

# Assessment Plan

## Yuba Community College District

### WCC - College Accountability Report (2012-2013)

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**Mission Statement:** The mission of Woodland Community College is to provide high quality, student-centered education and lifelong learning opportunities for the communities we serve.

At WCC, students pursue their educational goals in an environment that values diversity, individuality, mutual respect, civic responsibility, and the free exchange of ideas.

**Executive Summary:** Woodland Community College's integrated planning process aligns long term planning (Educational Master Plan) with short term planning (Annual Action Plan), and informs the District Comprehensive Master Plan in a 6-year cycle. All college planning processes are centered on the college mission.

#### Long Term Plan:

The college's Educational Master Plan (EMP) is developed from information from strategic planning sessions, student, faculty and community input, essential planning documents, departmental program reviews, and student learning outcomes. The activities within the EMP are assessed annually, and the EMP is updated every 6 years. The Educational Master Plan Project Team is charged with driving the development of the EMP. The 2011-2016 EMP can be viewed at: <http://wcc-planning.yccd.edu/iereports.aspx>

#### Short Term Plan:

The college's Annual Action Plan (AAP) is developed by identifying activities within the EMP and establishing short-term objectives and implementation plans. The activities within the ASP are assessed biannually, and the AAP is updated every year. The Budget and Planning Committee is charged with driving the development of the AAP, including evaluation of past goal achievement. The 2012-2013 AAP can be viewed at: <http://wcc-planning.yccd.edu/iereports.aspx>

#### Inclusive and Transparent:

This document - the College Accountability Report (CAR) - is a record of all identified short and long term goals, and includes action plans, target dates, methods of assessment and evaluations of each goal. The college's progress towards short and long term goals is communicated and shared via the following:

- CAR posted on WCC Research and Planning Website (Public - informational)
- CAR posted on WCC Research and Planning Portal Site (Internal - informational)
- CAR shared at the first joint meeting of the Academic Senate and College Council (Internal - dialogue)
- CAR submitted to District Vice Chancellor Educational Planning and Services (District - informational)
- CAR shared with the Board of Trustees through the Chancellor (BOT- dialogue)

#### Status

**Institutional SLO Assessment Summary:** The college is nearing completion of its first cycle of assessing all 8 institutional Student Learning Outcomes (SLOs). The following SLOs were assessed:

Fall 2011: (1) Communication and (5) Information Competency  
Spring 2012: (2) Computation and (6) Personal, Social Responsibility  
Fall 2012: (3) Critical Thinking and (7) Scientific Awareness  
Spring 2013: (4) Global Awareness and (8) Technological Awareness

The iSLO assessment results from each semester are available here:  
<http://wcc-planning.yccd.edu/surveys.aspx>

After the Spring 2013 assessment is complete, the college will have completed its first full cycle of assessing all 8 institutional SLOs. In Fall 2013, the SLO committee will share the full assessment report with the campus and community.

**Goal Achievement Update:** Woodland Community College's 2011-2016 Educational Master Plan identifies 62 strategies and actions from campus plans, strategic goals, forums and other student success directives as campus priorities. The following is summary of goal achievement and highlights for each reporting year.

2012-2013: 27 goals were addressed satisfactorily. Some notable achievements are revamped and updated

student services websites, regular workshops held for student services in both Woodland and Colusa, established a target FTEF for CCOF, establishing the Program Review Validation Team, and revamped Research website to make more data available. Currently 30 goals remain in need of attention.

2011-2012: 47 goals were addressed satisfactorily. Some notable achievements are creation of WCC's DE subcommittee and drafting the DE handbook, approval of three AA-T/AS-T with three pending, hired reading and math IA's, hired counselors for SSS/TRiO students, and conducted Early Assessment Program at local high schools.

2010-2011: 6 goals were addressed satisfactorily. Since the EMP itself was drafted in 2010 and approved in 2011, only a few goals are reflected as completed for this year. Some notable achievements are the hiring of a student services technician for Colusa, creation of the Scheduling committee as a standing committee, installing pay-to-print software, opening of the 700 building (one-stop center for students.)

