PALOMAR COLLEGE
Learning for Success

STRATEGIC PLANNING COUNCIL AGENDA	

Date:	December 6, 2011
Starting Time:	2:00 p.m.
Ending Time:	3:45 p.m.
Place:	**AA-140**

CHAIR: Deegan
MEMBERS: Barton, Brannick, Cater, Cerda, Claypool, Cuaron, Dean, Furch, Halttunen, Hoffmann, Laughlin, Lucero, Martinez, Maunu, Newmyer, Sivert, Stewart, Talmo, Titus, Tortarolo, Vernoy, Wick
RECORDER: Ashour

	Attachments	Time
A. **MINUTES**		5 min
1. Approve Minutes of November 29, 2011		
B. **ACTION ITEMS/SECOND READING**		10 min
1. Board Policy 3520-Locvasl Law Enforcement	Exhibit B1	
2. Administrative Procedures:	Exhibit B2	
AP 4070-Auditing and Auditing Fees		
AP 4225-Course Repetition		
AP 5030-Fees		
AP 5055-Enrollment Priorities		
C. **ACCREDITATION RECOMMENDATIONS AND PROGRESS**		5 min
1. Accrediting Commission Actions and Policy Updates		
2. Accreditation Update		
D. **INTEGRATED PLANNING MODEL**		60 min
1. SPC Timeline Check-in		
2. Allocate SPPF Requests	Exhibit D2	
3. Review Progress on Action Plans	Exhibit D3	
4. Discuss CCSSE Results	Exhibit D4	
E. **INFORMATION/DISCUSSION**		5 min
1. Student Success Task Force Recommendations		
F. **REPORTS OF PLANNING COUNCILS**		10 min.
1. Finance & Administrative Services Planning Council – Joe Newmyer		
2. Human Resource Services Planning Council – John Tortarolo		
3. Instructional Planning Council – Berta Cuaron		
4. Student Services Planning Council – Mark Vernoy		
G. **REPORT FROM PC3H COMMITTEE**		5 min
H. **OTHER ITEMS**		

A regular meeting of the Palomar College Strategic Planning Council scheduled December 6, 2011, was held in AA-140. President Robert Deegan called the meeting to order at 2:04 p.m.

ROLL CALL

Present: Barton, Brannick, Cerda, Claypool, Cuaron, Davis, Deegan, Furch, Halttunen, Hoffmann, Laughlin, Lucero, Maunu, Newmyer, Sivert, Stewart, Titus, Vernoy, Tortarolo, Wick

Absent: Cater, Dean, Hogan-Egkan, Talmo

Recorder: Cheryl Ashour

Guests: Joan Decker, Glynda Knighten, Katherine Gannett

A.   MINUTES

1.   Approve Minutes of November 29, 2011

MSC (Lucero/Titus) to approve the Minutes of November 29, 2011 as presented

B.   ACTION ITEMS/SECOND READING

1.   Board Policy 3520-Local Law Enforcement (Exhibit B1)

MSC (Vernoy/Newmyer) to approve Board Policy 3520-Local Law Enforcement (1 abstain-Wick)

2.   Administrative Procedures 4070-Auditing and Auditing Fees; 4225-Course Repetition; 5030-Fees; and 5055-Enrollment Priorities (Exhibit B2)

MSC (Halttunen/Vernoy) to approve AP 4070-Auditing and Auditing Fees

MSC (Vernoy/Tortarolo) to approve Administrative Procedure 5030-Fees

MSC (Brannick/Lucero) to approve Administrative Procedure 5055-Enrollment Priorities

There was discussion on Administrative Procedure 4225-Course Repetition. Marty Furch stated that the ESL department would like students to get department approval before being allowed to repeat a course. According to AP 4225, Enrollment Services is the approving party. After discussion, it was decided that Ms. Furch will meet with Herman Lee to review the document before coming back to SPC for approval.

C.   ACCREDITATION RECOMMENDATIONS AND PROGRESS

1.   Accrediting Commission Actions and Policy Updates

There were no items.

2.   Accreditation Update

Minor revisions to the Midterm Report were discussed.

D.   INTEGRATED PLANNING MODEL

1.   SPC Timeline Check-In

Michelle Barton reviewed the upcoming tasks.

2.   Allocate SPPF Requests

Michelle Barton distributed an updated SPPF Request document, incorporating the action made at the last SPC meeting. **(Exhibit D2)**

Request 3-Upgrade/modernize Assessment Computer Lab was tabled at the last meeting in order for Vice President Vernoy to find out if Information Services was planning to replace the computers in the Assessment Lab. He reported that there are no plans to replace the computers by Information Services.

MSC (Brannick/Vernoy) to approve Request 3-Upgrade/modernize Assessment Computer Lab, in the amount of $57,750

Ms. Barton reviewed the distribution of the SPPF funds that remained after allocation, which will be given to the Councils for their PRP funding. IPC will be given 70%, SSPC will be given 13%, FASPC will be given 16%, and HRSPC will be given 2%. Everyone was in agreement with this distribution. Fiscal Services will set up codes to track the funds back to specific PRPs.

> MSC (Halttunen/Newmyer) to approve the distribution of the remaining SPPF funds in the amount of $187,292, as indicated in Exhibit E2

3. **Review Progress on Action Plans**
Michelle Barton distributed an updated copy of the Strategic Plan 2013 – Year 2 Action Plan 2011-2012, which includes objective leader progress reports. **(Exhibit D3)** Katherine Gannett discussed the findings of the Objective 3.1 Task Force, which was asked to review current practices and determine methods for centralizing documentation of major planning council recommendations, precedent-setting decisions, and the evolution of shared governance structures. She distributed a sample of how the information could be listed and asked if SPC wanted to track a working document from inception, or only list it when the document is finalized. She suggested that each item be named instead of given an exhibit number. SPC was asked to consider the types of items they would like to be included in the archive; this item will return for discussion in the spring. Members requested time to review the written progress reports, so it was decided that this item will return at the first spring SPC meeting.

