Assessment: Assessment Unit Planning

Program Review 2014-15

YC - Sutter County Campus Program Review

Year Under Review : 2014-15
Type of Review: Self-Study (4-year review)
Program Description : The Sutter County Center serves over 1,000 FTES annually, offering primarily courses which lead to an academic degree or transfer to a four-year institution. Essential student services are available at the center, including Assessment placement testing; Counseling; Financial Aid Assistance; DSPS services and testing; Peer Tutoring in math and English; Registration services; Library services, including Open Media Lab services and Distributive Education testing; dining service; and limited bookstore services.
Executive Summary (Include a list of team members): The Sutter County Center has made significant progress in 2014-2015 in addressing some of the major goals and recommendations made in the previous program review. Accomplishments include:
--Hiring a .49 FTE Tutor Coordinator and providing tutoring in Basic Math and English beginning in August 2014
--Finishing the conversion of a classroom into a wetlab and ordering lab supplies in preparation for teaching Biology 10L in spring 2015
--Issuing job announcements for an 0.49 FTE Library Media Specialist and an 0.49 FTE Biology Lab Technician and beginning the hiring process for each

Team members at the Sutter County Center: Walter Masuda, Interim Executive Dean, 2014-2015; Sheila Suleksi, Administrative Assistant II; Teresa Paras, Campus Operations Specialist; Tina Kussey, Library Technical Assistant; Minerva Barron, Student Services Technician; Pa Vang, Basic Skills Instructional Assistant
01SP. Department Goals (Click '?' for Prompt): As mentioned in the Summary portion of this report, the Sutter County Center is making progress on many of its goals for providing needed and timely services to students in alignment with Yuba college goals.
02SP. Facilitate Learning & Collaboration (Click '?' for Prompt): All courses scheduled at the Sutter County Center (SCC) are scheduled by the Dean, in consultation with the appropriate Yuba College Divisions/Departments. They are all held to the same standards as any course taught at the Marysville (Linda) Campus. The SCC also serves as a proctoring site for students to complete exams for their online/distance education courses and as a DSPS and Assessment testing site.
03SP. Student Contacts (Click '?' for Prompt): The Sutter County Center serves over 1,000 FTES annually, offering primarily courses which lead to an academic degree or transfer to a four-year institution. Essential student services are available at the center, including Assessment placement testing; Counseling; Financial Aid Assistance; DSPS services and testing; Registration services; Library services, including Open Media Lab services and Distributive Education testing; dining services, and limited bookstore services.
04SP. Input to Improve (Click '?' for Prompt): A student survey was developed and deployed in 2013-14 with its results precipitating many of the program review goals of the last two years. Another survey is slated to be developed and deployed during the 2015-2016 academic year.
05SP. Course Outlines (Click '?' for Prompt): All courses scheduled at the Sutter County Center are scheduled by the Dean, in consultation with the appropriate Yuba College Divisions/Departments. They are all held to the same standards as any course taught at the Marysville (Linda) Campus.
06SP. Collaboration (Click '?' for Prompt): The Dean of STEM and Outreach develops the schedule and coordinates with faculty. Student petitions and complaints are also routed to the Dean. Daily center operations are the responsibility of the Director of Campus Operations. The Director supervises classified staff, assists faculty with center-related issues, and directs student services at the center. The Director also coordinates with internal and external requests for building use. Both the Dean and Director are members of committees allowing for direct collaboration with representatives of faculty and staff.
07SP. Catalog Currency (Click '?' for Prompt): The current catalog accurately reflects the services and courses available at the Sutter County Center.
08SP. Student Progress (Click '?' for Prompt): N/A
09SP. DE Students (Click '?' for Prompt): The SCC is another site for students to complete exams that require a proctor for their

online/distance education courses. DSPS proctoring is also available.
10SP.Disproportionate Impact(Click '?' for Prompt): N/A
11SP. Mapping (Click '?' for Prompt): Yes
12SP. Core Competencies (Click '?' for Prompt): N/A
13SP. Professional Development (Click '?' for Prompt): Staff attended the Annual Admissions and Records Retreat hosted by the Yuba College Registrar. Current policies and procedures and upcoming changes are discussed throughout an interactive day. This assists in ensuring clarity and consistency throughout the District.
14SP. Reflection (Click '?' for Prompt): This program review will offer a road map for the new members of the SCC team. It will outline what services have been provided in the past and the challenges and successes of each. It will offer a firm background of the importance of the SCC. On this basis, staff will be able to provide meaningful input to current services and potential changes.
Are you ready to submit your final program review?: Yes

Program Recommendation: Student Service Technician

Hire 1.0 FTE permanent Student Services Technician.

