

Appendix 7

Planning Cycle and Documents

- WCC Planning Calendar
- WCC Long Range Staffing Plan
- WCC Continuous Improvement Cycle Flow Chart
- WCC Program Review Cycle and Governance
- District Institutional Effectiveness Model

Woodland Community College Continuous Improvement Calendar 2009 - 2010

Process <i>(Due Date)</i>	July	August	September	October	November	December	January	February	March	April	May	June
Accreditation Self Study Report <i>(11/2011)</i>			Establish Accred. Committee	Form subcommittees	Subcommittees meet and begin gathering evidence	Report progress	ACCJC Training for steering committee	Begin drafting sections	Standard I Draft	Standard IIA Draft	Standard IIB Draft	Editing, Rewrite draft
BSI Plan <i>(9/2012)</i>	<i>TBD – Plan will be decided once BSI Coordinator is in place</i>											
Budget Plan			YCCD Board releases district budget				YCCD begins budget planning					
			WCC begins budget planning			WCC Assessment of current and future budget						
Educational Master Plan <i>(11/2010)</i>			Begin planning process	Determine plan template	Draft of Plan Background Discuss survey	Draft of Mission/Philosophy Finalize survey	Draft of Env Scan, Demos Begin survey	Draft of Program Review Needs	Draft of Plan Overarching Goals	Review Sections	Complete Rough Draft	Editing, Rewrite draft
Facilities Plan	<i>TBD – Updates Pending from M&O</i>											
Matriculation Plan <i>(11/2010)</i>			Begin planning process	Assign committee members to each component	Review plan, edit and revise	Gather updates and revisions	Begin one-voice editing	Solicit public comment	College Council, Board, Senate Review			

Woodland Community College Continuous Improvement Calendar 2009 - 2010

Process <i>(Due Date)</i>	July	August	September	October	November	December	January	February	March	April	May	June
Program Review: Annual Updates <i>(12/4/2009)</i>	Feedback from IE Office re: previous program review	Training & Orientation by VP/IE Office	Establish program review committee	Begin data collection	Finalizing Write-Up	Annual Update due to VP by 12/4/2009	Annual Updates due to IE Office by 1/8/2010	IE Office begins review/update of PR Process			Annual report from IE Office	Report presented to Board
Program Review: Self Study <i>(2/5/2010)</i>	Feedback from IE Office re: previous program review	Training & Orientation by VP/IE Office	Establish program review committee	Begin data collection	Begin Write-Up		Finalize Write-Up	Self Study due to VP by 2/5/2010	Curriculum Committee Review	Self Study due to IE office by 4/2/2010	Annual report from IE Office	Report presented to Board
SLO: Course			Develop template for SLOs	Distribution of template and schedule training	Collect SLO statement form for all courses	Evaluate quality of course SLOs	Map SLOs course to program			Collect SLO assessment /rubric form for all courses		
SLO: Program			Develop template for SLOs	Distribution of template and schedule training			Map SLOs course to program	Collect SLO assessment /rubric form for all programs				
SLO: SSR, ASR, PSD, DI&MR				Develop template for SLOs	Distribution of template and schedule training					Collect SLO assessment /rubric form for all units	Finalize SLO assessment /rubric form for all units	Begin assessment and data collection for all units
Staffing Plan				Staffing Request collected and reviewed	1. Staffing Commt. reviews and rec. 2. Senate/ Council Review 3. CHEX Review	Hiring rec. presented to board						

Woodland Community College Continuous Improvement Calendar 2009 - 2010

Process <i>(Due Date)</i>	July	August	September	October	November	December	January	February	March	April	May	June
Student Equity Plan <i>(6/2010)</i>		Begin planning process		Assign sections	Begin data collection	Draft of Access section	Draft of Course Completion section	Draft of Basic Skills section	Draft of Degree Completion Section	Draft of Transfer Section	Complete Rough Draft	Editing, Rewrite draft
Technology Plan		Begin planning process	Begin updates to plan				Solicit Public Comment			Finalize Updates	Report Presented to Board	