4. **Discuss CCSSE Results (Exhibit D4)**
Michelle Barton requested that this agenda item be removed because the research analyst responsible was not available to attend today.
MSC (Vernoy/Newmyer) to remove E4 from the agenda.

E. **INFORMATION/DISCUSSION**
   1. **Student Success Task Force Recommendations**
   Monika Brannick stated that an updated version of the draft was released last week. She discussed the revisions made to the document.

F. **REPORTS OF PLANNING COUNCILS**
   1. **Finance and Administrative Services Planning Council**
   Interim Vice President Newmyer reported that FASPC is prioritizing vacancies and reviewing its SAOs.

   2. **Human Resource Services Planning Council**
   Vice President Tortarolo reported that HRSPC plans to update SAO #3 and revisit the stop loss rate at its meeting today.

   3. **Instructional Planning Council**
   Vice President Cuaron reported that IPC reviewed its PRP funding requests and the initial data on position vacancies.

   4. **Student Services Planning Council** – no report

G. **REPORT FROM PC3H COMMITTEE**
Monika Brannick reported that members of PC3H plan to meet with library staff today, and is planning a Christmas party scheduled for next Monday. Ms. Brannick plans to meet with John Tortarolo and Sherry Titus regarding a budget for the resource center.

H. **OTHER**
SPC wished Lee Hoffmann well in his retirement, as this was his last SPC meeting. He will be greatly missed.

I. **ADJOURNMENT**
There being no further business, the meeting was adjourned at 4:00 p.m.

AP 4225   COURSE REPETITION

References:
    Education Code Section 76224;
    Title 5 Sections 55040, 55041, 55042, 55043, 55045, and 55253, and 58161

Title 5, Section 58161, defines enrollment as occurring when a student receives an evaluative or non-evaluative symbol in a course. Pursuant to this section, Palomar College will limit enrollment to a maximum of three semesters or sessions, including any combination of grades, withdrawals, and repetitions. One additional enrollment may be approved on an appeal basis for either verified extenuating circumstances or due to significant lapse of time. A withdrawal will not be allowed as the grade in this final enrollment.

Through the petition process, students may repeat courses under the following conditions:

- The course has been identified in the catalog as repeatable and the student has not attempted a course more times than allowed. State law will allow a student to repeat certain activity, performance, and skills courses. Refer to the course description for limitations.

    o Legally mandated training requirement: A condition of continued paid or volunteer employment

    o Repeatable courses: Content differs each time it is offered

    o Activity courses: Qualified courses include physical education courses or visual or performing arts courses in music, fine arts, theater, or dance

- The course is being repeated to alleviate substandard (D, F, FW, or NC/NP) academic work.

- The course is being repeated due to a significant lapse of time (at least two years) or to meet a recency requirement or prerequisite, by approved petition. Repetitions of courses completed with a passing (A, B, C, CR/P) grade are included in this category.

    o Lapse of time may include a student's acceptable level of knowledge in sequentially-based courses such as math, science, or foreign language.

    o Recency may include another institution's requirements for transfer course work.

- The course is being repeated due to extenuating circumstances, defined as verified cases of accident, illness, or other circumstance beyond the control of

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Date Approved: SPC 3/30/2010
(Replaces current Palomar Procedure 413)

36   the student, by approved petition. Repetitions of courses completed with passing
37   or substandard course work are included in this category.

38   •   The course is being repeated as a disability-related accommodation as verified
39   through the Palomar College Disability Resource Center (DRC).

40   Petitions for Course Repetition are available in the Evaluations Office, located in the
41   Student Services Center. Petitions must be approved by the Director of Enrollment
42   Services prior to enrolling in the course to be repeated.

43   A student, when appropriate, will be blocked from a repetition attempt at enrollment or
44   dropped from a repeated course.

45   **Withdrawal**

46   "W" grades are included in repetition of course work. No more than three enrollments
47   are allowed in any combination of evaluative (A,B,C,D,F,FW,P,NP) and non-evaluative
48   (I,W) grade symbols.

49   **Annotations on the Student Record**

50   The student's permanent record (transcript) will be annotated in such a manner that all
51   course work will remain legible, insuring a true and complete academic history. See the
52   catalog for examples of repeatability conditions indicated below.

53   •   **Repeatable Course** **(currently under review by the Chancellor's Office)**

54   A maximum of four enrollments, regardless of the grade(s) earned, are allowed
55   within all levels of a course that involve a similar primary activity (may be multiple
56   enrollments in a single course or multiple courses involving the same primary
57   activity). Up to two substandard grades may be disregarded through repetition
58   with an evaluative grade. Legally mandated courses have no enrollment
59   limitation.

60   •   **Alleviate Substandard Course Work**

61   ~~A maximum of two repetitions are allowed for a total of three enrollments.~~ A
62   maximum of three enrollments are allowed. One additional enrollment may be
63   granted on an appeal basis due to verified extenuating circumstances as defined
64   above. Up to two substandard grades may be disregarded through repetition with
65   an evaluative grade.

66   •   **Significant Lapse of Time/Recency Requirement**

67   ~~A maximum of one repetition is allowed for a total of two enrollments.~~ One
68   additional enrollment may be granted on an appeal basis. Conditions for
69   significant lapse of time must be met. The most current evaluative grade will
70   count; a maximum of two previous grades will be disregarded.

- **Extenuating Circumstances**

  A maximum of two repetitions are allowed for a total of three enrollments. One additional enrollment may be granted on an appeal basis with verification of circumstances as defined above. The most current evaluative grade will count; a maximum of two previous grades will be disregarded.