Recommendation Priority: 3. High Priority
Year(s) Requested: 2013-2014
Request Date: 01/02/2014
Supporting Evidence : "Registration Desk" is a misnomer at the Sutter County Center. It is really a Student Services Desk, providing a one-stop student service area for 1) assessment/placement testing; 2) counseling appointments; 3) financial aid assistance and appointments; 4) transcript requests; 5) disabled student services; 6) registration assistance and fees; 7) parking permit purchases; and 8) bluebook and scantron purchases. We cannot provide any of these services when our one and only staff member is absent. Also we face liability created by being unable to provide essential services (such as DSPS testing accommodations) to evening students, and would have to cease offering evening classes altogether, losing $1 million to the district.
Evaluation Plan: At the end of Spring 2014 semester, determine how many FTE staff members are working behind the student services counter. If we have two, then we have met our objective.

Plan of Action

Staffing - Technical/Clerical - Follow the Personnel Requisition Process for a 1.0 FTE permanent Student Services Technician. (Active)
Budgetary Impact: None: we will take 0.5 FTE from a Clear Lake Campus student services technician position and 0.5 FTE from a Yuba College (Marysville) student services technician position.
Timeline/Responsible Party: By March 2014.
Related Documents:
SAO Mapping.xlsx

Status

Reporting Year: 2014-2015 11/03/2014
Recommendation Progress: Recommendation Addressed/Satisfactory Progress
Minerva Barron, the Center's new 1.0 FTE Student Services Technician, was hired on February 2014.

Related Goals

YC - Sutter County Campus Program Review

YC Goal 7 - Improve delivery of student services at the registration desk and library by extending service hours to students into the evening throughout the week.

Program Recommendation: Library Media Specialist

Hire 0.4 FTE permanent Library Media Specialist.

Recommendation Priority: 3. High Priority
Year(s) Requested: 2013-2014
Request Date: 01/02/2014

YC - Sutter County Campus Program Review

Supporting Evidence : The SCC Library OML is situated in an alcove that is open to the entire public whenever the center doors are open, and there is absolutely no way to close off the OML to safeguard its 16 computers. Anyone from the streets can walk in and access the computers unsupervised without a library media specialist on duty. The community and our students have made it clear in multiple surveys that they desire evening classes and evening student services to be offered at the SCC. We reported in our Substantive Change Proposal, "In Spring 2013, the center will offer evening classes, which will boost FTES considerably." Offering evening classes did, in fact, boost FTES in the spring; however, it also placed additional demands on the library. In Fall 2012, an average of 284 patrons per week used our library services. In Spring 2013, when the center and the library were open in the eveings, an average of 389 patrons per week used our library services (a 37% increase). Fall 2013, an average of 43 patrons used the library services (another 14% increase), and the demand continues to grow. The library must now be shut down on Tuesdays, Thursdays and Fridays during the noon hour so our one fulltime library media specialist can take her lunches. It must also be closed to all evening students on Tuesdays and Thursdays. Liability to the exposed computers in the OML, lack of services to our evening students, and interrupted students to all students when our only staff member is absent justify this position.
Evaluation Plan: In June 2014, determine if we have added another 0.4 FTE staff member to our library. Currently, we have 1.4 FTE staff servicing our library. By June, we hope to have 1.8 FTE staff.

Plan of Action

Staffing - Technical/Clerical - Hire a 0.4 FTE permanent Library Media Specialist. (Active)
Budgetary Impact: None. This position will be categorically funded, depending on revenue from our partnership with Brandman University.
Timeline/Responsible Party: By June 2014.

Status

Reporting Year: 2014-2015 11/03/2014
Recommendation Progress: Recommendation Needs Improvement/Attention
Position needed to be re-opened in late fall 2014 due to inadequate pool of qualified applicants and the preferred candidate's decline of our job offer. A second round of applicant reviews will begin in November 2014, and interviews will be conducted before the close of the semester. It is our intention to bring the new hire on in time for the start of the spring 2015 semester.

Related Goals

YC - Sutter County Campus Program Review

YC Goal 7 - Improve delivery of student services at the registration desk and library by extending service hours to students into the evening throughout the week.

Program Recommendation: Brandman University Partnership

Develop a partnership with Brandman University, with a signed board-approved contract, which will allow Brandman University to use SCC property.

Recommendation Priority: 3. High Priority
Request Date: 01/02/2014
Supporting Evidence : Board and Chancellor direction has been to develop partnership with other regional schools and universities. Such partnerships benefit our students, pool resources regionally, and bring potential revenue to the district and college.
Evaluation Plan: In June 2014, evaluate the usage of the building by Brandman University and determine how much revenue we have garnered and at what direct and indirect costs.

