Bob Neuwirth, Collages
  o February 7– March 3, 2011
  o Reception: Saturday, February 12, 1:00-4:00 pm
  o Well known Singer, Songwriter and Visual Artist, Bob Neuwirth will be showing recent collages. These are very colorful, playful abstract pieces that will light up the gallery.

✓ Instructor/Student Exhibition
  o Featuring: Bowman, Canyon, Golden Valley, Saugus, Valencia & West Ranch High Schools
  o March 15 – April 7, 2011
  o Reception: March 15, 5:00 – 7:00 pm
  o Following the success of last year’s Intersession show that featured the work of instructors along with their students, we will be expanding with this exhibition to feature more examples of the fine work from our high schools.

✓ Annual CoC Student Exhibition
  o Featuring the First Annual Student Art Collection Awards
  o April 19 – May 14, 2011
  o Guest Juror: Mr. Trevor Norris
  o Reception & Awards: Tuesday, April 19, 5:00 – 7:00

✓ Obsessive Reductive
  o Curated by COC Art Faculty, Michael McCaffrey
  o Featuring works by Cecilla Biagini, Miki Lee, Peter Fox, Heather Hutchinson and Peter Barrett.
  o May 24 – June 23, 2011
  o Artists' Reception: Tuesday, May 24th, 5:00 - 7:00pm
  o Artist & Faculty Talk: Thursday, May 26, 12:30 – 1:30 PM

21. Provided outstanding customer service in the PAC.
   - Installed technology upgrades:
     o New state of the art sound board (the one used by Bruce Springsteen) that is saving us over $10,000 a year in rentals and we have paid for it in less than four years.
Expanded Stage lighting and increased fixture capacity by 48 lighting instruments
Adapted our current wireless microphone inventory to operate within the new FCC restrictions
Added wireless headsets for back stage communication

Increased participation in front of house/Volunteer
23,032 volunteer hours 2008-June 30, 2011
2008 had 8091 volunteer hours
2009 had 7059 volunteer hours
2010 had 6917 volunteer hours

Extended Box Office/Patron Services:
Relocated signage to allow for a higher visibility from Rockwell Canyon Road, allowing for patrons to better locate the office to purchase tickets.
Offered two additional ticket windows (four total) allowing for additional costumer service.
Used scanners to verify and allow patron entry to venue for specified event.
Collected data, including time of entry, by scanners and transmitted to ticket system to inform of all attendee’s at the performance under their patron profile.
Posted photos online for patrons to view their seat location prior to purchase.
Established ability of Patrons to print their own tickets from their own computer using regular printing paper.
Established the ability to purchase a series subscription.
Made sure it is 2010 ADA Regulations compliant with online ticketing.
Established COC staff/faculty 20% discount for two tickets per show.
Offered COC students’ $20.00 tickets in the Rear Balcony for two tickets per show.
Provided Group Discount ranging from 10% to 20% depending on size of group.
Kept in constant contact – with a patron database of over 12,000 and growing.
Created PAC Facebook page.
Posted/listed in multiple Arts and Community Calendars throughout Southern California
Provided Patron communication assistance with event information, parking, and directions.
Send pre and post-show email announcement to patrons with messages and discount offers.

22. Increased access to bachelor’s, master’s, and doctoral degree programs, and advanced training in the Santa Clarita Valley.

Opened the University Center and debuted five new bachelor’s, master’s and doctoral degree programs, bringing the total number of available degree and credential programs to 37.

Applied Behavior Analysis Certificate Program
B.A. in Applied Studies
B.A. in Business Administration
B.A. in Communications
• B.A. in Criminal Justice
• B.A. in English
• B.A. in Legal Studies
• B.A. in Liberal Studies
• B.A. in Psychology
• B.A. in Social Science
• B.A. in Sociology
• B.S. in Child Development
• B.S. in Computing Technologies
• B.S. in Organizational Management
• B.S. in Paralegal
• B.S. in Engineering with emphasis in Manufacturing
• B.S. in Nursing
• M.A. in Business Administration
• M.A. in Education -- Leadership in Early Childhood Education
• M.A. in Educational Administration
• M.A. in Educational Management
• M.A. in Psychology w/ Marriage & Family Therapy Emphasis
• M.A. in Special Education
• M.Ed. in Ed. Management; Preliminary Administrative Services Credential
• M.P.A. in Public Administration
• M.S. in Ed. Counseling; Pupil Personnel Services: School Counseling Credential
• M.S. in Leadership Management
• M.S.W. in Social Work
• Master of Criminal Justice
• Multiple Subject Teaching Credential
• Preliminary Administrative Services Credential
• Pupil Personnel Services Credential
• Ryan Designated Subjects Adult Education Teaching Credential
• Single Subject Teaching Credential
• Special Education Level I and II Credential
• TESOL Certificate Program -- The Teaching English to Speakers of Other Language (TESOL) Certificate Program provides students with the major competencies necessary to specialize in ESL (English as a Second Language) instruction within the United States. All courses emphasize the practical applications of ESL teaching techniques and are alternately offered on weekends, evenings and online to accommodate working adults.
• Saw the 1,604th person graduate from the University Center with a bachelor’s degree or master’s degree.

23. Continued to develop new noncredit programs and partnerships to meet community needs.
• Hosted the ‘Dream and Discover Entrepreneurs’ Conference.
• Continued collaborating with the SCV Historical Society, SCV Senior Center, and Veterans’ Project
• Formed new partnership with California Department of Fair Employment and Housing that will lead to new learning opportunities for our students.
• Established BelCollege – An edutainment outreach and public relations program that partners COC with the Belcaro community.
  o Featured a visiting performance group, professor, or special event each month.
  o Kicked-off in February with a private wine-tasting covering everything from how it’s made, to how to taste it, and what to look for in a quality wine.
  o Other sessions included:
    o African Dance: History, Traditions & Symbolism
    o Aging and Depression
    o California’s Economy: How We Got Here and Where Do We Go Now?
    o Culinary Demo
    o Disney and Film
    o Speech Forensics
  o As many as 40 Belcaro residents attend the sessions.

24. Expanded Community Education career development programming in response to labor market needs.
• Offered the Administrative Medical Assistant program in September, 2011, with 30 students enrolled. This 11-week program leads to a certificate of competency. Graduates of this program have a 90% employment rate.
• Initiated 2 basic tax courses to address the newly mandated IRS competency exam. In October the IRS will roll out a national exam and require tax preparers to pass (tax attorneys, CPAs, and Enrolled Agents are exempt). We partnered with the Pacific Northwest Tax School to offer a 72-hour federal tax review course for current tax preparers and an 87-hour qualifying course for others who want to earn income preparing tax returns.
• Applied for and received Work Force Investment Board approval for the Administrative Medical Assistant Program allowing qualified students to use WorkSource issued vouchers to pay for tuition.
• Obtained National Institute for Automotive Service Excellence (ASE) certification for the Automotive Technology Program -- ensuring that our program meets or exceeds industry-recognized, uniform standards of excellence.
Hosted a career exploration summer camp for 281 middle school students who were exposed to CTE careers in; Culinary, Welding, Architecture, Interior Design, Automation and Fabrication, Healthcare, Film Production, Special Effects, Robotics, and Video Game design. Students had the opportunity to work with technology and tools being used in industry and learn about skills required in the workplace.

25. Exposed junior high and high school students to Career Technical Education career options (noncredit and Community Education).

- The following were implemented through the Junior High Summer Institute.
  - 2008 – First year - Radio/Television/Film, Math and Science, Theatre Production, and Art
  - 2009 – Second year – obtained fiscal support from Perkins and support from TEACH. Offered Photography, Media Arts, Young Entrepreneurs, Fit Teens, Animation, Computer networking, Welding and Electronics. First year to offer scholarships
  - 2010 – third year – Special Effects, Robots, Welding, Fabrication, Animation, Theater Production, Nursing, Recreation, Electronics, Biotechnology, Nano Technology, Video Game Design

26. Supported new ideas and helped turn them into reality.

- Enhanced student success via project-based supplemental learning models and success skills curriculum
- Enhancing outcomes through FLEX learning communities through the establishment of Strike Forces
- Developing Learning Community Models for Students Through Engagement, Encouragement and Success
- Integrating Enrollment Management Into Everyone’s Priorities and onto all Desks
- Stepping Up Our Commitment to Online Student Learning Support
- Designing Intensive Learning Models/Opportunities/Scheduling Options for Students
- Launched the College Ambassador Program.
- Initiated the Book of the Year program with a wide variety of activities and brought together curriculum and campus activities all revolving around the selected text.
- Developed a “Student Experts” program to assist community based organizations on a volunteer basis.
- Created “Resume Rally” days, where students and community members can receive walk-in on-the-spot resume assistance
- Finalized a nanotechnology certificate program for both credit and noncredit (GET program) and announced it to the public.
• Worked with the RTVF Department to secure a commitment to develop a cable COC program and contributed to valley-wide coverage of COC
• Provided leadership to the development of a Levitt Pavilion in the Santa Clarita Valley.
• Offered fast-track medical assisting and six-week and four-week nurse aid courses
• Offered a ten-week Phlebotomy course and EMT offers a fast track EMT course in the summer
• Launched the Stellar Microelectronics Apprenticeship Project
  o Stellar Microelectronics partnered with the California Division of Apprenticeship Standards, Cal State University Los Angeles, and College of the Canyons, to offer an apprenticeship training program that will address the shortage of engineers and engineering technology talent in California.
  o Participants in this program will pursue a degree or certificate program at either Cal State University Los Angeles, College of the Canyons, or both, while working at Stellar Microelectronics.
• Launched the College Ambassador Program.
  o 13 students hired summer 2008
  o 20+ hours of training from over 30 campus departments
  o Responsible for providing outreach to potential students, answering questions about COC, and promoting the college’s latest advances and achievements
  o College Ambassadors strive to represent the college in a manner that exemplifies campus pride, display a strong base of knowledge about the campus, and leave a positive and lasting impression of College of the Canyons.
• Participated in the Department of State Study Abroad Program.
  o $346,027 for 1 year from the U. S. Department of State
  o Provides travel scholarships for approximately 68 students to Nicaragua (now) and Costa Rica (spring) for a combined study of Hospitality, Spanish and Biology
  o Project Directors are James Glapa-Grossklag, Kevin Anthony, Claudia Acosta and Miriam Golbert
• Reached out to 5,000 parents and prospective students at SCV College Day and helped them realize how College of the Canyons can assist them in reaching their educational goals.
• Launched (fall 2009) the fast-track Paramedic-to-RN option in the nursing program to help paramedics make the jump to becoming registered nurses.
• Obtained American Bar Association approval of our Paralegal program.
• Completed the wireless campus project, so all student and staff spaces have wireless access on both the Valencia and Canyon Country campuses.
• Launched an Honors Program to offer an enriched curriculum to students with a strong academic record in order to help increase their chances for successful transfer to competitive four-year institutions.
• Launched the SIGMA Math Achievement Center, which offers supplemental instruction workshops and guided learning activities with the goal of improving the success rate in our basic skills math courses.

• Debuted the First Year Experience program, which helps students prepare for college by providing face-to-face counseling, guaranteed classes, and faculty mentors for students who sign up for this innovative offering.

• Opened the Writing Achievement Center, which offers supplemental instruction workshops, guided learning activities, and tutoring services to help students bolster their writing skills.

• Redeveloped our Human Resources website to provide a professionally designed informational website highlighting COC as an employer of choice and information on working and living in the Santa Clarita Valley.

• Negotiated a textbook rental program estimated to save COC students approximately $370,000.

• Welcomed the City of Santa Clarita’s Work Source Center to the University Center, enabling job seekers to take advantage of not only what the Work Source Center offers, but also our college’s complementary services. (Forty percent of our students are eligible to take advantage of the services offered by the center.)

• Saw the 1,359th person graduate from the University Center with a bachelor’s degree or master’s degree.

• Provided training services to 2,774 local employees and served 805 employers through ETI, CACT and SBDC.


• Implemented the Behavioral Intervention Team to help employees identify student problem behaviors and get help for them as soon as possible.

• Developed a partnership between the Early Childhood Education Department and the Simms/Mann Foundation
  o Designed to create a think tank and fellowship program to bring the current research on infant/toddler development to community college educators and engage them in the development of curriculum and activities for Infant Toddler Training programs.
    o Met with Foundation principles.
    o Vetted concept and terms.
    o Defined scope.
    o Worked on details of contract.
    o Will be hosted in University Center.
    o Will generate $350,000 over two years.
    o Will lay the ground work for creation of an endowment and capital funding to build our infant/toddler facility.
  o Designed to create a think tank and fellowship program to bring the current research on infant Toddler Development to community college educators and
engage them in the development of curriculum and activities for Infant Toddler Training programs.

- Initiated and chaired the **Culinary Arts Campaign**
  - Research completed.
  - Chairs identified.
  - Steering Committee formed.
  - Subcommittees established.
  - Working drawings in progress.
  - Case statement and brochure developed.
  - Campaign website developed.
  - Naming opportunities defined.
  - Awareness visits have begun.
  - Meetings were held with three major gift prospects.

- Created **College Hall of Fame** to honor outstanding alumni and create a new fundraising opportunity for the Foundation.
  - Information gathered.
  - Committee developed.
  - Categories developed.
  - Recipients chosen.

- Supported and encouraged **Student Services** to become more accessible online. They:
  - Developed an online electronic student education plan.
  - Had a thriving interactive Twitter following with the ability to provide up-to-the minute sports information.
  - Created and implemented an online degree audit program. Created online drops for faculty in Web Advisor (My Canyons).
  - Started Live Chat which is available to students during business hours.
  - Made online appointments available for Residency and Veteran appointments.
  - Updated website to improve access to accurate information to students.
  - Created and implemented an automated process for high school registration.
  - Designed a user friendly website with custom "Financial Aid Status" button integrated with Datatel.
  - Created an online refund request to be used by students seeking refunds from the Student Business Office.
  - Established in-house ability to add and easily update any notes on the student statement. This has been very helpful on notifying students on the refund policy, payment due dates, location of their classes and if their classes are online.
  - Established an online refund request system. Students are notified of the colleges refund policy when they drop a class online, they are able to request all available refunds online and will receive a confirmation of their request.
  - Implemented additional recovery proceedings for past due student accounts.
  - Implemented processes and procedures to minimize unpaid enrollment fees.
  - Pursued process improvements to provide greater services to students and increase cash flow from enrollment fees as students are able to enroll more quickly and efficiently.
o Established new procedures and implemented the processing of deregistration drops for non-payment on a daily basis. Notification of our payment policy was updated on “My Canyons” and handouts were distributed at the Admissions counters.

o Reestablished the utilization of a third party recovery agency, increasing our recovery of past due accounts that are more than one year old.

o Returned check notices have been implemented. Cashiers will now receive a warning that will prevent the acceptance of checks on student accounts that have had a history of returned checks.

o Developed three new counseling courses from 2008 to 2010, which were approved by the Curriculum Committee.
  o Success Strategies for the Adult Re-Entry Student emphasizes the attainment of lifelong success in academic, professional, and personal development.
  o Transition Strategies for Intercollegiate Student Athletes addresses the special needs of the academic challenges specifically relevant to the intercollegiate athlete.
  o Learning to Learn focuses on fundamental strategies that develop self-regulatory learning.

o Collaborated with the Physical Education/Athletics Division to open an Athletic Counseling Office in the Kinesiology/Physical Education area on the Valencia campus and staffed it with the Athletic Counselor and a Program Advisor to better serve the student athletes.

o Reworked the registration process moving to an "On or After" grid to streamline registration and reduce bottlenecks.

• Implemented Associated Student Government strategic plans.
  o Maintained and refined SNAC Best Bite healthy meal program at campus cafeteria.
  o Maintained SNAC Fuel Station outreach to student athletes.
  o Assessed the physical and mental health needs of students at both campuses using the NCHA Survey.
  o Expanded the ASG Computer Lounge.
  o Hired and trained Student Orientation Leaders for Cougar and Orientation Days for First Year Experience.
  o Offered the Communication and Leadership course was offered for the first time in Fall 2010.
  o Created an information center located in the foyer to answer questions and direct to lines during heavy registration.

• Continued to develop the Re-Entry/Veterans Center to serve growing numbers of returning students.
  o Designed to provide re-entry students with the information and support they needed to pursue academic and career preparatory goals.
    o Moved to new and larger site (added study and lounge areas, as well as computers).
    o Acquired furniture.
    o Marketed to students.
    o Added counselor and created fulltime director position.
  o Announced to staff
o Conducted FLEX workshops.
o Developed brochure.
o Held an Open House and brown bag luncheon.
o From Fall 2010 to now, the number of veterans has increased from 450 to 644.
o Received a grant from Wells Fargo that will assist with part time staff funding for the Re-Entry Center.
• Developed the **Outdoor Education Center** as an outgrowth of Field Studies concept.
  o Developed a concept for an Outdoor Education Center (at Camp Tahquitz for now).
  o Worked on cost-benefit analysis.
  o Developed a new contract.
  o Secured inspection of site for ADA and Field Act compliance.
  o Developed compliance action plans.
  o Refined and broadened scope of program that could occur at the site including:
    o Bridge program
    o Community service events
    o Elder hostel program (Now Rhodes Scholar)
    o Fee based contract training
    o Professional development activities
  o Planned to move forward this summer to update facility use contract and see if a long term contract can be developed.
• Made substantial progress on the **Idea Incubator**.
  o A steering committee was formed.
  o Established process and workflow for soliciting and reviewing.
  o Conducted a pilot to work out the quirks.
  o But, we already have several ideas incubated!
  o The online system to deploy ideas is under development.
  o Process commenced in Fall 2011.
• Expanded **Open Educational Resource initiative** and applied for a $33 million grant.
  o Established COC as the leader for the development of the consortium to make online course development materials a reality.
  o Partners include:
    o Bates Technical College (Tacoma, Washington)
    o Cerritos College
    o Community College Consortium for Open Educational Resources (CCCOER)
    o Monroe Community College (Upstate New York)
    o Mozilla Foundation
    o Peer 2 Peer University
    o Rice University Connections
    o Student PIRGs (a national network of non-profit, state-based student organization that work on public interest issues through grassroots organizing, research and advocacy)
    o Whatcom Community College (Bellingham, Washington)
    o Words & Numbers (content developer for the educational publishing industry)
  o Involved in cross-discipline teaching/learning through “**Evidence Based Health Promotion**, Skills for Healthy Aging Resources and Programs” (SHARP) Certificate
Program (UCLA Public Health); COC programs involved in the education and training are psychology, sociology, nursing, physical education, recreation, and health.

- Added a Facebook page, which now has over 150 followers (Library).
- Added an instant messaging function to the Library website, through which patrons can engage in a live chat with a librarian, gaining nearly instant answers to their questions.
- Provided (the Supplemental Learning Program) academic support services that address the needs of underprepared students in all disciplines. It includes three components:
  - Instructor-led workshops on a variety of high need areas such as reading, writing, math and study skills.
  - Guided Learning Activities (GLAs) in which students independently complete the workshop curriculum at their convenience in the TLC with the help of a tutor.
  - Practice Jams, which are tutor-led, small group practice sessions to review topics covered in the workshops.
- Developed a PAL completion model.

- Formed new partnership with California Department of Fair Employment and Housing that will lead to new learning opportunities for our students.
  - Students would gain hands-on experience in investigation of claims, arbitration activities, and legal procedures and access our curriculum.
  - Their involvement with the agency could include internships and externships, job shadowing, classes, seminars, and employment.
  - Targeted Fall 2011 as a launch date, and I will provide leadership to this project after the departure of Mitjl Capet.

- Created the concept for the CEO Council to further develop partnerships with local business and industry and foster new efforts for the Foundation.
  - Subset of Chancellor’s Business Council.
  - Designed to be a forum to discuss bigger picture issues.
  - An instrumental forum to develop strategy and issues.
  - Create chances to work on solutions that require broader perspectives.

- Hosted another successful installment of “ArtStart,” and provided the community with samplings from the artistic offerings at COC - music, dance, theatre, RTVF, animation, graphic design and studio arts.

- Created the inaugural ARTstART event, which drew thousands of visitors to the campus in May for a daylong event that highlighted COC’s fine and performing arts departments and partnership activities with local school districts.

- Launched the Medical Lab Technician training program, becoming one of the first community colleges in the region to offer training in this high-demand field.

- Obtained National Institute for Automotive Service Excellence (ASE) certification for the Automotive Technology Program -- ensuring that our program meets or exceeds industry-recognized, uniform standards of excellence.

- Proposed College Hall of Fame to honor outstanding alumni and create a new fundraising opportunity for the Foundation.
• Achieved **Hewlett Leaders in Student Success** status (one of three in state).
• Initiated the Book of the Year program with a wide variety of activities and brought together curriculum and campus activities all revolving around the selected text.
• Hosted the **Dream and Discover Entrepreneurs’ Conference**.
• Continued collaborating with the SCV Historical Society, SCV Senior Center, and Veterans’ Project.
• Developed **COC Foundation Mini-Grant Program**. The Foundation raised $20,000 last fiscal year through President’s Circle memberships to provide $1000 mini grants for faculty proposals that were in support of student success and access:
  o Faculty were asked to submit proposals that were **leading edge** and **entrepreneurial** in nature.
    - 2008-09
      ✓ Podcast Video on the Geology of the Santa Clarita Valley, Vincent Devlahovich
      ✓ Illuminating Sound, Bernardo Feldman
      ✓ Network of Animation Student Learning Community, Jeff Baker
      ✓ Radiation Monitors for the Study of Nuclear Chemistry, Rebecca Eikey
      ✓ Organic Chemistry Model Kits for Student Check Out, James Anderson
      ✓ Drama Students as Patient models for Nursing Program, Mary Corbett
      ✓ Virtual Dissection Lab for Molecular and Cellular Biology, Kelly Cude
      ✓ ARTstART ’09 Arts Festival, Michael McCaffery
      ✓ Equipment and Video Downloads for Bio Sci 202, Miriam Golbert
      ✓ Promotional BBQ for Culinary Arts Program Outreach, Cindy Schwanke
    - 2009-10
      ✓ ArtStart 2011 - Michael McCafferty
      ✓ Equipment for remote probe instrumentation in introductory and general chemistry laboratory experiments - Kathy Flynn
      ✓ Protest and Independence Movements of the 20th Century History Series – Sherrill Pennington
      ✓ Domestic Violence Awareness Project, Anne Marenco
      ✓ Telling Their Stories: Oral History Project student work space – Mary Valentine
      ✓ COC Honors Scholars' Showcase - Faculty Honors Steering Committee
      ✓ 2011 Summer Musical Workshop - Paul Wickline
      ✓ Student Art Collection Awards – Juan Buriel
    - 2010-11
      ✓ Organic Chemistry Model Kits for Student Check Out, James Anderson
      ✓ Book of the Year Project and Activities, Leslie Bretall
      ✓ Geology Podcast – Mentryville/Oil history of Santa Clarita, Vincent Devlahovich
      ✓ Anthropology- Native American Heritage Month Activities, Lisa Malley
      ✓ Fine & Performing Arts Division Collaborative, ARTSTART 2010, Michael Mc Cafferty
      ✓ Sociology - Veterans Oral History Project, Mary Valentine
• Encouraged employees to wear their ID badges so students on campus can Identify college employees and ask for assistance when needed.
• Created **LEAP 1** to foster the development of effective and visionary administrative leaders. It is designed to promote the development of “agents of institutional change” while providing “big picture” skills and the knowledge required to lead and shape our district and the community college system.
  o Provided individuals who want to be leaders the opportunities to develop a plan to be successful. There have been three LEAP 1 classes (2008, 2009, and 2010) with the following faculty, administrators, and classified participating.
  o Invited special guest speakers to sessions to present on topics such as leading through change, entrepreneurial leadership, planning, advocacy, developing partnerships, networking, and generating resources.
  o Developed 21 solution team projects. Projects that have been launched and implemented include:

  ✓ **GO Program**
  o Compact courses that finish every five to eight weeks which provide an accelerated learning format for students otherwise unable to pursue college studies, thus increasing opportunities and enabling students to achieve their educational goals

  ✓ **Gardens of the Canyons**
  o A place where our students, faculty, staff and community can come for inspiration, enjoyment and education through the study of nature.
  o Outdoor classrooms and laboratories for programs for students and the community.

