

# SJCC Commitments to Action

## Initiative 1: *Meeting Student Needs*

July, 2009

Major Area	Initiative	Commitment to Action	Timeframe	Update
Academic Affairs				
Acad. Support	MSN	Work with ITSS to download Colleague system for schedule development into better format for schedule	Fall-Spring	<u>Pending.</u> Exploring the feasibility and workability of using the Colleague module as the scheduling system. Update within three months.
		Maximize use of classroom space via meetings with deans	Fall-Spring	<u>Done.</u> Examined furniture in GE classrooms. Have also updated the scheduling software files to match the number of student stations in all classrooms. At this point in time, it may not be cost-effective to replace the student stations.
Library	MSN	Revise course outlines for LIB015, LIB 011, LIB 022	Fall	<u>Partially complete.</u> LIB 015 is a common course with EVC. Joseph King and adjunct librarian Sharon Radcliff have been working with EVC Librarian Shelley Blackman to revise. LIB 011 is done. LIB 022 has been deactivated.

		Develop Library Instruction modules	Fall	<u>Done.</u>
		Develop Google workshops	Fall	<u>Done.</u> Expanded and incorporated into workshops we are doing with the RWC.
LRC	MSN	Offer learning skills workshops	Fall-Spring	<u>Done.</u> Increased number of workshops during spring in RWC, partly due to more time for the RWC Coordinator (BSI funded). Also co-presented research workshops with Library staff.
		Implement new Title V changes related to tutoring	Fall	<u>Done.</u> LaRae Helliwell wrote a handbook for in-class math tutors that was distributed this Spring 2009 to math faculty and in-class tutors.
Language Arts	MSN	Develop hybrid/online courses	Fall-Spring	<u>On-going.</u> Have resolved many issues related to Blackboard. Several instructors are piloting Moodle, and this summer three instructors are piloting online rosters and census. In Fall 2008, online addenda were approved for English 92, 1A, 1B, 1C, 80, 84A and 84B. Journalism courses have been consolidated into a new Journalism 32 course approved Spring 2009 semester. An English Department Forum for faculty via Moodle was launched June 19 to promote instructors' online communication.

		Update all course outlines over 5 years old	Fall-Spring	<u>Partially completed.</u> Instructors Breheny, Shakarchi, and Blair completed course updates for English 71A, B, C and 79. Updates for 61,73,83,87, and 335 are still needed.
Humanities and Social Sciences				
		Review course schedules for program coordination and maximized seat count	Fall-Spring	<u>Done.</u> Deans collaborated to develop an accurate—and especially student-centered—class schedule. Via this philosophy, which assures a constantly responsive and evolving schedule, the Division has strongly contributed to a significant increase in college enrollments in 2008-09.
		Update 25% of course outlines within the division.	Spring	<u>On-going.</u> The 25% goal for course outline updates for divisional transfer courses has not been met, but major efforts have been made comply with this goal in Administration of Justice, Art, Dance, Early Childhood Education, Japanese, Music, Photography, and Social Science. Compliance with this goal should be within reach in 2009-10.
		Add one new program or degree	Spring	<u>Substantially complete.</u> A new program in Judicial Studies, designed to address the

			<p>educational needs of incumbent court employees in the South Bay area, as well as school new employees into the workings of the county court systems, is now mostly complete, with the curriculum developed, courses offered (both on and off site), and strong relationships established especially with the Santa Clara county court system. This has been a model example of the Division's role in workplace and career development.</p> <p>Additionally, significant progress has been made to develop a global studies program housed in the Humanities &amp; Social Science Division. Two courses have been approved via the SJCC curriculum process and four others are envisioned via a partnership grant opportunity with Santa Clara University and San Jose State University focusing on the Middle East. This grant will help support curriculum development, community cultural outreach efforts, study abroad opportunities, learning resource acquisitions, and foreign language</p>
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				program development (in Arabic) for the three participant institutions.
<b>Business and Service Careers</b>				
	MSN	Adapt course rotation plan to Business and related programs	Fall-Spring	<u>Done</u> . Courses are aligned to follow rotation pattern in Accounting, Business, CIS, CA, Real Estate programs. Because of lagging demand for some specialties within CIS, some courses were not considered for rotation plan.
		Update 100% of transfer courses	Spring	<u>Substantially complete</u> . All but two transfer courses that are articulated with CSU/UC are up to date.
<b>Applied Science, Technology, and PE</b>				
	MSN	Utilizing guest speakers and industry interaction so as to keep students and division faculty abreast of new and updated technologies.		<u>Done</u> . Have invited guest speakers to talk on new trends, especially in area of renewable/sustainable energy.
	MSN	Looking at new technologies Solar/Energy conservation and designing courses to meet	Spring/Fall	<u>Done</u> . Have met with industry advisors and are now at planning stage for new certificate and AS program.

