

Summary of Planning Agendas



STANDARD I: INSTITUTIONAL MISSION AND EFFECTIVENESS

Standard IB: Improving Institutional Effectiveness

1. The institution maintains an ongoing, collegial, self-reflective dialogue about the continuous improvement of student learning and institutional processes.

Planning Agenda

The College will 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.

2. The institution sets goals to improve its effectiveness consistent with its stated purposes. The institution articulates its goals and states the objectives derived from them in measurable terms so that the degree to which they are achieved can be determined and widely discussed. The institutional members understand these goals and work collaboratively toward their achievement.

Planning Agenda

In the next revision of the Strategic Plan, the College will clearly state objectives related to student learning outcomes (SLOs) at the institutional level.

3. The institution assesses progress toward achieving its stated goals and makes decisions regarding the improvement of institutional effectiveness in an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation. Evaluation is based on analyses of both quantitative and qualitative data.

Planning Agenda

See Planning Agenda for Standard III.D.1.a.

4. The institution provides evidence that the planning process is broad-based, offers opportunities for input by appropriate constituencies, allocates necessary resources, and leads to improvement of institutional effectiveness.

Planning Agenda

See Planning Agenda for Standard III.D.1.a.

7. The institution assesses its evaluation mechanisms through a systematic review of their effectiveness in improving instructional programs, student support services, and library and other learning support services.

Planning Agenda

The Academic Senate and CPT will ensure that future revisions of the annual academic program review template include a description of the progress of departments in attaining their goals since the last review.

STANDARD II: STUDENT LEARNING PROGRAMS AND SERVICES

Standard IIA: Instructional Programs

1.b. The institution utilizes delivery systems and modes of instruction compatible with the objectives of the curriculum and appropriate to the current and future needs of its students.

Planning Agenda

As more course and program SLOs are assessed and evaluated, the effectiveness of the delivery systems and modes of instruction will be determined and changes will be made as appropriate.

1.c. The institution SLOs for courses programs, certificates, and degrees; assesses student achievement of those outcomes; and uses assessment results to make improvements

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The development and evaluation of course-level SLOs will be monitored and adjusted as necessary and appropriate.

2.g. If an institution uses departmental course and/or program examinations, it validates their effectiveness in measuring student learning and minimizes test biases.

Planning Agenda

The noncredit program will complete an analysis of the structure of the curriculum and the need for standardized evaluation.

6. The institution assures that students and prospective students receive clear and accurate information about educational courses and programs and transfer policies. The institution describes its degrees and certificates in terms of their purpose, content, course requirements, and expected student learning outcomes. In every class section students receive a course syllabus that specifies learning objectives consistent with those in the institution's officially approved course outline.

Planning Agenda

The College will make the program SLOs available to current, future and prospective students via the Catalog, as well as the College's Web site beginning with the publication of the 2009-10 Catalog Addendum to be published in Summer 2009.

6.b. When programs are eliminated or program requirements are significantly changed, the institution makes appropriate arrangements so that enrolled students may complete their education in a timely manner with a minimum of disruption.

Planning Agenda

The Academic Senate, in conjunction with the Vice President, Instruction, will develop a policy and procedure for program elimination.

7. b. The institution establishes and publishes clear expectations concerning student academic honesty and consequences for dishonesty.

Planning Agenda

The College Web site will link information related to academic integrity through various online portals most often visited by students. The College will also include this information in campus print materials such as the Student Handbook and Academic Planner, the College Catalog and schedules of classes.

Standard IIB: Student Support Services

The institution recruits and admits diverse students who are able to benefit from its programs, consistent with its mission. Student support services address the identified needs of students and enhance a supportive learning environment. The entire student pathway through the institutional experience is characterized by a concern for student access, progress, learning, and success. The institution systematically assesses student support services using student learning outcomes, faculty and staff input, and other appropriate measures in order to improve the effectiveness of these services.

Planning Agenda

To remove barriers to access, the Admissions & Records Department, with support from CCC Apply, will provide an application for admission in Spanish within the next three years.

3.c. The institution designs, maintains, and evaluates counseling and/or academic advising programs to support student development and success and prepares faculty and other personnel responsible for the advising function.

Planning Agenda:

- The Counseling Department will extend its outreach and support to basic skills students enrolled in specific key courses.

- By Spring 2009 the Counseling Department will develop an interactive, user-friendly student educational plan that students can access and develop online.
- The Counseling Department will expand the counseling Web site to include career-related information with appropriate links by Spring 2009.

3.f. The institution maintains student records permanently, securely, and confidentially, with provision for secure backup of all files, regardless of the form in which those files are maintained. The institution publishes and follows established policies for the release of student records.

