Assessment Plan

Yuba Community College District

YC - Clear Lake Center Program Recommendations

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Program Description: The Clear Lake Campus Administrative Services Unit continues to provide oversight of all campus programs and operations. These programs and operations include:
Admissions and Records
Financial Aid
Matriculation Services
Library Services
Student Discipline
EOP&S
CalWorks
Curriculum
Student Learning Outcomes
Site Council
College Council Member
District Consultation and Communication Council Resource Person
Yuba College Leadership Team Member
Participate in Program Reviews
Adjunct Faculty Orientation and Training
Measure J Bond Construction Project
Budget Development and Oversight
Campus Operations (Room use and scheduling; maintenance and operations; campus safety and security)

In addition, the administrative unit of the Clear Lake Campus serves as the "public face" of the campus, representing it in the community. The administrative unit consists of the Executive Dean, who is supported by the Secretary III classified position.

A second support position, a Campus Operations Specialist II, had been a part of the administrative services unit. The employee in that position retired in May, 2010, and the position has not been replaced.

The Campus Fiscal Technician was re-classified during the 2011-12 academic year to an Administrative Secretary III, moving from range 28 to range 30. This reclassification has resulted in a significant increase in the workload for the employee in the Secretary III position, as she has taken on many of the duties of the former Campus Operations Specialist II, such as scheduling duties, and also being the point-of-contact to report facility and safety issues. She also works directly with vendors.

The workload of the Executive Dean has also increased significantly, with an increasing amount of his time spent responding to facility needs. Additionally, without the Campus Operations Specialist II position, the Dean is required to spend more of his time assisting full-time and adjunct faculty with their inquiries and various needs to support their educational efforts.

In terms of other personnel / staffing issues since the full program review, the campus was able to hire a 0.50 FTE Instructional Assistant for the Culinary program. The 0.50 FTE Instructional Network Specialist position was made permanent, rather than continuing on a temporary basis.

Regarding facilities, plenums and new HVAC units were installed on the 904 - 908 classrooms, significantly reducing the noise problems in those rooms that severely impeded instruction. In addition, the Measure J Bond Construction project on the campus has commenced, and will add three new, permanent buildings to the campus. These buildings are expected to be completed by the end of this academic year and ready for occupancy for the fall 2012 semester.

Year of Review: 2011-2012

Type of Review: Annual Update

Executive Summary: A number of changes and accomplishments have taken place since the 2010-11 Program Review.

Accomplishments include:

Staffing:
* Reclassification of the Campus Fiscal Technician to Administrative Secretary III
* Making the 0.50 FTE Instructional Network Specialist position a permanent rather than a temporary position
* Hiring a 0.50 FTE Instructional Assistant for the Culinary Program

Facilities:
* Adding plenums and replacing the HVAC units in Buildings 904-908

Continuing needs to be addressed include:

Staffing:
The most immediate needs are for a Director, M&O position (to include the role of coordinating campus safety and security issues); and a Receptionist for the new Student Services area.

Longer term needs include consideration of increasing the FTE for the Library Media Specialist part-time position; increasing the FTE for the part-time Instructional Network Specialist position (and adding duties related to A/V Technical Support); increasing the FTE for the Instructional Assistant in Culinary; and increasing the FTE for the current Tutoring Center Specialist positions, or adding additional part-time positions in that area to meet the expanded tutoring hours available in the new facility; and continued planning for an eventual Associate Dean position.

Equipment / Technology:
The new spaces provided as a result of completing the Measure J Bond Construction Program will require additional computers in the LRC (8 new computers and monitors); Library (15 new computers and monitors); and Career / Transfer Center (which is also a shared space with EOP&S, Financial Aid, and Placement Testing) - (23 new computers and monitors). Additionally, classroom and adjunct computers need to be upgraded or replaced.

Facilities:
Completion of the Measure J Bond Construction Program by the start of Fall 2012 classes is the top facilities priority, along with the successful relocation of a number of campus programs and services as a result of this construction project.

