

Assessment Impact by Assessment Methods
 Yuba Community College District
 College - WCC Program Recommendations

Curriculum/SLO

Distributive Education Program Recommendations

Refine Curricunet database elements to accommodate a search for all courses approved for DE.

Update database to reflect existing course outlines approved for DE.

Review design of DE Addendum within Curricunet/Image Now.

Ensure that workflow design includes notice to DE subcommittees that course has been proposed for DE and requires a review in dherence to Title V regulations.

Program Recommendation: Refine DE Course approval process and tracking. - A comprehensive list of all courses approved for DE is not readily available because of past recording practices. Refine Curricunet database to accurately report all courses approved for DE. Compile comprehensive list of DE courses linked to specific degrees, certificates or majors. Review DE Addendum within Curricunet/Image Now to facilitate separate DE review by DE sub-committees at both colleges in adherence to Title V regulations.

Criterion for Success:

Schedule: Curriculum Committee chairs in collaboration with DE support staff.
 Prior to Fall 2012 accreditation visit.

Yuba College plan:

Collect assessment data on every DE course offered.

Solicit SLO assessments for online courses---Begun Fall, 2011

Solicit faculty comparative analysis with on-ground classes.

Share findings and recommendations for student support, faculty training, or course redesign.

Post findings in shared DE Portal.

Discuss and make recommendations regarding collection of assessment data for ITV sections.

Program Recommendation: Collection and analysis of SLO assessment data for DE courses - Emphasize collection of SLO assessment data using TracDat for courses offered via ITV, online and video conference instruction. Solicit from faculty comparative analysis with on-campus course and other DE courses. Share findings and recommendations regarding course redesign, assessments and student support services.

Top priority for YC DE accreditation review preparation.

Criterion for Success: None

Schedule: Fall 2011 ongoing
 Faculty who teach via DE
 DE Subcommittee
 Manager of DE

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Accounting Program Recommendations

Revise certificate and submit to State Chancellors office to be included on student transcripts. Continue offering courses to allow student completion. Out reach to other local area high schools for articulation agreements. Offer a summer entrepreneurship camp to high school and junior high school students.

Program Recommendation: Small Business Management / Entrepreneurship - Continue developing program. Revise certificate and submit to State Chancellors Office.

Criterion for Success: Perkins ~ \$53,500 total;

Fall and Spring courses = \$36,000;
 Cert revision, articulation agreements, application to state chancellor = \$3,500;
 Supplies = \$9,000;
 Summer Camp = \$5,000

Schedule: Spina, Howerton, Campen, Konuwa, Aguinaldo, Horn

Fall 2012 - Spring 2013

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

Develop 24 unit certificate for a Computer Security Program. Develop 8 courses with 3 units each and offer two classes each semester for two years. Labor Market shows an increase of 9,320 jobs annually in California. PGE has need for students possessing these skills. Certificate will benefit across the curriculum and local community.

Program Recommendation: Computer Security Program Certificate - Develop courses and Computer Security Program Certificate.

Criterion for Success: Perkins ~ \$122,000:

Consultant = \$20,000;
 Course offerings = \$36,000-\$40,000;
 Supplies, Advertising, Software = \$62,000

Schedule: Spina, BAC, Konuwa, Curr. Comm, Aguinaldo

Fall 2012
 Spring 2013
 Fall 2013
 Spring 2014

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

Develop or revise Accounting Certificate. Develop new course to respond to changes in CBA regulations.

Program Recommendation: Advance Accounting Specialist Certificate - Make revision to or develop new Advance Accounting Certificate. Develop several new courses in Cost, Governmental, Auditing, Accounting Information Systems, Ethics, Partnership, Corporate, Trust & Estate Tax. Changes in regulations for licensing and exam application issued by Cal Board of Accountancy will help support demand for these courses.

Criterion for Success: Perkins ~ \$41,500:

Develop cert & courses = \$10,000
 Offer courses = \$31,500

Schedule: Spina, Konuwa

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

AST degree in Business

Program Recommendation: AST in Business - Develop and submit AST degree in Business.

Criterion for Success: None

Schedule: Spina Fall 2012

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

Develop articulations with local area high schools in business/accounting/computer science.

Program Recommendation: Outreach - Outreach to local area high schools. Develop articulation agreements.

Criterion for Success: none

Schedule: Spina Fall 12 / Spring 13

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Agriculture Program Recommendations

Completed Course outline review January 2012. Revisit in 2014, 2016, 2018, 2020

Program Recommendation: Course Outlines - Review all current course outlines every 2 years and align with C-ID curriculum

Criterion for Success: None

Schedule: Asmus/Konuwa

Results			
Result	Action	Follow-Up	Reporting Year
01/31/2012 - Completed Jan 2012 Result Type: Recommendation Addressed/Satisfactory Progress	02/21/2012 - Good job on this! Course outlines are required to be reviewed every two years for CTE Programs. Approval Status: Approved		2011-2012

Will this be part of curriculum or not? District and college need to determine level of need with this costly program

Program Recommendation: Ag Mechanics - College must determine its' commitment to the Ag Mechanics program at WCC. IF support is present, then the experimental courses need to be written and submitted to curriculum committee.
*We were promised a line item in the district budget in 2009. This still has not happened to date.

Criterion for Success: 4 courses as part of certificate ~\$20k for staffing
Budget varies per course between \$5000-\$12,000.

Total impact for entire program: \$80,000 over a 2 year period (if 1 class is offered each semester)

Schedule: Decision deadline: November 2012 for curriculum submission to committee.
Konuwa/Fairchilds/District

Results			
Result	Action	Follow-Up	Reporting Year
01/31/2012 - Need input from college Result Type: Recommendation Needs Improvement/Attention	06/14/2012 - This request is driven by budget considerations at the District and College level. Approval Status: Approved - Pending Funding		2011-2012

Request for Perkins funding to support this program for 2 years

Program Recommendation: Ag Mechanics - College must determine its' commitment to the Ag Mechanics program at WCC. IF support is present, then the experimental courses need to be written and submitted to curriculum committee.

*We were promised a line item in the district budget in 2009. This still has not happened to date.
\$40,000

Schedule: Espinoza/Konuwa

Results			
Result	Action	Follow-Up	Reporting Year
06/14/2012 - The limitation of the Perkins funding and the prioritization process did not provide opportunities to pursue this recommendation. Result Type: Recommendation Needs Improvement/Attention	06/14/2012 - There is a line item for ag mechanics in the College budget; however, the amount, \$1,102 is insufficient to meet supplies needs of the program. While the commitment exists, the future of this and other grant funded programs will be driven by state budget considerations. Approval Status: Approved - Pending Funding		2011-2012
01/31/2012 - Requesting Perkins for 12-13 year Result Type: Recommendation Needs Improvement/Attention	06/14/2012 - This is driven by budget considerations which are currently bleak. The need to support this was preempted by the limitations of Perkins funding and the prioritization of programs to be submitted for Perkins funding by the CTE Division. Approval Status: Disapproved - Please Revise		2011-2012

Continue to request discussion regarding plan for Yuba Ag department.

Discussion began in 2009 when the Yuba instructor announced retirement.

Program Recommendation: Ag department at Yuba - Acquire FTEF from Yuba Agriculture department to expand course offerings at Woodland

Criterion for Success: None

Schedule: Konuwa/Espinosa

Results			
Result	Action	Follow-Up	Reporting Year
02/01/2012 - Unknown Result Type: Recommendation Needs Improvement/Attention Related Documents: CollegeCouncilNeeds2011	06/14/2012 - As the District pursues plans for consolidation, this is an advocacy that will be considered. Approval Status: Approved		2011-2012

Request Perkins funding to develop and support initiation of courses for this high demand employment opportunity

Program Recommendation: Seed Technician - Develop certificate program to train students in Seed Technology. Will align with Seed companies that surround and are within Yolo County.

Criterion for Success:

1. Curriculum Research/Development/Alignment with UC Davis Seed Training programs, industry, and Hartnell College (southern hub). \$1500
2. Initiate Courses - \$10,000
3. Supporting Equipment - \$10,000

Schedule: Asmus/Konuwa/Espinosa

Results			
Result	Action	Follow-Up	Reporting Year
02/03/2012 - Pending meeting 2/9/12. Need more information before proceeding	06/14/2012 - Need to research this		2011-2012

Results			
Result	Action	Follow-Up	Reporting Year
Result Type: Recommendation Needs Improvement/Attention	program more and the implications for resource allocations in the curriculum and overall budget. Approval Status: Disapproved - Please Revise		

WCC - Art/Photography Program Recommendations

Once a full time faculty is hired, the faculty will review and evaluate current art curriculum offerings. The full time faculty will complete the development and assessment of course level SLOs, as well as work with adjunct to coordinate the assessment of SLOs.

Program Recommendation: Curriculum/SLO Development - Continue to evaluate the current curriculum offerings with regard to both deletions and additions. Complete development and assessment of the course level SLOs

Criterion for Success: Minimal

Schedule: Pending hiring of Full Time Faculty/VP

Results			
Result	Action	Follow-Up	Reporting Year
04/25/2012 - No progress made. Currently not hiring any staff. Plans are on hold. Result Type: Recommendation Needs Improvement/Attention			2011-2012

WCC - Business Program Recommendations

Business Department met and developed plan to reactivate and recruit advisory committee members.

Program Recommendation: Business Advisory Committee - Reactivate the local Business Advisory Committee to focus on current needs and emerging trends.

Criterion for Success: None

Schedule: 2010-2011/
Spina/McGill-Cameron

Results			
Result	Action	Follow-Up	Reporting Year
10/14/2009 - Reactivated Fall 2009. Result Type: Recommendation Addressed/Satisfactory Progress			2010-2011

Ongoing pursuit of staff development and professional growth opportunities.

Program Recommendation: Staff Development - Continue to pursue staff professional growth opportunities.

Criterion for Success: Funding for full-time faculty staff development provided contractually through YCFA for a maximum of \$750 every other year. No current funding for adjunct is currently provided. Other funding sources may include grants and/or CTE funds.

Schedule: Ongoing
McGill-Cameron

Results			
Result	Action	Follow-Up	Reporting Year

Results			
Result	Action	Follow-Up	Reporting Year
10/14/2011 - Conferences attended in Leadership and CTE throughout academic year. Result Type: Recommendation Addressed/Satisfactory Progress			2010-2011

Encourage faculty to seek out and attend local community and business functions throughout the academic year.

Program Recommendation: Faculty Involvement in Business/Community - Encourage faculty to become more involved with local service clubs and business community functions.

Criterion for Success: Minimal

Schedule: Ongoing
McGill-Cameron

Results			
Result	Action	Follow-Up	Reporting Year
10/14/2011 - Full-time faculty actively seeks out and attends as many business community functions as possible during each academic year. Rotary Club was attended by both full-time faculty in order to promote WCC Business programs. Result Type: Recommendation Addressed/Satisfactory Progress			2010-2011

All department faculty will meet to develop and implement SLOs for all courses.

Program Recommendation: SLOs - Implement additional/appropriate SLO?s throughout curriculum.

Criterion for Success: None

Schedule: 2012

Results			
Result	Action	Follow-Up	Reporting Year
02/01/2010 - All department faculty has participated in the development and implementation of SLOs for all courses. Result Type: Recommendation Addressed/Satisfactory Progress			2010-2011

Meet with Advisory Committee for recommendations; write up course outlines for degree/certificates and submit to Curriculum Committee.

Program Recommendation: Curriculum - Add a Computer Security Degree/Certificate Program to the Business Department.

Criterion for Success: \$8000

Schedule: Department Faculty and appropriate Division Dean.

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Early Childhood Education Program Recommendations

Research TMC information and develop plan to re-write curriculum and course outlines as needed.

Program Recommendation: Transfer Model Curriculum - Create TMC for ECE

Criterion for Success: None

Schedule: ECE Faculty

Results			
Result	Action	Follow-Up	Reporting Year
10/11/2012 - Full-time ECE faculty currently developing TMC model for ECE in coordination with full-time faculty at Yuba College. Result Type: Recommendation Needs Improvement/Attention	02/21/2012 - This is a welcomed expansion to the ECE program. The ECE Coordinator is encouraged to work with counterparts and Yuba College to effect this vision. Approval Status: Approved		2012-2013

WCC - Economics Program Recommendations

Action: Work with Division Dean, WCC Curriculum Committee, and WCC/District Distance Education Committee.

Program Recommendation: Economics Curriculum - Expand section offerings to respond to diversity and growth, including TV and hybrid Economics courses.

Criterion for Success: Minimal

Schedule: Spring 2013, Department Faculty and responsible Dean.

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - English Program Recommendations

Department will develop a course outline after soliciting input from counselors, Admissions and Records, and administration.

Program Recommendation: Pilot English 105 Adjunct Course - English Department will pilot a 1-unit adjunct course for English 105. This adjunct course will offer additional grammar instructional support. Students who place into Eng 110R will have the option to enroll in English 105 if they take this required adjunct course. It will be open to English 105 students also.

Criterion for Success: BSI minigrant funding will be pursued in order to run a pilot of this course in Fall 2012. If successful, the department would hope to fund this course through general funds and to generate FTEs for the Writing Center.

Schedule: Fall 2012 course start date / English Department with the Dean of Instruction and the WCC Curriculum Committee

Results			
Result	Action	Follow-Up	Reporting Year
11/26/2011 - This recommendation has been shared with Yuba College's English department and has the support of WCC counselors and Dean of Instruction. Department faculty will collaborate to develop a course outline in Spring 2012 and submit a BSI minigrant application. Result Type: Recommendation Addressed/Satisfactory Progress			2010-2011

In the short term schedule development, ensure that English 1B is offered. Rotate among the following literature courses such that at least one course is offered each semester: English 46B, English 30B, English 31R, English 36. By offering these courses at least once every two years, a student can effectively earn the AA or AA-T from WCC in two years.

Program Recommendation: Literature Courses at WCC - Offer the full complement of literature courses that our department requires for the English major at WCC.

Criterion for Success: None provided the courses are offered within the framework of the schedule already planned.

Schedule: Composition Coordinator/English Department

Results			
Result	Action	Follow-Up	Reporting Year
11/27/2011 - Department submitted its long-range schedule to include .???. in its regular rotation, provided we have the budget for them Result Type: Recommendation Addressed/Satisfactory Progress			2010-2011

Department will continue to request that WCC allocate DE FTEs for our department.

Program Recommendation: Expand Online Course Offerings - English Department will offer online course offerings to offer WCC students more access and scheduling flexibility.

Criterion for Success: ??

Schedule: Ongoing / English Department with Dean of Instruction, Curriculum Committee, and Distance Education Subcommittee

Results			
Result	Action	Follow-Up	Reporting Year
11/27/2011 - No progress made. Our department continues to be given low priority for WCC DE allocations. Result Type: Recommendation Needs Improvement/Attention			2010-2011

WAM Coordinator and English Department faculty will research Yuba College and other college's Writing Center adjunct course curriculum and then develop course outlines for several variable unit classes.

Program Recommendation: Writing Center Variable Unit Classes - English Department will work with Writing Center staff to develop variable unit classes to support students' writing needs.

Criterion for Success: ??

Schedule: WAM Coordinator with English Department (and in consultation with the Math Department) and Dean of Instruction and WCC Curriculum Committee.

Results			
Result	Action	Follow-Up	Reporting Year
11/27/2011 - No progress as yet due to budget constraints. Plans are underway to develop an adjunct class for Eng 110R students who enroll in English 105 beginning Fall 2012. Result Type: Recommendation Needs Improvement/Attention	04/30/2012 - English, ESL faculty will submit a proposal to BSI to fund tutoring for one section of both English 110R and ESL 110R. At the latest the proposal will be heard in FALL 2012. Approval Status: Approved - Pending Funding		2010-2011

Research placement testing practices at area schools and with the goal of implementing writing samples and rubrics here at WCC.

Program Recommendation: Improve Placement Testing for ESL Students - Pursue the possibility of a writing sample as part of the English Placement Test in order to better place students -- ESL students, in particular. SLO data indicate that ESL students who self-place into English 110R are less likely to be successful in the course.

Criterion for Success: Unknown

Spring 2012 to research with a Spring 2013 or Fall 2012 roll out date. English Department with Dean of Instruction, counselors, Admissions & Records, and Office of Research.

Results			
Result	Action	Follow-Up	Reporting Year
02/01/2012 - English Department has met with Dean of Instruction, ESL faculty, and counselors in Spring 2012. Dean will do a cost analysis and faculty will look at best practices at area colleges. Result Type: Recommendation Addressed/Satisfactory Progress	04/30/2012 - The English and ESL faculty put forward a BSI proposal to pilot a placement writing instrument for students who place into the 110R level. This will further identify students who have second language writing needs. Approval Status: Approved - Pending Funding		2011-2012

The department will continue to work with the EAP program, CSUS, and area high schools. We will pursue grant funding -- through EAP and HSI.

Program Recommendation: Offering WCC English Courses at Local High Schools - English Department would like to explore ways to offer more English courses in the high schools as well as a summer bridge English course for high school students to help them transition to college-level English. This would build on previous collaborations between our department and local high schools as well as the EAP work that WCC has done to date. It would help to address the high number of incoming students who place below college-level in English and the resulting low retention and success rates.

Criterion for Success: Unknown

Schedule: 2013/2014 year; English department with Dean of Instruction, VP, and the WCC EAP Coordinator.

