



## STRATEGIC PLANNING COUNCIL AGENDA

Date: September 18, 2012  
Starting Time: 2:00 p.m.  
Ending Time: 3:45 p.m.  
Place: **AA-140**

**CHAIR:** Deegan

**MEMBERS:** Barton, Cerda, Claypool, Cuaron, Davis, Farmer, Halttunen, Holmes, Larson, Laughlin, Lienhart, Maunu, Moore, Navarro, Owens, Perez, Stewart, Talmo, Titus, Tortarolo, Vernoy, Wick

**RECORDER:** Ashour

	Attachments	Time
<b>A. <u>MINUTES</u></b>		5 min
1. Approve Minutes of September 4, 2012		
<b>B. <u>ACTION ITEMS/SECOND READING</u></b>		10 min
1. Policies and Procedures Task Force Structure And Meeting Schedule	Exhibit B1	
<b>C. <u>ACCREDITATION RECOMMENDATIONS AND PROGRESS</u></b>		5 min
1. Accrediting Commission Actions and Policy Updates		
2. Accreditation Update	Exhibit C2	
<b>D. <u>INTEGRATED PLANNING MODEL</u></b>		15 min
1. SPC Timeline Check-In		
2. Strategic Plan 2013 Action Plan Year 3	Exhibit D2	
3. Update RAM	Exhibit D3	
<b>E. <u>INFORMATION/DISCUSSION</u></b>		30 min
1. Student Success Task Force Recommendations		
2. Budget Update		
3. Spring 2013 Parking Fee Increase		
<b>F. <u>REPORTS OF PLANNING COUNCILS</u></b>		10 min.
1. Finance & Administrative Services Planning Council – Ron Perez		
2. Human Resource Services Planning Council – John Tortarolo		
3. Instructional Planning Council – Berta Cuaron		
4. Student Services Planning Council – Mark Vernoy		
<b>G. <u>REPORT FROM PC3H COMMITTEE</u></b>		5 min
<b>H. <u>OTHER ITEMS</u></b>		



**STRATEGIC PLANNING COUNCIL  
MEETING MINUTES  
September 18, 2012**

A regular meeting of the Palomar College Strategic Planning Council scheduled September 18, 2012, was held in AA-140. President Robert Deegan called the meeting to order at 2:00 p.m.

**ROLL CALL**

Present: Michelle Barton, Debbi Claypool, Berta Cuaron, Robert Deegan, Johnathan Farmer, Lynda Halttunen, Greg Larson, Teresa Laughlin, Shannon Lienhart, Leanne Maunu, Rich Talmo, Sherry Titus, Zeb Navarro, Wilma Owens, Ron Perez, Kate Stewart, John Tortarolo, Mark Vernoy, Chris Wick  
Absent: Phil Cerda, Kathy Davis, Aaron Holmes, Christina Moore  
Recorder: Cheryl Ashour  
Guests: Joan Decker, Brent Gowen

**A. MINUTES**

**1. Approve Minutes of September 4, 2012**

MSC (Laughlin/Titus) to approve the Minutes of September 4, 2012 as presented.

**B. ACTION ITEMS/FIRST READING**

**1. Policies and Procedures Committee Structure and Meeting Schedule**

President Deegan stated that the January 4, 2013 meeting date was deleted from the Proposed Meeting Schedule. **(Exhibit B1a)**

MSC (Larson/Vernoy) to approve the Policies and Procedures Committee Structure as presented and the Policies and Procedures 2012-2013 Meeting Schedule as amended. **(Exhibit B1b)**

**C. ACCREDITATION RECOMMENDATIONS AND PROGRESS**

**1. Accreditation Commission Actions and Policy Updates**

No updates reported.

**2. Accreditation Update**

Berta Cuaron distributed a copy of the instructions from the Accrediting Commission regarding a narrative report due by October 15 titled, *College Status Report on Student Learning Outcomes Implementation*. **(Exhibit C2)** The Learning Outcomes Council and Faculty Senate are working on the report.

**D. INTEGRATED PLANNING MODEL**

**1. SPC Timeline Check-In**

Michelle Barton discussed the tasks through the fiscal year.

**2. Strategic Plan 2013 Action Plan Year 3 Update**

Michelle Barton reviewed each objective in the Action Plan Year 3 **(Exhibit D2)**, except for Objective 2.3, which was not yet ready; it will be included in the Action Plan when it returns at the next meeting for acceptance. The person responsible for an objective gave input as needed.

**3. Update RAM**

Michelle Barton distributed an updated Resource Allocation Model (RAM) **(Exhibit D3)** with the changes highlighted in red. After discussion, there was consensus to accept the updated RAM as presented.