- **Disability-Related Accommodation**

  No limitation on enrollment as long as it facilitates measurable progress in special education courses (the student's disability must be verified through the Palomar College DRC). These courses are specifically identified in curriculum as serving students with disabilities.

Once a course is repeated, a Grade Adjustment Form should be submitted to the Records Office (located in the Student Services Center) to update the student's records and grade point average.

For student financial aid eligibility, any course repeated enrollments will be counted as total units attempted.

When a student repeats a class course to alleviate substandard academic work, the previous grade and credit shall be disregarded in the computation of the grade point averages. A Grade Adjustment Form should be submitted to the Records Office (located in the Student Services Center) to update the student's records and grade point average.

When a student with a disability repeats a class to alleviate substandard academic work the previous grade and credit shall be disregarded in the computation of the grade point average.

Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol.

Nothing can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors or with Title 5 or District procedures relating to retention and destruction of records.

Office of Primary Responsibility: Student Services
(Revised 11/3/2011)

General Institution
Proposed Revision as of 11/22/11

This policy was revised in legal Update 19 from the Policy and Procedure Service and legal counsel (Liebert Cassidy Whitmore) to comply with recent changes to the Clery Act. See the **legally required** language that is highlighted in yellow below.

BP 3520   LOCAL LAW ENFORCEMENT

References:
> Education Code Section 67381;
> 34 Code of Federal Regulations Part 668.46(b)(4)(i)

Each campus or center of Tthe District, on behalf of each campus or center, shall enter into a written agreement with local law enforcement agencies. The agreement shall clarify operational responsibilities for investigations of Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault, occurring at each location.

The written agreement shall designate which law enforcement agency shall have operational responsibility for violent crimes and delineate the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.

The written agreements required by this policy shall be public records and shall be made available for inspection by members of the public upon request.

The Palomar Community College District encourages accurate and prompt reporting of all crimes to the Palomar College Police Department and/or the appropriate jurisdictional police agencies. The Superintendent/President shall establish procedures that encourage pastoral counselors and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Date Adopted: 6/10/2009

NOTE: The yellow highlighted *language is from legal Update 19 disseminated to districts in August 2011. This document was reviewed by the Task Force at its September 16, 2011 and November 18, 2011 Meetings. On November 18, 2011, this policy was approved for submission to SPC.*

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Req No.	Group	Title of Project/Request	Y1 Request	Y2 &Y3 Request	TOTAL Request	Status after reconsideration	Revised Totals	SPC Allocations	Page #
Objective 2.2: Examine the processes by which students progress through English, mathematics, reading, and ESL sequences.									
1	Obj 2.2 Grp	1a. Year 1 - Academic ESL First Year Seminar AESLFYS	$12,745		$12,745	Maintained	$12,745	$12,745	2
		1b. Year 2 - Academic ESL First Year Seminar AESLFYS		$12,450	$12,450	Withdrawn	$0	$0	2
2	Obj 2.2 Grp	ESL On Course Curriculum Integration Project	$9,750		$9,750	Maintained	$9,750	$9,750	8
3	SSPC	Upgrade/modernize Assessment Computer Lab	$57,750		$57,750	Included, 3rd priority	$57,750	$57,750	10
Objective 2.3: Implement the GRAD(Goal, Responsibility, Attitude, Determination) campaign which encourages students to take responsibility for achieving their educational goals.									
4	FS	Implement the GRAD campaign	$80,400		$80,400	1st priority	$80,400	$80,400	12
5	FS	GRAD - University Field Trips	$2,400		$2,400	2nd priority	$2,400	$2,400	16
6	SSPC	Technology for Counseling	$35,191		$35,191	No status	$35,191	$0	18
Objective 2.4: Implement Student Learning Outcomes Assessment Cycles (SLOACs) and Service Area Outcomes Assessment Cycles (SAOACs) at the course, program, and institutional level to further improve institutional effectiveness.									
7	LOC	SLOAC/SAOAC Support	$60,000		$60,000	Maintained	$60,000	$60,000	20
8	SSPC	Marketing Budget (Objs 2.3, 2.4, 2.6)	$2,000		$2,000	Maintained	$2,000	$2,000	23
9	SSPC	Onsight SLO and SAO Analysis	$2,000		$2,000	Maintained	$2,000	$2,000	25
Objective 2.5: Establish processes to ensure the quality of distance education offerings.									
10	IPC	1a. Year 1 - Blackboard Content Management & Community Systems (CM&CS) (Objs 2.5, 2.6, 2.7)	$84,480		$84,480	Withdrawn: Requested that this issue/need be addressed as part of the planning process with the Faculty Senate involved to determine need.	$0	$0	27
		1b. Year 2 - Blackboard CM&CS (Objs 2.5, 2.6, 2.7)		$88,705	$88,705		$0	$0	
		1c. Year 3 - Blackboard CM&CS Objs (2.5, 2.6, 2.7)		$93,145	$93,145		$0	$0	