The strategies/actions, along with timeline, plan of action, method of assessment and responsible parties are listed below.

### **Strategy/Action: Transition to CurricuNet**

Work with Govenet, District Vice Chancellor's Office and District Curriculum Co-chairs to implement timeline for transition and train faculty.

**Active Date:** 05/07/2011

**Goal is related to:** Curriculum

**Target Date:** Fall 2012

**Long Term or Short Term:** Short Term (1-3 Years)

**Method of Assessment:** Successful implementation and use of CurricuNet

**Responsible Party:** Curriculum Committee Co-Chairs

### **Strategy/Action: Establish Seamless curriculum pathways, including a science pathway**

Encourage the establishment of pathways from MS/HS to WCC to 4-year/Careers (Seamless transition pathways and partnerships with school districts/articulations) and the Early Alert Program.

**Active Date:** 05/07/2011

**Goal is related to:** Curriculum

**Target Date:** On Going

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** - Curriculum Pathway Plan

- Early Alert Plan (EAP)

- Increased enrollment of high school graduates

**Responsible Party:** Curriculum Committee Co-Chairs

### **Strategy/Action: Identify and increase degrees/certificates**

- Identify courses that increase community involvement on campus

- Ensure that all courses are developed and approved through research, meeting community needs and student learning.

- Identify the adoption of new and innovative curriculum (e.g., green technology, culinary arts, theater arts, music)

**Active Date:** 05/07/2011

**Goal is related to:** Curriculum

**Target Date:** On Going

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** Addition of new approved programs leading to a degree or certificate

**Responsible Party:** Curriculum Co-Chairs

Curriculum Committee

Researcher

### **Strategy/Action: Integrate CTE programs with traditional academic programs**

Systematically review of existing degrees to determine if they include new courses that may be appropriate

**Active Date:** 05/07/2011

**Goal is related to:** Curriculum

**Target Date:** On Going

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** Modification of current programs that lead to a degree to include CTE courses

**Responsible Party:** - CC Division Representatives  
- Pertinent Departmental Faculty

**Strategy/Action: Ensure compliance with Title 5 and WCC mission statement**

1. Ensure that SLOs are developed and assessed for the course, program and institutional levels and used as a basis for continuous improvement.
2. Curriculum Committee will take active role in Program Reviews, Scheduling and budget processes and policy to align curriculum development with resource allocations, including FTEFs.

**Active Date:** 05/07/2011

**Goal is related to:** Curriculum

**Target Date:** On Going

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** -SLO Committee Documentation and Database  
-Program Reviews

**Responsible Party:** Curriculum Committee Co-Chairs  
Curriculum Committee  
Researcher  
SLO Coordinator  
VP

**Strategy/Action: Ensure CC membership training regarding processes and regulations related to curriculum**

1. Ensure adherence to Title 5, state mandates and regulations and timelines established in processes.
2. Establish training for new and continuing CC members regarding processes and procedures
3. Review changes in regulations
4. Develop a plan for the upcoming academic year.
5. Collaborate with District wide committees that have relevance to curriculum, including District Curriculum Committee, Distance Learning
6. Establish budget for curriculum committee that considers staffing and operational needs.

**Active Date:** 05/07/2011

**Goal is related to:** Curriculum

**Target Date:** On Going/Yearly

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** Documentation of Training (agenda and minutes)

**Responsible Party:** Curriculum Co-Chairs

**Strategy/Action: Develop and incorporate a Distributive Education Philosophy into curriculum and establish a DE sub-committee to develop and monitor inherent processes and procedures**

- Form a DE Subcommittee
- Develop mission and purpose statements
- Develop and adopt an evaluation process for DE faculty
- Develop a WCC DE Handbook

