



CUYAMACA
· COLLEGE ·

Council Members:

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|------------------------|----------------|---------------------|
| Dr. Cristina Chiriboga | Nancy Jennings | Barbara Takahashi |
| Patty Bailey | Dr. Joe Marron | Beth Viersen |
| Bobby Carino | Henri Migala | Michael Wangler |
| Dr. Paul Carmona | Dr. Lyn Neylon | Dr. Madelaine Wolfe |
| Maggie Gonzales | Dr. Tim O'Hare | Kristin Zink |
| Susan Haber | Arleen Satele | |

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Fall '08

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CUYAMACA COLLEGE INNOVATION & PLANNING

New Members Welcomed

IPC welcomes its new members to the Council. IPC is grateful for the contributions made by its outgoing members, and is confident that our new and current members will continue their enthusiasm and commitment to the mission of the college.

- ✓ Thank you to Jan Ford, Shari Ball and Angel Yousif for their tireless service to the IPC during 2007-2008. We also bid adieu to Dr. Geraldine Perri, and welcome Interim President Dr. Cristina Chiriboga.
- ✓ Welcome to new members Bobby Carino, Maggie Gonzales, Susan Haber, Nancy Jennings, and Dr. Tim O'Hare.

Update on Activities

The Innovation & Planning Council (IPC) is diligently moving forward. What has IPC been up to since the last update? Well...

- ✓ The 2007-2008 Annual Implementation Plan (AIP) final report was distributed, reviewed, and approved.
- ✓ The Non-Smoking Campaign is completing its initial phase as the college prepares to go smoke-free/tobacco-free beginning January 1, 2009.
- ✓ The Construction Kickoff Ceremony for the Business/CIS Building was held on Thursday, September 25, at 10:00 a.m., followed by a reception on the west side of the LRC.

IPC Approved Annual Implementation Plan for 2008-09

Strategic Plan 1: Academic Excellence and Program Development

Description:

1.A. Promote universal assessments in basic skills (reading, writing and math) for entering students.

Specific Activities:

1.A.1. The Basic Skills Initiative (BSI) committee will explore the feasibility of promoting universal

assessment in Basic Skills within the District.

1.A.2. The BSI committee will develop an action plan as appropriate, to strengthen student assessment in Basic Skills.

Strategic Plan 2: Student Success

Description:

2. A. Create an institutional transfer system including counseling, instruction curriculum development and faculty mentoring.

Specific Activities:

2.A.1. The Transfer Center Director, in collaboration with the Student Services Advisory Committee (SSAC), will review transfer trend data in order to establish appropriate institutional transfer goals.

2.A.2. Based on research, (2.A.1) an appropriate action plan will be developed to strengthen transfer rates.

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The Charge...

Philosophy: Leadership through vision is the foundation for the planning and policy-making process at Cuyamaca College. The college engages all its members to ensure broad-based participation in campus decision-making. This process assures that the college remains dynamic, futuristic and effective in meeting the educational needs of its community.

Overview of the Process: The Innovation and Planning Council is the recognized shared governance structure for the college. The Council will evolve, amend and guide the planning and policy-making process for the college.

The college's planning process provides a focus to mobilize and allocate its human, fiscal, technical and physical resources. The college's initiatives, both long-term and short-term, are defined, implemented, continuously reviewed, assessed, and updated to respond to the ever-changing needs of the student population and the demands of the external and internal environments. A three-year planning cycle is used to implement the Cuyamaca College Strategic Plan and the District Strategic Plan. An annual Implementation Plan is developed by the Council using the Strategic Plan.

The college's policy-making process provides a constituency review of all campus policies and committee structures.

Strategic Plan 3: Facilities and Physical Development

Description:

3. A. Upgrade all classrooms to "smart classrooms."

Specific Activities:

3.A.1. Identify classrooms yet to be upgraded.

3.A.2. Identify resources to upgrade remaining classrooms.

3.B. Incorporate the nature preserve into the campus environment. (Carry over from 07-08 AIP)

Specific Activities:

3.B.1. Integrate the preserve into the curriculum where appropriate.

3.B.2. Develop the preserve as a community resource.