SPPF REQUESTS FOR 2011-2012

Req No.	Group	Title of Project/Request	Y1 Request	Y2 &Y3 Request	TOTAL Request	Status after reconsideration	Revised Totals	SPC Allocations	Page #
Objective 2.6: Increase student retention, success, and completion by identifying and implementing academic and non-academic student support strategies designed to reach more students.									
11	SSPC	Parking Permit Machine with improved access/ features to meet student needs	$18,212		$18,212	Funded via other resources	$0	$0	34
12	SSPC	Career Center, Transfer Center Improvement Project (Objs 2.3, 2.6)	$25,000		$25,000	Group was unable to come up with recommendation	$25,000	$0	36
Objective 2.7: Working through the planning process, support innovative teaching and learning projects that directly impact student learning and success.									
13	IPC	Summer Bridge 2012	$42,000		$42,000	Maintained	$42,000	$42,000	38
14	IPC	Performing Hearts Integrative Learning Project (Objs 2.4, 2.7)	$8,880		$8,880	Maintained	$8,880	$8,880	42
15	IPC	LGBTQ Study Room	$2,000		$2,000	Maintained	$2,000	$2,000	45
Objective 5.2: Identify and begin to fund priority recommendations defined in the college's Emergency Preparedness Plan.									
16	FASPC	Emergency Communication Equipment	$24,000		$24,000	Funded via other resources	$0	$0	47
17	FASPC	Emergency Response Equipment	$8,000		$8,000	Funded via other resources	$0	$0	49
18	FASPC	Emergency Operations Center Data Projector & Mounting Hardware	$1,115		$1,115	Funded via other resources	$0	$0	51
Objective 6.1: Integrate funding of the Technology Master Plan 2015 into the college's annual budget development process.									
19	SSPC	Replace and/or upgrade existing educational technology	$24,421		$24,421	Maintained	$24,421	$24,421	52
		Total Requested/Funded (last column)	$500,344	$194,300	$694,644		$364,537	$304,346	
		ESTIMATED ALLOCATION					$434,000	$434,000	
		DIFFERENCE					-$69,463	-$129,654	

SPPF REQUESTS FOR 2011-2012

Req No.	Group	Title of Project/Request	Y1 Request	Y2 &Y3 Request	TOTAL Request	Status after reconsideration	Revised Totals	SPC Allocations	Page #
						PRP Funding Scenarios			
							Req #3		
						Distribution	Funded		
						SSPC 13%	$16,674		
						IPC 70%	$90,304		
						FASPC 16%	$20,602		
						HRSPC 2%	$1,997		
						Total 100%	129,576		

<table>
<tr><td colspan="6" align="center">Goal 1:Implement an integrated planning, review & evaluation model that provides for the allocation of resources on the basis of department/unit & college-wide priorities.</td></tr>
<tr><td>Person Responsible</td><td>Group</td><td>Project Steps</td><td>Timeline</td><td>Objective Measurable Outcome</td><td>Progress Reports and SPC Actions</td></tr>
<tr><td colspan="6"><i>Objective 1.1 Annually evaluate the extent to which the college's Integrated Planning Model reflects the college's mission and results in improvement.</i></td></tr>
<tr>
<td>Supt / President</td>
<td>SPC</td>
<td>1. CCSSE results shared with constituent and planning groups as part of IE tracking and monitoring.
2. Planning Councils complete Year 2 formative evaluation.
3. SPC complete Year 2 formative evaluation.</td>
<td>1. Fall 2011
2. Spr 2012
3. Spr 2012</td>
<td>* Completed planning council and group evaluations.
* Completed SPC evaluation.</td>
<td><u>Objective Leader Progress Reports</u> 12/6/11: SPC will review and discuss CCSSE results at its first meeting of the Spring semester. Planning Councils will complete their formative evaluations in March/April. SPC will complete its Year 2 formative evaluation and establish Year 3 objectives in April/May.</td>
</tr>
<tr><td colspan="5"><i>Objective 1.2: Communicate the college's planning models, vision, mission, values, and goals.</i></td><td></td></tr>
<tr>
<td>Supt / President</td>
<td>SPC</td>
<td>1. Identify strategies for communicating planning models.
2. Implement strategies.</td>
<td>1. Fall 2011
2. Spr 2012</td>
<td>* Communication strategies defined and carried out.
* Follow up indicates that college community is aware of planning models and documents.</td>
<td><u>Objective Leader Progress Reports</u> 12/6/11: SPC identified small working group to meet on this objective. The group will convene in Spring 2012.</td>
</tr>
</table>

Palomar College Strategic Plan 2013 - Year 2 Action Plan 2011-2012

Goal 2: Strengthen programs and services in order to support our students' educational goals.					
Person Responsible	**Group**	**Project Steps**	**Timeline**	**Objective Measurable Outcome**	**Progress Reports and SPC Actions**
Objective 2.1 Open a Teaching and Learning Center on the San Marcos campus, as identified in the college's basic skills plan.					
VPI, BSI/HSI Coordinators, Dean Lang. & Lit.	BSI, English, Math, Reading, ESL, Tutoring	1. Evaluate Escondido TLC successes for replication at San Marcos TLC. 2. Define administrative structure and staffing plan for inclusion in the 2011-2012 Staffing Plan update. 3. Research and develop furniture, fixtures, and equipment needs for TLC. 4. Recruit and hire staff. 5. Order Furniture Fixtures and Equipment. 6. Open San Marcos TLC.	1. Fall 2011 2. Fall 2011 3. Spr 2012 4. Fall 2012 5. Fall 2012 6. Spr 2013	*TLC Opens Spring 2013.	Objective Leader Progress Reports 12/6/11: (1.)The BSI/HSI workgroup is reviewing Escondido TLC successes for replication at the San Marcos TLC. (2.) A staffing plan for the San Marcos TLC has been developed and submitted to VPI. The positions being requested have also been submitted to IPC via the PRP process. The administrative structure is under discussion. (3.) Furniture and equipment will be addressed in Spring or Fall, 2012.
Objective 2.2 Examine the processes by which students progress through English, mathematics, reading, and ESL sequences.					
VPI, Dept Chairs/Dir (English, ESL, Math, Reading)	IPC, English, Math, Reading, ESL depts	1. Evaluate data. 2. Prepare summary of evaluation and results. 3. Develop recommendations for changes. 4. Secure resources for changes, if needed. 5. Implement changes.	1. Fall 2011 2. Fall 2011 3. Spr 2012 4. Fall 2012 5. Fall 2013	Each department will write a summary/evaluation of results with recommended changes, identify and secure resources for changes, and then implement.	Objective Leader Progress Reports 12/6/11: The ESL Department has received SPPF funding for two strategies to be implemented in Spring 2012. These two strategies include (1) a pilot Academic ESL First Year Seminar and (2) ESL On-course Curriculum Integration Project. With the awarding of the STEM II grant, the Math and Reading Departments will be implementing a variety of activities to explore improving student success in basic skills curriculum.

