



DISTRICT STATUS OF 2009/2010 ACTION PLANS (ACHIEVEMENTS)

Business Services
STRATEGIC PRIORITY #1: INCREASE EFFECTIVENESS OF DISTRICT BUSINESS SERVICES
Goal 1.1 Develop a one-stop District Services focus
ACHIEVEMENTS <ol style="list-style-type: none">1. The "Who to Contact" reference will be issued Summer 2010 and expanded to include all of District Services.2. IFAS Dashboard workshops and special DEC/DSP&BC workshops completed Spring 2010.
Goal 1.2 Improve and streamline communications and improve customer service
ACHIEVEMENTS <ol style="list-style-type: none">1. Conducted Budget Forums at all three sites.2. Posted FAQs to employee intranet.3. Customer Service training sessions offered 4/9/10, 4/16/10, 5/7/10; Team Building training sessions offered 5/21/10, 6/3/10, and 6/17/10.4. Quick Reference completed and posted on employee intranet.
Goal 1.3 Enhance Technology Services
ACHIEVEMENTS <ol style="list-style-type: none">1. Employee intranet developed; includes Chancellor's messages, budget updates, and general employee information.2. Web improvement plan is progressing; CMS system was selected and web site designs are currently under consideration.3. IFAS upgrade completed; Dashboard was implemented. Conducted fun and interactive training at each site. Workflow improvements include purchase requisition approvals.

Human Resources & Employee and Labor Relations

STRATEGIC PRIORITY #1: INCREASE EFFECTIVENESS OF HUMAN RESOURCES AND LABOR RELATIONS DIVISION

Goal 1.1 Increase effective communication internally and externally

ACHIEVEMENTS

1. ESD website lists "who to contact" and has re-worked pages for PeopleAdmin. Benefits & Risk Management functions separated. Informational Benefits websites under development, to be ready for new design implementation.
2. Developed a system for streamlined Closed Session agendas, discussion and action items format to improve and better document the process.
3. Updated recruiting processes, working on leave processes, and have identified other processes that need documenting, including Equivalency Reviews, processing new hires, and part-time applicant pools. Have created several Quick Reference sheets including out-of-class, part-time faculty, and hourly worker reference.

Goal 1.2 Improve level of services

ACHIEVEMENTS

1. Customer Service training sessions completed 4/9/10, 4/16/10, 5/7/10
2. Team Building training sessions in development.
3. Have successfully reconciled enrollment in medical plans, fixed IFAS reports, and documented a quick reference of carriers and brokers. And enrollment process. Have sent out updated required notices.
4. Have created list of required safety training. Still developing implementation and "big picture" employee safety program.
5. PEAR information and EEO Plan have been posted on the intranet.

Goal 1.3 Enhance recruitment services

ACHIEVEMENTS

1. Completed and loaded on the PeopleAdmin page.
2. User survey under development, ready to launch as soon as approved.
3. Completed and under review for release.

Goal 1.4 Improve services to employees and students

ACHIEVEMENTS

1. Conducted EEO & Sexual Harassment training; and development of future trainings for 2010-11.
2. Guidebook-11 pages completed; with some inter-departmental coordination. Estimated completion is fall 2010.
3. Completed.
4. "Focus of the Month" topics include FLSA, Benefit basics, leaves, IFAS 7i.
5. Quick Reference developed and posted for student accident reporting and improved forms and processing.

Intergovernmental Relations & Public Information

STRATEGIC PRIORITY #1: STRENGTHEN INTERGOVERNMENTAL EFFECTIVENESS

Goal 1.1 Enhance knowledge of critical state and federal legislative issues

ACHIEVEMENTS

1. Weekly conference calls are in place with state stakeholder groups and the state chancellor's office and regular federal briefings are in place as well. The results are reported back to Cabinet and the Legislative Strategy Committee.
2. Legislative advocacy has been linked with SDICCCA, CCLC, Board of Governors, student organizations and colleague groups on a variety of issues.

Goal 1.2 Increase communication with legislative offices

ACHIEVEMENTS

Letters, emails, faxes, visits and phone calls have all been utilized as part of increased communication with legislative offices. Joint advocacy activities have included partnering with students, the Board of Governors and the state chancellor's office. Follow-up reports have been made to the GCCCD chancellor, cabinet, governing board members and the Legislative Strategy Committee. Where legislative positions have been less than unanimous, specific constituency representatives have been included, notified and consulted. Advocacy efforts are reviewed and evaluated after each activity such as letters, student stories, and "marches" (such as the Sacramento March in March).

STRATEGIC PRIORITY #2: EXPAND INTERNAL UNDERSTANDING OF WEB AS MARKETING TOOL

Goal 2.1 Evaluate web communication strategies

ACHIEVEMENTS

The expansion of the web as a marketing tool is being led by the I.S. department with Intergovernmental/Public Information personnel serving as a member of the GCCCD committee to interview consultants, evaluate options, and make recommendations.

STRATEGIC PRIORITY #3: REVIEW INTERNAL COMMUNICATIONS FOR TONE, CLARITY, AND USEFUL GUIDANCE

Goal 3.1 Regular staff review of communications

ACHIEVEMENTS

Primary internal documents 2009-2010 from the district public information office are a number of fact sheets, news releases, staff profiles and, until recently, the Courier. These documents are regularly reviewed by one more staff members. Feedback has been positive, but not systematic.

Institutional Research

STRATEGIC PRIORITY #1: INCREASE EFFECTIVENESS OF INSTITUTIONAL RESEARCH (IR) OFFICE

Goal 1.1 Restructure office

ACHIEVEMENTS

1. Reviewed job descriptions during spring 2010, updates to follow during summer 2010.
2. Survey results not available at this time.
3. Focus activities on Institutional Research- done March 2010.
4. Develop mission statement-done April 2010.
5. Set department Goals-done April 2010.

Goal 1.2 Engage in professional development and staff training

ACHIEVEMENTS

1. Three professional meetings with breakout sessions were attended by staff and one internal workshop was attended during spring 2010.
2. Institutional Research staff was not surveyed, as yet; therefore data is not yet available.
3. Cross Training for IR staff planned to begin Summer 2010.
4. Three local conferences, workshops, and training attended Spring 2010.

Goal 1.3 Provide training services for customers/users

ACHIEVEMENTS

1. Calendar to be developed for Fall 2010 and spring 2011 during Summer 2010.
2. District Services survey results not currently available.
3. Conducted SLO assessment workshops at colleges Fall 2009 and Spring 2010.
4. Conducted SMART Tool usage sessions at colleges Fall 2009 and Spring 2010.

STRATEGIC PRIORITY #2: IMPROVE COMMUNICATION TO CUSTOMERS/USERS

Goal 2.1 Streamline research request process

ACHIEVEMENTS

1. New research request form posted to Institutional Research web site in March 2010. Guidelines for Institutional Research will be vetted during late Spring through Fall 2010.
2. Modify text of request approval confirmation to include time estimate for project delivery to requestor is included in new research request form March 2010.

Goal 2.2 Develop feedback mechanism for satisfaction with services

ACHIEVEMENTS

1. Customer satisfaction survey is currently under development during Spring 2010.
2. District Services survey results not currently available.
3. IR satisfaction survey for each project delivered is in progress.

Goal 2.3 Improve District employee awareness of IR services available

ACHIEVEMENTS

1. A presentation will be designed during Summer 2010 and utilized during Fall 2010 at both campuses.
2. Initial web site revisions accomplished during April 2010. Additional modifications and upgrades to follow during Summer 2010.

