2010-2011 COLLEGE GOALS: EXAMPLE ACCOMPLISHMENTS FROM COMMITTEES
12 October 2011

The following are the accomplishments of the committees organized by the 2010-2011 college goals. Most accomplishments listed in the reports are recorded below. No analyses/synthesis of the information was completed other than a general comment that the committees appear to be taking their work seriously and completing many admirable outcomes. Within the PIE Summary, IEC has traditionally included “Examples of Reported Accomplishments” for committees.

As of now, the request for and delivery of these reports is done through Diana Casteel on behalf of the President’s Advisory Committee that is doing it on behalf of the Institutional Effectiveness Committee (IEC). The questions for IEC to consider are:

Does IEC see value in continuing this accomplishments process for committees?
Does IEC see this procedural process continuing as is with PAC helping collect the information?
Is there a different process/procedure IEC should be recommending to PAC?

College Goals and Committee Accomplishments

CG#1: The College will secure funding that supports exemplary programs and services.
• The Basic Skills Coordinating Committee funded 34 projects focused on supporting and improving basic skills education and student success at the College (Basic Skills Coordinating Committee)

CG#2: The College will prepare the students for success through the development and support of exemplary programs and services.

Curriculum and Instruction Council
• Increased informational items reported to Academic Senate such as minor changes to catalog language, course prefixes, and Chancellor’s Office course processing to ensure dissemination of information to College constituents.
• Supported ongoing discussion about captioning, asked for additional review and information from the task force, and requested legal advice to ensure that the guidelines met the intent of the law and to ensure that all populations are served.
• Required CCC form 501 and 510 to be completed and forwarded to C&I prior to program approval to ensure that program development did not lag behind course approval.
• Allowed AA-Ts to advance to Academic Senate without CCC form 501 to ensure timely approval of State mandated transfer degrees.
• Reviewed and discussed on an ongoing basis course assignment to the disciplines list resulting in an up-to-date list incorporating all new courses.
• Supported turning on stage 2 in WebCMS to include Department Chairs in the formal and automated review of courses to encourage and support expanded faculty and department involvement in the 4-year review cycle.
• Recommended shifting to a notification process by the Curriculum office rather than an initiation process by the department for catalog changes as a result of approved course title changes to facilitate catalog accuracy.
• Updated Disciplines List with an ongoing process for maintaining list.

**Distance Learning Committee**

• Made major changes to the Distance Learning Form to make it easier to complete.
• Reviewed twelve DL Amendment Forms.
• Clarified the Authentication Mandate via a task force and created a document for additional information on authentication.
• Supported 53 Blackboard courses and 14,340 students in 437 sections of Distance Learning courses.
• Completed a student satisfaction survey of DL courses.

**Educational Design Committee**

• Reviewed and reported 75 new courses, 130 modified courses, 177 four-year reviewed courses, 52 inactivated courses, 57 new or modified degrees and certificates, and 17 inactivated programs.
• Developed a draft of a plan for requisites and advisory review.

**Student Preparation and Success Council**

• Received and reviewed the Counseling Intervention Plan for students who will repeat courses in which unsatisfactory grades or withdrawals were previously recorded.
• Received recommendations from the Textbook Task Force and forwarded them to the Academic Senate.
• Received recommendations from the Academic Integrity Task Force.
• Implemented multiple measures for placement tests.

**CG#3:** The College will improve career/vocational training opportunities to help students maintain professional currency and achieve individual goals.

**CG#4:** The College will improve the quality of its partnerships with business and industry, the community, and other educational institutions.

