



C U Y A M A C A
· C O L L E G E ·

L E A R N I N G F O R
T H E F U T U R E

Annual Implementation Plan

Final Report

May 2003

Objective/Activity <i>Goal: Access and Student Development</i>		District Goal:	Primary Person & Other Involved: Dean, Administrative Services
1. Implement a campus signage system and master plan.			Assigned Groups: Facilities Committee
Estimated Cost:	<i>One Time</i>	X	Funding Source: General Fund; Capital Funds
	<i>On Going</i>		Time Line: June 2003
<p>Nov 02: The college proposed a comprehensive signage plan including the repair/replacement of damaged signs. This was submitted as a 2002-2003 State scheduled maintenance proposal at an estimated cost of \$241,000. It was not funded and will be referred back to the state as a proposal for 2003-2004.</p>		<p>Feb 03: The signage plan was submitted to the state as a 2003-2004 scheduled maintenance proposal. We will also be considering portions of this plan for implementation as new facilities are added as a result of the facility phasing plan at Cuyamaca College.</p>	<p>May 03: The 2003-2004 submittal for state funding of the signage plan is pending state review. Cuyamaca has moved forward with some signage as appropriate, staying consistent with the approved format. Recently, signs added to the N Building were developed as a cost efficient design within the approved plan.</p>

Objective/Activity <i>Goal: Academic Excellence</i>		District Goal:	Primary Person & Other Involved: VPs, Student Development & Services and Instruction
2. Review assessment and prerequisite policies, practices and procedures and implement recommendations for improving retention and persistence.			Assigned Groups: Student Services and Instruction
Estimated Cost:	<i>One Time</i>		Funding Source:
	<i>On Going</i>	X	Time Line: June 2003
<p>Nov 02: Assessment: After four years of pilot testing and working with Grossmont, the Math Diagnostic Test Project (MDTP) will be implemented for Fall 2003 math placement. Meetings involving Math Faculty, Deans of Counseling, IS and Assessment staff have been conducted to work out the details of implementation. Both colleges are working with IS in the</p>		<p>Feb 03 Assessment: The Math Diagnostic Test Project (MDTP) is scheduled to be implemented for Fall 2003. The Math Department Chairs, Deans of Counseling and IS staff have met and the details of implementation have been completed. Training sessions with counselors have been conducted regarding the implementation of MDTP. Assessment schedules have been adjusted to accommodate MDTP administration.</p>	<p>May 03: Assessment: The Math Diagnostic Test Project (MDTP) will be administered beginning July 2003. All constituent groups have been notified and/or consulted and details of the implementation have been completed. Both colleges continue to meet to discuss the use of computerized assessments in English, ESL, and Math. Discussions have taken place as to possible</p>

<p>evaluation of computerized assessments for English, ESL, and Math. English, ESL, and Math faculty have participated in the evaluation of several assessments. The evaluation results are being reviewed by Institutional Research.</p> <p>Prerequisites: The District-wide Prerequisite Task Force continue to meet and discuss prerequisite issues and will identify the next group of courses that will move towards electronic prerequisite enforcement.</p>	<p>Both colleges are continuing to meet to discuss the evaluation of results related to computerized assessments in English, ESL, and Math. With the 29% reduction in Matriculation funds, there may be some difficulty in Cuyamaca pursuing this method of testing.</p> <p>Prerequisites. The District-wide Prerequisite Task Force continues to meet. Cuyamaca courses slated for electronic enforcement for Fall 2003 include: Astronomy, Biology, Chemistry, Engineering, Geography, Physics, Environmental Technology, Business, Business Office Technology, Computer Information Science, and Computer Science. Alignment issues related to electronic enforcement need to be worked out with Grossmont.</p> <p>The District Pre-Requisite Committee continues to meet. Cuyamaca College is prepared to enforce all pre-requisites in Science/Engineering. A meeting will be held in March to confirm.</p>	<p>funding sources since Matriculation funds have been reduced.</p> <p>Prerequisites: The District-wide Prerequisite Task Force has released the latest Prerequisite Grid. New courses scheduled for enforcement for Fall 2003 include: Biology, Chemistry, Engineering, Physics, Environmental Technology, Business Office Technology, Computer & Information Science, Computer Science. As part of the on-going Counseling and Department Chair/Coordinators Meetings, prerequisite enforcement has been discussed to assist in the implementation.</p>
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Objective/Activity Goal: Staff and Organizational Development District Goal:		Primary Person & Other Involved: Academic Senate President; VP, Instruction; VP Student Development & Services; Staff Development Coordinator; Exec. Dean, Educational Development & Services
3. Given the expected budget shortfall, develop a plan to support institutional staff development needs that will maximize available resources.		Assigned Groups: Division Deans
Estimated Cost:	<i>One Time</i> <i>On Going</i> X	Funding Source: Staff Development Time Line: June 2003
Nov 02: Given the expected budget shortfall, develop a plan to support institutional staff development needs that will maximize available resources. Because of the lack of funding, Staff Development's plan is to use available resources on campus. We will tap into the talents and expertise of staff and faculty for ongoing workshop presentations.	Feb 03: No change since November.	May 03: We continue to be creative in our efforts to provide quality staff development programs, using the talents and expertise of our faculty and staff.

