

2008 El Camino College Planning Agenda Items

Standard IA/B: Institutional Mission and Effectiveness		Lead(s)
1	The college will review the mission statement every three years (IA.4).	College Council
2	The college should publish an annual report showing progress and accomplishments for each of the Strategic Initiatives (IB.2).	President's Office and Public Relations and Marketing
3	Institutional Research should increase the number of general campus assessment results, performance measures, and accountability reports published on its website and presented to constituent groups and the community at large (IB.5).	Institutional Research (IR)
4	The college will invest in a system to store and display SLOs and SLO-related documents (IB.5).	Vice President Academic Affairs (VP-AA)
5	The college will reassess the program review models and the SLO assessment process after the current cycle is completed (IB.7).	VP-AA
Standard IIA: Student Learning Programs and Services		Lead(s)
- Institutional Programs		
1	The college will evaluate the progress of SLOs on an annual basis (IIA.1.b).	Assessment of Learning Committee (ALC) and VP-AA
2	The college will encourage more faculty members to take advantage of professional development opportunities on the main campus and at the Compton Center (IIA.1.b).	Staff Development
3	The college will continue to evaluate the effectiveness of online instruction on student learning (IIA.1.b).	VP-AA
4	During fall 2008 flex day, all programs will come up with plans to meet the following deadlines: all courses will have an SLO and assessment plan in place by the end of Fall 2009; all programs will write a first draft of their program/degree SLOs by Spring 2009; all programs will continue assessing SLOs (IIA.1.c).	ALC
5	The college will develop an assessment instrument for the core competencies to improve the general education instructional program (IIA.1.c).	Academic Senate, ALC, and IR
6	The college will finish building an online SLO and assessment database which will give personnel at both campuses access to SLO and assessment reports. This will also serve as the basis for linking SLOs to program and curriculum review processes. (IIA.1.c).	VP-AA

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7	The college will continue to develop, assess, and revise SLOs and related assessments for all college courses, programs, certificates, and degrees. (IIA.2.b).	ALC and VP-AA
8	The results of program reviews in all three areas should be published on the college website under a link titled Program Review. (IIA.2.e)	Vice Presidents
9	The evaluation component of Plan Builder needs to be strengthened to assist managers in the evaluation process (IIA.2.f).	Dean, Enrollment Services
10	The college will continue to enhance faculty knowledge of the relationship between SLOs and student learning (IIA.2.h).	Academic Senate
11	The college will begin the development of SLOs and assessments for degrees and certificates during the next academic year (IIA.2.i).	ALC
12	The Assessment of Learning Committee and the Academic Senate will review the program review process to ensure a stronger connection between assessment of student learning outcomes and student learning needs. Assessment results will serve as the basis for program improvement (IIA.2.i).	ALC, Academic Senate, and Associate Dean Academic Affairs
13	The Office of Institutional Research will coordinate with State employment data warehouses to assemble reports of certificate and degree graduates and their placement in the labor market (IIA.5).	Instituional Research
14	The college will develop a degree audit program in the next four years (IIA.6.a).	ITS and A&R
Standard IIB: Student Learning Programs and Services		Lead(s)
- Student Support Services		
1	Outreach and School Relations will create an annual outreach and recruitment plan (IIB.3.a).	Outreach and School Relations
2	Create or include a survey for students, faculty, and staff to measure the effectiveness of the programs and services that promote diversity (IIB.3.d).	IR and Dean, ES & Staff and Student Diversity
Standard IIC: Student Learning Programs and Services		Lead(s)
- Library and Learning Resources		
1	Develop a stable funding source to maintain adequate book and periodical collections (IIC.1.a).	Learning Resources Unit (LRU)
2	Establish a faculty advisory committee to help guide collection development and weeding (IIC.1.a).	LRU

