

**Cabrillo College Accreditation: Focus and Planning for StandArd/Lewis
Task List / Progress Report**

Updated:
10/25/10

Key	Plan for Standard
<i>Site Team Recommendations</i>	
1B	Institutional Effectiveness
2A	Instructional Programs
2B	Student Support Services
2C	Library and Learning Support Services
3A	Human Resources
3B	Physical Resources
3C	Technology Resources
3D	Financial Resources
4A	Decision-Making Roles and Processes
4B	Board and Administrative Organization
*1A	Mission Statement (no self-identified plans)

StandArd/Lewis	Item (See Color Code Key for StandArd/Lewis Title)	On-Going	Completed Date	In-Progress	Not Started	Responsible Parties	Comments
Rec. 1	The team recommends that Student Support Services develop and implement student learning outcomes and measurements for all its departments, collect and analyze the data, and link the results to planning and program improvement. (II:B.1., II:B.4.)			x		Bailey-Fougner	
Rec. 2	Therefore, the team recommends that the next master plan include an emphasis on planning for distance education and all off campus sites with regard to instruction and support services. Further, the master plan should address the evolving classified staffing needs in light of new technologies, facilities expansion, and operational needs. (III:A.2., III:B.2.a., III:B.2.b, III:C.).		Fall '08	x		All Components	see Tech Plan, Distance Ed Master Plan; Master Plan Goal D; Objective D2 is to "Effectively address evolving classified staffing needs."
Rec. 3	The team recommends that the college adopt a formal reserve policy. The college should establish a clear written reserve policy to protect the financial stability of the college in the support of institutional effectiveness. (III:D.2.c.).		Spring '08			King	
Rec. 4	The team recommends that the college update the "Governance Manual" (1999) to reflect the current governance processes used by the constituent groups of the college. The college should describe the charge of the committees and the composition of the membership and how often they meet. (IV:A.2.a., IV:A.5.).			x		Harvell / King	Scheduled to be completed June, 2009
1B.1	Continue to implement program planning within all components, having all departments go through the program planning process on a regular cycle.	x				All	See Program Planning at a Glance spreadsheet
1B.2	Revise the Master Plan and commit to revising the plan regularly with annual updates and reports on progress toward objectives.		Spring '08			All	
1B.3	Schedule a revision of the College Facilities Master Plan to coincide with the completion of the major construction projects currently in progress.					Ard/Lewis / Deaver	
1B.4	Revise the Facilities, Watsonville, and Technology Plans to more clearly cohere with the College Master Plan.					Deaver / Mayo	
2A.1	Continue to provide training, through the learning outcomes assessment coordinator, to entire departments and/or assist individual faculty with the assessment process.	x				Kilmer / SLO Coordinator	
2A.2	Endeavor to make the Core Four even more visible and accessible to students and faculty.		Spring '08			Fabos	Posted in all classrooms and offices on campus.
2A.3	Continue its college-wide dialog to review the Core Four for any missing pieces with a view to correct any gaps that are identified.						
2A.4	Implement CurricuNet (the newly purchased curriculum development and management program) to more adequately address the needs of the curriculum process.		'07-'08			Kilmer	Full implementation completed with training by Spring '08.
2A.5	Implement technological innovations that will assist instructional divisions in meeting the challenges of course scheduling and enrollment management.					Kilmer / Hayward	
2A.6	Implement a system whereby students will be able to review their progress towards the A.A. and A.S. degrees to facilitate student success in the transfer programs					Bailey-Fougner	
2A.7	Continue to monitor the needs of county employers so that occupational programs will continue to provide high quality programs that meet the needs of their students.	x				Pfotenhauer	CTE summit, Feb 2010
2B.1	Communication: the college will develop and implement a plan to better advertise and explain the range of student services to students, faculty and staff. This plan will specifically address: student extra-curricular opportunities; regular updates and distribution of policy books and college publications; improved storage and security of student records; improved communication regarding program review, assessment process, and budgeting with the Student Services programs; and improved communication among all college components, particularly about the changes that impact other services.					All Components	
2B.2	Equal access: the college will continue to expand the services and information available to students via the Internet. The college will enact policies to ensure that all members of Cabrillo's diverse community have access to the college's student services.					Fabos	Web redesign process.
2B.3	Program planning: Student Services will continue to implement a systematic and on-going cycle of program planning, evaluation and assessment for all student services and support programs, including the Counseling Division, allowing sufficient opportunities for dialog within and among programs. SLOs will be integrated throughout the departments' plans along with effective assessment practices and instruments to measure their success.	x				Bailey-Fougner	
2C.1	Continue to closely monitor the resource requirements of the students and integrate the instructional elements of the Library and Learning Support Services into the cyclical pattern of assessment through instructional planning.		Spring '08			Bown	
2C.2	Expand the Library's catalog coverage to include other collections on campus, such as the ECE Department's Peace Library.		Fall '08			Bowen	
2C.3	Review the physical space needs of some learning support resources.		Fall '08			SEAC	Within Space Allocation process.
2C.4	Monitor the effectiveness of evaluative processes and develop mechanisms to improve learning support services, especially for the Math Learning Center.					Garner/Weckler	
3A.1	Continue to implement the new classified hiring prioritization process with an eye towards staffing needs for the new facilities.	x				Ard/Lewis /McCawley	On-going process of annual implementation.
3A.2	Make the processes for planning and budgeting for new management and classified positions more transparent to all stakeholders.					Ard/Lewis / King	