Results			
Result	Action	Follow-Up	Reporting Year
02/01/2012 - The English department is currently offering one section of English 51 at Woodland High School as part of our EAP Memo of Understanding with CSUS. Data is being collected and will be used to support future course offerings. Result Type: Recommendation Addressed/Satisfactory Progress			2011-2012

WCC - Ethnic Studies Program Recommendations

Meet with Dean; request Library to estimate cost; request Library order

Program Recommendation: Ethnic Studies Videos - Mexican American History Course: Spirits of the Jaguar by Science; Zoot Suit Riots by PBS American Experience
Intro Chicano Studies Course: Yo soy/I am: Chicano/Latino Artists in Historical Context I: Three Northern California Artists (Produced by produced by the Hispanic Research Center, Arizona State University); Viva la Causa, 500 Years of Chicano History (1995)
Intro Native American Studies Course: Reel Injun: On the Trail of the Hollywood Indian (2011); Amoxltli San Ce Tojuan - We are One - Nosotros Somos Uno by Rodriguez/Gonzales (2005)
History of Race and Ethnicity Course: The Canary Effect - Ward Churchill, Troy Johnson, et al. (Feb 23, 2010); John Henrik Clarke - A Great and Mighty Walk by Harry Lewis (1996)

Criterion for Success: Eight videos @ \$50 (or less) per video, for a total estimate of \$400. Real estimate is unknown because the purchase cost for institution to own each video and captioning is unknown.

Schedule: Order during month of January 2012. Contact: mmoreno@yccd.edu

Results			
Result	Action	Follow-Up	Reporting Year
02/04/2012 - * Result Type:	04/30/2012 - Requests have gone to the Dean and have, if funding is		2011-2012

Results			
Result	Action	Follow-Up	Reporting Year
Recommendation Needs Improvement/Attention	available, been approved. Approval Status: Approved - Pending Funding		

WCC - Health/PE/Adaptive PE Program Recommendations

Meet with Division, Administration, Academic Senate, and Scheduling Committee to determine new course offerings.

Program Recommendation: Increase Course Offerings - Increase course offerings within the departments in the daytime, evenings, and perhaps weekends to provide more options for increased student enrollment.

Criterion for Success: ?

Schedule: Department Faculty, Division Dean, Scheduling Committee, Facilities Planning Committee.

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Human Services Program Recommendations

Work close with Marysville human services and complete all required paperwork for curriculum committee.

Program Recommendation: Changes to the general Human Services Degree - We recommend that the units be increased, some classes removed and others added so that the human services degree has more human services classes and an internship.

Criterion for Success: N/A

Schedule: Human Services faculty and administrator

Results			
Result	Action	Follow-Up	Reporting Year
03/21/2012 - In progress. A meeting needs to be called which will involve all parties in order to come to an agreement on changes to the general degree, Result Type: Recommendation Needs Improvement/Attention			2011-2012

Work with counselors and Marysville faculty and administration to resubmit to curriculum committee.

Program Recommendation: Changes to the general Human Services Degree - We recommend that the units be increased, some classes removed and others added so that the human services degree has more human services classes and an internship.

Criterion for Success: N/A

Schedule: In Progress.
Faculty, administration

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

All approved courses have been sent to Ed Davis in order for Marysville to complete their course outlines. Need to complete 26A and 26B and submit to curriculum.

Program Recommendation: Complete the ccc501 for chancellors office. - Work with Ed Davis to get all courses completed and complete paperwork.

Criterion for Success: N/A

Adjunct faculty and administration.

Results			
Result	Action	Follow-Up	Reporting Year
03/21/2012 - In progress Result Type: Recommendation Addressed/Satisfactory Progress			2011-2012

WCC - Humanities/Philosophy Program Recommendations

It is recommended that the Philosophy program be revised by restructuring current courses and adding approximately six additional courses. The complete recommendation will be attached to this Program Review. In summary rewrites would occur in Phil. 1,,2, 3, 6, 12, & 20. These recommendations would need to be coordinated with the Yuba College Philosophy faculty/department.

Program Recommendation: SLOs - SLO?s development needs to continue at both the program and course levels. Additional curriculum opportunities exist in both disciplines. The program Mission statement should be developed an adopted by fall 2012.

Criterion for Success: TBD

Schedule: Fall 2012

Location: Woodland Community College - All

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Library & Learning Resources Program Recommendations

Increase the amount of workshops during college hours.

Program Recommendation: Curriculum/Program: Increase learning opportunities for students. - Increase the amount of workshops during college hours.

Criterion for Success: None for the short term, but additional staffing is necessary to keep the reference desk staffed while a librarian teaches students, especially as library usage increases.

Schedule: Librarian

Results			
Result	Action	Follow-Up	Reporting Year
02/07/2012 - Workshops have been increased. Keeping up the amount of the workshops is dependent on staffing and/or staff scheduling. Several workshops were cancelled this semester per administration because they conflicted with other faculty meetings. Result Type: Recommendation Addressed/Satisfactory Progress	04/30/2012 - Faculty need to be present at meetings two Tuesdays per month, when the Library Support Specialist is available. At the same time, the Library Support Specialist's presence at meetings takes place while Library faculty are available. Scheduling should not be a challenge. Approval Status: Disapproved - Please Revise		2011-2012

Include LIBSCI 1 in the schedule and keep the division's FTEF allocations at what the division recommended.

Increase the variety of courses offered.

Program Recommendation: Curriculum/Program: Increase library credit offerings. - Include LIBSCI 1 in the schedule and keep the division's FTEF allocations at what the division recommended.

Increase the variety of courses offered.

Criterion for Success:

0.06 FTEF, until number of courses can be increased.
 Librarian, Division, Curriculum Committee, Dean of Instruction and Learning Resources, etc.

Results			
Result	Action	Follow-Up	Reporting Year
02/07/2012 - The library has been unsuccessful in getting this course added to the class schedule. Result Type: Recommendation Needs Improvement/Attention	04/30/2012 - This is a matter that needs to be put forward to the Scheduling Committee for their recommendations to see how the recommendation fits into the overall scheduling of the college. Approval Status: Disapproved - Please Revise		2011-2012

WCC - Math/Stats Program Recommendations

An AS-T degree in Mathematics will be established.

Program Recommendation: Create Math AS-T - A Math AS-T will be created.

Criterion for Success: Minimal.

Schedule: Math Department faculty during Fall 2012.

Location: Woodland Community College - All

Perkins Eligible: No

DE Related: No

HSI Related: No

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

Write Course Outline of Record for a new course - College Algebra. Move course through the curriculum development process.

Program Recommendation: College Algebra - Create College Algebra course.

Criterion for Success: Minimal

Schedule: Math Department with T. Chetra in lead will usher course through the process during Fall 2012.

Location: Woodland Community College - All

Perkins Eligible: No

DE Related: No

HSI Related: No

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Music Program Recommendations

Develop needed curriculum.

Program Recommendation: Music Curriculum - Additional Curriculum in the areas of vocal and Instrumental music needs to be developed.

Criterion for Success: Minimal

Schedule: Fall 2012/Dean of Instruction

Results			
Result	Action	Follow-Up	Reporting Year
04/25/2012 - Not complete.			2011-2012

Results			
Result	Action	Follow-Up	Reporting Year
Result Type: Recommendation Needs Improvement/Attention			

WCC - Physical Science, Geology & Geography Program Recommendations

Consult with Lani Alguinaldo Spring 2012 regarding articulation agreements for existing courses. Write course outlines for new courses and submit to the Curriculum Committee.

Program Recommendation: Curriculum - Continue to offer Geology, Geography, and Physical Science courses. Assess needs to develop additional courses and work on their articulation.

Criterion for Success: None

Schedule: Spring 2012 + ongoing. Jennifer McCabe

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

Finish filling out CCC-501 forms and work with Curriculum Committee & Lani Aguineldo in getting them submitted to the state.

Program Recommendation: Develop Geology AS & AS-T - Complete and submit the paperwork needed in order to offer both a Geology AS degree and a Geology AS-T degree.

Criterion for Success: None.

Schedule: Submit Spring 2012. Jennifer McCabe

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

Develop assessments each semester as courses assessments are required. Assess those classes in accordance to the program's established SLO schedule. When new courses are developed include their SLOs into the assessment schedule.

Program Recommendation: Assess SLOs - Continue developing the assessments for course-level SLOs. Assess those classes in accordance to the SLO assessment schedule (see Documents).

Criterion for Success: None

Schedule: McCabe. Ongoing.

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Psychology Program Recommendations

Continue to evaluate SLOs in all courses and make changes in response to evaluation of data.

Program Recommendation: Increase Student Success - Continue to evaluate SLOs in all psychology courses and make changes to the program or class as needed.

Criterion for Success: none

Schedule: psychology faculty

Results			
Result	Action	Follow-Up	Reporting Year
01/31/2012 - Meet at the end or beginning of the semester to discuss changes in teaching that needs to	04/30/2012 - Please include the fruits of the discussion in the 2012-13		2011-2012

Results			
Result	Action	Follow-Up	Reporting Year
be addressed. Result Type: Recommendation Needs Improvement/Attention	review/update. Approval Status: Approved - Pending Funding		

Plan fall/spring schedules to evenly balance the FTEF for psychology. Work with admin to balance the FTEF allocation for each semester.

Program Recommendation: Semester FTEF Allocation Fall/Spr - Increase funding to accommodate the ability to offer near equal sections each semester.

Criterion for Success: none at this point, simply allocate similar FTEF for each semester

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

Increase psychology FTEF because there are not sufficient psychology courses being offered for students to graduate with a degree in psychology in a timely manner.

Program Recommendation: Semester FTEF Allocation Fall/Spr - Increase funding to accommodate the ability to offer near equal sections each semester.

Criterion for Success: FTEF allocation increase

Results			
Result	Action	Follow-Up	Reporting Year
01/31/2012 - Look at past years for graduation rates with more classes. Result Type: Recommendation Needs Improvement/Attention	04/30/2012 - If it has not already happened, the case for this should be made not only to the Dean, but also to the Scheduling Committee. Approval Status: Approved - Pending Funding		2011-2012

Once more FTEFs are available, offer Psych 41 online and broadcast to the Colusa County Outreach Center. Eventually, offering these courses through Tandberg and online would help students attain their degree.

Program Recommendation: Offer Psych 1B and Psych 41 Online/ITV - Psych 41 is offered online through the Clear Lake campus. WCC needs to also offer these two courses online which will facilitate students' ability to complete an AA-T in Psychology in a timely manner. If we can Tandberg to the Colusa County Outreach Center, we would facilitate those students attainment of a degree, but specifically an AA-T in psychology.

Psych 41 could be offered online first with a goal to implement Psych 1B in the future.

Criterion for Success: - \$30,000 for a new Tandberg unit; \$10,000 for a refurbished unit.

- more FTEF for psychology

Schedule: Admin., Hord

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Reading Program Recommendations

Work with English faculty at WCC and Yuba College to revise the course outline for English 105 and English 110R to

incorporate more emphasis on reading skills and writing from texts.

Program Recommendation: Reading Instruction in English Courses - Incorporate more reading instruction in English course outlines so that students develop reading skills as part of their writing development.

Criterion for Success: None

Schedule: Spring 2013 / English and Reading faculty, Dean of Instruction, and WCC Curriculum Committee

Results			
Result	Action	Follow-Up	Reporting Year
12/15/2011 - WCC and Yuba English faculty are currently discussing revising Eng 105 course outline to address reading more fully. English 110R discussions have not yet occurred.			2011-2012
Result Type: Recommendation Addressed/Satisfactory Progress			

Pursue BSI or HSI grant money to send a group of WCC full-time faculty to attend 5-day Reading Apprenticeship community college training workshop. Faculty would then be able to conduct campus workshops and trainings for their departmental peers to create a culture of reading instruction on our campus.

Program Recommendation: Campus-Wide Reading Instruction Training - Send full-time faculty from various disciplines to receive reading instruction training and bring new reading-across-the-curriculum practices to the college.

Criterion for Success: Not yet known.

Schedule: Research funds in Summer and Fall 2012 with goal of Spring 2013 training. Reading faculty with interested faculty from other disciplines, BSI Committee, and Dean of Instruction.

Results			
Result	Action	Follow-Up	Reporting Year
12/15/2011 - Nothing done on this as yet			2011-2012
Result Type: Recommendation Needs Improvement/Attention			

Course outlines will be revised to eliminate the A/B designations.

Program Recommendation: Reading 110R - Revise course outlines for Reading 110A and Reading 110B to create one course: Reading 110R.

Criterion for Success: None.

Schedule: English faculty member, in consultation with Dean of Instruction, division colleagues, and the WCC Curriculum Committee. Goal is to revise outline during Spring 2012.

Results			
Result	Action	Follow-Up	Reporting Year
01/09/2012 - Nothing done on this yet.			2011-2012
Result Type: Recommendation Needs Improvement/Attention			

Make this an agenda item for an upcoming English Department meeting to discuss the department's views.

Program Recommendation: Reading 110R Corequisite for English 110R - Make Reading 110R a corequisite for English 110R.

Criterion for Success: Unknown.

Schedule: Spring 2012; English and ESL faculty in discussion with Dean of Instruction and YC English Department.

Results			
Result	Action	Follow-Up	Reporting Year

Results			
Result	Action	Follow-Up	Reporting Year
01/09/2012 - Nothing done on this as yet. Result Type: Recommendation Needs Improvement/Attention			2011-2012

WCC - Sociology Program Recommendations

Data on how pre-reqs would have affected success rates for soc classes over the last five years have already been provided by the institutional researcher at the request of the sociology faculty. We need similar data on YC sociology students. We also need input from WCC counseling. Currently the process is on hold because YC Sociology faculty do wish to include prerequisites; since Sociology classes are "core" classes, I may not implement pre-reqs at this campus without agreement from my counterpart at Yuba.

Program Recommendation: Add prerequisites to Sociology classes. - Data from prior years compiled by the institutional researcher confirm that success rates would be higher if English 51 were added as a prerequisite for sociology classes. Furthermore, the C-ID descriptor for Soc/Psych 8 is recommending extensive pre- and co-requisites for that class (Eng 1A, Stats, and a social science course). Given the state and district focus on student success, and the change to Title 5 limiting student withdrawals, it is extremely desirable to add prerequisites to all Sociology classes with the possible exception of Soc 1 (Intro), as a gateway course to the major and a popular GE course.

Criterion for Success: According to data, reduction in FTES as the result of implementing pre-reqs would be minimal, although they could slightly reduce the productivity of the program.

Schedule: On hold until district reaches agreement about core curriculum policy.

Results			
Result	Action	Follow-Up	Reporting Year
10/27/2011 - On hold pending agreement from YC faculty or permission to have distinct curriculum at the two colleges. This subject has been broached with the YC sociology faculty, the WCC curriculum committee, Academic Senate, and administration, and with the Chancellor. Awaiting responses. Result Type: Recommendation Needs Improvement/Attention			2012-2013

For Fall 2012 I have developed an experimental 1-unit course on Writing for Social Science Majors (Socil 97), to be offered again Spring 2013 and Fall 2013, pending BSI minigrant funding. Based on feedback from the experimental course I will refine the COR and create a permanent course number, most likely in the transferrable range (1-49). After BSI funds run out, I will advocate with my division for an additional 1 unit of FTEF to offer this course once per year and hopefully, eventually, once per semester. Once the course is sustainable I will add it to the AA and AA-T degrees.

Program Recommendation: Improve writing skills for Social Science majors - Based on results of a pilot project funded SP 2011 through a BSI minigrant, it appears that sociology majors (as well as majors in other social sciences) are not feeling prepared by English classes for writing in their disciplines. After discussion with the social science division and English faculty, it appears that our division needs to create a 1-unit course for social science majors that focuses on reading and writing techniques and expectations for social sciences, including the use of APA format and organization and writing a literature review.

Criterion for Success: Minigrant is temporarily funded through BSI; the cost to add an additional 1-unit class per semester (.066 FTEF), would be less than \$1500. With the scheduling committees move toward zero-based scheduling it is likely our division will be able to share "floating" FTEF to add this course to the 2-year Sociology rotation.

Schedule: Spring 2012- offer course and collect feedback/data (Kirschner)
Fall 2013-Spring 2013 - offer course pending funding - request submitted May 2012 (Kirschner/BSI)
Spring 2013 - create permanent course number (Kirschner)
Begin discussion at division level and scheduling committee for additional FTEF to support this class in Fall 2014 (Kirschner)

DE Related: No

Results			
Result	Action	Follow-Up	Reporting Year
10/02/2012 - Socil 97 is currently being offered. It is tentatively scheduled to be offered again in Spring 2013, pending BSI funding. Waiting for notification of funding from Basic Skills Committee			2012-2013
Result Type: Recommendation Needs Improvement/Attention			

WCC - Speech Program Recommendations

The FT SPECH faculty member will work with the Yuba College SPECH FT faculty member to coordinate the CORs update and needed edits to the WCC SPECH CORs. Addition of SLOs on COR do NOT require YC participation, however, other technical revisions to these core courses will need collaboration with the two curriculum processes.

Program Recommendation: Curriculum - Curriculum needs to be transfered to WCC specific CORs and updated SLOs

Criterion for Success: NONE

Schedule: By Fall 2012. C.Howerton (WCC FT SPECH Faculty)

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

Work with the WCC Curriculum Committee and counseling staff to create and replace the current AS in Comm Studies Degree to an AA degree in Comm Studies

Program Recommendation: AS to an AA - Need to revise AS degree to an appropriate AA in Comm Studies

Criterion for Success: NONE

Schedule: 2012-2013 C.Howerton with WCC Curriculum committee

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

Equipment/Technology

Distributive Education Program Recommendations

Acquire final quote on equipment necessary to complete the VCI classroom.

