

August 2007 EMP Workshop Results

Increase the number of students who complete certificates and/or transfer

Ideas for Implementation/Action Items	Resources/Support Needed	Target Date	Names of people who want to be involved	Comments
<p><u>PROGRAM PATTERNS</u></p> <ul style="list-style-type: none"> - Day and night students being able to complete courses - Two year schedule 	<ul style="list-style-type: none"> - Input from all faculty - Administrative support regarding classroom site 	<p>Spring 2008 for August 2008 catalog</p>	<p>Chair Council</p>	<ul style="list-style-type: none"> - Have counselors provide input as well - Courses should not be cancelled before the first week of classes - Students add during the first week - Waiting list for courses to understand true need for classes
<p><u>CLASS MEETING TIMES</u></p> <p><u>16 Week Sessions</u> <u>Weekend College</u></p> <ul style="list-style-type: none"> - Make CHC available to working students - Full plan for two years <p><u>Intersession</u></p> <ul style="list-style-type: none"> - Enrichment classes - Explore it and what would it accomplish 	<ul style="list-style-type: none"> - Personnel - District funding - Commitment - Union issues 	<p>Spring 2008</p> <p>Knowing what we want from an inter-session</p>		<ul style="list-style-type: none"> - Need to commit to it for more than a year - Support services must be available
<p><u>Online Courses</u></p> <ul style="list-style-type: none"> - Increase according to demand 	<p>Educate faculty</p>	<p>Spring 2008</p>		
<p><u>FACULTY ADVISING</u></p> <p>Education/In-service/Training</p> <ul style="list-style-type: none"> - Learn how to use ASSIST - Requirements of certificates and degrees - Assist students in building capacity for students to ask the right questions 	<p>Counselors could put this on</p>	<p>This Fall or next Spring</p>		<p>Counselors could identify areas in which faculty could help</p>
<p>For each major discipline post online the certificate/degree and transfer requirements</p>	<ul style="list-style-type: none"> - Webmaster - Personnel to write up the information 	<p>May 2008</p>		

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<u>TRANSFER CENTER</u>				
Full-time Transfer & Career Center Director	Funding and a facility (desk, computer, phone, etc.)	August 2008		Can start by identifying the job characteristics
		Build it into next year's budget		
Tracking and oversight of student success and progress - Alert and inform / follow-up	- Datatel (DCS) - Manpower for follow-up	June 2008	Cidhinnia T.	Work with DCS
Student interest / personality assessment - Help students identify goals and potential careers - Advertise and build an existing online resource (One Stop Shop) - Link on the website to ASSIST	- Personnel - Software - Follow-up	August 2008		Implement with Transfer Center

Top Four Priorities

Increase the number of students who complete certificates and/or transfer

Description	Comments
Transfer Center - Fully funded and fully staffed	
Transfer and Career Center	
Faculty Advising - Empower faculty to assist students (educate) in completing certificates/degrees/transfer	
Program Patterns - Offering courses in a timely manner	Offering a full program for both day and evening students
Class Meeting Times - Being student centered - With all the supports necessary	- Online, evening, weekend - Student services available

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Improve and Enhance Communication

Ideas for Implementation/Action Items	Resources/Support Needed	Target Date	Names of people who want to be involved	Comments
Form for exchanging information between instructional faculty, counseling and library staff	<ul style="list-style-type: none"> - Cooperation between VP of Inst. and VP of Student Srvces. - Discipline clubs 	Spring 2008	<ul style="list-style-type: none"> - Kirsten C. - Ted P. - Faculty Chairs 	Expand to transfer areas what is now being done for career and technical
Team teaching and learning communities	Incentive and reward for working together	Plan for Fall 2008	Cheryl M.	
Collegial consultation (document, process, group)	<ul style="list-style-type: none"> - Academic Senate - Classified Senate - Student Senate - President 	May 2008	<ul style="list-style-type: none"> - Rick H. - Gloria H. 	
Formal communication, structures for communicating changes policies, etc.	<ul style="list-style-type: none"> - Web - Hard copy - Consistent regular memos 	Fall 2008	<ul style="list-style-type: none"> - President - VP of Inst. 	Employee handbook
More on campus opportunities to meet dialogue and get input		This year	President	January service day ?
Campus electronic marquee at entrance of campus or Sand Canyon Road	<ul style="list-style-type: none"> - Sponsors and donations - ASB funds - Plan for how it is maintained and managed 	Fall 2008	<ul style="list-style-type: none"> - Charlie N. - Ericka P. - Robert M. 	
Essential building signage including buildings identified, rooms identified, and street signage	<ul style="list-style-type: none"> - Student and faculty input on what the sign should say - Money to do the whole campus instead of piecemeal 	Fall 2008	<ul style="list-style-type: none"> - Charlie N. - Bob O. 	Bigger, clearer, more consistent, and visible
Electronic and/or physical kiosk and display cases around campus	Funds to purchase and maintain in a timely fashion	Spring 2009	Charlie N.	<ul style="list-style-type: none"> - Professional looking - Style consistent with logo and branding
Idea of information booth or information kiosk				

