



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
2004-05**

Final Report

September 2005

Activity 1: *(Carry Over from '03-04 AIP/Accreditation Recommendation)*

The college diversity policy and practices should align directly with district diversity goals, as noted in the District Strategic Plan, faculty and instructional administrators should foster diversity awareness training opportunities for all college personnel, particularly instructional faculty.

Primary Contact: Staff Development Coordinator & President's Cabinet

Status: Ongoing/Institutionalized

To address the goals of diversity outlined in the district's plan, the college has incorporated ongoing activities that address the following specific points derived from the district diversity goals as stated in the district strategic plan:

- To embrace the diversity of the changing population,
- To enhance teaching and learning strategies designed to meet students' diverse learning styles,
- To ensure that the district faculty and staff reflect the community service area, and
- To infuse a global perspective into educational programs and services

To this end, the college's Staff Development Committee has worked to foster opportunities for diversity awareness on an ongoing basis. During Staff Development Week activities and workshops that focus on promoting diversity are offered. These activities range from theater nights to workshops on diverse teaching strategies, poetry readings, film presentations and discussions. These activities foster cultural, academic and intellectual diversity.

Activity 2: *(Carry Over from '03-04 AIP/Accreditation Recommendation)*

The college should develop a Master Plan for Student Services that focuses on broad participation of Student Services' staff, faculty and students and integrates research into planning and evaluation. The college should ensure that planning by Student Services is integrated with instructional and administrative services to address common issues affecting all units.

Primary Contact: Vice President, Student Development & Services

Status: Completed

The college has satisfied this recommendation by the development, approval, and adoption of the Student Development and Services Master Plan in spring 2005. As well, student service planning is fully integrated with instruction and administrative services to ensure effective institutional planning.

Broad participation was ensured through the Student Development and Services Master Plan Committee. The document was reviewed by various participative governance groups, including the Academic Senate, and was approved by the college Innovation and Planning Council.

In September 2005, the GCCCD Board of Trustees approved the Cuyamaca College accreditation update report to the Commission. In doing so, the Board accepted Cuyamaca College's Student Services Master Plan in fulfillment of the recommendation from the Commission.

Activity 3: *(Carry Over from '03-04 AIP/Accreditation Recommendation)*

The college should develop and implement systematic planning, policies and procedures which will ensure the annual enhancement of a core book collection from a stable funding source.

Primary Contact: Vice President, Instruction

Status: Completed/Institutionalized

The college administration has proceeded to implement the plan established in 2002-03 to systematically augment the Library core book collection with general funds; annually, increased funds have been allocated to the LRC for this purpose. As well, block monies and categorical funds are used to support Learning Resources (e.g. TTIP; Title III, etc.). The Library has made the Book Collection Development the number one priority of the 2005-2006 Academic Master Plan.

Activity 4: *(Carry Over from '03-04 AIP/Self-Identified Action Plan)*

The Academic Senate will develop and implement a plan to ensure that all written policies concerning academic freedom and the integrity of the teaching-learning process are integrated into a single document that will be disseminated throughout the college community.

During Staff Development Week, a workshop led by representatives from the Academic Senate will be held to inform interested parties about the college's policies on academic freedom.

Primary Contact: Academic Senate President

Status: Completed

The Academic Senate is providing workshops on Academic Freedom on a regular basis during Staff Development Week.

In November 2004, the revised Faculty Handbook was approved by the Academic Senate. This document contains both the policy on Academic Freedom as well as an appendix entitled, "The Art of Teaching" that addresses the issue of integrity as regards the teaching and learning process.

As of spring 2005, the revised handbook was distributed to all faculty and other interested parties.

Activity 5: *(Carry Over from '03-04 AIP/Self-Identified Action Plan)*

The Faculty Handbook will be updated by the Academic Senate.

Primary Contact: *Academic Senate President*

Status: *Completed (See Activity 4)*

Activity 6: *(Carry Over from '03-04 AIP/Accreditation Recommendation)*

The college and district should ensure that formal evaluation of part-time faculty be completed in a timely manner, with consideration for maintaining appropriate protections for faculty and students as embedded in current practices.

Primary Contact: Vice President, Instruction

Status: In Progress

The procedural and operational improvements to ensure that the formal evaluation of part-time faculty is completed in a timely manner are in place. The hiring of a designated Evaluations Clerk is still pending due to budget constraints. However, the activity has been completed, and the plan has been institutionalized to maintain this effort.

Activity 7: *(Carry Over from '03-04 AIP/Self-Identified Action Plan)*

The Academic and Classified Senates need to design and implement plans for getting more of their constituents involved in the participative decision-making processes and programs. Constituent groups will collaborate to define, propose and implement improvements in college-wide communication.

Primary Contact: Academic and Classified Senates

Status: Ongoing/Institutionalized

The Academic Senate Officers Committee in conjunction with the Academic Senate continues to appoint and approve faculty members to college and district shared governance committees. A data base of appointments has been developed to track the initial date of appointment to a committee and the duration of appointment so as to ensure active participation of faculty in participative decision making. In addition, criteria were developed by the Senate Officers Committee to determine appropriate faculty appointments to committees.