  ✓ **Student Art Collection**
  o A long-term and student based program that provides students an opportunity to compete on a professional level and submit their artwork to be included in what will in short time become an important asset for the college.
  o Students will learn the importance of presentation and professionalism, while developing the interactive skills required to become a successful artist.

  ✓ **Synergy Program**
  o A New Faculty Learning Community Cohort at College of the Canyons, it is designed to assist new faculty in becoming integrated members of the College by experiencing a year of Firsts!
  o This will encompass five core values:
    - Collective energy and creativity
    - Reciprocal values and vision
    - Supportive environment
    - Shared personal practice
    - Responsive leadership
  o A year-long set of experiences and training sessions, designed to be conducted in a learning community setting, to orient new faculty to the college and the community. **SYNERGY** addresses the unique needs of new faculty as they launch their academic career at the College.
Filled with energizing workshops, informative gatherings, social activities, and intellectually stimulating seminars that can help new hires situate themselves into a college environment.

It is designed to promote faculty success by providing timely and accurate information and connecting new to seasoned and compassionate faculty.

The program envisions a learning community that will:
- Streamline communication among all employees;
- Enhance new faculty’s competency and confidence;
- Develop and strengthen collegial relationships at all levels and across campus; and
- Connect their endeavors to the College’s strategic plans and goals.

**PAL Program**

- An intensive cohort model covering three sections of either Math or English with the same instructor
- English and Math sequences are paired with Counseling classes to provide additional support to students
- It began with 4 Math cohorts and 2 English cohorts at both VLC and CCC and during the day and evening
- We look forward to increased retention of students progressing through this coursework
- We revised the format to be two 8 week courses still using the cohort model and pairing with Counseling classes

**Field Studies Program at Camp Tahquitz**

- Interdisciplinary Approach
- Team Teaching
- Lets students “do” versus “listen”
- Active versus passive
- Creates moments & memories
- Learning community approach
- Disciplines involved
  - American Sign Language
  - Biology
  - Communication Studies
  - Geography
  - Geology
  - Photography
  - Sociology
  - Survey

**“The Zone”**
Provides tutoring and structured study time for student athletes.

- Started with a “new idea” on ACCESS and SUCCESS form
- Interdepartmental
- From start to finish – less than 8 months
- Did so within existing budget dollars
- FTES generating
- Tutoring lab developed for COC Athletes
- Located in Hasley Hall 203
- Hours are 8-1 pm, Mon.-Fri. and 5-9 pm Tues. & Wed.
- Fall 2008: 331 athletes utilized The Zone and logged over 800 hours per week!

Call Center
- It was created to answer basic inquiries quickly.
- For those that need additional attention, the Call Center staff will refer those calls to the appropriate staff members on campus who can assist them.
- The Call Center will be staffed during heavy periods of phone traffic when average daily calls are at their peak, usually between 500 and 700 calls per day.
- A resource manual that includes a staff list to refer callers to someone who can provide more details answers was created so that basic questions and answers will be available to all students, faculty, staff and community members, both at the Call Center and throughout both campuses.
- The Call Center staff will relieve other departments from constant phone calls, freeing them to concentrate on students’ needs at their counters during the busiest times of the year.
- The Call Center will be staffed by one permanent staff member from Admissions & Records, whose job description already provides this task. This individual will have assistance from part-time staff during the peak calling times. Together they will answer basic inquiries and make appropriate referrals. A job announcement is out and receiving applicants now.

Community Outreach Show - Career Center
- Created a resource where outreach materials can be stored, maintained, and utilized and efforts across the campus can be coordinated and strategically launched.
- Space has been identified in the University Center, Room 383.
- An Outreach Council has been created.
- General college brochures and folders have been redesigned and printed.

BEST (Business, Employee and Student Training)
- Maximized access to various departments and training vehicles that exists on campus and brings them all together to create efficiencies and synergies.
- An implementation and coordinating committee has been formed.
A website has been developed: http://www.canyons.edu/offices/pd/BEST/
Marketing has begun.
Coordination between entities was established.
External communications are under development so other nonprofits can avail
themselves of what we have to offer.

Global Collaboration Academy

- Created a collaborative atmosphere to prepare students and our community to meet the challenges of a global competitive environment;
- To develop an interactive model that avoids duplication of departments on campus.
- To maximize opportunities for students.
- The new model will include:
  - Existing ISP program
  - Educational Travel Programs
  - CWEE, and to be formed – Externship programs
  - Study abroad options (new)

COC Freelance Market Place

- The project team developed a service provider registration form that was distributed to employees who were interested in providing freelance services to area businesses.
- In addition, another group of administrators met to create a plan that will enable companies to contract directly with the college for services that employees can provide on college time.

Careers on the Go – Connecting Students to Careers, Training and Industry

- Launched the Careers on the Go! Program LEAP project.
- Designed to educate and create an awareness of the role CTE plays in workforce preparation, develops student employability skills, and steer students toward job placement.
- Key strategies included:
  - CTE departments were contacted and met with to set up workshops and panels and organize panel speakers.
  - The Dean of CTE and job developer oversaw the effort.
  - Marketed the program internally by developing posters, brochures and flyers.
  - Undeclared students were contacted by email, Twitter and post card.
  - Presentations were made to students and community groups.
  - Information is being developed to include a CTE website.
  - Project information at any viable campus event such as Welcome Week, Majors Quest, and Discover Career events.
  - The program was maintained internally.
  - Three workshops were offered in Spring 2011 – Land Surveying, Electronics, and Computer Networking

Volunteer Bureau
o Designed to bring the expertise and experience of the community onto our campus.
o Developed a marketing plan and website.
o Launched program.
o Over 350 participants to date signed on.
o Placement by matching opportunities with interest, skills, and experience.
o Online Database open to Community, COC and High School students.
o Build partnerships with community non-profits and organizations.
o Promote goodwill with the community.
o Volunteer recognition luncheon was held.
o To date:
  - 80 volunteers placed in campus departments & offices
  - 165 volunteers in the PAC
  - 100-120 volunteers awaiting placement

- **Held first LEAP² class in the spring of 2011.**
o LEAP² is designed to for those individuals who have completed LEAP 1 and are ready to take the next transformative step in their careers.
o This program focuses on the further development of leadership skills and competencies through a personalized program that focuses on advanced leadership topics.
o A total of 34 classified, faculty and administrators participated.
o Special guest speakers presented sessions on topics such as organizational culture, putting advocacy into action, facilities planning and management, advanced project management, understanding internal and external funding sources, understanding non-profit organizations, and maximizing your leadership potential.
o **LEAP²** participants developed a leadership portfolio that included a variety of documents and reflection pieces that demonstrated their professional growth and increased leadership capabilities that resulted from their participation in the program.

27. Established ourselves as the community college leaders in Homeland Security for public safety personnel.

28. Implemented the LEAP project: Integrating Enrollment Management into Everyone’s Priorities and onto All Desks.
- Placed icon on all staff desktops that link to pertinent information on enrollment management.
- Provided suggestions to Enrollment Management Committee chairs on how to restructure the committee and provide information to the campus community.
- Encouraged all standing committees to add an agenda item on Enrollment Management to their committee meetings.
Other Accomplishments:

- Enhanced student success via project-based supplemental learning models and success skills curriculum
- Encouraged innovation at College of the Canyons despite facing constraints from the state. As detailed below, we:
  - Enhanced student success via project-based supplemental learning models and success skills curriculum
  - Enhanced outcomes through FLEX learning communities through the establishment of Strike Forces:
    - Identity: Our Community, Culture, and Connectedness
    - Partnerships: How to Raise Funds and More Friends
    - Technology: The Next Generation
  - Welcomed New Faculty: A Learning Community Cohort Through the Synergy Program
  - Developed Learning Community Models for Students Through Engagement, Encouragement and Success
  - Stepped Up Our Commitment to Online Student Learning Support
  - Designed Intensive Learning Models/Opportunities/Scheduling Options for Students
  - Developed a Re-Entry Program
  - Designed a Project-Based Learning Model
  - Developed A Positive, Multidisciplinary Team Approach to Addressing Student Conduct Issues (Behavioral Intervention Team)
  - Created an Idea Incubator Process
  - Created a Student Learning Community
Goal #11: CAMPUS CLIMATE
College of the Canyons will enhance and support a sense of community and cooperation on campus.

1. Fostered a sense of community among MESA students, faculty, alumni, and staff.
   - Conducted Academic Excellence Workshops in General Chemistry and Calculus Courses: small groups of students worked with a facilitator to work together to solve problems, in the process they developed content mastery and improved their communication skills in small comfortable community groups.
   - Spent time in the MESA center helping students with the content in their disciplines and mentoring them with respect to college participation and career preparation.
   - Planned student advisement and educational on a regular basis in MESA. Students developed a sense of belonging to the MESA community with these regular interactions with MESA staff.
   - Encouraged MESA students to enroll in the same course sections to increase their comfort with each other and their feelings of shared participation.
   - Hosted lunch events where our current students, faculty and staff interacted with MESA alumni that are either in school at university, in graduate/professional school, or are already working in a STEM field.
   - Hosted a number of social events and field trips for our current students and faculty to attend together. During these events students and faculty interacted in a comfortable, social manner.
   - Initiated restructuring of the Annual Honor Societies’ combined Awards and Installation Banquet that was held in May 2008 and 2009 honoring HITE, Phi Theta Kappa, Alpha Gamma Sigma, Gamma Beta Phi, Psi Beta, and Gamma Mu Beta students.
   - Featured our faculty artists in their own one-person shows in our Art Gallery and advertised them in our local press.
   - Encouraged all managers to develop systems of celebration, recognition, and tradition among those they supervise, and took the lead to do so.
   - Hosted dozens of events to recognize and celebrate staff and wrote 25-30 thank you notes per week both formal and informal.
   - Instituted celebrations and recognition of departments for the ad hoc or Herculean efforts at critical junctures in their work places. Special Celebrations were held to recognize:
     - Business Services for work on audit,
     - MIS for Datatel update,
     - Reprographics for accreditation preparation,
     - Canyon Country Campus volunteers (via Cougar Den luncheon),
Facilities for campus clean up and landscaping,

Standard IV Writing Team, and

Accreditation Self-Study Team (ours) members.

- Presented resolution to recognize retiring faculty members at the annual College Barbeques.
- Honored employee service at the Opening Day Luncheons through the granting of service pins.
- Provided leadership to expansion and rejuvenation of Cougar Award program.
- Recognized numerous staff members/departments with “Behind the Scenes” Certificates (including those who helped with accreditation).
- Provided recognition of staff, faculty, administrators and programs, at Board meetings.
- Hosted campus tours of new facilities.
- Allowed the campus to be used as an alternate helicopter pad for HMNMH while theirs is out of commission.
- Spoke at community events.
- Achieved the full six-year accreditation of the College and received 12 commendations and only three recommendations for improvement, which affirmed the excellent work undertaken by faculty, staff, and administrators in every part of our campus operation, and the structure and support provided by the Board of Trustees that gives us the freedom to innovate, to take risks, and to distinguish ourselves from others.
- Joined with the city and local business leaders to help the Los Angeles Economic Development Corporation develop the first-ever economic development strategic plan for Los Angeles County.
- Celebrated the 40th anniversary of COC in 2009 with many programs and activities by initiating the 40th Anniversary Celebration Planning Committee, attending the first two meetings, and setting the parameters for expectations for the year of celebration in tribute to COC’s service to the community.
  - Worked with the Committee and across departments and supported this effort to:
    - Mail the Fall 2009 COC Schedule of Classes to the entire Santa Clarita Valley community whose schedule cover displayed the newly adopted anniversary logo, along with important historical photos, presented in the form of 1969 slides.
    - Post the logo, which goes onto the college’s Website, making it available to everyone to download and use.
    - Print, frame and display photos of the college’s history and timeline in the Dr. Dianne G. Van Hook University Center.
o Initiate a “Then and Now” project (led by Leslie Bretall) that will involve various
deptments across the campus doing displays of how they did business in 1969,
contrasted with how they do business now.

o Complete an oral history project in honor of the college’s 40th Anniversary.
Interviewed 40 long-time college employees and some retired faculty and staff.

o Design and sell tie-dyed T-shirts in bright 60’s colors, sporting the 40th anniversary
logo.

o Develop a 40th Anniversary logo, a district seal and a slogan, “Fulfilling Dreams for
40 Years.”

o Develop a 40th Anniversary history and timeline, which will be distributed Opening
Day 2010.

• Promoted the “Then and Now” Anniversary Celebration Theme on campus.

o Used “Then and Now: 1969-70 to 2009-10” as the 40th anniversary theme for our
Opening Day luncheon.
  ✓ Provided staff T-shirts emblazoned with the 40th anniversary logo.
  ✓ Played music for the luncheon was all from that period.
  ✓ Included slide show entertainment developed by Joe Lanthier, of photos
    from the college’s opening years.
  ✓ Provided a historical slide show of photos and a timeline of the college’s
    history, via a gift flash-drive during opening day.

o Kicked off a year of spectacular 40th Anniversary exhibits in the COC Art Gallery

o Hosted a Ground Breaking event for the expansion of Mentry Hall, with extensive use
of the 40th anniversary logo.

o Kicked off the PAC’s year of 40th Anniversary shows with a quickly sold-out concert
by Pat Benatar and Neil Giraldo. Celebrating the PAC’s fifth anniversary, a festive
celebration dinner was held before the show and a champagne reception and
anniversary toast was held in the lobby immediately before opening the doors for the
performance.

o Used the anniversary logo among the branding items for the “Birdies for Books” 40th
Anniversary golf tournament.

o Hosted a ribbon-cutting event for the Canyon Country campus Early Childhood
Education Center grand opening, using the 40th anniversary logo and theme.

o Hosted a Family Picnic for COC employees in the Honor Grove that featured live
music, games, and food donated by local partners, and was attended by approximately
250 employees and their families.

o Used a “then and now” theme for the BBQ, with association lifetime memberships
and Cougar Den bricks sold at $69 and $40 respectively, to honor the 40 years since
1969. The Foundation and the college honored emeritus employee Jan Keller, one of the college’s original faculty members, and Chip Chavez, a student alumnus from one of the first classes, who later became one of the college’s football coaches.

- Used the 40th Anniversary theme and “then and now” aspects to celebrate Classified Appreciation week.
- Hosted a “Business Partner’s Reception.” The champagne reception at the University Center provided an opportunity for recognition of the 40th anniversary by partner agencies, through the awarding of resolutions and plaques and a chance to thank the business community for their support of College of the Canyons.
- Design a monument to be installed in one of the college’s gardens to reinstitute the memorializing of the names of retired and deceased employees.
- Hoist the College Pride Flag, developed for the college’s 20th anniversary, over both campuses on many special occasions throughout the year, to honor and recognize special achievements of the college students, employees, departments and college groups.
- Host a ribbon-cutting event for the temporary facilities of the College of the Canyons Institute of Culinary Education, I-CuE. Students made and served cake that had the anniversary logo made out of chocolate.
- Institute Tie-Dye Fridays through the summer and early fall when staff were encouraged to wear “back to the 60s” T-shirts with the logo.
- Develop a historical slide show, and provided it to the staff during opening day, on flash-drives decorated with the 40th anniversary seal.
- Launch a social networking project, making 40 short videos (40-seconds long) and building the college’s FaceBook fan base and its Twitter feed followers by releasing a new video each week of the spring, winter and fall, for 40 weeks, with a drawing for a laptop at the end of the year. (This project won national marketing awards and was identified nationally as a best practice in social network marketing.)
- Published (The Santa Clarita Signal) a special magazine, inserted into the newspaper that was delivered to the entire community, dedicated to celebrating the college’s 40th Anniversary. The tabloid included a history of the college, a timeline and tribute ads from the major institutions, organizations and companies in the community.
- Hosted the 40th Anniversary President’s Circle Dinner, with a 1969 theme. During the event, the new Chancellor’s Business Council was announced. Guests were given tie-dye T-shirts with the President’s Circle and anniversary logos, and after dinner the guests adjourned to the PAC for a presentation of the Theater Department production of “Hair”.
- Celebrated Halloween by dressing up in 1960s clothing for a lunchtime party with games and prizes for the best vintage costumes.
Published and printed our Spring schedule of classes in November 2009, although not mailed to the community for budget reasons. The cover prominently displayed the 40th anniversary logo.

Showcased outstanding scholarship with the 40th Anniversary Spring Scholarly Presentation, hosted by the Board of Trustees, the COC Foundation and presented by Kelly Cude of the Biology Department. Kelly looked back 40 years, with her presentation titled: "New Hope in the 40-Year Fight Against Cancer."

Hosted a 40th Anniversary gala dedication ceremony and dinner for the Dr. Dianne G. Van Hook University Center.

Hosted the 20th annual Silver Spur Celebration. This event was kicked off for the College’s 20th Anniversary. The event included a toast to the college’s 40th anniversary and a handout honoring the anniversary.

Released the college’s Summer Schedule of Classes for 2010 with the 40th Anniversary logo being prominently featured. This is the last Schedule of Classes publication to carry this anniversary logo.

Hosted an old-fashioned Employee Family Picnic on May 8 in the Honor Grove at the Valencia campus to honor the 40th Anniversary.

Designed the Commencement program with the 40th Anniversary logo, slogan and “Then and Now” photos. Special commemorations are being planned.

- Attended Faculty Development Committee meeting at their request to discuss future focus, direction, flex hours and align activities with purposes of college goals.

- Continued to host campus tours and visits to show off our initiatives.

- Continued to work to enhance a sense of community on campus by hosting on-campus events and presentations.
  
  - Mentry Expansion Ribbon Cutting, September 8, 2010
  - Mentor Orientation, September 9, 2010
  - Ernie Berg Tribute at the Regional Dean’s Retreat, September 22, 2010
  - Mentor Graduation, December 3, 2010
  - Nurses’ Pinning Ceremony, December 8, 2010
  - New Employee Orientation and Luncheon, April 20, 2011
  - Classified Appreciation Lunch, May 3, 2011
  - Classified Development Day, May 5, 2011
  - Scholarship Awards Ceremony and Donor Reception, May 10, 2011
  - EOPS Honors Lunch, May 11, 2011
  - Honors Banquet, May 13, 2011
  - PAC Sneak Peak, May 18, 2011
  - Re-entry Mentor Recognition Event, May 18, 2011
  - Professional Development Mentor Graduation, May 20, 2011
  - Volunteer Luncheon, May 24, 2011
2. Developed additional awards and recognition programs for staff and students.
   - Recognized and supported our college and our staff as they received awards from others for achievements and professional development.
     - Received the following awards:
       ✓ LEAP National Innovative Program Award from the North American Council for Staff, Program and Organizational Development.
       ✓ Los Angeles County Fifth Supervisorial District Woman of the Year.
       ✓ Betty Ferguson Foundation 2009 Woman of Honor.
       ✓ Best Large Employer to Work for in the Santa Clarita Valley in the “Best Places to Work” Competition.
       ✓ CCPRO Awards.
       ✓ Service Learning Award.
       ✓ Excellence in Innovation Award for the Small Business Development Center from the Small Business Administration.
       ✓ Exemplary Program Award for the Institute of Teaching and Learning awarded by the Academic Senate for California Community Colleges. At the January 12th Board of Governors’ meeting in Sacramento, College of the Canyons was one of
six colleges recognized by the BOG. We were one of two that received the Exemplary Program Award showcasing our Institute for Teaching and Learning (ITL) and our Associate Program (AP).

✓ Service Excellence and Innovation Award from the United States Small Business Administration.

✓ Exemplary Program Award from the Academic Senate for California Community Colleges for the Institute of Teaching and Learning.

✓ National Innovative Program Award from the North American Council for Staff, Program and Organizational Development for LEAP.

o Served as one of only three colleges to be named by the Hewlett Foundation as a “Leader in Student Success” for our excellent Basic Skills program.

o Invited to participate in the prestigious Partners In Education Institute by the John F. Kennedy Center for the Performing Arts—The PAC’s K-12 Arts Education Outreach Program, and its local educational partners—the Newhall, Saugus Union and Sulphur Springs School Districts.

o Received full accreditation from the American Bar Association for the Paralegal Studies Program.

o Named (Small Business Development Center) top Performing Center in Los Angeles Region in 2009; Nominated as the 2010 top small not-for-profit business support organization in the SFV/SCV/AV by the San Fernando Valley Business Journal; received SBA Service Excellence and Innovation Award for Southern California Region (2009) and SBA Business Champion Award; SBDC Client Huntsinger Family Farms received SBA Family Owned Business Award.

o Represented Region 6 on the Statewide Career Development Advisory Committee.

o Selected at #1 in The Signal Top 51.

o Selected as a Military Friendly School in 2010. This honor places College of the Canyons in the top 15% nationwide.

o Launched the Chancellor’s Business Council to help bridge the gap between the college and the business community and enhance the services we provide to local companies.

o Celebrated Academy of the Canyons’ selection as “one of America’s Best High Schools” by US News and World Report and its Bronze medal award, which makes it rank among the top 10 percent of high schools in America!

o Reached out to 90 local organizations and contributed 7,482 hours of volunteer service through the efforts of more than 40 faculty and staff and 350 students, which resulted in our Service Learning Program being named to the President’s Higher
Education Community Service Honor Roll (one of only 16 colleges or universities in California to receive the distinction – and the only community college)

- Received collegial awards as follows:
  - The **Communications, Marketing and External Relations Department** earned 10 statewide awards for marketing materials they developed during 2009-10.
  - **CACT** was chosen as one of six centers to receive continuing funding for the current year, and received $205,000 from the Chancellor's Office serve not only northern Los Angeles County, but the Central Coast as well.
  - **ETI** received $150,073 from the Chancellor's Office to fund a partnership with **Boston Scientific** to train 107 employees in the latest software programs for design, project management and quality standards.
  - The **Economic Development Division** was awarded three grants from the Chancellor’s Office in Spring 2010.
  - The **Center for Early Childhood Education Valencia Campus** has been selected to participate as a Nature Explore Demonstration Garden. (This award was given to one Early Childhood Program, one elementary School and one High School in the Los Angeles area.)
  - **SBDC** was extremely active as it was nominated as the top local government program by the Regional Black Chamber of Commerce and served as overall Top performing SBDC in the SBA LA region every month for the past six months:
  - **SBDC** was extremely active as it was nominated as the top local government program by the Regional Black Chamber of Commerce and served as overall Top performing SBDC in the SBA LA region every month for the past six months:
  - **The COC Foundation** was selected to participate in the Annenberg Foundation's Alchemy Leadership Training Seminar,
  - **The Project-Based Learning Program Project** received an Award of Excellence at the 26th annual BESAC (Business/Computer Information Science Education Statewide Advisory Committee) Curriculum Conference.
  - **Small Business Development Center** was named top performing SBDC in all of LA, Santa Barbara, and Ventura counties for 10 of 12 months in 2010 and ranked second the other two months
  - **CWEE** was named “Outstanding College/University” for its exemplary internship & work experience program by the California Internship & Work Experience Association (CIWEA)
  - **TEACH:** Two high school TEACH students received SCV Education Foundation scholarships to pursue their college studies in the field of education.
  - **Gardens/Landscaping** received gift-in-kind gift from Green Set of full grown trees and shrubs to beautify both the Valencia and Canyon Country campuses
✓ **ECE Department** received Nature Explore Classroom Grant of $1000 for materials and a landscape architectural design for the preschool yard on the Valencia campus

✓ **Math, Sciences, and Engineering (MESA) was awarded**, through MESA the National Science Foundation Transitions Scholarship program, 51 scholarships over two years and engaged COC students in scientific research and career exploration.

