



INSTRUCTIONAL HIGHLIGHTS

March 2008

There are so many balls in the air this semester, it's hard to keep up with them all: college master planning, space reuse (long term), and budget planning. You have been receiving numerous emails from all of us chairing the CMP task forces (one for each goal) as we develop the objectives for the next 3 year plan. All 5 task groups have been meeting, brainstorming, sending out surveys, reviewing results, distinguishing between objectives and strategies, and polishing the proposed objectives, which we intend to take to CPC on April 9. The space planners are on campus and have been reviewing facilities and usage data and are beginning to meet with program faculty. Your program should have a meeting time calendared. If you haven't yet received a date, check with your Dean to see where you are in the timetable. After all the instructional programs have met with the space planners, they will begin meeting with staff in non-instructional offices.

In addition to all of the above, though, much more is happening on campus. This semester the Curriculum Committee approved new and revised courses that were all prepared and reviewed on Curricunet, our new curriculum development system. By and large it has been very successful, streamlining processes dramatically. There have been a few bumps in the road in the transition from one online system to another (from FIESTA to Curricunet), but as they arise, they have been handled swiftly both by our own curriculum development guru, Dale Attias (THANK YOU, DALE!) and by the Curricunet reps. We knew from the beginning that unexpected problems would pop up periodically, so we have both appreciated the patience of faculty who have been willing to "test out the system" this semester and appreciated the helpful comments and suggestions that they have offered. We will be using Curricunet for Program development next (a couple of programs in progress as we speak) and I certainly hope the programs go through as smoothly as the course curriculum did.

On other fronts, we got through our first semester using solely online opening and permanent rosters without a hitch and even more importantly, the online census rosters were a major success with 86% of all census rosters submitted via WebAdvisor. Many of you have commented that you love the online roster system. This semester we did allow paper census rosters for those who had not yet learned WebAdvisor, but we will be moving to the online only version by fall. Now we just need to get to Grades Online! I know a lot of you have been waiting for it and it's on the IT priority list, so I'll let you know as soon as they are ready.

-- Renee

REMINDERS

Salary Advancement: The Spring 2008 deadline for submitting salary advancement requests is April 15. Submit the request on the salary advancement proposal form located on the "P" Drive: P:\Instruction_PUBLIC\Salary Advancement. It is also located on the HR site on the "P" Drive: P:\Business_Services_PUBLIC\Personnel and Human Resources_PUBLIC\Forms\Academic. Please fill out the form completely prior to submitting the form to the Office of Instruction as missing information may hold up the application.

Online Curriculum Grants: The Distance Ed Committee will begin accepting applications for the online curriculum grants on March 18th. Applications **MUST** be received Friday, April 18th, by 3:00 p.m. in the Teaching & Learning Center and the grant awards will be announced on May 15th.

Fall Flex Week Proposals: The Staff Development Committee is now accepting proposals for Fall 2008 Flex Week (Monday, August 25 — Friday, August 29, 2008). The deadline for submitting Flex Proposals is Thursday, April 10, 2008. Please use the online proposal form: http://www.cabrillo.edu/services/tlc/staffdevforms/flexworkshop_fa08.htm

VTEA Surveys: Cabrillo College receives nearly \$300,000 in VTEA grant funds each year, which is dependent on the number of low income students, single parents, and homemakers who are returning to school to obtain job skills. The funds we receive are in direct correlation to the number of students filling out surveys. Because of your efforts to reach each student, our VTEA funding has increased proportionately and each division has received funding as a result of your efforts. If you have not yet done so, please distribute the VTEA surveys to your classes (they have been placed in your mailboxes) and return them by Friday, March 21, to Evie Alloy in Career Education and Economic Development.

ANNOUNCEMENTS

Cybersession Spring 2008: Cybersession will begin on April 7 and end May 31. We are offering 8 courses: HS 10, Hist 17A, Math 12, Mus 10, Mus 12, PS 1, Soc 1, TA 9. Flyers have been distributed to all via email and copies are in departmental/division offices. Please help us to build enrollments by announcing these courses to your students.

Staff Development Funds: The Staff Development Advisory Committee is accepting requests for staff development funds. The guidelines are intended to provide professional development opportunities for faculty, staff and administrators. This includes funding for guest speakers, trainers for workshops, and special events serving a department or the entire college. (Classroom guest speakers do not qualify.) For more information and an application go to the Staff Development website at <http://www.cabrillo.edu/services/tlc/staffdev.html>. The deadline for the last round of funding for the 07-08 academic year is **April 14, 2008**.

FACULTY and STAFF ACCOLADES

Skip Epperson, Program Chair, Theatre Arts: Each year, the Rydell Visual Arts Fund selects four fellows to receive a \$20,000 award, which is given to provide artists with resources to pursue their creative work. The fellowships are awarded solely on the merits of their individual artistic work. Forty-six artists applied for the fellowship this year and Skip is one of the four who has been awarded a fellowship for the 2008-09 year. Congratulations, Skip!

SBDC: In 2007 The Small Business Development Center (SBDC) provided over **2,626** hours of individualized business counseling to **388** business owners, presented **82** seminars to **1,270** business owners and helped generate over **\$4.4** million in loans for their clients. They have recorded the creation of **133** jobs and the retention of **125** jobs. The SBDC also generated over **\$50,000** in cash grants to expand program services. In addition to their client service, the SBDC received first place in a national competition for "Best Counseling Case." They recently received notification from the Chancellor's Office that they rank in the top three of SBDCs statewide for contract compliance, operations and fiscal management." Congratulations to Teresa Tomei and the SBDC staff!

SPOTLIGHT ON

International Programs: Denmark

By now you have received emails from both me and Rock about the new International Program agreement Cabrillo has entered into with Roskilde Business College in Denmark. From April 4 to May 4, we will be hosting 21 Danish students. During their stay here, the students will learn about American culture and business practices, while taking English and cross-cultural communications, and observing some of our regular credit classes. The college will arrange home stays for the students and provide a variety of recreational and social activities.

One of the primary motivations for hosting international delegations is to provide our students with an opportunity to develop relationships with people from other countries. Global awareness is one of the Core Four learning outcomes and this is a great way to promote that for our own students who have not yet had a chance to travel internationally. We will need the entire campus to help maximize the interactions between our visitors and our campus community so that we can meet this goal. We hope that you will volunteer to allow a couple of the students to observe one of your classes during their visit. In particular the Danes have expressed interest in English, Business, Computer Applications, Digital Media, Psychology, Communications, and Theater Arts classes. We will survey them before they come to identify other classes that would be of interest. They will particularly benefit from classes that promote interaction. There will also be a number of social events for the students and we hope you will attend one or more of them to welcome the students.

This is the first such student delegation we are hosting so please help us make it so successful that everyone wants to do it again. Our agreement with Roskilde Business College includes a similar group of students coming in the fall, with an expectation of two groups a year thereafter. They also hope that in future we will take a group of Cabrillo students to Denmark on a study

abroad trip. In fact, as an incentive, they have offered 3 full student scholarships for this coming summer. I will send out more details on that in the near future, as soon as they have solidified.

The international student delegations (that is, groups of students coming to Cabrillo for short term programs such as this one) are being administered/coordinated out of CEED, which handles all contract education. The costs of all services will be covered by the students' program fees. The administrator in charge is Rock Pfothauer, who has hired a 'Visit Coordinator' to handle all logistics for the program, Carolyn Rudesill. If you have any questions about the program or want to help, please contact her at carudesi@cabrillo.edu.