**CG#5:** The College will utilize and support appropriate technology to enhance educational programs and services.

**Distance Learning Committee**

• Invited four vendors to demonstrate their Learning Management Systems (LMS). Faculty and managers were invited to these demonstrations.
• Conducted full-term pilots using the 3 top vendor products (Desire2Learn 9.2.0 SP1, MoodleRooms 2.0, Blackboard 9.1); reviewed 4 vendors.
• Held “sandbox play days” to allow faculty to test out the various LMS alternatives.
• Worked closely with IT on the LMS recommendation.
• Arranged demonstrations of Blackboard, Desire2Learn, and MoodleRooms.
Information Technology Advisory Committee

• Supported continuation of the OmniUpdate pilot project.
• Discussed options for the eLearn transition.
• Formed the Portal Workgroup to address additional web needs.
• Supported the project to update and enhance online orientation and referred the project to the Administrative Services Advisory Group.
• Reviewed the Learning Management System proposal and forwarded the recommendations to President’s Advisory Council.

Scholarship Committee

• Developed and implemented an online scholarship management system.
• Accepted applications and reviewed and scored applications in an online, paperless environment.

CG#6: The College will provide opportunities for increased diversity and equity for all across campus.

CG#7: The College will increase access for students by strengthening recruitment and opportunities for full participation in College programs and services.

Scholarship Committee

• Increased the number of scholarship applications by 30% from the previous year.

CG#8: The College will encourage and support participation in professional development to strengthen programs and services.

Distance Learning Committee

• Held various training workshops.
• Created a new workshop to assist professors with ideas for student orientations and with captioning digital media.
• Facilitated the Blackboard Basics and Skills and Pedagogy for Online Teaching workshops.
• Facilitated two verifiers’ training sessions.

Information Technology Advisory Committee

• Provided Course Studio and Portal training.
• Submitted two training proposals that were approved for Flex Day.

Scholarship Committee
• Developed a comprehensive training to ease the transition for committee members to the new online review and scoring process.

**CG#9: The College will provide facilities and infrastructure that support exemplary programs and consider the health and safety of the campus community.**

**Insurance Committee**

• Reviewed dental trends for Mt. SAC as well as benefit levels and costs.

**President’s Advisory Council**

• Received an emergency preparedness update in December 2010.

**CG#10: The College will ensure that basic skills development is a major focus in its planning efforts.**

**Basic Skills Coordinating Committee**

• Ensured that all funded projects have in place methods of assessment to evaluate effectiveness.
• Included in the Call for Proposals for Basic Skills Projects the following: “It is also expected that all proposals are or will be the result of substantial internal planning and represent a thorough assessment of an existing need; as such, they should appear in unit PIE documentation and should have the support of all departments and divisions involved.”
• Issued instructions with computer screen shots to all managers on how to input data from Basic Skills Projects into their department or unit ePIE reports.
• Provided funding for 14 of the BSCC members to attend the Strengthening Student Success Conference in October 2010.
• Sponsored nine faculty dialogs and events, including the MyBook discussion groups, coordinated through the Teaching and Learning Center.
• Held a Learning Communities Faculty Institute in April 2011.
• Reviewed data related to Basic Skills students compiled through the ARCC 2011 report.
• Began a longitudinal study of summer 2010 Summer Bridge participants that will continue for three years.

**CG#11: The College will improve effectiveness and consistency of dialogue between and among departments, committees, teams, and employee groups across the campus.**

**Basic Skills Coordinating Committee**

• Presented an overview of the Basic Skills Initiative, current projects, and the Teaching and Learning Center at fall 2010 Flex Day.
• Compiled research from the BSI projects for an end-of-the-year report that was distributed campus wide and was posted on the Basic Skills website.
• Distributed fall and spring Learning Communities Newsletters campus wide.

**Budget Committee**

• Held an Open Forum explaining Mt. SAC’s budget process in April 2011.
• Gave input to the Marketing Department for the “Campus Connection” newsletter.

