Assessment Plan

Yuba Community College District

YC - President's Office Program Recommendations

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Program Description: The Office of the President provides administrative oversight for Yuba College. It provides leadership in institutional planning including Educational Master Plan, facilities (including Measure J projects and activities) plan, strategic plan and budget development, adherence to Title 5, Ed Code, ACCJC accreditation, district policies and procedures, and serves as the primary point of contact for internal and external constituent groups.

The Office of the President provides comprehensive oversight for the following Departments and Services:
Departments:

Year of Review: 2011-2012
Type of Review: Self-Study (4-year review)
Executive Summary: The Office of the President provides administrative oversight for Yuba College. It provides leadership in institutional planning including Educational Master Plan, facilities (including Measure J projects and activities) plan, strategic plan and budget plan, adherence to Title 5, Ed Code, ACCJC accreditation, district policies and procedures, and serves as the primary point of contact for internal and external constituent groups.

SLO ? Students will have opportunities available to participate in the college decision-making process.
SLO ? Students are able to use the appropriate tools to register for classes
SLO - Students are aware of policies regarding proper etiquette and the use of equipment

Current Status:
The Office of the President provides comprehensive oversight for the following Departments and Services:

Departments:
?Academic & Student Services
?Maintenance and Operations
?Community Education
?Sutter County Facilities

Services:
?Clear Lake Campus
?Public Relations
?Campus Finance
?Accreditation
-Committee Structure
-ACCJC Reports
-Self-Study
?Program Review
-Academic Program Review
-Student Services Review
-Administrative Review
?Legal Compliance
?College Council
?Board Agenda Preparation
?Measure J
?Yuba College Budget
?Yuba College Personnel
?Yuba College Strategic Planning
?Community Relations

Staffing

Strengths
?Familiarity with college procedures and policies
?Interaction with college departments and support personnel
?Relationship with Academic Senate and District Services

Areas for Improvement/Future Direction

?Lack of appropriate staffing to support Yuba College to its desired efficiency. Due to inappropriate staffing levels for the past two years, Yuba College has experienced difficulty in keeping its curriculum and college catalog documentation up-to-date.
?Unclear differences between District Services vs. Yuba College for some roles and responsibilities. Multi-College Transition Project Team has recently started but is still discovering areas that were not accounted for in the transition to a multi-college district.
?New facilities at Yuba College will require appropriate staffing
?Restoring staffing levels where appropriate at Yuba College in departments that need staffing.
?Develop new curriculum and Flex specialist position for Yuba College.
?Develop and implement Sutter County Campus budget and five-year staffing plan.
?Refine Educational Master Plan to align with the Yuba Community College District Board of Trustees New Vision Statement and Strategic Directions.

Equipment and Technology

Strengths
?Video conferencing capabilities to reduce travel time/costs
?Technology for data sharing such as budgeting and purchasing approvals
?Office utilizes portal for committee agendas, minutes, documents, calendars and postings

Areas for Improvement/Future Direction
?Increase the use of electronic forms and submission processes
?Update the electronic forms that are on the college internet
?Increase the use of the portal for committee information sharing and agendas

Facilities

Strengths
?Proximity to Vice President, College Researcher, Fiscal Analyst and Public Information Officer.
?Available conference room that is utilized for many campus meetings, interviews, and other functions.
?Common reception area allowing classified staff to cross-train and support several offices.
?Windows
?Carpet/floor coverings

Areas for Improvement/Future Direction
?HVAC system in current office and conference room.
?Due to reduced resource from the Measure J construction fund, develop a Yuba College facilities prioritization list for Measure J funds and college resources.

Recommendations
Please list the three to five most important recommendations or urgent needs for your program, and select the YCCD Board of Trustees Strategic Direction, if any, this recommendation will meet.

Future Goals and Program Direction:

Recommendation #1:
YCCD Strategic Direction: Student Retention and Success, Student Learning Outcomes and Institutional Accountability
?Develop new curriculum and Flex specialist position for Yuba College.

Recommendation #2:
YCCD Strategic Direction: Student Access and Response to Changing Needs
?Develop and implement Sutter County Campus budget and five-year staffing plan.

Recommendation #3:
YCCD Strategic Direction: Student Access and Response to Changing Needs
?Refine Educational Master Plan to align with the Yuba Community College District Board of Trustees New Vision Statement and Strategic Directions.

Recommendation #4:
YCCD Strategic Direction: Resource Development and Alignment
?Increase the use of the portal for committee information sharing and agendas

Recommendation #5:
YCCD Strategic Direction: Resource Development and Alignment
?Due to reduced resource from the Measure J construction fund, develop a Yuba College facilities prioritization list for Measure J funds and college resources.

Recommendation: External Relations

The Office of the President interacts with external entities in the following ways: Yuba College Foundation and Yuba Community College District Foundation activities; the various chamber of commerce peronnel and activities; numerous community and non-profit organizations personnel and activites; service agencies personnel and activities; local K-12 schools/districts personnel; Woodland Community College faculty/staff/administrators; regional university partners; California Community College League personnel; District Services personnel; and State Chancellor's Office personnel.

Recommendation: Monthly Notices

Work with the PIO to create a President Report section of the Intranet.

Year(s) Requested: 2011-2012
Recommendation Priority: 2. Medium Priority

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
Work with the PIO on a plan **Type:** Equipment/Technology	None	June 2012	Yes