**Active Date:** 05/07/2011

**Goal is related to:** Curriculum

**Target Date:** Fall 2010/Spring 2011

**Long Term or Short Term:** Short Term (1-3 Years)

**Method of Assessment:** DE Handbook

**Responsible Party:** Curriculum Co-Chairs  
DE Subcommittee

**Strategy/Action: Develop WCC Curriculum Handbook in accordance with statewide requirements**

Revise the current draft of the WCC Curriculum Handbook

**Active Date:** 05/07/2011

**Goal is related to:** Curriculum

**Target Date:** December 2011

**Long Term or Short Term:** Short Term (1-3 Years)

**Method of Assessment:** Approved WCC Handbook

**Responsible Party:** Curriculum Co-Chairs

**Strategy/Action: Ad Hoc Scheduling Committee becomes a standing committee.**

Adopt purpose statement and membership

**Active Date:** 05/07/2011

**Goal is related to:** Scheduling

**Target Date:** Spring 2010

**Long Term or Short Term:** Short Term (1-3 Years)

**Method of Assessment:** Report to College Council (program review process)

**Responsible Party:** Ad Hoc Scheduling Committee

**Strategy/Action: Efficient , Flexible and Innovative Scheduling such that students can finish a program or certificate**

Develop criteria for reduction/expansion of course offerings.

**Active Date:** 05/30/2011

**Goal is related to:** Scheduling

**Target Date:** Fall 2011

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** Approved Scheduling Committee process.

**Responsible Party:** Scheduling Criteria Committee

**Strategy/Action: Initiate Colusa Scheduling**

Work with project teams and planning groups to begin to look at a sample schedule for Colusa Center.

**Active Date:** 05/30/2011

**Goal is related to:** Scheduling

**Target Date:** Fall 2010

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** Approved Colusa schedule (by all stakeholders).

**Responsible Party:** Scheduling Criteria Committee, Colusa planning groups.

**Strategy/Action: Integrate Colusa Scheduling**

Develop procedure to integrate Colusa Center planning into scheduling.

**Active Date:** 05/30/2011

**Goal is related to:** Scheduling

**Target Date:** Spring 2011

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** Approved process development.

**Responsible Party:** Scheduling Criteria Committee

**Strategy/Action: Integrate Distributive Education into Scheduling**

Develop process for integrating DE courses into scheduling.

**Active Date:** 05/30/2011

**Goal is related to:** Scheduling

**Target Date:** Spring 2011

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** Approved process for schedule development.

**Responsible Party:** Scheduling Criteria Committee, Curriculum Committee, Distributive Education Committee

**Strategy/Action: FTEF allocation model developed and updated.**

Work with District Budget Task Force information to develop our local Division allocations.

**Active Date:** 05/30/2011

**Goal is related to:** Scheduling

**Target Date:** Spring 2011

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** Program Review

**Responsible Party:** Schedule Criteria Committee, Budget Task Force

**Strategy/Action: Grow Distributive Education Offerings**

Develop process to grow offerings on Television and Online.

**Active Date:** 05/30/2011

**Goal is related to:** Scheduling

**Target Date:** Fall 2011

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** Program Review and Approved process.

**Responsible Party:** Scheduling Criteria Committee, DE Committee.

**Strategy/Action: Support and enhance organizational/Administrative practices.**

-Explore process and procedures that would increase the number of students registered for college-level coursework have completed the placement exam.

-Explore ways to inform students that successful completion of college-level courses requires students to demonstrate college-level reading, writing, or computational skills.

**Active Date:** 05/30/2011

**Goal is related to:** Basic Skills

**Target Date:** Spring 2011

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** -Track student assessments and coursework.

-Flyers, pamphlets and other informational materials for dissemination.

**Responsible Party:** Counseling department, All departments.

**Strategy/Action: Support and enhance program components.**

-Monitor Accuplacer cut scores to more accurately reflect placement based upon student abilities.

-Hold FAFSA workshops early in fall and spring semesters.

-Recruit student mentors to work with new students.

**Active Date:** 05/30/2011

**Goal is related to:** Basic Skills

**Target Date:** Ongoing

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** -Cut score validation report produced by the district testing office.

-Student Sign In sheets.