The following SLO's / ASO's were established during the program review process.
The goals were established utilizing the YCCD Board Strategic Directions 2007-11 as a guide. The unit's Administrative Services Outcomes (ASO's) were established with focus on the following Board approved Student Learning Outcomes (SLO's):
1.0 Personal and Social Responsibility: interact with others by demonstrating respect for opinions, feelings, and values.
1.1 Goal: Students have the opportunity to participate in the college decision-making process
Measurement: The Clear Lake Associated Students (CLAS) will have a student representative as a member of the Site Council who will attend meetings each semester, participate in discussions and offer input into final recommendations utilizing the consensus decision making model used by the council.
Assessment: The campus is meeting this ASO. The CLAS Communications Officer regularly attends site council meetings and is provided a standing agenda item to discuss any student issues with the council.
1.2 Goal: Students have the opportunity to interact with campus administrative personnel on a number of occasions and in a variety of settings throughout the year.
Measurement: The Executive Dean will attend CLAS and Student Club meetings throughout the year, which will be reflected in the minutes from these student groups. The Dean will also schedule Coffee and Donuts with the Dean each semester, will participate in the Literacy Walk, and will be a participant in the Scholarship Hike or other fund-raising efforts that involve students throughout the year. These items will be noted and reflected on the weekly calendar.
Assessment: The campus is meeting this ASO. The Executive Dean is the co-chair of the site council; he participates in Coffee With the Dean each semester; he participated in the Literacy Walk and various other campus fund-raisers; and has interacted with student clubs including the Culinary Club and Rotaract. Additionally, he is actively involved in all end-of-the year activities such as the Graduation Breakfast, Certificate Ceremony, GED Ceremony and the Associate Degree Commencement Ceremony.
2.0 Information Competency: conduct, present, and use research necessary to achieve educational, professional, and personal objectives.
2.1 Goal: Students have adequate information and are able to use appropriate tools to register for classes
Measurement: Campus Administration will ensure that students are provided a college catalog at orientation and that all students receive complete orientation packets. Frequent and appropriate outreach efforts will be scheduled and conducted throughout the year, and that all students have access to a schedule of classes both in hard copy and via on-line resources.
Assessment: The campus meets this ASO and provides materials in a timely and effective manner, both in hard copy and via the web. Outreach activities are on-going throughout the year.
2.2 Goal: Students are aware of college expectations and conduct requirements
Measurement: All students are provided a copy of the Student Code of Conduct during orientation. Additional copies are available in the Administrative Office. Student discipline issues are addressed by the Executive Dean. A small percentage of students, less than 2%, are disciplined for violations of the Student Code

of Conduct.

Assessment: The campus meets this ASO. Students are provided copies of the Student Code of Conduct. Any disciplinary issues are acted upon and resolved in an expeditious fashion.

2.3 Goal: Students are aware of the proper use and etiquette in using equipment

Measurement: Students are provided a copy of the Computer Use Agreement during orientation. These agreements are reviewed with students when they register for computer classes (BCA and OA classes), and are also available and reviewed with students as needed in the Library and Learning Resource Center.

Assessment: The campus meets this ASO, with students receiving the materials outlined in a timely fashion.

Future Goals and Program Direction: Future goals include completion of the Measure J Bond Construction Program, which will require relocation of many campus services and programs such as: Administrative Services; Financial Aid; Learning Resource Center; Counseling; EOP&S; CalWorks; DSP&S; Library; Culinary Program; Science Program; and Early Childhood Education Program.

Several Staffing; Equipment / Technology; and Facilities issues still need to be addressed. Most of these were addressed in the full program review, while others are a direct result of the Measure J Bond Construction Program:

Staffing:
Once the new buildings are brought on board, the campus will need additional help in Maintenance and Operations. With the larger physical plant and additional square footage, a position of Director, Maintenance and Operations, (or some similar position) will be needed. This position would assume the duties of coordinating the physical plant maintenance; coordination of campus security; and those related duties that require the oversight of student security workers and monitoring campus safety. It would be preferable to have this position in place no later than by the completion of the Measure J bond construction projects and occupancy of the new buildings, which is projected to be August, 2012.
Also, based on the design and plan for the new Administrative / Student Services facility being built, at this point a Receptionist / Clerical Assistant position (range 16 to 18 assumed) would be needed in the front office / lobby area to direct traffic, answer phones, schedule appointments, etc. This could be a 0.50 FTE position, supplemented by student peers utilizing FWS to provide evening coverage. Funding for this position could come from the campus matriculation budget.
The new positions of a Receptionist / Clerical Assistant, along with the Maintenance and Operations position ultimately replace the remaining duties of the Campus Operations Specialist II position. The budget savings projected from not replacing the Campus Operations Specialist II position would, in part, be utilized to fund the M&O position.

Consideration also needs to be given to making the 0.50 FTE Instructional Network Specialist position a full-time position. Several computers are being added to the campus as a result of the construction project. Additionally, classrooms will be outfitted with audio / visual equipment that must be maintained. A hybrid position combining IT and A/V duties is recommended and preferred to serve the needs of this remote campus.

