

PUNCH LIST

Recommendations to Meet the Standards

August 8, 2017

Recommendations to Meet the Standards	Responsible Party	Action Plan	Progress	Date to be Completed
<p>Recommendation 1 In order to meet the Standards, the team recommends that the college review the propriety of its institution-set standards, assess student achievement and student learning relative to those standards, and address performance gaps in pursuit of continuous improvement. (I.B.2, I.B.3, IV.B.3)</p>	Bart Scott Academic Senate	Develop one set of institutional-set standards between the Academic Senate and IEPI.	<p>All minutes including Senate Exec and Board minutes that document processes are posted online.</p> <p>Chris Vancil and Academic Senate will review the language in the draft follow-up report.</p> <p>Bart will research the last two years of the Board minutes to see whether the Board received information on the institutional standards or the institutional goals.</p>	September 2017
<p>Recommendation 2 In order to meet the Standards, the team recommends that the college engage in integrated and sustained assessment, dialog, planning, and resource allocation, informed by data that has been disaggregated appropriate to the college community, leading to continuous improvement in student learning and student achievement. The team also recommends that, as a part of this planning process, a Technology Plan is completed, based on appropriate data, assessment, and dialog. (I.B.1, I.B.4, I.B.5, I.B.6, I.B.9, III.C.2, IV.B.3, ER19)</p>	Eric Houck Bart Scott Planning Committee Shirley Louie Jesse Cecil	<ol style="list-style-type: none"> 1. Complete the Technology Plan. 2. Review disaggregated data of all measures of student learning and achievement. 	<p>The current draft of the Planning by Design document includes revisions made by Scotty Thomason, Nancy Funk, Bart Scott, and Academic Senate. The Planning Committee, Academic Senate, and College Council will review the final draft of the current Planning by Design document in the next few weeks.</p> <p>Eric Houck will provide Dr. Scott with a narrative of the Technology Plan as well as minutes from the Technology Council in which this document was discussed. He will also call a meeting of the Technology Council to review the Technology Plan. Eric will provide Darlene Melby and Dr. Schoonmaker with a draft of the Technology Plan today.</p>	September 2017

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<p>Recommendation 4 In order to meet the Standard, the College should file a Substantive Change Report regarding its Instructional Service Agreements for the FIELD and SFPA programs. (IC12)</p>	<p>Dr. Todd Scott Samantha Worthington</p>	<p>A Substantive Change Report will be filed for the SFPA program.</p>	<p>Dr. Scott will prepare a Board Report for the September Board meeting covering the substantive change report for new programs that alter in locations (FIELD and SFPD). The Substantive Change Report will then be submitted to ACCJC on September 13, 2017. We are still awaiting a letter from Sequoias.</p>	<p>September 2017</p>
<p>Recommendation 5 In order to meet the Standard, the team recommends the College develop a mechanism to ensure that all faculty include the College's approved student learning outcomes in course syllabi. (II.A.3)</p>	<p>Dr. Todd Scott</p>	<p>All course syllabi will be reviewed to be sure that SLOs are included. A procedure will be developed to ensure that all the necessary elements are included in the course syllabi.</p>	<p>Dr. Scott emailed all faculty requesting that their syllabi contain SLO's. Vickie then compared the syllabi to the corresponding course outlines to ensure that the SLO's match. Dr. Scott has email evidence that his office followed up on those courses in which the syllabi were incomplete. Vickie has created a spreadsheet which will show that this process has been in place for three consecutive semesters.</p>	<p>Completed System in place</p>
<p>Recommendation 6 In order to meet the Standard, the team recommends the College develop mechanisms to assure that student learning outcomes assessment and program review take place for the FIELD and SFPA programs. (IIA3)</p>	<p>Dr. Todd Scott</p>	<p>Mechanisms will be developed to ensure that student learning outcomes assessment and program reviews for FIELD and SFPA programs are completed.</p>	<p>Samantha Worthington was hired as the FIELD ISA Director. She will be ensuring that the FIELD syllabi contain SLO's and that class assessments are being conducted. Dr. Scott and Samantha will be responsible for completing the Program Review for FIELD.</p> <p>A member of the faculty will receive a stipend to visit SFPD to ensure that their syllabi contain SLO's and that class assessments are being conducted. They will also be responsible for completing the Program Review for SFPD.</p>	<p>Program review of FIELD and SFPD will occur by February 2018.</p>