Not reviewed: Enrollment Management Plan

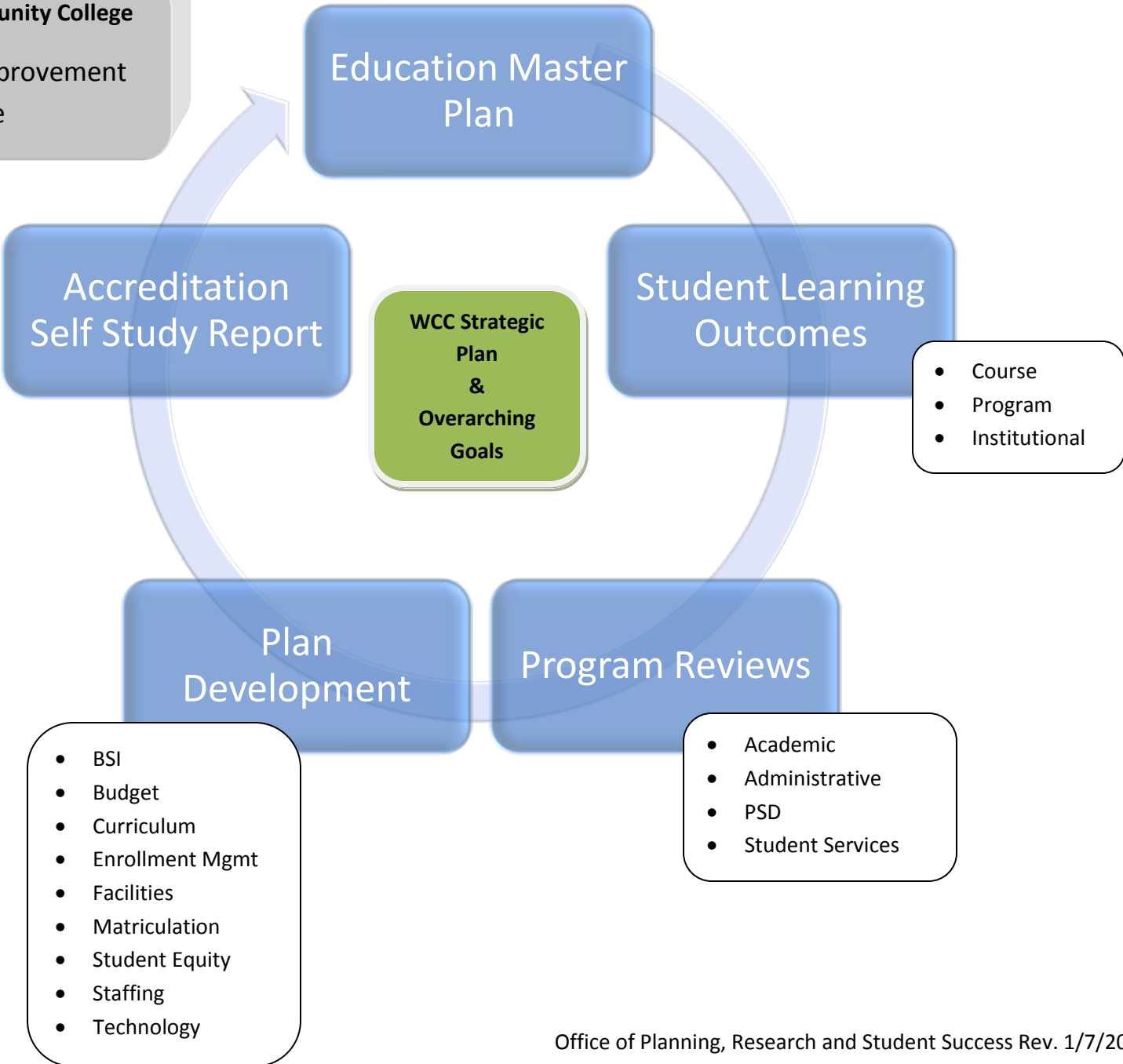
YCCD: Woodland Community College
Draft Staffing Plan 2006 - 2011
(Revised October 2008 to reflect actual hires and update projected positions)