**E. INFORMATION/DISCUSSION**

**1. Student Success Task Force (SSTF) Recommendations**

Greg Larson reported that Berta Cuaron and Mark Vernoy have been invited to the next Faculty Senate meeting to discuss the Student Success Task Force Recommendations.

**2. Budget Update**

Ron Perez reported that the Governing Board adopted the 2012-2013 budget at its September 11, 2012 meeting. The Budget Committee will begin reviewing one-time funding and will make a recommendation to SPC at a later date.

**3. Spring 2013 Parking Fee Increase**

Mark Vernoy stated that the new single-day parking machines are working great. The daily rate is still \$5.00, debit and credit cards are accepted, and change is given if cash is paid. The State has increased the maximum amount a community college can charge for parking. Dr. Vernoy stated that the parking fee increase did not need to be approved by the Governing Board; however, Shannon Lienhart thought the policy was changed that it does need to be approved. Dr. Vernoy will research the policy and provide additional information at the next meeting. The following parking fee increases will be enacted beginning Spring 2013 if the increases does not need to go before the Governing Board:

- Regular parking will increase from \$40 to \$50 a semester
- Board of Governor (BOG) parking will increase from \$25 to \$30 a semester
- Motorcycle parking will increase from \$20 to \$25

**F. REPORTS OF PLANNING COUNCILS****1. Finance and Administrative Services Planning Council**

Ron Perez reported that FASPC met last Thursday. Michelle Barton reviewed the FASPC self-evaluation. A campus-wide survey of the Finance and Administrative Services Division is being planned. The Food Services Committee reported to FASPC that Jamba Juice will be coming soon to the main cafeteria, and a cart will be selling Subway sandwiches on the San Marcos campus at a location yet to be determined.

**2. Human Resource Services Planning Council**

John Tortarolo reported that HRSPC met last week. The EEO Plan, PRP cycle and AB125 training was discussed.

**3. Instructional Planning Council**

Berta Cuaron reported that IPC is meeting weekly in September. IPC discussed the State's new enrollment priority process and course repeatability rule. The Council continues to work on developing guiding principles for scheduling.

**4. Student Services Planning Council**

Mark Vernoy reported that SSPC met last Wednesday. The SSPC annual evaluation was distributed and will be reviewed at its next meeting. Student Affairs oversight of ASG was discussed; Lynda Halttunen is chairing a task force regarding this matter and will bring information for discussion at a later date.

**G. REPORT FROM PC3H COMMITTEE**

Sherry Titus reported on some of the events PC3H will be hosting this fall. The Pride at the Beach event will be held on October 13 at the Oceanside Pier.

**H. OTHER**

President Deegan gave an update on the construction at the San Marcos campus and the north and south centers.

Teresa Laughlin announced that Political Economy Days will be on October 17 and 18.

**I. ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:30 p.m.

## Policies Procedures Committee

### PROPOSED MEETING DATES 2012/13

First Friday of the month (except last meeting)

October 5th

November 2nd

December 7th

January 4th

February 1st

March 1st

April 5th

April 26th (*4th Friday, last meeting of the fiscal year* )

**Meetings are held from 9:00-11:30 A.M. in room AA-140**

Members	Group	Extension	Email
Robert Deegan	President, Chair	2106	rdeegan@palomar.edu
Darrell McMullen	Board Member	2104	dnmcmullen1@gmail.com
Greg Larson	Faculty Senate	3642	glarson@palomar.edu
?	Faculty Senate		
Shannon Lienhart	PFF	2652	slienhart@palomar.edu
Debbi Claypool (Kathy Davis)	CCE (alternate)	2140	dclaypool@palomar.edu
Kelley Hudson MacIsaac	AA	2772	kmacisaac@palomar.edu
Lisa Hornsby	CAST	2201	lhornsby@palomar.edu
Johnathan Farmer	ASG	3766	jfarmer@palomar.edu
Berta Cuaron	VP Instruction	2212	bcuaron@palomar.edu
Mark Vernoy	VP Student Services	2158	mvernoy@palomar.edu
Ron Perez (Susan Coleman)	VP Finance & Admin Svcs. (alternate)	2109	rperez@palomar.edu
John Tortarolo	VP Human Resources	2531	jtortarolo@palomar.edu
Michelle Barton	Research & Planning	2534	mbarton@palomar.edu
Debra Doerfler	Facilitator/Coordinator	2104	ddoerfler@palomar.edu