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3A.3	Study the usefulness of developing benchmarks for measuring the staff-hours required to perform classified functions.				McCawley	
3A.4	Clarify college hiring processes.				McCawley	
3A.5	Improve awareness of available HR resources for accessing HR policies, procedures, and other information related to personnel issues, including their updated web pages.				McCawley	
3A.6	Develop a hiring handbook that explains the process and timelines for all hiring committee members that explicitly addresses issues of diversity.				McCawley	
3A.7	Explore ways to improve the evaluation processes at the college.				Ard/Lewis / McCawley	
3A.8	Clarify the college's commitment to a professional code of ethics and publicize that policy more effectively.				King / McCawley / Fabos	
3A.9	Engage in college-wide dialog to discuss ways to improve access for faculty, staff and managers seeking professional growth and training.				Ard/Lewis / Bailey-Fougner / Kilmer / King	
3A.10	Reinstate a college-wide Diversity Committee to address issues of diversity at the college and encourage professional development on diversity issues.				King / Cabinet / HR	
3B.1	Develop a plan to more fully integrate facilities, equipment and maintenance planning, which will include a process to evaluate how resources are being allocated for facilities and equipment to ensure the best possible learning environment for students. The plan will also explicitly address staffing requirements for the maintenance of all new facilities at the college.				Ard/Lewis / Deaver	
3B.2	Continue its efforts through the FPAC and SEAC to solicit broad input into the process of reallocation and renovation of existing space when new facilities open up.	Fall '08			SEAC	
3B.3	Enhance security by improving the alarm and key distribution systems.				Nugent	
3B.4	Evaluate the current IIPP and ensure timely implementation.					
3B.5	Develop a Total Cost of Ownership model for facilities and equipment and implement such a program where it best serves the needs of the college.				Deaver	
3C.1	Develop a college-wide process for requesting technology funding, recognizing the specialized needs of individual departments and programs.				Hayward	
3C.2	Address concerns about the adequacy of staff and faculty training in technology, including Datatel.				Hayward	
3C.3	Create a college-wide technology maintenance and replacement plan for all programs, both instructional and non-instructional.				Hayward	
3C.4	Address technology staffing needs through the hiring priority process.				Hayward	
3C.5	Increase the technological support for the Instruction, Student Services and Business Services				Hayward	
3D.1	Refine and improve the classified staff hiring prioritization process and communicate its mechanisms to the staff of the college.	Fall '07			McCawley	
3D.2	Review the roles of the CPC and the President's Cabinet in the financial planning process, as part of an overarching effort to more clearly define the roles of these two governing bodies.	Spring '07			Ard	Charter rewritten May, 2007; Governance Manual to include "interconnections."
4A.1	An easy-to-read flow chart of the decision-making processes at the college.				King	
4A.2	A clear explanation of the relationship between Program Planning and the decision-making process.				Kilmer/Bailey-Fougner	
4A.3	A transparent and open decision-making process that can be communicated clearly to the college community.					
4A.4	A formalized mechanism for college-wide dialog, encouraging input from those both inside and outside an area under discussion.				King	
4A.5	A plan to improve the college web site to keep it more current, and to make sure that faculty and staff are familiarized with its usefulness as a resource.				Fabos	
4A.6	Revise the governance manual in order to clarify the functions and relationship of the college's primary councils and committees, including the role of the Cabinet and the Administrative Leadership Team in college governance.			x	King	Near completion: Spring '10 expected completion.
4B.1	Create a review cycle for policies, manuals, and procedures.			x	Ard/Lewis / Bailey-Fougner / Kilmer / King	
4B.2	Schedule regular retreats to review the role and function of the board.	x			King	Two annual retreats have been held, at least annual retreats intended.
4B.3	Conduct the Board's self-evaluation according to the schedule and manner determined in the policy.	Fall '08			King	Created a regular cycle of Board self-evaluation.