Chancellor & Governing Board Office

STRATEGIC PRIORITY #1: IMPROVE CHANCELLOR & GOVERNING BOARD OFFICE (C&GB OFFICE) COMMUNICATION WITH INTERNAL AND EXTERNAL COMMUNITY

Goal 1.1 Update and further develop Chancellor & Governing Board web pages

ACHIEVEMENTS

1. Chancellor's home page: Added staff contacts and links to information for students, and Governing Board.
2. Governing Board home page: Board Policy and Administrative Procedures link updated and streamlined for ease of access.
3. Governing Board home page: Added new page for *The Courier*, a newsletter highlighting the monthly Governing Board meeting, with archives back to 2009.
4. Governing Board home page: Governing Board meeting agendas and minutes now displayed together on a single page with link to the corresponding *Courier*.
5. Governing Board home page: Added *Ebrochure, Communicating with the Governing Board*.
6. Employee Intranet: Added *Ebrochure Information* – a reference source.

Goal 1.2 Explore name change/clarification for C&GB Office

ACHIEVEMENTS

Researched other community colleges, which revealed a common name structure. For clarification, the office name was amended slightly from *Chancellor/Governing Board Office* to *Chancellor & Governing Board Office*.

Goal 1.3 Develop and implement CGBO communication plan

ACHIEVEMENTS

1. C&GB Office Communication Plan developed.
2. Employee intranet site launched 9/24/09.
3. Increased Chancellor Communications distributed and posted on the employee intranet.

Grossmont College

Status of Action Plan 2009/2010

STRATEGIC PRIORITY #1: STUDENT DEVELOPMENT AND ACADEMIC EXCELLENCE: GROSSMONT COLLEGE WILL PROVIDE COMPREHENSIVE INSTRUCTION AND STUDENT SUPPORT SERVICES THAT ENCOURAGE AND ENABLE ALL STUDENTS TO SPECIFY AND REACH THEIR EDUCATIONAL OR CAREER GOALS IN A REASONABLE AMOUNT OF TIME.

Goal 1.1 Assess new and continuing student interests and needs and design and implement programs and services to assist them in defining the best path to reaching their educational and career goals.

ACHIEVEMENTS

1. Advisory committee meetings, program review and annual report to the Governing Board on vocational programs have provided opportunities to monitor program need through student interest and industry demand.
2. Assessment and improvement of student service and administrative service outcomes.
3. Inclusion of basic skills attainment in some vocational programs.
4. Embedded tutoring in selected courses to improve student success.
5. Increased the number of veterans served and decreased the time to certification for veterans to be eligible for benefits.
6. Grossmont's veteran population has grown from 700 to 1200 in the past 18 months with 925 receiving benefits.

Goal 1.2 Faculty will define appropriate student learning outcomes and implement appropriate assessment measures.

ACHIEVEMENTS

1. Completed second annual assessment of student service and administrative service outcomes.
2. 100% of all courses and programs have identified student learning outcomes; 39.4% of all programs/courses are undergoing student learning assessment.

Goal 1.3 Strengthen all programs and services through program review, curriculum design, identification of regional economic and demographic information, advisory groups, the application of appropriate technologies, and research data.

ACHIEVEMENTS

1. Assessment and improvement of the college's program review process for instructional programs. New measures were introduced and a focus on student learning assessment is included.
2. The Curriculum committee continues to meet weekly and submitted 26 curriculum modifications this year.
3. Advisory committees for workforce programs meet annually to keep programs robust and vital.
4. Additionally a community advisory group – VTEA Local Planning Team -- oversees the entire CTE/WD offerings annually to be sure that the college is meeting community needs.

Goal 1.4 Maintain academic integrity, update academic standards, and improve quality of services.

ACHIEVEMENTS

1. The Academic Senate and Administration instituted an Academic Integrity Task Force that worked to identify issues of academic integrity and to provide guidelines for faculty in dealing with and reporting instances of classroom cheating.
2. Plus/Minus grading was introduced in Fall '09.
3. Student Learning Outcomes assessment within departments and programs resulted in continued improvements to existing programs.

Goal 1.5 Encourage a higher level of student participation and responsibility for own educational success.

ACHIEVEMENTS

Programs such as the Summer Institute Program, Personal Development Courses, Life Coach, Umoja and Financial Aid Outreach programs enable students to identify and take advantage of all the resources available to them and assist in developing skills critical for success.

Goal 1.6 Enhance students' academic experience through the infusion of multicultural content as appropriate throughout the curriculum.

1. ACHIEVEMENTS

2. The World Arts and Culture Committee (WACC) helped sponsor and promote 10 cultural events on campus including Spanish Club's "Dia de los Muertos"; Arabic Culture Day; Black History Month; Women's History Month; Spring Arts Festival; Traces of the Trade Guest Speaker Accommodations; Literary Arts Festival; Native American Club 22nd Annual Pow Wow; Arabic Wedding Ceremony; and Cinco de Mayo activities.
3. WACC aligned programs with institutional outcomes related to cultural competencies for Fall '10.
4. The college offers some 42 different clubs that are managed by the InterClub Council and include those, expanding appreciation and exposure to diverse concepts, cultures, backgrounds, etc.
5. Discussions underway through the General Education Taskforce and the Diversity Taskforce (under the Curriculum Committee umbrella) to determine how the campus wants to progress with the incorporation of a diversity requirement into the General Education package.
6. Intercultural Communications seminar to EOPS faculty and staff.

Goal 1.7 Increase the number of articulation agreements with universities and will increase the number of students who are prepared for transfer.

ACHIEVEMENTS

The efforts of the articulation officer in collaboration with department faculty and coordinators have resulted in expanding existing agreements, as well as 10 new articulation agreements to universities offering a broader range of transfer options to students.

Goal 1.8 Increase and track the number of students who successfully complete certificate programs, transfer coursework, or associate degrees and who achieve employment related to their preparation.

ACHIEVEMENTS

1. The total number of students earning degrees and certificates was 1187 in 09/10.
2. Overall, the job placement rate remained constant with the exception of Computer Information Services General which showed an increase of 23.9%.

Goal 1.9 Increase student preparation for and retention in courses.

ACHIEVEMENTS

1. Efforts to increase retention and student success have been enhanced through the efforts of the Student Success Steering Committee. These efforts include Community Service Learning, Project Success, Math Academy, Summer Institute Program, Umoja, and faculty inquiry groups for professional development.
2. Grossmont College was invited to participate in a 3-year FIPSE grant with Kingsborough Community College to improve student success.
3. Participation in the CLASS project has resulted in a monthly focus on student success efforts.

STRATEGIC PRIORITY #2: OUR COMMUNITY: GROSSMONT COLLEGE WILL PLAY A CENTRAL ROLE IN THE EDUCATIONAL, CULTURAL AND ECONOMIC LIFE OF EAST COUNTY AND THE SAN DIEGO REGION.

Goal 2.1 Strengthen and expand partnerships with area middle schools, high schools, colleges and universities.

ACHIEVEMENTS

1. 25 Outreach events have been held to enhance the engagement of high school students in career programs at Grossmont College.
2. Two classes to enhance STEM teacher preparation have been developed and offered through collaboration with UCSD's CalTeach Program.
3. Grossmont College was invited to participate in a 3 year FIPSE grant with Kingsborough Community College to improve student success.
4. The 10 year old partnership with a teacher training University in Atlaculmolco Mexico was expanded to serve the highest number of students in 09/10 (31 students) and involved the greatest number of middle school partnerships.
5. The ARRA grant trained 30 individuals to become CNA through a partnership with SD Workforce Partnership and Grossmont Union High School District.
6. CalPASS programs in English, Math and ESL with Grossmont Union High School District and Cajon Valley School District.

Goal 2.2 Seek to more effectively serve its diverse student body through implementation of the Student Equity Plan.

ACHIEVEMENTS

1. The Umoja program served 25 students in 09/10.
2. The Veteran Population at GC grew from 1,034 students in 08/09 to 1,792 students in 09/10 while the student veterans' organization also grew.
3. The Forensics team travelled across the United States and the world for competitions with a very diverse group of students. They also participated in a workshop on diversity during spring flex week for faculty, staff and administrators.
4. Diversity and Equity luncheon activity and presentation as professional development during Spring 2010 Flex Week
5. Sent participants from Grossmont as part of a district team to Diversity Institute.