## GOVERNANCE STRUCTURE GROUP REQUEST

<b>Request submitted by:</b> Robert Deegan					<b>Date:</b> 09/04/2012		
<b>Proposed Name of Requested Group:</b> District Policies and Procedures Committee							
	<b>Council</b>	<b>X</b>	<b>Committee</b>		<b>Subcommittee</b>		<b>Task Force</b>
<b>Action Requested:</b>			<b>Add</b>		<b>Delete</b>	<b>X</b>	<b>Change</b>
<p><b>Role:</b> The Committee reviews and recommends approval of proposed changes and updates to Governing Board Policies and Administrative Procedures. These proposed changes and updates are submitted to the Committee through periodic legal updates received from the Community College League of California ("CCLC") and proposed changes recommended by appropriate planning councils and/or committees. After review, the proposed policy updates and related administrative procedures are submitted to Strategic Planning Council ("SPC").</p> <p><b>Products</b></p> <ul style="list-style-type: none"> <li>Updated District Board Policies and Administrative Procedures</li> </ul>							
<b>Reporting Relationship:</b> Strategic Planning Council							
<b>Meeting Schedule:</b> Fridays (time to be determined)							
<p><b>Chair:</b> Superintendent/President</p> <p><b>Members: (14)</b></p> <ul style="list-style-type: none"> <li>Two (1) Governing Board members</li> <li>Three (3) Faculty (Two appointed by the Faculty Senate and one appointed by PFF)</li> <li>One (1) Classified Unit Employee representative (appointed by CCE/AFT)</li> <li>One (1) Administrative Association representative (appointed by AA)</li> <li>One (1) Confidential and Supervisory Team representative (appointed by CAST)</li> <li>One (1) Student representative (appointed by ASG)</li> <li>Vice President for Instruction</li> <li>Vice President for Student Services</li> <li>Vice President of Finance and Administrative Services</li> <li>Vice President of Human Resource Services</li> <li>Director of Institutional Research and Planning</li> <li>Executive Assistant to the President/Governing Board</li> </ul>							

Reviewed by Strategic Planning Council:  
 First Reading 4/18/06  
 Approved 4/18/06  
 Revised 5/2/06

## ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES

### COLLEGE STATUS REPORT ON STUDENT LEARNING OUTCOMES IMPLEMENTATION

#### INSTRUCTIONS

Colleges are asked to use this report form in completing their *College Status Report on Student Learning Outcomes Implementation*. Colleges should submit a brief narrative analysis and quantitative and qualitative evidence demonstrating status of Student Learning Outcome (SLO) implementation. The report is divided into sections representing the bulleted characteristics of the Proficiency implementation level on the Rubric for Evaluating Institutional Effectiveness, Part III (Rubric). Colleges are asked to interpret their implementation level through the lens of the Accreditation Standards cited for each characteristic. The final report section before the evidence list requests a brief narrative self-assessment of overall status in relationship to the proficiency level, indicating what plans are in place to mitigate any noted deficiencies or areas for improvement. **Narrative responses for each section of the template should not exceed 250 words.**

This report form offers examples of quantitative and qualitative evidence which might be included for each of the characteristics. The examples are illustrative in nature and are not intended to provide a complete listing of the kinds of evidence colleges may use to document SLO status. College evidence used for one Proficiency level characteristic may also serve as evidence for another characteristic.

This report is provided to colleges in hard copy and also electronically, by e-mail, as a fill-in Word document. The reports must be submitted to the Commission by either the October 15, 2012 date or the March 15, 2013 date, as defined on the enclosed list of colleges by assigned reporting date. When the report is completed, colleges should:

- Submit the report form by email to the ACCJC ([accjc@accjc.org](mailto:accjc@accjc.org)); **and**
- Submit the full report *with attached evidence* on CD/DVD to the ACCJC (ACCJC, 10 Commercial Blvd., Suite 204, Novato, CA 94949).

Although evidence cited in the text of the report may include links to college web resources, the Commission requires actual copies (electronic files) of the evidence for its records.

#### COLLEGE INFORMATION: DATE OF REPORT; COLLEGE; SUBMITTED BY; CERTIFICATION BY CEO

Date of Report:

Institution's Name:

Name and Title of Individual Completing Report:

Telephone Number and E-mail Address:

Certification by Chief Executive Officer: *The information included in this report is certified as a complete and accurate representation of the reporting institution.*

Name of CEO:

Signature: \_\_\_\_\_  
(e-signature permitted)

**PROFICIENCY RUBRIC STATEMENT 1: STUDENT LEARNING OUTCOMES AND AUTHENTIC ASSESSMENTS ARE IN PLACE FOR COURSES, PROGRAMS, SUPPORT SERVICES, CERTIFICATES AND DEGREES.**

Eligibility Requirement 10: Student Learning and Achievement

Standards: I.A.1; II.A.1.a; II.A.1.c; II.A.2.a,b,e,f,g,h,i; II.A.3 [See II.A.3.a,b,c.]; II.A.6; II.B.4; II.C.2].

**EXAMPLES OF EVIDENCE:** Evidence demonstrating numbers/percentages of course, program (academic and student services), and institutional level outcomes are in place and assessed. Documentation on institutional planning processes demonstrating integrated planning and the way SLO assessment results impact program review. Descriptions could include discussions of high-impact courses, gateway courses, college frameworks, and so forth.