✓ **PIO Staff:**
  - Received a Silver Medallion from the National Council of Marketing and Public Relations, for its "40 Ways." social networking project, which was also chosen by a national marketing magazine as a best practice case study.
  - Honored April 15 with six awards for marketing, public relations, news releases, graphic design, advertising and publications by the California Community College Public Relations Organization.

- Recognized staff members:
  - COC **Classified staff** recognized during annual **Classified Appreciation Week**, and presented awards during the annual luncheon.
  - Other awards received by staff include:
    ✓ Daniel Catán’s opera “Il Postino” launched the LA Opera’s 25th season featuring Placido Domingo in the lead role.
    ✓ Floyd Moos, Dean, Fine and Performing Arts, is being honored by long-time scholarship donors—The Jack Oakie & Victoria Horne Oakie Charitable Foundation.
    ✓ Adjunct Instructor Matthew Curtis received a National Science Foundation project grant, "An Ethnoarchaeological and Archaeological Study of the Gamo Caste System in Southwestern Ethiopia."
    ✓ Robert Walker, Art Faculty, will have a museum exhibition at the Kanagama Prefectural Museum in Yokama, Japan in December.
    ✓ Leslie Carr, Director, Professional Development, has been elected chair of the 4C/SD Board (California Community College Council for Staff and Organizational Development) for the third time in a row.
    ✓ Anthony Michaelides, Director, Career Services, was elected to the California Placement Association Board and co-planned the CA Placement Association Southern California Regional Workshop at Santa Monica College.
    ✓ James Glapa-Grossklag, Dean, Education Technology, Learning Resources and distance Education, was elected to serve a two-year term on the Executive Committee at the 41st Annual Meeting of the Southern California Consortium.
✓ Allison Korse-Devlin, Director, Student Development, Renard Thomas, Director, Re-entry Programs and Veterans Affairs, and Seher Awan, Student Services Specialist I-EOPS/CARE/CalWorks, were selected as one of Santa Clarita’s “40 Under 40.”

✓ Dena Maloney, Vice President, Canyon Country Campus and Economic Development, Steve Tannehill, Director, Small Business Development Center (SBDC), Bruce Fortine, Board Member, and Scott Wilk, Board President along with Chancellor Van Hook, were included in the Top 51 Influential People in the SCV.

✓ Bernardo Feldman, Music Department Chair, received an ASCAP award for his work as a composer in the field of new and experimental music. Several pieces commissioned this year will be premiered in 2011.

✓ Tina Rorick, Nursing Faculty, chaired the Peds/PICU Quality Committee at Northridge Hospital to facilitate the approval process for California Children’s Services Designated Hospital (CCS) and Level II Pediatric Trauma Center designation.

✓ Diane Morey, Interim Nursing Program Director, received a scholarship from the Association of California Nurse Leaders (ACNL) to attend “ACNL Foundation for Leadership Excellence” Conference.

✓ Jennifer Hauss, Director, Service Learning served as a National Endowment for the Humanities fellow this summer. She was also nominated to the 2011 President's Higher Education Community Service Honor Roll with Distinction by the Corporation for National and Community Service. The Honor Roll recognizes higher education institutions that reflect the values of exemplary community service and achieve meaningful outcomes in their communities. This is recognition from the highest levels of the federal government of our commitment to service and civic engagement at COC and in our nation.

✓ Kelly Burke, Biology Faculty, is president of AAUW and planning a great Tech Trek Institute.

✓ Leslie Carr & Colynn Bloch (Counseling Intern, Hart District) co-chaired the Women in Education Strand of the COC Women’s Conference.

✓ Leslie Carr, Director was elected chair of the 4C/SD Board for the 3rd time.

✓ Diane Morey was appointed as a 3 CNAC representative (California Community College Nursing Advisory Committee).

✓ Steve Dixon was elected Vice President of the Statewide Fire Technology Directors Group.
✓ Patty Robinson was elected to the Board of Directors for the California Council of Gerontology and Geriatrics and selected as their President Elect.
✓ John Makevich & James Glapa-Grossklag were elected to Community College Consortium for Open Educational Resources Board.
✓ Anthony Michaelides served as co-chair in the planning of the Region 6 Statewide Career Development Advisory workshop; and on the planning committee for the Statewide CA Placement Association yearly conference.
✓ Leslie Bretall is serving on the Citizen’s Public Library Advisory Committee.
✓ Kelly Burke was elected AAUW president.
✓ Barry Gribbons is Rotary president.
✓ SBDC Assistant Director Catherine Grooms was recognized by the Small Business Development Center’s lead center for her many contributions to the success of the Center.
✓ Brent A. Denison received a professional development grant from Creative Capacity Fund’s NextGen Arts Program in the amount of $900, to attend the 2011 Artist Information Exchange Conference & Annual meeting.

- Provided leadership and personal involvement to recognize the achievements of others.
  - Wrote Resolutions or Commendations
    ✓ Larry Mankin, SCV Chamber of Commerce
    ✓ Paul Strickland, Hart District Board President
    ✓ Laurene Weste, Mayor, Santa Clarita City Council
    ✓ Jim Ventress, Boys and Girls Club
    ✓ Steve Zimmer, Newhall Land and Farming/COC Foundation Board member
    ✓ Judy Fish, Superintendent, Saugus School District
    ✓ Measure C Oversight Committee members (as bond wrapped up)
    ✓ Measure M Oversight committee members (who termed out)
    ✓ Nick Onyshko, Student Trustee
    ✓ 2011 Retirees (along with crystal engraved pieces)
      o Pamela Borrelli
      o Steven Latiolait
      o Beverly Kemmerling
      o John McElwain
      o Betty Rose
      o Michael McMahan
      o Russell Richardson
      o Robert Walker
Applauded students’ achievements:

- Developed a COC Honors Program application form, as well as program guidelines.
- Created an Honors website and provide students and instructors access to online forms, which can be easily downloaded.
- Increased number of Honors courses written, as well as being offered in the course schedule to 6 in Fall 2010 and 8 in Spring 2011.
- Increased number of TAP certifications.
  - Total COC apps to UCLA (301)
  - Total TAP apps to UCLA (25)
  - Total TAP apps accepted to UCLA (88%)
- Increased MEA’s inventory of 100-level CSU transferable courses, up from One course to Six new courses, that are intended to satisfy General Education requirements, in the subjects of Media Aesthetics, Journalism Writing, Animation (Art) History, Mass Media Communications, Media Scriptwriting, and Television Media Aesthetics.
- Supported Men’s & Women’s Golf Team recognition at Los Angeles County Board of Supervisors.
- Received (Women’s Volleyball Team) the Pepsi Scholar Team Award, the highest academic team achievement given annually by the state Commission on Athletics
- Named to the All-California Community College Academic Team—Kelsey Kim and Eric Ibrahim—Phi Theta Kappa students
- Celebrated with our Speech Team, which won second place in the Small Schools Division at the 2010 Pacific Southwest Collegiate Forensics Association (PSCFA) Spring Championships, and earned a school sweepstakes award.
- Phi Theta Kappa students placed second at the Nevada/California Regional Convention (out of 98 chapters in the region) on their Honors Research Topic and third for the Most Distinguished Chapter Officers.
- Honor students Belem Casas, Fiorella Candamo, & Vahid Hamzeinejad, made the All-California Academic First Team, in Sacramento (March, 2011) (out of 83 Community Colleges in California).
- COC student/intern Jessica Seely won a $750 competitive scholarship from California Internship & Work Experience Association (CIWEA).
- Athletes Cal Vogelsang, Justin Cudworth, & Kelli Lewis were recognized as All-American Athletes by the National Strength and Conditioning Association (NSCA).
- Forensics Instructor, Michael Leach attended Phi Rho Pi National Speech Tournament with the Forensics Team (Loretta Rowley, Aimee Newton, Austin
Kolodney, Liz Hernandez, Kim Landmark and Rachel Randall), receiving gold and bronze medals.

- Ice Hockey Team held a perfect 19-0 regular season record, something no other team in the 400 plus member, three division American Collegiate Hockey Association could do—go undefeated while obtaining a No. 1 ranking and third straight conference championship.
- Cheered as our Cougar Hockey team won its first-ever national championship.

- Created an awareness of what we do and fostered a spirit of appreciation and “can do” attitude.
  - Held 19 Open Office Hours for fall 2010 and spring 2011
  - Held 4 All College Staff meetings for fall 2010 and spring 2011
  - Hosted or co-hosted numerous parties/celebrations/lunches to honor and recognize the success of others:
    ✓ 2010 Administrator Retiree Boat party
    ✓ New Employee Lunches (2)
    ✓ Single Mother’s Outreach
    ✓ Opening Day
    ✓ Dean’s Retreat
    ✓ Daniel Catan Reception (Opening of Opera)
    ✓ Alumni and Friends Homecoming barbeque
    ✓ Chancellor’s Circle Lunch (Foundation)
    ✓ Library Groundbreaking
    ✓ Classified Development Day
    ✓ Welcome Open House for Floyd Moos
    ✓ Hockey National Championship Team Banquet
    ✓ 2011 Athletic Hall of Fame
    ✓ Ice Hockey Club Celebration
    ✓ Measure M Reception (for termed out members)
    ✓ Phi Theta Kappa Students and their families
    ✓ Reception for Measure M Oversight Committee members
    ✓ Classified Appreciation Lunch
    ✓ Recognition for Measure C Oversight Committee members
    ✓ 5-year Employee Service Awards
    ✓ Alumni Wine and Cheese Reception
✓ Retirees Barbeque and Celebration
✓ Reception for Renard Thomas

- Supported programs and resources for:
  ✓ Associate’s Program
  ✓ Classified Development Day
  ✓ Classified Appreciation Day
  ✓ Administrator’s Retreat

- Continued to grow our own leaders as we conducted LEAP2 and saw 36 participants graduate from the advanced session of the popular professional development program.
- Celebrated as the “Just Jazz” vocal group was one of six collegiate vocal ensembles in the nation selected to compete at the Next Generation Jazz Festival and placed second among a field of 14 high school and college jazz choirs.

3. Supported, enhanced, and celebrated efforts to take risks and try new things.
   - Added Field Studies component to instruction.
   - Developed proposals to fast track intensive education leading to well-paying jobs in highly-skilled technical fields.
   - Met with executives from SEMPRA Energy to discuss job training needs and new AA degree option (electronics based), which will lead to initial salary placement (in jobs) of $82,000 a year.
   - Secured 2nd round of funding to move Fabrication Training Program forward.
   - Restructured Automotive Technology program development; received NATEF certification June 15, 2009.
   - Added fast track course formats (GO, PAL, NOW).
   - Met with director of local Building Industry Association chapter to create an EPA required training program for local contractors in 2009-2010 year (to complete mandated training.)
   - Developed dialog with Princess Cruises’ executives which resulted in the development of contract education training opportunities with that company.
   - Facilitated the development of “Zone” for athletics supplemental education and support.
   - Restructured Math support lab.
   - Added Re-entry & Veterans Services.
• Developed plan to consolidate CWEE and Service Learning so as to avoid duplication and eliminate confusion for users.
• Developed “GET” Lab Tech training, designed to train entry level lab technicians for cross disciplinary jobs.
• Added Pharmacy technician program. (Self – Supporting)
• Added Massage Therapy program. (Self – Supporting)
• Submitted a proposal to the National Science Foundation through Kathy Alfano to change from a Regional Center of Excellence to an ATE national Resource Center beginning in 2010.
• Promoted and expanded Culinary Arts Program:
  ✓ Obtained a new Culinary Arts classroom.
  ✓ Curriculum has been revised and expanded for implementation.
  ✓ Culinary Arts students participated in Taste of the Town, Vines 2 Wine and Wine Classic Fundraising events.
  ✓ Culinary Arts students prepared menus for the Cabaret program in the PAC as well as the Library Associates.
  ✓ Wine Studies program has doubled in enrollment with the rollout of the new Wine Studies program.
• Developed new programs:
  ✓ Health Science has added Basic Life Support Classes.
  ✓ Animation Program has added industry-standard 2D animation program “Toonboom” to its Advanced Animation class.
  ✓ Graphic and Multimedia Design presented the first online courses in the summer 2008.
  ✓ Humanities Division developed the Book of the Year Program- *The Kite Runner* and has associated events planned throughout the year.
  ✓ Paralegal is awaiting ABA approval of the Paralegal Studies Program and creating new Pre-Law Certificate in conjunction with the Political Science Department.
• Developed new Community Education Programs;
  ✓ Pharmacy Technician
    ✓ 27 week program - Saturday classes
    ✓ Externships provided
• Developed new COC certification programs to meet regional needs:
  o Retail Management
  o Building Inspection
- Culinary Arts
- Insurance (in development)
- Water Systems Technology
- Land Surveying
- Construction Management
- Solar Installer/Energy Management (planned)
- Liberal Studies – Elementary Teaching Associate of Arts degree

