College Recommendations & Planning Agendas

College Recommendation: 1

In order to improve institutional effectiveness, the Team recommends that the College strengthen the planning process by incorporating annual, written reports describing progress toward the achievement of institutional goals and disseminate them to college constituencies. It is further recommended that the College go beyond qualitative evaluation of its planning and program review processes by developing and using consistent quantitative effectiveness measures and feedback mechanisms to improve the processes at the program and the institutional level. (I.B.2-3, I.B.5-7, II.A.2-3)

College Recommendation: 2

In order to meet the Commission’s expectation of reaching the proficiency level regarding student learning outcomes (SLO) development and assessment by fall 2012, the Team recommends that the College develop specific timelines which are disseminated and reviewed, provide written summary reports of SLO assessments and improvements, and assure that assessment results are used for course, program and institutional improvement. Additionally, the College shall ensure that in every class section, students receive a course syllabus that specifies learning outcomes consistent with those in the institution’s officially approved course outlines. (II.A.1.c, II.A.2.a-b, II.A.2.f, II.A.2.i, II.A.3, II.A.6, II.B.1, II.B4, II.C.2).

College Recommendation 3:

In order to validate effectiveness and improve student success, the Team recommends that the College complete an evaluation of its self-placement process for English and Mathematics and make modifications as appropriate and necessary. This could include the consideration of using diagnostic instruments and revising placement processes. (II.B.3.e)

College Recommendation: 4

In order to improve effectiveness, the College should (1) evaluate its committee structure as identified in the Making Decisions at Moorpark College document with a special focus on subcommittee charges and membership as they relate to the College’s mission. (2) This evaluation should give consideration to the creation of an executive council/committee that has constituency representation that advises the President regarding committee recommendations. (3) Based on the evaluation, the College should develop and implement appropriate revisions to its governance structure and document them. (IV.A.2-3)

Response to Planning Agendas Identified in the 2009 Institutional Self-study

**Standard I: Institutional Mission**

1.1 Revise the Program Plan Template, making explicit the connection between Strategic Objectives and resources requests, including personnel, operations, facilities and technology areas. (I.B.3) Implemented

1.2 Beginning 2010-2011, the Office of Business Services will report back to units on allocations made and deferred in preparation for planning in the subsequent year. (I.B.4) Implemented

**Standard II: Student Learning Programs and Services**

2.1 Complete the following tasks by 2012 to reach Sustainable Continuous Quality Improvement in the implementation of student learning outcomes:

 Complete the second assessment cycle of the degree and certificate program outcomes.

 Complete the first assessment cycle of the general education outcomes.

 Identify student learning outcomes for core competencies, and complete the first cycle of assessment.

(IIA.1.c, II.A.2.b, II.A.2.i) Implemented

2.2 Implement and sustain the 5-year staggered cycle of curriculum review beginning 2010, and document the curriculum review status on Program Plans. (II.A.2.a, II.A.2.e) Implemented

2.3 Complete review of general education program in 2010-2011 and identify core sequences for disciplines within each general education category. (II.A.2.c, II.A.3) Implemented

2.4 Complete the District policy and administrative procedure on program discontinuance. Align college local practice on program status review to comply with anticipated District policy and administrative procedure. (II.A.6.b) Implemented

2.5 Through venues of faculty professional development, the College will more widely disseminate the concept of distinguishing personal conviction from accepted professional views within a discipline. (II.A.7.a) Implemented

2.6 Develop cluster outcome assessment methodology and implement in 2011-2012. (IIB.1, IIB.4) Implemented

2.7 Formally assess extra-curricular programs and their effectiveness in encouraging personal and civic responsibility, as well as intellectual, aesthetic, and personal development. (IIB.3.b) In progress

2.8 Develop and implement a survey to assess student engagement and satisfaction with the Counseling Department

2.9 Assess Multicultural Day and One-Campus, One-Book activities for currency and effectiveness at promoting the understanding of diversity in all forms. (IIB.3.d) In progress

2.10 Add the element of diversity into the Moorpark College Student Perception Survey in the next cycle. (IIB.3.d) In progress

2.11 Conduct a focused dialogue regarding assessment and placement in English and Mathematics. (IIB.3.e) Implemented

2.12 Complete the hiring of a third full-time Librarian by fall 2010. (IIC.1.a) Implemented

2.13 Complete the reciprocal privileges arrangement with Ventura College and Oxnard College, and increase the availability of library material for students across the District. (IIC.1.a) Implemented

2.14 Continue to assess information competency of students, both within Library instruction and in the context of instruction in English and other disciplines requiring information research. (IIC.1.b) Implemented. Process ongoing

**Standard III: Resources**

3.1 Complete the re-organization of the College driven by the loss of two Academic Deans, and review the medium-term impact of the re-organization at the end of 2011-12. (IIIA.2) Implemented

3.2 The Human Resources Department will develop an equal employment opportunity plan based on the Model Equal Employment Opportunity Plan provided by the California Community Colleges Chancellor’s Office. The plan will contain specific plans and procedures for ensuring equal employment opportunity. (IIIA.4.b) Implemented

3.3 The Office of Student Learning, in collaboration with the Faculty Development Committee, will review the curriculum and the implementation strategy of New Faculty Orientation to ensure currency and effectiveness. (IIIA.5.b) Implemented