**PROFICIENCY RUBRIC STATEMENT 1: NUMERICAL RESPONSE**

**QUANTITATIVE EVIDENCE/DATA ON THE RATE/PERCENTAGE OF SLOs DEFINED AND ASSESSED**

1. Courses

- a. Total number of college courses (active courses in the college catalog, offered on the schedule in some rotation): \_\_\_\_\_
- b. Number of college courses with defined Student Learning Outcomes: \_\_\_\_\_  
Percentage of total: \_\_\_\_\_
- c. Number of college courses with ongoing assessment of learning outcomes: \_\_\_\_\_  
Percentage of total: \_\_\_\_\_

2. Programs

- a. Total number of college programs (all certificates and degrees, and other programs defined by college): \_\_\_\_\_
- b. Number of college programs with defined Student Learning Outcomes: \_\_\_\_\_;  
Percentage of total: \_\_\_\_\_
- c. Number of college programs with ongoing assessment of learning outcomes: \_\_\_\_\_;  
Percentage of total: \_\_\_\_\_

3. Student Learning and Support Activities

- a. Total number of student learning and support activities (as college has identified or grouped them for SLO implementation): \_\_\_\_\_
- b. Number of student learning and support activities with defined Student Learning Outcomes: \_\_\_\_\_;  
Percentage of total: \_\_\_\_\_
- c. Number of student learning and support activities with ongoing assessment of learning outcomes: \_\_\_\_\_;  
Percentage of total: \_\_\_\_\_

4. Institutional Learning Outcomes

- a. Total number of institutional Student Learning Outcomes defined: \_\_\_\_\_
- b. Number of institutional learning outcomes with ongoing assessment: \_\_\_\_\_

**PROFICIENCY RUBRIC STATEMENT 1: NARRATIVE RESPONSE**

**PROFICIENCY RUBRIC STATEMENT 2: THERE IS A WIDESPREAD INSTITUTIONAL DIALOGUE ABOUT ASSESSMENT RESULTS AND IDENTIFICATION OF GAPS.**

Standards: I.B.1; I.B.2; I.B.3; I.B.5.

**EXAMPLES OF EVIDENCE:** Documentation on processes and outcomes of SLO assessment. Specific examples with the outcome data analysis and description of how the results were used. Descriptions could include examples of institutional changes made to respond to outcomes assessment results.

**PROFICIENCY RUBRIC STATEMENT 2: NARRATIVE RESPONSE**



**PROFICIENCY RUBRIC STATEMENT 3: DECISION MAKING INCLUDES DIALOGUE ON THE RESULTS OF ASSESSMENT AND IS PURPOSEFULLY DIRECTED TOWARD ALIGNING INSTITUTION-WIDE PRACTICES TO SUPPORT AND IMPROVE STUDENT LEARNING.**

Standards: I.B; I.B.3; II.A.1.c; II.A.2.f; III.A.1.c; IV.A.2.b.

**EXAMPLES OF EVIDENCE:** Documentation of institutional planning processes and the integration of SLO assessment results with program review, college-wide planning and resource allocation, including evidence of college-wide dialogue.

**PROFICIENCY RUBRIC STATEMENT 3: NARRATIVE RESPONSE**

**PROFICIENCY RUBRIC STATEMENT 4: APPROPRIATE RESOURCES CONTINUE TO BE ALLOCATED AND FINE-TUNED.**

Standards: I.B; I.B.4; I.B.6; III.C.2; III.D.2.a; III.D.3.

**EXAMPLES OF EVIDENCE:** Documentation on the integration of SLO assessment results with institutional planning and resource allocation.

**PROFICIENCY RUBRIC STATEMENT 4: NARRATIVE RESPONSE**

**PROFICIENCY RUBRIC STATEMENT 5: COMPREHENSIVE ASSESSMENT REPORTS EXIST AND ARE COMPLETED AND UPDATED ON A REGULAR BASIS.**

Standards: I.A.1; I.B; I.B.3; I.B.5; I.B.6; II.A.2.a; II.B.

**EXAMPLES OF EVIDENCE:** Documentation on the process and cycle of SLO assessment, including results of cycles of assessment. Copies of summative assessment reports, with actual learning outcomes.

**PROFICIENCY RUBRIC STATEMENT 5: NARRATIVE RESPONSE**

**PROFICIENCY RUBRIC STATEMENT 6: COURSE STUDENT LEARNING OUTCOMES ARE ALIGNED WITH DEGREE STUDENT LEARNING OUTCOMES.**

Standards: II.A.2.e; II.A.2.f; II.A.2.i.