To increase communication to the Academic Senate constituent group, senate agendas and minutes are posted on the senate web site. In addition, before and after each senate meeting, senators contact their constituency groups for input on issues and to disseminate information. The senate president gives monthly reports to the Instructional Council on issues discussed in the senate and seeks input from chairs and coordinators on academic and professional matters.

The Classified Senate Vice President has worked consistently to appoint classified senate representatives to the various college and district shared governance committees, councils, etc. As well, shared governance committee representative openings are posted electronically to ensure representation.

To enhance communication among the Classified Senate constituent group several measures have been institutionalized: the Classified Senate has developed a one-page orientation letter about the Classified Senate which is included in all classified new hire packets, the Classified Senate website is continually updated, a bi-annual Classified Senate newsletter is published and distributed to all classified staff, and district and college events are publicized.

Activity 8: (Carry Over from '03-04 AIP)

Provide external signage to campus.

Primary Contact: Dean, Administrative Services

Status: In Progress

During the past year the College established a campus signage interview committee to assist in selecting a consultant to design campus signage and directional signs. An additional ad-hoc committee was created to assist the consulting firm Harmon Nelson Inc. in designing a master plan for the College.

The college is anticipating institutionalizing the campus signage plan in conjunction with the opening of new facilities if not sooner.

Activity 9: *(Carry Over from '03-04 AIP/Accreditation Recommendation)*

An implementation plan, including timelines, will be developed to achieve Americans with Disabilities Act (ADA) accessibility in compliance with Self Study and Disabled Student Programs and Services Review recommendations.

Primary Contact: Vice President, Student Development & Services

Status: In Progress

The College Accessibility Committee has met several times this year and has reviewed several accessibility reports in relation to campus accessibility and new buildings. The District Director of Risk Management and the DSPS Coordinator toured Cuyamaca College and concluded that 90% of the recommendations from the 1993 Accessibility Report /1999 Sharp Hospital Update have been implemented. Outstanding issues as relates to accessibility have been noted and follow-up plans are underway.

Activity 10: *(Carry Over from '03-04 AIP/ Accreditation Recommendation)*

The *Cuyamaca College Organizational and Governance Structures Handbook* will be made available to all members of the college community on the college Web site.

Primary Contact: President

Status: In Progress

The Cuyamaca College Organizational and Governance Structures Handbook is updated and disseminated on an annual basis in hard copy form. Once a year, during Staff Development Week, a workshop is held to familiarize college constituent groups with the handbook and the shared governance process of the college. This workshop is co-presented by the College President and the Academic Senate President.

Plans are currently underway to make the document available through the college's website.

Activity 11: *(Strategic Plan 2004-10: Resource Development)*

Develop strategies to increase donations to the college from corporations, alumni, and other entities.

Primary Contact: President

Status: In Progress

The College President in coordination with the College Foundation has been actively pursuing donations to the College Foundation from external companies, corporations and business entities. In addition, efforts have been made to solicit donations from current faculty and staff and alumni.

The Foundation's Annual Dinner Dance had it highest-ever outcome in 2005 with \$40,000 raised. The college President served as the college Foundation's fundraising co-chair for the dinner dance. Plans are underway to increase support to the Foundation with the hiring of an Executive Dean in spring 2006.

Activity 12: (*Strategic Plan 2004-10: Academic Excellence & Program Development*)

Provide online help desk for online classes.

Primary Contact: Vice President, Instruction

Status: In Progress

The college has implemented a number of improvements to support online classes: a *student* help desk has been established and will be continued as a regular service; evening hours for Help Desk have been implemented; and expanded faculty training options have been developed.

The Online Course Sub-committee of the Instructional Technology Council has developed a manual entitled: *A Cuyamaca College Manual of Good Practices for Online Instruction*. This manual was approved by the Instructional Technology Council (ITC) and endorsed by the Academic Senate.

The support of online instruction is an on-going priority given the steady growth of this instructional format. It is anticipated that the college will continue to explore and identify enhancements primarily through the Online Course Sub-committee.

Activity 13: (Strategic Plan 2004-10: Academic Excellence & Program Development)

Improve technology training for full- and part-time instructors (topics may include grade book, smart classroom, Web CT/Blackboard).

Primary Contact: Vice President Instruction

Status: Ongoing/Institutionalized

This activity has been completed and will remain as an ongoing priority for the institution. Training in online teaching and other related technology-oriented methodologies are critical for the college given the need to remain current in technology-mediated approaches.

Enhanced technology training opportunities are available for faculty and staff through the Technology Support Services of the college. A semester-by-semester Training Schedule (including summer) is regularly produced and disseminated; workshops, as well as, one-on-one trainings are offered. An Online teaching course (Educ. 299) was first offered in Spring 2004, and a revised and aligned Online teaching course has been adopted in Fall 2004. Smart Classroom trainings have also been expanded and two guides have recently been produced through the Technology Support Services: *How to implement a Smart Classroom* and *Checklist for Effective Use of Smart Classrooms*.

In addition, online training in the use of WebCT and Blackboard are currently under development through the TLC to support faculty.