Goal 2.3 Serve as a leading creative center of East County cultural, artistic and performance life.

ACHIEVEMENTS

1. Steve Baker.
2. Grossmont College hosted 92 cultural and artistic performances and 10 WACC events on campus.
3. Grossmont College faculty, staff and students participated in 93 events in the community including photography exhibits at Liberty Station.
4. Grossmont Symphony Orchestra partnered with SD Ballet to perform the Nutcracker Suite in December 2009 at East County Performing Arts Center.
5. Over 70 media stories covering GC arts and culture events.
6. Annual Literary Arts Festival exposed community to 8 different, published writers.

Goal 2.4 In partnership with representatives of business, industry and government, will serve as a leading institution in East County for preparing students for entry-level employment, retraining current workers for job advancement and transition to a new careers, and assisting students with job placement.

ACHIEVEMENTS

1. Completion of Health Sciences Complex to provide an exceptional learning environment for healthcare, administration of justice, and forensics students preparing for the workforce.
2. Administration of Justice Grant for \$300,000 to create a statewide public safety collaborative, using a website as a resource hub for prospective students, particularly special populations and non-traditional students.
3. Regional Allied Health & Science Initiative (RAHSI) awarded an "Innovation in Education" award from the San Diego Alliance for strengthening healthcare career ladders through science education in San Diego County.
4. The ARRA grant trained 30 individuals to become CNAs through a partnership with SD Workforce Partnership and Grossmont Union High School District.
5. Grossmont College Child Development Center was recognized by the state chancellor's office as one of the top three campus child care centers in the state and received accreditation from National Association of Educators of Young Children (NAEYC).

Goal 2.5 Bring a global perspective to its students and to East County.

ACHIEVEMENTS

1. The World Arts and Culture Committee (WACC) helped sponsor and promote 10 cultural events on campus including Spanish Club's "Dia de los Muertos"; Arabic Culture Day; Black History Month; Women's History Month; Spring Arts Festival; Traces of the Trade Guest Speaker Accommodations; Literary Arts Festival; Native American Club 22nd Annual Pow Wow; Arabic Wedding Ceremony; and Cinco de Mayo activities.
2. WACC aligned programs with institutional outcomes related to cultural competencies for Fall '10.
3. The Literary Arts festival featured 8 writers from different backgrounds, perspectives and cultures.
4. Arabic Club held 10 events including Arabic Culture Day; Movie: "Mother of the Bride"; Lecture: "Is Israel, the New South Africa?"; Film and Lecture: "Since you Left", a documentary film about the Palestinian-Israeli Conflict; Informational Session for Arabic speaking students; Games Tournament; Olive tree Donation; and a mock wedding.

Goal 2.6 Be leader at the regional level in advocating for community colleges.

ACHIEVEMENTS

1. Faculty, staff and students participated in GCCCD, regional and state advocacy efforts such as the Teach Out on campus March 4th, the March in March, and the CCLC Legislative Conference.
2. Local efforts included a joint editorial written by the chancellor and 2 college presidents and a presentation to business leaders and elected officials as part of the First Friday Breakfast in April 2010.

Goal 2.7 Increase collaboration and partnerships with public and private community based organizations, including opportunities for Community Service Learning (CSL) in conjunction with community agencies.

ACHIEVEMENTS

1. Revitalization of the Community Service Learning program on campus to provide tutoring to introductory level students.
2. American Sign Language program hosted "It's a Deaf World" event that featured collaboration from 3 agencies and community volunteers around the county and state on May 1, 2010.
3. Grossmont College Foundation received a total so far of \$252K in donations specifically for Osher Scholarships.
4. Collaborative effort with Helix Charter High School to combine their Living History Project with Grossmont College's Creative Writing and Community Service Learning program.

STRATEGIC PRIORITY #3: FISCAL RESOURCES: GROSSMONT COLLEGE WILL ACT RESPONSIBLY, ETHICALLY, EFFECTIVELY, EFFICIENTLY, AND IN AN ACCOUNTABLE MANNER IN USING ITS FISCAL RESOURCES, AND WILL ACTIVELY SEEK OUTSIDE SOURCES OF FUNDING.

Goal 3.1 Aggressively and creatively seek additional fiscal resources beyond those provided by the State and the District.

ACHIEVEMENTS

1. Grossmont College was awarded \$5,856,086 in 09/10 from state, federal and private grants. Grossmont College also benefits from the \$8,730,710 in allocated grants Districtwide.
2. Grossmont College Foundation raised \$252K for Osher Scholarships.
3. Ticket sales for events on and off campus resulted in \$15,390 for sporting events and \$62,292 for performances.

Goal 3.2 Maximize the efficient use of its physical resources.

ACHIEVEMENTS

1. After a year of the Students First Campaign, the college opened a multi-story parking facility on campus.
2. Completed planning for the first building within GCCCD to seek LEED certification.
3. Effectively planned for secondary effects to ensure integrity of programs and services during student center/services construction.
4. Completion of health sciences complex
5. Crucial repair and renovation projects were planned and funded despite the economic challenges.

Goal 3.3 Seek funding equity and a students-first approach to available resources within the District allocation formula and at the state level.

ACHIEVEMENTS

1. GCCCD approached the 09/10 budget cuts (10%) equitably and effectively using priority based criteria.
2. Grossmont College was able to serve 7.5% more students with 10% less resources and 8% less course offerings and 7.5% less staff.

Goal 3.4 Plan and budget for adequate staffing levels for current and future needs of instructional and student services programs, including administrative and operational support.

ACHIEVEMENTS

Efforts during this challenging budget year were aimed at identifying and filling critical staffing holes created by an early retirement incentive and attrition. Stabilization and updating staffing processes were the goals rather than growth given the significant budget cuts.

Goal 3.5 Identify and select technology that assists staff in providing instruction and support services in efficient and student-centered ways.

ACHIEVEMENTS

1. Crucial computer lab rollovers and technology replacement have been a priority even given the budget challenges.
2. Rollover to Blackboard 9 was performed to enhance services to online students.
3. Grossmont College was selected as one of 15 Veterans' Resource Centers across the state to serve as a model for providing comprehensive support services to veterans.

Goal 3.6 Simplify and enhance all financial and business processes at the college to better meet the needs of students, staff, faculty and administrators.

ACHIEVEMENTS

GCCCD conducted IFAS upgrade and training to employees.

Grossmont College is part of a Districtwide effort to reduce paper usage and reduce utility costs.

Augmentation of college intranet site to enhance access to information.

Integrated college planning processes to tie together program review, outcomes assessment and strategic planning.

STRATEGIC PRIORITY #4: HUMAN RESOURCES: GROSSMONT COLLEGE WILL RECRUIT, HIRE, DEVELOP, RETAIN AND SUPPORT AN OUTSTANDING AND DIVERSE FACULTY AND STAFF FOR ITS STUDENTS.

Goal 4.1 Design and implement broad, creative recruitment and retention strategies in seeking diverse faculty, classified staff and administrators.

ACHIEVEMENTS

1. Due to budget cuts, 10 positions (faculty, staff and administrators) were filled as critical replacements.
2. Participation in development of EEO plan that contained sections on creating an environment inclusive of diversity.
3. SDICCCA Intern Program – bringing diverse faculty to Grossmont College.

Goal 4.2 Design and implement staff-development plans that provide for maintaining currency in assigned areas, developing new skills and linking college wide efforts to better serve students needs.

ACHIEVEMENTS

1. Under the leadership of the faculty professional development committee and also the classified senate, two robust flex weeks were planned and also 15 professional development and job-training workshops opportunities for staff outside these weeks were offered.
2. As part of the college's integrated planning, an effort to enhance classified staff training opportunities was funded.
3. Initiation of Faculty Inquiry Groups (FIGS) and Summer Institute sponsored by Student Success Steering Committee.