**EXAMPLES OF EVIDENCE:** Documentation on the alignment/integration of course level outcomes with program outcomes. Description could include curriculum mapping or other alignment activities. Samples across the curriculum of institutional outcomes mapped to program outcomes.

**PROFICIENCY RUBRIC STATEMENT 6: NARRATIVE RESPONSE**

**PROFICIENCY RUBRIC STATEMENT 7: STUDENTS DEMONSTRATE AWARENESS OF GOALS AND PURPOSES OF COURSES AND PROGRAMS IN WHICH THEY ARE ENROLLED.**

Standards: I.B.5; II.A.6; II.A.6.a; II.B.

**EXAMPLES OF EVIDENCE:** Documentation on means the college uses to inform students of course and program purposes and outcomes. Samples across the curriculum of: course outlines of record and syllabi with course SLOs; program and institutional SLOs in catalog.

**PROFICIENCY RUBRIC STATEMENT 7: NARRATIVE RESPONSE**

**SELF-ASSESSMENT ON LEVEL  
OF IMPLEMENTATION:**

**YOU PLANNED TO ADDRESS NEEDED IMPROVEMENTS? WHAT  
LEVEL OF SLO IMPLEMENTATION WOULD YOU ASSIGN YOUR  
COLLEGE? WHY? WHAT EFFORTS HAVE YOU PLANNED TO  
ADDRESS NEEDED IMPROVEMENTS?**

**SELF-ASSESSMENT ON LEVEL OF IMPLEMENTATION: NARRATIVE RESPONSE**

**TABLE OF EVIDENCE: LIST THE EVIDENCE USED TO SUPPORT YOUR NARRATIVE REPORT, SECTION BY SECTION.**

**TABLE OF EVIDENCE (NO WORD COUNT LIMIT)**

Accrediting Commission for Community and Junior Colleges (ACCJC)

10 Commercial Blvd., Suite 204, Novato, CA 94949

Telephone: 415-506-0234 ♦ FAX: 415-506-0238 ♦ E-mail: [accjc@accjc.org](mailto:accjc@accjc.org)



Palomar College Strategic Plan 2013 - YEAR 3 Action Plan 2012-2013

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.				
Person Responsible	Group	Project Steps	Timeline	Objective Measurable Outcome
<i>Objective 1.1 Communicate the college's planning models, vision, mission, values and goals.</i>				
Supt / President	SPC	1. Integrate discussion of college's planning models, visions, mission, values, and goals, into divisional planning council orientations or discussions.	1. Spring 2013	* Annual governance self-evaluation indicates council members are aware of college planning models and plans.

Palomar College Strategic Plan 2013 - YEAR 3 Action Plan 2012-2013

Goal 2: Increase student retention, success, and completion by identifying and implementing academic and non-academic student support strategies designed to reach more students.				
Person Responsible	Group	Project Steps	Timeline	Objective Measurable Outcome
<i>Objective 2.1 Assess existing academic and non-academic student support services for overlap and to consolidate where possible to improve efficiency and effectiveness.</i>				
VPI	HSI/BSI STEM Grant Coord. IPC SSPC	<ol style="list-style-type: none"> <li>The Tutoring Workgroup discusses and builds consensus on each of the following topics with respect to overlap and consolidation: <ul style="list-style-type: none"> <li>• Training</li> <li>• Hiring</li> <li>• Budgeting</li> <li>• Tutor assignment</li> <li>• Marketing of services</li> <li>• Best practices</li> <li>• Other</li> </ul> </li> <li>HSI/BSI Workgroup, STEM I, and STEM II Discussions <ul style="list-style-type: none"> <li>• Identify common grant activities and goals of HSI/BSI, STEM I, and STEM II in order to coordinate planning</li> <li>• Meet with other members of the college (EAP, Assessment, GearUp, HSI/BSI, STEP, and ATE) to identify outreach activities where we can provide support for each other instead of duplicating our efforts.</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Spring 2013</li> <li>2. Spring 2013</li> </ol>	<ul style="list-style-type: none"> <li>* Creation of a visual model showing the management of tutoring from hiring, training, budgeting, and assignment as involves General Tutoring, Reading Services, ESL Tutoring, English Writing Center, Mathematics Learning Center tutoring, and the TLC Escondido.</li> <li>* CRLA Certification</li> <li>* Implementation of agreed upon consolidating practices</li> <li>* Staffing plans for TLC SM and Escondido</li> <li>* Clearly defined college-wide outreach efforts to include outreach to new and continuing students for inclusion in activities resulting from grants.</li> </ul>
<i>Objective 2.2 Strengthen matriculation services for first year students.</i>				
VPSS	SSPC	<ol style="list-style-type: none"> <li>Continue to move toward full implementation of the Academic Advising Module of PeopleSoft to include refining the processes of the evaluation of prior course work from external institutions, degree audits, prerequisite enforcement, and grad checks.</li> <li>Implement the SSTF recommendation and SB1456 to provide pre-enrollment services to students including a) continuation and updating the Early Acceptance Program (EAP) and b) development of a web based student orientation with Cynosure.</li> </ol>	<ol style="list-style-type: none"> <li>1. Go live Spring 2013 then ongoing</li> <li>2a. Ongoing</li> <li>2b. Spring 2013</li> </ol>	<ul style="list-style-type: none"> <li>* Students will use degree audit functionality on line and Region X colleges will be mapped for prior course work evaluation.</li> <li>* Revised Matriculation Plan to include new orientation and updated EAP activities.</li> </ul>