Two other part-time positions need to be kept in mind as part of the long term planning process for the campus. The 0.40 10-month Library Media Specialist position will likely need to be increased over time to meet the anticipated need as a result of the library expansion as part of the Measure J construction. Also, with the expansion of the Culinary facility as part of the Measure J project, the campus anticipates hosting more events on campus that will be catered by the Culinary program. The expanded space may also lead to Culinary program expansion. This expansion in the role of the Culinary program may necessitate making the current half-time Instructional Assistant position a full-time, 10-month position to support the program.

Finally, with the LRC expanding and no longer sharing space with the Learning Skills program, a resultant need will be for additional tutoring hours in the LRC. BSI funds can be utilized to hire additional student help, but ultimately adding permanent staff that can be relied upon from year-to-year, or increasing the FTE of the current Tutoring Center Specialist positions needs to be given strong consideration.

The additions outlined above are the campus priorities in terms of staffing. Consideration of adding an Associate Dean should still be part of the long term planning process for the campus, but that position can wait until staff, faculty and student populations are further increased.

Equipment / Technology:
The completion of the Measure J Bond Construction program will result in an increase in the number of labs and computers needed on campus. Computers and monitors need to be procured for the following areas:
Library - 15 computers and monitors
LRC - 8 computers and monitors
Career / Transfer Center (and shared space for EOP&S; Financial Aid; and Placement Testing) - 23 computers

and monitors

Additionally, the 900 series classrooms are aging. These computers would benefit from increased memory, and will need to be replaced within the next year or two. These units are also part of the "smart classroom" components. Continued work needs to be done to ensure each of these rooms has consistent components to provide ease of operation for instructional faculty.

The computers in the adjunct office area in Building 605 are beyond their usefulness and should be replaced as soon as possible.

As the new buildings are completed and current services are relocated, these existing buildings (such as 602, 702, 701 and possibly 903) will all need classroom furniture so that the rooms may be utilized as additional classroom space.

Finally, the FF&E budget to outfit all of the new spaces coming on board as a result of the construction project will not likely be large enough to adequately meet the needs of every area. A plan and accompanying budget needs to be developed in order to adequately address the furniture, fixtures and equipment needs in these new areas.

Facilities:
Completion of the Measure J Bond Construction activities will be the primary focus in terms of facility issues. That work is scheduled to be completed by summer 2012, with occupancy of the new buildings anticipated by fall 2012. Along with completing construction of the three new buildings, final decisions need to be made regarding whether current modular buildings 300, 402, 403, 601 and 701 should be relocated on campus or removed entirely. The modular buildings remaining (including the 900 series classrooms) need some maintenace and renovation work done, such as interior and exterior painting; new carpeting; new roofs; and infrastructure for technology / IT purposes, including electrical plug-ins accessible via the floor to allow plugging in laptops at the tables where students are located.

A master plan needs to be developed for the front entrance to campus as that property becomes fully available to the campus as the Konocti Bus Barn is removed from that area. Monument signage, landscaping, travel paths, staff parking and a student drop-off and bus loop to drop off and pick up student passengers all need to be considered and planned for. The campus would like to keep one of the maintenance buildings out front for its own M&O purposes, but the building that remains will need to be made less prominent at the entrance through some landscaping and architectural elements so that it is not an eyesore at the entrance to campus.

Finally, the current faculty office area in Building 605 needs to be addressed to provide greater privacy in faculty offices. The partition walls in the building do not go up to the ceiling, which results in little to no privacy for faculty and students with whom they need to speak. Additional HVAC ducts need to be installed in each office and the walls need to reach the ceiling to allow for greater privacy and confidential conversations, or consideration needs to be given to relocating these faculty offices.

In addition, as mentioned in the program review, the campus operational budget to support facilities, student services and instruction has been reduced from $163,000 in 2008-09 to $135,000 in 2011-12. Restoration of the budget to at least the 2008-09 allocation is recommended to support the needs of the growing campus.

Also important to the Clear Lake Campus is continued refinement of the Resource Allocation Model. An important component of this model should include establishment of a minimum level of service to be provided at each campus location. If a service is to be provided at the Clear Lake Campus (or other sites) it will require sufficient funding and resources to provide that service adequately and appropriately. Also important is to look at categorical funding to ensure the programs that support special populations also receive adequate support to provide an appropriate and successful resource that benefits students, and to ensure that program goals can be met.

No Recommendations defined for this Program/Unit.