Goal 2: Strengthen programs and services in order to support our students' educational goals.					
Person Responsible	**Group**	**Project Steps**	**Timeline**	**Objective Measurable Outcome**	**Progress Reports and SPC Actions**
Objective 2.3 Implement the GRAD (Goal, Responsibility, Attitude, Determination) campaign which encourages students to take responsibility for achieving their educational goals.					
President Faculty Senate	Faculty Senate, ASG	1. Establish working group to track results of GRAD program and to discuss the implementation and effectiveness of instructional strategies learned in On Course workshops. 2. Evaluate student GRAD program; revise and update the program if needed. 3. Distribute GRAD materials on campus (in departments and other locations). 4. Continue to offer On Course workshop(s) to faculty. 5. Complete implementation of Academic Advising Module.	1. Fall 2011 2. Fall 2011 3. Spr 2012 4. Fall 2011-Spr 2012 5. Spr 2012	* Student survey before and after GRAD campaign. * Track the number of student contracts. * Number of participants in workshop, evaluation of impact of workshops. * Academic Advising module implemented.	Objective Leader Progress Reports 12/6/11: Made initial contact with IR&P on need to survey faculty & students for evaluation. Offered On Course workshop in August. It was a great success (43 participants), and faculty are using some of the tools they learned in the workshop. Representatives from ASG and Faculty Senate are meeting to discuss implementation of the student mentor program. The academic advising module implementation was completed. Additional SPPF awarded to implement GRAD campaign & support university field trips.

Goal 2: Strengthen programs and services in order to support our students' educational goals.					
Person Responsible	**Group**	**Project Steps**	**Timeline**	**Objective Measurable Outcome**	**Progress Reports and SPC Actions**
Objective 2.4 Implement Student Learning Outcomes Assessment Cycles (SLOACs) and Service Area Outcomes Assessment Cycles (SAOACs) at the course, program, and institutional level to further improve institutional effectiveness.					

VPI / CoCoord LOC	LOC / IPC	1.Implement a timeline with relevant activities and targeted goals toward ACCJC "Proficiency" level
		2. Complete assessment cycle for all courses and programs
		  a. Confirm 75% of courses and programs have completed SLOAC.
		  b. Confirm 100% of courses and programs have completed SLOAC.
		3. Complete assessment plans for all GE SLOs.
		4. Assess three (3) GE SLOs.
		5. Evaluate status of satisfying "Proficiency criteria".
			1. Ongoing
			2.a. Fall 2011
			2.b. Spring 2012
			3. Spring 2012
			4. Spring 2012
			5. Spring 2012
				*Timeline of SLOAC activities implemented
				*100% of courses and program SLOs identified and assesses with evidence that assessment results are used for reflection and planning
				*Assessment plans approved and in place for all GE/Institutional SLOs
				*First set of GE/Institutional SLOs assessed with assessment results completed and evaluated
				*Palomar College meets ACCJC "Proficiency" criteria for SLOACs
					Objective Leader Progress Reports 12/6/11: LOC has assisted faculty to reach 93% of courses with written SLOs and 91% with assessment plans; The identified course SLOs are now required on all faculty syllabi teaching that course or courses; LOC has endorsed a plan to assess three GE SLOs in Spring, 2012; A plan to include Program SLOs is on the Curriculum Committee agenda for December 7; Professional development: several workshops with department chairs and faculty, open SLOAC office hours weekly, website development, POD Squad support, 12 faculty, staff, and administrators attended RP Strengthening Student Success conference in October. Goal: 75% of courses completed SLOAC (results of assessment reported as of December 1)
					Achieved: 30% reported

VPSS	SSPC	1. Complete SLOs for all Counseling and Athletics courses. 2. Complete assessment cycle for at least one SLO for each course. 3. Continue with current timeline for implementation of SAO assessment cycles for all of Student Services.	1. Fall 2010 2. Fall 2011 3. Ongoing	Step #1 completed last year. Percent rate of course SLOs completed; SAO assessment plans identified; assessment cycle completed for courses and programs.	Step 1 completed. Step 2 >90 % percent of programs/courses have assessment methods. Step 3 is on schedule for all of Student Services.

**Goal 2: Strengthen programs and services in order to support our students' educational goals.**

Person Responsible	Group	Project Steps	Timeline	Objective Measurable Outcome	Progress Reports and SPC Actions
*Objective 2.4 Implement Student Learning Outcomes Assessment Cycles (SLOACs) and Service Area Outcomes Assessment Cycles (SAOACs) at the course, program, and institutional level to further improve institutional effectiveness.*
VPFAS	FASPC	1. Review and update Year 2 SAOs and complete SAOACs for the F&AS Division. 2. Implement identified outcomes and conduct assessments for each in accordance with defined timelines to meet SP2013 goals and objectives for Year 2. 3. Evaluate process on an annual basis in accordance with ACCJC standards.	1. Fall 2011 2. Fall 2013 3. Annual process	* Complete and receive approval from FASPC of template outlining F&AS Division's SAOs. * Conduct identified assessment method to evaluate the SAOs as defined in template report. * Complete all SAOs and SAOACs by end of SP2013.	Objective Leader Progress Reports 12/6/11: Finance and Administrative Services is completing its first assessment cycle and preparing to implement their second cycle. As part of the second cycle the units are reviewing and updating their SAOs and assessment measures if necessary.
VPHR	HRSPC	1. Identify SAOs and linkages to accreditation standards and SP 2013. 2. Define SAO evaluation methodology. 3. Implement SAOs. 4. Evaluate and assess. 5. Plan for change as appropriate.	1. Spr 2010 2. Fall 2010 3. Spr 2011 4. Spr 2012 5. Fall 2012 and ongoing	Steps 1, 2, and 3 completed last year. HRS Service Area Outcomes that are relevant to SP 2013, are evaluated regularly, and updated as necessary.	Objective Leader Progress Reports 12/6/11: Human Resource Services continues to assess its SAOs. HRSPC reviews and discusses SAOs at each meeting.