Determine configuration of the point to point delivery via WCC and CCOF.

Install equipment and perform tests between points.

Schedule courses.

Recruit/train faculty.

Program Recommendation: WCC to establish Video Confence Instruction (VCI) from WCC to CCOC - WCC to extend educational opportunities to students served by the CCOC using point-to-point video conference instruction. College to establish budgetary priority and timeline.

Criterion for Success: \$25,000-30,000 to purchase remaining equipment and install.

Schedule: WCC Media Services

YCCD IT

WCC Scheduling Committee

Results			
Result	Action	Follow-Up	Reporting Year

No Results reported.

Measure J and state funds allocated for renovation of YC 1100 facility which houses main ITV transmission equipment. Existing ITV classroom will relocate to 1100 facility. Project completion slated for 2014.

Clearlake Center renovation includes relocation of antenna to improve reception.

Measure J funds for Sutter Center to include ITV downlink to all rooms and one VCI classroom. Slated completion July 2012

Colusa County Outreach Center equipped with ITV downlink to all rooms.

Funding to be sought for equipment for VCI classroom.

Tests need to be run to determine quality of broadband service to support point to point VCI delivery between WCC and CCOC.

Program Recommendation: Improve ITV equipment, facilities and transmission, expand VCI classrooms. - Update, replace and improve facilities and equipment used for transmission of ITV courses delivered via broadcast, cable and webstreaming. Expand VCI classrooms to better service constituents.

High priority for YC DE accreditation and WCC DE goals.

Criterion for Success: Measure J and DSA funds to cover majority of expense.

Schedule: DE manager and staff in collaboration with college leadership as necessary.

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Administration of Justice Program Recommendations

WCC will enter into a security agreement with Commission on POST to include WCC computer technology personnel. WCC is also responsible for the security of such laptops.

Note: a security agreement was written and signed by POST and WCC technology Personnel.

Program Recommendation: Computer equipment for EDI POST Testing - We need the 40 lap top computers to conduct POST testing. This process enhances security of tests.

Criterion for Success: None.

Schedule: December 2010, Leslie Deniz

Results			
Result	Action	Follow-Up	Reporting Year
12/20/2011 - We obtained the 40 laptops in December 2010 and students are now able to conduct on line testing. Result Type: Recommendation Addressed/Satisfactory Progress	02/21/2012 - Testing is being implemented with the help of Perkins funding. WCC has established strong relations with POST, and the expansion of the AJ program is continuing under the leadership of Leslie Deniz. Approval Status: Approved		2010-2011

WCC - Admissions and Records Program Recommendations

We are looking at submitting quotes for the two front counter computer upgrades and the one computer for the Senior Student Service Technicians office. We have submitted a request to the Instructional Materials Requisition Committee for further review.

Program Recommendation: Upgrade technology in offices - Upgrade two of the three front counter computer systems, as well as, add a computer in the Senior Student Service Technician/Evaluator office that is across the hall from the Admissions &

Records office currently.
 Cost for the computers would be roughly \$2600 for three at (\$800 + tax).
 Monitors would be about \$525 for three at (\$160 + tax).

Schedule: Would like to get all computers in place by the start of the Fall 2012 term.
 Responsible parties would be Director of Admissions & Enrollment Services and Information Technologies.

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Agriculture Program Recommendations

Instruction Eq. Request 11/11

Obtain quotes and submit to division dean (Dr. Konuwa)

Program Recommendation: Purchase 12 Laptops - Statewide program review - update technology for use in laboratory setting. Will be used for increasing skills

Criterion for Success: List quotes \$1000/computer

Schedule: Fall 2012

Asmus/Konuwa

Results			
Result	Action	Follow-Up	Reporting Year
01/06/2012 - Researching cost Spring 2012 Result Type: Recommendation Needs Improvement/Attention	02/21/2012 - This will go through the Equipment Prioritization process pending funding. At this time, the Budget Committee is holding discussions about how to support one time augmentation to Departments for equipment purchases. Among these two processes, and possible grant funding opportunities, this request could be accomodated. However, this must be done against the backdrop of District and College support for new equipment, and this request must be channeled through the IT Department also. Additionally, the request should demonstrate which facility will house these computers, given that the College already has underutilized computer lab spaces on campus. If these are to be used on a mobile rack as is done in other laboratory classes, please revise to reflect this. Approval Status: Disapproved - Please Revise		2011-2012

Hot Plates-10 (Carolina Bio: Corning Hot Plate120V (#701011A)-\$230 ea  \$2300

Program Recommendation: Lab Equipment - Update Lab Equipment to support Plant Science and Animal Science labs

Criterion for Success: \$2300

Schedule: Need by August 2012 - Asmus/Konuwa

Results

Results			
Result	Action	Follow-Up	Reporting Year
02/01/2012 - No Funding for Instructional Equipment Request in 11/12 Submit request in 12/13 Result Type: Recommendation Needs Improvement/Attention	06/14/2012 - Will need to be submitted in future instructional equipment requests. Approval Status: Approved		2011-2012

**Slides -
Inventory and identify slide sets for specific plant/animal labs
Create sets for class (6)**

Program Recommendation: Lab Equipment - Update Lab Equipment to support Plant Science and Animal Science labs
Criterion for Success: \$1500
Schedule: Fall 2013 - Asmus

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

**Animal Science Labs - Dairy Products
Need to purchase "Clean" equipment for use in producing dairy products for 2 labs in AG 45. "Clean" equipment refers to food-grade, and cannot be used with any other lab**

Program Recommendation: Lab Equipment - Update Lab Equipment to support Plant Science and Animal Science labs
Criterion for Success: \$500
Schedule: Fall 2012 - Asmus

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

Request in Instructional Equipment Request in 12-13 academic year. This will give the courses time to start, and give the enterprise time to develop

Program Recommendation: Greenhouse Equipment - Materials to support Capstone Class in Ag Business - Enterprise
Criterion for Success: \$5000
Schedule: Asmus

Results			
Result	Action	Follow-Up	Reporting Year
02/03/2012 - Pending approval of Ag Business A.S. at curriculum meeting 2/3/12 Result Type: Recommendation Needs Improvement/Attention	06/14/2012 - Program is approved; this could be included in plans for District consolidation of programs. Approval Status: Approved - Pending Funding		2011-2012

**Request in Perkins funding
Request in Instructional Equipment Request**

Program Recommendation: Irrigation Infrastructure - Begin to plan the transition from dryland to irrigated crop production. Need to purchase infrastructure to allow this to happen. Irrigation on crops will help support:
1. Ag Business Enterprise courses
2. Plant Science courses

- 3. Student to community
 - 4. Sales course
- \$10,000
Asmus/Konuwa/Espinosa

Results			
Result	Action	Follow-Up	Reporting Year
02/03/2012 - Pending approval of Ag Business A.S. degree/courses at curriculum meeting 2/3/12; and board meeting in March 2012 Result Type: Recommendation Needs Improvement/Attention	06/14/2012 - Should be included in grant funding criteria that meets this need as general funds are being impacted with state and District budget reductions. Approval Status: Approved - Pending Funding		2011-2012

WCC - Art/Photography Program Recommendations

Once the facility is built, assess what equipment will be needed for the art program.

Program Recommendation: Equipment for the new facility - Provide the necessary equipment in the new facility for a comprehensive Art Program.

Criterion for Success: TBD

Schedule: TBD/Dean and VP

Results			
Result	Action	Follow-Up	Reporting Year
04/25/2012 - No progress made. Currently not planning to build new facilities in the next academic year. Plans are on hold. Result Type: Recommendation Needs Improvement/Attention			2011-2012

WCC - Biology/Ecology Program Recommendations

Meet with dean and state the need and importance of the equipment.

Program Recommendation: New electronic media in BIOL 4 lab - Replace old microscope with camera.

Criterion for Success: \$1000

Schedule: Chancellor

Results			
Result	Action	Follow-Up	Reporting Year
09/13/2011 - on going progress Result Type: Recommendation Needs Improvement/Attention			2011-2012

WCC - Business Program Recommendations

Obtain price quote and submit to Division Dean.

Program Recommendation: Business Lab Equipment - Purchase 20 stand-alone calculators for the Calculation and Accounting classes.

Criterion for Success: \$2000

Schedule: Department Faculty/Division Dean

Results			
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Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Chemistry Program Recommendations

Research available models, price them out.. get quotes.

Program Recommendation: New Computer - We need a new computer for the lab that doesn't freeze.

Criterion for Success: Going to cost \$1,000

Schedule: Research by August, get quote by September, purchase in Dec.

Results			
Result	Action	Follow-Up	Reporting Year
03/08/2011 - We purchased the computer.. it works great! Result Type: Recommendation Addressed/Satisfactory Progress	04/23/2012 - Please be sure it is included in IT's warranty cycle. Also, please include how it is working in subsequent reviews. Approval Status: Approved 03/08/2011 - The new computer allows us to have faster discussions.. if only Paul could type faster.		2010-2011

Find a computer for the chemistry labs that doesn't freeze

Program Recommendation: New Computer - We need a new computer for the lab that doesn't freeze.

Criterion for Success: \$1000

Schedule: IT Department

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Counseling Program Recommendations

Via the technology committee request computers for designated offices for a total of three computers.

Program Recommendation: Office Computers - Obtain computers for adjunct counseling offices including Univesity representatives office (CSUS/UCD).

Criterion for Success: \$3,000. approximately.

Schedule: Vice President and counselors.

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

Work with VP, student services faculty and staff to develop marketing materials for students.

Program Recommendation: Marketing Material - Great need for student services marketing information.

Criterion for Success: Unknown, Costs for paper, technology, staff time to develpo materials

Schedule: VP, Student Services Staff and Faculty

Results			
No Results reported.			

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

Work with district IT to develop counseling website.

Program Recommendation: Counseling Website - Development and maintaining of website.

Criterion for Success: unknown at this time.

Schedule: Counselors, V.P. of Instruction.

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

Work with IT to develop a counseling website.

Program Recommendation: Counseling Website - Development and maintaining of website.

Criterion for Success: Unknown

Schedule: VP/Counselors/IT

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Early Childhood Education Program Recommendations

Look into funds to purchase new DVD's. Possible grant funds or campus-wide funds?

Program Recommendation: Purchase Current DVD's in the ECE field - Purchase current DVD's to replace old or outdated VHS's to enhance classroom teaching.

Criterion for Success: \$2,000.00

Schedule: Full-time ECE faculty

Results			
Result	Action	Follow-Up	Reporting Year
10/11/2012 - Current SB 70 grant funds will be partially utilized to purchase new DVD's for the ECE Department Result Type: Recommendation Needs Improvement/Attention	02/21/2012 - This will be included in the budget development process with the identification of line items for instructional supplies from the general fund. The ECE Coordinator and faculty staff have expressed an interest in grant funding to support this request; the Administration welcomes this approach to resource development. The Coordinator should work with the Dean/Vice President to apply for Perkins funding to include this request for program expansion of the ECE Program. This request should also be channeled through the Library as they develop their budget for library resources. Approval Status: Approved		2012-2013

WCC - Economics Program Recommendations

Work with WCC Facilities Planning Committee as well as Equipment Resource Committee.

Program Recommendation: Classroom Space/Technology - Provide more classroom space to respond to college growth, including computer lab access to incorporate My EconLab program, as well as Clickers to enhance learning.

Criterion for Success: Cost for Clickers is approximately \$1500.

Schedule: Spring 2013, Department Faculty and responsible administrator.

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - English Program Recommendations

Develop an instructional equipment budget request.

Program Recommendation: Writing Center Equipment - Purchase two new printers and three new computers for the WAM Center to support student writing needs.

Criterion for Success: \$3,000-5,000

Schedule: Fall 2011 / WAM Center Coordinator with Dean of Instruction and VP

Results			
Result	Action	Follow-Up	Reporting Year
11/26/2011 - FALAHUM division submitted this request to the Dean of Instruction Fall 2011.			2010-2011
Result Type: Recommendation Addressed/Satisfactory Progress			

WCC - Foreign & Sign Language Program Recommendations

Budgetary requests will be prepared.

Program Recommendation: Computer equipment for Students - There is a present need for computer availability for each student in each class.

Criterion for Success: Significant

Schedule: ASAP

Location: Woodland Community College - All

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - History Program Recommendations

Let's get them attached to the wall in front of the class.

Program Recommendation: Having appropriate pull down maps in room 302. - Though room 302 is smart wired, and there are many maps available on line, having pull down maps (and we have them somewhere hidden in a closet) allows smooth instructional transitions without the need for lighting adjustments. Sometimes the old way is best.

Criterion for Success: Zero to install. We are currently not using maps that cost thousands of dollars to purchase....just gathering dust somewhere.

Schedule: Today.

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Library & Learning Resources Program Recommendations

Obtain a new or upgraded Integrated Library System.

Program Recommendation: Equipment: Obtain a new or upgraded Integrated Library System - Obtain a new or upgraded Integrated Library System.

Begin researching possibilities, select vendor, work with Karen Trimble to complete purchasing process; work with old and new vendor to migrate to new system.

Criterion for Success: Money will come from bond money and TTIP funding. An increase in annual funding would allow for a superior ILS.

Schedule: Librarians at Yuba and Woodland, Dean of Instruction & Learning Resources at Yuba and Woodland, Director of Information Systems

Results			
Result	Action	Follow-Up	Reporting Year
02/07/2012 - The library successfully migrated to a new library system January 2011, in spite of the challenges created by the staffing eliminations. Result Type: Recommendation Addressed/Satisfactory Progress	04/30/2012 - An update on the system and its effectiveness should be provided in 2012-13 Approval Status: Approved - Pending Funding		2011-2012

Increase library's book budget to purchase more books to meet the standards.

Program Recommendation: Equipment: Expand the library's book budget - Increase library's book budget to purchase more books to meet the standards.

Criterion for Success: TBD

Schedule: Librarian, College Council/Academic Senate, Administration, Board of Trustees

Results			
Result	Action	Follow-Up	Reporting Year
02/07/2012 - No increases to the library book budget since it was decreased several years ago. Result Type: Recommendation Needs Improvement/Attention	04/30/2012 - At the conclusion of the fiscal year, the line item will be examined over the past five fiscal years to determine if an increase is warranted. Approval Status: Approved - Pending Funding		2011-2012

Allocate district budget to purchase additional library electronic resources.

Program Recommendation: Equipment: District Budget for Electronic Resources - Allocate district budget to purchase additional library electronic resources.

Criterion for Success: TBD

Schedule: Librarian, College Council/Academic Senate, Administration, Board of Trustees

Results			
Result	Action	Follow-Up	Reporting Year
02/07/2012 - The purpose of the recommendation was to provide consistency between the campuses regarding the amount of electronic resources the students have access to. Since this recommendation was made, state-wide TTIP funding for library resources was eliminated and the college found some money to cover those costs. Additionally, a state-wide purchase of a suite of databases has increased			2011-2012

Results			
Result	Action	Follow-Up	Reporting Year

electronic access to information for WCC students. With the next full program review, the library will consider if this recommendation should be kept or revised.

Result Type:

Recommendation Needs Improvement/Attention

WCC - Maintenance and Operations Program Recommendations

Retain incentive rebates from CCCIOU and other sources and establish and maintain a fund that accumulates annually for future major repairs and replacement of equipment. Retain unused M&O funds that are budgeted but not spent each year. Request annual District contribution as a budget line.

Program Recommendation: M&O Dept. - Create and fund budget line for replacement and major overhaul and repair of equipment.

Criterion for Success: Budget impact to the general fund would be that budgeted dollars not spent would be retained in the M&O equipment fund and not returned to the general fund. Rebate monies generated by M&O would be directed into this account. The existence of this account would be a savings to the District in the future as major repairs and purchases of new equipment would have a planned funding source provided for.

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Math/Stats Program Recommendations

Continue to seek funding for full-time WAM IA. Begin search for mathematics software that fosters student success in mathematics, focused on Math 52 and below.

Program Recommendation: Math Software for WAM - Math software, for primarily for remedial students will be purchased for the computers in WAM.

Criterion for Success: One time cost of \$2-\$5K.

Schedule: The mathematics faculty.

Location: Woodland Community College - All

Perkins Eligible: No

DE Related: No

HSI Related: Yes

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Motion Graphic Design Program Recommendations

Purchase Adobe Production Premium upgrade. (First Priority. Primary software used in the program.)

Purchase Magic Bullet Denoiser plugin.

Purchase Maxon Cinema 4D license

Program Recommendation: Software - Upgrade to Adobe CS5.5 or CS6 Production Premium. (See attached Quote)\$15,712.90

Red Giant Magic Bullet Denoiser. 10 units x \$99.00=~\$1000.00

Maxon Cinema 4D (Price Quote Pending, Chris Mejia)

Criterion for Success: Upgrade for Adobe Production Premium: \$15,712.90

Magic Bullet Denoiser: ~\$1000.00

Maxon Cinema 4D: Quote pending

Schedule: As soon as possible for Adobe and Magic Bullet Denoiser.

For Maxon Cinema 4D it depends on funding availability.

Dr. Konuwa

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

Meet with Dr. Konuwa to develop a budgetary plan to purchase new equipment.

Program Recommendation: New Camera, Sound and Lighting equipment - We need the following new equipment to finish equipping the Digital Media Program.
<http://www.bhphotovideo.com/bnh/controller/home?O=wishListDetail.jsp&A=wishlistDetail&Q=&li=453230FF61>
 We are still short on lighting equipment, a camera and sound recording equipment.