-Documentation of student peer support.

**Responsible Party:** -Collaborate with Yuba College Math and English departments and with Director of Planning, Research, and Student Success.

-Financial Aid Office

-Dean of Student Services/BSI Facilitator/BSI Committee.

**Strategy/Action: Support and enhance faculty and staff development.**

Orientations for all faculty and staff regarding student resources on campus for basic skills.

**Active Date:** 05/30/2011

**Goal is related to:** Basic Skills

**Target Date:** Ongoing

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** BSI Minutes/Agenda

**Responsible Party:** Dean of Student Services/Dean of Instruction/Learning Resources.

**Strategy/Action: Support and enhance instructional practices.**

-Develop learning communities that partner disciplines and/or support services for basic skills students.

-Increase instructional support in Tutoring and Writing/Math Centers.

**Active Date:** 05/30/2011

**Goal is related to:** Basic Skills

**Target Date:** Ongoing

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** -Course Catalog and Curriculum documentation.

-Increased hours, staff or other supports.

**Responsible Party:** -Dean of Instruction/Learning Resources/BSI Facilitator

-Dean of Instruction/Learning Resources

**Strategy/Action: Integrate activities of the Student Equity and Matriculation Plans into the Basic Skills Initiative.**

Implement basic skills related activities in the Student Equity and Matriculation Plans.

**Active Date:** 05/30/2011

**Goal is related to:** Basic Skills

**Target Date:** Ongoing to 2016

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** Student Equity and Matriculation updates and overview of action plans.

**Responsible Party:** Vice President, Deans, Basic Skills and Student Success Committees, counselors.

**Strategy/Action: Implement the CSU and Chancellor’s Office Early Assessment Program**

Develop outreach activities with service area high school districts; collaborate with high school math and English teachers on basic skills intervention.

**Active Date:** 05/30/2011

**Goal is related to:** Basic Skills

**Target Date:** Ongoing to 2016

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** Agendas, plan of collaborations and minutes.

**Responsible Party:** Admission and Records, English and Math Departments, counselors.

**Strategy/Action: One Stop Matriculation**

Renovate Bldg. 700 in concert with One Stop Functions.

**Active Date:** 05/30/2011

**Goal is related to:** Student Support Services

**Target Date:** Fall 2010

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** Opening of 700 with access to One Stop Functions.

**Responsible Party:** V.P, Dean of Student Services, User Group.

**Strategy/Action: Flexible Counseling**

-Mandatory orientations.

-On-line tutorials.

-Increase general counseling staff.

-Administer/ Interpret Myers/SDS/Strong/ Eureka.

**Active Date:** 05/30/2011

**Goal is related to:** Student Support Services

**Target Date:** Ongoing

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** -All students completing orientation.  
-Hiring Staff.  
-Using counseling tests.

**Responsible Party:** Counselors, Director of Admissions, Student Success Committee.

### **Strategy/Action: Integrate Technology for Efficient and Effective Student Services**

- Work with IT to incorporate technology in student support services, i.e. degree audits, e-advising, counseling appointment system.
- Incorporate tracking/accounting mechanism for Career Center Use.
- Use WCC Portal as platform to store student Ed plans.
- Refine Student Services content on WCC website and add links to student Portal.
- Load counseling appointment through SARs; paperless schedules; online transcript ordering; degree audits through Datatel.
- Establish system for e-advising.

**Active Date:** 05/30/2011

**Goal is related to:** Student Support Services

**Target Date:** Fall 2012

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** -Implementation of degree auditing, e-advising and online counseling appointment system.  
-Ability to track Career Center Use.  
-Track traffic on portal and end user satisfaction.  
-Use and functionality of Student Services website.

**Responsible Party:** IT, Technology Committee, A&R Director, Student Success Committee.

### **Strategy/Action: Develop matriculation and student success plan**

- Work with planning groups and support personnel.
- Monitor and share data and indicators of student success.
- Implement recommendations from Basic Skills Initiative.

