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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 2002**

<b>Objective/Activity</b> <i>Goal: Access and Student Development</i> <b>District Goal:</b>		<b>Primary Person &amp; Other Involved:</b> Dean of Instruction, Division I, Dean of Counseling & Matriculation
1. Implement recommendations from the Effective Communications Work Group to ensure constant and accurate dissemination of information.		<b>Assigned Groups:</b> Campus Departments
<b>Estimated Cost:</b> <b>None</b>	<i>One Time</i>	<b>Funding Source:</b>
	<i>On Going</i>	<b>Time Line:</b> August 2001
<b>Nov 01:</b> Who, What, Where Directory and FAQs booklet were introduced at two mini-workshops held this summer for Staff. Approximately 50 people attended. Based on recommendations for additions, some minor modifications were made and presentation was made to all faculty and staff at the fall Convocation where copies were distributed. A presentation was made to the Board in September. The committee will meet each summer to update information, re-print and re-distribute.	<b>Feb 02:</b> Office of Instruction, Division I Office will coordinate update for 2002. This responsibility will switch annually between Dean of Counseling and Division I Dean.	

<b>Objective/Activity</b> <i>Goal: Access and Student Development</i> <b>District Goal:</b>		<b>Primary Person &amp; Other Involved:</b> VP, Instruction; VP, Student Development & Services
2. Establish better linkages with universities for smooth student transitions.		<b>Assigned Groups:</b> Transfer Center Director; Associate Dean, Special Programs; Articulation Officers
<b>Estimated Cost:</b>	<i>One Time</i>	<b>Funding Source:</b> PFE
	<i>On Going</i> <b>X</b>	<b>Time Line:</b> June 2002
<b>Nov 01:</b> Description for all programs that have created better linkages with Universities will be included in the next update.	<b>Feb 02:</b> Dual Admissions program is being considered with SDSU for Fall, 2002 and the CSUC's in general for the future. Such programs are effective in strengthening transfer services to students. Implementation involves faculty from Math, English and Transfer Center Depts.	<b>May 02:</b> Dual Admissions has been implemented for Fall 2002. Twenty-two students have been redirected to Cuyamaca College. Transfer Center Director and designated counselor will work with students and coordinate with SDSU.  Cuyamaca continues to host representatives from

SDSU, CSU San Marcos, UCSD, National University, Alliant University, University of Hawaii, Redlands and Chapman. Fourteen universities attended the annual Transfer Day.

Programs that strengthen linkages with universities include: UniversityLinks, Partnership with Grossmont Union High School District, GCCCD and UCSD, Transfer Admission Guarantee (TAG) with UCSD; Guaranteed Admission for Transfer Entry (GATE) with U.C. Santa Cruz, ASSIST Grant and University Transfer Studies Associate Degree.

Additional Articulation Agreements have been established with Alliant University, USD, UCSD Teacher Prep Program, John F. Kennedy, and Cal Poly Pomona Ornamental Horticulture.

<b>Objective/Activity</b> <i>Goal: Access and Student Development</i> <b>District Goal:</b>		<b>Primary Person &amp; Other Involved: President</b>
3. Implement a campus signage system and master plan.		<b>Assigned Groups:</b> Facilities Committee
<b>Estimated Cost:</b>	<i>One Time</i> <b>X</b>	<b>Funding Source:</b> General Fund; Capital Funds
	<i>On Going</i>	<b>Time Line:</b> June 2002
<b>Nov 01:</b> The consultant has submitted their report and a meeting has been scheduled with the Chancellor to discuss options to fund this.		<b>Feb 02:</b> Dale Switzer will begin working on a signage plan for the Child Development Center with key college representatives.
		<b>May 02:</b> Plans are progressing on the Child Development Center (CDC) and N bldg signage. Currently plans are for a CDC monument sign, similar to the Student Services building and all the interior signage including the entry. State construction funds exist to complete the CDC signage. The current individual signs in the N bldg will be replaced with the permanent signs using some of the remaining equipment funds. Those are the only two projects where there are funding sources that can be paid by the state.