		Use advisory committees and industry input to update and fine tune existing curricula.	Fall-Spring	<u>Done.</u> Advisory committees have met and are well informed and advising on course structure, future plans, etc.
Science and Mathematics				
	MSN	Develop Health Professions Express program for priority registration of SJCC students	Spring	<u>Pending.</u> The biology department met with Summer Cox and Doriann Tran to brainstorm ways to implement this plan
		Formalize course rotation plan	Fall	<u>Done.</u> We formalized a course rotation plan and submitted this to the counselors.
		All course outlines older than 5 years will be updated.	Fall	<u>Substantially done.</u> We have made good progress toward this goal, with 61 of 63 courses having current course outlines with SLOs. We are facing some challenges working with EVC on joint course offerings.
		Hold PDD workshops to address curricular needs	Fall-Spring	<u>Done.</u> We offered PDD demonstrations in chemistry and on good pedagogical practices in math and science.
		Develop Honors program in Chemistry	Spring	<u>Pending.</u>
		Streamline curriculum in Math 21/22/25	Spring	<u>On hold.</u> This has been put on hold as we focused on our developmental math areas.

		Offer math classes in alternative formats	Spring	<u>Piloting</u> . We are offering Algebra I and II using MyMathLab on-line homework system as a pilot in Spring 2009.
<b>Student Services</b>				
<b>Counseling</b>				
	MSN	Increase number of new student orientations	Spring	<u>Done</u> . Currently counselors are planning orientations to increase numbers for Spring 2009.
		Increase evening support for students	Fall-Spring	<u>Done</u> . Fall 2008 two counselors are available until 7:00 p.m. on Tuesdays and Thursdays and three counselors on Monday and Wednesday evenings.
<b>Financial Aid</b>				
	MSN	Complete review of 100% of programs to ensure certificate programs have required minimum units to qualify for Financial Aid	Spring	<u>Done</u> . Current programs have been assessed for length of program, required unit amounts, etc. to check FA eligibility.
		Work with Academic Deans to assess length of new academic or certificate programs for Financial Aid eligibility; new programs need to be assessed for length of program to determine Financial Aid eligibility for students enrolled in those program(s), ideally, prior to program implementation.		<u>On-going</u> . Periodic communication with Deans checking for new academic/certificate programs; length of programs will be assessed to determine FA eligibility for students enrolled and program will be added to Title IV participation agreement.

<b>Transfer</b>				
	<b>MSN</b>	Enroll all Transfer Express students in Guidance 10	Fall	<u>Done.</u> All Transfer Express students have been enrolled in Guidance 10.
		Review transfer courses to assure they have been articulated	Fall	<u>On-going.</u>
		Develop Hybrid Guidance 10 course	Fall	<u>In process.</u> Paperwork for Guidance 10 will be submitted to IPCC in Fall 2009.
		Host Spring Transfer Night for evening students	Spring	<u>Done.</u> March 3, 2009
		Offer Writing Skills Preparation Workshop for our students	Spring	<u>Done.</u> March 27, 2009
<b>Admissions &amp; Records</b>				
	<b>MSN</b>	Track high-demand courses and prepare report for President's Cabinet	Fall-Spring	<u>On-going.</u> Training and working with Tom Onwiler and Wim McSpadden occurred to effectively utilize the web portal. Still an on-going project through Summer and Fall 2009.
		Prepare "wait list" report for President's Cabinet	Fall-Spring	<u>On-going.</u> Training and working with Tom Onwiler and Wim McSpadden to effectively utilize the web portal. Still an on-going project through Summer and Fall 2009.