- Added new courses since March 2008:
  - ADMJUS 090B1C Dignitary Protection
  - ADMJUS 090E1B Baton for Crowd Control Instructor
  - ADMJUS 090M3B Intermediate ICS
  - ADMJUS 090M3C ICS Advanced
  - ADMJUS 090S6B Gang Supervisor Course
  - ADMJUS 090V1C Bicycle Rapid Response Team
  - ADMJUS 090W3E Firearms Tactical Shotgun
  - ADMJUS 291SO Sheriff Reserve Deputy Level III Training
  - ADMJUS 292SO Sheriff Reserve Deputy Level II Training
  - ADMJUS 293SO Sheriff Reserve Deputy Level I Training
  - ANTHO 101H Physical Anthropology – Honors
  - ANTHRO 103H Introduction to Cultural Anthropology – Honors
  - ARCHT 198E Special Topics: United States Green Building LEED Rating
  - ARCHT 200B Design III — Environmental Design Lab
  - ART 199 Special Studio Topics
  - BIOSCI 090 Biology for Technology
  - BIOSCI 096 Cell Culture Techniques
  - BIOSCI 098 Quality Control and Validation
  - BIOSCI 107H Molecular and Cellular Biology Honors
  - BUS 172 Introduction to Insurance
  - BUS 174 Principles of Property and Liability Insurance
  - BUS 176 Personal Insurance
  - BUS 178 Commercial Insurance
  - BUS 175 Principles of Life, Health, and Disability Insurance
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 179</td>
<td>Insurance Code and Ethics</td>
</tr>
<tr>
<td>CHEM 090</td>
<td>Chemistry For Technology</td>
</tr>
<tr>
<td>CHEM 151H</td>
<td>Preparatory General Chemistry – Honors</td>
</tr>
<tr>
<td>CIT 036</td>
<td>Microsoft Outlook – Brief</td>
</tr>
<tr>
<td>CIT 178</td>
<td>Dynamic Web Site Development</td>
</tr>
<tr>
<td>CMPNET 166</td>
<td>MCITP Prep I</td>
</tr>
<tr>
<td>CMPNET 167</td>
<td>MCITP Prep II</td>
</tr>
<tr>
<td>CMPNET 261</td>
<td>CCVP-1: Preparation for CVOICE</td>
</tr>
<tr>
<td>CMPNET 262</td>
<td>CCVP-2: Preparation for CIPT</td>
</tr>
<tr>
<td>CMPNET 263</td>
<td>CCVP-3: Preparation for GWGK</td>
</tr>
<tr>
<td>COMS 110</td>
<td>Communication and Leadership</td>
</tr>
<tr>
<td>COUNS 100</td>
<td>Success Strategies for the Adult Reentry Student</td>
</tr>
<tr>
<td>COUNS 112</td>
<td>Transition Strategies for Intercollegiate Student Athletes</td>
</tr>
<tr>
<td>COUNS 142</td>
<td>Learning to Learn</td>
</tr>
<tr>
<td>CULARTS 055</td>
<td>Culinary Safety and Sanitation</td>
</tr>
<tr>
<td>CULARTS 132</td>
<td>Culinary Fundamentals III</td>
</tr>
<tr>
<td>CULARTS 133</td>
<td>International Cuisine</td>
</tr>
<tr>
<td>CULARTS 134</td>
<td>ICuE Café Production</td>
</tr>
<tr>
<td>CWEXP 189</td>
<td>Cooperative Work Experience Education – General</td>
</tr>
<tr>
<td>DANCE 130</td>
<td>Hip-Hop Dance</td>
</tr>
<tr>
<td>DANCE 136</td>
<td>Intermediate Tap</td>
</tr>
<tr>
<td>ECON 140</td>
<td>Real Estate Economics</td>
</tr>
<tr>
<td>ECON 170H</td>
<td>Economic History of the U.S. – Honors</td>
</tr>
<tr>
<td>ECON 201H</td>
<td>Macroeconomics - Honors</td>
</tr>
<tr>
<td>ECON 202H</td>
<td>Microeconomics Honors</td>
</tr>
<tr>
<td>ENERGY 070</td>
<td>Introduction to Energy management Technology</td>
</tr>
<tr>
<td>ENERGY 071</td>
<td>The Building Envelope</td>
</tr>
<tr>
<td>ENERGY 072</td>
<td>Heating, Ventilation and Air Conditioning (HVAC) Systems</td>
</tr>
<tr>
<td>ENERGY 073</td>
<td>Electric Motors and Drives</td>
</tr>
<tr>
<td>ENERGY 074</td>
<td>Lighting Distribution Systems</td>
</tr>
<tr>
<td>ENERGY 075</td>
<td>Electric Power Systems</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Name</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------------------------------------</td>
</tr>
<tr>
<td>ENERGY 077</td>
<td>Energy Reliability and Your Organization</td>
</tr>
<tr>
<td>ENERGY 078</td>
<td>Energy Management Systems and Controls</td>
</tr>
<tr>
<td>ENERGY 079</td>
<td>Renewable and Alternative Energy Systems</td>
</tr>
<tr>
<td>ENGL 071L</td>
<td>Beginning Reading and Writing Skills Workshop</td>
</tr>
<tr>
<td>ENGL 102H</td>
<td>Intermediate Composition, Literature, and Critical Thinking – Honors</td>
</tr>
<tr>
<td>ENGR 090</td>
<td>Exploring Gadgets, Engineering and Technology</td>
</tr>
<tr>
<td>ENGR 110</td>
<td>Introduction to AutoCAD</td>
</tr>
<tr>
<td>ENGR 151L</td>
<td>Materials of Engineering Lab</td>
</tr>
<tr>
<td>ENGR 161</td>
<td>Strength of Materials</td>
</tr>
<tr>
<td>ENGR 161L</td>
<td>Strength of Material Lab</td>
</tr>
<tr>
<td>ENVRMT 101</td>
<td>Introduction to Environmental Studies</td>
</tr>
<tr>
<td>ENVRMT 103</td>
<td>Introduction to Environmental Science</td>
</tr>
<tr>
<td>ENVRMT 104</td>
<td>Energy Resources and Conservation</td>
</tr>
<tr>
<td>ESYST 101</td>
<td>Basic Electronics</td>
</tr>
<tr>
<td>ESYST 102</td>
<td>Circuit Analysis</td>
</tr>
<tr>
<td>ESYST 103</td>
<td>Solid State Systems</td>
</tr>
<tr>
<td>ESYST 104</td>
<td>Digital Circuits</td>
</tr>
<tr>
<td>ESYST 111</td>
<td>Electromechanical Systems</td>
</tr>
<tr>
<td>ESYST 112</td>
<td>Industrial Robotics</td>
</tr>
<tr>
<td>ESYST 113</td>
<td>Industrial Controllers</td>
</tr>
<tr>
<td>ESYST 114</td>
<td>Automated Systems</td>
</tr>
<tr>
<td>ESYST 123</td>
<td>Residential Wiring</td>
</tr>
<tr>
<td>FIRETC 096CG</td>
<td>S-248 Status/Check-in Recorder</td>
</tr>
<tr>
<td>FIRETC 096CH</td>
<td>S-271 Helicopter Crew Member</td>
</tr>
<tr>
<td>FIRETC 096CI</td>
<td>J-158 Radio Operator</td>
</tr>
<tr>
<td>FIRETC 096CJ</td>
<td>J-342 Documentation Unit Leader</td>
</tr>
<tr>
<td>FIRETC 098AR</td>
<td>S-359 Medical Unit Leader</td>
</tr>
<tr>
<td>FIRETC 098CA</td>
<td>S-445 Incident Training Specialist</td>
</tr>
<tr>
<td>FIRETC 098CB</td>
<td>Fire Command 1A</td>
</tr>
<tr>
<td>FIRETC 098CF</td>
<td>Low Angel Rescue</td>
</tr>
<tr>
<td>FIRETC 098CK</td>
<td>J-236 Staging Area Manager</td>
</tr>
<tr>
<td>Code</td>
<td>Course Title</td>
</tr>
<tr>
<td>---------</td>
<td>------------------------------------</td>
</tr>
<tr>
<td>FIRETC</td>
<td>098MW Introduction Microsoft Word</td>
</tr>
<tr>
<td>FIRETC</td>
<td>098VA Introduction Microsoft Excel</td>
</tr>
<tr>
<td>FIRETC</td>
<td>098VB Intermediate Microsoft Excel</td>
</tr>
<tr>
<td>FIRETC</td>
<td>098VC Advanced Microsoft Excel</td>
</tr>
<tr>
<td>FIRETC</td>
<td>098VD Introduction Microsoft Outlook</td>
</tr>
<tr>
<td>FIRETC</td>
<td>098VE Advanced Microsoft Outlook</td>
</tr>
<tr>
<td>FIRETC</td>
<td>098VF Introduction MS PowerPoint</td>
</tr>
<tr>
<td>FIRETC</td>
<td>098VG Advanced MS PowerPoint</td>
</tr>
<tr>
<td>FIRETC</td>
<td>098VH Introduction MS Publisher</td>
</tr>
<tr>
<td>FIRETC</td>
<td>098VI Introduction MS Access</td>
</tr>
<tr>
<td>FIRETC</td>
<td>098VJ Introduction to Adobe Acrobat</td>
</tr>
<tr>
<td>FIRETC</td>
<td>098W Essentials of Leadership</td>
</tr>
<tr>
<td>FIRETC</td>
<td>098WA Effective Communications</td>
</tr>
<tr>
<td>FIRETC</td>
<td>098WB Effective Business Writing</td>
</tr>
<tr>
<td>FIRETC</td>
<td>098WC Team Building</td>
</tr>
<tr>
<td>FIRETC</td>
<td>098WD Performance Evaluations</td>
</tr>
<tr>
<td>FIRETC</td>
<td>098WE Civil Rights and the Workplace</td>
</tr>
<tr>
<td>FIRETC</td>
<td>098WF Performance Management</td>
</tr>
<tr>
<td>FIRETC</td>
<td>098WG Workers’ Compensation</td>
</tr>
<tr>
<td>FIRETC</td>
<td>098WH Budget and Materials</td>
</tr>
<tr>
<td>FIRETC</td>
<td>098WI Hometown Awareness</td>
</tr>
<tr>
<td>FIRETC</td>
<td>098WK Ethical Leadership in the classroom</td>
</tr>
<tr>
<td>FIRETR</td>
<td>L27 Boat and Marine Firefighting</td>
</tr>
<tr>
<td>FIRETR</td>
<td>10T Fire Management 2E</td>
</tr>
<tr>
<td>FIRETR</td>
<td>30AL S-245 Display Processor</td>
</tr>
<tr>
<td>FIRETR</td>
<td>10JA Training Instructor</td>
</tr>
<tr>
<td>FIRETR</td>
<td>30AM S230 Fire Crew Supervisor</td>
</tr>
<tr>
<td>FIRETR</td>
<td>30AN S231 Engine Boss – Single Resource</td>
</tr>
<tr>
<td>FIRETR</td>
<td>30T S244 Field Observer</td>
</tr>
<tr>
<td>GENSTU</td>
<td>090 Individualized Studies-Blackboard Support</td>
</tr>
<tr>
<td>GEOG</td>
<td>103 Introduction to Meteorology</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------------------------------------------</td>
</tr>
<tr>
<td>GEOG 104</td>
<td>World Regional Geography</td>
</tr>
<tr>
<td>GEOG 101H</td>
<td>Physical Geography Lab</td>
</tr>
<tr>
<td>GEOL 218</td>
<td>Introduction to Oceanography</td>
</tr>
<tr>
<td>GERO 101</td>
<td>Introduction to Healthy Aging</td>
</tr>
<tr>
<td>GERO 102</td>
<td>Health Promotion: Behavior Change Theories and Practices</td>
</tr>
<tr>
<td>GERO 103</td>
<td>Health Promotion: Program Implementation</td>
</tr>
<tr>
<td>GERO 104</td>
<td>Health Promotion: Fieldwork Practicum</td>
</tr>
<tr>
<td>GIS 101</td>
<td>Introduction to Geographic Informational Systems</td>
</tr>
<tr>
<td>GMD 120</td>
<td>History of Graphic Design</td>
</tr>
<tr>
<td>HIST 102H</td>
<td>The Role of Women in US History – Honors</td>
</tr>
<tr>
<td>HIST 111H</td>
<td>United States History – Honors</td>
</tr>
<tr>
<td>HIST 170H</td>
<td>Economic History of the U.S. – Honors</td>
</tr>
<tr>
<td>HS 080</td>
<td>Documentation in Human Services</td>
</tr>
<tr>
<td>HS 085</td>
<td>Understanding Alzheimer’s Disease I</td>
</tr>
<tr>
<td>HS 088</td>
<td>ElderCare Basics I</td>
</tr>
<tr>
<td>HS 089</td>
<td>ElderCare Basics II</td>
</tr>
<tr>
<td>HS 100</td>
<td>Introduction to Human Services</td>
</tr>
<tr>
<td>HS 103</td>
<td>Ethical Issues in Human Services</td>
</tr>
<tr>
<td>HS 104</td>
<td>Multicultural Issues in Human Services</td>
</tr>
<tr>
<td>HS 286</td>
<td>Resources and Programs for Older Adults</td>
</tr>
<tr>
<td>HS 290</td>
<td>Fieldwork Practicum in Human Services</td>
</tr>
<tr>
<td>ID 095</td>
<td>Home Staging — Applications</td>
</tr>
<tr>
<td>ID 101B</td>
<td>Introduction to Interior Design Lab</td>
</tr>
<tr>
<td>INTERD 010</td>
<td>Careers in Technology</td>
</tr>
<tr>
<td>INTERD 090</td>
<td>Health and Safety on the Laboratory</td>
</tr>
<tr>
<td>KPEA 108A</td>
<td>Jan Fan Jeet Kune Do</td>
</tr>
<tr>
<td>KPEA 275</td>
<td>Off-Season Softball Training</td>
</tr>
<tr>
<td>KPET 217</td>
<td>Sports Management</td>
</tr>
<tr>
<td>MATH 075</td>
<td>Intermediate Algebra for Statistics</td>
</tr>
<tr>
<td>MATH 140H</td>
<td>Introductory Statistics – Honors</td>
</tr>
<tr>
<td>MEA 103</td>
<td>Exploring Contemporary Television</td>
</tr>
</tbody>
</table>
MEA 108  Scriptwriting Fundamentals
MEA 110  Writing for Journalism and New Media
MEA 111  Exploring Video Field Production
MEA 113  Exploring Online Media Communication
MEA 120  Introduction to Cinematography I
MEA 135  Computer Animation and Special Effects
MEA 201  Film Style Seminar
MEA 215  Photojournalism and News Photography
MEA 230  Online Production and New Media Management
MEA 231  Digital Sculpture
MEA 235  Visual Effects
MEA 265  Animation Production
MEA 295  Professional Practice/Portfolio
MLT 110  Clinical Hematology Lecture
MLT 110L Clinical Hematology Lab
MLT 112  Clinical Urinalysis Lecture
MLT 112L Clinical Urinalysis Lab
MLT 114  Clinical Coagulation Lecture
MLT 114L Clinical Coagulation Lab
MLT 116  Clinical Microbiology Lecture
MLT 116L Clinical Microbiology Lab
MLT 118  Clinical Immunology/Immunohematology Lecture
MLT 118L Clinical Immunology/Immunohematology Lab
MLT 120  Clinical Chemistry I Lecture
MLT 120L Clinical Chemistry I Lab
MLT 124  Clinical Chemistry II Lecture
MLT 124L Clinical Chemistry II Lab
MLT 128  Clinical Hematology/Urinalysis/Coagulation Practicum
MLT 129  Clinical Microbiology Practicum
MLT 130  Clinical Immunology/Immunohematology Practicum
MLT 131  Clinical Chemistry Practicum
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 054</td>
<td></td>
<td>Stage Band</td>
</tr>
<tr>
<td>MUSIC 108</td>
<td></td>
<td>World Music</td>
</tr>
<tr>
<td>MUSIC 189</td>
<td></td>
<td>Individualized Music Lessons</td>
</tr>
<tr>
<td>MUSIC 191</td>
<td></td>
<td>Contemporary Practices in Music Publishing</td>
</tr>
<tr>
<td>NANO 010</td>
<td></td>
<td>Introduction to Nanotechnology</td>
</tr>
<tr>
<td>NANO 011</td>
<td></td>
<td>Introduction to SEM Technology</td>
</tr>
<tr>
<td>NC.BCSK SB-C</td>
<td></td>
<td>Summer Bridge Counseling</td>
</tr>
<tr>
<td>NC.BSCK SB-E</td>
<td></td>
<td>Summer Bridge English</td>
</tr>
<tr>
<td>NC.BCSK SB-M</td>
<td></td>
<td>Summer Bridge Math</td>
</tr>
<tr>
<td>NC.BCSK 50</td>
<td></td>
<td>Test Taking Skills</td>
</tr>
<tr>
<td>NC.BCSK 80</td>
<td></td>
<td>Academic Skills I</td>
</tr>
<tr>
<td>NC.BCSK 85</td>
<td></td>
<td>Academic Skills II</td>
</tr>
<tr>
<td>NC.BCSK 90</td>
<td></td>
<td>CAHSEE Preparation</td>
</tr>
<tr>
<td>NC.ESL 10</td>
<td></td>
<td>ESL Beginning Language Lab</td>
</tr>
<tr>
<td>NC.ESL 1A</td>
<td></td>
<td>Beginning Low A</td>
</tr>
<tr>
<td>NC.ESL 1B</td>
<td></td>
<td>Beginning Low B</td>
</tr>
<tr>
<td>NC.ESL 2A</td>
<td></td>
<td>Beginning High A</td>
</tr>
<tr>
<td>NC.ESL 2B</td>
<td></td>
<td>Beginning High B</td>
</tr>
<tr>
<td>NC.ESL 3A</td>
<td></td>
<td>Intermediate Low A</td>
</tr>
<tr>
<td>NC.ESL 3B</td>
<td></td>
<td>Intermediate Low B</td>
</tr>
<tr>
<td>NC.ESL 4A</td>
<td></td>
<td>Intermediate High A</td>
</tr>
<tr>
<td>NC.ESL 4B</td>
<td></td>
<td>Intermediate High A</td>
</tr>
<tr>
<td>NC.HLSF 10</td>
<td></td>
<td>Stress management</td>
</tr>
<tr>
<td>NC.OAD HLTH8</td>
<td></td>
<td>A Matter of Balance</td>
</tr>
<tr>
<td>NC.OAD HLTH9</td>
<td></td>
<td>Healthier Living: Managing Ongoing Health Conditions for the Older Adult</td>
</tr>
<tr>
<td>NURSNG 109</td>
<td></td>
<td>Transition into Nursing</td>
</tr>
<tr>
<td>NURSNG 112</td>
<td></td>
<td>Foundations of Nursing</td>
</tr>
<tr>
<td>NURSNG 114</td>
<td></td>
<td>Fundamentals of Nursing</td>
</tr>
<tr>
<td>NURSNG 124</td>
<td></td>
<td>Beginning Medical Surgical Nursing</td>
</tr>
<tr>
<td>NURSNG 126</td>
<td></td>
<td>Psychiatric Nursing</td>
</tr>
<tr>
<td>NURSNG 234</td>
<td></td>
<td>Intermediate Medical Surgical Nursing</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>NURSNG 236</td>
<td>Maternal Child Nursing</td>
<td></td>
</tr>
<tr>
<td>NURSNG 240</td>
<td>Advanced Medical Surgical Nursing and Leadership</td>
<td></td>
</tr>
<tr>
<td>NURSNG 244</td>
<td>Emergency Room Nursing</td>
<td></td>
</tr>
<tr>
<td>NURSNG 246</td>
<td>Disaster Nursing and Emergency Preparedness</td>
<td></td>
</tr>
<tr>
<td>PHOTO 210</td>
<td>Wedding Photography</td>
<td></td>
</tr>
<tr>
<td>PHOTO 215</td>
<td>Photojournalism and News Photography</td>
<td></td>
</tr>
<tr>
<td>PHOTO 220</td>
<td>The Business of Photography</td>
<td></td>
</tr>
<tr>
<td>PHOTO 280</td>
<td>Large Format Photography and the Zone System</td>
<td></td>
</tr>
<tr>
<td>PLMB 030</td>
<td>Plumbing Fundamentals</td>
<td></td>
</tr>
<tr>
<td>PSYCH 172H</td>
<td>Developmental Psychology – Honors</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 10AA</td>
<td>Leadership Employee Relations</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 10AB</td>
<td>Sex Offender and Registration Enforcement</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 10AC</td>
<td>Crowd Management and Control for Management</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 10AH</td>
<td>Deputy Leadership Institute</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 10AI</td>
<td>Developing Learning Activities</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 10AJ</td>
<td>Regular Basic Course (RBC) Facilitator</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 10AK</td>
<td>Academy Instructor Certification Course</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 10AL</td>
<td>Supervisory Line Duty – Supervisory Course</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 10AM</td>
<td>Ethics: To Serve with Integrity</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 10AN</td>
<td>Staff Officer Annual Report (SOAR)</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 20A1</td>
<td>Firearms Tactical (Advanced)</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 20AA</td>
<td>Crowd Management Control - Patrol</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 20AB</td>
<td>Detective Operations for Patrol</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 20AC</td>
<td>Crisis Negotiation Update</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 20AE</td>
<td>832 Laws of Arrest</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 20AF</td>
<td>Law Enforcement Protective Measures (LEPM)</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 20AG</td>
<td>Critical Incident Response Basic</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 20AH</td>
<td>Counter terrorism Training – LERA</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 20AJ</td>
<td>Search and Seizure Law</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 20AK</td>
<td>Night Individual Proficiency Course (N.I.P.R.C.)</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 20AL</td>
<td>Motorcycle Training Instructor</td>
<td></td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 20AM</td>
<td>Radio Car Procedures for First Responder</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 20AN</td>
<td>Legal Update</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 20AO</td>
<td>Crowd Management/Control Motor Strike Team</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 20AP</td>
<td>Radar Operator School</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 20AQ</td>
<td>Emergency Vehicle Operations (EVOC) PIT</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 20AR</td>
<td>Force Refresher</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 20AS</td>
<td>Radio Car Procedures for First Responders</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 20AT</td>
<td>Custody Collision</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 20AU</td>
<td>Disaster and Triage</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 30AA</td>
<td>Bank Stakeouts</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 30AB</td>
<td>Officer Involved Shooting Investigation</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 30AC</td>
<td>DNA Awareness</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 30AD</td>
<td>Forensic Photoshop</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 30AE</td>
<td>Emerging Drug Trends</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 30BA</td>
<td>Investigating and Prosecuting Identity Theft</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 30BB</td>
<td>Investigating and Prosecuting High Tech Crimes</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 30BC</td>
<td>Detective Symposium</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 30BD</td>
<td>Tagger and Graffiti Investigation</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 30BE</td>
<td>Interview and Interrogation Update</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 30BF</td>
<td>Corrections Officer Supplementary Core</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 30BG</td>
<td>Child Passenger Safety Technician</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 30BH</td>
<td>Drug Recognition Expert Preschool</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 30BI</td>
<td>Investigative Supervisory Operations</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 40AA</td>
<td>Special Operations for Witness Protection</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 40AC</td>
<td>Airborne Operations Ground Officer Training</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 40AD</td>
<td>Gang Awareness Update</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 40AE</td>
<td>Special Weapons and Tactics</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 40AF</td>
<td>Pilot Flight Review</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 40AG</td>
<td>Aircrew Update Course</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 40AH</td>
<td>Mounted Platoon Basic Training</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 40AI</td>
<td>Multi-agency Response to Terrorist Incidents</td>
<td></td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 50AA</td>
<td>Rifle Marksmanship - Sniper</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 50AC</td>
<td>Less Lethal Munitions for Crowd Control</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 50AD</td>
<td>Electronic Weapons (Taser)</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 50AE</td>
<td>Firearms Tactical Rifle A</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 50AF</td>
<td>Firearms Tactical Rifle B</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 50AG</td>
<td>Firearms Tactical Rifle C</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 50AH</td>
<td>Firearms Tactical Rifle D</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 60AA</td>
<td>Dispatcher Terrorism Awareness</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 60AB</td>
<td>Premier Computer Aided Dispatch (CAD) Training</td>
<td></td>
</tr>
<tr>
<td>PUBSAF 60AC</td>
<td>Mental Illness for Public Safety Dispatchers</td>
<td></td>
</tr>
<tr>
<td>REC 105</td>
<td>Leadership in Recreation and Leisure Services</td>
<td></td>
</tr>
<tr>
<td>REC 124</td>
<td>Challenge Ropes Course Experience</td>
<td></td>
</tr>
<tr>
<td>SOCI 103H</td>
<td>Intimate Relationships and Families – Honors</td>
<td></td>
</tr>
<tr>
<td>SOCI 136</td>
<td>Field Experience in Qualitative Research</td>
<td></td>
</tr>
<tr>
<td>SOCI 198P</td>
<td>Serial Murder-Profiling the Crime and Social Response</td>
<td></td>
</tr>
<tr>
<td>SOCI 198R</td>
<td>How Much is Enough? America’s Consumerist Society</td>
<td></td>
</tr>
<tr>
<td>SOCI 200H</td>
<td>Introduction to Women’s Studies – Honors</td>
<td></td>
</tr>
<tr>
<td>SOCI 205</td>
<td>Society and the Environment</td>
<td></td>
</tr>
<tr>
<td>SOLAR 050</td>
<td>Photovoltaic Systems</td>
<td></td>
</tr>
<tr>
<td>SOLAR 052</td>
<td>Solar Thermal Systems</td>
<td></td>
</tr>
<tr>
<td>SOLAR 101</td>
<td>Introduction to Energy Technology</td>
<td></td>
</tr>
<tr>
<td>THEATR 100</td>
<td>Theatre Appreciation</td>
<td></td>
</tr>
<tr>
<td>THEATR 170</td>
<td>Introduction to Stage Management</td>
<td></td>
</tr>
<tr>
<td>THEATR 190B</td>
<td>Classical Theater Production</td>
<td></td>
</tr>
<tr>
<td>THEATR 190C</td>
<td>Theatre Production - Comedy</td>
<td></td>
</tr>
<tr>
<td>THEATR 190D</td>
<td>Theatre Production - Drama</td>
<td></td>
</tr>
<tr>
<td>THEATR 193</td>
<td>Summer Theater Workshop</td>
<td></td>
</tr>
<tr>
<td>WATER 032</td>
<td>Water Supply</td>
<td></td>
</tr>
<tr>
<td>WATER 035</td>
<td>Water Quality</td>
<td></td>
</tr>
<tr>
<td>WELD 080</td>
<td>Non-Destructive Testing</td>
<td></td>
</tr>
<tr>
<td>WELD 092</td>
<td>Introduction to Metal Fabrication</td>
<td></td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>WELD 093</td>
<td>Intermediate Metal Fabrication</td>
<td></td>
</tr>
<tr>
<td>WELD 094</td>
<td>Advanced Metal Fabrication</td>
<td></td>
</tr>
<tr>
<td>WELD 096</td>
<td>Welding Certification and License Preparation</td>
<td></td>
</tr>
<tr>
<td>WELD 101A</td>
<td>Introduction to Shielded Metal Arc Welding</td>
<td></td>
</tr>
<tr>
<td>WELD 101B</td>
<td>Intermediate Shielded Metal Arc Welding</td>
<td></td>
</tr>
<tr>
<td>WELD 101C</td>
<td>Advanced Shielded Metal Arc Welding</td>
<td></td>
</tr>
<tr>
<td>WELD 104</td>
<td>Introduction to Gas Tungsten Arc Welding</td>
<td></td>
</tr>
<tr>
<td>WELD 105</td>
<td>Advanced Gas Tungsten Arc Welding</td>
<td></td>
</tr>
<tr>
<td>WELD 106</td>
<td>Introduction to Semiautomatic Welding Processes</td>
<td></td>
</tr>
<tr>
<td>WELD 107</td>
<td>Advanced Semiautomatic Welding Processes</td>
<td></td>
</tr>
<tr>
<td>WELD 132</td>
<td>Blueprint Reading for Welders and Fabricators</td>
<td></td>
</tr>
<tr>
<td>WELD 133</td>
<td>Welding Inspection</td>
<td></td>
</tr>
</tbody>
</table>

- Expanded welding department which includes:
  - Shielded metal arc welding
    - WELD101B Intermediate Shielded Metal Arc Welding
    - WELD101C Advanced Shielded Metal Arc Welding
  - Semiautomatic welding
    - WELD106 Intro to Semiautomatic Welding Processes
    - WELD107 Advanced Semiautomatic Welding Processes
  - Metal fabrication courses
    - WELD097 Intermediate Metal Fabrication
    - WELD098 Advanced Metal Fabrication

And 26 new ISA courses!