Classification	New/ Replacement "N"/"R"	Funding Source	Position Title	Employee Name	Hire Date
2006-2007 (Learning Resource Center Opens Summer 07)					
Faculty	R	General	Biology (Anatomy/Physiology/Health) Instructor	Shook	Fall 06
Faculty	N	General	Librarian	Martin	Fall 06
Faculty	R	General	Physical Science/Geology Instructor	McCabe	Fall 06
Classified		Categorical	Financial Aid Student Services Assistant (.48 to .60)	Servin	
Classified	N	General	Instructional Network Specialist (.60 to 1.0)	Mejia	
Classified	N	General	Public Information Specialist	Pimentel	Fall 06
2007-2008					
Administration	N	General	Vice-President, Academic & Student Services	Konuwa	Sum 08
Administration	N	General	Maintenance and Operations Manager	Hord	Fall 07
Administration	N	Categorical	Upward Bound Program Supervisor	Rico	Fall 07
Administration	N	General	Fiscal Analyst	Huizar	Fall 08
Faculty	N	General	Ag/Plant Science Instructor	Asmus	Spr08
Faculty	N	General	Counselor (General)	Latimer	Fall 07
Faculty	N	General	Psychology Instructor	Ng	Fall 07
Faculty	N	General	Speech Instructor	Howerton	Fall 07
Classified	N	General	Clerical Assistant, Counseling		Spr 08
Classified	N	General	Clerical Assistant, Instruction	Hammitt	Spr 08
Classified	N	General	Custodian	Hjellum	Spr 07
Classified	N	General	Custodian	Mimms	Fall 07
Classified		Cat/General	Financial Aid Student Services Assistant (.60 to 1.0)	Servin	Sum 07
Classified	N	General	Library/Media Tech	Johnson	Spr 08
Classified	N	General	Research Analyst - change to Dir of Planning, Research & Student Success	Aldrich	Fall 07/Fall 08
Classified		General	Science IA (.48 to 1.0)	Bautista	Sum
Classified	N	General	Writing Center Instructional Associate	Spear	Spr 08
2008-2009 (Note: WCC Projected to Begin Full College Status Fall 08)					

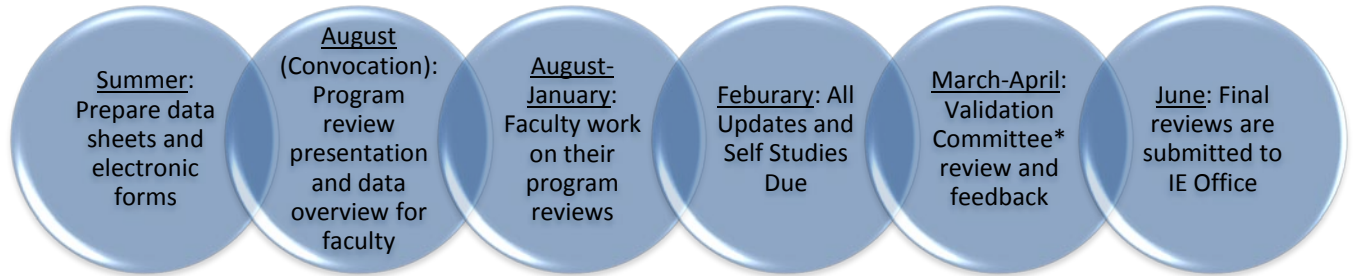
Faculty	N	General	Admin Justice Instructor	Deniz	Fall 08
Faculty	N	General	Biology (Micro) Instructor	Robinson	Fall 08
Faculty	N	General	Counselor (Career/General)	Spears	Fall 08
Faculty	N	General	English Instructor	Ferns	Fall 08
Faculty	N	General	Ethnic Studies Instructor	Moreno	Fall 08
Faculty	N	General	Learning Disabilities Specialist/Counselor Coordinator (must have)	Sasano	Fall 08
Faculty	N/R	General	Math Instructor (Replacement for T. Duncan)	Chetra	Fall 08
Faculty	R	General	Sociology (Replacement for J. Bean)	Kirschner	Fall 08