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<p>Recommendation 7 In order to meet the Standard, the team recommends that Administrative Procedure 4021 provide guidance on program elimination to insure appropriate arrangements are made for students enrolled in the program to complete their education goal in a timely manner. (II.A.15)</p>	<p>Dr. Todd Scott</p>	<p>Administrative Procedure 4021 will be updated and submitted to Instruction Council, College Council, and the Board of Trustees for approval.</p>	<p>AP 4021 was approved by College Council on May 10, 2016, and reviewed by the Board in June 2016.</p>	<p>Completed June 2016</p>
<p>Recommendation 8 In order to meet the Standard, the College must include consideration of how employees are using the results of the assessment of learning outcomes to improve teaching and learning in the evaluations of regular faculty, part-time faculty, and managers who are directly responsible for student learning (III.A.6).</p>	<p>Dr. Todd Scott Nancy Miller Faculty Association Faculty Senate Exec Theresa Richmond Campus leadership</p>	<p>Develop the same evaluation tool for both the full-time and part-time faculty.</p>	<p>The evaluation form is working its way through the approval process and will be in use for spring 2018.</p>	<p>January 2018</p>
<p>Recommendation 9 In order to meet the Standard, the College must demonstrate that it creates and maintains appropriate programs, practices, and services that support its diverse personnel and regularly assess its record in employment equity and diversity consistent with its mission (III.A.12).</p>	<p>Bart Scott Theresa Richmond Melissa Green</p>	<ol style="list-style-type: none"> 1. Review disaggregated data of our hiring practices in how it relates to diversity. 2. Investigate the history of the Diversity Council. 	<p>A Diversity Council has been created. Its members include students and staff. This Council has developed both their mission and vision statements.</p> <p>The EEO Plan for 2017-2020 was approved by the Board at their June 6, 2017, meeting. Faculty, staff, and administrators evaluation forms contain a diversity component.</p> <p>Bart provided data to HR and information has been disseminated in the EEO plan that went to the Board.</p> <p>Melissa Green will submit a campus climate survey.</p>	<p>September 2017</p>

Recommendations to Improve Institutional Effectiveness

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Recommendations to Improve Institutional Effectiveness	Responsible Party	Action Plan	Progress	Date to be Completed
<p>Recommendation 3 In order to improve institutional effectiveness, the team recommends that the College establish a timeline and responsible individuals for updating both the print and electronic version of the College catalog. Additionally, the team recommends that the updating of the College catalog be coordinated with the updating of the College website to insure students are provided the most current and accurate information. (I.C.1, I.C.2)</p>	<p>Dr. Todd Scott Elaine Eldridge</p>	<ol style="list-style-type: none"> 1. Communicate to the Campus Community as to who is responsible for keeping the online schedule current. 2. Communicate to the Campus Community the timeline for updating the College catalog. 	<p>Dr. Scott will check with Elaine and obtain evidence that the non-instructional sections of the catalog have been updated.</p>	<p>Completed - Process is in place and notifications are made.</p>
<p>Recommendation 10 In order to increase institutional effectiveness, the College should create a comprehensive enrollment management plan to address long term fiscal stability in conjunction with its current Instructional Service Agreements (ISAs). (III.D.1 III.D.10)</p>	<p>Dr. Todd Scott Melissa Green</p>	<ol style="list-style-type: none"> 1. Document the reasons why the College has had decreases over the years. 2. Develop a plan to increase our base FTES. 	<p>Melissa will set up participatory governance Enrollment Management Committee which will begin meeting in September, 2017.</p>	<p>The Enrollment Management Committee will begin meeting in September, 2017.</p>
<p>Recommendation 11 In order to improve institutional effectiveness and provide for increased budget transparency, the team recommends that the College administration ensure that the Planning by Design: An Integrated Planning Model document be updated to reflect the current Budget Development and Revision Process and that this new process be widely disseminated throughout the campus governance and committee structures. (III.D.2, III.D.3)</p>	<p>Dr. Stephen Schoonmaker Darlene Melby Bart Scott</p>	<p>Update the Planning by Design document.</p>	<p>Dr. Scott and Dr. Schoonmaker are working together to figure out how to obtain feedback from the campus in regards to our planning processes. One idea is to have a presentation on Planning Day and then share it with our current governance structure.</p> <p>Darlene and Dr. Schoonmaker will be writing up additional information for addition to the Planning by Design document.</p> <p>The current draft of the Planning by Design document includes revisions made by Scotty Thomason, Nancy Funk, Bart Scott, and Academic Senate. The Planning Committee, Academic Senate, and College Council will review the final draft of the current Planning by Design document.</p>	<p>2017-18 will be a transition year to new processes.</p>