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3	The college will strengthen student information competency through improvements in the English composition courses and other critical skills development courses through the development of an online information competency module that students may access at any time electronically (IIC.1.b).	LRU
4	The college will develop a process for evaluating the quality of contracted library services (IIC.1.e).	LRU
5	The college will strengthen the library and learning support services self-assessment through program review, qualitative surveys, and other forms of student evaluation of services to measure effectiveness (IIC.2).	LRU
Standard IIIA: Resources - Human Resources		Lead(s)
1	All employee evaluations must be completed in a timely manner (IIIA.1.b).	Human Resources
2	Compton faculty will return to a regular evaluation schedule effective Fall 2008 (IIIA.1.b).	Human Resources
3	Faculty will continue to be trained in developing SLOs and assessments (IIIA.1.c).	SLO Coordinators and Staff Development
4	The college will develop a written Code of Ethics for all employees in 2008-09 (IIIA.1.d).	Human Resources
5	The college will develop a classified staffing plan (IIIA.2).	Human Resources and Dean, ES
6	Continue to review and revise personnel policies including procedures as needed (IIIA.3).	Human Resources
Standard IIIB: Resources - Physical Resources		Lead(s)
1	ECC must update the Educational Master Plan in coordination with the Compton District to more fully direct the Compton Facilities Master Plan that is being created (IIIB1).	Provost, VPs and Dean, ES
2	Update the facilities modifications request form and procedure (IIIB.1.a).	Facilities Planning and Services (FPS)
3	The 2002 Facilities Master Plan will continue to be modified to reflect changing district needs and priorities (IIIB.2.a).	FPS
4	The college will assess how to secure the necessary funding to complete the 2002 Facilities Master Plan (IIIB.2.b).	Vice President Administrative Services (VP-AS)

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Standard IIIC: Resources - Technology Resources		Lead(s)
1	The college will engage in an annual update of its technology plan and draft implementation plans that will include timelines, costs, and outcomes (IIIC.1).	Information Technology Services (ITS)
2	The Technology Committee in conjunction with the department of Information Technology Services (ITS) will assist the college in maintaining accurate inventories of hardware and software (IIIC.1.a).	ITS and the Technology Committee
3	ITS will prepare an annual budget to show the funding obligation as accurately as possible (IIIC.1.a).	ITS
4	ITS will work with the academic deans to analyze the academic computer lab data as it is updated to maximize the utilization of the academic computer labs (IIIC.1.a).	ITS, VP-AA, and academic deans
5	The college will review and update its administrative procedures. The results will be published in print and online (IIIC.1.b).	VP-AS
6	The college will work at both locations to replace aging and inadequate HVAC systems with modern, large-capacity equipment (IIIC.1.c).	FPS
7	The college will develop measures to evaluate the effectiveness of its academic and administrative technology systems (IIIC.1.d).	ITS and IR
8	The college will develop a schedule and budget for upgrading computers with academic and administrative hardware (IIIC.1.d).	ITS
9	The college will complete the technology plan (IIIC.1.d).	ITS
10	The college will investigate online scheduling software that allows students to reserve time in the academic computer labs (IIIC.1.d).	ITS
Standard IIID: Resources - Financial Resources		Lead(s)
1	The comprehensive master plan needs to be better integrated into the planning and budgeting process. All planning-related statements will be reviewed cyclically during fiscal planning stages (IIID.1.a).	Dean, Enrollment Services and PBC
2	The college needs to follow calendar deadlines, promote and encourage campus participation in plan development, and fund plans where appropriate (IIID.1.d).	President's Cabinet
3	The college should develop a systematic process that assesses the effective use of financial resources and make use of the evaluation results as the basis for improvement (IIID.3).	PBC
Standard IV A/B: Leadership and Governance		Lead(s)

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1	Continue to improve communication about the governance process with the college community (IVA.1).	College Council
2	Improve student participation on consultation committees where appropriate (IVA.1).	Associated Students Organization (ASO) and Director, Student Development
3	Define and clarify each area's role in collegial consultation and shared governance, and better communicate to the campus community (IVA.2.a).	College Council
4	Continue efforts to improve communication (IVA.3).	Public Relations and Marketing
5	Improve student involvement in the consultation process (IVA.3).	ASO and Director Student Development
6	Continue efforts to improve communication (IVA.4).	College Council
7	Continue to strengthen the relationship between planning, budgeting, and program evaluation (IVA.4.)	Dean, Enrollment Svcs and PBC
8	All collegial consultation committees will create and use an assessment on a regular basis to determine the effectiveness and integrity of the committee. Results of the assessments and actions to be taken will be posted on the college website under the committee's minutes section (IVA.5).	College Council
9	Institutional Research will formalize the publication of an annual fact book (IVB.2.b).	IR
10	The college and Center will continue to improve and enhance the collegial consultation model as the primary tool for input into the decision-making process (IVB.2.b).	College Council and Provost Council