Strategic Plan 4: Community Relations

Description:

4.A. Develop programs that are responsive to the changing demographics in our District. (Carry over from 07-08 AIP)

Specific Activities:

4.A.1. Develop and implement community survey with District research office.

4.A.2. Assess results to identify potential program development areas.

4.A.3. Develop instructional and/or student services programs as appropriate and feasible.

Strategic Plan 5: Resource Development

Description:

5.A. Maximize the use of the Foundation in terms of raising funds for the college and the distribution of those funds.

Specific Activities:

5.A.1. Conduct a Strategic Planning process to re-examine the mission of the Foundation and increase funding opportunities.

5.B. Pursue and secure external grants and funds (Carry over from 07-08)

Specific Activities:

5.B.1. Work with faculty and administrators to generate and pursue fundable projects to further the mission of the college.

Annual Implementation Plan for 2008-09 Addendum: Based on Accreditation Self-Assessment

Recommendation 1: Student Learning Outcomes

The team recommends that the college complete the process of identifying Student Learning Outcomes (SLOs) for courses, programs, certificates, and degrees, identify SLOs for student services, and other areas of the college, and develop and implement methods for assessing student achievement of those outcomes. The assessment results should be used to guide improvement.

Specific Activities:

1.A.1. **Instruction:** through the academic master planning process, SLO assessment plans for courses and programs will be developed by departments.

1.A.2. Pilot assessment projects will be initiated this year

1.B.1. **Student Services:** through the Student Services master planning process, SLO assessment plans for programs will be developed by departments.

1.B.2. Pilot assessment projects will be initiated this year.

Recommendation 2: Program Review

The team recommends that the college complete the program review process for all student services and other areas of the college. The college should provide evidence that the program review process evaluates the achievement of student learning outcomes, along with other assessments that yields quantitative and qualitative data for analysis, and use the results of these evaluations as the basis of improvement.

Specific Activities:

2.A.1. Utilize the Council for the Advancement of Standards, (CAS) to develop a thorough program review process for all Student Services

2.A.2. Implement the CAS Program Review

process using a 5-year cycle to review all Student Services departments.

2.A.3. Final annual qualitative and quantitative results of the program review are incorporated into program improvements for the subsequent years? Student Services Master Plan.

Recommendation 3: Resources (Full-time faculty and staff)

The team recommends that the college and the district ensure that the number of full-time faculty and staff is adequate to support the instructional needs and student support services to improve student learning and enhance the achievement of the mission of the institution.

Specific Activities:

3.A.1. College will survey full-time faculty and staff to determine trends in staffing.

3.A.2. Provide current data for this year.

Recommendation 4: Communication

The team recommends that the college improve communication with classified staff by engaging in dialogue that contributes to increased participation in planning and decision making. The dialogue must include formal and informal communication links leading to equally accessible information and contributions by classified staff to plans and decisions leading institutional change and improvement.

Specific Activities:

4.A. Document all formal communication forums and activities related to improving communication among classified staff.

4.B. College to conduct a review of all classified staff present on standing college committees.

4.C. Conduct a dedicated day to promote awareness of college issues and promote communication among classified staff.

Recommendation 5: Dialogue

The team recommends that the college, the chancellor, and District develop and implement strategies for the improvement of dialogue among the various entities in the District, leading to improved relationships and collaboration among the between the colleges and the District.

Specific Activities:

5.A. College Accreditation Liaison Office (ALO) will work the District leadership to review and promote dialogue.

Recommendation 6: District Leadership and Governance

The team recommends that the District, using appropriate consultation, develop and implement policies and procedures that lead to effective leadership and governance throughout the District. Specifically, the Board of Trustees must: 1) establish and implement a formal process for consistent and regular self-evaluation for inclusion in its policies and by-laws, and 2) establish and implement formal policies and procedures for the selection of and regular evaluation of the college president.

Specific Activities:

6.A. College President, College Accreditation Liaison Office, and Academic Senate President will work with District leadership to develop and implement policies and procedures that lead to effective leadership and governance throughout the District.

6.B. The specific accreditation recommendations will be monitored and reports will be made to IPC.