Goal 4.3 Work with the District to streamline the hiring process and to remain competitive in seeking and retaining staff.

ACHIEVEMENTS

1. GCCCD implemented PeopleAdmin for online submission and screening of applications.
2. The timing and processes of screening and interviewing were streamlined.

Goal 4.4 Work with the District to provide staff with training in hiring processes and evaluation processes.

ACHIEVEMENTS

1. As part of the Equal Employment Opportunity Plan, training has been formalized and offered to all screening/interviewing committees as well as to campus constituencies.
2. Through a collaboration of the Academic Senate and administration, training for faculty evaluating online courses was provided during fall flex week 2009.

STRATEGIC PRIORITY #5: PHYSICAL RESOURCES: GROSSMONT COLLEGE WILL DESIGN AND MAINTAIN A PHYSICAL INFRASTRUCTURE THAT MEETS THE CHANGING NEEDS OF STUDENTS, STAFF AND THE COLLEGE'S INSTRUCTIONAL AND STUDENT SUPPORT PROGRAMS WHILE VALUING AND ENHANCING THE AESTHETIC BEAUTY OF THE CAMPUS.

Goal 5.1 Improve pedestrian and vehicular access to, circulation within, and egress from the campus.

ACHIEVEMENTS

1. Replaced the access road to the sports facility area and provided accessible parking spaces at the football field.
2. Repaired deteriorated portions of perimeter road to remove safety issues.
3. Restriped crosswalks and added lane delineation lines in parking garage to mitigate traffic safety issues.
4. Repaired Griffin Drive to remove safety issues and prepare for relocation of transit center to the front of School.
5. School.
6. Replaced sidewalk behind building 51 to remove safety hazards and updated accessibility requirements.

Goal 5.2 Review and update as necessary the college's Facilities Master Plan, and will identify the most effective uses of state, local proposition and outside funding.

ACHIEVEMENTS

1. Facilities Committee reviewed and recommended numerous renovation and repair projects, and reviewed Master Plan projects and funding allocations.
2. Reallocated savings from Parking Structure and other projects to provide full funding for the Griffin Center and Student and administrative Services projects.
3. Recommended and prioritized roofing projects.

Goal 5.3 Ensure the broadest possible campus participation in the design and use of existing, new and remodeled facilities, including the aesthetic development of the campus environment.

ACHIEVEMENTS

1. College building task forces have been integral in the development of The Health & Sciences Complex, Griffin Center, and the Student and Administrative Services building construction projects, including the design of their temporary facilities.
2. All project designs and budgets are reviewed by the Facilities Committee and Planning & Resource Council to ensure the campus community is aware and involved in campus facility remodel, repairs, and capital construction.
3. College has implemented a task force to assist in the design of campus landscape and water reduction projects including the Native Garden updates, and new landscape educational zones.

Goal 5.4 Plan and budget efficiently for the secondary effects of implementing the Facilities Master Plan.

ACHIEVEMENTS

1. Planned, budgeted and implemented the secondary effects plans for the Griffin Center, Student Services and Health & Sciences Complex capital construction projects.
2. Allocated additional college funds to assist in the planning and implementation of the secondary effects of Building 36.
3. Reinstated the Room Utilization Committee to provide a campus wide review of room utilization on campus and to provide recommendations on future room needs to the Facilities Committee and Planning and Resources Council.

Goal 5.5 Provide adequate parking and seek to improve public transportation to the campus.

ACHIEVEMENTS

1. Completion of the multi-story parking structure.
2. Implemented Facilities Committee recommendations for on campus parking including designated spaces for HOV and fuel efficient vehicles.
3. Provided additional accessible parking spaces as recommended by the Facilities Committee and approved by DSA.
4. Maintained MTS service to Grossmont College despite economic challenges.

Goal 5.6 Work with the District to maintain a safe and clean environment for work and study.

ACHIEVEMENTS

1. Worked with district to implement renovation & repair projects to ensure address safety, health and cleanliness issues.
2. Worked with district to meet fire, health, storm water management, Department of Agriculture, Padre Dam requirements.
3. Completed and updated HazMat Business and evacuation plans, and completed college wide chemical inventory.
4. Maintained "A rating in food service areas.
5. Continuing "green efforts" completed transition to green custodial chemicals.

STRATEGIC PRIORITY #6: CAMPUS LIFE: GROSSMONT COLLEGE WILL PROVIDE STUDENTS AND EMPLOYEES WITH AN ENGAGING AND REWARDING CAMPUS LIFE AND ENVIRONMENT.

Goal 6.1 Enhance employee and student understanding of and participation in campus governance activities.

ACHIEVEMENTS

1. Review and revision of the college's governance structure was completed (annual process).
2. Distribution of a "Did You Know" sheet to refer people to important information, updates, intranet sites, etc.
3. Open meetings of Planning and Resource Council to broadly share budget and planning information.
4. Annual leadership retreat was held April 23, 2010 to guide the annual implementation process for 2011/12.

Goal 6.2 Promote a strong sense of identity and campus pride.

ACHIEVEMENTS

1. Culminating celebration of the Students First Campaign was the grand opening of the parking structure.
2. Kudos was delivered to 66 faculty, staff and administrators who performed "above and beyond the call of duty."
3. Over 70 media coverage of campus activities.
4. Coverage of faculty, staff and student achievements in Newsburst, eGrossmont, and Campus Scene.

Goal 6.3 Enrich staff and students' academic and professional experience through on-campus colloquia, seminars, and on- and off-campus activities.

ACHIEVEMENTS

1. Martin Luther King orator during Black History Month.
2. Black Story Tellers visited Grossmont College as a multimedia collaboration between the music department, television broadcast and Umoja programs.
3. Retired pilot, Wally Funk talked about her 50 year journey as an Aviatrix during Women's History month
4. Award winning artist-illustrator, Kadir Nelson, was on campus for book signing and to display his exhibits.
5. The 14th Annual Literary Arts Festival was held in April with internationally acclaimed poet and fiction writer, Marilyn Chin and 7 other writers.
6. 10 WACC events held on campus to enrich the experiences.
7. Political Economy Week – twice a year.
8. Constitution Week Events – speakers, film, lecture presentation.

Goal 6.4 Grossmont College's Foundation will support enrichment initiatives that enhance staff and students' academic experience.

ACHIEVEMENTS

1. The Foundation provided support for the fall and spring convocations, scholarships breakfasts as well as the college recognition event.
2. Foundation mini-grants supported 9 mini-grants for students on campus.
3. The Foundation raised a total of \$252K for Osher Scholarships.
4. Hosted two major fund raising events to support college programs, students and scholarships.

Goal 6.5 Identify and implement activities that enhance employee and student morale and improve working relationships with Cuyamaca College and the District Office.

ACHIEVEMENTS

1. Both college academic senates hosted two joint meetings in fall and spring.
2. The classified senate participated in a joint training session for classified staff to orient them to CACC, GCCCD, and the colleges.
3. GCCCD Chancellor hosted a Halloween party with costume contest.
4. The college hosted a Chili cook off in December as well as provided energy breaks for employees during spring finals week.
5. The Kudos recognition system provides recognition and celebration of employees that go "above and beyond."
6. The Chancellor's Classified Senate Award recognized two Grossmont College employees in 09/10 for exceptional performance and collaboration.
7. Annual College Recognition event celebrated career achievements, milestones, teaching excellence, and other many awards. There were 14 different awards and recognition.

Goal 6.6 Foster a working environment in which all college and district employees and students are treated with personal and professional respect.

ACHIEVEMENTS

1. An abbreviated accreditation survey completed by 46% of f/t employees indicated improved Governing Board, District, and college relations, communication and governance in support of students.
2. The annual college recognition event celebrated professional milestones and achievements of faculty, staff and administrators.
3. The Kudos awards recognized 66 faculty/staff/administrators who were nominated by colleagues for going above and beyond the call of duty.