Goal 2: Strengthen programs and services in order to support our students' educational goals.					
Person Responsible	**Group**	**Project Steps**	**Timeline**	**Objective Measurable Outcome**	**Progress Reports and SPC Actions**
Objective 2.5 Establish processes to ensure the quality of distance education offerings.					

VPI, Faculty Senate President	Curric. Comm., ATC, TERB	1. Curriculum Committee
		  a) established a workgroup who created a policy on regular effective student contact in courses taught on line.
		  b) recommended changes in curricunet and in the review process for the distance ed component in COR.
		2. TERB
		  a) Conduct a "demonstration project for the evaluation of online instructors, to preview new EvaluationKit software and new surveys developed by the TERB (in consultation with the Faculty Senate Academic Technology Committee (ATC).
		  b) Review and modify (if necessary) that delivery method and content.
		  c) Develop new online course observation protocols.
		  d) Submit new process plans and forms to the District and the PFF for negotiation.
		3. Develop online class validation checklist including
		  a) Online organization and design.
		  b) Interaction.
		  c) Appropriate use of technology.
		  d) Universal Access.
		  e) Assessment and evaluation.
		  f) Develop training modules to prepare individual faculty to develop and accomplish online classes.
		  g) Complete/Field test Modules 1, 2 & 3, deliver to Senate, respond to Senate requests for modifications, prepare final report
		4. Integrate data student achievement comparison data for distance ed. versus on campus into Program Review and Planning (PRP) process
		  a) modify the PRP forms.
		  b) fully implement assessment of distance ed versus on campus courses as part of PRP process.
			1.a Completed
			1.b Completed
			2.a Spr 2010
			2.b Spr 2010
			2.c F2009/S2010
			2.d F2009/S2010 & ongoing
			3. a-f Fall 2010
			3. g Fall 2011
			4.a Completed
			4.b Fall 2010
				* Policies are established and changes have been made in curricunet and the review process
				* Policies and protocols are established and evaluations are being conducted without interruption in the cycle. The rate of participation in online evaluation improves.
				* Updated PRP forms / Assessment of online vs. on campus integrated into PRP process
					Objective Leader Progress Reports 12/6/11: The Faculty Senate has approved one professional development module and is currently reviewing two additional modules. Implementation of this professional development program for the Palomar Online Education Training (POET) is projected for Spring 2012.

**Goal 2: Strengthen programs and services in order to support our students' educational goals.**
Person Responsible	**Group**	**Project Steps**	**Timeline**	**Objective Measurable Outcome**	**Progress Reports and SPC Actions**
*Objective 2.6 Increase student retention, success, and completion by identifying and implementing academic and non-academic student support strategies designed to reach more students.*
VPI, VPSS	IPC, SSPC	1. Establish work group to include instruction and student services faculty, admin, and staff. 2. Review research on effective retention and success strategies. 3. Assess scalability of existing grant funded/categorical activities that target student success and retention. 4. Identify recommendations for funding significant strategies.	1. Fall 2011 2. Fall 2011 3. Spr 2012 4. Spr 2012	Recommendations for implementing significant strategies for increasing student retention and success.	Objective Leader Progress Reports 12/6/11: A working group of IPC and SSPC representatives will be convened in Spring 2012.
*Objective 2.7 Working through the planning process, support innovative teaching and learning projects that directly impact student learning and success.*
VPI, VPSS	IPC, SSPC	1. Planning councils develop process for reviewing and funding innovative teaching and learning projects that directly impact student learning and success.	1. Fall 2011	Process defined and implemented	IPC Objective Leader Progress Reports 12/6/11: SPPF was approved for three projects: (1) Summer Bridge 2012, (2) Performing Hearts Integrative Learning Project, and (3) LGBTQ Study Room. SSPC Objective Leader Progress Reports 12/6/11: Process defined and implemented.

Goal 3: Ensure that the college's shared governance structure operates effectively and that the processes for decision-making are clearly defined and participatory.					
Person Responsible	**Group**	**Project Steps**	**Timeline**	**Objective Measurable Outcome**	**Progress Reports and SPC Actions**
Objective 3.1 Create a centralized archive documenting institutional history: major planning council recommendations, precedent-setting decisions, and the evolution of shared governance structures.					
Supt / President	SPC	1. Review current practices and determine methods for centralizing documentation of major planning council recommendations, precedent-setting decisions, and the evolution of shared governance structures. 2. Develop archive.	1. Fall 2011 2. Spr 2012	Archive developed.	Objective Leader Progress Reports 12/6/11: No progress.
Objective 3.2 Develop and implement a method for assessing the effectiveness of the shared governance process.					
Supt / President	SPC	1. Review current survey for assessing effectiveness of planning councils and governance groups. 2. Establish working group. 3. Review process, revise survey instrument if necessary. 4. Implement. 5. Integrate results into orientation program. 6. Evaluate, modify if necessary. *Current evaluation will be conducted until this work is completed*	1. Fall 2011 2. Fall 2011 3. Fall 2011 4. Spr 2012 5. Fall 2012 6. Spr 2013	* Initial assessments, evaluation, and reflection completed. * Responsive steps taken to address results.	Objective Leader Progress Reports 12/6/11: SPC established working group to address this objective. The group has reviewed the current governance survey instrument and discussed the survey process. The group will review a revised instrument during the Spring term. The instrument will be administered to all planning councils in April. Planning councils will review and discuss results in May or as part of the annual orientation in the Fall.
Objective 3.3 Engage in focused dialogue to clarify and communicate the college's shared governance and decision-making process.					