**Curriculum and Instruction Council**

• Reviewed and discussed State Academic Senate resolutions and possible local implications.
• Reviewed Title 5 Section 58104 and proposed and recommended organization of a task force to explore an alternative catalog production timeline and use of technology to reduce time between course or program approval and ability to schedule.
• Reviewed and recommended AA-T in Psychology and Communication Studies with discussion to ensure Transfer Model Curriculum (TMC) is followed.
• Discussed challenged overlapping courses based on recently adopted Academic Senate duplication and overlap policy, initiated mediation process as necessary, and forwarded recommendations to Academic Senate.
• Consulted with State Dean of Curriculum and verified that only CTE courses prerequisites were subject to a 2-year review process with no requirement for a 2-year review of CTE courses.
• Reviewed Distance Learning Committee’s analysis and recommendation for Learning Management System (LMS) with discussion of possible LMS software change during multiple meetings.

**Distance Learning Committee**

• Created various Portal announcements to DL and Blackboard trained faculty.
• Invited faculty and managers to demonstrations of possible candidates for the new Learning Management System.
• Conducted a Distance Learning Dialogue with the Teaching and Learning Center to allow for the sharing of Distance Learning successes and opportunities.

**Educational Design Committee**

• Provided course status information to faculty, department chairs, and deans through EDC’s e-mail reporting process.
• Presented workshops to all departments on writing an integrated Course Outline of Record.
• Attended division meetings and met with department chairs as part of the two-year review cycle for CTE prerequisites and corequisites.
• Received Academic Senate approval for a process and plan for updating and maintaining the Discipline List based on department participation and recommendation.
• Received Academic Senate approval to activate Stage 2 in WebCMS to include department chair approval in the curriculum review process.

**Equivalency Committee**

• Informed all department chairs of equivalencies via e-mail and hard copy in November 2010.
• Reviewed proposals for equivalencies.
President’s Advisory Council

- Received resolution from the Associated Students regarding smoking on campus.
- Received proposed Social Media Policy from Marketing and Public Affairs.
- Recommended revisions to proposed Social Media Guidelines.
- Discussed the Addendum to the Self-Study and the pre-Accreditation Site Visit.
- Conducted its annual review and suggested modifications to two function statements and the addition of another function statement.
- Received regular updates on Budget Committee, Institutional Effectiveness Committee, and Informational Technology Advisory Committee.
- Agreed to the formation of a new committee – Facilities Advisory Committee, an operational committee reporting to CMPCT.
- Discussed ITAC’s final recommendation/proposal for course management system.
- Approved proposed revisions to AP 5030 – Fees.
- Received resolution from Associated Students regarding smoking on campus.
- Received proposed social media policy from Marketing & Public Affairs.
- Recommended revisions to proposed social media guidelines (re: Facebook).
- Approved proposed revisions to AP 3310 – Records Retention and Destruction and AP 6600 – Capital Construction.
- Proposed revisions to AP 3250 – Institutional Planning. Sent to AMAC to begin the revision approval process.
- Reviewed/approved proposed revisions to AP 3720 – Computer and Network Use. Sent to AMAC to begin the revision approval process.
- Approved proposed revisions to BP 5030 – Fees.

CG#12: The College will engage students in activities and programs designed to increase their term-to-term enrollment (i.e. persistence).

Student Preparation and Success Council

- Reviewed and made recommendations regarding campus student success efforts.

CG#13: The College will improve integration of campus-wide planning activities.

Basic Skills Coordinating Committee

- Appointed the Campus Roadmap team.
- Co-hosted with the Student Preparation and Success Council a Mt. SAC Student Success Conference.
- Revised its Purpose and Function Statement to recommend that the BSCC report directly to the Student Preparation and Success Council instead of to the Curriculum and Instruction Council.

Budget Committee

- Developed the President’s Advisory Task Force on Fiscal Planning.
• Held two joint meetings with the Institutional Effectiveness Committee, in May 2010 and October 2010.

**Institutional Effectiveness Committee**

• Used information from the Employees’ Evaluation of PIE Survey and the Managers’ and VPs’ evaluations to revise both ePie as well as the PIE documents for flow of information.