Criterion for Success: \$9,293.65

Schedule: Fall 2012, Dr.. Konuwa and Corey Redfield

Results			
Result	Action	Follow-Up	Reporting Year
11/07/2011 - A need for additional laptops has been determined. Students currently are partnering up and not able to ... Result Type: Recommendation Addressed/Satisfactory Progress	11/07/2011 - Approved pending funding. We are able to purchase half by Fall 2012, and will develop a plan to purchase the remaining.. Approval Status: Approved - Pending Funding	11/07/2011 - We obtained a grant that allowed us to purchase the remaining laptops...	2011-2012

Meet with Dr. Konuwa to develop a budgetary plan to purchase new instructional aids.

Program Recommendation: Instructional Aids - Design Instruction Posters for the class room walls to reinforce key concepts and to be used as reference by students as they work.
 Carried by dickblick.com
 Crystal Productions Graphic Design Posters \$58.99
 Crystal Productions Color Wheel Poster \$18.95
 Crystal Productions Collage Posters \$36.99
 10 movie posters from Moviepostershop.com (average cost per poster \$14.00 x 10 = ~\$140.00)

Criterion for Success: ~\$260.00

Schedule: As soon as possible/Dr. Konuwa

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Music Program Recommendations

Wait for the new performing arts center to be built.

Program Recommendation: Equipment for the new facility - These needs will be accommodated with the equipment funding associated with the new building construction

Criterion for Success: Included in the building budget and measure J plans.

Schedule: TBD/College President.

Results			
Result	Action	Follow-Up	Reporting Year
04/25/2012 - All building plans are on hold pending funding. Result Type: Recommendation Needs Improvement/Attention			2011-2012

WCC - Physical Science, Geology & Geography Program Recommendations

Contact Dean about bringing one of the six unused, empty glass cabinets from building 600 over to building 300.

Program Recommendation: Display cabinet - Purchase or obtain glass display cabinet for lobby area of Building 300.

Criterion for Success: None.

Schedule: Spring 2012. Jennifer McCabe e-mails Dean Besikoff.

Results			
Result	Action	Follow-Up	Reporting Year
01/10/2012 - In progress. (E-mail sent 1/4/12) Result Type: Recommendation Needs Improvement/Attention	04/30/2012 - The matter was discussed and approved by consensus at the February Division meeting. Approval Status: Approved		2011-2012

Request that the Geology & Physical Science ongoing budgets be maintained in the next fiscal year and use it to order these needed supplies.

Program Recommendation: Equipment updating. - Replace/replenish old, damaged, and/or used up equipment. Purchase new supplies like maps, fossils, mineral models, microscopes, and a greater variety of rocks & minerals in order to support current lab courses and to plan for the offering of new lab courses like PHYSC 10AL.

Criterion for Success: \$2500

Schedule: Spring 2012. Rudy Besikoff in consultation with Jennifer McCabe

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

Request from Dean that Geology be given a travel budget that can cover the cost of getting a bus.

Program Recommendation: Bus for field trips - Obtain access to/resources for a bus that can be used for geology field trips.

Criterion for Success: \$1100 to get a bus + driver for a day or possibly less if we could rent a van or two (assuming we could work out liability issues of having the instructor/a student driving a van).

Schedule: Spring 2012. Dean Besikoff discusses with Jennifer McCabe.

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Physics/Astronomy Program Recommendations

Send request to Budget Committee via Dean of Instruction to establish a budget

Program Recommendation: Budget Establishment - Establish a substantial budget to start and maintain the physics program

Criterion for Success: \$5,000-\$10,000/year

Schedule: Dean of Instruction, Budget Committee

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Planning, Research and Student Success Program Recommendations

Continue to work with ASR staff and district staff to learn, build and validate data within Business Objects in order to be able to utilize the program for operational purposes.

Program Recommendation: Business Objects - Work with District IT staff and Yuba researcher to validate business object reports and bring to full functionality.

Criterion for Success: None - cost of program and salaries already factored in IT budget.

Schedule: End of Summer 2011, WCC/YC Researchers, District IT staff (Buddy Wagner and Patrik Meleski).

Results			
Result	Action	Follow-Up	Reporting Year
04/13/2012 - Working with Patrick, Buddy and Erik - as well as the vendor POC from Business Objects, we were able to validate data within Business Objects and begin building reports. Result Type: Recommendation Addressed/Satisfactory Progress			2011-2012

Working with YC Researcher and District Vice Chancellor of Educational Planning - research, select and purchase data system for collecting SLO assessment results and tracking program review requests. Obtain quotes, submit to the board for approval and purchase program.

Program Recommendation: SLO/Program Review Data Collection - Research, select, and purchase data system for collecting SLO assessment results and tracking program review requests.

Criterion for Success: Between \$35,000 to \$45,000 - depending if we host or the provider hosts the database. \$10,000 ongoing subscription fee.

Schedule: ASAP; College Researchers and District VC

Results			
Result	Action	Follow-Up	Reporting Year
05/23/2011 - TracDat was purchased on 12/2/2010. An orientation/introductory session was held on 3/7/11 at WCC which was attended by several faculty, college researchers and district representatives. On 3/8/2011 the college researchers received training on how to access and modify TracDat, and full access was granted. Result Type: Recommendation Addressed/Satisfactory Progress Related Documents: TracDat Purchase Agreement			2010-2011

- Develop training manual
- Train the Trainers (SLO committee members)
- Hold flex trainings during 2011 convocation

Program Recommendation: TracDat - Build, implement and launch TracDat campus-wide for faculty and staff use.

Criterion for Success: Minimal

Schedule: Fall 2011, WCC Researcher, Khatami; and SLO Coordinator, Howerton

Results			
Result	Action	Follow-Up	Reporting Year
04/13/2012 - Completed. However, I continue to hold trainings and provide 1:1 assistance as needed. Result Type: Recommendation Addressed/Satisfactory Progress			2011-2012

WCC - Sample Program Recommendations

Meet with Dean and VP in November 2011 to establish objectives to bring the lab up to standards. Quotes for equipment will be submitted to the President's Office, once approved. Purchase of equipment before the end of the calendar year and installation to be completed prior to Summer 2012.

Program Recommendation: Engineering Lab Equipment - Replace 9 steam benches...

Criterion for Success: Laboratory steam benches @ \$5,000 per unit, for a total of \$45,000 for nine steam benches. Quote attached.

Schedule: Summer 2012, Faculty and Dean.

Results			
Result	Action	Follow-Up	Reporting Year
08/29/2011 - In progress. Result Type: Recommendation Needs Improvement/Attention	08/29/2011 - Purchase 4 steam benches instead of 9, and develop a plan to purchase the remaining in a cycle. Approval Status: Approved - Pending Funding		2011-2012

WCC - Transfer Center Program Recommendations

Advocate for a computer for the University reps

Program Recommendation: University Rep Computer Update - IT has stated that the University Representative Computer needs to be replaced

Criterion for Success: 2k

Schedule: Unknown pending budget
Transfer Coordinator
VP of Instruction and Student Services

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

Work with IT to develop a transfer website

Program Recommendation: Develop a transfer website - Develop a transfer website

Criterion for Success: No additional. District is updating the District site and when updated the program can develop their site.

Schedule: Unknown timeline
Transfer Coordinator
IT
VP Of Instruction and Student Services

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Tutoring Center Program Recommendations

No place of action is in place at this time.

However, it is recommended time be committed to working with the webmaster in recreating the Center's website and to devoting a set time to update monthly or as needed.

Program Recommendation: Update and Improve the Center's Website - The Center's Website provides basic information that may or may not be up-to-date. It is recommended to expand on the website and include other information, such as study skills websites and other resources for students.

Additional staffing is needed to help keep this website up-to-date.

Criterion for Success: None known.

Schedule: Spring - Fall 2012
Dean of Instruction and Learning Resources

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

Facilities

WCC - Administration of Justice Program Recommendations

-I have made Dr. Fairchilds and Dr. Konuwa aware of the issues specific to the training needs involving the WCC AJ program.
 -This issue has been discussed and included in the facility master plan for WCC as a Multipurpose Building to include Physical Education and Administration of Justice Programs. The WCC AJ Advisory Board is aware of the issues and fully supports this recommendation.

Program Recommendation: Building Space / Facility: - As a result of program growth and the type of training associated with careers within the criminal justice system WCC will need to address building and facility space.

Criterion for Success: Please refer to Measure J handbook for cost of Multipurpose Building.

Schedule: Please refer to Measure J handbook for timeline of building the Multipurpose Building.

Results			
Result	Action	Follow-Up	Reporting Year
12/20/2010 - Pending prioritization. Result Type: Recommendation Needs Improvement/Attention	02/21/2012 - This request will be channeled through the WCC Facility Master Plan. A Multipurpose Building has been considered for campus expansion, and this will lend itself to AJ programs and purposes. Approval Status: Approved		2010-2011

WCC - Agriculture Program Recommendations

Continue to remind the District of Measure J -
 Written into STEM grant

Program Recommendation: Greenhouse/Propagation House - Build current greenhouse. Estimate from Monsanto is \$100,000 for greenhouse that represents industry standards.

Was written into Measure J bond, but not considered for funding.

Criterion for Success: \$100-\$150,000

Schedule: Asmus/Konuwa - ongoing

Results			
Result	Action	Follow-Up	Reporting Year
02/01/2012 - Unknown No funds in Measure J to fund Prioritized in College Council needs 12/11 Result Type: Recommendation Needs Improvement/Attention Related Documents: CollegeCouncilNeeds2011	06/14/2012 - This is a crucial recommendation that was also addressed by a statewide agriculture team. All efforts need to be made to ensure that this happens, in spite of the budget situation. This was prioritized as part of a response to the new chancellor's request for projects to be funded by one time monies. Approval Status: Approved - Pending Funding		2011-2012

Dependent on college/district support for Ag Mech program

Program Recommendation: Ag Mechanics Shop - Need Ag Mechanics Shop to instruct Ag Mechanics courses. Also can include an attached science lab.

Criterion for Success: \$150,000

Schedule: Konuwa - deadline May 2013

Results			
Result	Action	Follow-Up	Reporting Year
01/31/2012 - Ranked by College Council - listed 9th on list Result Type: Recommendation Needs Improvement/Attention	06/14/2012 - This was included in a prioritization process for one-time monies. This should be revisited in future facilities planning. Approval Status: Approved - Pending Funding		2011-2012

WCC - Art/Photography Program Recommendations

Continue to monitor the status of measure J projects and other building plans for the college. Continue to advocate for the building of the Performing Arts Center.

Program Recommendation: New Performing Arts Facility - Continue planning efforts for the new Fine Arts Facility and facilitate decisions leading to construction.

Criterion for Success: See Measure J and Master Facility Plan for budgetary impact.

Schedule: On Hold, Pending Funding/College President

Results			
Result	Action	Follow-Up	Reporting Year
04/25/2012 - No progress made. Currently not planning to build new facilities in the next academic year. Plans are on hold. Result Type: Recommendation Needs Improvement/Attention			2011-2012

WCC - Business Program Recommendations

After meeting with Division, meet with Facilities Planning Committee, submit plan.

Program Recommendation: Facilities - Add a computer lab specific to Business Computer Applications, Accounting, Office Administration.

Criterion for Success: unknown at this time.

Schedule: Division, Department Faculty, Division Deans, and Vice President.

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Chemistry Program Recommendations

Get money from District Funds to fix unworkable lab situation

Program Recommendation: Chemistry Lab Renovation - Renovate all Chemistry labs so that students can access air and gas at tables.

Criterion for Success: Approximately \$200,000

Schedule: ASAP, Chancellor

Results			

Results			
Result	Action	Follow-Up	Reporting Year
09/13/2011 - In progress. Have met with Chancellor and President of WCC. Both are aware of situation and money required to fix it. Result Type: Recommendation Needs Improvement/Attention	04/23/2012 - Please be sure to update the status of the tables if they are addressed in this summer's renovation. Approval Status: Approved - Pending Funding		2011-2012

Submit to Budget Committee or District for measure J funding

Program Recommendation: Chemistry Lab Renovation - Renovate all Chemistry labs so that students can access air and gas at tables.

Criterion for Success: Could be up to 500,000.

Schedule: Chemistry faculty, Dean of Instruction, VP of Instruction and Student Services, President, Chancellor

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

President, VP and Dean have been contacted and in process of finding funds for this project.

Program Recommendation: HVAC Recommendation - Replace HVAC system that has never worked properly in all labs and lecture rooms in 600 building

Criterion for Success: Large. There will need to be funds from another source to fund this project.

Schedule: This renovation will take place in summer 2012 and has been taken on by WCC Maintenance and operations department.

Results			
Result	Action	Follow-Up	Reporting Year
01/30/2012 - In progress Result Type: Recommendation Addressed/Satisfactory Progress	04/23/2012 - Please be sure to report outcome of the summer's work. Approval Status: Approved		2011-2012

Submit request to M & O Department

Program Recommendation: HVAC Recommendation - Replace HVAC system that has never worked properly in all labs and lecture rooms in 600 building

Criterion for Success: No idea

Schedule: M & O, President

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Counseling Program Recommendations

Meet with M&O to obtain quotes for installation of signs to be up by Fall 2012.

Program Recommendation: New signage for Counseling - We need signs showing when Counseling is open

Criterion for Success: Pending quotes.

Schedule: Spring 2012, V.P of College and M&O.

Results			
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Results			
Result	Action	Follow-Up	Reporting Year
09/15/2011 - Meeting needs to be set with M&O to discuss recommendation. Result Type: Recommendation Needs Improvement/Attention			2011-2012

WCC - Early Childhood Education Program Recommendations

Discuss with President and V.P. the plan feasibility and time-line for including a Lab School Facility in future building plans.

Program Recommendation: A permanent building site for a lab school quality child care facility - Include in one of the future buildings on campus plans for a ECE Lab Facility. This recommendation has been on ongoing request from previous program reviews.

Criterion for Success: Unknown

Schedule: President, V.P., and Full-time faculty in ECE need to meet to discuss this plan.

Results			
Result	Action	Follow-Up	Reporting Year
10/11/2012 - Communication regarding a permanent ECE lab site has been on-going off and on for ten years and has included ECE Faculty, Deans, and V.P. No formal plan has been made. Result Type: Recommendation Needs Improvement/Attention	02/21/2012 - The ECE Coordinator must develop a formal plan as part of the program review and, in consultation with stakeholders that include the Foster and Kinship Care Department, present to the Administration to discuss strategies for implementation. Such a plan should include an examination of resource needs, including possible funding sources, timelines, etc for inclusion in a WCC Facilities Plan. This is a good idea which can be moved along pending funding and a thoughtful facilities plan. The Administration is open to facilitate such discussion and will follow up with the ECE Program Coordinator and other stakeholders. Approval Status: Approved - Pending Funding		2012-2013

WCC - English Program Recommendations

Identify a space suitable for a Reading Across the Curriculum Center -- most likely in Building 800.

Program Recommendation: WCC Reading Center - Designate a space for a campus Reading Center to provide students with reading instructional support.

Criterion for Success: Unknown

Schedule: English, Reading, and ESL faculty together with Dean of Instruction.

Results			
Result	Action	Follow-Up	Reporting Year
11/27/2011 - No progress at this time. Initial discussion is underway to bring WAM and the Tutoring Center together. This could lead the way to bringing reading tutoring support under that same roof. Result Type: Recommendation Needs Improvement/Attention	04/30/2012 - At present, a space, the former 800 mailroom, has been identified. The current challenge is to identify a space for the photocopier, scantron, and other workroom machines.		2010-2011

Results			
Result	Action	Follow-Up	Reporting Year
<p>Approval Status: Approved - Pending Funding</p>			

Discuss possibility of housing WAM and Tutoring Center under one roof in the 800 building as a Student Achievement Center.

Program Recommendation: Increase the space in Writing and Math Center - The WAM Center has outgrown its space and needs to expand.

Criterion for Success: Unknown

Schedule: Fall 2012 / WAM Coordinator with English and Math Departments, Tutoring Center Director, and Dean of Instruction

Results			
Result	Action	Follow-Up	Reporting Year
<p>11/28/2011 - The Student Success Committee together with the BSI Committee made a recommendation that WAM and the Tutoring Center be consolidated under one roof in November 2011. Committee members will research student success center practices in Spring 2012 and solicit campus input in Spring 2012.</p> <p>Result Type: Recommendation Addressed/Satisfactory Progress</p>	<p>04/30/2012 - At present, there is short and long-term planning in progress. In the short term, the former mailroom in 800 has been identified, pending an agreeable solution about the relocation of the copier and other equipment, as a space for Reading. Over the longer term, the college will begin discussion about moving WAM and Tutoring resources together in the form of a Student Achievement Center.</p> <p>Approval Status: Approved - Pending Funding</p>		2011-2012

WCC - Financial Aid Program Recommendations

Consult with M&O to obtain quotes and ...

Program Recommendation: Signage for the 700 Building - Purchase signage to guide students to appropriate financial aid kiosk...

Criterion for Success: estimated cost is \$5,000 - one time

Schedule: fall 2012/VP

Results			
Result	Action	Follow-Up	Reporting Year
<p>03/06/2012 - We have scheduled a meeting with X, Y and Z on 3/30/12 to ...</p> <p>Result Type: Recommendation Needs Improvement/Attention</p>	<p>03/06/2012 - Administration approves the signage however needs to wait for budget committee.</p> <p>Approval Status: Approved - Pending Funding</p>		2011-2012

WCC - Health/PE/Adaptive PE Program Recommendations

Form partnerships with off-campus physical fitness/education facilities or identify a designated room or space for physical education activities at WCC.