- Planned new degrees/programs:
  2008-2009
  - Architectural Computer Aided Drafting Certificate of Specialization
  - Communication Studies A.A Degree
  - Engineering Apprentice A.S. Degree
✓ General and Emerging Technology Laboratory Technician Certificate of Specialization
✓ General Education Development Preparation Certificate of Completion (Non-Credit)
✓ Home Staging Certificate of Specialization
✓ Personal Trainer Certificate of Specialization
✓ Summer Bridge Certificate of Completion (Non-Credit)
✓ Water Systems Technology Certificate of Achievement

2009-2010
✓ Academic Skills Certificate of Competency (Non-Credit)
✓ CAHSEE (California High School Exit Exam) Certificate of Completion (Non-Credit)
✓ Energy Management Certificate of Specialization
✓ ESL Beginning Level Certificate of Competency (Non-Credit)
✓ ESL Intermediate Level Certificate of Competency (Non-Credit)
✓ Hotel Restaurant Entrepreneurship Certificate of Specialization
✓ Human Services – Gerontology Option Certificate of Achievement
✓ Insurance – Property and Casualty Certificate of Achievement
✓ Medical Laboratory Technician A.A. Degree
✓ News Reporting and Anchoring Certificate of Specialization
✓ Web Development A.S. Degree
✓ Web Development Certificate of Achievement
✓ Web Publishing and Design A.S. Degree
✓ Web Publishing and Design Certificate of Achievement

2010-2011
✓ Electronic Systems Technology – Electromechanical Systems A.S. Degree
✓ Electronic Systems Technology – Residential Applications A.S. Degree
✓ Mathematics A.S. Transfer Degree
✓ Medical Office Administrative Assistant Certificate of Specialization
✓ Psychology A.A. Transfer Degree
✓ Skills for Healthy Aging Resources and Programs (SHARP) Certificate of Specialization
✓ Sociology A.A. Transfer Degree
✓ Solar Energy Technician Certificate of Specialization
• Launched OER.canyons Open Educational Resource repository in Spring ‘09
  o Created OER content in welding, geology, engineering, counseling, business, and more
  o Developed audio and video content for online and hybrid courses
  o Conducted 6 workshops on Open Educational Resources and the use of the oer.canyons repository
• Enhanced media production and training for online courses
  o Offered several workshops on podcasting, editing, and delivery of content
  o Increased the number of faculty actively involved in the creation of digital media
• Utilized Web Conferencing for Live Sessions
  o Monthly training offered for live web conferencing
  o 12 faculty using regularly (from zero in June 2008)
• Explored Virtual Reality Worlds (Second Life)
  o Workshops offered each semester on virtual worlds
  o Collaborated with other institutions on implementation strategy
• Learned through more training
  o Number of Distance Learning workshops in 2008-2009 academic year = 108
  o Number of attendees at Distance Learning workshops since January ’09 = 627
• Coordinated four special meetings with community partners (Foundation, Hart District, City of Santa Clarita)
• Developed plan for regular communication with Legislators and Congressmen.
• Supported the development of the OER Initiative on campus (alternative to hard copy textbooks).
• Secured Distance Education Captioning Grant.
• Launched the GET Lab Technician Program
  o The General and Emerging Technologies Laboratory Technician (GETLABTECH) program trains students in entry-level laboratory technical skills for the industrial workplace in fields like nanotechnology and biotechnology.
  o This program focuses on essential science, technology and workplace skills at a basic level with the goal of preparing students for entry-level jobs in a variety of industries that use laboratories for product development, testing, and quality control.
  o The program is designed to be completed in one year (fall, winter, and spring terms or fall, spring, and summer terms).
• Expanded the Career Technical Education Efforts
• The Welding Technology Program has been awarded an IDRC grant for Automated Welding.
• Hosted an Adult Career Pathway Training Conference for COC Faculty and Counselors.
• Hosted CORD Career Pathway Leadership Training Workshop.
• The Career Technical Education Consortium (CTEC) continues to work on the strengthening CTE programs, professional development of CTE faculty and staff, and career exploration for 7th and 8th grade students.
• Supported the development of a Grant with UCLA to create and fund an Evidence-based Health Promotion (EBHP) Educator Certificate Program.
  o Provides caregivers with training and basic knowledge and skills needed to carry out their role.
  o Proven to increase caregiver skills and confidence, reduce stress and provide increased access to supportive services.
  o We will be the only college in the County to have such a program.
• Secured funding to develop our capacity in energy conservation and wind technology.
• Created new fee-based education courses that are connected to and feed into instructional programs (Princess Cruises, Boston Scientific).
• Developed 106 new courses in 26 different departments to meet emerging workforce needs and/or support student transfer.
• Developed new or expanded certificates of specialization, certificates of achievement, and degree programs to meet emerging workforce needs and/or support student transfer.
• Developed contract templates and worked out the details with the various universities to place 22 programs in the University Center for 2010-11.
• Received American Bar Association (ABA) approval for the Paralegal program.
• Developed Insurance Program agreement with American College and Harold Petersen to offer insurance certificates in the University Center.
• Secured funding for and initiated Medical Lab Tech Program to prepare students for high-demand jobs in the medical and biotechnical lab industries.
• Secured National Automotive Technician Education Foundation (NATEF) certification for the Automotive Technology program.
• Developed project to offer new programs on a fast-track, intensive delivery model to meet the needs of new populations: short-term and extension-based curriculum for re-training of industry professionals in the following fields. Some have started, and others will deploy over the next 12 months depending on availability of space.
- Entry-level (Fast Track): Aerospace Manufacturing Technician, Medical Billing, Medical Office Assistant, Maintenance and Repair Technician, Customer Service Representative, Pharmacy Technician, Office Administration Support, Precision Assembly Technician, Manufacturing Inspector, Inventory/Shipping and Receiving clerk.
- Transition/Mid-Career or Skill Enhancement (Fast Track): Retail Sales Management, Accounting/Book Keeping, Energy Auditor, Project Management, Quality, Inventory Control and Management, Purchasing Management, Six Sigma/Black Belt, Green Training for current trades professionals (Plumbing, Electrical, Construction)

- Enhanced Early Childhood Education department’s ability to respond to community’s needs.
- Developed and deployed re-entry students programs and services.
- Secured a second Industry Driven Regional Collaborative grant to move welding fabrication program to the next step.
- Moved forward to develop plumbing certification program.
- Initiated other program developments.
- Continued to develop creative collaborative initiatives to address the nursing shortage in the state and our region.
- Initiated meetings and developed a partnership with Disney to train their workers and use our students as interns throughout the year.
- Worked to develop programs and processes to encourage students to focus, complete and transfer:
  - Achieved 3rd highest completion rate in state for students relative to goal completion.
  - Created a MEA Animation Program to raise the success and retention rates of students in by enhancing outside access to software, programs and tutorials, and will renew its access and use of the Acme Animation Network to help enhance student success and career exploration objectives for CTE. Additionally, MEA will expand access to the animation, filmmaking, and broadcast/audio facilities to allow more time to use the equipment, and for expanding the MEA Media/Animation/Video Club meeting times.
  - Created kits for students in lab classes to support instruction while reducing costs to students.
  - Developed a two-year theatre course schedule (Fall 2010-Spring 2012) to improve the course scheduling process and allow students to better plan their academic schedules to complete their degrees within a four semester period.
○ Partnership with CSUB to provide intern opportunities in our classrooms for future teachers.
○ Presented how COC uses Cal-PASS data at the Cal-PASS data users group meeting at Cal-State Los Angeles.
○ Developed California Connects, a new program resulting from collaboration between MESA and the Foundation for California Community Colleges. It creates opportunities for MESA students to perform community service designed to bridge the digital divide.
○ Received the National Science Foundation Transitions Scholarship program award to 51 scholarships over two years and has engaged COC students in scientific research and presentation and career exploration.
○ Provided input to the Hart District Publication regarding advice to high school students and parents so we were on the same program as 4-year colleges.
○ Implemented the use of CalPASS – oversight for data collection and student transfer.
○ Met with Hart District Superintendent to discuss ROP, CTE, School to Business Alliance and placement testing.
○ Established our recently approved Associates in Science degree in Biological Sciences for biology majors in order to better prepare students for future academic study and/or transfer to four-year colleges and universities.
○ Established our recently approved Biotechnology Certificate of Achievement with a core curriculum that includes both a strong foundation in theory as well as extensive hands-on training in biotechnology to support the rapidly emerging job market for students with all levels of training in biotechnology.
○ Supported our Honors program by creating recently approved curriculum for a new BIOSCI 107H course (Molecular and Cellular Biology Honors) that will premiere this upcoming fall 2011 semester, providing another venue by which our honors students and community members can excel in an effort to improve their transfer successes.
○ Supported our Honors program by creating recently approved curriculum for a new MATH 140H course (Introductory Statistics Honors) that will premiere next fall 2012 semester, providing another venue by which our honors students and community members can excel in an effort to improve their transfer successes.
○ Established our recently approved Associates in Science degree in Computer Science for computer science majors, with improved curriculum alignment based on realistic course offering expectations in view of the current economic climate, in order to better prepare students for future academic study and/or transfer to four-year colleges and universities such as CSUN.
Established our recently approved Associates in Science degree in Mathematics for STEM majors in order to better prepare students for future academic study and/or transfer to four-year colleges and universities.

Established our recently approved Associates in Science degree in Mathematics for transfer (AS-T) to the California State University System (as per SB1440) in order to better prepare students for future academic study at a CSU institution.

Developed Fast Track Business Plan and implemented five Fast Track programs.

Held Job Fairs (One in fall 2010 in conjunction with the Chamber of Commerce, and two in spring 2011 – one at each campus).

Received Job Development Incentive Fund grant for Precision Assembly and Machining to train workers in manufacturing.

Obtained Advanced Manufacturing Grant to support business worker development.

Participated in Aerospace and Defense Coalition to discuss student placement.

4. Supported professional development plans of Canyon Country campus faculty and staff to the degree resources allowed.
   • Scheduled Emergency Preparedness Sessions.
   • Improved our skills and upgraded our training by participating in 540 Professional Development workshops.
   • Opened the Writing Achievement Center.
     o Offered supplemental instruction workshops, guided learning activities, and tutoring services.
       ✓ Reading Textbooks
       ✓ Note Taking
       ✓ Time Management
       ✓ Punctuation
       ✓ Sentence Fragments

5. Promoted the use of the gathering places for students, faculty, and staff at the Canyon Country campus including the library, student lounge, Market Place Café, and the amphitheater.

6. Used the Annual Student Survey for the Canyon Country campus to identify student satisfaction levels.
   • Created and implemented action priorities based on survey data.
7. Developed student recognition programs. (See number 2.)
   - Supported our staff as they stepped up to participate in the Gamma Beta Phi Basra Project (2,836 school supplies boxed and shipped to Capt. D’Astoli in Iraq) and the Haiti Relief Effort (44 boxes of food and $115 for the shipping collected for Help the Children Foundation).

8. Cultivated greater student participation in CWEE.
   - Expanded the number of internship opportunities to over 900 per semester.
   - Worked to enhance the placement of students into employment upon completion of certificate and workforce training courses of study:
     - Worked with Business Department, CIT and the Hart High School District to develop a Business Career Pathway for high school students.
     - Increased nursing base annual admissions from 48 to 100 annual admissions.
     - Increased Fire Tech student enrollment from 200 to over 400.
     - Implemented nursing a retention specialist program and a remediation program and now has a 94% retention up from 72% in 2006.
     - Held "kick-off" the new CA Career Cafe website as a tool for students to use in the career development process.
     - Institutionalized the Careers-on-the-Go Program, a LEAP Project piloted last year by a committee, through the Career Center.
     - Increased internship placement rate by 20%, from an average of 118 placements per year to 142 placements per year.
     - Developed the Student Employment Eligibility Pool, which has matched numerous College Assistants with Departments on campus.
     - Worked to facilitate a mechanism for placement of Auto Technology program graduates.
     - Developed student support for career development in line with career advancement ladders, 2+2 matriculation, and track progress with the assistance of CTE, student services, and inter-district liaisons (SCV School and Business Alliance, Service-Learning, CWEE, etc.).
     - Placed Service-Learning students in jobs in non-profit organizations: Neighborhood Legal Services, Domestic Violence Center, Single Mothers Outreach, Big Brothers/Big Sisters of Fillmore.
     - Continued employment in the region of graduates from our Nursing, EMT, Fire Technology, Administration of Justice, and Phlebotomy. Relative to the economy
nursing graduates have been having a more difficult time finding positions. A statewide survey, in summer 2010, found that 40% of all new graduates were unable to find work relative to the workforce seeing a surge of experienced nurses working many hours. A more recent survey focused on Associate degree graduates (not yet formally released) found that this has already shifted and about 28% of more recent graduates and specifically Associate degree graduates have not yet found employment in nursing positions.

- Designed and implemented an online survey for both the Photography and Sociology departments to assist with tracking graduates.
- Collaborated with Financial Aid and Academic Affairs and provided data in response to the U.S. Department of Education’s new Gainful Employment reporting and disclosure requirements.
- Incorporated the use of EMSI labor market reports into program reviews on a voluntary basis.
- Created an additional Certificate of Specialization within the GET LAB TECH program emphasizing advanced nano-manufacturing processes.

9. Developed a greater practice of celebration, recognition, and tradition among faculty and staff within the Welding Technology program.
   - Hosted and participated in a Weld-Ed Module 2 (Welding and Cutting Processes) training event during the week of July 25th, 2011. Hosting this event has built the platform for College of the Canyons to become a Weld-Ed regional partner bringing national recognition to the institution and the welding program. While we anticipate holding on to many of the traditions built upon over many years, we look forward to further collaboration with other Weld-Ed partners, which will surely influence how we operate in the future.
   - Held weekly barbeques where faculty and staff come together to share their lives and experiences. This has increased the level of camaraderie on campus and helps keep our department better connected with many other departments.
   - Participated in most all career day events on campus (specifically, Discovering Careers, and College2Careers). The team effort involved with the preparation in addition to the execution running these events has brought our faculty and staff much closer. Most all of our faculty has expressed in great amount of satisfaction by interacting with young individuals during these events.

10. Promoted participation of all groups in the decision-making process and encouraged the development of ideas and open communication within the college community.
• Conducted numerous classroom visits and sent follow-up notes to faculty.
• Visited all academic divisions at least once during the academic year.
• Initiated The Monday Report.
• Expanded visibility on Facebook and Twitter.
• Put Board agenda online.
• Presented seven All College meetings during 2008/09 (adding 2 that dealt specifically with budget issues).
• Scheduled special workshops on budget and facilities at the Board’s request and worked with CFO to prepare necessary materials.
• Updated Decision Making Guide
• Expanded membership on Advocacy Task Force
• Hosted COCFA Liaison meetings and produced numerous results, including several “how to” tutorials posted on the college’s intranet site:
  ✓ Process College Mail
  ✓ Score Extra Cash for Your Program
  ✓ Process a Technical Request to MIS
  ✓ Set up an online class
  ✓ Get personalized help if I need training on technology
  ✓ Complete my Department Program Review and how often do I do it?
  ✓ Assess what the business community needs (technical skills and competencies) for students in my program
  ✓ Get assistance to advertise and promote my program
  ✓ Start a new course
  ✓ Introduce a new idea for consideration
  ✓ Discover easiest way to track my budget
  ✓ Plan a budget for my department
  ✓ Figure out how long it takes for an idea to go from concept to reality
  ✓ Get help from the Foundation
  ✓ Write a grant
  ✓ Learn how to manage a grant if I get one
  ✓ Pursue more staff for my department
  ✓ What do I need to know about how decisions are made?
  ✓ Process a Technical Request to Computer Support
✓ Find out who can help me develop the action priorities to implement the five-year plan I developed
✓ Learn how instruction is organized; who is responsible for what, and who should I call
✓ Figure out what a forced cost is, and how it moves through the budget process
✓ Learn more about why enrollment is so important
✓ Explain what a minimum/maximum enrollment is
✓ Learn about the organizational structure in Instruction
✓ Get more space for my department(s)? How is space allocation prioritized
✓ Identify who to contact for problems (facilities/technology) in the classroom
✓ What does proactive mean?
✓ Can other colleges promote their programs (that compete with mine) on campus?
✓ Who says we have to do SLOs (at course, department and college levels)?
✓ Can I use classrooms on Sundays?
✓ Can we offer ESL courses online?
✓ Who can I ask? Are there any stupid questions?
✓ Is scheduling ever going to get easier?
✓ Understand who is responsible for what?
✓ Who to Call . . .
✓ What is class size?
✓ As educators, do we know smaller class size is better?
✓ If COC is not averaging 35 students per class, how do we have enough funds to do what we are doing?
✓ What is an FTES?
✓ How are FTES calculated?
✓ How do FTES convert to apportionment (income)?
✓ Are we trying to fit too many students into small rooms?
✓ I have been teaching all my classes in my room since I was hired at COC, why do I have to change?
✓ By assigning these new rooms are you changing the number of sections being offered?
✓ Copyright Law at College of the Canyons
✓ How to acquire needed data/trend analysis/enrollment data

- Completed Board Policy Manual Revision:
• Presented Board Policies for review and approval of the Board:
  ✓ Board Policy 4300 – Field Trips
  ✓ Board Policy 3850 – Revisions to Conflict of Interest Policy
  ✓ Board Policy 3050 – Code of Professional Ethics (Ethics Policy)
• Implemented BoardDocs, for creation of Board Agendas and Minutes online.

11. Provided a number of quality service programs through campus safety that will improve the level of customer service, safety, and support to our students and staff.

• Campus Escort Service - Valencia and Canyon Country campuses
  o Trained, uniformed students provide FREE rides to and from and around campuses, Monday – Thursday from 6:30 – 10:30pm.
  o They also walk through buildings introducing themselves to staff and providing an extra set of eyes and ears for the safety officers.

• Personal Safety/Self Defense for Women
  o This workshop is presented in a three part series. Our first class covers all aspects of personal safety at work, home, in your car or out and about.
  o On the second session participants are taught basic self defense techniques.
  o On the third session we review the learned techniques and participants are encouraged to practice in our safe environment with our foam suited instructors. This workshop builds self esteem and empowers, supports women of all ages.

• The Girlfriends Club (A Promise to Yourself, Family and Friends)
  o This was developed as part of our Personal Safety/Self Defense Workshop
  o Where all women are welcome to find empowerment, tips on safety, health, diet and just plain fun information! Girlfriends fill so many needs such as mentors, confidants, compassionate empathizers, co-creators and social networks.
  o The Girlfriends Club is an organization dedicated to educating women about self defense and teaching them how to avoid abusive situations. In addition, the group supports friendship through fun activities, exchanging recipes, and meeting together. We are committed to helping women who have suffered from domestic violence.
Our goal is to help these women attend college and change their lives in a positive way through higher education. Please help us achieve our goal by contributing $15 or more to the "Girlfriends Club Scholarship". This scholarship will be awarded each year to a College of the Canyons female student who has been the victim of domestic violence.

Your contribution will help us reach this goal and as our thank you, you may choose to receive either our magic t-shirt or our eco-friendly water bottle.

Vehicle Maintenance and Safety Tips
- Safety tips while in your vehicle.
- Maintenance tips on checking under the hood and how to do it yourself. Checklist provided.
- Hands on experience on how to safely light a flare
- Emergency vehicle kit list information

How to Protect Your Child
- Provides information on keeping your child safe
- Scenario discussion
- Interview questions for hiring a new sitter are provided

Earthquake Preparation for Home, Work and in Your Vehicle
- Addresses the need to make sure your home is prepared so if you’re at work you will have peace of mind about you home and family.
- Provides supply list for all and how to make and conduct a table top emergency exercise for your home.
- Addresses the structure of the Incident Command Team

How to Organize Your Department and Co-workers for Disaster Planning
- This workshop will help you get started in putting together the basic plan for disaster planning in your work environment. Handouts for workbooks will be provided.

Overview of the Resource Team Job Duties
- This workshop will give you a greater understanding of the team’s duties and how they work with the emergency command post and triage. The Resource Team (page 21 in the Emergency Preparedness Guide) is designed to work with the Command Post established by Security in the event of an emergency and is strictly on a volunteer basis.

Wheelchair Evacuation
- This workshop provides hands on training. You will learn how to remove victims from building structures. A series of lifts and drags will be shown.
• Light Search and Rescue Operations
  o Learn to search safely and systematically for victims. This workshop will teach you how to do a head-to-toe assessment of the victim.
• Assisting with Triage
  o This workshop will help you in assisting with a triage area during an emergency.
• Assisting with Fire Suppression
  o Hands on training using a fire extinguisher and assisting with fire suppression.
• Bomb Awareness
  o Learn how to handle and cope with a bomb threat or suspicious letter. This workshop is presented by Officer Herb Williams. Slide show included.
• Mock Emergency Drill
  o Experience and apply your skills in a mock emergency drill complete with victims.
• New Staff and faculty Orientation
  o Presentation on our department and the services we provide.
• BIT (Behavioral Intervention Team) Team Workshops
  o Educate staff and faculty on how the team works and operates. How the team can serve them and how to contact us.
• Annual Great California Shake Out
  o In cooperation with the state we register and participate in the Great Shake Out. This provides information on how to Drop, Cover and Hold on during a shake, interactive games and other educational information on how to prepare.
• Annual Incident Command Team Get Together and Training
  o This was initially done during December to not interfere with classes.
• POD (Point of Dispensing)
  o In collaboration with the County Health, College of the Canyons Health Center, College of the Canyons Nursing Department, the City of Santa Clarita and Santa Clarita Sheriff’s Department we provide a community wide Flu shots while this is done to test the cities readiness initiative and response during a bioterrorism attack and prepare the community for a potential pandemic. The plan is to treat an impacted, mass population with medications within a short time period.
• Educational Videos on the Campus Web With Closed Captioning
  o Campus Lock Down Procedures - done
  o Earthquake Preparedness for Staff and Faculty – in process for closed captioning and then will be posted on our web
o Earthquake Preparedness for Students – filming is complete, in process of adding audio and voice over, then to closed captioning.

• Rideshare Program
  o In cooperation with the state of California Air Quality Management Program we offer events, commute information and rewards for all campus staff the rideshare in some capacity.

• Scared Safe Program
  o Participants will engage in various role-playing scenarios to help them better understand their abilities to think defensively, avoid and effectively respond to common crimes. The lessons provided in this hands on experience in personal safety are more likely to be remembered than with the standard lecture approach.

• Office Safety Workshops
  o Our department will visit an office at the request of the Manager to assist in evaluating their work area/security concerns and develop a plan that works best for their work environment.

12. Fostered a culture of student success in the noncredit program through providing formal and informal recognition of student achievement via:
  • Hosting an annual Recognition Ceremony where we award certificates to those who have completed Beginning ESL, Intermediate ESL, and the GED Preparation.
  • Asking students to tell stories about their experiences with speaking English outside of class.
  • Awarding attendance certificates and highlighting students’ lives by printing “their story” in our newsletters. (As a cost cutting measure, we have discontinued the newsletter.)
  • Hosting a recognition ceremony for students earning the Beginning and Intermediate ESL certificates to boost their self-esteem, recognize their accomplishments, and encourage them to enroll in the next higher level.

13. Expanded activities for student groups, including a reexamination of ways to increase membership, student involvement, and retention.
  • Assisted the Sustainable Development Committee in forming a student club, Students for Sustainability
  • Co-sponsored resolution between ASG and Board of Trustees at February 2011 Joint Board Meeting
  • Campus clubs have increased from 32 to 46
• Expanded ASG Computer Lab at Valencia Campus
• Remodeled and opened ASG Senate room
• Open a Club meeting room
• Held two Club rushes per semester at both campuses
• Events are held all year at both campuses
• Emerging Leader and Cougar Mentor workshops now being offered at CCC
• Basecamp site created for all clubs and advisors
• Trainings held each semester for club advisors
• Club Showcase at the end of the spring semester recognizing clubs and their campus involvement
• Initiated College Ambassadors program.

14. Further developed learning communities to further cross-departmental efforts such as the LEAP program See Goal 10: Innovation).

• Expanded curriculum and scope of the Field Studies program and site.
  o Increased the number of students served by 22 percent from 450 to 550.
  o Recruited new faculty members to participate – Brent Riffle (History) and Pamela Williams-Paez (Sociology).
  o Added History 112 to the classes offered.
  o Established long-term biology study plots.
  o Commenced longitudinal study of pond biology.
  o Developed tracking form for contract hours.
  o Secured participation by the History Club and American Sign Language Club.
  o Improved the facility:
    ✓ Replaced old mattresses.
    ✓ Installed vinyl mattress covers.
    ✓ Installed electricity and lighting in outdoor teaching pavilions.
    ✓ Built trails to central eating/teaching area.
    ✓ Dredged and refilled 2-acre camp pond.
    ✓ Painted and restored student cabins.
    ✓ Initiated development of mountain bike trail.
    ✓ Arranged for national inspection/certification of Ropes Course

• Designed and implemented a curriculum rotation plan for consistent and predictable offering of courses to ensure each is offered regularly in as many day, late afternoon and evening sections and formats (early, late-start, hybrid and/or online) as warranted by
enrollment; and, added additional on-ground, online and laboratory sections each semester as warranted by enrollment.

- Updated and created relevant Board Policies.
- Helped to restructure The Zone with amazing results.

- Sustained higher retention and success rates for student athletes who attended The Zone compared to the College as a whole.
  - Maintained 92% retention rate for student athletes who did not attend The Zone and 100% for those who spent 20 or more hours in The Zone.

- Expanded our Basic Skills effort. Participated directly in implementing plans.

- Launched the Cal-PASS Professional Learning Councils (PLC’s) for English and Math. (Cal-PASS is a system that collects data about student success and transition from every segment of education.)

- Launched the “First Year Experience” Program for new students designed to enhance students’ success, retention and transfer.

- Visited seven local high schools for info sessions for seniors coming to COC.