| Supt / President | SPC | 1. Incorporate discussion of Palomar's governance and decision-making process into SPC's annual orientation. 2. Engage in focused dialogue on governance at SPC every Spring 3. Integrate results of shared governance evaluation into annual orientation. | 1. Fall 2011 2. Spr 2012 3. Fall 2013 and ongoing | *Orientation completed. * Discussions held. *Evaluation completed and discussed as part of annual orientation process. | Objective Leader Progress Reports 12/6/11: Members from SPC and constituent groups developed an annual orientation. SPC conducted the orientation in August. As part of an annual cycle of review, SPC will implement steps 2 and 3 of the action plan this spring and during orientation next fall. |

Goal 4: Recruit, hire, and support diverse faculty and staff to meet the needs of students.					
Person Responsible	**Group**	**Project Steps**	**Timeline**	**Objective Measurable Outcome**	**Progress Reports and SPC Actions**
Objective 4.1 Complete an EEO plan.					
VPHR	EEO Advisory Comte.	1. Review System Model Plan and Title 5 2. Review EEO Plan for compliance with revised Title 5 regulations 3. Finalize Draft EEO plan 4. Review Draft EEO Plan with shared governance committees and councils 5. Recommend plan adoption to Governing Board 6. Implement Plan 7. Assess plan effectiveness and/or as indicated by revised Title 5 8. Revise plan as necessary and or as indicated by revised Title 5	1.Fall 2009 2.System-wide writing commit. est. Spr 2011 3. Spr 2011-Fall 2011 4. Fall 2011-Spr 2012 5. Spr 2012 6. Fall 2012 and/or as indicated by revised Title 5 7. As necessary and/or as indicated by revised Title 5	EEO Plan implemented.	Objective Leader Progress Reports 12/6/11: In progress.

Goal 5: Ensure that existing and future facilities support learning, programs, and services.					
Person Responsible	**Group**	**Project Steps**	**Timeline**	**Objective Measurable Outcome**	**Progress Reports and SPC Actions**
Objective 5.1a Develop and implement a plan for opening the <u>North</u> Education Center.					
VPI, VPSS, VPFAS	All VPs, Deans, Chairs & Directors	1. Convene planning workgroup for the center. 2. Hire Architect for the center. 3. Convene the user work group from Instruction, Student Services, Administrative Services, and Human Resource Services. 4. Begin construction. 5. Develop class schedule, identify administrative and student support services needed at the site, and incorporate the required staff needs into the college's staff plan. 6. Hire and train staff. 7. Open Center.	1. Fall 2012 2. Fall 2012 3. Fall 2012 4. Fall 2013 5. Fall 2013 6. Beg Fall 2013; Complete Spr 2014 7. Fall 2015	* Class schedule for first operating year to generate and support 1,000 FTES. * Staff and resource plans updated. * Staff hired and trained; other resources secured. * Center opened and operating.	Objective Leader Progress Reports 12/6/11: No activity in Instruction in Fall 2011.
Objective 5.1b Develop and implement a plan for opening <u>South</u> Education Center, obtain education center status for the South Center.					
VPI, VPSS, VPFAS	All VPs, Deans, Chairs & Directors	1. Convene planning workgroup for the center. 2. Hire Architect for the center. 3. Convene the user work group from Instruction, Student Services, Administrative Services, and Human Resource Services. 4. Obtain Center status approval. 5. Begin construction. 6. Develop class schedule, identify administrative and student support services needed at the site, and incorporate the required staff needs into the college's staff plan. 7. Hire and train staff. 8. Open Center.	1. Fall 2011 2. Fall 2011 3. Fall 2011 4. Beg Fall 2011; complete by Fall 2013 5. Fall 2012 6. Fall 2012 7. Beg Fall 2012; Complete Spr 2013 8. Fall 2014	* Class schedule for first operating year to generate and support 1,000 FTES. * Center Status approval. * Staff and resource plans updated. * Staff hired and trained; other resources secured. * Center opened and operating.	Objective Leader Progress Reports 12/6/11: Instructional Divisions have provided initial input on facility needs to complement and/or validate data provided in Appendix E of Master Plan 2022. More detailed discussions with Chairs/Directors will occur in Spring 2012, including parameters for schedule development for the first year of operation to ensure 1,000 FTES is generated to qualify for State funding.

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Person Responsible	**Group**	**Project Steps**	**Timeline**	**Objective Measurable Outcome**	**Progress Reports and SPC Actions**
Objective 5.2 Identify and begin to fund priority recommendations defined in the college's Emergency Preparedness Plan.					
VPFAS, Manager, EH&S	Safety & Security Comm. FASPC	1. Develop action plan for funding the college's Emergency Preparedness Plan. 2. Fund and implement first year of the action plan.	1. Fall 2011 2.Spr 2012	Recommendations funded and implemented.	Objective Leader Progress Reports 12/6/11: To date, the College has carried out a number of the recommendations – such as training personnel in the National Incident Management System (NIMS) and providing emergency backup generators for Campus Police and Information Services – with funding coming from various sources. E911 Service is being installed and tested in January that will allow the location of a 911 call to be determined by the recipient. SD County Emergency Notification System will be implemented in February to allow mass notification to certain specified groups. 'Blue Phones' for use in the event of an emergency will be installed during the spring semester in Parking Lots 3 & 5 and are also planned for Lots 9 & 12 after utility lines are made available.