**Active Date:** 05/30/2011

**Goal is related to:** Student Support Services

**Target Date:** Ongoing

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** -Agendas and minutes.  
-Reports (i.e. Student Equity, etc.)  
-Basic Skills Action Plan and follow up.

**Responsible Party:** Student Success Committee, VP, Dir. A&R, Basic Skills Committee, Counselors.

### **Strategy/Action: Staff Development**

Identify training opportunities through affiliations with professional organizations and colleges.

**Active Date:** 05/30/2011

**Goal is related to:** Student Support Services

**Target Date:** Ongoing

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** -Minutes and Agendas.  
-Training materials.

**Responsible Party:** VP, Dir. A&R, Staff Development & Flex Committee.

### **Strategy/Action: Increase student awareness of Student Support Services offerings.**

- Flyers/Class Presentations/New Student Orientation/webpage.
- Provide resume workshops, interview preparation, and job hunting techniques.
- County Social Services Resource Fair.
- Offer monthly career workshops for specific CTE programs.

**Active Date:** 05/30/2011

**Goal is related to:** Student Support Services

**Target Date:** Ongoing

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** -Informational items (handouts, website blurbs).

-Number of students attending workshops, skill sessions and resource fairs.

**Responsible Party:** Career Center/Counselors/Faculty.

**Strategy/Action: Establish campus life activities.**

Develop and staff a campus life office.

**Active Date:** 05/30/2011

**Goal is related to:** Student Support Services

**Target Date:** Fall 2011

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** -Calendar of events.

-Event attendance.

**Responsible Party:** Student Services Staff.

**Strategy/Action: Update Staffing Plan for 2011-2016.**

Develop a new list of positions to be filled based upon established tiered criteria.

**Active Date:** 05/30/2011

**Goal is related to:** Staffing

**Target Date:** 2011

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** Completed and approved staffing plan.

**Responsible Party:** Staffing Committee

**Strategy/Action: Identify Underrepresented Groups in the District for Staff, Faculty and Administration.**

Review and compare district staff diversity data to regional diversity data at other community colleges.

**Active Date:** 05/30/2011

**Goal is related to:** Staffing

**Target Date:** 2011-2013

**Long Term or Short Term:** Short Term (1-3 Years)

**Method of Assessment:** Data report

**Responsible Party:** EEO Committee

**Strategy/Action: Develop and Implement Targeted Recruitment Strategies to Increase Applications From Identified Underrepresented Groups.**

Review Best Practices at Colleges with more balanced representation in all employee groups.

**Active Date:** 05/30/2011

**Goal is related to:** Staffing

**Target Date:** 2011-2013

**Long Term or Short Term:** Short Term (1-3 Years)

**Method of Assessment:** Agenda and minutes from EEO committee.

**Responsible Party:** EEO Committee

**Strategy/Action: Develop EEO Procedural Strategies to Implement EEO Plan.**

Review local data; compare local to regional data.

**Active Date:** 05/30/2011

**Goal is related to:** Staffing

**Target Date:** Ongoing

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** Data report and agenda/minutes from EEO committee.

**Responsible Party:** EEO Committee

**Strategy/Action: Develop and implement faculty training that emphasizes cultural sensibilities and dispositions that affect communication and expectations during the hiring process.**

Review Best Practices from other Colleges.

**Active Date:** 05/30/2011

**Goal is related to:** Staffing



**Target Date:** 2010-2011

**Long Term or Short Term:** Short Term (1-3 Years)

**Method of Assessment:** Diversity Committee

**Responsible Party:** Agenda and minutes from Diversity committee.

**Strategy/Action: Hire and retain faculty to programs/dept. that have sufficient enrollments but no full-time faculty member.**

Identify programs that meet this criteria through program reviews and staffing criteria.

**Active Date:** 05/30/2011

**Goal is related to:** Staffing

**Target Date:** Ongoing

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** Data report, hiring of needed full time faculty.

**Responsible Party:** Staffing Committee; EEO Committee; Diversity Committee.

**Strategy/Action: Hire and retain diverse staff for vital student services positions.**

Identify staffing needs in student services that meet staffing criteria.