- Included the following benefits for incoming freshman (The First Year Experience) students:
  - Cougar Days: Incoming students will learn more about the assessment process. Coming in April and May 2010
  - Face-to-Face Counseling: Students will have a face-to-face counseling session in July to help map out a student success plan
  - Guaranteed Classes: Guaranteed enrollment in general studies course in Summer 2010 session and guaranteed enrollment in one Math or English course in Fall 2010 for incoming freshman who participate
  - Full Time Faculty Mentor: Full Time Faculty member will help prepare them for success for their upcoming freshman year. Peer mentors will also be made available
  - Promoted faculty production and use of Open Educational Resources implementing district repository of Open Educational Resources.
  - Added a Project-Based Learning program (with Brittany Applen, Jennifer Hauss, and Len Mohney). With the help of a mini-grant, we were able to develop the systems and mechanisms to get this new initiative started. A presentation was made to the Business Education Statewide Advisory Committee (BESAC), who approved this approach, and we will move forward in fall 2010 with a program for American Sign Language.
  - Supported the continued development of our honors courses into a full-fledged “honors” program.
Facilitated moving decisions forward and coordinating between departments to enhance technology that enabled us to:

- Give the instructors the ability to email students who are on the waitlist for their classes.
- Allow students to search for classes by start and end date online.
- Implement Informer to easily produce reports from Datatel.
- Setup the technology in Mentry Expansion.
- Upgrade 150 computers and 30 printers.
- Setup digital archive for district photos.
- Move to campus-wide document imaging.
- Setup new iGreentree Employment Application program.
- Upgraded email server.
- Complete modification on Online Program Review and implemented Budget piece.
- Create online Volunteer Bureau interest form.
- Create online Student Employment Eligibility database.
- Develop website guidelines.
- Complete the draft of the Technology Master Plan.
- Virtualized our email servers so we can easily failover to the co-location facility in the event of a disaster.
- Incorporate High Definition Video Conferencing to Canyon Country.
- Move the budget request process online.
- Increased small classrooms to 97.
- Add two more Computer Labs (to 58).

Created the **Department Showcase Program**, which introduced department staff members to the campus community. This afforded them a chance to provide a summary of their department’s services for students and staff. We highlighted a different department each month.

- Admissions and Records – Addressing First Week Challenges with Adding/dropping Students, WebAdvisor (My Canyons), etc.
- Audio Visual – Accessing Your Classroom Technology Needs
- Counseling Services – Services and Resources Available to Students
- Disabled Students Programs & Services (DSPS) – Services Available To Students and Your Responsibility As Faculty
- EOPS Program for Students
o Fitness Center
o Foundation – Foundation, Philanthropy & Faculty’s Role in Resource Development
o Health Center/SNAC
o MESA Program for Students
o Reprographics Department – Services and Resources Available to Faculty
o Security – District safety
o Service Learning - Incorporating Service Learning into Your Classroom
o TLC Services – Do Your Students Need Tutoring Services?
Goal #12: LEADERSHIP

College of the Canyons will assert its leadership to increase educational, economic, and cultural opportunities for the community including businesses, industry, arts groups, and community-based organizations in the region.

1. Provided the coordination and leadership that leads to the formation of an economic development initiative/coordinated body in the Santa Clarita Valley.
   - Played a key role in the establishment and rolling out of the Santa Clarita Valley Economic Development Corporation.
     o Orchestrated and provided leadership to the development of a Strategic Plan for the organization, hosted meetings on COC campus, and drafted plan.
     o Provided focus to the selection of the Executive Director, helped to strategize and develop job description, screened applicants, and set up and hosted interviews for the position.
     o Helped to secure $200,000 City commitment.
     o Worked with other Board members to raise start-up funds for first 24 months of operation.
     o Promoted Economic Development Corporation by providing talking points to on and off campus people.
     o Developed strategies for the founding board of the SCV Economic Development Corporation to move forward aggressively.
     o Submitted bylaws and secured approval by the State.
     o Participated in the development of an application to expand the scope of the enterprise zone in the Santa Clarita Valley and was successful. (1 of only 3 in the State)
     o Helped to structure and oversee the process to hire an Executive Director and subsequently expand the staff.
     o Assisted the Economic Development Corporation in developing the grant potential of the Economic Development Corporation.
     o Coordinated the college’s efforts on economic development via Small Business Development Corporation, Center for Applied Competitive Technology, and Employee Training Institute with the Economic Development Corporation.
     o Helped to put together a joint effort Economic Development Summit with the Economic Development Corporation.
     o Worked to bring the Economic Development Corporation to the University Center.

2. Worked to collaborate with other nonprofit organizations in the Santa Clarita Valley to coordinate/consolidate/collaborate on funding new initiatives (multi-organizational efforts and shared input/shared benefit). In the spirit of our Strategic Plan and as a “smart” way to do business, we have expanded our partnerships.
   - Initiated development of partnership criteria we can use in evaluation of whether or not we move forward with proposals presented to us.
   - Resolved JPA contract issues with Chanel 20 and presented contract for approval.
• Mediated the development of a parking plan for Cougar Aquatics.
• Initiated a partnership with – AMS Fulfillment to provide students with internships.
• Got COC invited into the recently established Aerospace and Defense Coalition and further expanded our role in the economic development of this industry cluster in our region.
• Developed California Cooperative with our MESA program.
• Met with officials from Dell Corporation to consider key designation as a model project for computer use.
• Expanded use of spaces on our campus for external non-profit/educational users as we hosted:
  o Academy of the Canyons
  o Alemany High School Graduation
  o Arleta High School Graduations
  o Bridges To Ability/Let Me Sail
  o Cub Scouts Bottle Rocket Derby
  o Girls Scouts Swim Event
  o Grace on Campus
  o Hart District College Day
  o Hart District Football Games: Hart, Saugus & Valencia H S
  o Hart District Graduations
  o Academy of the Canyons Graduation
  o L A County Fire Dept.
  o L A County Household Hazardous Waste Round Up
  o Masters College Graduation
  o Pacific Coast Baseball
  o Rampage Band Event
  o Red Cross Blood Drives
  o S C Warrior Track
  o Saugus Swim Team Banquet
  o SCV Youth Orchestra
  o Special Olympics Parking
  o Walk Up Flu Clinic Dept of Health
  o YMCA Bus Parking
  o Teacher Tribute Event
  o Saugus District Music Showcase and Tribute to Dr. Judy Fish
  o Canyon Theatre Guild
• Continued developing the Non-Profit Council through staff and college district resources:
  o Met with key personnel from all steering committee organizers (COC Foundation, YMCA, and the Child and Family Center Foundation) and assisted them as necessary, planned, organized, and moved forward to involve the largest local NPO’s serving the community.
  o Provided leadership, inspiration, and advice in launching the Santa Clarita Valley Nonprofit Leadership Network.
  o Interfaced with the Founding Organizations:
✓ College of the Canyons Foundation
✓ Child & Family Center Foundation
✓ SCV Committee on Aging/Senior Center
✓ Betty Ferguson Foundation
✓ Santa Clarita Valley YMCA
✓ Santa Clarita Valley Food Pantry
✓ Michael Hoefflin Foundation
✓ Single Mothers Outreach
✓ LARC Ranch
✓ SCV Education Foundation
✓ Henry Mayo Newhall Memorial Health Foundation
✓ SCV Education Foundation
✓ Single Mothers Outreach
✓ Pregnancy Center
✓ SCV Education Foundation

- Met with and helped local non-profits with specific problems/issues they were facing
  - YMCA – capital campaign and defined spending
  - Domestic Violence Center – outreach and program issues/challenges
  - Single Mother Outreach – growing organization and hosting event in University Center
  - Child and Family Development Center – elimination of child care laws
  - Betty Ferguson Foundation – dissolving of organization
  - Michael Hoefflin Foundation – Executive Director turnover and Board structure and scope of responsibilities
- Facilitated use of the University Center by non-profits.
- Served as the keynote speaker for the official launch of the organization.
- Provided input into the organization of the following seminars: (held at non-profits throughout our valley)
  - October 2010 - Child and Family Center Educational Program: “Creating a Comprehensive Development Plan”
  - November 2010 - Educational Program: “Working with Boards of Directors... Why Do We Need Them? Where Can I Find Them?”
  - January 2011 - Educational Program: “What Tax-Exempt Organizations Need to Know About the New IRS Rules and Regulations?”, Grant Opportunity: United Way RFP Process for Emergency Food and Shelter Programs
  - February 2011 - Educational Program: “35 Ways to Maximize Fundraising through Your Website”
  - May 2011 - Educational Program: “The Importance of Joining a Professional Organization”

- Identified future plans to support nonprofits which include:
  - Developed a more formal organizational structure;
o Launched efforts to seek grants for “capacity building” and “infrastructure building;”
o Developed a partnership with the City, the Chamber of Commerce, and the SCV Economic Development Corporation;
o Considered establishing a shared use facility on the COC campus for smaller NPO’s who need or can’t afford office space; and
o Explored the feasibility of providing college leadership for the establishment of the SCV Community Foundation.
• Helped to develop the Nonprofit Council and began a fall semester tradition: an annual Nonprofit Fair for students, staff, faculty, and community members.
o Served as member of the Board Development Committee and Executive Committee Member.
• Provided leadership to the following entities:
o The Signal Newspaper
o Santa Clarita Valley Economic Development Corporation
o Dean of Economic and Workforce Development, Chancellor’s Office
o Child & Family Center Foundation
o SCV Committee on Aging/Senior Center – Program Issues
o Betty Ferguson Foundation – Dissolution and Receipt of Funds
o Santa Clarita Valley YMCA – After School Program
o Michael Hoefflin Foundation – Board Issues
o Single Mothers Outreach – Special Inaugural Event
o LARC Ranch - Programming
o SCV Education Foundation – Organization and Events
o YMCA – After School Program
o Domestic Violence Center – coordination of Services and Programs
• Engaged and partnered with local business and industry, the inter-district CTE Consortium, the SCV School and Business Alliance, and 6 Hart District partner high school programs in Media Production, to create and advance the first multi-disciplinary Career Technical Education “Career Pathways” programs at COC, emphasizing collaboration in career development and project-based learning.
• Established an annual CTE-based career development/career exploration one-day all-valley Career & Technical Education “Media Camp” for Arts, Media and Entertainment, serving up to 200 high school students with career development workshops and seminar’s with the Media and Entertainment’s top industry professionals, in areas such as academic and career advisement, apprenticeship, and career exploration.
• Engaged students in EMS related Community Events – Santa Clarita EMS Expo, Seasonal Flu Drive thru clinic at COC, blood donations to Red Cross and Providence Health Center Blood Banks, Relay for Life, Diabetes Walk, and Disaster Drills.
• Provided advice to Mike Antonovich’s office through Rosalind Wayman regarding public art projects including participation on coordination committees for public art and referring appropriate artists for projects.
• Worked with the City of Santa Clarita calendaring infrastructure repairs, advocacy, PAC, libraries, and special events.
• Provided leadership to the development of a Levitt Pavilion in the Santa Clarita Valley.
• Engaged the new Elementary Science Education Service Learning Project with COC’s MESA students in teaching participatory science lessons in 5th grade classrooms across the Santa Clarita Valley.

• Collaborated with our local chapter of the American Association of University Women, to offer an annual textbook award of $500 to a young woman in the STEM fields and an AAUW Women in STEM award.

• Involved MESA’s in the Math Science Teacher Initiative has created bridges between our TEACH program and MESA and given both populations of students new opportunities to explore potential careers.

• Obtained new Partners for Service Learning (since Fall 2008):
  o Wildlife Learning Center
  o Junior Achievement Finance Park
  o Mountain View Elementary School
  o The Foundation for Children’s Dental Health

• Hosted Annual Non-Profit Fairs.

• Supported Bone Marrow Drive, City of Hope & Be the Match Marrow Registry.

• Supported Habitat for Humanity Student Outreach Information Booth.

• Collaborated with California State University Channel Islands (CSUCI) on an instrumentation and equipment collaboration, whereby our students have remote instrumentation utilization involving technical equipment such as 1H-NMR, 13C-NMR, MS, and GC usage as an enhanced application to their study of Organic Chemistry.

• Worked with UCLA on an NIH grant focused on the study of student learning.

• Applied for the Department of Labor (DOL) Geospatial grant in collaboration with CSUN, where College of the Canyons will collaborate with local four-year universities and community colleges to design parallel onsite and online/hybrid articulated courses and certification in Geographic Information Systems (GIS). Once these courses are offered, they will be evaluated for teaching effectiveness and best practices, retention, and student mentorship successes. Moreover, our faculty liaison will be involved with required selective conference attendance with other participants during the three-year grant period.

• Continued to provide leadership at the state level through involvement of College of the Canyons staff on state and regional boards and in leadership partnerships and professional organizations at the state, national and local levels, served as a mentor to the staff and presented at conferences.

• Provided leadership at the state and community levels as follows:
  • Presented at Commission on Athletics Conference.
  • Led training sessions at Lake Tahoe Community College on International Education programs.
  • Assisted in development of Child and Family Development Center Strategic Plan as a member of the Strategic Plan group.
• Assisted in development of Bill & Melinda Gates Foundation proposal bringing together all school districts and many businesses as a result.
• Partnered with the Hart District ROP to present on “How to Create a Winning Resume” – 40+ students in attendance.
• Directly provided leadership to the community through on-campus presentations.
  o Welcome at Nonprofit Leadership Network Formation, Nonprofit Council, August 25, 2010
  o Southern California Regional Academic Deans’ Conference and Tribute to Ernie Berg, September 22, 2010
  o Meet the Grantmakers, April 6, 2011
  o Real Women Making Real Change (Women’s Conference), April 9, 2011
• Worked with other organizations to reinstate the Annual Women’s Conference at College of the Canyons.
• Worked with the City, Facilities Director, Economic Development Division, Career Center staff, and local Workforce Investment Board to bring the City of Santa Clarita WorkSource Center into the University Center.

3. Continued to be active in and provide leadership toward the development of the “Arts” (commitment to and participation in) in the Santa Clarita Valley.
  o Maintained relationships with our patrons.
  o Developed pre and post show emails to event ticket holders.
    ✓ The preshow email is a friendly reminder of their upcoming performance with additional day of the event information including links to local restaurants at the Town Center and Stevenson Ranch Marketplace.
    ✓ The post show email “thanks” them for their attendance and provides them with upcoming events information along with discount offerings including our ticket sponsor, All Corked Up.
  o Continued to grow The PAC Box Office & Patron Services with the handling of ticket sales and patron services for the local community art organizations in Santa Clarita. This service allows us to develop stronger relationships with our community art organizations.
    ▪ Handled the Santa Clarita Master Chorale subscription and individual ticket sales during the 2009/10 season and will continue for the upcoming 2010/11 season.
    ▪ Handled ticket sales for the Santa Clarita Ballet during the upcoming 2010/11 season.
    ▪ Assisted with ticket sales for ESCAPE Theater.
  o Participated in the Festival of New American Musicals staging a production of Georgia Stitt and David Kirshenbaum’s “Sing Me a Happy Song,” in June and July.
• Involved other organizations in Kennedy Center Arts Program.
• Established a partnership with the New American Musicals Festival and the Santa Clarita Performing Arts Department to workshop and produce a new American musical at COC each summer.
Hosted a master class with Craig Wallace of the Wallace Audition Technique, which was well attended. Craig has been a development executive, producer, and head of talent development at United Artists and Universal Studios as well as a talent agent.

Partnered with the J. Paul Getty Museum to exhibit the work of COC students (August 2011) that were mentored by Getty supplied artists.

Partnered with the Performing Arts Center to bring professional choreographers and dancers to offer master classes and workshops in the Dance Department.

Provided student dancers for local Santa Clarita events such as the Santa Clarita Business Expo and high school dance showcases.

Sponsored numerous Master Classes for Performing Arts students and public, in partnership with COC Presents and the SCV Performing Arts Center.

Produced in partnership with the Santa Clarita Performing Arts Center and the Festival of New American Musicals, Georgia Stitt and David Kirshenbaum's production of Sing Me a Happy Song. More than 25 students were involved in this production, including a Georgia Stitt master class on songwriting.

Continued five year collaboration with CSU Los Angeles, which involved participation of COC dancers in CSULA dance events and CSULA students in COC Dance events.

Continued to expand access to our Art Gallery with seven gallery exhibitions between August 2010 and June 2011. Of special note was the Paul Conrad exhibit.

Paul Conrad exhibition became timely when Mr. Conrad died after his exhibition opened

Merrill exhibition was the first of 2 exhibitions featuring the work of the late printmaker

Conducted television interviews with seven news outlets regarding Mr. Conrad. This exhibition was reviewed by The Los Angeles Times, a first for COC. The exhibition was reviewed by Art Scene, a widely known publication

Intersession exhibition featured 6 local artists and was well attended by our community

The high school exhibition in March drew well over 300 people to the reception including local teachers, principals and the superintendant

Hosted the Annual Alumni Wine & Cheese event served as the kickoff event for ARTstART & included:

Annual Photo Calendar Awards

The first annual Student Art Collection Awards

Prepared to partner with Jack Rutberg Fine Arts, Los Angeles, to present an exhibition featuring the works of American abstract expressionist master, Hans Burkhardt.

Featured guest speakers are a routine component for our exhibitions. This year they included:

Conrad Exhibition: COC Sociology instructor, Sheldon Helfing, conducted an interview with Larry Hurst as part of a Sociology series

Merrill Exhibition: Dr. Ruth Capelle from Cal State Fullerton lectured about Mr. Merrill

Student Exhibition: Ms. Stacie Jaye Meyer, artist and business woman, will be conducting a workshop on experimental painting techniques

Obsessive, Reductive Exhibition: Will feature 2 guest speakers
• Hosted numerous events including:
  o Poets & Writers
  o Cul de Sac magazine launch & reading
  o Heritage Committee Potluck
• Attendance to the Art Gallery has increased over 300% in the last 4 years
  o Openings draw a minimum of 150 to 350 guests
  o Exhibitions average 1,000 to 1,200 visitors
  o Art Instructors have increased their use of the gallery as an instructional setting

4. Worked to develop an arts education collaborative and comprehensive effort throughout the elementary school districts in the Santa Clarita Valley.
• Initiated partnerships with California statewide PTA Arts Council and K-12 Arts Initiative.
• Collaborated with Saugus Union School District teachers and students on ArtStart 2010.
• Developed new Joint Effort with Sulphur Springs School District to offer classes at Canyon Springs Elementary School to serve that community.
• Developed a tradition of showing artwork from local elementary schools during our student exhibition and ARTstART. This year we featured Helmers, Plum Canyon and West Creek elementary schools.
• Sponsored the Hart District Theatre Festival in February 2011 with theatre faculty presenting workshops. Each festival hosted five schools and more than 300 students.
• Expanded program offerings for K-12 students in the arts arena included:
  o Provided leadership to the development of the K-12 Arts Education Strategic Plan
  o Met with Adam Phillipson and Rita Garasi to discuss bigger picture
  o Provided input into new structure and alignment
  o Got Adam involved into new structure and alignment
  o Realigned reporting lines
  o Communication structure and “timing” of plan
  o Worked to ensure Rita stayed on the Foundation Board
  o Incorporated K-12 Arts Education Foundation Strategic Plan
  o Recognized Rita Garasi for her work
  o Ensured the Arts Strategic Plan is included in the Colleges 2011/14 Strategic Plan Action Priorities
• Brought music to the community as the Music Department:
  o Formed a partnership with Castaic Middle School Jazz Band, sharing rehearsal.
  o Performed at the Summerhill Villa Residence in an outdoor concert (The Evening Jazz Ensemble).
  o Performed a benefit concert for the St. Mary’s Middle School music department (The Evening Jazz Ensemble).
  o Revitalized the RK Downs Jazz Festival.
  o Held college/community wide auditions for singers to perform with our evening jazz band.
• Expanded its community outreach through the Art Gallery:
  o Created seven exhibitions this year;
Hosted nine guest speakers and two literary events; Published the Patrick Morrison catalog; and Collaborated with:
  ✓ 6 local high schools,
  ✓ 4 local elementary schools,
  ✓ Foundation to host the Wine and Cheese event, and
  ✓ English Department for the Poets and Writers event and *Life After Life.*

Worked with All Corked Up to host International Wine & Arts Festival to benefit the K-12 Arts Education Outreach Program for the Santa Clarita Performing Arts Center at College of the Canyons.
  ✓ Our participation in the event allowed for continued partnership with one of our PAC sponsors, All Corked Up, which is our ticket sponsor.
  ✓ Allowed us to communicate with new and existing patrons.

Contributed to Santa Clarita Literacy & Arts Festival in Newhall, CA.
  ✓ Reached out to youth and families of the Santa Clarita Valley.
  ✓ Offered a ticket promotion for additional publicity.
  ✓ Assisted the ticket promotion with family involvement in the arts.

Partnered with the Hart District Theater teachers to host the Hart District Theater Festival in the Santa Clarita Performing Arts Center main stage theater. More than 300 students attended this festival.

Hosted a special performance of “A Midsummer Night’s Dream” for more than 350 area high school students.

Helped school districts provide historical content and accuracy as well as costumes and props for the Women in History program at elementary schools.

- Hosted 17,000 students on campus through initiative activities.
- Exhibited the work of local high school students and college students in the Art Gallery.
- Met with Jim Ventress, Ex Director of the Boys and Girls Club, Board and staff to discuss how we could help them serve their students, and put them together with Adam Philipson which resulted in a Pilot Program incorporating the arts.
  - Specifically, we will be using Remo, Inc. protocol “Beat the Odds” which is an 8 week program teaching self-esteem and confidence building through the use of group drumming.
  - Program begins July over 4 weeks for the 8 sessions with 2 members of Adam’s K-12 staff.
- Met with Remo Belli to discuss our partnership: Rock the Rhythm – Beat the Odds event and his $250,000 donation to fund this venture.

5. Expanded advocacy efforts on behalf of funding for higher education at the community college level in partnership with business partners in the Santa Clarita Valley and at the statewide level.  
- Updated Advocacy Handbook.
- Drafted and/or distributed printed and email communications to various officials on the following topics:
  - AB 172 – University Center Alcohol Bill
Higher Education Reauthorization
State Budget
Economic Stimulus Funds
System wide Savings Suggestions for California Community Colleges
Department of the State Architect Furloughs
AB 669 (Fong) – Foster Youth Residency Requirements
I-5 Improvements
Funding lower division college classes at the same level across all three systems of higher education in California.
Using the former Santa Susanna Lab Facility as a community college field station.
H.R. 3221, the Student Aid and Fiscal Responsibility Act of 2009.
TIGER (Transportation Investment Generating Economic Recovery) Discretionary Grant application for the Los Angeles-Santa Clarita I-5 Gateway Truck Lanes project.
AB 386 - Closed Captioning Material for Disabled Students
AB 669 - Foster Youth Residency Requirements: Reducing Barriers to Help Foster Youth Go to College
AB 947 – International Student Fees
AB 774 - Community College District Transportation Fees
SB 410 - Workforce Investment Act: Federal Funding
AB 1295 – Nursing Degree Transfer Pathways
SBX5-1 - Race to the Top schools funding
H.R. 4196 - Community College Emergency Stabilization Fund Act
Workforce Investment Board reform
AB 1807 – Adjunct Seniority (2 letters)
SB 386 - Student Transfer Achievement Reform Act (2 letters)
Conference Committee mark-up of the state budget
AB 220 – Statewide school construction bond

Coordinated visits to campus by the following individuals:

- Assemblyman Cameron Smyth (Canyon Country Campus),
- Molly O’Brien, Representative to U.S. Senator Dianne Feinstein (Valencia Campus),
- Assemblywoman Audra Strickland (Valencia Campus), and
- Senator George Runner (Canyon Country Campus).

