Fourteen Recommendations—August 2011 Progress Report

Please note that SEC subcommittee co-chairs received a request for a response Thu 8/11/2011 at 8:05 AM based on the ASC co-chair receiving the College Council agenda Wed 8/10/2011 at 9:39 AM. The SEC co-chair received the responses by Thursday, August 11 before 7 p.m.; the ASC co-chair integrated the responses into the following document. In addition to the specific responses below, several other co-chairs responded to the email request.

RECOMMENDATION 1
In order to meet the standard and fully implement the planning processes that the college has put into place, the team recommends that the college provide training on the various planning processes, including use of data in unit planning and program review, and set an implementation timeline that ensures completion of a full cycle of planning and broad-based evaluation (Standards I.B.6 and I.B.7).

Response from Dan O’Connor:
Decision-Making Task Force Discussion and Training during Flex Week
Defining Student Success and Developing Metrics workshop
Ongoing discussions and training for unit planning and program review

RECOMMENDATION 2
In order to meet the standard and to maintain quality and implement program and service improvements, the team recommends the college expand its efforts to implement, and assess student learning outcomes at the program and institutional levels (Standard II.A.1, II.A.3, II.B, II.B.4 and II.C).

Response from Bonnie Suderman:
Program level outcome plans were turned in last Spring. 100% of non-instructional departments turned in a plan. 87% of Instructional areas turned in a plan. Plans were reviewed by the Assessment Committee and improvement themes were determined. “Student Engagement” was the foremost theme, and a think tank is scheduled for 2011/12 to develop action plans.
Course level and program level assessment plans are due to be added into the Curricunet module this year.
Institutional level SLOs are developed. Next week we will be working with the English Department to assess their GE SLOs and assessment results to complete the Institutional Level Plan this year. We will assess how this process worked and continue on to next year.

Response from Dan O’Connor:
Jazzing up assessment presentation

RECOMMENDATION 3
In order to meet the standard and ensure a coordinated and integrated approach to achieving the goals and priorities adopted by the governing board, the team recommends the district Strategic Plan be used to direct the college’s strategic focus and Educational Master Plan

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RECOMMENDATION 4
In order to meet the standards, the team recommends the college develop and articulate an institutional strategic planning framework with links between campus planning, assessment, program review, curriculum and budget processes. In addition, the college should develop a system to provide information on programs, finances and these processes on a continuous basis to planning participants (Standard II.A, II.B, II.B.1, II.B.3, II.C, II.C.1.c and III.D).

Response from Dan O’Connor:
Development of College Annual goals that align with the 2012 Plan

RECOMMENDATION 5
In order to meet the standard and ensure equitable student access and support at all locations for all delivery methods, the team recommends the college evaluate students and learning support services and distance education staffing (Standard II.B.1, II.B.3.a, II.B.3.c, II.B.4, II.C.1 and II.C.1.c).

No update

RECOMMENDATION 6
In order to meet the standard, the team recommends that the college develop a planning agenda that will respond to anticipated staffing needs and reflect the changing demographics of the service area (Standard III.A, III.A.4.b).

No update

RECOMMENDATION 7
In order to meet the standard, the team recommends that the college provide adequate resources to ensure the institution meets the professional development activities needs of its personnel, including activities addressing diversity issues (Standard III.A, III.A.4.b, III.A.4.c and II.B.3.d).

No update

RECOMMENDATION 8
In order to meet the standard, the team recommends that the colleges follow Kern Community College District Policy 7D by evaluating adjunct faculty in a consistent, timely manner with procedures that assess current performance and promote improvement (Standard III.A.1.b).

No update

RECOMMENDATION 9
In order to meet the standard, the team recommends that the colleges, with appropriate districtwide input, develop a written code of ethics for all employees (Standard III.A.1.d).

No update

RECOMMENDATION 10

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In order to meet the standard, the team recommends the college, with district assistance, develop an effective facilities repair scheduling system with emphasis on rapid and clear response to repair and maintenance work order requests (Standard III.B.1.b).

No update

RECOMMENDATION 11
In order to meet the standard, the team recommends that the colleges, working with appropriate district-wide leadership and in consideration of the special conditions of the individual colleges within the district, complete the development, implementation and assessment of the budget allocation model (Standard III.D.1.a, III.D.1.b, III.D.1.c, III.D.1.d and III.D.3).

No update

RECOMMENDATION 12
In order to meet the standard, the team recommends that the College Council develop and adopt a formal document that contains by-laws, purpose of body, and membership; delineates function in regards to other participatory governance bodies; and includes other procedural guidelines (Standard IV.A.2).

Response from Dan O’Connor:
Decision-Making Task Force Document completed, veted, and distributed

RECOMMENDATION 13
In order to meet the standard, the team recommends that the district Board of Trustees adopt and implement the self-evaluation process being developed and routinely administer the process. In addition, the Board should revise the current ethics policy to include a procedure for dealing with violations of the policy (Standard IV.B.1.g and IV.B.1.h).

No update

RECOMMENDATION 14
In order to meet the standard, the team recommends that the colleges, in conjunction with district-wide leaders, complete an organizational map that clearly delineates the roles and responsibilities between the entities and identifies an evaluation process that will provide for ongoing improvement (Standard IV.B.3).

Response from Dan O’Connor:
Organizational and functional maps were produced and forwarded through the administrative leadership
Standard 2C (Finances) status report (sent later)
From LaMont Schiers

c. The institution has sufficient cash flow and reserves to maintain stability, strategies for appropriate risk management, and realistic plans to meet financial emergencies and unforeseen occurrences.

Yes Documentation to include: Three yearly financial statements. Refer to board minutes concerning use of reserves over the past three years.

Apple What is the ending balance of unrestricted funds for the institution’s immediate past three years. Is this amount sufficient to maintain a reserve needed for emergencies?
Yes
- 2008 $26,431,163
- 2009 $29,044,628
- 2010 $35,346,355

Apple Does the institution have any other access to cash should the need arise?
Yes. COP debt repayment funds are available for internal borrowing on a short-term basis if needed.

Apple How does the institution receive its revenues? Does this receipt pose cash flow difficulties for the college? If so, how does the college address cash flow difficulties? (e.g., COPS, loans)?
College receives funding via allocation of state apportionment process. In addition college also receives locally generated fee revenues. District manages cash flow issues using multiple sources to manage 15 to 18 percent annual deferrals. Uses reserves and Tax Revenue Anticipation Notes to manage its annual cash flow needs.

Apple Has the institution sufficient insurance to cover its needs?
Yes (May want to have copy of policies for evidence)

Apple Is the institution self-funded in any insurance categories?
No utilizes SISC for insurance.

Apple If so, does it have sufficient reserves to handle financial emergencies?
Yes