**Active Date:** 05/30/2011

**Goal is related to:** Staffing

**Target Date:** Ongoing

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** Data report, hiring of needed student services staff.

**Responsible Party:** Staffing Committee; EEO Committee; Diversity Committee.

**Strategy/Action: Hire and retain diverse staff to assist faculty and administrators in their assignments.**

Identify administrative positions needed that meet the staffing criteria.

**Active Date:** 05/30/2011

**Goal is related to:** Staffing

**Target Date:** Ongoing

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** Data report, hiring of needed admin support staff.

**Responsible Party:** Staffing Committee; EEO Committee; Diversity Committee.

**Strategy/Action: Expand WCC's technology support staff.**

Follow the 5 year staffing plan.

**Active Date:** 05/30/2011

**Goal is related to:** Technology

**Target Date:** July 2008

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** Successful hiring process.

**Responsible Party:** IT

**Strategy/Action: Portal (MyCampus) implementation and outreach.**

User groups to test, add content, train.

**Active Date:** 05/30/2011

**Goal is related to:** Technology

**Target Date:** 2010

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** Successful implementation.

**Responsible Party:** IT

**Strategy/Action: Turnitin.com integration with Blackboard.**

Install new hardware and develop continued funding source.

**Active Date:** 05/30/2011

**Goal is related to:** Technology

**Target Date:** 2010

**Long Term or Short Term:** Short Term (1-3 Years)

**Method of Assessment:** Successful implementation and continuation of funding.

**Responsible Party:** IT/DE

**Strategy/Action: Faculty and Staff laptop use.**

Allow use of laptops as part of the regular computer replacement program.

**Active Date:** 05/30/2011

**Goal is related to:** Technology

**Target Date:** 2010

**Long Term or Short Term:** Short Term (1-3 Years)

**Method of Assessment:** Successful implementation of new policy.

**Responsible Party:** IT

**Strategy/Action: Communicate to staff and faculty new initiatives and value of technology on campus.**

Update communications.

**Active Date:** 05/30/2011

**Goal is related to:** Technology

**Target Date:** 2010

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** Successful Outreach.

**Responsible Party:** Communication Resource Committee and IT.

**Strategy/Action: New email program, live@edu, for faculty and staff.**

Install and convert existing email accounts.

**Active Date:** 05/30/2011

**Goal is related to:** Technology

**Target Date:** December 2010

**Long Term or Short Term:** Short Term (1-3 Years)

**Method of Assessment:** Successful implementation

**Responsible Party:** IT

**Strategy/Action: Replace integrated library system.**

Purchase and install software.

**Active Date:** 05/30/2011

**Goal is related to:** Technology

**Target Date:** 2010-2011

**Long Term or Short Term:** Short Term (1-3 Years)

**Method of Assessment:** Successful implementation.

**Responsible Party:** Librarians and IT.

**Strategy/Action: Upgrade computer labs.**

Purchase and install new hardware.

**Active Date:** 05/30/2011

**Goal is related to:** Technology

**Target Date:** 2012

**Long Term or Short Term:** Short Term (1-3 Years)

**Method of Assessment:** Successful implementation.

**Responsible Party:** IT

**Strategy/Action: Install print-to-pay system in computer labs to recover funding for paper and printers.**

Purchase and install software.

**Active Date:** 05/30/2011

**Goal is related to:** Technology

**Target Date:** TBD

**Long Term or Short Term:** Short Term (1-3 Years)

**Method of Assessment:** Successful implementation.

**Responsible Party:** IT

**Strategy/Action: WAM student sign-in software.**

Purchase and install new hardware.