- Worked with Martha Kanter, Federal Undersecretary of Education, on the development of federal policy/guidelines for “Educating America” and repurposing excess stimulus funds to community colleges to implement fast-track training efforts (referenced in President Obama’s speech).
- Discussed the issue of textbook affordability with Senator Runner and as a result he authored SB 386, which would require faculty to do a cost-benefit analysis when switching to new editions of textbooks for their classes.
- Chaired Advocacy Team meetings.
- Developed numerous sets of talking points for staff, Board of Trustees, and community information.
- Worked with Assemblyman Cameron Smyth’s office to secure passage of AB 1643, which allows alcohol service in the University Center.
• Worked with staff from Senator Runner’s office and the state Chancellor’s Office to kill SB 1227, which would have given city and county planning departments the responsibility of approving community college building plans.
• Maintained the COC Advocacy website as a source of up-to-date information about the state budget by continually adding news stories, updates on budget progress, FAQs, and sample letters to legislators.
• Coordinated the college’s participation in the Community College League of California Legislative Conference
• Organized the college’s participation in the annual KHTS Bus Trip to Sacramento.
• Coordinated college’s participation in the first-ever Inter-Segmental Advocacy Day, which brought together more than 200 Community College, California State University, and University of California representatives for a day of joint advocacy in Sacramento.
• Organized college’s participation in the Santa Clarita Valley Chamber of Commerce advocacy trip to Sacramento.
• Met with ETP representatives in Sacramento regarding minimum wage issue and innovative ideas for use of ETP funds.

6. Developed an action plan and subsequent services/programs to assist local businesses to redefine/restructure themselves in light of the economic times.
   • Worked with the City, Facilities Director, Economic Development Division, Career Center staff, and local Workforce Investment Board to bring the City of Santa Clarita WorkSource Center into the University Center.
   • Awarded $1.6 million in contracts to local vendors for construction and maintenance work performed on both campuses during 2009-10.
   • Launched Chancellor’s Business Council to provide support and assistance to local businesses.
   • Developed new delivery modes to offer more specific and timely services to business and industry.
   • Promoted LEAP Project to explore concept of expanding contract services to businesses by having COC contract with local companies on a freelance basis to complete short-term projects in their areas of expertise.

7. Developed a policy platform to be advocated at the legislative/system-level in Sacramento on behalf of California community colleges relative to structure, funding, and functioning.
   • Developed at Senator George Runner’s request, 19 ideas to restructure the budget (and state policy) to free up resources.
   • Initiated dialog with governmental agencies on topics of funding, structure and barriers that stand in the way of effective functions:
     o Employee Training Panel,
     o Workforce Investment Board,
     o State Department of Education, and
     o Legislative Analyst’s Office.
• Initiated AB 515, which would have enabled community colleges to offer credit classes through community extension and expand access to higher education without any additional cost to the state.
• Gave testimony at state budget forum held by Governor Jerry Brown with Assemblyman Cameron Smyth at Hart High School.

8. Continued to provide leadership to policy formation (funding formulas) at the state level. Provided leadership at the big picture and detail levels.
  • Organized testimony by college representatives at May 2009 Budget Conference Committee hearing in Sacramento.
  • Advocated for amendments to SB 1143, which would have altered community college funding formulas and undone the equalization of funding between districts.
    o The bill was altered and led to the creation of the Student Success Task Force.
  • Maintained regular communication with state Chancellor’s Office and Community College League of California staff to provide feedback on the impacts of state budget decisions.
  • Held meetings with various state offices to discuss policy language related to:
    o Student completion target
    o Credit for California Continuing Education fee-based courses.
    o Enrollment projections
    o Differential funding
    o Unit caps at community colleges
    o California and Pell grant criteria
    o 50% law issues
    o 75/25 calculation

9. Worked to get a bond measure placed on the statewide ballot by 2010 to fund community college construction and participated in providing public information about this bond.
  • Legislation to place a bond on the ballot was introduced, but because of the state’s ongoing budget deficits, there was not sufficient political support in the Legislature for it to pass.

10. Provided leadership to continue to develop a commitment to career/technical education in the Santa Clarita Valley on the part of local leaders, businesses, the school districts, parents, and the community.
  • Opened the Applied Technology Education Center at the Canyon Country Campus, which houses automotive technology, plumbing, water systems technology, and solar technology.
  • Created a MEA Animation Program to raise the success and retention rates of students in by enhancing outside access to software, programs and tutorials, and will renew its access
and use of the Acme Animation Network to help enhance student success and career exploration objectives for CTE. Additionally, MEA will expand access to the animation, filmmaking, and broadcast/audio facilities to allow more time to use the equipment, and for expanding the MEA Media/Animation/Video Club meeting times.

• Met with Hart District Superintendent to discuss ROP, CTE, School to Business Alliance and placement testing.
• Established Biotechnology Certificate of Achievement with a core curriculum that includes both a strong foundation in theory as well as extensive hands-on training in biotechnology to support the rapidly emerging job market for students with all levels of training in biotechnology.
• Worked with Business Department, CIT and the Hart High School District to develop a Business Career Pathway for high school students.
• Held "kick-off" the new CA Career Cafe website as a tool for students to use in the career development process.
• Institutionalized the Careers-on-the-Go Program, a LEAP Project, through the Career Center.
• Increased internship placement rate by 20%.
• Facilitate a mechanism for placement of Auto Technology program graduates.
• Developed student support for career development in line with career advancement ladders, 2+2 matriculation, and track progress with the assistance of CTE, student services, and inter-district liaisons (SCV School and Business Alliance, Service-Learning, CWEE, etc.).
• Developed Fast Track Business Plan and implemented five Fast Track programs.
• Received Job Development Incentive Fund grant for Precision Assembly and Machining to train workers in manufacturing.
• Obtained Advanced Manufacturing Grant to support business worker development.
• Participated in Aerospace and Defense Coalition to discuss student placement.
• Launched the GET Lab Technician Program
  • Created an additional Certificate of Specialization within the GET LAB TECH program emphasizing advanced nano-manufacturing processes.
• Incorporated the use of EMSI labor market reports into program reviews on a voluntary basis.
• Hosted an Adult Career Pathway Training Conference for COC Faculty and Counselors.
• Hosted CORD Career Pathway Leadership Training Workshop.
• Received American Bar Association (ABA) approval for the Paralegal program.
• Secured funding for and initiated Medical Lab Tech Program to prepare students for high-demand jobs in the medical and biotechnical lab industries.
• Secured National Automotive Technician Education Foundation (NATEF) certification for the Automotive Technology program.
• Developed a collaboration with both the CTE/TECH Prep contract and the Science and Math contract.
• Created Job Developer position.
• Established cross-functional workforce team to coordinate workforce development at College of the Canyons.
• Extended TEACH activities this year and provided opportunities for students in the Future Educators Club to participate in workshops and campus and community activities for children.

11. Worked with community organizations to develop programs and services to assist, develop, serve, and maximize the potential and quality of living of the ever-increasing number of older adults in the Santa Clarita Valley.
• Initiated BelCollege, an edutainment program designed to involve the COC campus community and the Belcaro community with the following programming:
  o Wine Tasting Event (February 23, 2011)
  o Disney and Film (March 30, 2011)
  o Culinary Demo (April 26, 2011)
  o Aging and Depression (May 24, 2011)
  o California’s Economy: How We Got Here and Where Do We Go (August 31, 2011)
  o Speech Forensics (October 26, 2011)
• Worked on the collaborative FIPSE grant to create and implement the SHARP Certificate Program at COC this fall. She is also working with the California Council on Gerontology and Geriatrics (CCGG) to include COC in efforts to create an educational pathway for students into the field of aging.
• Formed a new partnership in the community with Pacifica Senior Living by offering non-credit older adult exercise classes this spring.
• Submitted a proposal to establish an Osher Center for Lifelong Learning at the college.

12. Continued to energize and provide vision to multi-agency coordination and cooperation in the Santa Clarita Valley as topics/opportunities/possibilities emerge.
• Fostered economic development and economic vitality in the eastern portion of the Santa Clarita Valley.
  o Built internships into every career and tech education program offered at the Canyon Country campus.
  o Built connections with the SCV WorkSource Center.
  o Offered Small Business Development Center services at the Canyon Country Campus, and expanded the number of Canyon Country businesses receiving services at this campus.
  o Strengthened ties with industry sectors represented in the Applied Technology Education Center building through advisory committees, open houses, and campus
• Followed up on a lead and worked to have COC included as a member of the SCV Aerospace and Defense Manufacturers Coalition so we could work with local companies to provide workforce training to employees.
• Established a partnership in spring 2010 with the Henry Mayo Newhall Memorial Hospital Behavioral Health Unit as a resource for providing assistance to students referred to Behavioral Intervention Team (B.I.T).
• Worked with Boston Scientific to structure their professional development program for over 300 employees.
• Opened the door to partnerships with Building Industry Association (BIA) on Environmental Protection Agency (EPA) mandatory training project.
• Created and developed partnership opportunities with Westfield Town Center Valencia Mall.
• Relocated site and negotiated on cost of I-CuE on Town Center Drive for 2009-10.
• Expanded Stellar Micro Electronics partnership with COC and Cal State Los Angeles.
• Facilitated the development of Alfred E. Mann partnerships with Boston Scientific and Mannkind Institute.
• Set up meetings and tours with Alfred Mann companies for deans and faculty to tour facilities:
  o Advanced Bionics,
  o Alfred E. Mann Foundation,
  o Boston Scientific, and
  o Quallion.
• Continued to promote College of the Canyons’ role in training the local workforce, which resulted in the expansion of business activity and volume.
• Helped lead welding instructor Tim Baber to develop Fabrication Training Program with local businesses by opening doors for him in the business community with Bayless Engineering and others.
• Generated over $1.4 million to support training opportunities for local businesses
• Worked closely with several businesses that are sponsoring students that are attending College of the Canyons. Some of these businesses include Salt River Pima Indian Community, Second Baptist Church of Tennessee and Stanford University.
• Expanded use of the University Center Site.
- Maintained a rotating exhibition of student 3-D/sculpture work at the University Center and will be installing the four Student Art Collection recipients work at the University Center.
- Generated close to $200,000 in total revenue for FY 2010-11 through University Center partnerships resulting in over-achieving the goal by approximately $25,000.
- Increased filming in the University Center which generated $63,780.
- Hosted second annual meeting Southern California Regional Dean’s Retreat in UCEN 258 and the lobby for its all day event, September 22, 2010.
- Held SHARP Certificate Program faculty orientation in UCEN 258 last November and then facilitated its two-day faculty training session March 10 and 11, 2011.
- Used space for Sociology Department in the University Center for its Inter-College Sociology Alliance on May 6, 2011.
- Established a new partnership with So Cal Edison to conduct their Energy Center workshops in the University Center. We will host a total of 8 workshops in calendar 2011.
- Recruited Economic Development Corporation to be located in the University Center, generating $42,084 in lease revenue over three years.
- Opened the University Center to local non-profit organizations as we promoted the University Center in the community as a meeting/conference venue that generated $25,000 in revenue from July 1, 2010 – June 30, 2011.
- Hosted companies who paid to use the University Center.
  - Boston Scientific – four staff meetings
  - Princeton Review – Student meetings to study for SAT and ACT – several classes in October, November, 2010
  - WorkSource – Six Job Fairs
  - Pardee Homes – one Company Meeting
  - AMG Associates Inc – two staff meeting
  - Goodwill of Southern California – three job fairs
  - College Bound Strategies – one presentation to High School Students
  - Temple Ahavat Shalom – one staff meeting
  - Southern Realtors Association – one workshop
  - Householder Group – two retirement workshops
  - College Planning Experts – High school and parent meetings on college preparation – several workshops
  - Danika Sanchez Financial Planning – 1 meeting
- Provided locations to local non-profits to host events in the University Center.
  - Non Profit Leaders Council meeting hosted by Murray Wood – 4 times in the University Center
  - Single Mother’s Outreach – cocktail reception & event in November
  - YMCA – 3 staff meetings
  - Economic Development Corporation – monthly meetings
  - KFI Radio Station – Mind your Own Business Event – 1 day conference

190
Hosted COC events in the University Center.

- COC Meetings were held including:
  - Chancellor’s New Employee Luncheon
  - MAC meetings

- Professional Development hosted events in the University Center including:
  - LEAP sessions
  - New Employee Orientation
  - Professional Development Mentor Program meetings
  - Administrative Development Committee meetings
  - Classified Development Day event
  - Classified Appreciation Week Committee meetings
  - Professional Development workshops

SBDC held trainings and events in the University Center including:

- How to Successfully Start Your New Business
- Essential Steps for Writing a Business Plan Part I & II
- Business Continuation Strategies
- QuickBooks Level 1
- QuickBooks Level 2
- QuickBooks Boot Camp
- The Power of Email Marketing
- Business Killers - 6 Mistakes that can kill your business
- Health Insurance Solutions Conference
- Yep Kick-Off Meetings
- Yep Presentation at AOC
- Yep/AOC Marketing Workshop
- SBDC/YEP Dream & Discover- 2011 Entrepreneurs Conference
- Social Media - Citi Training
- Online Marketing Made Simple
- Social Media Marketing

CACT/ETI events held in the University Center expanded this year and include:

- Save Energy, Save Money Workshop
- How to Conduct an Energy Efficiency Site Survey
- Advanced Negotiation Skills
- Introduction to Lighting
- Basic HVAC A7186 (SCE)
- Beginning Word 2007 (City of SC)
- Beginning Excel 2007 (City of SC)
- CNC Job Fair
o Excel 2007 (City of SC)
o Word 2007 (City of SC)
o QuickBooks (City of SC)
o QuickBooks (City of SC)
o Precision Assembly Fast Track
o Non Res Build Energy Std (SCE)
o

Provided a venue for filming in the University Center. Watch TV for the latest view of COC!
✓ Commercials
  o AT&T
  o Bo jangles Restaurant
  o Burger King
  o Carmax
  o Comcast Shaq
  o Comcast Tom Brady
  o Dell
  o Dicks Sporting Goods
  o Dodge
  o Gatorade
  o Getty Images
  o Low T
  o NBA
  o Nike
  o Scion
  o Skinny Cow
  o Sprint
  o Tampax
  o Target
  o Under Armour Tom Brady/Cam Newton
  o Visa
  o Volvo
  o Wendy's

✓ TV /Cable
  o Big Love
  o CSI
  o House
  o Make It or Break It
  o NCIS

 192
Switched at Birth

Suggested and provided leadership to the creation and offering of a strategy session with local business leaders to help the Los Angeles Economic Development Corporation develop the county’s first-ever economic development strategic plan.

13. Developed and secured additional bachelor’s and master’s degree options in the University Center to meet the needs of the Santa Clarita Valley residents, agencies, and businesses.

- Continued to expand programs provided in the University Center for students to pursue degrees.
- Enhanced the organizational structure to contribute to continued growth of the offerings and use of the University Center.
  - Developed an organizational structure that supports the effective operation of the University Center.
  - Launched a marketing plan which includes a department brochure, fliers, website redesign, table display at peak student hours, marquee presence, standing sign outside entrance, Facebook page, etc.
  - Facilitated partnership with Shasta College and San Mateo Community College District for the UC Congressional Collaboration Grant.
  - Formed two new University Center institutional partnerships (Cal State Los Angeles and The American College) in fiscal year 2010-11.
  - Developed partnerships in the Science and Engineering area.
  - Identified additional 2010-11 programs offered in the University Center in 2010-11.
    - Bachelor’s Degrees
      - Applied Studies (Brandman)
    - Certificate Programs
      - CLAD/CTEL Certificate Program (ULV)
      - Autism (Brandman)
      - Certificate in Financial Planning (The American College)
    - Credential Programs
      - Mild/Moderate Education Specialist Credential Level I and Level II (ULV)
    - Master’s Degrees
      - Psychology with an emphasis in Marriage & Family Therapy (Brandman)
      - Leadership in Early Childhood Development (Brandman)
    - Doctoral Degree (ULV)
  - Proposed new program additions for 2011-12.
    - National University
      - B.A. Paralegal Studies
    - CSULA
      - B.S. Engineering
      - B. S. Biology
14. Developed and implemented a model of interagency cooperation and delivery of service to meet the needs of the re-entry students (of all ages) in the Santa Clarita Valley.

- Partnered with a number of community groups to present to their job clubs and organization members on career and job-related topics and issues. Groups included: Grace Baptist Church, First Assembly of God Church, Rotary Club (breakfast), and Single Mothers Outreach. In addition, similar presentations were conducted at several local high schools.
- Partnered with the SCV Chamber of Commerce to hold our first ever Job & Career Fair off-campus.
- Expanded the partnership with the WorkSource Center by agreeing to conduct 3 of the workshops in their workshop series.
- Strengthened our partnership with the WorkSource Center through cross referring clients and cross marketing services since arriving on campus.
- Partnered with the U.S. Census to provide accommodations and a schedule to recruit and train over 500 candidates in SCV.
- Held our first ever “Resume Rally” at the Canyon Country Campus – 23 individuals served.
- Went virtual, starting a Facebook and Twitter account to reach more students – currently more than 1,300 fans.
- Automated the system of hiring students for on-campus employment, making it easier for managers and supervisors to screen candidates, and more effectively make good matches (through the SEED program).
- Established a collaborative working relationship with the WorkSource Center director to share job openings and brought the following companies to the table:
  - Hamby Corporation (CACT)
  - Advanced Bionics (ETI)
  - Boston Scientific (ETI)
  - Metropolitan Water District of Southern California (Career Tech Ed)
  - Santa Clarita Aerospace Coalition (CACT)
  - Valley Crest (Career Tech Ed)
  - Veterans Affairs (Student Services, Economic Development)
Developed project to offer new programs on a fast-track, intensive delivery model to meet the needs of new populations: short-term and extension-based curriculum for re-training of industry professionals.

- Entry-level (Fast Track): Aerospace Manufacturing Technician, Medical Billing, Medical Office Assistant, Maintenance and Repair Technician, Customer Service Representative, Pharmacy Technician, Office Administration Support, Precision Assembly Technician, Manufacturing Inspector, Inventory/Shipping and Receiving clerk.

- Transition/Mid-Career or Skill Enhancement (Fast Track): Retail Sales Management, Accounting/Book Keeping, Energy Auditor, Project Management, Quality, Inventory Control and Management, Purchasing Management, Six Sigma/Black Belt, Green Training for current trades professionals (Plumbing, Electrical, Construction)

15. Continued to develop creative collaborative initiatives to address the nursing shortage in the state and our region.

- Received $160,000 over 2 years from the State of California for the Nursing program which funds a full-time nursing faculty to expand nursing student enrollments.

16. Expanded our leadership in the area of nano- and biotechnology which will result in the coordinated/articulated bachelor’s degree options and workforce training certificates in advanced and emerging technology fields.

- The department of Biological Sciences revised the Biotechnology Certificate to include courses that reflect current industry needs (as determined by our local Advisory Committee meeting).

- The Engineering and Physics department created a General and Emerging Technologies Laboratory Technician (GET LAB TECH) certificate to train students in entry-level and advanced laboratory technical skills for the industrial workplace (as determined by our local Advisory Committee meeting).

- The Math, Science, and Engineering Division has developed and hosted multiple workforce training workshops to train employees and our students in order to meet the community’s training needs.

- The Math, Science, and Engineering Division has trained four faculty experts in the use of Nanolithography, Atomic Force Microscopes, Scanning Electron Microscopes to train other faculty and student users to support workforce needs.

- The Math, Science, and Engineering Division will be working to develop transfer-level Nanotechnology curriculum to support students transferring to four-year schools to obtain a bachelor’s degree in Nanoengineering.

17. Served as a model college to the other colleges and agencies to promote the development of integrated planning, data, decision-making, and outcome-based strategic planning.
- Hosted and did a presentation for Citrus College and Pasadena City College to provide information on our online program review system, with specific interest in the integration of Strategic planning and budget development.
- Presented *Single Campus Model for Program Review and Integrated Institutional Planning* to the Accrediting Commission for Community and Junior Colleges.

18. Provided leadership to the development of multi-agency grant proposal development and program implementation.
- Continued to promote economic development at COC as an umbrella for project coordination that has a significant and award-winning history of flexibility in meeting client and program demands at the state and local levels.
- Secured an additional $163,000 in Chancellor’s Office Responsive Training Fund grants to provide technical training to employees of two medical device companies.
- Developed SBDC sponsorships/partnerships with City of Palmdale, Calabasas, Wells Fargo Bank in the Antelope Valley, Cal United Bank (generating $73,450 in additional revenue to go with the $32,500 provided by the District) to support the program.
- Provided SBDC training services to 1,895 small business owners and entrepreneurs in 135 training events.
  - Raised $4.6 million of capital.
  - Created 193 jobs.
  - Started 26 businesses
  - Increased sales to $12.8 million.
- Continued to support the CACT (Center for Applied Competitive Technologies) offerings and services.
  - Completed basic skills training with El Proyecto del Barrio for at risk youth.
  - Conducted one week camps for junior high school students in design and fabrication.
  - Worked with Aerospace Dynamics International on expanding training space.
  - Conducted medical assistant training for El Proyecto del Barrio.
  - Garnered donations for scholarships from Western Filter/Donaldson Corporation.
  - Positioned COC at the state level to successfully compete for grant renewal for the center to begin July 2010. (State reduced funded projects from 12 to 6, and we are 1 of 6).
- Continued to expand and support the development of partnerships and proposals to manage external projects and attract revenue and resources to support the development of ability to serve local and industries by acquiring $1.462 million in state, federal, private, and Chancellor’s Office funds.
  - Completed ETP contract 8 with 89% utilization of funds and 93% of allowed trainees trained.
  - Secured 9th ETP contract for $471,420.
  - Acquired new funding to support Economic Development and our partnerships with businesses.
    - Received $205,000 CACT Renewal Grant from the Chancellor’s Office, which funds the CACT’s continuation of its activities and goals to serve Northern Los
Angeles County and the Central Coast, but will greatly expand its service area to include the adjacent San Fernando Valley and the Mojave areas.

- Awarded $350,000 over 2 years from the Chancellor’s Office for a Welding Automation Industry Driven Regional Collaborative. This will result in the creation of a Welding Automation certificate program.
- Awarded $150,073 from the Chancellor’s Office Responsive Worker Training Fund to fund a partnership with Boston Scientific to train 107 incumbent employees on software programs for design, project management, and quality standards. Kristin Houser is project director.
- Received a $500,000 Alternative Energy Training Institute grant from the U.S. Department of Energy this a Partnership with Copper Mountain College and College of San Mateo and will enable us to:
  - Purchase equipment for training.
  - Train individuals to install and maintain equipment necessary to produce energy.
  - Develop model programs in solar energy, wind energy, green construction, energy management and LEED certification to share with any interested college statewide and nationally.