Cuyamaca College

Status of Action Plan 2009/2010

From the Annual Implementation Plan 2009

2009 STRATEGIC PRIORITY #1: ACADEMIC EXCELLENCE AND PROGRAM DEVELOPMENT

Goal 1.1 Promote universal assessments in basic skills (reading, writing and math) for entering students.

ACTIVITY 1.A.1.

The BSI committee will explore the feasibility of promoting universal assessment in Basic Skills within the District.

ACHIEVEMENTS:

The BSI Committee has implemented the 08-09 Basic Skills Initiative which links websites, marketing materials, the counseling department, the PDC department, the basic skills counselor and the coordinator of assessment.

Recommendation: Carry-over item to FY 2009-2010, with a commitment to schedule at least one joint resource-sharing meeting with the Grossmont College BSI Committee in Fall 2009 to identify possible shared priorities.

ACTIVITY 1.A.2.

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

ACHIEVEMENTS:

The BSI Committee has implemented the action plan that was submitted to the State (October 8, 2008) that outlines specific activities designed to strengthen assessment in Basic Skills. 2009/10 Action Plan to be submitted by 10/15/09.

2009 STRATEGIC PRIORITY #2: STUDENT SUCCESS

Goal 2.1 Create an institutional transfer system including counseling, instruction curriculum development and faculty mentoring.

ACTIVITY 2.A.1.

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

ACHIEVEMENTS

The Transfer Center Director, in collaboration with the Student Services Advisory Board, is constantly receiving and reviewing transfer data and transfer policies to constantly make appropriate adjustments to yearly and by semester transfer goals.

Recommendation: Ongoing and Institutionalized

ACTIVITY 2.A.2.

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

ACHIEVEMENTS

The Transfer Center successfully implemented the activities approved in the '08-'09 Student Services Master Plan specifically designed to improve transfer rates. An action plan for '09-'10 is outlined in the Student Services '09-'10 Master Plan and will be implemented by the Transfer Center accordingly. The Transfer Center is also continually monitoring the policies and external circumstances affecting transfer opportunities, primarily to UC, CSU and private institutions, to properly advise students and enhance student transfer services. Additionally, the Transfer Center is constantly taking advantage of emerging opportunities, such as partnering with GUHSD's Got Plans? to improve transfer rates.

Recommendation: Completed and institutionalized.

2009 STRATEGIC PRIORITY #3: FACILITIES AND PHYSICAL ENVIRONMENT

Goal 3.1 Upgrade all classrooms to "smart classrooms."

ACTIVITY 3.A.1.

Identify classrooms yet to be upgraded.

ACHIEVEMENTS

At the beginning of Fall 2008, seven classrooms that are identified as appropriate for 'smart technology' did not have it. By June 2009, all seven of these classrooms now have smart technology. In addition, dozens of classrooms with older technology have received upgrades of new computers and new data projectors.

Recommendation: Completed

ACTIVITY 3.A.2.

Identify resources to upgrade remaining classrooms.

ACHIEVEMENTS

Resources have been identified through the State Block Grants, Physical Plant, to upgrade the remaining classrooms.

Recommendation: Completed

Goal 3.2 Incorporate the nature preserve into the campus environment.

ACTIVITY 3.B.1.

Integrate the preserve into the curriculum where appropriate.

ACHIEVEMENTS

Initial discussions have been held with the science department to integrate the preserve into the college curriculum, and to identify possible funding sources for such efforts. A full-time Biology instructor has been hired and will lead the development in this and other Botany-related projects. A part-time geography instructor has also expressed interest in working on this effort. Activity to complete the preserve project were delayed because of competing obligations. Activity will resume in Fall 2009 with the submission of a plan for integrating the preserve into the curriculum by the Botany faculty member.

Recommendation: Carry-over

ACTIVITY 3.B.2

Develop the preserve as a community resource.

ACHIEVEMENT

Initial discussions have been held with the science department regarding developing the preserve as a community resource, and to identify possible funding sources for such efforts. A full-time Biology instructor has been hired and will lead the development in this and other Botany-related projects. A part-time geography instructor has also expressed interest in working on this effort. Activity to complete the preserve project were delayed because of competing obligations. Activity will resume in Fall 2009.

Recommendation: Carry-over

2009 STRATEGIC PRIORITY #4: COMMUNITY RELATIONS

Goal 4.1 Develop programs that are responsive to the changing demographics in our district.

ACTIVITY 4.A.1.

Develop and implement community survey with District research office.

ACHIEVEMENTS

The Executive Dean of Institutional Advancement and the Vice President of Student Development and Services are serving as liaisons with the District Research Office to develop a thorough and detailed community survey. Two drafts of the survey have been completed but the project was put on indefinite hold due to lack of funding.

Recommendation: Table initiative until funding becomes available.

ACTIVITY 4.A.2.

Assess results to identify potential program development areas.

ACHIEVEMENTS

Pending revision and implementation of community survey with the District Research Office. The Center of Excellence has provided some data on workforce trends that have been used to pursue and secure EWD grant funding.

Recommendation: Table accordingly.

ACTIVITY 4.A.3.

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

ACHIEVEMENTS

Pending assessment of community survey.

Recommendation: Table accordingly.

2009 STRATEGIC PRIORITY #5: RESOURCE DEVELOPMENT

Goal 5.1 Maximize the use of the Foundation in terms of raising funds for the college and the distribution of those funds.

ACTIVITY 5.A.1.

Conduct at Strategic Planning process to re-examine the mission of the Foundation and increase funding opportunities.

ACHIEVEMENTS

The Cuyamaca College Foundation, with facilitation from the District Research Office, has undergone and completed a thorough Strategic Planning process during the summer and Fall of 2008. A totally new committee structure has been developed with a committee dedicated to identifying new funding opportunities. 2008 and 2009 Foundation Celebrations exceeding all previous fundraising records for the event. Foundation also provided seed funds to help specific departments generate own funding, such as music and art.

Recommendation: Completed, institutionalized and ongoing

Goal 5.2 Pursue and secure external grants and funds.

ACTIVITY 5.B.1.

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

ACHIEVEMENTS

The Office of Institutional Advancement actively and continually monitors and researches grant opportunities for the college as well as individual departments by both subscribing to grant listserves and actively searching grant databases. These grant opportunities include federal, state and private (foundation) funding sources. For information received through listserves, grant opportunities are identified, the information is forwarded to administrators, faculty and staff who may be interested in the funding opportunity. Additionally, the Executive Dean meets individually with faculty interested in pursuing grant funding for specific projects. Grants secured through these efforts have resulted in the creation of the Center of Innovation (made up of all Economic and Workforce Development (EWD) grant funded programs).

Grants submitted during the '08-'09 FY:

Calsense Irrigation: \$10,000

Center of Excellence: \$1,025,000

Workplace Learning: \$1,025,000

IDRC VESL (OH, auto): \$587,689

Career Tech Ed: \$224,526

Growing Green Collar CTE: \$90,000

IDRC Wastewater: \$486,728

Solar thermal and PV: \$400,000

Water Conservation: \$400,000

Foster Youth: \$2,500

Recommendation: Complete, institutionalized and ongoing

Cuyamaca College
Status of Action Plan 2009/10
From the Annual Implementation Plan 2010

2010 STRATEGIC PRIORITY #1: Student Access

Goal 1.1 Provide students with an email confirmation of their successful application and registration and a reminder of when classes begin

ACTIVITY 1.A.1.

Work with District IS to provide an automatic notification to students upon the successful completion of their registration.

ACHIEVEMENTS

This has been completed for Continuing Education, and Student Services has successfully incorporated this into WebAdvisor so now all students receive notification of successful completion of registration.

ACTIVITY 1.A.2.

Work with District IS to provide all registered students with an email reminder of when classes begin.

