

**CUYAMACA COLLEGE
ANNUAL IMPLEMENTATION PLAN 2008 - 2009**

**Addendum:
Accreditation Recommendations
FINAL REPORT: OCTOBER 2009**

	Recommendation	Description	Primary Contact	Specific Activities	UPDATE of ACTIVITIES
1	Student Learning Outcomes	The team recommends that the college complete the process of identifying Student Learning Outcomes (SLOs) for courses, programs, certificates, and degrees, identify SLOs for student services, and other areas of the college, and develop and implement methods for assessing student achievement of those outcomes. The assessment results should be used to guide improvement (Standards I.B.1, I.B.7, II.A.1.c, II.A.2.b, II.A.2.f, II.A.3.a, II.A.2,b, II.A.c, II.B.4, II.C.2, III.A.1.c)	VPI SLO Coordinator	1.A.1. Instruction: Through the academic master planning process, SLO assessment plans for courses and programs will be developed by departments.	Departments have been working on their SLO Assessment Plans this semester. 10 plans have been submitted, with the balance expected by the end of the semester. Development of assessment plans will continue in Fall 2009, with all program-level assessment plans to be completed by the end of academic year '09/10. Recommendation: Carry-over
			VPI SLO Coordinator	1.A.2. Pilot assessment projects will be initiated this year.	Departments are being recruited to participate in a pilot SLO project for Spring 2009. SLO assessment training will be provided during Professional Development Week in January. One department (Learning Support in the LRC) launched a pilot assessment program in Spring 2009. That pilot program is on-going and has been reported to the Accreditation Commission. Subsequent to completion of all program-level assessment plans in academic year 2009-10; additional pilot projects will continue to be implemented throughout the year. Recommendation: Carry-over
			VPI SLO Coordinator	1.A.3. Course and Program level SLOs will continue to be developed and submitted for approval to the Curriculum and Program Review Committees.	Upon review of the mid-year report, the responsible parties realized that an additional activity needed to be added to this recommendation. 47 course outlines with SLOs (25 credit, and 22 non-credit) have been approved by the Curriculum Committee, with approximately 45 courses in process. 20 program/degree level SLOs are in the process of being submitted to the Instructional Program Review Committee. 54% of course-level SLOs have been completed by the end of Spring 2009; work will continue in Fall 2009 to bring the figure to 100%. 55.2% of program-level SLOs have been completed by the end of Spring 2009; work will continue in Fall 2009 to bring the figure to 100%. Recommendation: Institutionalize and ongoing

**CUYAMACA COLLEGE
ANNUAL IMPLEMENTATION PLAN 2008 - 2009**

**Addendum:
Accreditation Recommendations
FINAL REPORT: OCTOBER 2009**

	Recommendation	Description	Primary Contact	Specific Activities	UPDATE of ACTIVITIES
			VPSS SLO Coordinator	1.B.1. Student Services: Through the Student Services master planning process, SLO assessment plans for programs will be developed by departments.	All Student Services departments (100%) have developed SLO assessment plans. Student Services assessment plans will be implemented in 2009-2010. Recommendation: Completed
			VPSS SLO Coordinator	1.B.2. Pilot assessment projects will be initiated this year.	Student Services has not piloted SLO assessments this FY but each Student Services department has planned to pilot a minimum of 1 SLO assessment in FY 2009-2010. No further activity was undertaken in Spring 2009. Student Services assessment plans will be implemented in 2009-2010. Recommendation: Carry-over to FY 2009-2010

**CUYAMACA COLLEGE
ANNUAL IMPLEMENTATION PLAN 2008 - 2009**

**Addendum:
Accreditation Recommendations
FINAL REPORT: OCTOBER 2009**

	Recommendation	Description	Primary Contact	Specific Activities	UPDATE of ACTIVITIES
2	Program Review	The team recommends that the college complete the program review process for all student services and other areas of the college. The college should provide evidence that the program review process evaluates the achievement of student learning outcomes, along with other assessments that yields quantitative and qualitative data for analysis, and use the results of these evaluations as the basis of improvement (Standards I.B., II.1.a, II.B.1, II.B.4)	VPSS	2.A.1. Utilize the Council for the Advancement of Standards (CAS) to develop a thorough program review process for all Student Services.	A thorough program review process, using the CAS standards, has been developed and implemented for all Student Services. Recommendation: Completed, institutionalized and ongoing
			VPSS	2.A.2. Implement the CAS Program Review process using a 5-year cycle to review all Student Services departments.	Student Services has completed year-3 and is beginning year 4 of implementing the CAS Program Review process. Each year, Student Services reviews 1/5th of all its programs (completing a total review in a 5-year time cycle). Recommendation: Completed, institutionalized and ongoing
			VPSS	2.A.3. Final annual qualitative and quantitative results of the program review are incorporated into program improvements for the subsequent years' Student Services Master Plan.	Three full years of program review have been completed, therefore, 9 departments have incorporated the qualitative and quantitative results into program improvements for the subsequent year's Student Services Master Plan. Recommendation: Completed, institutionalized and ongoing