Classification	New/ Replacement "N"/"R"	Funding Source	Position Title	Employee Name	Hire Date
Classified	N	General	Building Maintenance Worker		
Classified	N	General	Cashier		
Classified	N	General	Veterans Affairs/Assessment Technician		
2009-2010			<i>Projected Needs (not all reflected in fiscal plan)</i>		
Administration	N	General	Associate Dean, Instruction		
Administration	N	Cat/General	Director, Financial Aid (must have to receive funding)	LaVu	Spr 09
Administration	N	Cat/General	Director, Enrollment Management (replace Registrar function and other support)	Tornay	Spr 09
Faculty	N	General	ESL/VESL Counselor*****		
Faculty	N	General	Fire Science Instructor/Coordinator*****		
Faculty	N	General	Health Instructor (Could also serve P.E.)*****		
Faculty	N	General	Humanities Instructor*****		
Faculty	N	General	Mass Communications Instructor*****		
Faculty	N	General	Math Instructor*****		
Faculty	N	General	Political Science Instructor*****		
Classified	N	General	Articulation Specialist		?
Classified		Categorical	Clerical Assistant, EOPS (.48 to 1.0)		Spr 09
Classified		General	Senior Student Services Technician (A&R)		
Classified	N	General	Library Technical Assistant		
Classified	N	General	Math Instructional Assistant		
Classified	N	General	Campus Life Coordinator		
Classified	N	Cat/General	Support Staff (Adaptive Technology) may be DSPS or IS staff		
Classified	N	General	Grounds Maintenance Worker		
			*****Place holders only--actual positions TBD by Faculty Staffing Process		
2010-2011					
Administration	N	General	Associate Dean, Student Services		
Administration	N	General	Director of Outreach, Colusa County		
Faculty	N	General	Counselor, Colusa County Outreach		
Faculty	N	General	Colusa County (Discipline TBD based on greatest needs)		
Faculty	N	General	Human Services Instructor		
Faculty	N	General	Music Instructor		
Faculty	N	General	Physical Education		
Faculty	N	General	Physics Instructor		
Faculty	N	General	Reading Instructor		
Classified	N	General	Building Maintenance Worker		
Classified	N	General	Clerical Assistant, Colusa County Outreach		
Classified	N	General	Clerical Assistant, Student Services		

Woodland Community College
Continuous Improvement
Cycle

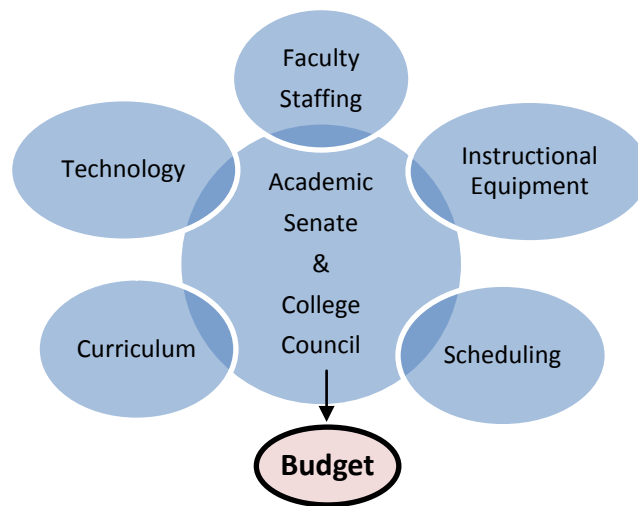


Woodland Community College: Program Review Vision



* Validation Committee will be composed of key members from appropriate WCC committees (i.e. Faculty/Staffing, Budget, Scheduling, Curriculum, Technology, and Academic Senate), as well as the college dean and VP. We are proposing to schedule an all-day “work group” to review all the updates/self-studies for thoroughness/appropriateness and provide feedback (i.e. validate each study). The reviews would be returned to the faculty/program, and revisions (if necessary) can be made before submitting the final draft to the IE office in June.