Plan of Action

Curriculum/SLO - Work with key staff from Brandman University and District administration to develop a partnership, and schedule classrooms and offices for use by Brandman University at the SCC. Work with Brandman on a media campaign and opening day activities. (Active)
Budgetary Impact: Fiscal revenue estimated at potentially $47,086.48 annually to the center and $13,483.52 annually to the district.
Timeline/Responsible Party: By March 2014, Brandman University should be using classrooms and offices at the Sutter

County Center.

Related Documents:
Contract
Revenue

Status

Reporting Year: 2014-2015 11/03/2014
Recommendation Progress: Recommendation Addressed/Satisfactory Progress
This partnership was brought to fruition, and a proclamation of partnership was co-signed by YCCD Chancellor Douglas Houston and Brandman Chancellor Gary Brahm on January 16, 2014. As of November 2014, Brandman occupies three classrooms at the Sutter Center for evening classes. To date, the partnership has yielded approximately $17,000 for the District (after expenses).

Related Goals

YC - Sutter County Campus Program Review

YC Goal 8 - Partner with Brandman University to bring revenue to the center and academic opportunities to students and staff.

Program Recommendation: Science Lab

Purchase required equipment for a biology lab, secure the equipment in one of the classrooms of the Sutter County Center, employ a part-time lab assistant, and then offer at least two sections of Bio 10L at the Sutter County Center.

Recommendation Priority: 2. Medium Priority
Year(s) Requested: 2013-2014
Request Date: 01/02/2014
Supporting Evidence : Currently, students cannot obtain all coursework needed for their graduation requirements and transfer requirements at the Sutter County Center because no science laboratory classes can be offered here. Even physical education classes can be offered at the SCC, but not science labs. This is because we do not have the equipment.
Evaluation Plan: Evaluate the quality and quantity of the equipment, the security of its location, and the presence of a part-time lab assistant.

Plan of Action

Equipment - Determine what equipment is needed by consulting appropriate staff and faculty from the main campus. Determine how much can be purchased each year with the center's limited budget and what can be requested via equipment requests from the college. Work with District Human Resources and the Science department to hire a part-time lab assistant (classified), and work with the scheduling dean over science to schedule biology labs at the Sutter County Center. (Active)

Budgetary Impact: Unknown cost of equipment. Ongoing staffing cost estimated at $25,000 to $35,000 per year. Ongoing cost of some equipment, also unknown.
Timeline/Responsible Party: By Fall 2015, all equipment and personnel should be acquired.

Status

Reporting Year: 2014-2015 11/03/2014
Recommendation Progress: Recommendation Needs Improvement/Attention
Equipment for Biology 10L lab has been purchased. The Sutter Center intends to offer one Biology 10 lecture and three associated Biology 10L labs in Spring 2015. A public announcement for a Biology Lab Tech was issued by HR in fall 2014; interviews and hiring will be completed before the close of the fall 2014 semester. Update 11/4/14: No qualified applications have been received. The Sutter Dean, together with Biology faculty, will pursue equivalency for the current Microbiology Lab Assistant, who has applied for the position but was not placed in the applicant pool due to a lack of a Bachelor's degree.

Related Goals

YC - Sutter County Campus Program Review

YC - Sutter County Campus Program Review
YC Goal 2 - Offer science laboratory classes (such as biology labs) at the Sutter County Center.

Program Recommendation: Fulltime Faculty

Submit faculty hiring requests for a 1) counselor, 2) math, and 3) English faculty position to be assigned permanently full-time at the Sutter County Center.

Recommendation Priority: 2. Medium Priority
Year(s) Requested: 2013-2014
Request Date: 01/02/2014
Supporting Evidence : Last academic year (2012-13), the Sutter County Center served 1,076.84 FTES (746.10 FTES face-to-face). Counseling service is currently sporadic and unreliable as each semester, service depends on needs and scheduling at the main campus. All transferable math classes are limited to full-time faculty, and with none assigned to the Sutter County Center, few of these classes are offered, and again, the scheduling and availability is sporadic. An English faculty member is needed on site permanently to provide assistance--especially in the absence of any tutoring being provided to students in writing.
Evaluation Plan: Confirm in November 2014 that faculty staffing requests have been made for all three positions at the Sutter County Center.

