Institutional PIE Summary

VI. Planning for the Future

(Ginny Burley)

Planning Themes:

1. **Student Success**: institutional support to help students meet their educational goals

   *College Goal 2: The college will prepare students for success through the development and success of exemplary programs and services.*

   - Increase articulation with 4-year institutions by providing articulation information to assist students in graduation and by developing appropriate degrees to assist students in successful transfer
   - Increase opportunities for internships and work experience learning for students
   - Change and modify existing curriculum to meet the needs of employers, industry standards, changes in science and technology, and emerging initiatives
   - Provide relevant and specific services, support, and information to students to strengthen their success
   - Expand capacity for providing high quality academic support through tutoring labs across the campus (MARC, WIN, Writing Center, Learning Assistance Center, TERC, T-MARC)
   - Demonstrate significant progress in increasing the following: student persistence rates, successful course and program completion rates, and transfer rates.
   - Increase counseling and opportunities to strengthen student engagement in their programs and the campus community
   - Institute placement testing for high school students with the goal of increase their placement scores
   - Promote success rates campuswide and through external media.

2. **Research**: expand capacity to gather data to improve college accountability as well as programs and services

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

   - Determine effective methods for tracking program completers: track number of graduates and transfers, identify near-completers to encourage completion, and determine employment rates after completion.
   - Improve the use of data to track, assess, and report student success and outcomes
   - Assistance with formatting of surveys and other data-gathering techniques for Aspire and Bridge, along with other technical assistance, to enable compilation and review of data to measure the effectiveness of various program components and interventions
   - Use Argos reports to gather data that help EOPS determine whether program participants are complying with required eligibility and activities.
   - Provide a dedicated researcher to Student Services to implement the Student Services Data Management plan to conduct statistically-based research to further determine which particular types of services and interventions are most successful.
   - Conduct research to enable deeper understanding of factors leading to student success.
3. **Facilities Improvements**: Provide for improvements and maintenance of facilities to support learning and safety.

   _College Goal 9: The college will provide facilities and infrastructure that support exemplary programs and consider the health and safety of the campus community._

   - Update existing but inadequate and dilapidated facilities to provide appropriate space for authorized activities and meet safety standards for instructional programs.
   - Support addition of additional 200,000 square feet of space at the college along with the implementation of several technologically advanced systems such as electronic access control, computerized building automation, networked fire alarm/building emergency notification systems, and expand exterior lighting controls.
   - Utilize an effective, modern maintenance management software (FAMiS), energy efficient construction, and the use of modern building technology to protect investment of funds into new and newly remodeled buildings.
   - Expand facilities for Health Services to better serve students across the campus.
   - Communicate/promote progress of campus improvements internally and externally.

4. **Educational Technology**: provide for appropriate technology to support learning and services to students

   _College Goal 5: The college will utilize and support appropriate technology to enhance educational programs and services._

   - Provide physical and technology infrastructures that will promote student learning.
   - Provide technologically current equipment and software as determined through industry advisement (for instructional programs) and program accreditation standards.
   - Expand student work force to backfill for frozen positions that provide technology support for 60,000+ students.
   - Provide technology support for opening three new buildings and minimize the negative impact to existing services provided by Print and Mail Services during their move into a permanent facility.
   - Provide for tracking of program data and the creation of electronics records systems for Student Services.
   - Develop technology to enable the college to implement carefully crafted student plans for early alert, probation, and course repetition.
   - Develop technology support to automate specific functions, reports, databases, and cataloging in Student Services.
   - Develop technology to continue expansion in test delivery options for Assessment.
   - Provide technology required for automation of student tracking, imaging of records, provision of accommodations in DSPS.

5. **Maintenance of Effort**: Utilize existing resources to maintain necessary services

   - Develop budget support for maintenance of laboratory equipment and instruments.
   - Support "green" initiatives in Chemistry labs.
   - Increase instructional program supply budgets in alignment with increased costs for necessary supplies.
   - Provide for support of $3.50/sq ft for new spaces being opened in the next year to maintain operations at the campus standard, particularly in the relocation of Print and Mail Services to their permanent location.
6. **Staffing:** Address appropriate staffing for critical functions.