**Active Date:** 05/30/2011

**Goal is related to:** Technology

**Target Date:** TBD

**Long Term or Short Term:** Short Term (1-3 Years)

**Method of Assessment:** Successful implementation.

**Responsible Party:** IT

**Strategy/Action: Continue to forecast needs and data analysis for expanded services at CCOF. Develop an integrative schedule among support services staff at CCOF, especially among Counseling, Financial Aid and A&R.**

-Use economic development data, community surveys and SLOs to project trend

-Establish a target FTES for CCOF

**Active Date:** 05/30/2011

**Goal is related to:** CCOF

**Target Date:** Ongoing

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** -Labor Projections report.

-Community Survey results.

-Completed Schedule.

**Responsible Party:** Director of Research, Budget Committee, Scheduling Committee.

**Strategy/Action: Evaluate and prioritize administrative, faculty and staff needs for CCOF.**

-Prioritize hiring of Student Services Technician.

-Identify full time faculty, administrative staff required at CCOF.

**Active Date:** 05/30/2011

**Goal is related to:** CCOF

**Target Date:** Spring 2011

**Long Term or Short Term:** Short Term (1-3 Years)

**Method of Assessment:** Staffing Plan.

**Responsible Party:** Staffing Committee, Budget Committee, President's Management Team.

**Strategy/Action: Develop partnerships for seamless pathways to transfers for CCOF students.**

Work with UCD and CSU, Chico to arrange presentations and regular sessions for transfer counselors in Colusa.

**Active Date:** 05/30/2011

**Goal is related to:** CCOF

**Target Date:** Ongoing

**Long Term or Short Term:** Short Term (1-3 Years)

**Method of Assessment:** Calendar of events (presentations) and student attendance.

**Responsible Party:** Transfer counselor, Vice President, Dean of Student Services..

**Strategy/Action: Integrate Scheduling for CCOF in division and department plans.**

-Coordinate schedule development with CCOF Advisory Committee; use effective enrollment management processes to ensure proper schedule management.

-Develop a plan for expanded CTE offerings at CCOF.

**Active Date:** 05/30/2011

**Goal is related to:** CCOF

**Target Date:** Fall 2011 and ongoing

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** -Agenda/Minutes.

-Enrollment report.

-Schedule of Classes.

-CTE Plan.

**Responsible Party:** Scheduling Committee, Deans, Budget Committee, WCC divisional faculty.

**Strategy/Action: Ensure implementation of Student Equity, matriculation and other plans to includes CCOF.**

Define extent to which Colusa residents are benefited from plans.

**Active Date:** 05/30/2011

**Goal is related to:** CCOF

**Target Date:** Fall 2011 and ongoing

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** Student Equity Plan goal achievement.

**Responsible Party:** Director of Research, College Council, Deans and Vice President, College Council.

**Strategy/Action: Establish a plan that guarantees CCOF students receive all services available in Woodland.**

-Coordinate student services activities for EOPS, Financial Aid, A&R, DSPTS, counseling and orientations, tutoring etc.

-Establish FTES growth target and FTEF targets for CCOF.

-Expand outreach to high schools.

-Expand outreach and concurrent enrollment services for high school students.

-Integrate CCOF in planning for SB 70, Perkins and other CTE grants.

-Develop a schedule for Counseling and A&R personnel to be at CCOF at least three times a week.

**Active Date:** 05/30/2011

**Goal is related to:** CCOF

**Target Date:** Fall 2011

**Long Term or Short Term:** Short Term (1-3 Years)

**Method of Assessment:** -Implement and operate student services in Colusa.

-Outreach documentation and results.

-CCOF Plans for enrollment and CTE.

-CCOF schedule for counseling and other student service provision.

**Responsible Party:** Student Services personnel; dean of student services; vice president.

**Strategy/Action: Define role of Upward Bound administrator in operations of CCOF.**

Specify plan to leverage support services while adhering to guidelines.

**Active Date:** 05/30/2011

**Goal is related to:** CCOF

**Target Date:** Spring 2011

**Long Term or Short Term:** Short Term (1-3 Years)

**Method of Assessment:** Agenda/Minutes, Upward Bound report.

**Responsible Party:** Upward Bound Director, President, Vice President, Academic Senate, College Council.

**Strategy/Action: Develop Program Review for CCOF.**

Use program review for CCOF to identify needs and respond to equipment, staffing and other needs.