Committee Roles:



Faculty/Staffing: Reviews staffing request, incorporate in the 5-year staffing plan

Scheduling: FTEF allocations, schedule changes, guide discussion for a (long-term) multi-year schedule

Curriculum: New/revised courses and Programs

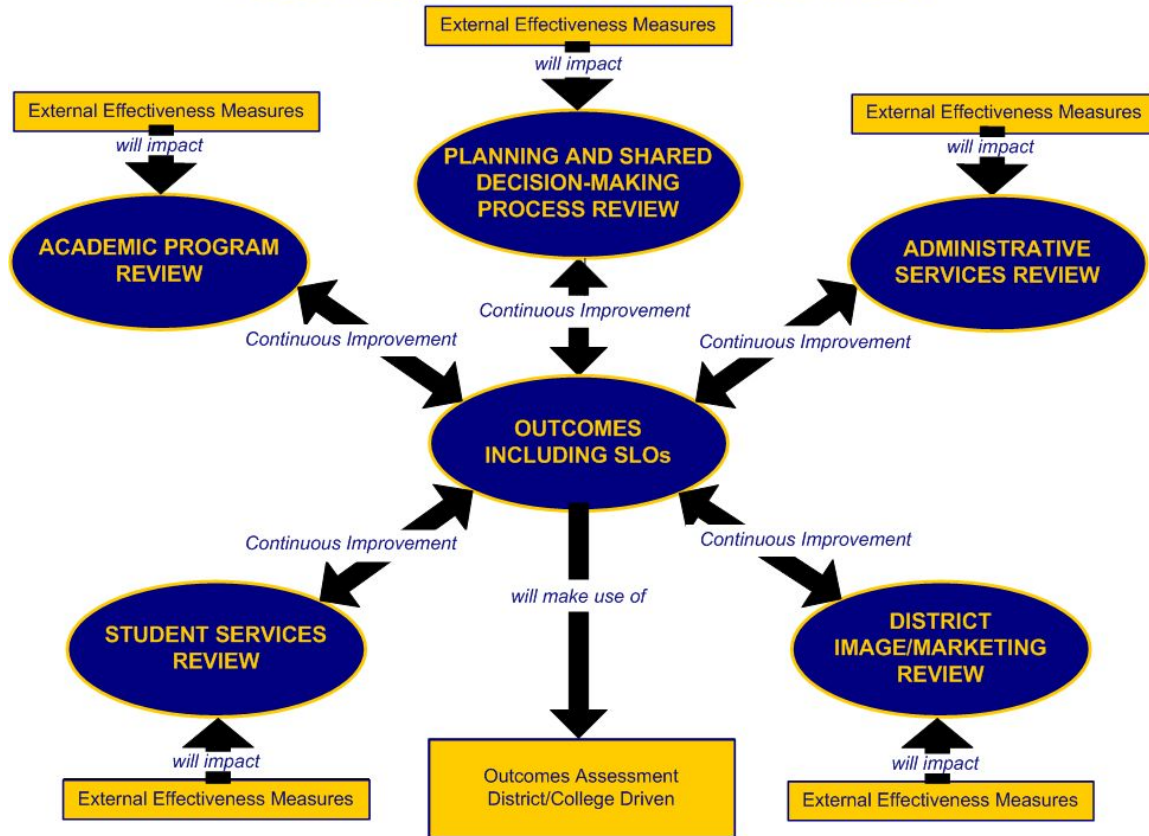
Technology/Instructional Equipment: addresses technology and other instructional equipment requests

Academic Senate/College Council: Integrates information and input into the planning process

APPENDIX H

Institutional Effectiveness Model (IE Model)

YCCD Institutional Effectiveness Model



Attachment #1

9-21-07