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Coffee cart or Starbucks on campus	<ul style="list-style-type: none"> - Contract/vendor - Infrastructure - Space 	January 2008	Charlie N.	<ul style="list-style-type: none"> - Improve social interaction and supplement cafeteria services - BC Quad?
Social events for faculty and staff including light professional development, off campus events, and brown bags.	<ul style="list-style-type: none"> - Professional Development Committee - Publicize existing events as social opportunities 	Almost immediately		

Top Four Priorities

Improve and Enhance Communication

Description

Comments

When changes are made and decisions are made, what methods are used for communicating with the campus community as a whole	<ul style="list-style-type: none"> - Formal communication structures - Collegial consultation document - Multiple methods
Facilitating more communication between departments, divisions, etc.	Professional
Increasing social interactions for faculty, staff, and managers	<ul style="list-style-type: none"> - Social - Sense of belonging - Increase morale
Increase campus signage	

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Develop an Enrollment Management Plan

Ideas for Implementation/Action Items	Resources/Support Needed	Target Date	Names of people who want to be involved	Comments
<u>SCHEDULING DECISIONS</u> <u>CLASSES/PROGRAMS MADE WITH DATA</u>				
Develop Flexible Scheduling - Weekend - Evening - Summer - Online - Late Start - Off Campus	- A group to look at scheduling patterns and make recommendations - Staffing concerns	Fall	Scheduling Committee	Examine data Sufficient staff
- Allow programs and classes time to grow "flexible accounting" - Don't cancel low enrolled classes without a compelling reason		Ongoing	- VP of Inst. - Deans - Faculty Chairs	
- Increased awareness for course program creations of campus priorities (especially chairs) - Clarification of relative importance of FTES or contract or P.R.	More FTES, need information, etc.	Now	President	FTES, PR, etc.
<u>SCHEDULING</u>				
- Flexibility in canceling - Flexibility in opening	Flexibility to add but not drop	ASAP		If offered it's not cancelled
Flexibility in days, times	Pool of instructors willing to be flexible to work	ASAP		Anatomy, Physiology, Microbiology for example is prepared now to move ? resources are ready
Duplicate the ability to change offerings on a dime to satisfy a newly defined need	High trust to make quick decisions	Ability already exists		Talk to Kirsten C., Judith A., Cheryl M.
<u>OUTREACH</u>				
Get data of current trends		Now	- Rsrch Dir. - Counselors	
We go to the students (everyone)	Everyone	Fall and Spring		- Students, faculty, staff - Training needs to happen - Consistent message

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				- Multi-disciplinary
<p><u>GENERAL</u></p> <p>Define "enrollment management" and communicate it to rest of campus once a consensus has been reached.</p>	<p>- Enrollment Management Committee revisited</p>	<p>First draft due in ten days</p>		