Activity 14: (Strategic Plan 2004-10: Academic Excellence & Program Development)

Strengthen support for online classes, including technical support, student services, and advertisement.

Primary Contact: Vice President, Instruction

Status: Completed/Institutionalized

This activity has been completed. It is anticipated that support for online classes will remain a strong priority; appropriate technical support, help desk services, and market and publicity for online courses will be continued.

In spring 2005, the college offered the highest number of online courses in its history (28) and piloted the first online course in Intersession 2005. A special online course listing/advertising section is provided in the schedule of classes. In Student Services, an Online Counselor/Retention Specialist (Greg Gomez) has been appointed to provide leadership for the development of enhanced online student services in Counseling. The position is funded through the Title III grant program as are several faculty stipend projects to identify and pilot strategies to strengthen student success in online classes.

Ongoing efforts to support online classes continue: a Technology Update Bulletin is being planned to disseminate to the faculty regarding IS procedures, services and other related information; an action plan to support the completed *College Manual of Good Practices for Online Instruction* is under development in the TLC; and web pages for a number of departments are being updated and revised (e.g. Exercise Science, Counseling, Ornamental Horticulture, the College Foundation, and others).

Activity 15: *(Strategic Plan 2004-10: Facilities and Physical Environment)*

Increase safety through better lighting in key locations.

Primary Contact: Dean, Administrative Services

Status: Completed/Institutionalized

The Dean of Administrative Services and Public Safety institutionalized a system to conduct regular monthly monitoring of all lighting in parking lots, college walkways and the athletic track.

In addition, Risk Management will be conducting an illumination study of the college's parking lights to ensure safety throughout the parking areas. Connection of emergency lighting and core systems from existing buildings to the generator at the Central Plant will be completed in June '06.

Activity 16: *(Strategic Plan 2004-10: Facilities and Physical Environment)*

Promote energy conservation, solar power, and other similar strategies.

Primary Contact: Dean, Administrative Services

Status: In Progress

The energy conservation contractor, Chevron Corp., completed a final punch list for the installation of skylights around the A-G buildings. Chevron Corp. has also been involved throughout the design phases of construction projects to ensure low-cost energy alternatives are considered. The current central plant renovation project, which includes the replacement of chillers and underground utilities, will be completed by Fall '05. This renovation project will result in reduced utility costs due to energy conservation.

The college is close to completion on the Central Plan renovation to replace chillers and underground piping will result in reduced utility costs and maintenance. The project will be completed by Fall '05.

Activity 17: *(Strategic Plan 2004-10: Facilities and Physical Environment)*

Integrate the nature preserve into the campus environment.

Primary Contact: Dean, Administrative Services

Status: In Progress

The college in coordination with a landscape architect completed a study to incorporate fire-retardant vegetation around high-risk areas.

The Academic Senate passed a resolution entitled, "Preserving the Environment During Construction." Recommendations from this resolution will be closely incorporated in future construction project contracts.

A landscape contractor will begin repairing areas on campus that were affected by current and previous construction projects in order to save the college's natural environment.

Activity 18: *(Strategic Plan 2004-10: Student Success)*

Strengthen the first-year student experience by providing retention programs.

Primary Contact: Vice President, Student Development & Services

Status: In Progress

Student Development & Services, Instructional Services, the Student Success Committee, and the Title III Project continue to coordinate activities to strengthen the first-year student experience. Activities include: Students' First, the development of a Student Success Model, an extensive calling campaign, and schedule debut and registration event. Title III has provided funding for an Online Counselor/Retention Specialist, who has developed a structure for online counseling, as well as developed specific retention strategies to address the needs of first-year, undeclared majors and other target groups.

Activity 19: *(Strategic Plan 2004-10: Student Success)*

Encourage and increase student access to academic counseling.

Primary Contact: Vice President, Student Development & Services

Status: Completed/Institutionalized

The Counseling Department has worked to increase the number and type of activities aimed at encouraging students to utilize the services of academic counseling. Counseling continues to strengthen its liaisons with the academic departments/programs and takes advantage of opportunities to conduct class presentations encouraging students to come to Counseling. Workshops for undeclared majors have been offered, along with Transfer Workshops, and other relevant workshops. Orientations have been added to the Assessment sessions during the non-peak periods. Title III has funded an Online Counselor/Retention Specialist to develop a structured Online Counseling process which will afford another avenue of accessibility for students. Letters have gone out to specially defined student populations, encouraging them to come in to see a counselor and follow-up phone calls have been conducted.

Activity 20: *(Strategic Plan 2004-10: Resource Development)*

Continue to solicit grants from state, federal, foundation and corporate sources.

Primary Contact: President

Status: In Progress

The long-term plans for the college include the hiring of an Executive Dean who will have oversight responsibility for college advancement which includes the college foundation and the office of the grant writer. The search process for the Executive Dean is currently in progress with an anticipated start date of spring 2005. Once the Executive Dean is hired the college's efforts to secure external funding will be enhanced. Currently, the college is exploring federal grant opportunities which align with the college's goals and institutional demographics.