ACHIEVEMENTS

Completed. All registered students now receive an email reminder of when classes begin.

STRATEGIC PRIORITY #2: Learning and Student Success

Goal 2.1 Develop methods to more effectively assess student preparedness levels including online assessment services in English and Math and place students in appropriate courses based on assessments.

ACTIVITY 2.A.1.

Work with math department at both colleges to align assessment instrument.

ACHIEVEMENTS

Initial meetings with both colleges have been conducted and work is ongoing, inclusive of the State Early Assessment Program (EAP).

ACTIVITY 2.A.2.

Work with English department at both colleges to align assessment instrument.

ACHIEVEMENTS

Initial meetings with both colleges have been conducted and work is ongoing, inclusive of the State Early Assessment Program (EAP).

ACTIVITY

2.A.3. Seek approval from the State Chancellor's office for the newly aligned assessment instrument.

ACHIEVEMENT

State Chancellor's office approval is pending finalization of assessment alignment.

ACTIVITY 2.A.4.

Assess the feasibility of purchasing and implementing online assessment instruments.

ACHIEVEMENT

Continuing Education has this ability and provides online assessment for the lower basic skills students. Student Services continues to explore the feasibility of purchasing and implementing online assessment instruments. Initial inquires have proven cost-prohibitive.

Goal 2.2 Maintain basic skills as a major focus.

ACTIVITY 2.B.1.

Continue careful distribution of BSI funding to effectively support student success in English, Reading, ESL, Mathematics and Study Skills.

ACHIEVEMENTS

The Basic Skills Committee has solicited and received applications for funding from the Academic Master Planning (AMP) and Student Services Master Planning (SSMP) processes as well as from the campus at large. As always, proposed activities must be significantly related to the Basic Skills fields of English, Reading, ESL, Mathematics and Study Skills. At present, a total of seven activities involving funding of approximately \$95,000 have been approved for 2010-11.

ACTIVITY 2.B.2.

Assure campus-wide involvement in the Basic Skills Initiative by filling all open positions on the Basic Skills Committee.

ACHIEVEMENTS

Not only have all open positions on the Basic Skills Committee been filled, but additional positions, representing content areas with significant ties to Basic Skills have been added and have been filled. The committee now has its full complement of positions established and populated.

ACTIVITY 2.B.3.

Appoint a dedicated and knowledgeable Basic Skills Coordinator for 2010-2012.

ACHIEVEMENTS

Following a very public and collegial process -- involving faculty-wide solicitation of interest, collection of applications, and recommendations by a sub-committee -- the Basic Skills Committee recommended Alicia Munoz, a veteran ESL faculty member who has had significant involvement with Basic Skills at the college, to the president of Academic Senate and the college president. The committee recommendation was accepted. Ms. Munoz will begin her work as of July 15, 2010.

ACTIVITY 2.B.4.

Assess institutional basic skills learning outcomes to measure student success.

ACHIEVEMENTS

Under the leadership of Student Learning Outcomes (SLO) Coordinator, Terrie Nichols, the Basic Skills Committee established a set of institutional-level Basic Skills learning outcomes and a grid to which individual basic skills courses can map their course-level learning outcomes. The grid and outcomes have been endorsed by the Academic Senate and by IPC. Assessment of the outcomes will begin in Fall 2010 as the first stage in the college's assessment of its Institutional Effectiveness.

Goal 2.3 Improve collaboration between Financial Aid and Counseling

ACTIVITY 2.C.1.

Provide joint professional development opportunities for both departments.

ACHIEVEMENTS

Joint professional development activities have been developed and implemented for Financial Aid and Counseling.

ACTIVITY 2.C.2.

Explore the feasibility of conducting joint student orientation and advising sessions.

ACHIEVEMENTS

Ongoing.

2010 STRATEGIC PRIORITY #3: Value and Support of Employees

Goal 3.1 *Planned activities scheduled to begin in FY 2011-2012*

ACHIEVEMENTS

The President's Office, Academic Senate along with the college Foundation co-sponsor the after-commencement "Thank You Party" at the Water Conservation Garden to express appreciation to all faculty and staff.

The Cuyamaca College Foundation values and expresses support of college employees by providing mini-grants and offering special, discounted pricing to attend the annual Foundation Celebration.

2010 STRATEGIC PRIORITY #4: Economic and Community Development

Goal 4.1 Work with industry and other partners to identify workforce development needs to develop new programs, create classes/programs and be current in the programs (maintain certification)

ACTIVITY 4.A.1.

Remain alert for federal, state and other grant opportunities and apply for grants which are appropriate to the college and the district.

ACHIEVEMENTS

This process is being currently and actively conducted throughout the college, including Instruction, Student Services, Continuing Education and the Office of Institutional Advancement.

ACTIVITY 4.A.2.

Use the networking skills of the Dean of CEWT and the EWD grant directors to establish and optimize contact with local and regional partners.

ACHIEVEMENTS

Continuing Education and certain CTE programs in Instruction have established very successful advisory committees and partnerships. The college's circle of local and regional partners is increasing steadily, especially due to connections resulting from grant awards and to the activities of the various advisory committees which are linked to grants and to our CTE programs.

ACTIVITY 4.A.3.

Create classes/programs leading to employment at the fee-based, certificate and associate degree levels.

ACHIEVEMENTS

Continuing Education has developed 12 VESL (Vocational English as a Second Language) classes, 2 solar programs, and three water industry programs. All are short-term certificate programs developed to help program participants enter the workforce quickly.

ACTIVITY 4.A.4.

Institutional Advancement: Support the efforts of the college and EWD grant programs to identify, respond to and address the training needs of local workforce.

ACHIEVEMENTS

The Office of Institutional Advancement has provided a grant research and writing workshop during the Fall Professional Development week. All participants were able to identify potential funding sources for grant ideas during the workshop. Additionally, Institutional Advancement collaborates with faculty and staff working on grants to facilitate and coordinate college, district and donor submission processes; assist with grant narrative and budget preparation; and consults with industry representatives to identify ways the college can support local workforce demands and issues.

Goal 4.2 Explore various ways of making all college divisions and departments more green (reducing waste)

ACTIVITY 4.B.1.

Instruction: Systematically solicit recommendations from the various academic departments and programs on how to promote "green" attitudes and activities in their areas. Implement recommendations as feasible and with all due speed.

ACHIEVEMENTS

Cooperate with the other divisions of the college in promoting their "green" activities. Instruction is cooperating in the campus-wide effort to reduce paper use. A concerted effort to emphasize "green" thinking in the academic areas will be launched in 2010-11 academic year.

ACTIVITY 4.B.2.

Student Services: Reduce the use of paper by providing forms and other documents online.

ACHIEVEMENTS

Being implemented throughout.

ACTIVITY 4.B.2.a.

Maintain an active recycling of paper products.

ACHIEVEMENTS

Implemented throughout.

ACTIVITY 4.B.2.b.

Limit and eliminate the use of appliances such as water coolers, mini-fridges, and copiers.

ACHIEVEMENTS

Outstanding.

ACTIVITY 4.B.2.c.

Turn off office equipment and lights.

ACHIEVEMENTS

Implemented throughout.

Administrative Services

ACHIEVEMENTS

Actively explore various ways of making all college divisions and departments more "green" (reducing waste) (goal for FY 2010-2011) - Substitute operational materials with green & local products.- Promote Bookstore/Food Services for green purchasing.- Staff meetings, utilize less paper, utilize more intranet or e-mail.- Operations – waste weights, study on reducing waste management.- Increase use blackboard for instructional materials to reduce paper- Suggestion for composting food services materials.

Institutional Advancement:

ACHIEVEMENTS

Printing on back-sides of paper, not purchasing water for meetings, not printing materials for meetings (but rather display digitally or send via emails, and keeping lights off).

4.B.4.a.

ACHIEVEMENTS

Support the efforts of college divisions, especially Facilities and Operations, in their efforts to promote conservation. Institutional Advancement has been working with the Facilities staff to secure grants to update inefficient irrigation systems.