Goal 6: Optimize the technological environment to provide effective programs and services throughout the district.					
Person Responsible	**Group**	**Project Steps**	**Timeline**	**Objective Measurable Outcome**	**Progress Reports and SPC Actions**
Objective 6.1 Integrate funding of the Technology Master Plan 2015 into the college's annual budget development process.					
VPFAS, Director Information Services	FASPC, Director Infor. & TMPW Svcs.	1. Develop and implement budget mechanism for replacement of technology equipment for the 2012-13 budget. 2. Technology Master Plan Workgroup (TMPW) develop approach for supporting PRP technology requests.	1. Fall 2011 2. Spr 2012	* Budget line item established for 2012-13 budget. * Process completed and implemented.	Objective Leader Progress Reports 12/6/11: The TMPW provided an initial estimate of the cost to replace technology equipment for the 2012-13 year. As a result of the cost and budget concerns, the workgroup is reviewing the objective and developing further recommendations. The TMPW is available to review PRP technology requests. The group will continue to work with the planning councils to determine the best process for implementing item #2 in the action plan.

SPPF REQUESTS FOR 2011-2012

Req No.	Group	Title of Project/Request	Y1 Request	Y2 & Y3 Request	TOTAL Request	Status	Revised Totals	Page #
Objective 2.2: Examine the processes by which students progress through English, mathematics, reading, and ESL sequences.								
1	Obj 2.2 Grp	1a. Year 1 - Academic ESL First Year Seminar AESLFYS	$12,745		$12,745	Maintained	$12,745	2
	Obj 2.2 Grp	1b. Year 2 - Academic ESL First Year Seminar AESLFYS		$12,450	$12,450	Withdrawn	$0	2
2	Obj 2.2 Grp	ESL On Course Curriculum Integration Project	$9,750		$9,750	Maintained	$9,750	8
3	SSPC	Upgrade/modernize Assessment Computer Lab	$57,750		$57,750	Included, 3rd priority	$57,750	10
Objective 2.3: Implement the GRAD(Goal, Responsibility, Attitude, Determination) campaign which encourages students to take responsibility for achieving their educational goals.								
4	FS	Implement the GRAD campaign	$80,400		$80,400	1st priority	$80,400	12
5	FS	GRAD - University Field Trips	$2,400		$2,400	2nd priority	$2,400	16
6	SSPC	Technology for Counseling	$35,191		$35,191	No status	$35,191	18
Objective 2.4: Implement Student Learning Outcomes Assessment Cycles (SLOACs) and Service Area Outcomes Assessment Cycles (SAOACs) at the course, program, and institutional level to further improve institutional effectiveness.								
7	LOC	SLOAC/SAOAC Support	$60,000		$60,000	Maintained	$60,000	20
8	SSPC	Marketing Budget (Objs 2.3, 2.4, 2.6)	$2,000		$2,000	Maintained	$2,000	23
9	SSPC	Onsight SLO and SAO Analysis	$2,000		$2,000	Maintained	$2,000	25
Objective 2.5: Establish processes to ensure the quality of distance education offerings.								
10	IPC	1a. Year 1 - Blackboard Content Management & Community Systems (CM&CS) (Objs 2.5, 2.6, 2.7)	$84,480		$84,480	Withdrawn: Requested that this issue/need be addressed as part of the planning process with the Faculty Senate involved to determine need.	$0	27
		1b. Year 2 - Blackboard CM&CS (Objs 2.5, 2.6, 2.7)		$88,705	$88,705		$0	
		1c. Year 3 - Blackboard CM&CS Objs (2.5, 2.6, 2.7)		$93,145	$93,145		$0	

SPPF REQUESTS FOR 2011-2012

Req No.	Group	Title of Project/Request	Y1 Request	Y2 &Y3 Request	TOTAL Request	Status	Revised Totals	Page #
Objective 2.6: Increase student retention, success, and completion by identifying and implementing academic and non-academic student support strategies designed to reach more students.								
11	SSPC	Parking Permit Machine with improved access/ features to meet student needs	$18,212		$18,212	Funded via other resources	$0	34
12	SSPC	Career Center, Transfer Center Improvement Project (Objs 2.3, 2.6)	$25,000		$25,000	Group was unable to come up with recommendation	$25,000	36
Objective 2.7: Working through the planning process, support innovative teaching and learning projects that directly impact student learning and success.								
13	IPC	Summer Bridge 2012	$42,000		$42,000	Maintained	$42,000	38
14	IPC	Performing Hearts Integrative Learning Project (Objs 2.4, 2.7)	$8,880		$8,880	Maintained	$8,880	42
15	IPC	LGBTQ Study Room	$2,000		$2,000	Maintained	$2,000	45
Objective 5.2: Identify and begin to fund priority recommendations defined in the college's Emergency Preparedness Plan.								
16	FASPC	Emergency Communication Equipment	$24,000		$24,000	Funded via other resources	$0	47
17	FASPC	Emergency Response Equipment	$8,000		$8,000	Funded via other resources	$0	49
18	FASPC	Emergency Operations Center Data Projector & Mounting Hardware	$1,115		$1,115	Funded via other resources	$0	51
Objective 6.1: Integrate funding of the Technology Master Plan 2015 into the college's annual budget development process.								
19	SSPC	Replace and/or upgrade existing educational technology	$24,421		$24,421	Maintained	$24,421	52
		Total Requested	$500,344	$194,300	$694,644		$364,537	
		ESTIMATED ALLOCATION					$434,000	
		DIFFERENCE					-$69,463	