August 2007 EMP Workshop Results

Enhance our image through recruitment, marketing, and outreach

Ideas for Implementation/Action Items	Resources/Support Needed	Target Date	Names of people who want to be involved	Comments
High tech marketing	<ul style="list-style-type: none"> - Social networking - Billboards 		<ul style="list-style-type: none"> - Students - DCS - Ted P. 	District
Faculty and student ambassadors	Printed material	February 2008	<ul style="list-style-type: none"> - Faculty Chairs - Kathi C. - Matt H. - Julie D. - Mario P. 	Release time for managers
Outreach Office	Space, people, budget, clerical, department faculty support	ASAP March 2009	<ul style="list-style-type: none"> - Faculty Chairs - Patrick F. - Mark S. - John M. - Counseling 	Transportation - Bus service
Media advertising	<ul style="list-style-type: none"> - Outsource to heighten P.P.C. profile - Additional stretch resources 	Summer 2008	<ul style="list-style-type: none"> - Patrick F. - Ted P. - Jim H. - Students 	

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Implementation of SLOs

Ideas for Implementation/Action Items	Resources/Support Needed	Target Date	Names of people who want to be involved	Comments
1A. Training – Handbook - Assign Gary W. or committee (chairs) - Managers	Time and labor	May 2008 (Grad.)	- Jane B. - Kathy G. - Marty C.	
1B. Training Sessions - Gary W. and others schedule	Time & labor	Sept. 15		
2. Include SLOs in Curriculum process - Gary W. - Ralph R. - Kim S.	- Curriculum Committee - CurricUNET	May 8	Rick H.	
3. Bring up ELumen Gary W.	Gary W.	January, 2008	Gary W.	
4. Communication via Blackboard Chuck Dean	Time and labor	Sept. 15	- Liz L. - Gary W.	

Top Four Priorities

Implementation of SLOs

Description	Comments
Training 1A. Handbook for all 1B. Forms of training:	Contents will include examples of what worked, what didn't - Retreat - In-service - Reading group - Share out session
2. Incorporate SLOs in curriculum process	E.g. Add to CurricUNET and course outlines
3. Bring up ELumen	Follow-up with training
4. Communication	E.g. Blackboard discussion of results, issues, etc.

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Provide Professional Development Opportunities

Ideas for Implementation/Action Items	Resources/Support Needed	Target Date	Names of people who want to be involved	Comments
<ul style="list-style-type: none"> - Funding for conferences - Provide more funding - Streamline process of reimbursement and approval of application 	<ul style="list-style-type: none"> - Staff to advise - Money (quicker staff reimbursement) 	Now	<ul style="list-style-type: none"> - Cheryl M. - Gloria H. - District - Brd. of Dir. 	<ul style="list-style-type: none"> - Quicker approval - Quicker reimbursement - More liberal standard of approval - Advisement of process
Redefine Professional Development to encourage and honor faculty involvement, activities, aid work outside the campus – such as theatrical productions, publications, participation in professional organizations.				
Planning and scheduling activities in advance	<ul style="list-style-type: none"> - Information on topics, dates and times of activities obtained/planned ahead of time - Publish dates, times, topics in annual calendar - Email, department meetings can be used to inform the Professional Development activities 	Two weeks before semester begins	<ul style="list-style-type: none"> - Rich H. - Ted P. - Volunteers - Experts on campus <p>Example: Mike D. (Excel)</p> <p>Dan W. (CPR/First Aid)</p>	
<ul style="list-style-type: none"> - Weekly activity hour for faculty to participate - Various activities such as CPR, First Aid, Yoga, etc., Scrap booking, Stress Reduction 	<ul style="list-style-type: none"> - Professional Development funds - Administration Support - ASB funds - Faculty 	Weekly	Depends on activity	Take ideas from campus survey
Book discussion group	<ul style="list-style-type: none"> - Faculty/Staff - Leader of group - Facilities use 	Monthly	Faculty volunteer	See Jim H.
<ul style="list-style-type: none"> - Back to school BBQ - Faculty/Staff - After hours, off campus drinking party 	<ul style="list-style-type: none"> - Campus-wide Support 	First month of Fall semester		Need for kick off of new year to bring everyone together
Establish an end of the year party	<ul style="list-style-type: none"> - Academic Senate - Classified Senate - Administrators 			After graduation

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One- on-one mentoring directory – a list of faculty who have expertise in campus related skills/activities	Email announcing idea to faculty – administrators to be in charge of compiling directory	January 2008	- Professional Development Committee - Judith A.	
<u>TECHNOLOGY</u>	Smart classrooms and labs	Ongoing	List to be developed	
Workshops				
One-on-one training	List of mentor volunteers	Ongoing	Mentoring list to be developed	