**CUYAMACA COLLEGE
ANNUAL IMPLEMENTATION PLAN 2008 - 2009**

**Addendum:
Accreditation Recommendations
FINAL REPORT: OCTOBER 2009**

	Recommendation	Description	Primary Contact	Specific Activities	UPDATE of ACTIVITIES
3	Resources (Full-time faculty and staff)	The team recommends that the college and the district ensure that the number of full-time faculty and staff is adequate to support the instructional needs and student support services to improve students learning and enhance the achievement of the mission of the institution (Standards II.C.1.a, III.A.2)	Exec Dean Office of Institutional Research	3.A. College will survey full-time faculty and staff to determine trends in staffing.	The college requested staffing data from the District to determine trends in staffing. Due to a downward trend in full-time to part-time faculty ratio, the Governing Board made a commitment of \$400,000 to support hiring full-time faculty to improve the FT to PT faculty ratio. (\$300K for faculty, \$100 classified for the new facilities). Recommendation: Completed
			Exec Dean Office of Institutional Research	3.B. Provide current data for this year.	Data provided by Chemene Chodur, GCCCD Employment Services Spring 2007 2009 ACADEMIC STAFF Full-time faculty = 66 75 (FTE = 88) Part-time faculty = 312 (FTE= 111) 289 (FTE = 104) CLASSIFIED STAFF General Classified FT staff = 114 (FTE= 107) 120 (FTE= 113) Part-time hourly = 175 (FTE= 68) 187 (FTE= 64) Recommendation: Completed

**CUYAMACA COLLEGE
ANNUAL IMPLEMENTATION PLAN 2008 - 2009**

**Addendum:
Accreditation Recommendations
FINAL REPORT: OCTOBER 2009**

	Recommendation	Description	Primary Contact	Specific Activities	UPDATE of ACTIVITIES
4	Communication	The team recommends that the college improve communication with classified staff by engaging in dialogue that contributes to increased participation in planning and decision making. The dialogue must include formal and informal communication links leading to equally accessible information and contributions by classified staff to plans and decisions leading institutional change and improvement (Standards I.B.1, I.B.4, III.A.4, IV.A.A, IV.A.3)	Exec Dean Classified Senate VP	4.A. Document all formal communication forums and activities related to improving communication among classified staff.	Cuyamaca College Committees with allowable Classified Representation: College Facilities Master Plan Council, Innovation & Planning Council, Instructional Technology Council, Bookstore and Food Services Advisory Committee, Budget Committee, College Accessibility Committee, College Policy & Procedure Committee, Emergency Preparedness Committee, Facilities Committee, Online Teaching & Learning Committee, Scholarship Committee, Student Services Master Plan Committee. District Committees: District Executive Council, Districtwide Strategic Planning & Budget, Americans with Disabilities Act Committee, Parking Committee. Classified Staff holds an Annual Retreat and invites District & College Administrators to attend and engage in open and interactive dialogue. The Classified Senate also reports and communicates to the Governing Board at their monthly board meetings the activities of the Senate during that month. Recommendation: Completed
			Exec Dean Classified Senate VP	4.B. College to conduct a review of all classified staff present on standing college committees.	Cuyamaca College Committees w/allowable Classified Representation: College Facilities Master Plan Council, Innovation & Planning Council, Instructional Technology Council, Bookstore and Food Services Advisory Committee, Budget Committee, College Accessibility Committee, College Policy & Procedure Committee, Emergency Preparedness Committee, Facilities Committee, Online Teaching & Learning Committee, Scholarship Committee, Student Services Master Plan Committee District Committees: District Executive Council, Districtwide Strategic Planning & Budget, Americans with Disabilities Act Committee, Parking Committee. Classified Staff holds an Annual Retreat and invites District & College Administrators to attend and engage in open and interactive dialogue. The Classified Senate also reports and communicates to the Governing Board at their monthly board meetings the activities of the Senate during that month. Recommendation: Completed