Objective/Activity Goal: Staff and Organizational Development District Goal:		Primary Person & Other Involved: Exec. Dean, Educational Development & Services; Instructional Technology Supervisor
4. Continue to provide on-going staff development related to the development of new technology development.		Assigned Groups: Staff Development; Instructional Technology Committee
Estimated Cost:	One Time	Funding Source: Staff Development
	On Going X	Time Line: June 2003
Nov 02: Continue to provide on-going staff development, support, and special projects related to technology.	Feb 03: Staff Development Committee provides a list of potential topics for faculty (full time/part-time) to do their own staff development proposals which are subject to be reviewed by the Faculty Flex Credit Review Sub-committee. As part of staff development activities, technology training sessions are offered by TLC 3 to 6 times each month including Saturday's sessions for faculty and staff. Adjunct faculty are encouraged to attend.	May 03: Same as February. The list of potential topics for faculty (full-time/part-time) was distributed to the Chairs and Coordinators for dissemination to their department members.

Objective/Activity Goal: Staff and Organizational Development District Goal:		Primary Person & Other Involved: Dean of Instruction – Division II, VP/Classified Senate, District Personnel
5. Develop a comprehensive new employee orientation program to be offered on a regular basis.		Assigned Groups: (Create groups) Staff Development Committee
Estimated Cost:	One Time	Funding Source: Staff Development; General Fund
	On Going X	Time Line: June 2003
Nov 02: Activity was completed in Summer 2001. A new employee orientation program was developed by the committee and is ready to be implemented upon IPC approval.	Feb 03: Completed.	May 03: Completed.

Objective/Activity Goal: District Goal:		Primary Person & Other Involved: President; Associate Dean, Learning Resources; Staff Development Coordinator
6. Align college diversity policy and practices with the District's and enhance diversity awareness of faculty, staff and administrators (see Appendix A).		Assigned Groups: Staff Development Committee
Estimated Cost:	<i>One Time</i>	Funding Source:
	<i>On Going</i> X	Time Line: June 2003
Nov 02: Enhancing cultural diversity and understanding on campus has become one of the major themes for college wide staff development. Workshops conducted during the Staff Development week, and the two Administrative Council retreats are good examples.		Feb 03: We continue to make diversity awareness & appreciation a priority. A sampling of workshops we've offered: Islamic religion and culture, on-going international poetry readings, discussion of Chaldean culture, a Palestinian perspective on the mideast conflict, southern Spain and Portugal.
		May 03: Same as February.