3.4 The Emergency Operations Committee will review the Emergency Incident Task List generated after the debriefing of the 2009 Guiberson Fire. An operating plan will be developed based on this review. The operating plan, once implemented, will be evaluated for updates regularly. The plan and its subsequent updates will be reported to District Emergency Management for overall coordination. (IIIB.1.b) Implemented

3.5 Provide training to faculty and staff on accessibility technology. (IIIC.1.b) Implemented

3.6 Strengthen the feedback process from the Vice President of Business Services to TechCAP regarding the details of budget/item allocations at the end of each annual program planning cycle. As one cycle ends and the next begins, the Vice President of Business Services will communicate back to the programs and the College the final list of resources allocated, and items that have been tabled. In cases of non-allocation, needs must be re-examined and incorporated into the next year’s plan. The mechanism for this feedback loop exists, and will be used in the next planning cycle. (IIIC.1.d) Implemented

3.7 Improve the Program Plan Template to specifically address the impact of prior year budget allocation/increases on goal implementation. (IIID.1.a) Implemented

3.8 Promote greater understanding and transparency in the budget development process by continuing to host Town Halls and similar forums. Continue to monitor the level of engagement and satisfaction of employees with subsequent surveys for comparison. (IIID.1.d) Implemented

3.9 Revise the document Making Decisions at Moorpark College 2008-2010 by adding a companion timeline to the program planning process that more clearly articulates the budget building component of planning. (IIID.1.d) Implemented

3.10 The Business Services Division will complete the development of a “Balanced Scorecard” as a performance planning and resource management tool, and complete the first cycle of evaluation based on the new tool by the close of fiscal year 2011-2012. (IIID.3) Implemented

**Standard IV: Leadership and Governance**

4.1 Develop a process to evaluate the effectiveness of the Fall Fling agendas and activities in advancing the College’s planning efforts. (IVA.5) Implemented

4.2 The Chancellor will provide more staff information to Trustees regarding the broader District needs and implications of staff recommendations in order to diminish fractional or narrowly focused decision-making. (IVB.1.a) Implemented

4.3 The employees will be surveyed again to assess the degree to which the implementation of Board Policy 2434 has diminished the perception that the Board can occasionally stray from its policy role into operational matters. (IVB.1.b) Implemented

4.4 The Board will designate a review cycle to ensure that all policies and procedures continued to be revised in a timely manner. (IVB.1.e) Implemented and Ongoing

4.5 Board education will continue in the form of orientations, training sessions, and conference attendance. (IVB.1.f) Implemented and Ongoing

4.6 The survey of the Board will be distributed in July 2010, in accordance with established procedure. The data will be compiled in August 2010, and an agendized discussion of the findings will take place in September 2010. (IVB.1.g) Implemented and Ongoing

4.7 An administrative procedure will be developed to support the implementation of Board Policy 2715 Board of Trustees Code of Ethics. (IVB.1.h) Implemented and Ongoing

4.8 Conduct regular reviews of new and revised Board Policies and Administrative Procedures with College managers to ensure understanding and compliance (IVB.2.c) In progress

4.9 The Board will communicate its expectations of educational excellence and integrity by adopting more and strengthened policies in the following areas: associate degree and certificate credit requirements; credit hour limits for associate degrees and career certificates; discontinuance of programs and courses for which have not been regularly offered. (IVB.3.a) Implemented and Ongoing

4.10 The Board will develop a policy and procedural mechanism to review tenure recommendations where disagreements exist between College administration and tenure committees. (IVB.3.a) Ongoing review

4.11 In order to enhance the effective operation of the colleges, the District Human Resources Division will review its HR Toolbox for strengthened and consistent user-friendly guidelines in approaching standard employment activities, such as hiring, employee classification, and evaluation. (IVB.3.a) Implemented

4.12 The Human Resources Division will establish and keep reasonable timelines for basic, ongoing, and repetitive functions, such as recruitment and testing, evaluation, and termination. (IVB.3.a) Implemented and Ongoing

4.13 By spring 2011, a data driven program review system for assessing all District services, DTRW, and DCSL will be implemented. (IVB.3.b) and (IVB.3.g) In Progress

4.14 The Board will adopt strengthened academic and program standards through collegial consultation with the Academic Senates informed by local administrative perspectives. (IVB.3.e) Completed

4.15 Recommendations from the three independent colleges pertaining to faculty academic and professional matters will contain comment from appropriate campus administrators and Presidents regarding the adequacy of proposals. (IVB.3.e) Implemented

4.16 Administrative oversight of faculty proposals within DCSL and DTRW will be strengthened by assessing them for overall effectiveness in meeting student needs. Academic matters taken to the Board for action will contain the primary recommendation of the Academic Senate and the College President or her designee, such as the Executive Vice President of Student Learning. (IVB.3.e) Implemented

4.17 The BoardDocs system will be fully implemented by the end of the fall 2010 semester. (IVB.3.f) Implemented

4.18 The Office of Administrative Relations will conduct a publications audit, develop an annual report to the community or other signature publication, and create a district wide newsletter. (IVB.3.f) Implemented

4.19 An online style guide will be developed for employee access and use. (IVB.3.f) Implemented

4.20 The Office of Administrative Relations will assess approaches to providing technical support necessary to maintain technological communications. (IVB.3.f) Implemented

4.21 District governance bodies covered by the Brown Act will post meeting agendas and minutes on the District website for public access. (IVB.3.f) Implemented