Program Recommendation: Facilities - The current budgetary crisis has impacted the ability to offer Physical education classes off-campus due to costs involved in renting facilities. Partnerships with off-campus facilities, such as golf, bowling, health clubs, or community centers may need to be considered until the facility on campus is available.

Criterion for Success: Unknown

Schedule: Department Faculty/Administration

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Library & Learning Resources Program Recommendations

All library and OML staff will communicate any issues that arise from current or future configurations.

Program Recommendation: Facilities: OML/Library Doorway Monitoring - All library and OML staff will communicate any issues that arise from current or future configurations.

Criterion for Success: none

Schedule: All library and OML staff with the Dean of Instruction & Learning Resources

Results			
Result	Action	Follow-Up	Reporting Year
02/07/2012 - Library staff has continued to monitor access to the OML and security issues from the current set up. With the next full program review, the library will consider if this recommendation should be kept or revised. Result Type: Recommendation Addressed/Satisfactory Progress	04/30/2012 - In response to concerns, IT has installed a program that monitors all computer usage on two library terminals. In addition, the OML door remaining open has helped curb noise. Over the long-term, OML may become staffed as a result of the creation of the Student Achievement Center that is in strategic planning. Furthermore, if WAM and Tutoring all move downstairs, writing assistance may be housed in the OML, which will provide for better supervision. Approval Status: Approved - Pending Funding		2011-2012

WCC - Maintenance and Operations Program Recommendations

Seek funding source in conjunction with Ag program. Some grant funding may be available for expansion on their side.

Program Recommendation: Grounds/Building Maintenance - Ground/Building Maintenance shop and yard need to be expanded to accommodate growing equipment inventory and relieve the pressures of encroaching spaces between maintenance staff and Ag/Greenhouse programs.

Criterion for Success: Unknown. It could range from \$50,000 for renovation and expansion of existing shop to \$250,000 for construction of a new shop and maintenance yard at a different location on campus.

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Music Program Recommendations

Continue to monitor the status of measure J and other capital outlay funds for improving infrastructure. Begin building as soon as possible.

Program Recommendation: Building of the new performing arts center - Plans, specification will be developed and a new building constructed.

Criterion for Success: See Facilities Master Plan.

Schedule: TBD/ College President

Results			
Result	Action	Follow-Up	Reporting Year

Results			
Result	Action	Follow-Up	Reporting Year
04/25/2012 - All building plans are on hold pending funding. Result Type: Recommendation Needs Improvement/Attention			2011-2012

WCC - Physical Science, Geology & Geography Program Recommendations

Discuss with Dean & VP the need for Physics to have its own lab.

Program Recommendation: Physics lab - Construct new lab for Physics.

Criterion for Success: \$100,000

Schedule: Initial conversations now. Construction to begin when funds can be found. Hopefully with extra Measure J money.

Results			
Result	Action	Follow-Up	Reporting Year
09/13/2011 - In progress. Attach a quote to "related documents" below. Add document. Browse Result Type: Recommendation Needs Improvement/Attention			2010-2011

WCC - Physics/Astronomy Program Recommendations

With the help of the Dean and Math and Science Faculty, identify a space for the Physics program to thrive!

Program Recommendation: Identify Permanent Physics Facility - Identify a permanent place for Physics equipment and classes.

Criterion for Success: Not definable at this time.

Schedule: By Fall 2012. Math and Science Faculty, Dean of Instruction

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Psychology Program Recommendations

Thus we recommend that a study be conducted to look at a new configuration of the classroom desk or purchase new podiums that house equipment.

Program Recommendation: Safety of Classroom Arrangement - Repositioning of the teaching consoles so that they are not an obstacle to teaching effectively and to assure that students can view the whiteboard.

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

Check into stand up podiums that house all existing teaching equipment with computer that is in front of the class and takes up less room.

Program Recommendation: Safety of Classroom Arrangement - Repositioning of the teaching consoles so that they are not an obstacle to teaching effectively and to assure that students can view the whiteboard.

Criterion for Success: Unknown

Schedule: Myron Hord

Results			
No Results reported.			

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

Have Facilities rewire the lights so that one small light can remain on at the back of the classroom while viewing videos.

Program Recommendation: Rewire lighting to facilitate video viewing/note taking; Safety issues - Rewire lights to allow one small set of lights to be on a separate switch which will allow for low lighting if needed video viewing. A totally dark class may be dangerous for students sitting at the back of the room, especially on dark days.

Criterion for Success: unknown; minimal

Schedule: Myron Hord

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Reading Program Recommendations

Work with the Dean of Instruction to house the soon to be hired Reading Instructional Associate either in WAM or nearby so that students can conveniently receive various types of instructional support in the same location. In the future, continue to advocate for a student achievement center which would house Reading Across the Disciplines instructional support along with other types of student support services.

Program Recommendation: Reading Assistance Center - Develop a Reading Assistance Center at WCC to work in a coordinated fashion with other campus student support services.

Criterion for Success: Unknown

Schedule: Spring 2012 (to identify location for the new Reading IA); longterm timeline: ideally Fall 2012.
Reading Department with WAM Coordinator, WAM staff, Math faculty, English faculty, and Dean of Instruction.

Results			
Result	Action	Follow-Up	Reporting Year
12/15/2011 - Reading/English faculty working with Dean of Instruction to identify location for newly hired Reading IA by beginning of Spring 2012. Result Type: Recommendation Addressed/Satisfactory Progress	04/30/2012 - At present, a space, the former 800 mailroom, has been identified. The current challenge is to identify a space for the photocopier, scantron, and other workroom machines. Approval Status: Approved - Pending Funding		2011-2012

WCC - Speech Program Recommendations

Discuss with Dean of Instruction, future facilities needs, and future user groups of upcoming facilities to see about possibility of such a dedicated space for SPEECH students.

Program Recommendation: SPEECH LAB w/video recording ability - To provide practice opportunities for public speaking students, and video recording of performance for evaluation. Ideally, needed practice rooms, and Visual Aid creation tools.

Criterion for Success: TBD

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Tutoring Center Program Recommendations

Steps have been taken to survey tutors and students for suggested names. In May 2011, a survey was placed in the mailbox of each Faculty and Classified member asking to vote for one of four choices. A small number of surveys were returned with the most votes for Center for Academic Success (CAS).

Finalize the name change.

Program Recommendation: Change Center's Name - Due to the negative connotation of the term "tutoring," changing the Center's name (e.g., Center for Academic Success or CAS) could help reduce this negative view.

Criterion for Success: Minimal or none.

Schedule: Spring 2012
 Dean of Instruction and Learning Resources
 VP of Academic and Student Services

Results			
Result	Action	Follow-Up	Reporting Year
01/06/2012 - On hold. Result Type: Recommendation Needs Improvement/Attention Related Documents: Tutoring Center name change.doc			2011-2012

No place of action is in place at this time.

Finalize the Center's name in order to maximize the cost of signage.

Program Recommendation: Improved Signage and Promotion of Center's Services - Signage for the Center is needed. With the efforts to rename the Center, signage has been held up. Currently, the Center only has a small name plate with the room number and a flyer on the door.

Criterion for Success: Signage costs are unknown but should be relatively minimal.

Schedule: Dean of Instruction and Learning Resources
 VP of Academic and Student Services

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

Staffing - Faculty

WCC - Administration of Justice Program Recommendations

- Clarify FTEF allocation between YC, WCC as allocated by the District for Public and Safety Training
- Submit Faculty Request form to Faculty Staffing Committee

Program Recommendation: Staffing for WCC AJ Program - Both Dr. Fairchilds and Dr. Konuwa have been made aware as WCC AJ program grows additional staffing will need to be hired. In addition POST Senior Consultant Mike Gomez has made WCC administrators aware of the importance of managing POST courses so audit findings have a positive outcome.

As illustrated in the executive summary, the AJ program at WCC has experienced an incredible growth in students (FTES) served with productivity exceeding benchmarks established by both the district and the state. If the AJ program is to continue serving students, as this program is in high demand, staffing needs must be addressed.

Criterion for Success: a minimum of 3 FTEF plus benefits

Schedule: The resolution to this issue is pending an agreement between the district and WCC.

Results			
Result	Action	Follow-Up	Reporting Year
12/20/2010 - No progress has been made yet. Pending resolution of FTEF allocation.	02/21/2012 - Discussions continue at the District level relative to the		2010-2011

Results			
Result	Action	Follow-Up	Reporting Year
Result Type: Recommendation Needs Improvement/Attention	reallocation of instructional resources from Yuba College to expand the AJ Program at WCC. As of Spring 2012, a needs assessment has been planned to generate information for making a decision about the possibility of such a reallocation. Approval Status: Approved		

WCC - Agriculture Program Recommendations

Continue to increase the depth of the Adjunct faculty pool to support courses in the Agriculture department

Program Recommendation: Staff - New Adjunct Faculty

Criterion for Success: Current adjunct are funded through several grants - need district to show support of department taking over grant funded courses

Schedule: Grants end December 2012 (at least 1 FTEF is funded through grants each semester)

Results			
Result	Action	Follow-Up	Reporting Year
01/31/2012 - Continuous Result Type: Recommendation Needs Improvement/Attention	02/21/2012 - This is a viable, proactive recommendation. Administration will assist in any way necessary. Approval Status: Approved		2011-2012

Requested by Statewide Program Review (Feb 2012) and by WCC Agriculture Advisory Group (Nov 2012).

Will submit request to Faculty Staffing Committee in 12-13 academic year

Program Recommendation: Full-time Faculty - Add full time faculty to agriculture department

Criterion for Success: \$65-90k faculty salary

Schedule: Asmus/Konuwa

Results			
Result	Action	Follow-Up	Reporting Year
01/31/2012 - Revisit in 12-13 year through faculty staffing request Result Type: Recommendation Needs Improvement/Attention	06/14/2012 - This request needs to go through the faculty staffing prioritization process. Approval Status: Approved - Pending Funding		2011-2012

WCC - Art/Photography Program Recommendations

Hire full time faculty for the Art Department.

Program Recommendation: Staffing for Art Program - The primary need is to authorize a full time faculty position in the Art Department

Criterion for Success: 1 FTE plus benefits

Schedule: ASAP/VP

Results

Results			
Result	Action	Follow-Up	Reporting Year
04/25/2012 - No progress made. Currently not hiring any staff. Plans are on hold. Result Type: Recommendation Needs Improvement/Attention			2011-2012

WCC - Career Center Program Recommendations

Meet with the Vice President to develop a job description

Program Recommendation: Staff - Hire .5 counselor for career activities (based on data-need justification)

Criterion for Success: \$\$\$\$\$ 30,000 plus benefits (example)

Schedule: Estelita Spears and Dr. Konuwa (who is taking the lead or responsible)

Results			
Result	Action	Follow-Up	Reporting Year
12/19/2011 - in progress Already meet with the Vice President, we are now selecting committee member for hiring (example) Result Type: Recommendation Needs Improvement/Attention	02/21/2012 - Must be directed through the staffing process in place for the College. Approval Status: Approved - Pending Funding		2011-2012

WCC - Chemistry Program Recommendations

Request a full time faculty position via the WCC Staffing Committee

Program Recommendation: Full Time Faculty - It is necessary to hire another full time faculty member to teach organic chemistry

Criterion for Success: \$65,000

Schedule: Fall 2011/Faculty/Staffing Committee

Results			
Result	Action	Follow-Up	Reporting Year
09/13/2011 - Request not submitted this year due to budget constraints. Result Type: Recommendation Needs Improvement/Attention			2011-2012

Submit Full time faculty request to Staffing Committee

Program Recommendation: Full Time Faculty - It is necessary to hire another full time faculty member to teach organic chemistry

Criterion for Success: \$65,000

Schedule: Fall 2012 Submission by full time Chemistry Faculty

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Counseling Program Recommendations

Hire a 1.0FTE General Counselor. Submit request to FSCPA

Program Recommendation: Hire a 1.0 FTE General Counselor - Hire a 1.0 General Counselor

Criterion for Success: Appx 100K

Schedule: VP/faculty Staffing Committee/President

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

Submit request to Faculty Staffing Committee.

Program Recommendation: Hire 1.0 FTE WCC General Counselor/Colusa County Counselor - Hire 1.0 FTE WCC General Counselor/Colusa County Counselor

Criterion for Success: Appx 100K

Schedule: VP/Counselors/President

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

Submit request to faculty Staffing Committee

Program Recommendation: WCC 1.0 FTE General/ESL Counselor - Hire a 1.0 FTE General/ESL Counselor

Criterion for Success: Appx 100K

Schedule: Counselors/VP/ President

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

Submit request to Faculty Staffing Committee. Work with DSPS coordinator/Vet Coordinator

Program Recommendation: WCC 1.0 FTE DSPS/Vet Counselor - Hire WCC 1.0 FTE DSPS/Vet Counselor

Criterion for Success: Appx 100K.

Schedule: Counselors/VP/President

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - DSPS Program Recommendations

hire PT counselor

Program Recommendation: Hire PT academic counselor - Recruit and hire a PT academic counselor to assist with educational plans, monitor academic progress of DSPS students and answer any academic program questions students may have.

Criterion for Success: 20,000

Schedule: Spring 2012

Results			
Result	Action	Follow-Up	Reporting Year
12/12/2011 - Position has been filled			2012-2013
Result Type: Recommendation Addressed/Satisfactory Progress			
12/12/2011 - Position has not been filled however we have added it to the budget for 2013-2014 and will	12/12/2011 - We have approved this position for 2012-2013.		2011-2012

Results			
Result	Action	Follow-Up	Reporting Year
develop job description in summer of 2013 Result Type: Recommendation Needs Improvement/Attention	Approval Status: Approved		

WCC - Early Childhood Education Program Recommendations

Submit staffing request form to the faculty-staffing committee and develop job description...

Program Recommendation: Hire FT ECE Faculty - We are requesting the hire of a full time ECE faculty due to the numbers of students we serve and numbers of courses offered each semester. In the past four years the ECE program total FTEF has ranged from 4.57 to 5.02 (average 4.86), yet we operate with only one full-time faculty at this point. In addition, our total FTES has ranged from 68.84 to 73.58 with a current Productivity of 461.3. This recommendation is an ongoing request from previous program review.

Criterion for Success: 1 FTEF plus benefits

Schedule: Fall 2012, JM

Results			
Result	Action	Follow-Up	Reporting Year
10/11/2012 - The request for a second full-time ECE faculty has been requested for the past 5 years, however due to budget cuts the position has not be granted. Result Type: Recommendation Needs Improvement/Attention	02/21/2012 - The request for a full-time faculty in ECE must go through a prioritization process that is channeled through the Faculty Staffing Committee. This request over the past two years has been vetted through the CTE Division and ranked among the top three positions submitted by that Division. However, it has not risen to the level of the top prioritized position from the Faculty Staffing Committee. While variables that are considered for funding new positions support this request, it must first go through the FSC process before full consideration from Administration. This is also primarily dependent on the budget situation which may not reflect support for a new position in ECE for the next few years. Approval Status: Approved - Pending Funding		2012-2013

WCC - Economics Program Recommendations

Work with Human Resources and Economics Professors Organizations to recruit adjunct instructors.

Program Recommendation: Staffing - Build adjunct pool of Economics instructors to allow for growth and diversity within the program.

Criterion for Success: Minimal

Schedule: Department Faculty , District Human Resources, and responsible dean.

Results

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - English Program Recommendations

Submit faculty request to Dean of Instruction and Faculty Staffing Committee.

Program Recommendation: Request full-time English instructor - English Department will develop a faculty request for a full-time English instructor.

Criterion for Success: 1 FTEF

Schedule: Fall 2011 / English Department with FALAHUM division and Dean of Instruction

Results			
Result	Action	Follow-Up	Reporting Year
11/27/2011 - Request submitted November 2011.			2010-2011
Result Type: Recommendation Addressed/Satisfactory Progress			

Faculty request will be submitted to Dean of Instruction and Faculty Staffing Committee.

Program Recommendation: Request full-time Reading Instructor - English Department will work with the FALAHUM division to develop a faculty request for a full-time Reading instructor.

Criterion for Success: 1 FTEF

Schedule: Fall 2011 / English Department with FALAHUM division with Dean of Instruction

Results			
Result	Action	Follow-Up	Reporting Year
11/27/2011 - Faculty request submitted November 2011.			2010-2011
Result Type: Recommendation Needs Improvement/Attention			
	04/30/2012 - The position's place on the hiring list was based on Automatic refill policy. However, as the District is not hiring new faculty, the position was not considered at the district level. This request may be vetted to FSAPC for recommendations to college leadership in 2012-13.		
	Approval Status: Disapproved - Please Revise		

WCC - Foreign & Sign Language Program Recommendations

Additional FTEF will be requested. Full time faculty position consideration will be requested at the Faculty Staffing Committee.

Program Recommendation: Staffing for Foreign Language Program - Additional FTEF is recommended in the Foreign Language program in order to sustain both a day and evening program, as well as meet the need for additional languages to be added to the curriculum. A full time faculty member is also needed to strengthen the program.

Criterion for Success: Additional FTEF will create and impact, the impact will vary if adjunct or full time faculty are employed.

Schedule: Dean/Faculty Staffing Committee

Location: Woodland Community College - All

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Health/PE/Adaptive PE Program Recommendations

Work with Human Resources, as well as local colleges, to identify and recruit qualified adjunct.

Program Recommendation: Staffing - Recruitment of qualified adjunct in Physical Education and sports specific programs.

Criterion for Success: N/A

Schedule: Department Faculty/Administration

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Human Services Program Recommendations

At this time because of budget restraints, there is no plan of action. We do plan on completeing the faculty hiring paperwork to stay on the hire list.