Planning Agenda

To better manage records and increase document security, the District will institute an online degree-audit program and an online student educational plan by 2009, as well as document image 2.5 million historical records.

Standard IIC: Library and Learning Support Services

1.a. The institution supports the quality of its instructional programs by providing library and other learning support services that are sufficient in quantity, currency, depth, and variety to facilitate educational offerings, regardless of location or means of delivery.

a. Educational equipment and materials to support student learning and enhance the achievement of the mission of the institution.

Planning Agenda

- The TLC Lab will expand subject tutoring and the workshop program into areas that are emerging.
- The Library will implement new technologies for delivering services to traditional and non-traditional students.

2. The institution evaluates library and other learning support services to assure their adequacy in meeting identified

student needs. Evaluation of these services provides evidence that they contribute to the achievement of student learning outcomes. The institution uses the results of these evaluations as the basis for improvement.

Planning Agenda

The Library will use the results of student focus groups to help plan expansion and updating of services to the Valencia and Canyon Country campuses.

STANDARD III: RESOURCES

IIIA: Human Resources

1.a. Criteria, qualifications, and procedures for selection of personnel are clearly and publicly stated. Job descriptions are directly related to institutional mission and goals and accurately reflect position duties, responsibilities, and authority. Criteria for selection of faculty include knowledge of the subject matter or service to be performed (as determined by individuals with discipline expertise), effective teaching, scholarly, and potential to contribute to the mission of the institution. Institutional faculty play a significant role in selection of new faculty. Degrees held by faculty and administrators are from institutions accredited by recognized U.S. accrediting agencies. Degrees from non-U.S. institutions are recognized only if equivalence has been established.

Planning Agenda

The administration and the Academic Senate will revise our current District equivalency policy to maintain academic excellence while ensuring we are able to hire sufficient numbers of adjunct faculty in key departments.

1.c. Faculty and others directly responsible for student progress toward achieving stated student learning outcomes have, as a component of their evaluation, effectiveness in producing those learning outcomes.

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The District will work with COCFA to underscore the importance of evaluating SLO effectiveness and include this criterion in the boilerplate language of faculty job descriptions.

1.d. The institution upholds a written code of professional ethics for all of its personnel.

Planning Agenda

While our existing policies, philosophy statement and strategic goals clearly delineate our expectations regarding professional ethics, the Human Resources Department will develop a District Board policy on professional ethics for all employees.

3.a. The institution establishes and adheres to written policies ensuring fairness in all employment procedures.

Planning Agenda

The Human Resources Department, working with the Equal Employment Opportunity Advisory Committee, will complete updating the District's EEO plan. Human Resources will provide subsequent training to ensure that the plan will be implemented and followed appropriately.

4. The institution demonstrates through policies and practices an appropriate understanding of and concern for issues of equity and diversity.

Planning Agenda

The Human Resources Department will continue to actively pursue our Master Plan goals (listed within Standard III.A.4).

4.b. The institution regularly assesses its record in employment equity and diversity consistent with its mission.

Planning Agenda

The Human Resources Department and academic administrators will work with the Academic Senate to review equivalencies to determine their impact on the diversity represented in faculty hiring pools and will review data on applicant diversity.

IIIB: Physical Resources

2.a. Long-range capital plans support institutional improvement goals and reflect projections of the total cost of ownership of new facilities and equipment.

Planning Agenda

The College will continue to secure funding from nontraditional sources for capital improvements and other facilities-related projects, such as public-private partnerships, public/public partnerships and through grants and donations/contributions from public and private sources.

IIIC: Technology Resources

1.a. Technology services, professional support, facilities, hardware, and software are designed to enhance the operation and effectiveness of the institution.

Planning Agenda

The College will 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.

Current support for distance learning programs will be expanded and additional options for expanding support for students will be reviewed and implemented.

1.b. The institution provides quality training in the effective application of its information to students and personnel.

Planning Agenda

The College will investigate additional opportunities and develop a plan for students to receive as-needed training on technology topics important to their academic success.

IIID: Financial Resources

1.a. Financial planning is integrated with and supports all institutional planning.

Planning Agenda

In 2008-09 department budget requests will be electronically integrated with annual program review and will also reference other planning documents.

STANDARD IV: LEADERSHIP AND GOVERNANCE

IVB: Board and Administrative Organization

1.f. The governing board has a program for board development and new member orientation. It has a mechanism for providing for continuity of board membership and staggered terms of office.

Planning Agenda

The Board will review its 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.

1.g. The governing board's self-evaluation processes for assessing board performance are clearly defined, implemented, and published in its policies or bylaws.

Planning Agenda

The Board will review its self-evaluation process with a goal to improving it and ensuring it addresses current issues that boards of trustees are facing throughout the state.