<b>Objective/Activity</b> <i>Goal: Academic Excellence</i> <b>District Goal:</b>		<b>Primary Person &amp; Other Involved: VP's, Student Development &amp; Services and Instruction</b>
4. Review assessment and prerequisite policies, practices and procedures and implement recommendations for improving retention and persistence.		<b>Assigned Groups:</b> Student Services and Instruction
<b>Estimated Cost:</b>	<i>One Time</i>	<b>Funding Source:</b>
	<i>On Going</i> <b>X</b>	<b>Time Line:</b> June 2002
<b>Nov 01:</b> The District Assessment and Pre-requisite Enforcement Task Force met on November 9. It is recommended that Student Service Council and Instructional representatives meet to establish internal goals and assess current needs for this area.		<b>Feb 02:</b> The District Pre-requisite Task Force continues to meet and is in the process of identifying discipline areas for pre-requisite electronic enforcement at the time of registration as well as other enforcement options.

<b>Objective/Activity</b> <i>Goal: Staff and Organizational Development</i> District Goal:		<b>Primary Person &amp; Other Involved:</b> Academic Senate President; VP, Instruction; VP Student Development & Services; Staff Development Coordinator
5. Provide staff development training and forums that address academic excellence issues.		<b>Assigned Groups:</b> Division Deans
<b>Estimated Cost:</b>	<i>One Time</i>	<b>Funding Source:</b> Staff Development
	<i>On Going</i> X	<b>Time Line:</b> June 2002
<b>Nov 01:</b> For Spring Flex Week, a continuation workshop for Full Time Faculty Orientation is planned as well as a joint GC/CC East County Tour for new faculty.	<b>Feb 02:</b> Planning for this goal continues to be an on-going collaborative effort among Staff Development Committee, Academic Senate, and the Office of Instruction.	<b>May 02:</b> Training for this fiscal year is completed. Planning is always ongoing, and many forums for academic excellence are planned for Fall 2002-2003.

<b>Objective/Activity</b> <i>Goal: Staff and Organizational Development</i> District Goal:		<b>Primary Person &amp; Other Involved:</b> Exec. Dean, Educational Development & Services; Instructional Technology Specialist
6. Develop a web site link that contains operational information for technology development.		<b>Assigned Groups:</b> Instructional Technology Committee, Internet sub-committee
<b>Estimated Cost:</b>	<i>One Time</i> X	<b>Funding Source:</b>
	<i>On Going</i> X	<b>Time Line:</b> June 2002
<b>Nov 01:</b> Completed July 2001.	<b>Feb 02:</b> Completed.	<b>May 02:</b> Completed.

<b>Objective/Activity</b> <i>Goal: Staff and Organizational Development</i> District Goal:		<b>Primary Person &amp; Other Involved: Exec. Dean, Educational Development &amp; Services; Instructional Technology Specialist</b>
7. Continue to provide on-going staff development related to new technology development.		<b>Assigned Groups:</b> Staff Development; Instructional Technology Committee
<b>Estimated Cost:</b>	<i>One Time</i>	<b>Funding Source:</b> Staff Development
	<i>On Going</i> X	<b>Time Line:</b> June 2002
<b>Nov 01:</b> Spring semester, Staff Development Week will have a number of technology offerings. The new Instructional Computer Supervisor will develop and add a workshop on Blackboard. The TLC will be offering at least one workshop per month on technology.	<b>Feb 02:</b> Ongoing staff development related to new technology development: <ul style="list-style-type: none"> <li>• Rik Barnes presented: Taking Advantage of Blackboard for faculty;</li> <li>• Dave Raney presented: College Web Site Brainstorming;</li> <li>• Connie Elder presented: How to be a Successful Online Instructor;</li> <li>• Yvonne Powell presented: Introduction to Alternate Media;</li> <li>• Susan Haber presented: Tips for Teaching Online Panel Workshop; and</li> <li>• Pat Newman presented: How to Use the "Smart" Room E-103</li> </ul>	<b>May 02:</b> <ul style="list-style-type: none"> <li>• Rik Barnes will give an updated presentation of BlackBoard, a course delivery and information system. Additional workshops in Camtasia, PowerPoint and Director. Workshops will start in May and will continue on both campuses.</li> <li>• The Online Teaching and Learning Grant was approved in May 2002 for funding.</li> <li>• Rik Barnes is preparing a Tegrity Workshop for Fall 2002.</li> </ul>