		Develop and implement plan for deploying parking permits efficiently and effectively		<u>Substantially complete.</u> Working with Campus Police and vendor to develop and deploy in Summer '09. Students are now able to purchase permits on-line.
<b>Athletics</b>				
	MSN	Pursue priority registration for athletes	Fall-Spring	<u>Done.</u> Athletes register with Honors, Puente and Special Veterans.
		Maintain active files on all athletes	Fall-Spring	<u>Done.</u> Office maintains eligibility and academic records on student-athletes.
		Develop education plans for all athletes	Fall	<u>Done.</u> All freshmen and sophomores have ed plans on file.
<b>Job Placement</b>				
	MSN	Expand hours of operations	Fall-Spring	<u>Not completed.</u> Lack of funds/staff.
<b>Health Services</b>				
	MSN	Review statistical history for student medical/nursing/psychological requests for efficacy of services and assess for unmet needs.		<u>Done.</u> Developing partners for the hearing and vision loss students and will propose a directed studies class for peer educators. Linked with Lenscrafters "Gift of Sight" program to provide eye exams and glasses for needy students. Initiated a peer educator's class (HS098) to close the gap of information reflected in our increase of unplanned pregnancies and STI's.

		Continue and expand the MAA (Medi-Cal Administrative Activities) Program across the college. To increase awareness of available medi-cal programs for students and families.		<u>On-going</u> . Provided training for fourteen new participants (instructors). Participated in pilot program for additional support for time surveying completion.
Student Life	MSN	Develop Student Learning Outcomes for Student Ambassadors.	Spring	<u>Done</u> . The Student Learning Outcomes have been written. SLOs have been used during Spring 2009 semester.
		Develop Student Learning Outcomes for Student Leaders/AS Officers.	Fall	<u>Done</u> . The Student Learning Outcomes have been written. SLOs have been used during Spring 2009 semester.
WIN/CalWORKS	MSN	Develop open-entry, open-exit course options	Fall-Spring	<u>Done</u> . Accomplished Fall '09 semester and implemented in Spring, 2009. CalWORKS staff developed lessons to be delivered via pod-cast to students during intersession, spring and summer breaks. Santa Clara County donated 30 free IPODs to ensure lessons on delivered. CalWORKS students are now utilizing 40 IPODS for student retention during Intersession, Spring Break, and Summer. Lesson plans have been created to assist students for participation hours when the campus is not in regular session.

				A website has been implemented by the Department of Social Services to share information videos and lessons within the Santa Clara County Consortium.
		Design new vocational certificates that are in demand in labor market	Fall-Spring	<u>Pending</u> . CalWORKs Counselors will be working directly with curriculum development staff to assist in designing new vocational certificates for CalWORKs students. CalWORKs plans to complete this goal by Summer/09
DSP&S	MSN	Increase student enrollment in DSP courses by 3%	Fall-Spring	<u>Done</u> . Fall 2008 utilized additional Counselor and Interns to assist with completion of Accommodations Forms. Enrollment has increased by 3%.
		Update DSP Guidance courses with current SLOs.	Spring	<u>Done</u> . All DSP/S course syllabi completed and updated with current SLOs. APE 42E, 56E, 30E will be ready for curriculum review by September 2009. Other courses are in discussion and final writing to be completed by June 30, 2009.
EOP&S/CARE	MSN	Create EOPS registration cards for students to register.	Fall	<u>Done</u> . Registration cards were developed by staff for students to register on time during priority registration.