Palomar College Strategic Plan 2013 - YEAR 3 Action Plan 2012-2013

*Objective 2.3 Implement strategies to improve student progress through English, mathematics, reading, and ESL sequences.*

VPI	Dept Chairs English, math, reading, ESL  HSI/BSI Comm.	To be determined	To be determined	To be determined
-----	--	------------------	------------------	------------------



Palomar College Strategic Plan 2013 - YEAR 3 Action Plan 2012-2013

**Goal 2: Increase student retention, success, and completion by identifying and implementing academic and non-academic student support strategies designed to reach more students.**

Person Responsible	Group	Project Steps	Timeline	Objective Measurable Outcome
<b>Objective 2.4 Expand GRAD (Goal, Responsibility, Attitude, Determination) campaign which encourages students to take responsibility for achieving their educational goals.</b>				
President Faculty Senate Director Student Affairs ASG President	Faculty Senate, ASG	<ol style="list-style-type: none"> <li>1. Continue to hold meetings of On Course/GRAD working group and to discuss the implementation and effectiveness of instructional strategies learned in On Course workshops.</li> <li>2. Evaluate student GRAD program; revise and update the program if needed.</li> <li>3. Continue to offer On Course workshop(s) to faculty, including an On Course II session</li> <li>4. Continue to offer On Course workshop(s) to faculty.</li> <li>5. Complete implementation of Academic Advising Module.</li> <li>6. Promote the GRAD Program by way of ASG's Facebook page and holding promotional events</li> </ol>	<ol style="list-style-type: none"> <li>1. Fall 2011</li> <li>2. Fall 2011</li> <li>3. Spring 2012</li> <li>4. Fall 2011 - Spring 2012</li> <li>5. Spring 2012</li> <li>6. Fall 2012</li> </ol>	<ul style="list-style-type: none"> <li>* Student survey before and after GRAD campaign.</li> <li>* Track the number of student contracts.</li> <li>* Number of participants in workshop, evaluation of impact of workshops.</li> <li>* Academic Advising module implemented.</li> </ul>