**Active Date:** 05/30/2011

**Goal is related to:** CCOF

**Target Date:** Spring 2012

**Long Term or Short Term:** Short Term (1-3 Years)

**Method of Assessment:** Program Reviews for CCOF.

**Responsible Party:** Director of Research, Vice President, Academic Senate, College Council.

**Strategy/Action: Develop a marketing plan for CCOF.**

Work with PIO and stakeholders for marketing in Colusa.

**Active Date:** 05/30/2011

**Goal is related to:** CCOF

**Target Date:** Spring 2011

**Long Term or Short Term:** Short Term (1-3 Years)

**Method of Assessment:** Marketing and Outreach Plan.

**Responsible Party:** PIO, A&R, Vice President.

**Strategy/Action: Establish a culture of collaboration with CCOF stakeholders.**

Work through Colusa Advisory Board; hold meetings with high schools, county educational administrators, and participate in regional meetings, including NCCCC.

**Active Date:** 05/30/2011

**Goal is related to:** CCOF

**Target Date:** Ongoing

**Long Term or Short Term:** Short Term (1-3 Years)

**Method of Assessment:** Minutes/Agenda, Plans.

**Responsible Party:** President, Vice President, deans, College Council.

**Strategy/Action: Revise program review template with feedback from faculty.**

Meet with appropriate stakeholders and develop form.

**Active Date:** 05/30/2011

**Goal is related to:** Continuous Improvement

**Target Date:** Spring 2010

**Long Term or Short Term:** Short Term (1-3 Years)

**Method of Assessment:** Approved PR Template.

**Responsible Party:** V.P., Dir. Planning & Research, Faculty.

**Strategy/Action: Provide training and guidance for completing program review updates/self-studies.**

Provide training during convocation.

**Active Date:** 05/30/2011

**Goal is related to:** Continuous Improvement

**Target Date:** Ongoing

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** Agenda/minutes from committee meetings.

**Responsible Party:** V.P., Dir. Planning & Research.

**Strategy/Action: Standardized data commonly used and make it readily available.**

Work with District, IT, faculty to determine what is needed.

**Active Date:** 05/30/2011

**Goal is related to:** Continuous Improvement

**Target Date:** Fall 2010

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** PR Instructions, Research Website, Portal (Business Objects).

**Responsible Party:** IT, Dir. Planning & Research.

**Strategy/Action: Link PR to college strategic planning process.**

Training, program review feedback loop.

**Active Date:** 05/30/2011

**Goal is related to:** Continuous Improvement

**Target Date:** Ongoing

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** Inclusion of PR in college plans (i.e. EMP, Accreditation).

**Responsible Party:** V.P., Dir. Planning & Research, Committee Members, Faculty.

**Strategy/Action: Establish system to collect SLO assessment, Program Review data.**

Purchase data management software, establish procedures and train users.

**Active Date:** 05/30/2011

**Goal is related to:** Continuous Improvement

**Target Date:** Fall 2012

**Long Term or Short Term:** Short Term (1-3 Years)

**Method of Assessment:** Successful implementation of data management system.

**Responsible Party:** Research, Committee Members, Faculty.

**Strategy/Action: Continue to focus on student success through increased: Transfer rate, Course Completion, Transfer Prepared, Degrees, Certificates, Basic Skills Improvement, ESL Improvement, Completion of Individual Student Goals.**

- Meet with appropriate stakeholders and committees.
- Coordinate goals from plans (BSI, Student Equity, Matriculation).
- Revamp program review and incorporate in the planning process.

**Active Date:** 05/30/2011

**Goal is related to:** State-Wide Improvement Indicators

**Target Date:** Ongoing

**Long Term or Short Term:** Long Term (>3 Years)

**Method of Assessment:** -Deliverables (updates to plans).  
-ARCC Report.  
-IE Data.  
-Program Reviews.

**Responsible Party:** V.P, Dir. Planning & Research, Faculty.