Plan of Action

Staffing - Faculty - Submit faculty staffing requests for all three positions in October of 2014. (Active)
Budgetary Impact: Approximately $100,000 per position.
Timeline/Responsible Party: Of highest priority is the counseling position, but because that position does not generate FTES, it may not be a high priority for college administration. We expect at least one of these positions to be approved for the 2014-15 academic year and the remaining position(s) to be approved for the 2015-16 academic year.

Status

Reporting Year: 2014-2015 11/03/2014
Recommendation Progress: Recommendation Addressed/Satisfactory Progress
A hiring request for a full-time counselor was submitted to the Yuba College Faculty Staffing Committee, and the position was approved and opened for hiring in fall 2014.

Related Goals

YC - Sutter County Campus Program Review
YC Goal 3 - Provide academic stability to our students by providing a full-time counselor, math, and English faculty member exclusively to the Sutter County Center.

Program Recommendation: Tutoring

Fund CSC (math) and WLDC (English) tutoring at the Sutter County Center.

Recommendation Priority: 3. High Priority
Year(s) Requested: 2013-2014
Request Date: 01/02/2014
Supporting Evidence : A fall 2012 student survey indicates that tutoring services at the Sutter County Center are highly desirable, above dining services, counseling services, and assessment services. The center served 746.10 FTES face-to-face during the 2012-13 academic year. Tutoring services for those students are essential to continued accreditation.
Evaluation Plan: Confirm at the beginning of the 2014-15 academic year that tutoring services have been secured for both math and English at the Sutter County Center.

Plan of Action

Staffing - Technical/Clerical - Fund student tutors and an IA classified member for tutoring services at the Sutter County

Center. Provide those services in the library area, in study rooms. (Active)

Budgetary Impact: Until 2014-15, the BSI Committee has funding mostly math tutoring services at the Sutter County Center. The Center will not be able to draw upon BSI funds for a third year but must commit its own funds. These funds should come from revenue expected from the Center's partnership with Brandman University.

Timeline/Responsible Party: Tutoring services for both math and English should be secured by the beginning of the 2014-15 academic year.

Status

Reporting Year: 2014-2015 11/29/2015

Recommendation Progress: Recommendation Achieved/Completed

Tutors and a part-time Instructional Assistant in place during the 14-15 academic year

Related Goals

YC - Sutter County Campus Program Review

YC Goal 2 - Ensure math and English tutoring services become and/or remain available to students taking classes at the Sutter County Center.

Program Recommendation: Transit Services

Work with Yuba-Sutter Transit to provide transportation to the Sutter County Center.

Recommendation Priority: 3. High Priority

Year(s) Requested: 2014-2015

Request Date: 11/04/2014

Supporting Evidence : Overwhelmingly, students, faculty, staff, and community members have voiced concerns about the lack of transit services to the Sutter County Center. Although a bike lane has been extended partially on E. Onstott road and been placed on Pease road, traffic and lack of bike lanes from Pease and HWY 99 to after the bend on E. Onstott road make bike and foot travel very dangerous. Our FTES would increase with added transit services.

Evaluation Plan: Confirm that public transportation has been provided to the Sutter County Center.

Plan of Action

Facilities - First, work with Yuba-Sutter Transit and the Yuba College Technology Committee to develop a smart card/bus pass system. Next, work with Yuba-Sutter Transit and the District Business Office to discuss the appropriate fee and collection of fees. Lastly, work with ASYC, the Academic Senate, and the Board of Trustees, to provide a college-wide student election for a transit fee to be included in student fees and a timetable whereby the election will be held. Hold the election. (Active)

Budgetary Impact: None if built in as part of student fees.

Timeline/Responsible Party: We hope to be able to hold an election during the 2014-15 academic year to begin administering a student transit fee for transportation services during the 2015-16 academic year.

Status

Reporting Year: 2014-2015 11/03/2014

Recommendation Progress: Recommendation Needs Improvement/Attention

Interim Vice President Brian Jukes and Interim Executive Dean of the Sutter County Center Walter Masuda met with Y-S Transit officials in fall 2014 to discuss transit options for the SCC. A link to a survey intended to gauge the potential ridership to the Sutter and Marysville campuses was created by Y-S Transit officials, and, as of November 3, 2014, we are still awaiting survey results to see if such ridership would be economically feasible for Y-S Transit to provide. An active campaign to recruit local high schools to participate in the survey was undertaken by Interim Dean Masuda.

Related Goals

YC - Sutter County Campus Program Review

YC - Sutter County Campus Program Review

YC Goal 8 - Partner with the Yuba-Sutter Transit to provide bus service for students to the Sutter County Center. This will likely involve working with ASYC and the YC Council to approve a student election for a student fee for those students attending YC and SCC.