Palomar College Strategic Plan 2013 - YEAR 3 Action Plan 2012-2013

Goal 2: Increase student retention, success, and completion by identifying and implementing academic and non-academic student support strategies designed to reach more students.				
Person Responsible	Group	Project Steps	Timeline	Objective Measurable Outcome
<i>Objective 2.5 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.</i>				
VPI / CoCoord LOC	LOC / IPC	<ol style="list-style-type: none"> <li>1. Complete ACCJC "Proficiency" report</li> <li>2. Complete assessment cycle for all courses and programs <ol style="list-style-type: none"> <li>a. Confirm 100% of courses and programs have completed SLOAC.</li> </ol> </li> <li>3. Distribute the 2012 GE ILO Report (Information Literacy and Critical &amp; Creative Thinking) and make improvements based on the results.</li> <li>4. Define data elements and create a comprehensive report template.</li> <li>5. Select and assess two (2) GE ILOs.</li> <li>6. Evaluate status of satisfying "Sustainable Continuous Quality Improvement"</li> <li>7. Review the role of SLOs and Program Outcomes in the PRP process.</li> <li>8. Identify strategy for implementing information literacy learning modules.</li> </ol>	<ol style="list-style-type: none"> <li>1. Fall 2012 – Spring 2013</li> <li>2.a. Fall 2012</li> <li>3. Fall 2012- Spring 2013</li> <li>4. Fall 2012</li> <li>5. Spring 2013</li> <li>6. Fall 2012- Spring 2014</li> <li>7. Fall 2012- Spring 2013</li> <li>8. Fall 2012- Spring 2013</li> </ol>	<ul style="list-style-type: none"> <li>* Complete and submit report by March, 2013. (1)</li> <li>* 100% of courses and program SLOs identified and assessed with evidence that assessment results are used for reflection and planning. (2)</li> <li>* Present report to appropriate committees and implement action/changes as directed by LOC. (3)</li> <li>* Report will exist in the POD and uses for report will be identified. (4)</li> <li>* Second set of GE/ILOs assessed with assessment results completed and evaluated. (5)</li> <li>* Palomar College meets ACCJC "SCQI" criteria. (6)</li> <li>* Create a workgroup from LOC and IPC to discuss role. (7)</li> <li>* Workgroup will research options for creating or purchasing modules and implementation plans. (8)</li> </ul>
VPSS	SSPC	<ol style="list-style-type: none"> <li>1. Complete SLOs for all Counseling and Athletics courses.</li> <li>2. Complete assessment cycle for at least one SLO for each course.</li> <li>3. Continue with current timeline for implementation of SAO assessment cycles for all of Student Services.</li> </ol>	<ol style="list-style-type: none"> <li>1. Fall 2010</li> <li>2. Fall 2011</li> <li>3. Ongoing</li> </ol>	<ul style="list-style-type: none"> <li>* Step #1 completed last year. 100 percent rate of course SLOs completed; SAO assessment plans identified;</li> <li>* By the end of Spring 2013 100 percent of courses and programs will have completed assessment</li> </ul>
VPFAS	FASPC	<ol style="list-style-type: none"> <li>1. Review and update Year 3 SAOs and complete SAOACs for the F&amp;AS Division.</li> <li>2. Implement identified outcomes and conduct assessments for each in accordance with defined timelines to meet SP2013 goals and objectives for Year 3.</li> <li>3. Evaluate process on an annual basis in accordance with ACCJC standards.</li> </ol>	<ol style="list-style-type: none"> <li>1. Fall 2012/ Spring 2013</li> <li>2. Fall 2013</li> <li>3. Annual process</li> </ol>	<ul style="list-style-type: none"> <li>* Complete and receive approval from FASPC of template outlining F&amp;AS Division's SAOs.</li> <li>* Conduct identified assessment method to evaluate the SAOs as defined in template report.</li> <li>* Complete all SAOs and SAOACs by end of SP2013.</li> </ul>
VPHR	HRSPC	<ol style="list-style-type: none"> <li>1. Identify SAOs and linkages to accreditation standards and SP 2013.</li> <li>2. Define SAO evaluation methodology.</li> <li>3. Implement SAOs.</li> <li>4. Evaluate and assess.</li> <li>5. Plan for change as appropriate.</li> </ol>	<ol style="list-style-type: none"> <li>1. Spring 2010</li> <li>2. Fall 2010</li> <li>3. Spring 2011</li> <li>4. Spring 2012</li> <li>5. Fall 2012 and going</li> </ol>	<ul style="list-style-type: none"> <li>* 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.</li> <li>* Step 4 was completed in June 2012.</li> <li>* SAO revisions if appropriate will be included in the 2012-14 HRS PRP.</li> </ul>

Palomar College Strategic Plan 2013 - YEAR 3 Action Plan 2012-2013

Goal 2: Increase student retention, success, and completion by identifying and implementing academic and non-academic student support strategies designed to reach more students.				
Person Responsible	Group	Project Steps	Timeline	Objective Measurable Outcome
<i>Objective 2.6 Working through the planning process, support innovative teaching and learning projects that directly impact student learning and success.</i>				
VPI, VPSS	IPC, SSPC	1. IPC and SSPC will develop a rubric with prioritized criteria for evaluating projects and recommending funding. At a minimum, the criteria will include consideration of a project that (a) directly addresses student retention, success, and completion, and (b) has the potential for the broadest impact on students.	1. Fall 2012-Spring 2013	<ul style="list-style-type: none"> <li>* Eligible projects are funded</li> <li>* Funded activities provide report on implemented activities and impact on number of students served or supported</li> </ul>

Palomar College Strategic Plan 2013 - YEAR 3 Action Plan 2012-2013

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
<i>Objective 3.1 Create a centralized archive documenting institutional history: major planning council recommendations, precedent-setting decisions, and the evolution of shared governance structures.</i>				
Supt / President	SPC	1. Finalize archive structure. 2. Input information into archive. 3. Post archive on Palomar College website.	1. Fall 2012- Spring 2013 2. Spring 2013	* Archive developed.

Palomar College Strategic Plan 2013 - YEAR 3 Action Plan 2012-2013

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
<i>Objective 4.1 Complete an EEO plan.</i>				
VPHR	EEO Advisory Comte.	<ol style="list-style-type: none"> <li>1. Review System Model Plan and Title 5</li> <li>2. Review EEO Plan for compliance with revised Title 5 regulations</li> <li>3. Finalize Draft EEO plan</li> <li>4. Review Draft EEO Plan with shared governance committees and councils</li> <li>5. Recommend plan adoption to Governing Board</li> <li>6. Implement Plan</li> <li>7. Assess plan effectiveness and revise plan as necessary and/or as indicated by Chancellors Office</li> </ol>	<ol style="list-style-type: none"> <li>1. Fall 2009</li> <li>2. System-wide writing committee established Spring 2011</li> <li>3. Spring 2011 -Fall 2011</li> <li>4. Fall 2012</li> <li>5. Spring 2013</li> <li>6. Fall 2013</li> <li>7. As necessary</li> </ol>	* EEO Plan implemented.