- Worked to enhance collaboration with non-profit organizations to our joint benefit.
- Supported and actively involved in and supported the initiation or development of numerous initiatives with NON-PROFIT organizations.
  - Launched and expanded the Arts Education Initiative.
  - Relocated the WorkSource Center to the University Center at COC.
  - Rejuvenated the High Tech Business Incubator Project and its location in the University Center.
  - Submitted the LA County Fire-Paramedic training program grant.
  - Relocated Hart District county program for the developmentally disabled students to old AOC facilities.
  - Expanded Small Business Development Center to other geographic service areas.
  - Developed UCLA/SBCC/COC Older Adult FIPSE Grant (develop 12 Unit-1 Semester training program which will be the only one in the nation to offer this curriculum.
  - Collaborated with City of Santa Clarita to engage in advance planning and design to open up lines of communication on the advance coordination of projects (like road work on Rockwell Canyon Road not being done the first week of classes).
  - Expanded Computer Giveaways program.
  - Invited, as one of 15 CEOs in the nation, to participate in the development of the AACC initiative with NOVA Goodwill Industry to develop plans for a nationwide Industry Workforce Development strategy.
  - Worked directly with American College (and local representative, Harold Petersen) to add insurance program to COC University Center offerings.
  - Initiated partnership with City of Santa Clarita to secure bus passes for our students.
  - Initiated and hosted annual Instructional Deans Conference held at COC.
  - Coordinated with City’s 21 Point Plan for Business Progress and provided COC’s continued involvement therein.
o Expanded Flu Shot Clinic.
o Launched the Santa Clarita Valley Nonprofit Leadership Council and formed partnerships with:
  ✓ Betty Ferguson Foundation,
  ✓ Boys and Girls Club of Santa Clarita Valley,
  ✓ Child and Family Center Foundation,
  ✓ LARC Ranch,
  ✓ Michael Hoefflin Foundation,
  ✓ Santa Clarita Valley Education Foundation,
  ✓ Santa Clarita Valley Family YMCA,
  ✓ Santa Clarita Valley Food Pantry,
  ✓ Santa Clarita Valley Senior Center, and
  ✓ Single Mothers Outreach.
o Provided leadership to the development of an application to establish our own WIB in development and coordination with Northern Los Angeles County (Palmdale and Lancaster), Chancellor’s Office, State agencies, and local public agencies. Fell short of base population needed by 60,000 located in cities. (We are working to change this parameter as we speak.)
o Reinstated R.K. Downs Jazz Festival.
o Provided input to the search consultant for the William S. Hart Union High School District superintendent position search.
o Encouraged and supported COC staff involvement on 40+ local boards and organizations.
o Received Betty Ferguson Foundation Woman of Honor Award for 2009.
o Hosted American Bar Association site visitation team for Paralegal program approval and worked out details/answers to team’s questions.
o Supported Leaders of Character honorees for 2009-10.
o Worked to see that a pre-dinner event was hosted for the Performing Arts Center opening for the 2009-10 year.
o Organized meetings on Newhall Ranch project and worked to coordinate with Barry Gribbons to develop concept paper on new campus scope and structure.
o Worked with Cathy Ritz to develop and expand the scope of the Foundation Resource Council.
o Opened the doors for the development of and assisted in the development of the Care Giver grants with Partners in Care organization.
o Coordinated meeting to follow up with Mitch McMullen to create 40th Anniversary coffee blend from Newhall Coffee (50% of proceeds from each sale to benefit Foundation).
o Provided impetus and leadership in developing the Non-Profit Leadership Council for the Santa Clarita Valley.
o Assisted the AOC and ECHS merger and relocation to the University Center and further development with the Community College Foundation National Middle College Association.
o Provided direct leadership, input into content, and coordination between school districts and local business entities in the SCV to develop Santa Clarita Community
College District’s $10 million Bill and Melinda Gates Proposal (Creating and Sustaining a P-16 Educational Community: Creating and Achieving Dreams). Continued to monitor and work with the California Community College Foundation as they work to move this $10 million initiative forward for the California Community Colleges.

- Continued to work to move forward our stimulus project ideas in the area of energy technology, film and entertainment, teacher training, and more.
- Moved forward aggressively to secure the support of elected officials for WIB reform and financial support and approval of COC programs.
- Provided support for the continued growth of the College Ambassador Program with ambassadors serving our college at the following events:
  ✓ 2nd Annual Non-Profit Fair
  ✓ 40th Anniversary Business Reception
  ✓ 40th Anniversary Employee Family Picnic
  ✓ 7th Annual SCV Festival of Trees (Benefit for the SCV Boys & Girls Club)
  ✓ A Hot August Night 18th Annual Benefit Dinner for the Senior Center
  ✓ Alumni & Friends Homecoming BBQ
  ✓ Annual All-College BBQ
  ✓ Betty Ferguson Foundation Woman of Honor Dinner
  ✓ Birdies for Books Golf Tournament
  ✓ CCC Open House
  ✓ COC Commencement
  ✓ College Make it Happen
  ✓ Crayon Court Pre-show Activities in the PAC
  ✓ Discovering Careers
  ✓ Ernie Tichenor's Farewell Dinner
  ✓ Golden Valley High School FYE Outreach
  ✓ Grad Fair
  ✓ Hart High School FYE Outreach
  ✓ Major Quest
  ✓ Memorial Celebration for Dr. Ram Manvi
  ✓ Pat Benatar Pre-show Dinner
  ✓ PIO Community Luncheon
  ✓ President's Circle Dinner
  ✓ Scottish Fling Fundraiser
  ✓ SCV Bus Outreach
  ✓ Silver Spur Awards
  ✓ Student Scholarship Awards & Donor Reception
  ✓ University Center Dedication Dinner
  ✓ University Center Ribbon Cutting & After Party
  ✓ Valencia High School FYE Outreach
  ✓ West Ranch High School FYE Outreach
- Worked with the City, Facilities Director, Economic Development Division, Career Center staff, and local Workforce Investment Board to bring the City of Santa Clarita WorkSource Center into the University Center.
- Provided leadership to the development of multi-agency proposal to serve re-entry students and veterans and helped Deb Rio network with related organizations.
- Continued to provide the input from many departments to reach out to the community in order to respond to the ever increasing number of people who are out of work.
- Urged revitalization of Junior High School Summer Institutes to increase their awareness of College of the Canyons instructional programs.
- Explored the development of partnerships with CalArts via Steve Levine and Tom Lee.
- Worked to collaborate with other nonprofit organizations in the Santa Clarita Valley to coordinate/consolidate/collaborate on funding new initiatives (multi-organizational efforts and shared input/shared benefit).
- Provided leadership to continue to develop a commitment to career/technical education in the Santa Clarita Valley on the part of local leaders, businesses, the school districts, parents and the community.
- Worked with community organizations to develop programs and services to assist, develop, serve, and maximize the potential and quality of living of the ever increasing number of older adults in the Santa Clarita Valley.
- Continued to provide energy and vision to multi-agency coordination in the Santa Clarita Valley as opportunities emerge.
- Developed strategies for the founding Board of the Santa Clarita Valley Economic Development Corporation to move forward aggressively to establish itself in the Santa Clarita Valley.
- Supported with work of the Department of Veterans Affairs to determine military payment information for students that are attending College of the Canyons that are under Chapter 33, Chapter 31, Department of Defense, US Navy and Army of Continuing Education. The Student Business Office is processing the sponsorships, account billing, payments and refunds on these accounts. For the 2009-2010 fiscal year, these programs have generated approximately $140,000 in enrolment revenue and we have processed over $66,000 in student refunds.
- Hosted Magic Mountain and Boston Scientific staff retreats for on the COC campus.

- Supported the COC faculty collaboration with the Hart School District Biology department.
  - Strengthened curriculum in five basic areas at the High School level to improve student success at COC’s Biology department courses.
  - Created vocabulary consistency between the high school and College of the Canyons Biology entry-level courses.
  - Developed a common exit Biology exam based on COC’s main curricular areas at the high school level.
  - Created a marketing strategy to distribute to the high schools emphasizing the importance of science classes at the high school level to prepare students for COC’s Biology program and beyond.
  - Continued outreach activities, adding field trips to COC lab facilities, use of new equipment such as Scanning Electron & Fluorescent Microscopes, and developing a COC biology faculty speaker series to increase interest in science for high school students.
Coordinated faculty workshops in which COC Biology faculty will assist the Biology high school teachers to develop assignments for high school students that incorporate data analysis.

Created a possible career pathway in the Health Sciences establishing articulation agreements.

- Participated in 25th Congressional District, Veterans Advisory Group. The district has a large veteran population and the group will be structured to address veterans’ issues. The group will meet quarterly to discuss issues, develop and implement solutions. There will be representatives from veterans’ organizations, school officials, American Legion, Veterans of Foreign Wars (VFW), military families and veteran students. We are currently working on a program that will lead veterans to employment opportunities in the local aerospace industries.

- Met with Congressman McKeon’s staff to facilitate the 2010 Women’s Conference being held at COC and made a presentation.

- Led the development of GATES Visual Collaborative Project for P-16 in the SCV.
  - The major activities for this project include:
    ✓ Identify community college partners to create a statewide partnership;
    ✓ Develop curriculum resulting in student success for grades preschool through grade 16;
    ✓ Develop curriculum resulting in courses to teach students to design and create objects;
    ✓ Delineate specifications for and purchase equipment and software necessary for both types of curriculum noted above;
    ✓ Provide professional development for faculty designed to help them integrate visualization/simulation/3D displays and objects into their teaching; and
    ✓ Initiate, activate and develop partnerships with business and industry to promote alignment of project outcomes with regional economic needs, including designing, producing, and displaying contract projects.

- Partners include:
  ✓ 3 Elementary school districts
  ✓ 8 community colleges
  ✓ Business and Industry
  ✓ Cal State University Bakersfield
  ✓ School of Business Alliance
  ✓ University of LaVerne
  ✓ Hart District

- Met with City consultant at the request of the City to discuss partnership potential between COC and the City of Santa Clarita.
- Met with Library consultant regarding advice for City transition of oversight of libraries in Santa Clarita.
- Secured a grant to develop Science kits for students in local schools.
- Formed partnership with the Domestic Violence Center.
- Met with YMCA to discuss and develop after school program opportunities.
• Worked to ensure that we brought partners together, generated industry support and submitted grant applications for Business and Entrepreneur Center, Compressed Natural Gas Training, and BioTech Center.

19. Refined leadership training, models, and programs, and disseminated them to colleges within the state and nation, and assessed the impact of these initiatives.
  • North American Council for Staff, Program and Organization Development - 2 years
  • Community College League of California
  • Served as a role model to other colleges and agencies to promote the development of integrated planning data decision making and outcome-based decision making.

20. Developed a dissemination and marketing plan to promote the Dr. Dianne G. Van Hook University Center concept as a strategy to promote seamless transfer for community college students nationwide.
  • Developed a new marketing campaign with new images and messages.
  • Hosted eight (8) Open Houses over the three year strategic plan period where over 1800 people attended. The following marketing activities were used to promote the events:
    o Journal ads in local media
    o Direct mail postcards sent to all residences in the Santa Clarita Valley
    o Radio spots on KHTS
    o Press Releases
    o Facebook advertising
    o Email blasts to students
    o Posters on campus and at local school districts
    o Posters at key locations in the community, i.e. Starbucks, library, City Hall
    o Table time on campus
  • Developed a new Website.
  • Developed a new brochure to promote University programs and partners.
  • Developed a new brochure for room rental opportunities.
  • Hired an Outreach Coordinator and expanded outreach to include attending employee benefit fairs in the community.
  • Participated in all campus events hosted by COC for students and the community.
  • Attended Division Deans’ meetings in the community to promote University Center, i.e. Rotary, SCV Chamber of Commerce, and VIA.

21. Worked with statewide, local, and federal legislators to promote systematic change that enhanced opportunities for community colleges and their students and enhanced our standing in the larger context.
• Worked with CCC Technology Center to find funding to finance a pilot project at COC that would enable other CCCs to utilize our repositioning to deliver online textbooks (OER Network). COC’s repositioning will provide an opportunity for other CCCs to:
  o Distribute content immediately,
  o Gather data on user preferences,
  o Compare user patterns,
  o Customize a system based on user input, and
• Worked on developing a new federal policy/funding stimulus for higher Education with Martha Kanter (Undersecretary of Education).
• Made recommendations for community college funding priorities through the American Recovery and Reinvestment Act (ARRA).
• Provided leadership at the state and community levels by participating in:
  o EDPAC Board of Directors
  o Asilomar Women’s Leadership Conference
  o Statewide meeting of CEOs
  o Economic Development Corporation
  o EDPAC Legislation and Budget Sub-committee

22. Provided leadership to eliminate redundancy and maximize cooperation between organizations in the community whose purposes/functions overlap.
• Intervened with Superintendent of William S. Hart Union High School District to clear up misinformation about availability at CCC for ECHS in media.
• Promoted the involvement of College of the Canyons in and on 35 community organizations.
• Met with LA County Fire Chief to move our contract to get COPS issued from Fire City.
• Met with community members interested in applying for Small Business Development Center Director position.
• Encouraged and provided support to provide leadership to more than 70 community organizations.
• Provided Leadership at the state and community levels by:
  o Serving on the Child and Family Development Center Strategic Plan Task Force,
  o Reorganizing structure of the Michael Hoefflin Foundation,
  o Moving forward on COC Foundation strategic plan and daily operations,
  o Initiating the efforts and providing support to establish WIB for Northern Los Angeles County,
  o Submitting proposals to restructure of state policy (approximately 19 proposals developed),
  o Pursuing Stimulus funding allocations,
  o Initiating the establishment of priority for Shovel-Ready projects by DSA (Done),
Driving impact on the development of state-level growth formula,
Advocating for textbook cost reform at state and college levels
Expanding OER network in California
Orchestrating invitation to submit a proposal to secure Bill and Melinda GATES Foundation funding (10 year grant),
Melding AOC and ECHS into one entity (Working with William S. Hart Union High School District and Foundation for California Community Colleges to bridge gaps and develop a strategy that could work.),
Changing the City of Santa Clarita’s view for formation of a free-standing Economic Development Corporation,
Founding of Economic Development Corporation for the SCV (invited to be an initial Board member),
Discussing with non-profits how they can share scope of efforts and be more cost-effective, and
Assisting other CEOs on district leadership/budget/advocacy issues:
  ✓ Glendale Community College District,
  ✓ Pasadena Community College District,
  ✓ Alan Hancock Community College District,
  ✓ Diablo Valley College,
  ✓ Contra Costa Community College District,
  ✓ Cuesta Community College District,
  ✓ Lake Tahoe Community College District, and
  ✓ Feather River College Community College District.

- Provided the impetus for many departments to reach out to the community in order to respond to the ever-increasing number of people who are out of work. Student services stepped up to the plate to host the following:
  o Panel and breakout session on career and job search issues,
  o 3 hour Interview Skills workshop,
  o Sessions on resume writing and interviewing,
  o Career exploration and job placement assistance and services – provided on campus,
  o Job Fairs,
  o A Web based list of job search engines, sites for career development, and career and labor market information,
  o Presentation on how College of Canyons Career Services can assist each of the partner’s clients,
  o Interview on the Cougar News on how to handle the job search in a down economy,
  o Signal interview regarding the psychological effects of the job search during this bad economy,
  o WINS Job Club,
o Resume Rally,
o Discovering Careers 2009 Saturday Program (2,000 in attendance),
o This summer Community Education will offer scholarships for the Junior High summer Institute. This is a first for Community Education and is in response to the economic status – the cost of the program is $225 a week for extended care and $185 a week for JSI hours,
o Provide scholarships to appropriate applicants, hold community events such as job fairs, employer appreciation luncheons, and promote employment of persons with disabilities within the community,
o Financial Aid provides FREE workshops to the community for ALL college bound students…regardless if they plan to attend COC,
o Free 1-on-1 support for students AND parents who are completing the FAFSA,
o College transition assistance for Foster Youth students—community Workshops on how to afford college,
o SCV College Day,
o Veterans Program, and
o Workshops to ease transition to college.

23. Continued to streamline construction approval processes for community college construction.
   • Worked with the CO to initiate an expedited approval system for DSA: if a District has the funds to start a project within 75 days of DSA approval, DSA will move the project review to the top of their priority
   • Completed the Mentry Design/Build with such success that our District can now pursue any project using that method, without restriction as to project size or source of funding. In addition, the successful completion of that project has led to State approval of the Design/Build process – with certain limitations - statewide.

24. Provided leadership (when the timing is urgent) to the initiative to reform community college structure, functions, and funding through the statewide initiative process.

25. Continued to provide leadership at the state level through involvement of College of the Canyons staff on state and regional boards, in leadership partnerships, and in professional organizations at the state, national, and local levels.
   • Encouraged and supported COC staff involvement with over 40 local boards and organizations.
     o Kristin Houser
       ✓ Valley Industrial Association Start Committee, Education Committee, New Business Training Committee
     o Michele Edmonson
       ✓ SCV Boys and Girls Club Scholarship Selection Committee
✓ Soroptimist International
✓ Brent Denison
✓ Canyon Theatre Guild/Santa Clarita Regional Theatre, Production Stage Manager
✓ LETMESAIL
  o Dena Maloney
    ✓ Canyon Country Community Advisory Committee
    ✓ Henry Mayo Newhall Memorial Hospital Board of Directors
    ✓ SCV Chamber of Commerce Board of Directors
    ✓ SCV School and Business Alliance Board of Directors
  o Gail Ishimoto
    ✓ Saugus Football Gridiron Board
  o Dorothy Minarsch
    ✓ William S. Hart Regional Occupation Program Advisory Committee for Interior Design
  o Floyd Moos
    ✓ Santa Clarita Art Council
  o Kelly Burke
    ✓ American Association of University Women
  o Kevin Kistler
    ✓ Chamber of Commerce
    ✓ Leukemia and Lymphoma Society
    ✓ SCV Triathlon Club
    ✓ VIA, Education Committee
  o Claudia Acosta
    ✓ Santa Clarita Valley International Programs and Sister Cities, Executive Board President
  o Tommy Thompson
    ✓ Boy Scouts of America, Troop 119 Assistant Scoutmaster
  o Bruce Getzan
    ✓ Valley Industry Association, Board of Directors
  o Steve Dixon
    ✓ California Fire Technology Directors Association, Treasurer
  o Diane Ayres
    ✓ Child and Family Center Board of Directors
  o Fern Zalin Jones
    ✓ Mountains Recreation and Conservation Authority (MRCA) Trail Maintenance Crew & Roving Docent
  o Cathy Ritz
Betty Ferguson Advisory Committee
✓ Child and Family Advisory Committee

Jane A. Feuerhelm
✓ SCV Mayor’s Committee for Employment of Individuals with Disabilities Board of Directors

Janet Cetrone
✓ FixNation spay/neuter clinic for homeless, stray and feral cats

Fashia Skjelstad
✓ SCV American Cancer Society Relay For Life Committee Member, Team Captain

Jennifer Hauss
✓ Big Brothers/Big Sisters, Ventura County
✓ Fillmore/Piru One Step Center Board Member
✓ Friends of the Library
✓ TreePeople

Eric Harnish
✓ Community College League of California Advisory Committee on Legislation
✓ Community College Public Relations Organization Board of Directors
✓ Santa Clarita Valley Press Club Board of Directors
✓ SCV Chamber of Commerce Legislative Affairs Committee
✓ Valley Industrial Association Advocacy Committee

Audrey Green
✓ SCV School and Business Alliance, Chair, Board of Directors

Diane Morey
✓ Calif. Organization of Associate Degree Nursing Directors – South, Treasurer
✓ National League of Nursing Ambassador

Larry Hurst
✓ Santa Clarita Arts Commission

Renard O. Thomas
✓ 25th Congressional District Veterans Advisory Group

Elana Edelstein
✓ 661Arts Committee (City of Santa Clarita)
✓ Junior Chamber International Santa Clarita Valley
✓ VIA Education Foundation Board of Directors

Sarah Ehrsam
✓ Cornerstone SCV Church, Women’s Leadership Team, Community Group Leader

Monica Marshall
Southern California Valley Association for the Education of Young Children (SCVAEYC) Board of Directors, Accreditation Chair

- Teresa Ciardi
  ✓ Santa Clarita Ballet Program Ad Coordinator

- Sharlene Coleal
  ✓ Henry Mayo Newhall Memorial Hospital Finance Committee

- Mimi Spankroy
  ✓ American Cancer Society Leadership Council Member

- Diane Fiero
  ✓ Boys and Girls Club Foundation Board of Directors

- Mary Petersen
  ✓ Circle of Hope

- Laura Branch
  ✓ Valencia High School Parent Advisory Committee Auditor

- Tammy Bathke
  ✓ Girl Scout Troop Co-Leader
  ✓ Local Spiritual Assembly (LSA) of the Baha'i's of Northwest Los Angeles County

- Barry Gribbons
  ✓ Rotary
  ✓ SCV Food Pantry Board of Directors

- Supported our staff as they partnered with community organizations to create new initiatives.
  o Sheri Barke, MPH, RD wrote curriculum for a CSU transferable class, "Nutrition for Health & Balanced Living" in 2004 that attracts nearly 50 students per class and is offered each semester.
  o Sheri Barke, RD, MPH earned Board Certification in Sports Dietetics in 2009. She also serves on the committee that oversees and evaluates our campus cafeteria's operation and serves as the student club advisor for SNAC (Student Nutrition Advocates at COC).
  o Beverly Kemmerling, Director, Student Health & Wellness
    ✓ Participated in the LEAP program at COC in Spring, 2009 where her group's project was to initiate a Behavioral Intervention Team (BIT) at COC. Along with Tammy Castor, Campus Security and Michael Joslin, Dean, she continues as a member of the BIT team, educating faculty and staff about how to identify and intervene with students with problem behaviors before they become "problem students" at risk of campus violence.
    ✓ Served as a member of the Pandemic Flu Planning Committee at COC, aiding campus-wide preparedness and prevention efforts for the next pandemic.
    ✓ Participated in two Point of Dispensing (POD) Drive Through Flu Clinics in Fall, 2009. She mentored/shadowed Colleen Reeves as Intel/Planning Chief at City of...
Santa Clarita POD clinic in October, 2009 and mentored/shadowed Intel/Planning Chief at the 5-Cities (Agoura Hills, Calabasas, Malibu, West Hills and Westlake Village) Drive-Through Flu POD at the Calabasas Community Center in November, 2009.

- Colleen Reeves, RN, FNP, Assistant Director of Student Health & Wellness Center:
  - Appointed to the Nominating Committee of Health Services Association of California Community Colleges (HSACCC) in Fall, 2009.
  - Served as Intel/Planning Chief at the City of Santa Clarita Flu POD clinic at College of the Canyons on October 28, 2009.

- Frances Willson, PhD, contract psychologist, initiated and sponsored COC's Active Minds student club in Fall, 2009. The goal of the club is to educate other students about mental health and to de-stigmatize mental illness by disseminating accurate information.

- Gayle Freund, Student Services Specialist III is CSEA’s representative on the campus Health and Welfare Committee (since 2007) as well as a member of the campus Negotiations Committee.

- John Makevich served as the California representative for a national consortium of colleges and universities working to develop online educational resources (OER).

- Audrey Burgdorfer, RN earned Tobacco Cessation Counselor Certification in 2007, in preparation for the campus going smoke-free; she has led group tobacco cessation counseling and offers individual tobacco cessation counseling sessions at the health center for COC students on an ongoing basis.

- Jane Feurehelm, DSPS Director, presented at community symposium identifying services for individuals with learning disabilities at COC

26. Provided leadership to the establishment and building of a Fire Academy.

- While the Fire Academy has not yet been established, work on this initiative is ongoing.