Top Four Priorities

Provide Professional Development Opportunities

Description

Comments

<u>TECHNOLOGY</u>	Both workshops and one-on-one training
Technology Training - Excel - PowerPoint - CurricUNET - Blackboard - Publisher - Datatel	
- Increased funding – support - Semester and annual planning	
One-on-one mentoring	Develop a college-wide list of faculty/staff who can mentor one-on-one or to small groups – departments – on a specific task
- Activities that are more social, more “fun” – back to school BBQ, book discussions, weekly activity hour, employee of the year party after graduation - CPR, First Aid, Yoga, Stress Reduction, Scrap booking	Get ideas from campus survey

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Creating External Partnerships

Ideas for Implementation/Action Items	Resources/Support Needed	Target Date	Names of people who want to be involved	Comments
<u>SCHOOLS</u>				
Math and English articulation agreements with high schools (articulation of courses for assessment purposes and eligibility of CHC courses)	<ul style="list-style-type: none"> - Release time - Data on feeder Schools 	March 2008	<ul style="list-style-type: none"> - Math Dept. - Engl. Dept. - Assessment Counselors 	See Sherri W. for more information
Discipline specific faculty-to-faculty contact between CHC and local high schools. Also between CHC and other 4-year colleges/universities	<ul style="list-style-type: none"> - Release time - High school contact information - 4-year college contact information 	April 2008		<p>See Steve H. for more information</p> <p>See Snezana P. for more information</p>
Provide professional development opportunities for K-12 teachers	<ul style="list-style-type: none"> - Time - Contact Information for high schools 		<ul style="list-style-type: none"> - Robert B. - Chris B. - Carol and Jen from Math (Cal-Pass Group) 	
<u>BUSINESSES</u>				
Develop internships (academic and career technical)			Deans	<ul style="list-style-type: none"> - Bio-tech companies - Sorensen Corporation (Engineering) - ESRI (Redlands) - Deans would work to establish relationships with local businesses - Kelly Space
Partnerships with Social Services (i.e. – foster care agencies)			Rejoice C.	Cheryl B.
County departments who service students with special needs				

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<p><u>COMMUNITY/ORGANIZATION PARTNERSHIPS</u></p> <p>Community service projects in conjunction with various faith-based organizations (i.e. – local churches, charities, etc.)</p>	<p>Transportation Time</p>		<p>Student clubs/ organizations</p>	<p>Various CHC clubs have community service projects involving other organizations (tutoring, volunteering, etc.)</p>
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Top Four Priorities

CREATING EXTERNAL PARTNERSHIPS

Description

Comments

<p>Outreach / School Relations / Image</p>	
<p>Advertising (all media)</p>	
<p>High tech marketing</p>	
<p>Faculty / Students High School</p>	

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Creating Internal Partnerships

Ideas for Implementation/Action Items	Resources/Support Needed	Target Date	Names of people who want to be involved	Comments
CREATE CAMPUS-WIDE SERVICES AWARENESS OF SERVICES AVAILABLE TO STUDENTS				
Invite representatives to visit classroom				
Have a student services bulletin board available in each classroom	Bulletin boards	End of Fall	Julie D.	
<u>INCENTIVES FOR INTERDEPARTMENTAL PARTNERSHIP</u>				
Recognition (certificate, website, Starbucks, gift card)	Event	End of each semester	- Denise H. - Francis W. - Leslie G.	
Release time for faculty/staff to develop	\$\$	As needed		
Give: - Additional sections available to department for each course - Priority scheduling for partnership courses				
<u>FORMALIZE OPPORTUNITIES TO DEVELOP AND DISCUSS COLLABORATIVE PROJECTS</u>				
In-service workshop	- Facilitator - Those already involved - Food	Each semester		
Release time for those working on developing partnership	\$ to cover time	As needed	Leslie G.	

Top Four Priorities

Creating Internal Partnerships

Description	Comments
- Seems to be a bit of difficulty as to meaning of "Internal Partnerships" - Formalize opportunities to develop and discuss collaborative projects	
Create and give incentives for interdepartmental partnerships	
Learning communities	