2010 STRATEGIC PRIORITY #5: Fiscal and Physical Resources

Goal 5.1 Promote a culture that values energy conservation

ACTIVITY 5.A.1. Instruction: Systematically solicit recommendations from the various academic departments and programs on how to foster energy conservation in their areas. Implement recommendations as feasible and with all due speed.

ACHIEVEMENTS

With the cooperation of the Facilities Manager, instruction has been attempting to consolidate use of facilities -- thus promote energy conservation -- on weekends and, for summer session, during evening hours also.

ACTIVITY 5.A.2. Cooperate with the other divisions of the college and with the newly charged Sustainability Committee in promoting their energy conservation activities.

ACHIEVEMENTS

Instruction is cooperating on all relevant initiatives in this area. Curriculum Committee is working with the Sustainability Committee to determine if "green" courses or a "green" program emphasis would be a qualitatively respectable option of the college curriculum.

ACTIVITY 5.A.2.a. Maintain an active recycling of paper products

ACHIEVEMENTS:

Being implemented throughout the Division.

ACTIVITY 5.A.2.b. Limit and eliminate the use of appliances such as water coolers, mini-fridges, and copiers.

ACHIEVEMENTS

Outstanding.

ACTIVITY 5.A.2.c. Turn off office equipment and lights.

ACHIEVEMENTS

Being implemented throughout the Division.

ACTIVITY 5.A.3. Administrative Services • Promote a culture that values energy conservation.

ACHIEVEMENTS

Administrative Services has been promoting a culture that values energy conservation through the following initiatives:

- Calsense Project, CC water conservation project
- Communication awareness (e-mail/signage on classroom doors/promotion)
- Recycling efforts, campaigns, special events & clubs
- Staff Development presentations / Professional Development week every semester
- Hosting State-wide Environmental Urban landscape workshops
- Faculty Senate endorsed Standard Practices of Conserving Resources
- Promote Energy conservation through audits, central plant and utility usage

ACTIVITY 5.A.4. Institutional Advancement: Include a section on promoting energy conservation in the President's monthly report to the Governing Board as well as the college newsletters.

ACHIEVEMENTS

The college's newsletter (distributed at the beginning of Fall and Spring semesters) is now "published" only online. Online publication of the newsletter has not only reduced paper but has also made the distribution and public accessibility of the newsletter much more widespread. An entire issue of the college newsletter (Fall 2009) was dedicated to the college's "green" and energy conservation activities (and related education and training programs).

ACTIVITY 5.A.4.a. Support the efforts of all divisions and departments pursuing external resources to assist in efforts related to energy conservation.

ACHIEVEMENTS:

In FY 2009-2010, and thanks to the Division of Continuing Education and Workforce Training, the college was awarded the following grants related to energy conservation:

- CA Green Energy Workforce Training Program (\$1,000,000: \$395,235 from ARRA, \$604,765 from State Energy Partnership)
- Industry Driven Regional Collaborative (IDRC) Solar Thin Film training (\$427,281)
- Border Area Development & Growth of Environmental Responsibility (BADGER) Project (\$13,196)
- California Clean Energy "Green Building Pre-Apprenticeship" (\$166,240)

And the following grant programs support energy conservation indirectly:

- Economic & Workforce Development - Workplace Learning Resource Center (\$205,000)
- Economic & Workforce Development - Environmental Training Center (\$205,000)

Goal 5.2 Commit ourselves to developing and maintaining facilities and resources that would support innovative CTE programs (primarily in response to developing technologies)

ACTIVITY 5.B.1. Instruction:

Using local expertise and available environmental scans, identify CTE programs that will be significant for the college and its service region throughout the next decade. Focus a portion of grant-writing activities on those identified programs. And, as campus facilities are modified for future uses, be alert to opportunities for accommodating the projected needs of these identified significant CTE programs.

ACHIEVEMENTS

Local future workforce projections, as well as the college's Strategic Plan, indicate that green technologies (such as wind, solar and water) will be significant in the coming years. As a result, the college has pursued and secured a number of green and developing technology grants. Please refer to 5.B.3. for a list of funded grants.

ACTIVITY 5.B.2. Administrative Services

Support efforts to submit grants related to CTE programs.

ACHIEVEMENTS

Administrative Services staff work actively and intimately with grant writing staff to prepare all grant budgets and related supporting documentation in preparation of all grants. Please refer to 5.B.3. for a list of funded grants.

ACTIVITY 5.B.3. Institutional Advancement:

Work with CTE and EWD grant programs to identify, pursue and secure funding for innovative programs, primarily in response to developing technologies.

ACHIEVEMENTS

In FY 2009-2010, and thanks to the Division of Continuing Education and Workforce Training, the college was awarded the following grants related to energy conservation:

- CA Green Energy Workforce Training Program (\$1,000,000: \$395,235 from ARRA, \$604,765 from State Energy Partnership)
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And the following grant programs support energy conservation indirectly:

- Economic & Workforce Development - Workplace Learning Resource Center (\$205,000)
- Economic & Workforce Development - Environmental Training Center (\$205,000)

Cuyamaca College
Status of Action Plan 2009/10
From Accreditation Recommendations

ACCREDITATION RECOMMENDATION STRATEGIC PRIORITY #1: STUDENT LEARNING OUTCOMES

Goal 1.1 The team recommends that the college complete the process of identifying Student Learning Outcomes (SLOs) for courses, programs, certificates, and degrees, identify SLOs for student services, and other areas of the college, and develop and implement methods for assessing student achievement of those outcomes. The assessment results should be used to guide improvement (Standards I.B.1, I.B.7, II.A.1.c, II.A.2.b, II.A.2.f, II.A.3.a, II.A.2,b, II.A.c, II.B.4, II.C.2, III.A.1.c)

ACTIVITY 1.A.1.

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

ACHIEVEMENTS

Departments have been working on their SLO Assessment Plans this semester. 10 plans have been submitted, with the balance expected by the end of the semester. Development of assessment plans will continue in Fall 2009, with all program-level assessment plans to be completed by the end of academic year '09/10.

ACTIVITY 1.A.2.

Pilot assessment projects will be initiated this year.

ACHIEVEMENT

Departments are being recruited to participate in a pilot SLO project for Spring 2009. SLO assessment training will be provided during Professional Development Week in January. One department (Learning Support in the LRC) launched a pilot assessment program in Spring 2009. That pilot program is on-going and has been reported to the Accreditation Commission. Subsequent to completion of all program-level assessment plans in academic year 2009-10; additional pilot projects will continue to be implemented throughout the year.

ACTIVITY 1.A.3.

Course and Program level SLOs will continue to be developed and submitted for approval to the Curriculum and Program Review Committees.

ACHIEVEMENT

Upon review of the mid-year report, the responsible parties realized that an additional activity needed to be added to this recommendation. 47 course outlines with SLOs (25 credit, and 22 non-credit) have been approved by the Curriculum Committee, with approximately 45 courses in process. 20 program/degree level SLOs are in the process of being submitted to the Instructional Program Review Committee. 54% of course-level SLOs have been completed by the end of Spring 2009; work will continue in Fall 2009 to bring the figure to 100%. 55.2% of program-level SLOs have been completed by the end of Spring 2009; work will continue in Fall 2009 to bring the figure to 100%.

ACTIVITY 1.B.1.

Student Services: Through the Student Services master planning process, SLO assessment plans for programs will be developed by departments.

ACHIEVEMENT

All Student Services departments (100%) have developed SLO assessment plans. Student Services assessment plans will be implemented in 2009-2010.

ACTIVITY

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

ACHIEVEMENT

Student Services has not piloted SLO assessments this FY but each Student Services department has planned to pilot a minimum of 1 SLO assessment in FY 2009-2010. No further activity was undertaken in Spring 2009. Student Services assessment plans will be implemented in 2009-2010.