- Maintain appropriate staffing to increase student access to technology and for learning support: lab assistants, specialized critical support positions (e.g., tool keepers), student tutors, and necessary permanent classified staff to maintain essential functions.
- Replace full-time faculty that are critical for program survival.
- Provide for adequate well-trained staff to ensure appropriate maintenance of additional square footage being added through new construction and newly remodeled buildings.
- Replace necessary positions in Information Technology to meet the programming and direct end-user support for various Banner sub-systems and third-party applications.
- Provide a Student Services researcher to enable implementation of the Student Services Data Management Plan.

7. **Training:** Provide training opportunities across the campus to maintain a highly qualified workforce.

*College Goal 8:* The college will encourage and support participation in professional development to strengthen programs and services.

- Focus on the development and implementation of a comprehensive professional development program.
- Support faculty needs for technical training needed to maintain professional currency.
- Provide effective support for faculty in the transition to Moodlerooms to support strong course delivery.
- Prepare a schedule to roll-out the completed PeopleAdmin7 upgrade implementation to train support staff, managers, and faculty.
- Fund re-training for programming staff in Information Technology in anticipation of SGHE deployment of software using the new technologies.

8. **Improve Student Learning through Assessment:**

- Improve student learning through continual improvement of courses and pedagogy and assessment of SLOs, GEOs, and Student Learning Goals (noncredit).
- Utilize outcomes assessment results and career data to guide curriculum and program changes.
- Provide ongoing support for departments and faculty participation in outcomes assessment and institutional planning processes (PIE).
- Use outcomes assessment data to document improvement of core skills in student achievement.
- Provide tools needed for full assessment and measurement of outcomes for Student Services programs, services, and initiatives.

9. **Communication:** Facilitate greater communication across the college community.

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

- Form a focus group to gather feedback and suggestions for improvement in planning for the implementation of the PeopleAdmin7 upgrade.
- Work with constituent groups regarding the impacts and effects of the classification and compensation study now being planned.
- Communicate the Equal Employment Opportunity plan to all college employees.
- Work with constituent groups regarding the review and possible implementation of a college EAP.
- Modify existing web pages or create new web pages to better serve students and employees.
- Utilize Campus Connection and portal to communicate programs and initiatives.

10. **Collaboration:** Utilize cross-department cooperation for implementation of projects and important initiatives.

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

   - Collaborate with State and national organizations to improve support for noncredit student populations.
   - Financial Aid must work with IT, Marketing, Admissions, and the Bursars Office to ensure that accountability, disbursement of funds, and implementation of the Higher One program is successful.
   - For successful implementation of DegreeWorks (MAP), Admissions, Counseling, Career/Transfer must work closely with both IT and Instruction to complete planning processes, obtain and share critical data, and coordinate programmatic functions.
   - Include work of Counseling, DSPS, EOPS, CalWORKs, and Bridge with the Instruction team to coordinate effective use of classroom facilities.

11. **Efficiency:** Improve business processes to maximize use of existing resources.

   - IT is focusing on projects that will make the college more efficient. These projects include server virtualization, power save software, system center for remote software installation, and re-allocation of computer resources.
   - With a main objective of operating as efficiently as possible, Technical Services will use every opportunity to reduce costs without substantially impacting services.
   - EOPS will utilize portal technology to improve efficiency, accuracy, and communication in their work with students.
   - Student Life will support training on new technology to scan discipline files in order to have a more efficient data storage and retrieval system.
   - For increased efficiency, Admissions will phase in the use of email only notification to new applicants; this strategy is expected to save the campus over $30,000 in postage and printing costs as well as to drastically reduce the response time to students.
   - DSPS plans to move to a paperless student file system to greatly increase efficiency and cut down on the amount of time spent filing paperwork.

12. **Meet Federal Mandates and State Regulations**

   - Assessment will work closely with the Research Department to evaluate Title 5 regulations related to matriculation in regard to offering state-approved placement instruments and tracking disproportionate impact.
   - Financial Aid will implement federal requirements that necessitate increased assistance for students in filing related documents for financial aid verification and eligibility.