**CUYAMACA COLLEGE
ANNUAL IMPLEMENTATION PLAN 2008 - 2009**

**Addendum:
Accreditation Recommendations
FINAL REPORT: OCTOBER 2009**

	Recommendation	Description	Primary Contact	Specific Activities	UPDATE of ACTIVITIES
			Classified Senate VP	4.C. Conduct a dedicated day to promote awareness of college issues and promote communication among classified staff.	Cuyamaca College Classified Spirit Day - January 18, 2008; District Classified Staff Appreciation Day - March 17, 2008 Classified Staff Appreciation Day - April 6, 2009 Recommendation: Completed

**CUYAMACA COLLEGE
ANNUAL IMPLEMENTATION PLAN 2008 - 2009**

**Addendum:
Accreditation Recommendations
FINAL REPORT: OCTOBER 2009**

	Recommendation	Description	Primary Contact	Specific Activities	UPDATE of ACTIVITIES
5	Dialogue	The team recommends that the college, the chancellor, and district develop and implement strategies for the improvement of dialogue among the various entities in the district, leading to improved relationships and collaboration among and between the colleges and the district (Standards IV.A.1, IV.A.2, IV.A.3, IV.B.2)	VPI Accreditation Liaison Officer	5.A. College Accreditation Liaison Officer (ALO) will work with District leadership to review and promote dialogue.	<p>To date in the 2008-09 academic year, a number of opportunities for enhanced interaction with Classified Staff leaders, both Classified Senate and CSEA, have taken place:</p> <ul style="list-style-type: none"> - Classified Senate Leadership Retreat - Invitations to serve on the college Strategic Planning work groups - Participation via representatives on Innovation and Planning in the IPC Strategic Planning Retreat - Conducted a District Services survey - ALO has participated in the District-wide Accreditation Report Committee - Chancellor Forums were held in March and April of 2009 with full opportunity for classified staff participation - President's Cabinet overview during Professional Development week - Cabinet budget forums - Monthly District-wide VC, VP, Executive Dean luncheons (sponsored by the District Research Office) - Monthly Districtwide VP, Dean, Executive Dean Think Tank meetings (sponsored by the District Research Office) - Updated charges and personnel on all shared-governance structural entities within the college - As well, all-site invitations to the college community help ensure that classified staff, in general, participate in college activities. Additionally, a thorough review and assessment of classified staff representation on college councils and committees was conducted. Efforts were made to reach out to Classified Staff leadership to submit ideas and recommendations for enhanced classified participation as needed and all committee charges in the College Governance Handbook were updated by the end of Spring 2009. <p>Recommendation: Completed and ongoing</p>

**CUYAMACA COLLEGE
ANNUAL IMPLEMENTATION PLAN 2008 - 2009**

**Addendum:
Accreditation Recommendations
FINAL REPORT: OCTOBER 2009**

	Recommendation	Description	Primary Contact	Specific Activities	UPDATE of ACTIVITIES
6	District Leadership and Governance	The team recommends that the district, using appropriate consultation, develop and implement policies and procedures that lead to effective leadership and governance throughout the district. Specifically, the Board of Trustees must: 1) establish and implement a formal process for consistent and regular self-evaluation for inclusion in its policies and by-laws (Standard IV.B.1.g), and 2) establish and implement formal policies and procedures for the selection of and regular evaluation of the college president (Standard IV.B.1.j)	President, VPI (ALO), Academic Senate President	6.A. College President, college Accreditation Liaison Office and Academic Senate President, will work with District Leadership to develop and implement policies and procedures that lead to effective leadership and governance throughout the District.	Academic Senate Presidents from both colleges meet regularly with the college presidents and the chancellor to discuss policies and procedures related to leadership and governance throughout the district. Regular meetings between the Academic Senate presidents and the Chancellor as well as the college presidents continued throughout Spring 2009. Recommendation: Completed and ongoing
			President, VPI (ALO), Academic Senate President	6.B. The specific accreditation recommendations will be monitored and reports will be made to IPC.	BP/AP 2745- Board Self-Evaluation and BP 7111- College President Selection were approved by the Governing Board in summer 2008; AP 7111- College President Selection and BP 7112- College President Evaluation were finalized through the collegial consultation process on the December 12th Board docket; AP 7112- College President Evaluation was issued on February 10, 2009. All district policies and procedures related to Board Self-Evaluation, College President Selection, and College President Evaluation have been approved by the Board of Trustees. Recommendation: Completed