ACCREDITATION RECOMMENDATION STRATEGIC PRIORITY #2: PROGRAM REVIEW

Goal 2.1 The team recommends that the college complete the program review process for all student services and other areas of the college. The college should provide evidence that the program review process evaluates the achievement of student learning outcomes, along with other assessments that yields quantitative and qualitative data for analysis, and use the results of these evaluations as the basis of improvement (Standards I.B., II.1.a, II.B.1, II.B.4)

ACTIVITY 2.A.1.

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

ACHIEVEMENTS

A thorough program review process, using the CAS standards, has been developed and implemented for all Student Services.

ACTIVITY 2.A.2.

Implement the CAS Program Review process using a 5-year cycle to review all Student Services departments.

ACHIEVEMENTS

Student Services has completed year-3 and is beginning year 4 of implementing the CAS Program Review process. Each year, Student Services reviews 1/5th of all its programs (completing a total review in a 5-year time cycle).

ACTIVITY

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

ACHIEVEMENTS

Three full years of program review have been completed, therefore, 9 departments have incorporated the qualitative and quantitative results into program improvements for the subsequent year's Student Services Master Plan.

ACCREDITATION RECOMMENDATION STRATEGIC PRIORITY #3: RESOURCES (FULL-TIME FACULTY AND STAFF)

Goal 3.1 The team recommends that the college and the district ensure that the number of full-time faculty and staff is adequate to support the instructional needs and student support services to improve student learning and enhance the achievement of the mission of the institution (Standards II.C.1.a, III.A.2)

ACTIVITY 3.A.

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

ACHIEVEMENTS

The college requested staffing data from the District to determine trends in staffing.

Due to a downward trend in full-time to part-time faculty ratio, the Governing Board made a commitment of \$400,000 to support hiring full-time faculty to improve the FT to PT faculty ratio. (\$300K for faculty, \$100 classified for the new facilities).

ACTIVITY 3.B.

Provide current data for this year.

ACHIEVEMENT

Data provided by Chemene Chodur, GCCCD Employment Services

Spring	2007	2009
ACADEMIC STAFF		
Full-time faculty =	66	75 (FTE = 88)
Part-time faculty =	312 (FTE= 111)	289 (FTE = 104)
CLASSIFIED STAFF		
General Classified FT staff =	114 (FTE= 107)	120 (FTE= 113)
Part-time hourly =	175 (FTE= 68)	187 (FTE= 64)

ACCREDITATION RECOMMENDATION STRATEGIC PRIORITY #4: COMMUNICATION

Goal 4.1 The team recommends that the college improve communication with classified staff by engaging in dialogue that contributes to increased participation in planning and decision making. The dialogue must include formal and informal communication links leading to equally accessible information and contributions by classified staff to plans and decisions leading institutional change and improvement (Standards I.B.1, I.B.4, III.A.4, IV.A.A, IV.A.3)

ACTIVITY 4.A.

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

ACHIEVEMENTS

Cuyamaca College Committees with allowable Classified Representation: College Facilities Master Plan Council, Innovation & Planning Council, Instructional Technology Council, Bookstore and Food Services Advisory Committee, Budget Committee, College Accessibility Committee, College Policy & Procedure Committee, Emergency Preparedness Committee, Facilities Committee, Online Teaching & Learning Committee, Scholarship Committee, Student Services Master Plan Committee.

District Committees: District Executive Council, Districtwide Strategic Planning & Budget, Americans with Disabilities Act Committee, Parking Committee.

Classified Staff holds an Annual Retreat and invites District & College Administrators to attend and engage in open and interactive dialogue.

The Classified Senate also reports and communicates to the Governing Board at their monthly board meetings the activities of the Senate during that month.

ACTIVITY 4.B.

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

ACHIEVEMENTS

Cuyamaca College Committees w/allowable Classified Representation: College Facilities Master Plan Council, Innovation & Planning Council, Instructional Technology Council, Bookstore and Food Services Advisory Committee, Budget Committee, College Accessibility Committee, College Policy & Procedure Committee, Emergency Preparedness Committee, Facilities Committee, Online Teaching & Learning Committee, Scholarship Committee, Student Services Master Plan Committee

District Committees: District Executive Council, Districtwide Strategic Planning & Budget, Americans with Disabilities Act Committee, Parking Committee.

Classified Staff holds an Annual Retreat and invites District & College Administrators to attend and engage in open and interactive dialogue.

The Classified Senate also reports and communicates to the Governing Board at their monthly board meetings the activities of the Senate during that month.

ACTIVITY 4.C.

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

ACHIEVEMENTS

Cuyamaca College Classified Spirit Day - January 18, 2008;

District Classified Staff Appreciation Day - March 17, 2008

Classified Staff Appreciation Day - April 6, 2009

ACCREDITATION RECOMMENDATION STRATEGIC PRIORITY #5: DIALOGUE

Goal 5.1 The team recommends that the college, the chancellor, and district develop and implement strategies for the improvement of dialogue among the various entities in the district, leading to improved relationships and collaboration among and between the colleges and the district (Standards IV.A.1, IV.A.2, IV.A.3, IV.B.2)

ACTIVITY 5.A.

College Accreditation Liaison Officer (ALO) will work with District leadership to review and promote dialogue.

ACHIEVEMENTS

To date in the 2008-09 academic year, a number of opportunities for enhanced interaction with Classified Staff leaders, both Classified Senate and CSEA, have taken place:

- Classified Senate Leadership Retreat
 - Invitations to serve on the college Strategic Planning work groups
 - Participation via representatives on Innovation and Planning in the IPC Strategic Planning Retreat
 - Conducted a District Services survey
 - ALO has participated in the District-wide Accreditation Report Committee
 - Chancellor Forums were held in March and April of 2009 with full opportunity for classified staff participation
 - President's Cabinet overview during Professional Development week
 - Cabinet budget forums
 - Monthly District-wide VC, VP, Executive Dean luncheons (sponsored by the District Research Office)
 - Monthly Districtwide VP, Dean, Executive Dean Think Tank meetings (sponsored by the District Research Office)
 - Updated charges and personnel on all shared-governance structural entities within the college
 - As well, all-site invitations to the college community help ensure that classified staff, in general, participate in college activities.
- Additionally, a thorough review and assessment of classified staff representation on college councils and committees was conducted. Efforts were made to reach out to Classified Staff leadership to submit ideas and recommendations for enhanced classified participation as needed and all committee charges in the College Governance Handbook were updated by the end of Spring 2009.

ACCREDITATION RECOMMENDATION STRATEGIC PRIORITY #6: DISTRICT LEADERSHIP AND GOVERNANCE

Goal 6.1 The team recommends that the district, using appropriate consultation, develop and implement policies and procedures that lead to effective leadership and governance throughout the district. Specifically, the Board of Trustees must: 1) establish and implement a formal process for consistent and regular self-evaluation for inclusion in its policies and by-laws (Standard IV.B.1.g), and 2) establish and implement formal policies and procedures for the selection of and regular evaluation of the college president (Standard IV.B.1.j)

ACTIVITY 6.A.

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

ACHIEVEMENTS

Academic Senate Presidents from both colleges meet regularly with the college presidents and the chancellor to discuss policies and procedures related to leadership and governance throughout the district. Regular meetings between the Academic Senate presidents and the Chancellor as well as the college presidents continued throughout Spring 2009.

ACTIVITY 6.B.

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

ACHIEVEMENTS

BP/AP 2745- Board Self-Evaluation and BP 7111- College President Selection were approved by the Governing Board in summer 2008; AP 7111- College President Selection and BP 7112- College President Evaluation were finalized through the collegial consultation process on the December 12th Board docket; AP 7112- College President Evaluation was issued on February 10, 2009. All district policies and procedures related to Board Self-Evaluation, College President Selection, and College President Evaluation have been approved by the Board of Trustees.