Program Recommendation: Hire one full-time faculty - Hire one full time faculty member to Human Services to oversee changes in the program, update course outlines, write new courses, attend CTE division meetings, and improve program .

Criterion for Success: Budget impact would be moderate due to salary and benefits.

Schedule: Administration

Results			
Result	Action	Follow-Up	Reporting Year
03/19/2012 - In progress but no hiring will take affect until budgets improve.			2011-2012
Result Type: Recommendation Needs Improvement/Attention			

WCC - Humanities/Philosophy Program Recommendations

Faculty Staffing Committee will be made aware of the issue and ask to consider the full time faculty need.

Program Recommendation: Staffing for Humanities/Philosophy - There is an identified need for additional faculty FTEF to be allocated in both disciplines. There is also the need for full time faculty leadership in Philosophy/Humanities.

Criterion for Success: Costs of additional FTEF and full time costs.

Schedule: As soon as possible/Dean

Location: Woodland Community College - All

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Library & Learning Resources Program Recommendations

Hire a second full time librarian to ensure reference coverage, increase collaboration with faculty, provide more library student learning opportunities, and assist with technical services.

Program Recommendation: Staffing: 2nd FT Librarian - Hire a second full time librarian to ensure reference coverage, increase collaboration with faculty, provide more library student learning opportunities, and assist with technical services.

Criterion for Success: Salary

Schedule: Librarian, Division, Faculty Staffing Committee, Administration, Board of Trustees

Results			
Result	Action	Follow-Up	Reporting Year

Results			
Result	Action	Follow-Up	Reporting Year
02/07/2012 - Library has submitted a faculty staffing request. It typically ranks near the bottom of the faculty staffing list, in spite of pressures from faculty to increase library hours. Result Type: Recommendation Needs Improvement/Attention	04/30/2012 - The matter should continue to be proposed to both the Division as well as the FSAPC and Faculty Staffing Committees. Approval Status: Disapproved - Please Revise		2011-2012

Recommendation 2: Employ 3-4 part time librarians for reference coverage (for daily, evening, weekend, and summer semester) and archives (Heritage Center).

Program Recommendation: Staffing: Part Time Librarian Hours - Recommendation 2: Employ 3-4 part time librarians for reference coverage (for daily, evening, weekend, and summer semester) and archives (Heritage Center).

Criterion for Success: Salary

Schedule: Librarian, College Council/Academic Senate, Administration, Board of Trustees

Results			
Result	Action	Follow-Up	Reporting Year
02/07/2012 - No additional funding has been allocated for part time librarian hours. With yearly step increases, the money that has been allocated doesn't go as far each year. Result Type: Recommendation Needs Improvement/Attention			2011-2012

WCC - Math/Stats Program Recommendations

M. Clark will submit requests in October to FSAPC.

Program Recommendation: Hire New Math Faculty - There is a need for at least one new math faculty member. If the faculty member on leave next year decides not to return, there will be a need for at least two.

Criterion for Success: Approximately \$65K per instructor. If the faculty member on leave decides not to return, the money for that position will already be in the budget. For the new position, new funding will be required.

Schedule: M. Clark will submit requests in October to FSAPC.

Location: Woodland Community College - All

Perkins Eligible: No

DE Related: No

HSI Related: Yes

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Motion Graphic Design Program Recommendations

Hire a full time faculty member for the Digital Media Program at Woodland Community College

Program Recommendation: Full time Faculty Member for Digital Media Program - Highly recommend a full time faculty for the Digital Media program. There is no better way to ensure the success of a new program than to have a full time person dedicated to the teaching, promotion and maintenance of the program. Adjunct Faculty rarely have the time, money, personal investment and therefore inclination to go to the lengths that a full time person would.

Criterion for Success: See Dr. Konuwa

Schedule: As soon as possible/Dr. Konuwa

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Music Program Recommendations

Submit request to the faculty staffing committee to increase adjunct and full time faculty by fall 2012.

Program Recommendation: Music Staffing - Increased Adj. Faculty FTEF allocation & one Full time faculty by fall 2012

Criterion for Success: 1-2 FTEF

Schedule: 2011-2012/President and Faculty Staffing Committee

Results			
Result	Action	Follow-Up	Reporting Year
04/25/2012 - Request submitted. No funding for additional faculty granted at this time.			2011-2012
Result Type: Recommendation Needs Improvement/Attention			

WCC - Physical Science, Geology & Geography Program Recommendations

Put feelers out with local colleges & professional organizations regarding people qualified to teach Geology, Geography, and Physical Science courses. Interview candidates and determine which courses they have qualifications to teach and what their preferred teaching schedules are.

Program Recommendation: Adjunct pool - Develop a pool of adjunct instructors recognizing that this program incorporates three departments and adjuncts who are qualified to teach, say Geography, may not be qualified to teach the Geology or Physical Science courses. Similarly, adjuncts qualified to teach Geology may not be qualified to teach Geography.

Criterion for Success: None to develop the pool. The cost of teaching a class if they are hired to teach a course.

Schedule: McCabe & Besikoff. Ongoing.

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Physics/Astronomy Program Recommendations

Fill out a Staffing request and submit to staffing committee in Fall 2012

Program Recommendation: Hire Full Time Instructor - Hire full time instructor to lead the program

Criterion for Success: \$65,000/year

Schedule: Math and Science Division Faculty

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Reading Program Recommendations

Submit a Reading faculty request to the Dean of Instruction and the Faculty Staffing Committee, Fall 2011.

Program Recommendation: Full-Time Reading Faculty - Hire a full-time faculty person in Reading to address the majority of our students who place below college-level in reading. This person is necessary to provide leadership, develop and coordinate a Reading Assistance Center, pursue cross-curriculum course innovations, educate our faculty on reading instruction in all disciplines, coordinate with Counseling, DSPS, and other campus support services, etc.

Criterion for Success: Salary and benefits

Results			
Result	Action	Follow-Up	Reporting Year
12/15/2011 - Faculty staffing request for this position was submitted November 2011 but ranked low. Result Type: Recommendation Needs Improvement/Attention			2011-2012

WCC - Sociology Program Recommendations

Work with Dean's Office to make staffing arrangements earlier. Currently our adjunct with seniority waits to hear from other campuses before committing to WCC courses, leaving us little time to staff a course if she cannot take the course.

Program Recommendation: Maintain qualified adjunct pool - Based on a prior recommendation, we have added one more adjunct to our pool. However, the program only has two courses beyond the FT load. It will be difficult to keep two adjuncts in the pool when one has rights to both classes. One strategy to maintain our pool is to improve the timeline for staffing/committing to classes.

Criterion for Success: None

Schedule: Beginning Fall 2012 for Spring 2013; Department FT faculty, Dean, Instructional Support Specialist

Results			
Result	Action	Follow-Up	Reporting Year
10/02/2012 - Earlier deadline for accepting classes implemented for Spring 2013 Result Type: Recommendation Addressed/Satisfactory Progress			2012-2013

WCC - Tutoring Center Program Recommendations

No Plan of Action has been taken.

Tutoring Center Specialist to meet with Dean of Instruction and Learning Resources and the Vice-President of Academic and Student Services to review data and promote this need. Job description will also need to be developed.

Program Recommendation: Staffing Increase - Faculty - Data from Accutrak has indicated a high increase in the Center's usage. This increase in the number of hours and the number of requests for services support the need to increase staff to include a full-time Faculty Coordinator and a second Classified Tutoring Center Specialist with the Faculty Coordinator position being the first position to staff. The recommendation for increased staffing has been submitted in previous program reviews prior to 2005.

A Faculty Coordinator would enable the college to implement Learn 590 and receive state apportionment for tutoring. In addition, this faculty member would teach Learn 20 and develop/ teach skills workshops and other Learning courses [e.g., Critical or Academic Skills course(s)].

Increased staffing could also enable the Center to extend its hours of operation and improve upon the development of the Center/services.

Criterion for Success: Salary (approximately \$48,000+) and benefits.

Schedule: Spring 2012

Dean of Instruction and Learning Resources
and VP of Academic and Student Services
with Tutoring Center Specialist as a resource

Results			
Result	Action	Follow-Up	Reporting Year
01/06/2012 - No action has been taken to place Faculty Coordinator in staffing plans since recommendation in 2005.			2011-2012

Results			
Result	Action	Follow-Up	Reporting Year
Result Type: Recommendation Needs Improvement/Attention Related Documents: End of Semester_FA2011.docx End of Semester_FA2011_Addendum.pdf			
10/10/2011 - Possible consideration of combining position with other coordinator(s) to oversee learning resources/support services, such as, tutorial services, Writing and Math Center services, Early Alert and/or other resources/support services. Result Type: Recommendation Needs Improvement/Attention			2011-2012

Staffing - Other

Distributive Education Program Recommendations

YC DE Expand faculty training and resources to support universal design.
Establish requirement for all online course content to be reviewed prior to initial offering.
Advocate for hiring/funding for an Alternative Media Specialist to work in collaboration with DE to review online content for compliance and/or
Hire instructional designer with skills to support assistive technology and compliance. Sample job descriptions are referenced.

Program Recommendation: Review online course content for compliance with ADA/Section 508 compliance. - Expand faculty training regarding universal design elements to support students using assistive technology. Implement course review process for compliance using knowlegeagle personnel. Provide recommendations for improvements as needed prior to launch of course.

Criterion for Success: TBD

Schedule: TBD

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Accounting Program Recommendations

Recruit eligible students to support accounting program through tutoring center.

Program Recommendation: Tutoring Resources - Continue to look for and recruit students for tutoring support in accounting.

Criterion for Success: None

Schedule: Spina 2012/2013

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Administrative and Fiscal Program Recommendations

Submit needs and justifications for the recommended staffing to the Comprehensive Staffing Committee

Program Recommendation: Staffing Needs - To increase efficiency and effectiveness in supporting the business functions, student support services and other mission critical services consistent with the mission of the college, ensure the following staffing needs are reflected in the comprehensive long-range Staffing Plan: Fiscal Analyst; Custodian; Library Technician; along with faculty and other positions identified and prioritized by the Faculty, Administration and Staff Committee.

Criterion for Success: TBD

Schedule: Directs supervisors of requested staff positions; June 2012

Location: Woodland Community College - All

Results			
Result	Action	Follow-Up	Reporting Year
05/01/2012 - Staffing requests are extracted from the annual program reviews, which have just been completed for the 2011-2012 year. Once all program reviews have completed the validation process, the requests will be extracted and incorporated into the 5-year staffing plan. Result Type: Recommendation Needs Improvement/Attention			2011-2012

WCC - Admissions and Records Program Recommendations

We have submitted a reclassification of employment to the Vice President of Academic and Student Services in October for further review. The reclass will need to go forward to the board for action and approval.

Program Recommendation: Reclassify a Student Services Technician - Work on reclassifying a Student Services Technician to a Senior Student Services Technician to assist with the workload in the office.

Criterion for Success: Senior Student Services Technician \$77,254.09 at Range 27, Step 12 which would be one of the current staff transferred into new position.

Schedule: December 2011 Board Meeting but no later than Januar 2012 board meeting. Director, Admissions & Enrollment Services and Vice President Academic and Student Services

Results			
Result	Action	Follow-Up	Reporting Year
11/21/2011 - A need for this position has been in the works for years, however, due to budgetary cuts and layoffs we have not been able to staff the position at the college. Now that we are increasing in numbers and the workload is increasing, it is time to look at alternative options for the office. We recently hired a Student Services Technician to assist with the front counter in which it would allow the person who is being reclassified time to do the duties of the Senior Student Services Technician and work closely with the Director of Admissions and Enrollment Services on that particular positions needs. Result Type: Recommendation Addressed/Satisfactory Progress	02/21/2012 - The reclassification has been completed and one Student Services Technician is being elevated to a Senior Student Services Technician as of Spring, 2012. Approval Status: Approved	11/21/2011 - The request has moved forward to the Vice President of Academic and Student Services. They will then move the reclassification request to the Vice Chancellor of Administrative Services in hopes for the December 2011 board meeting, but no later than the January 2012 meeting. Approval Status: Approved - Pending Funding	2011-2012

Put together an Evaluator position description and put that through to Human Resources. Then put that through to the Union. Once it is approved see about getting it approved for hire with the college so that we can get the position hired and in place for Degree Audit.

Program Recommendation: Hire an Evaluator - There is a need to hire an Evaluator for all transcript entry for each student who turns in a transcript from outside colleges/universities. This will assist with the Degree Audit project that the District is

embarking on for the next year and into the future.

The Evaluator position would be hired at a Range 31, Step 3 for an impact of \$68,139.97 that included benefits.

Schedule: Summer 2012 have a job description into Human Resources and hopefully approved by the Union. By end of Fall 2012 have an Evaluator hired.

Results			
Result	Action	Follow-Up	Reporting Year
12/04/2011 - We are currently gathering other California Community College Evaluator position descriptions to formulate one for our District. This will assist us in defining the needs of the department and what is expected of the individual. Result Type: Recommendation Needs Improvement/Attention	02/21/2012 - This position will go through the prioritization process of the Faculty, Staff and Administration Hiring Committee. Based on funding, this is one of several needed positions in the Student Services Division. Approval Status: Approved - Pending Funding		2011-2012

WCC - Agriculture Program Recommendations

Currently grants fund our greenhouse technician/support. This fund runs out December 2012.

Greenhouse is used by students/community/campus staff/UC extension staff to enhance skills, conduct training seminars, grow and provide food and plants for sale, etc.

Laboratories in agriculture require time to prepare - weeks in advance. Support staff would allow for an enhanced experience for students in each lab.

Program Recommendation: Agriculture Support Staff - Need Greenhouse Technician/Laboratory Technician to support the teaching facility for many agriculture courses. This individual could also work to support faculty in preparing laboratory supplies each week. This position is found in Biology - the agriculture department conducts approximately 10 labs each week.

Criterion for Success: \$35k/year for support staff.

Schedule: Konoa - Deadline December 2012

Location: WCC Main Campus

Perkins Eligible: Yes

DE Related: No

HSI Related: Yes

Results			
Result	Action	Follow-Up	Reporting Year
06/14/2012 - We need to work with HR to develop a permanent part-time position for a greenhouse technician. Result Type: Recommendation Needs Improvement/Attention	06/14/2012 - This is driven by budgetary considerations. Approval Status: Approved - Pending Funding		2011-2012

Request through Perkins for 12-13 academic year

Program Recommendation: Agriculture Support Staff - Need Greenhouse Technician/Laboratory Technician to support the teaching facility for many agriculture courses. This individual could also work to support faculty in preparing laboratory supplies each week. This position is found in Biology - the agriculture department conducts approximately 10 labs each week.

Criterion for Success: \$15,000

Schedule: Espinosa/Konoa

Results			
Result	Action	Follow-Up	Reporting Year
06/14/2012 - We need to work with HR to address this need; first step is to develop a permanent part-time position to be supported by general or categorical	06/14/2012 - Budget consideration will drive this request. Also, it will be placed in the collegewide staffing plan.		2011-2012

Results			
Result	Action	Follow-Up	Reporting Year
funding. Result Type: Recommendation Needs Improvement/Attention	Approval Status: Approved - Pending Funding		
02/01/2012 - Request through Perkins Result Type: Recommendation Needs Improvement/Attention	06/14/2012 - This should be included in future Perkins or SB70 funding requests. Approval Status: Approved		2011-2012

Request release time to CTE dean

Program Recommendation: Agriculture Program Chair - Provide release time for agriculture faculty member to complete several tasks that are outside contract.
 Ex: Paperwork for check requests/ordering/receiving orders/verifying materials on orders/ok to pay paperwork/budget oversight/planning for future needs/Master Gardener partnership/4-H & FFA outreach/high school visits & presentations/Yuba College Ag program oversight/Internship

Criterion for Success: \$15,000 for 0.2 FTEF
Schedule: Konuwa - Fall 2012

Results			
Result	Action	Follow-Up	Reporting Year
01/31/2012 - Workload is known by administration - Effort to divert workload is absent. (Distribution of workload across campus is variable) Result Type: Recommendation Needs Improvement/Attention	06/14/2012 - The workload for the full-time ag instructor is acknowledged. However, the assignment of disciplinary coordinator/chair positions have been randomly assigned to include only English. The College and new Chancellor are contemplating the establishment of Division Chairs, which will present criteria for determining and assigning disciplinary or division coordination. Approval Status: Approved - Pending Funding		2011-2012

Request Perkins funding for 12-13 to support the Ag Mechanics instructor

Program Recommendation: Ag Mechanics Assistant - Provide an assistant to the Agriculture Mechanics courses.
Criterion for Success: \$7500
Schedule: Konuwa/Espinosa

Results			
Result	Action	Follow-Up	Reporting Year
02/03/2012 - None currently in place. Needed as adjunct has to arrive 2 hours before class to clean up high-school class mess. Also, spends time in town picking up consumable materials as needed. This Assistant would GREATLY help make this program a success. Result Type: Recommendation Needs Improvement/Attention	06/14/2012 - This is a good suggestion, but driven by considerations of the budget and staffing prioritization. Approval Status: Approved - Pending Funding		2011-2012

WCC - Business Program Recommendations

Meet with Division, Staffing Development Committee, and Administration regarding the need for replacement of position.

Program Recommendation: Staffing - Replace retired Open Media Lab IA in order to give students computer lab time that they need in order to complete OA, BCA, Accounting face-to-face classwork, as well as online courses.
Criterion for Success: 4 hours a day at Classified Employee scale.
Schedule: Division, Department Faculty, Division Deans, Vice President.