<b>Child Development Center</b>	<b>MSN</b>	<b>Improve follow-up procedures for student needs survey, giving resources and referrals as needed</b>	<b>Spring</b>	<b><u>Ongoing.</u></b>
		<b>Identify/contact students in CalWorks and EOPS who need CDC services</b>	<b>Summer-Fall 09</b>	<b><u>In process.</u> EOPS and CARE students identified with age-eligible children who qualify for CDC services. This step completed in late Spring 2009.</b>
		<b>Transition to 12-month calendar/schedule</b>	<b>Fall 09-Fall 10</b>	<b><u>Not done.</u> The CDC will be converted to a lab for the ECE program; the schedule will not be changing.</b>
<b>Administrative Services</b>				
		<b>Participate in the development of a district wide funding allocation model for the colleges.</b>	<b>Fall 2008 and Spring 2009</b>	<b><u>Done.</u> Is also ongoing.</b>
		<b>Provide leadership, guidance and structure regarding the utilization of program review models for resource allocation</b>	<b>Fall 2008 and Spring 2009</b>	<b><u>In process.</u> Program reviews will be completed as follows: Business Services, September, 2009; Grounds and Custodial in October, 2009; and Campus Information Technology, end of August, 2009.</b>
		<b>Provide leadership, guidance, and structure regarding the development of the college budget, including the decentralization of district office budget management.</b>	<b>Fall 2008 and Spring 2009</b>	<b><u>Done</u> for fiscal year 2009-10.</b>

		Conduct monthly/quarterly cost centers budget monitoring, including restricted programs and grants	Fall 2008 and Spring 2009	<u>Done.</u> Resulted in meeting unrestricted ending balance target of \$300,000+.
<b>Campus Technical Services</b>				
	MSN	Equip all classrooms with appropriate computer/AV equipment	Spring	<u>Done.</u> All classrooms (except 100, 200, and 300) wings have computers and data projectors with Internet available for instructors use.
		Upgrade website for dynamic online scheduling and updates	Fall-Spring	<u>Done.</u> Went live on January 5, 2009.
		Develop and assist Academic Divisions with development of on-line courses, use of Blackboard and Moodle	Fall	<u>In process.</u> The District is in the process of converting to Moodle. Coordinating task with District IT Green Initiative.
		Assist the Campus Technology Committee in implementing this year's use of Instructional Technology funds in the amount of \$150,000.	Fall-Spring	<u>Completed:</u> The Campus Technology Committee's recommendations were approved by the Finance Committee, the College Planning Council and the President's Office.
		Complete computer inventory as first step in implementation of the College Computer Replacement Policy using bond funds in the amount of \$200,000	Fall-Spring	<u>Completed.</u> The 2008-09 computer replacement program is complete.
		Maximizing the utilization of Datatel	Spring	<u>On-going.</u> Coordinating training and implementation with District IT.

				College staff is participating in district task groups to identify opportunities for improving the utilization of Datatel.
<b>Business Services</b>				
	<b>MSN</b>	Reorganize to improve budget management, compliance, and reporting for grant and categorical programs.	Fall	<u>Pending</u> . H.R. is reviewing the documentation and planning to send to July 09 board.
		Assist deans with instructional budget management	Spring	<u>Done</u> . Met with all budget officers to go over their budget in Feb/March 09. Provided written documentation and training to Deans' assistants.
		Implement student crisis alert system using external computer based calling service	Fall-Spring	<u>Completed</u> . Had successful test run of system in Fall 2008.
		Implement campus wide installation of evacuation chairs, first aid kits, AEDs, communication technology for use on campus and communication with external agencies, and voice activated speaker system to alert the campus of impending crisis	Spring	<u>Substantially complete</u> . Evacuation chairs have been installed throughout the campus. AEDs, first aid kits purchased in April 2009 and installed during May 2009.
		Update employees crisis management training, including Community-Crisis Emergency Response Training (C-CERT)		<u>Done</u> . Conducted Emergency Operation Center tabletop exercise during April that involved the entire campus. Implemented the Building Marshals system throughout the campus.

				<b>Scheduled to conduct CERT training in August for the building marshals and faculty training on August 28<sup>th</sup>.</b>
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