<b>Objective/Activity</b> <i>Goal: Staff and Organizational Development</i> District Goal:		<b>Primary Person &amp; Other Involved: President, VP, Classified Senate, District Personnel</b>
8. Develop a comprehensive new employee orientation program offered on a regular basis.		<b>Assigned Groups:</b> (Create groups) Staff Development Committee
<b>Estimated Cost:</b>	<i>One Time</i>	<b>Funding Source:</b> Staff Development; General Fund
	<i>On Going</i> X	<b>Time Line:</b> June 2002
<b>Nov 01:</b> No Change.	<b>Feb 02:</b> Sub-Committee being formed with VP, CSEA and representatives from Instruction and Student Services to develop a plan and timelines for implementation.	<b>May 02:</b> A work group has been formed to work on this matter

<b>Objective/Activity</b> <i>Goal: Technology</i>		<b>District Goal:</b>	<b>Primary Person &amp; Other Involved:</b> Exec. Dean, Educational Development & Services; Instructional Technology Specialist
9. Provide ongoing technical support to instructors on equipment, operations and maintenance after assessment.			<b>Assigned Groups:</b> Help Desk
<b>Estimated Cost:</b>	<i>One Time</i>		<b>Funding Source:</b> TTIP
	<i>On Going</i>	<b>X</b>	<b>Time Line:</b> December 2001
<b>Nov 01:</b> In process.		<b>Feb 02:</b> Job description for Help Desk position has been developed and is awaiting classification.	<b>May 02:</b> The Help Desk position has been classified as a Level 23. Screening and interviewing will begin.

<b>Objective/Activity</b> <i>Goal: Technology</i>		<b>District Goal:</b>	<b>Primary Person &amp; Other Involved:</b> Exec. Dean, Educational Development & Services; District IS
10. Establish technology infrastructure in all buildings.			<b>Assigned Groups:</b>
<b>Estimated Cost:</b>	<i>One Time</i>	<b>X</b>	<b>Funding Source:</b> Construction Funds; District Infrastructure Funds
	<i>On Going</i>		<b>Time Line:</b> Completed December 2000
<b>Nov 01:</b> Completed December 2000.		<b>Feb 02:</b> Completed.	

<b>Objective/Activity</b> <i>Goal: Enrollment and Growth Management</i> <b>District Goal:</b>		<b>Primary Person &amp; Other Involved:</b> VP, Student Development & Services
11. Increase outreach to high schools, community and businesses.		<b>Assigned Groups:</b> Enrollment Management Committee
<b>Estimated Cost:</b>	<i>One Time</i>	<b>Funding Source:</b> General Fund
	<i>On Going</i> <b>X</b>	<b>Time Line:</b> December 2001
<p><b>Nov 01:</b> Increased Outreach efforts to high schools, community and businesses are facilitated via a number of strategic marketing and outreach activities. The Enrollment Management and Marketing Committee established priorities for current college outreach and marketing efforts. Some of the efforts include:</p> <ul style="list-style-type: none"> <li>• Revising the Class Schedule</li> <li>• Capturing incoming 'inquiries' – a card developed for Chairs, Coordinators and other committees to capture all of the inquiries for potential students in order to provide consistent follow-up communication to interested applicants</li> <li>• Implementing a Web Application</li> </ul> <p>A number of outreach methods to the regional high schools, adult schools and surround businesses and community were also developed.</p>		<p><b>May 02:</b> the web application (CCApply) is now operational. We will encourage students to apply and register over the web.</p>