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - CalWORKS Program Recommendations

Allocate CalWORKs budget and request additional funding from Student Services and/or CCCCCO.

Program Recommendation: Hire Job Services Specialist - Hire permanent part-time Job Services Specialist for about 14-16 hours per week.
Criterion for Success: Estimated\$14,000
Schedule: Fall 2012- Program Counselor/Coordinator in collaboration with V.P. of Student Student Services and Instruction.

Results			
Result	Action	Follow-Up	Reporting Year
09/15/2011 - no progress.... Result Type: Recommendation Needs Improvement/Attention	02/21/2012 - This is a categorical program that should require funding through the CCCCCO process for this program. It is highly unlikely that this request will rise to a position for prioritization given the many competing requests from other programs. Approval Status: Approved - Pending Funding 11/03/2011 - TBC Approval Status: Approved		2011-2012

WCC - Counseling Program Recommendations

Work with A/R to get the information out to students
Print out reminder cards for students to be handed out during registration
Include a blurb on the WCC Website and on the application page

Program Recommendation: Assessment Results - Students should be directed by A/R to have their assessment scores before making an appointment.
Criterion for Success: 5,000
Schedule: To be completed prior to Fall 2012 registration cycle

Results			
Result	Action	Follow-Up	Reporting Year
09/15/2011 - no progress at all Result Type: Recommendation Needs Improvement/Attention			2011-2012

Hire a full time counseling secretary.

Program Recommendation: Full time counseling secretary - Hire a full time counseling secretary.

Criterion for Success: Estimate \$20,000. Currently there is a 19.6 hour secretary the estimate is based to increase to another 20.4 hours.

Schedule: Vice President, counselors.

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

Work with FSCPA committee, VP and counselors to gain support for an Outreach Specialist

Program Recommendation: Outreach Specialist - Department assistance to outreach and local community and schools.

Criterion for Success: Appx 60K

Schedule: VP and Counselors

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - DSPS Program Recommendations

Hire PT LD Specialist for 2012-2013 school year.

Program Recommendation: Hire PT LD Specialist - Recruit and hire a qualified LD Specialist to assist with student intake appointments and develop accommodations for students.

Criterion for Success: \$30,000

Schedule: Hire Summer 2012. DSPS Coordinator.

Location: WCC Main Campus

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - English Program Recommendations

Continue to work with the Dean of Instruction and the VP to make this a budget priority.

Program Recommendation: Language Arts Instructional Associate for WAM Center - Bring back the FT Language Arts Instructional Associate in the Writing & Math Center

Criterion for Success: Salary and benefits for the position

Schedule: Writing and Math Center Coordinator with the Dean of Instruction and English Department faculty

Results			
Result	Action	Follow-Up	Reporting Year
01/31/2012 - A part-time version of this position is pending. Hiring should commence Spring 2012. Result Type: Recommendation Addressed/Satisfactory Progress	04/30/2012 - Interviewing for the position began in early May. Approval Status: Approved		2011-2012

Continue to work with the Dean of Instruction and VP to find resources to fund this position. Re-apply for BSI grant money to continue to fund a part-time staff person to develop reading tutoring on a small scale.

Responsible: English and ESL Department and Dean of Instruction

Program Recommendation: WCC Reading Center Instructional Associate - Hire a FT Reading Instructional Associate to coordinate a Reading Across the Curriculum Center on our campus -- including developing curriculum, working with other support services

and faculty, and direct student instruction.

Salary (unknown)

Schedule: Ongoing; English & Reading faculty with the Dean of Instruction and VP

Results			
Result	Action	Follow-Up	Reporting Year
11/27/2011 - BSI-minigrant will fund a 19.6 hour/week Instructional Associate for Spring 2012 and Fall 2013 semesters. Other funding opportunities are being researched. Result Type: Recommendation Addressed/Satisfactory Progress	04/30/2012 - The Reading IA was hired during Spring, 2012. Approval Status: Approved		2010-2011

WCC - EOPS Program Recommendations

Provide EOPS Adjunct Counseling services to students in the Colusa County Outreach Facility for students enrolled in the program.

Program Recommendation: EOP&S at the Colusa County Outreach Facility - Continue to provide Counseling services to eligible EOP&S students attending full time at the Colusa County Outreach Facility (CCOF) once a month. AN Adjunct Counselor would be hired to serve students out in the CCOF.

Criterion for Success: Hours would be dependent on EOPS Budget and may be limited to once a month due to budgetary constraints.

Schedule: EOPS Coordinator

Results			
Result	Action	Follow-Up	Reporting Year
03/26/2012 - Counseling office hours have been provided for fall 2011 and spring 2012 semesters. Fall hours were offered once a month, the same will take place for the spring semester. Result Type: Recommendation Addressed/Satisfactory Progress			2010-2011

EOP&S staff will update portal to reflect pertinent information, create an e-mail list serve of students in the program, update web page and explore creating a facebook account.

Program Recommendation: Use Electronic Media - EOP&S will use electronic media such as school portal, web page, e-mail, and possibly developing a facebook page to communicate and disseminate information to students in the program.

Criterion for Success: None

Schedule: EOP&S Clerical Assistant and Specialist in consultation with the Coordinator/Counselor.

Results			
Result	Action	Follow-Up	Reporting Year
12/05/2011 - These additions will be implemented for the spring 2012 semester. Result Type: Recommendation Addressed/Satisfactory Progress			2011-2012

WCC - Human Services Program Recommendations

Offer at least one 1 unit course each semester. Possibly change one of the on-line human services courses to rotate all 1 units. Because we have the same 1 unit class taught on-line twice every semester it would not be difficult to rotate one.

Program Recommendation: Increase course offerings and times - Increase FTE to ensure that students are able to complete all required courses. To remain at a minimum or 13 units until budget restraints improve.

Criterion for Success: minimal. Adjunct faculty wage.

Administration.

Results			
Result	Action	Follow-Up	Reporting Year
03/21/2012 - Currently we are unable to offer a 1 unit course for the fall 2012 semester due to budget cuts. Result Type: Recommendation Needs Improvement/Attention			2011-2012

Set up meeting with CAADAC, Donna Bahneman, Al Konuwa, and Ed Davis to review needed documents and process.

Program Recommendation: Complete CAADAC Accreditation - Complete application and submit accreditation paperwork to CAADAC in order to be recognized and posted on their web site.

Criterion for Success: Minimal fee for posting on CAADAC website.

Schedule: Adjunct faculty, Administration.

Results			
Result	Action	Follow-Up	Reporting Year
03/21/2012 - Currently waiting for all course offerings to be approved by curriculum in Marysville. 26A and 26B to be approved by Woodland and Marysville. Result Type: Recommendation Needs Improvement/Attention			2011-2012

WCC - Library & Learning Resources Program Recommendations

Hire 3rd library support staff position. Consider making their schedule Tuesday - Saturday.

Program Recommendation: Staffing: Library Support Staff - Hire 3rd library support staff position. Consider making their schedule Tuesday - Saturday.

Criterion for Success: TBD

Schedule: Librarian, College Council/Academic Senate, Administration, Board of Trustees

Results			
Result	Action	Follow-Up	Reporting Year
02/07/2012 - The library has only 1 of the 2 positions eliminated in Jan 2010 re-hired with only 1 of 3 support staff positions filled. Additionally, the library manages the daily operations of the open media lab, another department where the classified positions have yet to be restored. Result Type: Recommendation Needs Improvement/Attention	04/30/2012 - At present, the campus does not have Saturday scheduling within its plans. Approval Status: Disapproved - Please Revise		2011-2012

Hire an employee to staff an office of DE to proctor tests, help students get acquainted with DE course procedures, and support students throughout their DE experience.

Program Recommendation: Staffing: DE Staff Member - Hire an employee to staff an office of DE to proctor tests, help students get acquainted with DE course procedures, and support students throughout their DE experience.

Criterion for Success: TBD

Schedule: Librarian, College Council/Academic Senate, Administration, Board of Trustees

Results			
Result	Action	Follow-Up	Reporting Year

Results			
Result	Action	Follow-Up	Reporting Year
02/07/2012 - No progress has been made regarding services to DE students. The library provides help to students in absence of such a position and the Library Media Specialist (LMS) coordinates DE testing and LMS and administration proctor exams. Result Type: Recommendation Needs Improvement/Attention	04/30/2012 - A coordinated schedule has the Library Support Specialist and members of the management team proctoring DE testing. In December a follow-up evaluative meeting was held and corrections to scheduling were made. Given the limited resources, DE students are being served. Approval Status: Disapproved - Please Revise		2011-2012

Obtain additional line item funding for hiring non-work study students.

Program Recommendation: Staffing: Non-Federal Work Study Students - Obtain additional line item funding for hiring non-work study students.

Criterion for Success: TBD

Schedule: Librarian, College Council/Academic Senate, Administration, Board of Trustees

Results			
Result	Action	Follow-Up	Reporting Year
02/07/2012 - No progress has been made with this recommendation. Yuba College Library continues to have funding to hire non-work study students. Result Type: Recommendation Needs Improvement/Attention			2011-2012

Improve customer service and training of student employees. Continue positive reinforcement throughout their employment. Consider having full time library support staff at circulation at all times.

Program Recommendation: Staffing: Improve training and supervision of student employees - Improve customer service and training of student employees. Continue positive reinforcement throughout their employment. Consider having full time library support staff at circulation at all times.

Criterion for Success: none

Schedule: Library Media Technical Assistant with assistance of all library staff

Results			
Result	Action	Follow-Up	Reporting Year
02/07/2012 - Students are better trained and supervised. When scheduling allows, meetings are held with students to continue training and gather ideas for improvements. Result Type: Recommendation Addressed/Satisfactory Progress	04/30/2012 - Training documents should be made public to the college concerning customer service. Also, reminders of the same breadth should be posted in common student work areas. Approval Status: Approved - Pending Funding		2011-2012

WCC - Maintenance and Operations Program Recommendations

Create job description for new 12 month position combining daily custodial, grounds and building maintenance functions for the CCOF campus. Possible funding source from local unitary tax revenues distributed in Colusa County.

Program Recommendation: CCOF Staff - Hire new consolidated position for CCOF to handle Grounds, Building Maintenance, and Custodial needs.

Criterion for Success: \$55,000 per year

Schedule: Spring 2012, Director of M&O and President

Results			
Result	Action	Follow-Up	Reporting Year
10/25/2011 - As of now, a need for custodial staff has been identified at Colusa due to the facilities not being cleaned... Result Type: Recommendation Needs Improvement/Attention	10/25/2011 - I support the need for custodial staff at Colusa however we can fund a 50% position for Spring 2012. Approval Status: Approved - Pending Funding	10/25/2011 - Obtained custodial staff and everyone is happy.	2011-2012

Prioritize this position high on the list of budget requests. Justify the need for this position to maintain a safe and healthy campus and to reduce the strain on an overworked custodial staff.

Program Recommendation: Custodial Staff - Restore Custodial position at WCC that was lost due to budget cutbacks.

Criterion for Success: \$53,000

Schedule: 2012-2013 Director M&O, President

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

Provide funding for an additional worker for Building Maintenance that was approved on the 2007 staffing plan. WE currently have one person working the 140,000 square feet of buildings at WCC and 9,500 square feet in Colusa County.

Program Recommendation: Building Maintenance - Add new Building Maintenance position approved in 2007 staffing plan but not funded due to budget cutbacks.

Criterion for Success: \$50,000

Schedule: 2012-2013 Director of M&O, President

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Math/Stats Program Recommendations

Request will be submitted as part of 5-year staffing update. Request will also be taken to the Student Success Committee.

Program Recommendation: WAM IA - A full-time WAM IA position with dedicated funding is needed.

Criterion for Success: Approximately \$30K.

Schedule: Math Department will support request in FSAPC 5-year plan formation, during Fall 2012.

Location: WCC Main Campus

Perkins Eligible: No

DE Related: No

HSI Related: Yes

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

Work with Tutoring Center, Student Success Committee, the Academic Senate, and BSI Committee to increase availability of tutors for mathematics and statistics.

Program Recommendation: Increase Tutoring Accessibility - Work with the Tutoring Center to increase student access to tutors.

Criterion for Success: Depending on solutions \$5-\$20K annually.

Schedule: Math Faculty will work on this with the other bodies throughout the 2012-13 academic year

Location: Woodland Community College - All

Perkins Eligible: No

DE Related: No

HSI Related: Yes

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

(1) Seek state funding for an endowed MESA program at WCC. (2) Seek district or college funds to for the program. (3) Hire director and clerical support for the program. (4) Find a dedicated office and classroom lab for the program. (5) Provide program support through office time and workshops.

Program Recommendation: Establish MESA Program - Work with counseling and science faculty to establish and support a MESA program at WCC.

Criterion for Success: (1) None. (2) \$50K annually. (3) Approximately \$40K from state. (4) Minimal. (5) Minimal.

Schedule: J. Ortiz from Counseling will take the lead During Spring 2012. Math and Science will provide support in planning, office time, and workshop development.

Location: Woodland Community College - All

Perkins Eligible: No

DE Related: No

HSI Related: Yes

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

An IA will be requested as part of the FSAPC 5-year staffing plan. Second year tracking of the efficacy of the program will be tracked.

Program Recommendation: Math Success Pathways IA - Dedicated funding will be sought for a part-time IA for the Math Success Pathways program.

Criterion for Success: \$15K-\$20K

Schedule: Math Department will submit the request as part of the FSAPC 5-year staffing plan, Fall 2012. T. Chetra and BSI funded IA will track programs efficacy throughout the 2012-13 academic year.

Location: Woodland Community College - All

Perkins Eligible: No

DE Related: No

HSI Related: Yes

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Physical Science, Geology & Geography Program Recommendations

Meet with Dean & VP in to discuss the possibility of hiring a student worker to help prep labs until the time in which the campus has the resources to hire someone full time.

Program Recommendation: Hire Lab IA - IA is needed to help prep labs & organize lab supplies.

Criterion for Success: \$2000-\$30,000

Schedule: Summer 2012, Jennifer McCabe and the Dean.

Results			
Result	Action	Follow-Up	Reporting Year

Results			
Result	Action	Follow-Up	Reporting Year
09/13/2011 - In progress. Attach a quote to "related documents" below. Add document. Browse Result Type: Recommendation Needs Improvement/Attention	04/30/2012 - Be sure to put forward a request to have this be a line item in the 2012-13 budget. Approval Status: Approved - Pending Funding		2011-2012
09/13/2011 - In progress Result Type: Recommendation Needs Improvement/Attention			2011-2012

WCC - Planning, Research and Student Success Program Recommendations

Seek and apply for grant funding to obtain a part-time staff for assessment and testing

Program Recommendation: Assessment and Testing - Hire part-time staff to validate Woodland's placement cut scores and evaluation the ESL testing module for more accurate placement of WCC's students.

Criterion for Success: Contingent on grant funding and/or available funds

Schedule: Spring 2012, Khatami and Konuwa

Results			
Result	Action	Follow-Up	Reporting Year
04/13/2012 - This recommendation has been addressed via alternative methods. The English, ESL, Research and Assessment staff met and discussed the cut-scores and background questions of Accuplacer. The cut scores were revised and new background questions were created to better identify potential ESL students, and place them accordingly. We will continue to monitor the effectiveness of the ESL placement module. Result Type: Recommendation Addressed/Satisfactory Progress			2011-2012

WCC - Reading Program Recommendations

Building on the success of a BSI minigrant which funded a Spring 2011 15-hour/week Reading Instructional Associate, the college will hire a permanent part-time (19.6 hours/week) Reading IA for Spring 2012 and Fall 2012. Continue to advocate for this position to be funded more permanently through general college funds.

Program Recommendation: Reading Assistance Instructional Associate - Hire a Reading Assistance Instructional Associate to offer reading instructional support to students across all disciplines.

Criterion for Success: Currently no general funds are being used. Position salary: \$20,000/10 month.

Schedule: Ongoing / Reading faculty with Dean of Instruction and Vice President.

Results			
Result	Action	Follow-Up	Reporting Year
12/15/2011 - This position is temporarily being funded through a BSI minigrant for Spring and Fall 2012. Funding needs to be found to continue this position beyond this timeframe. Result Type: Recommendation Addressed/Satisfactory Progress	04/30/2012 - Funding for this position would be maintained with the establishment of a Student Achievement Center. Approval Status: Approved - Pending Funding		2011-2012

WCC - Testing and Assessment Program Recommendations

We would need to submit the position to be approved for hire and move forward from that point to establish a Testing and Assessment Office Specialist.

Program Recommendation: Testing and Assessment Specialist hiring - There is a need to hire a Testing and Assessment Specialist to coordinate all efforts of the Testing and Assessment Office moving them from Admissions and Records where they are currently housed. This would include making appointments, evaluating other college test scores, administering tests, proctoring exams, printing results, and coordinating efforts with local high schools.

Criterion for Success: \$63,388.21 at Range 27, Step 3 for the first year.

Schedule: We would like to hire the individual during the 2012-2013 academic year.
Responsible Party is Vice President Academic and Student Services.

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

Register and acquire the training needed for the DSPS staff to be able to administer and assist those who need to take the Ability to Benefit test here at the Woodland Community College campus.

Program Recommendation: Training DSPS Staff on Ability to Benefit Testing - To better serve the students at Woodland Community College and be able to assist students at various times during each month instead of once a month, we would like to train the DSPS staff on the Ability to Benefit Testing training that is available. This will be both beneficial to the students as they will be able to test and to the District as it will cut down on the cost of an individual to travel from the Yuba College campus to test students each month.

Criterion for Success: Provide training to the DSPS staff who will be able to test students who need the Ability to Benefit test. Training can cost up to \$500 per person at least and that would include travel and training.