Objective/Activity Goal: Academic Excellence District Goal:		Primary Person & Other Involved: Executive Dean, Educational Development & Services; Associate Dean, Learning Resources
7. Review and research existing library collection plans and college funding mechanisms for similar-sized community colleges in relation to Cuyamaca's needs as identified in the Accreditation Report.		Assigned Groups:
Estimated Cost:	<i>One Time</i>	Funding Source:
	<i>On Going</i>	Time Line: January 2003
Nov 02: 1) The Library has reviewed and researched our needs on campus and put together a proposal in its Academic Plan that was submitted to AMP Committee. 2) The Library has researched, studied, and compared with other colleges that are (were) at similar sized many times during the past decade since 1992 and sent recommendations forward through channels. We have (had) never received any response. 3) The Academic Plan on library book collection has taken the recommendation from the Accreditation report into consideration,		Feb 03: On Jan 21, 2003, the Library made its presentation to the College Academic Master Plan Committee on its AMP proposed activities including its proposal on the core collection of library books.
		May 03: The Library has begun to add e-books. There are 1,823 full-text e-books, and they will soon be available online.

and proposed a process and mechanism to fulfill this goal.		
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Objective/Activity <i>Goal: Staff & Organizational Development District Goal:</i>		Primary Person & Other Involved: Vice President, Instruction
8. Establish timeline for completing prompt part-time faculty evaluations (see Appendix A).		Assigned Groups: Instructional Staff
Estimated Cost:	<i>One Time</i>	Funding Source:
	<i>On Going</i>	Time Line: June 2003
Nov 02: A timeline was established and has been postponed until Spring 2004 to revise Part-time Faculty evaluation estimated completion. The recommendation is to complete all pt. time evaluations and return to evaluatee for signature prior to the end of the semester in which the evaluation occurs. Due to the position freeze which has delayed the hiring of an Evaluation Clerk, it will be necessary to postpone the accomplishment of this objective until Spring 2004.	Feb 03: Additionally, improved monitoring for completion of evaluation has been established. Division offices schedule sign-offs and follow-up meetings.	May 03: All feasible system improvements have been implemented within established resource and staffing. In order to fully accomplish the Accreditation recommendation to expedite part time faculty evaluations, the employment of a full time Instructional Operations Evaluation clerk will be required; the position is currently frozen.

Objective/Activity <i>Goal: Staff and Organizational Development</i> District Goal:		Primary Person & Other Involved: Staff Development Coordinator; Associate Dean Learning Resources
9. Explore strategies for promoting more part-time faculty and staff participation in staff development (Appendix A).		Assigned Groups: Staff Development Coordinator
Estimated Cost:	<i>One Time</i>	Funding Source:
	<i>On Going</i>	Time Line: June 2003
<p>Nov 02: The Staff Development Committee has developed a list of potential ongoing staff development opportunities for part-time faculty and staff participation. Staff Development Committee intends to schedule more activities whenever possible in the evening during the staff development week for those part-time faculty who have other commitment during the day. A staff development survey has been conducted among classified staff, and the survey results will become a guide for organizing activities.</p>	<p>Feb 03:</p> <ul style="list-style-type: none"> Staff Development Committee provides a list of potential topics for faculty (full time/part-time) to do their own staff development proposals which are subject to be reviewed by the Faculty Flex Credit Review Sub-committee. As part of staff development activities, technology training sessions are offered by TLC 3 to 6 times each month including Saturdays sessions for faculty and staff. Adjunct faculty are encouraged to attend. 	<p>May 03 : At May 5th Instructional Council meeting, the Chairs and Coordinators were asked to inform and promote the list of potential topics for staff development opportunities to the adjunct faculty in their departments.</p>

Objective/Activity <i>Goal: Staff and Organizational Development</i> District Goal:		Primary Person & Other Involved: VP, Instruction, Accreditation Liaison
10. Establish timelines for the accomplishment of self-identified accreditation goals - Appendix A).		Assigned Groups: Cabinet
Estimated Cost:	<i>One Time</i>	Funding Source:
	<i>On Going</i>	Time Line: Fall 2002
<p>Nov 02: An Accreditation timeline and implementation plan has been drafted by the administrative heads of each unit (Student Services, Instruction, Administrative Services, and President's Office. The plan is to forward to IPC for review and adoption.</p>	<p>Feb 03: Study session has been scheduled for Cabinet and IPC regarding Accreditation follow-up. Mid-term report has been completed.</p>	<p>May 03: Cabinet planning meeting has been completed; meeting with A.S. President has been scheduled. IPC presentation will take place in Fall, 03.</p>