Palomar College Strategic Plan 2013 - YEAR 3 Action Plan 2012-2013

Goal 5: Ensure that existing and future facilities support learning, programs, and services.				
Person Responsible	Group	Project Steps	Timeline	Objective Measurable Outcome
<b>Objective 5.1a Develop and implement a plan for opening the <u>North</u> Education Center.</b>				
VPI, VPSS, VPFAS	All VPs, Deans, Chairs & Directors	<ol style="list-style-type: none"> <li>1. Convene planning workgroup for the center.</li> <li>2. Hire Architect for the center.</li> <li>3. Convene the user work group from Instruction, Student Services, Administrative Services, and Human Resource Services.</li> <li>4. Begin construction.</li> <li>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.</li> <li>6. Hire and train staff.</li> <li>7. Open Center.</li> </ol> <p>* Timeline for opening Centers will be revisited after the November election.</p>	<ol style="list-style-type: none"> <li>1. Fall 2012</li> <li>2. Fall 2012</li> <li>3. Fall 2012</li> <li>4. Fall 2013</li> <li>5. Fall 2013</li> <li>6. Beg Fall 2013; Complete Spring 2014</li> <li>7. Fall 2015</li> </ol>	<ul style="list-style-type: none"> <li>* Class schedule for first operating year to generate and support 1,000 FTES.</li> <li>* Staff and resource plans updated.</li> <li>* Staff hired and trained; other resources secured.</li> <li>* Center opened and operating.</li> </ul>
<b>Objective 5.1b Develop and implement a plan for opening the <u>South</u> Education Center, obtain education center status for the South Center.</b>				
VPI, VPSS, VPFAS	All VPs, Deans, Chairs & Directors	<ol style="list-style-type: none"> <li>1. Convene planning workgroup for the center. (completed)</li> <li>2. Hire Architect for the center.(completed)</li> <li>3. Convene the user work group from Instruction, Student Services, Administrative Services, and Human Resource Services.</li> <li>4. Obtain Center status approval.</li> <li>5. Begin construction.</li> <li>6. Develop class schedule for first academic year of operation, identify administrative organization and student support services needed at the Center, and incorporate the required staff needs into the college's staffing plan.</li> <li>7. Hire and prepare staff.</li> <li>8. Open Center.</li> </ol> <p>* Timeline for opening Centers will be revisited after the November election.</p>	<ol style="list-style-type: none"> <li>1. Fall 2011</li> <li>2. Fall 2011</li> <li>3. Fall 2011- Fall 2012</li> <li>4. Beg Fall 2011; complete by Fall 2014</li> <li>5. Sum 2013</li> <li>6. Fall 2012- Spring 2013</li> <li>7. Beg Fall 2013; Complete Spring 2014</li> <li>8. Spring 2015</li> </ol>	<ul style="list-style-type: none"> <li>* Class schedule for first operating year to generate and support 1,000 FTES.</li> <li>* Center Status approval (4).</li> <li>* Staff and resource plans updated (6).</li> <li>* Staff hired and trained; other resources secured (7).</li> <li>* Center opened and operating (8).</li> </ul>

Palomar College Strategic Plan 2013 - YEAR 3 Action Plan 2012-2013

Goal 5: Ensure that existing and future facilities support learning, programs, and services.				
Person Responsible	Group	Project Steps	Timeline	Objective Measurable Outcome
<i>Objective 5.2 Continue to fund priority recommendations defined in the college's Emergency Preparedness Plan.</i>				
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. Spring 2013	* Recommendations funded and implemented.

Palomar College Strategic Plan 2013 - YEAR 3 Action Plan 2012-2013

Goal 6: Optimize the technological environment to provide effective programs and services throughout the district.				
Person Responsible	Group	Project Steps	Timeline	Objective Measurable Outcome
<i>Objective 6.1 Integrate assessment of technology solutions to meet current and future technology needs in the Technology Plan.</i>				
VPFAS, Director Information Services	FASPC, Director Infor. Services & TMPW	1. Identify technology solutions to meet district needs. 2. Establish assessment criteria to weight value of technology solutions to the district's programs and services. 3. Apply assessment criteria to technology solutions. 4. Report findings and augment the Technology Plan.	1. Fall 2012 2. Spring 2013 3. Spring 2013 4. Fall 2013	* Report to FASPC * Survey VPI, VPSS and Deans * TMPW conducts established assessment method * Report to FASPC