Schedule: As soon as possible.
Responsible party Vice President of Academic and Student Services.

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Transfer Center Program Recommendations

Advocate for transfer technician pending budget

Program Recommendation: Hire a pt transfer technician - Hire a transfer technician to staff the transfer center. Possible hire one ft person and combine with a career center technician. Person would staff the center. Answer basic questions, maintain the center, maintain the website and portal, assist with the organization of a career fair, direct students to information, and provide clerical support for the transfer coordinator.

Criterion for Success: Approximately 30K a year for pt

Schedule: Timeline pending budget
Transfer coordinator
VP of Instruction and Student Services

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Tutoring Center Program Recommendations

No plan of action by administration is in place.

Tutoring Center Specialist to meet with the Dean of Instruction and Learning Resources and Vice-President of Academic and Student Services to discuss the need and review the usage data.

Program Recommendation: Staffing Increase - Classified - Data from Accutrak has indicated a high increase in the Center's usage. This increase in the number of hours and the number of requests for services support the need to increase staff to include a full-time Faculty Coordinator and a second Classified Tutoring Center Specialist. A second Tutoring Center

Specialist is needed due to the increase in tutorial services, and in turn, the increased demands of the daily operations of the Center.

The increased staffing could also enable the Center to extend its hours of operation to be at least equal to those of the Library and other services and to improve upon the development of the Center/services.

Salary (approximately \$30,000) plus benefits

Dean of Instruction and Learning Resources

Results			
Result	Action	Follow-Up	Reporting Year
02/16/2012 - No plan of action has been taken to increase staffing since request was first submitted. Federal Work Study students are being recruited to help staff the Center when the Tutoring Center Specialist is out due to meeting, vacation, illness, etc. However, there is limited availability of student workers to help cover the full hours of operation of the Center. Result Type: Recommendation Needs Improvement/Attention			2011-2012

Survey

WCC - Administrative and Fiscal Program Recommendations

Include in Convocation discussion on Campus Climate; Continue to solicit input from the Communication Resource Committee (CRC); Conduct college-wide survey to assess effective methods.

Program Recommendation: Effective Communication Methods - Continue to develop, implement, and assess processes for fostering effective communication across all college constituencies.

Criterion for Success: Minimal

Schedule: President; CRC; Director of Research, Planning & Student Success.
Fall 2012

Location: Woodland Community College - All

Results			
Result	Action	Follow-Up	Reporting Year
05/01/2012 - In progress. Result Type: Recommendation Needs Improvement/Attention			2011-2012

WCC - Physical Science, Geology & Geography Program Recommendations

Encourage the faculty member to attend talks at local colleges & attend conferences.

Program Recommendation: Professional Growth - We need to make sure that the full-time faculty member running this program has opportunities for professional growth, especially given that there are no other full-time Physical Science, Geography, or Geology colleagues at this institution.

Criterion for Success: Cost of registration & travel to conferences. Approx \$750. Should be covered by money available for Professional Development through FLEX.

Schedule: Ongoing. Jennifer McCabe.

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

Unit/SLO

WCC - Planning, Research and Student Success Program Recommendations

Meet with upper administrators, academic leaders and refer to college-wide plans to develop a spreadsheet with goals, responsible party(ies) and timelines related to the college research needs for the next 5 years.

Program Recommendation: Research Agenda - To develop a research agenda specific for Woodland Community College that addresses the college and accreditation needs for the next 5 years.

Criterion for Success: Minimal

Schedule: End of Summer 2011, Director of WCC Research - Khatami

Results			
Result	Action	Follow-Up	Reporting Year
04/13/2012 - In progress. Updating the research agenda has taken a back-seat due to the demands of our upcoming accreditation. I will focus on completing a draft of updates over the summer of 2012.			2011-2012
Result Type: Recommendation Needs Improvement/Attention			

Before fall 2011, select members from key committees to form the validation committee and set the first meeting (late August 2011) for members to begin reviewing the self studies.

Program Recommendation: Program Review - Validation Committee - Facilitate and participate in the design and implementation of a validation committee to review and prioritize requests from the program reviews.

Criterion for Success: Minimal/Unsure

Schedule: August 2011; WCC Researcher and WCC VP

Results			
Result	Action	Follow-Up	Reporting Year
04/13/2012 - In progress - As of the last College Council meeting (April 2012), the membership of the validation committee has been finalized. The next step is to gather the members to review the 2011-2012 program reviews during May 2012.			2011-2012
Result Type: Recommendation Needs Improvement/Attention			

No Type specified.

Distributive Education Program Recommendations

DCAS and/or DASS to confer regarding shared resource model to support Distributive Education initiatives at each college.

Program Recommendation: Define shared resource model to support Distributive Education throughout the district - Identify a representative body to facilitate district-wide planning and use of shared resources to support Distributive Education at each college. Establish an annual planning calendar to address joint DE planning issues including FTEF allocation, budget review, district-wide policies, technology upgrades, DE and IT services, DE student support services, and faculty training in order to effectively manage resources and achieve educational master plan goals via DE as defined by each college.

Criterion for Success: To be determined.

Schedule: To be determined.

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

DCAS and/or DASS to confer and make recommendations. Determine course of action.

Program Recommendation: Clarify roles and responsibilities of colleges, Academic Senate committees and Distributive Education staff regarding the coordination of DE services and support. - Determine status of Dean of Distributive Education as a district-wide resource or as a YC manager of DE planning and support coordinating with representative bodies to further institutional goals via Distributive Education and eLearning strategies. Determine assignment of existing DE staff.

High priority for YC DE accreditation review.

Criterion for Success: To be determined.

Schedule: DCAS and/or DASS

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

DCAS and/or YC and WCC DE Subcommittees working with deans or VP of instruction to generate list of concerns related to DE assignments.

YCFA leadership to compile or verify list of recent issues related to faculty assignments and DE

Determine relevant items for negotiation versus established policy.

Determine next steps.

Program Recommendation: Faculty rights to Distributive Education courses across district - Identify, clarify, and clearly communicate faculty rights regarding Distributive Education courses across district. Clarify if DE assignments are specific to the college or if faculty from the sister college have bumping rights. Need written ruling from YCFA and District.

Criterion for Success: Minimal to none.

Schedule: DCAS, YCFA, District HR Director

Prepare list for next contract cycle as appropriate.

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

Chairs of DE subcommittees to meet with manager of DE and/or college administrators to identify areas where collaboration or consensus is warranted.

Estalish timeline for discussion and resolution.

Program Recommendation: Joint coordination between Distributive Education Committees at YC and WCC . - The DE committees for both colleges identify key areas, topics, goals which require district-wide consensus and establish an annual planning calendar to address issues. Example-Joint review and recommendation of technologies for district-wide adoption; revision of DE Addendum in Curricunet.

Criterion for Success: none

Schedule: DE SubCommittee Chairs in collaboration with adminstration and DE manager as appropriate

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

TBD

Program Recommendation: WCC to establish autonomous DE initiative - WCC is working to establish itself as an autonomous college with a defined FTEF and a DE budget.

Criterion for Success: To be determined.

Schedule: WCC Administration, Curriculum Committee, DE Subcommittee & Scheduling Committee

Results			
Result	Action	Follow-Up	Reporting Year

No Results reported.

Establish annual planning calendar and process for proposing and scheduling ITV classes. Clearly communicate timeline to deans and faculty. Post in DE portal site.

Program Recommendation: Planning calendar to facilitate scheduling ITV cable channel as shared resource - Establish planning calendar and process for proposing and scheduling of ITV cable classes to facilitate equitable use of this shared district-wide resource.

Criterion for Success: none

Schedule: Manager of ITV schedule in collaboration with WCC and YC DE Subcommittee.

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

Yuba College

Engage DE faculty in discussion regarding comparative analysis and conclusions based on SLO assesement data.

Survey students who withdrew from DE courses to determine if support structures could be improved.

Consider increasing sections of Introduction to Online Learning for students

Provide training specific to DE andragogy, assessment, and instructional design.

Utilize success and retention statistics inform course scheduling.

WCC: TBD

Program Recommendation: Use of Student Success and Retention data analysis for DE courses - Launch initiative to identify strategies for improving student success and retention in DE courses. Determine policies, course design, training and support services for faculty and students to improve student success and retention.

Top priority for YC DE accreditation review.

Criterion for Success: Faculty training---Use existing DE budget allocation for faculty training.

Schedule: YC DE manager and DE Subcommittee in collaboration with academic deans and faculty who teach via DE.

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

Submit staffing request, Fall 2012.

Program Recommendation: Hire fulltime instructional designer/faculty trainer - Hire a fulltime instructional designer/faculty trainer to expand access to instructional design expertise and increase faculty training opportunities district-wide for both web-enhanced and fully online courses as well as Web 2.0 collabortive technologies, Respondus Lockdown Browser, Turnitin.com. and smart classroom technologies. Designer/trainer will create faculty and student tutorials accessed via the portal and will lead major training initiative to accompany implementation of new learning management system planned for 2013/2014.

Criterion for Success: TBD

Schedule: TBD

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

YC and WCC DE Subcommittees review and make recommendations to Academic Senates regarding training pre-requisites for teaching a fully online course. AS leadership to consult YCFA for contract impact.

Program Recommendation: Establish faculty training pre-requisites to teach fully online courses. - Review, establish and implement best practices or requirements for faculty training and teaching online. Consider YCFA contract implications.

Criterion for Success: Minimal

Schedule: YC DE Subcommittee in collaboration with YC DE manager
WCC DE Subcommittee
Academic Senate leadership
YCFA leadership

Results			
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Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

Establish district-wide committee composed of eLearning faculty, technical support staff, knowledgeable student and DE manager, 2012/2013

Establish rubric for evaluating learning management systems

Review research on available LMS from faculty, student and tech support POV

Select LMS solutions to evaluate --Spring 2013

Consider budgetary impact

Solicit quotes to implement and license

Review proposals and make recommendation

Develop timeline for implementation (Est. Spring 2014)

Program Recommendation: Review, select and implement new Learning Management System - Establish rubric and conduct joint evaluation of learning management systems to replace current Blackboard CE 8 which will no longer be supported by Blackboard Inc. Determine hosting and technical support options and projected costs. Design implementation timeline, course conversion plan, faculty training plan, student tutorials and district-wide communication plan.

Criterion for Success: TBD

Schedule: Joint DE Subcommittee, DE manager

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

Submit request to IT for a DE portal site accessible to faculty and staff

WCC and YC DE Subcommittees advise on use and design elements of site.

Move DE related planning and reference documents to site as needed.

Establish discussion areas as needed.

Post faculty training resources as needed.

Program Recommendation: Create DE Portal Site accessible to faculty and staff at both colleges - Create a sharded DE Portal site to share core policy or planning documents, faculty information on how to access and use eLearning and other relevant academic technology, stimulate collaboration and discussion on critical topics and list key contact personnel. The DE Subcommittees at each college would maintain separate DE Subcommittee team sites. Currently, a DE/eLearning website provides information to students and faculty external to the portal and is maintained by DE personnel.

Schedule: DE support staff in collaboration with YC and WCC DE Subcommittees

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

DE and IT staff will meet monthly to establish joint projects and a timeline for completion.

Program Recommendation: Improve communication, collaboration and troubleshooting between DE and IT. - Clearly define and broadly communicate roles and responsibilities regarding DE/eLearning support and delivery. Identify and prioritize projects that require collaboration between DE and IT. Determine timelines for completion. Issue status updates to DASS, DCAS and the DE Subcommittees.

Criterion for Success: none

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

Intitiate planning meetings with City of Clearlake and Lake TV8 to review existing agreements, quality of service and costs to deliver ITV to Clearlake Center service area. Confirm Lake TV8 plan to establish second channel dedicated to educational programming which could expand ITV offerings from 2 days to 5.

Negotiate lower annual fees to City of Clearlake, Mediacom and Lake County.

Participate in Upstate Broadband Consortium planning to expand last mile broadband service to Lake County.

Program Recommendation: YC DE-Lake County: Develop long range plan for expanded DE service to Lake County - Evaluate existing partnerships and contracts with City of Clearlake, Lake County, Mediacom and Lake TV8 to reduce costs and improve quality of service. Participate in Lake County Broadband consortium to expand access to distance learning courses.

Criterion for Success: Potential to lower annual contract fees.

Schedule: DE manager, Clearlake Center Executive Dean

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

Engage DE subcommittee members and the broader campus community in an ongoing review and research regarding the use of emerging technologies to support teaching and learning.

Join and participate in local consortiums tasked with advocating and planning for the expansion of broadband service to rural and under served communities.

Seek out grants to support acquisition and exploration of technology innovation to support teaching and learning.

Conduct student survey to determine technology preferences and engage them in articulating their technology needs.

Program Recommendation: Longterm planning for alternative Distributive Education delivery methods - Research emerging technologies and delivery systems to plan for alternative methods to deliver Distributive Education courses and eLearning content including mobile learning and vodcasting/podcasting using Wimax and other wireless technologies, ipads, ebooks etc.

Criterion for Success: TBD

Schedule: Faculty, executive, administrative and student leadership.

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Administrative and Fiscal Program Recommendations

Disseminate the notes from the Spring 2012 planning sessions. Solicit feedback from the college constituent groups on the consolidated goals. Determine priority goals and timelines. Develop strategies to achieve the goals for 2012-13.

Devote part of Convocation or August Flex activities for a campus dialogue on Campus Climate.

Program Recommendation: Strategic Plan update - Complete the college-wide Strategic Planning process initiated in January 2012 and define priorities and timelines for 2012-2016.

Criterion for Success: Minimal.

Schedule: May/June; August 2012; President and Vice-President

Location: Woodland Community College - All

Results			
Result	Action	Follow-Up	Reporting Year
05/01/2012 - Campus wide planning sessions were held on 1/12/12, 2/17/12 and 3/23/12. Notes and feedback were compiled from each session and shared with the campus via e-mail.			2011-2012
Next steps are to prioritize the top goals identified by the campus planning participants and develop action plan and budget, which will be communicated during the August 2012 convocation.			
Result Type: Recommendation Needs Improvement/Attention			

Complete the Institutional Effectiveness model cycle of review for improvements; ensure that the priority recommendations from program reviews are linked and included in developing the 2012-13 Budget.

Program Recommendation: Process Assessments - In congruence with our mission, continue to refine the processes for integrated planning and decision-making in a participatory governance structure. Define and implement assessment processes for

continuous quality improvement.

Contingent upon priority needs. No cost for utilizing the CQI process.

Schedule: President; VP; Director of Research, Planning & Student Success

Location: Woodland Community College - All

Results			
Result	Action	Follow-Up	Reporting Year
05/01/2012 - Currently all completed program reviews are being compiled and will be reviewed by the Program Review Validation Team (PRVT), which includes a team member from the Planning and Budget Committee. This cycle (2011-2012) is the first time we have completed a full cycle with our revamped program review process. The final results will be consolidated into recommendations which will be forwarded to the President's Office and a summary of all progress will be shared with the Board in August 2012. Result Type: Recommendation Addressed/Satisfactory Progress			2011-2012

WCC - Library & Learning Resources Program Recommendations

Create and fund a line item in the library's annual budget for instructional media purchases.

Program Recommendation: Equipment: Funding for Instructional Media - Create and fund a line item in the library's annual budget for instructional media purchases.

Criterion for Success: \$2,000/year

Schedule: Librarian, College Council/Academic Senate, Administration, Board of Trustees

Results			
Result	Action	Follow-Up	Reporting Year
02/07/2012 - No funding has been identified to purchase media materials for the library. Result Type: Recommendation Needs Improvement/Attention	04/30/2012 - This recommendation will be carried forward for future budgets. Approval Status: Approved - Pending Funding		2011-2012

WCC - Speech Program Recommendations

Work with the Dean of Instruction and VP to establish and increase a budget to allow for guest speakers and other necessary activities hosted by this program.

Program Recommendation: Budget Allocation for guest speakers - Need to establish a budget for hosting guest speakers and extra activities on behalf of the SPECH program

Criterion for Success: TBD

Schedule: C. Howerton (FT SPECH Faculty); Dean of Instruction; and VP

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Transfer Center Program Recommendations

Advocate for the college to provide a budget to the transfer program. Currently the budget only covers duplicating.

Program Recommendation: Transfer Events - Recommendation that the college provides a budget to the transfer program to pay for transfer events such as career fairs and bus trips.

Criterion for Success: Appx 10K per fiscal year

Schedule: Unknown, pending budget
VP of Instruction and Student Services

Results

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

WCC - Tutoring Center Program Recommendations

This should be a high priority in faculty staffing. However, no plan of action is currently in place.

Program Recommendation: Develop ongoing training with tutors and improve monitoring of new tutors - At a minimum, monthly meetings with tutors individually or in groups should be held. In addition, new tutors need improved monitoring and guidance. These steps could help improve overall tutorial services. For example, improved supervision could help improve techniques used by tutors and help develop more consistency in tutorial policies, techniques, and services. Additional staffing is needed in order to meet this recommendation.

Criterion for Success: \$48,000+ and benefits for full-time faculty member

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			

No plan of action is in place at this time. Due to time constraints, this recommendation may be difficult to complete at this time.

Program Recommendation: Develop a Mission Statement - The Center currently does not have a Mission Statement. Development of such could also help keep the Center focused on the services it is to provide.

Criterion for Success: None known.

Schedule: By Fall 2012.

Tutoring Center Specialist
Dean of Instruction & Learning Resources

Results			
Result	Action	Follow-Up	Reporting Year
No Results reported.			