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<p>Recommendation 12 In order to improve institutional effectiveness and provide for increased budget transparency, the team recommends that the College administration publicize and disseminate the Summary of Budget Requests document and that this information be shared on a regular basis with the campus community as resource allocation decisions are made and be included as a component of the budget development and revision process. (III.D.6)</p>	<p>Darlene Melby Dr. Stephen Schoonmaker</p>	<p>Send emails to the Campus Community regarding the budget development process, resource allocation decisions, etc.</p>	<p>Budget managers and their assistants attending a budget training session. Dr. Scott will work with Kent to obtain materials that were distributed during the budget training sessions.</p> <p>The budget development timeline and guidelines are posted on the Budget Committee webpage along with agendas and minutes of the meetings. As well as the tentative and final budget and budget assumptions. Also, every year there is a Board Study Session in May, which is open to the public, prior to the Board approving the budget.</p>	<p>2017-18 will be a transition year to new processes and will be reflected in the increased sharing of information electronically and verbally.</p>
<p>Recommendation 13 In order to improve institutional effectiveness, the team recommends that the College continue the evaluation process of the governance and decision-making processes but more widely communicate those results to the campus community. (IV.A.7)</p>	<p>Dr. Stephen Schoonmaker</p>	<p>Michael Graves will develop an Administrative Procedures that specifies that the follow Committees: Budget Committee, College Council, Instruction Council, Planning Committee, Student Services Council, and Technology Council completes a self-evaluation as well as establish goals for the following year on an annual basis in the spring. The results of the self-evaluation will be posted on each committee's page.</p>	<p>Administrative Procedure 3250 was revised and reviewed by the Board at their February 7, 2017, meeting.</p> <p>The Campus-Wide Standing Committee's annual reports for the last two years were completed and are available on the COS website. This year's annual reports were reviewed by the Board at their August, 2017, Board meeting.</p> <p>Dr. Schoonmaker has met with all groups on campus to discuss governance. Process will not be in place by the October visit but will be worked on extensively through this year.</p>	<p>Ongoing, which the report will reflect.</p>

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<p>Recommendation 14 In order to improve institutional effectiveness, the team recommends that the College follow through on assessments of co-curricular offerings, collect the data and perform the analysis to better inform programmatic improvement. (II.C.4)</p>	<p>Dr. Todd Scott Dennis Roberts</p>	<p>Conduct program reviews in Kinesiology and Athletics.</p>	<p>A comprehensive Kinesiology program review was completed during the last cycle in 2015-2016.</p> <p>Administrative and Student Services Program Reviews are posted online under the Research & Evaluation webpage.</p> <p>Bart is holding a few of the new Program Reviews which he would like to discuss with the appropriate individuals prior to posting online.</p>	<p>Completed.</p>