Program Recommendation: Graduation and Transfer Requirements

Continue to increase the number of courses taught at the Sutter County Center--both f-2-f and online--that meet college graduation and transfer requirements to CSU and UC. The ultimate goal is for students to be able to satisfy all graduation and transfer requirements by taking courses exclusively at the SCC.

Recommendation Priority: 3. High Priority
Year(s) Requested: 2014-2015
Request Date: 11/03/2014
Supporting Evidence : AUO's 6a and 6b (see Program/Unit AUO results) were only partially met. The number of transferable courses to CSU and UC declined by 4 in 2013-2014 while the net number of transferable online courses remained constant.
Evaluation Plan: Continue to monitor course offerings at the Sutter County Center and consult Appendix B of the Yuba College Scheduling Guidelines to ensure that the number of course offerings meeting graduation, CSU, and UC ttransfer requirements increases each semester.

Plan of Action

Curriculum/SLO - Work with the Master Scheduling Committee, the DE Committee, and the Counseling Office to continue to develop course offerings at the Sutter County Center that also meet college graduation and transfer requirements to CSU and UC. (Active)

Budgetary Impact: Minimal to none if no upgrades are needed to SCC classroom facilities to offer the courses. A classroom has already been converted to a wet lab to permit the SCC to offer Biology 10L, which satisfies Area 2A for Yuba College graduation, Area 5B for IGETC, and Area B2 for CSU transfer. There may be ongoing costs to run the lab, however.
Timeline/Responsible Party: Sutter Dean/Director, Master Scheduling Committee, Counseling, DE Committee

Status

Reporting Year: 2014-2015 11/29/2015
Recommendation Progress: Recommendation Addressed/Satisfactory Progress
An on-going process. Establishing courses that meet the college graduation and transfer requirements is one of the primary factors used in determining which courses are assigned to the Sutter County Center.

Program Recommendation: Registration Service Hours

Address loss of registration desk service hours (3.75 hours) despite the addition of a full-time Student Services Technician. Review work schedules with registration personnel to maximize service hours to students.

Recommendation Priority: 3. High Priority
Year(s) Requested: 2014-2015
Request Date: 11/03/2014
Supporting Evidence : AUO 3 results (see Program/Unit AUO report) for 2013-2014 show a drop of 3.75 service hours at the registration desk.
Evaluation Plan: For the 2014-2015 AUO reporting cycle, check to see if service hours have increased.

Plan of Action

Staffing - Technical/Clerical - As indicated in the recommendation, review work schedules with registration personnel to maximize service hours to students. (Active)

Budgetary Impact: None.
Timeline/Responsible Party: Sutter Dean/Director and Campus Operations Specialist

Status

YC - Sutter County Campus Program Review

Reporting Year: 2014-2015 11/29/2015
Recommendation Progress: Recommendation Addressed/Satisfactory Progress
Hours have been extended with services available 8am to 6pm, Monday through Thursday and 8am to 2pm Fridays.

Program Recommendation: Bachelor's Degree offerings

Continue to explore the option of offering a Bachelor's degree program of study at the Sutter County Center, either through partnerships with four-year colleges and universities, or through state-sanctioned pilot projects permitting community colleges to offer Bachelor's degrees in specific disciplines.

Recommendation Priority: 2. Medium Priority
Year(s) Requested: 2014-2015
Request Date: 11/03/2014
Supporting Evidence : Mandate from the California Community College Chancellor's Office indicating the need to offer a limited number of Bachelor's degrees in disciplines that don't overlap with those at CSU or UC. Nursing could be one of these disciplines.
Evaluation Plan: Review established partnership plans with Brandman University and reach out to other four-year colleges to assess the feasibility of using SCC classrooms to offer a program of courses leading to a Bachelor's degree.

Plan of Action

Curriculum/SLO - Open discussions with Brandman, CSU Chico, CSU Sacramento, and other private colleges to explore the possibility of offering Bachelor's degrees at the SCC through educational partnerships with four-year colleges and universities. (Active)
Budgetary Impact: None if no modifications to SCC facilities are required to teach the courses. Revenue to the Sutter Center and the District will increase as a result of the leased classroom space.
Timeline/Responsible Party: Sutter Dean/Director, Chancellor of the District, educational officials from four-year colleges and universities.

Status

Reporting Year: 2014-2015 11/29/2015
Recommendation Progress: Recommendation Addressed/Satisfactory Progress
Brandman currently offers Bachelor's degree programs on site.

Program Recommendation: Center Student Services Specialist

Work with CSEA, District, and College leadership to create Center Student Services Specialist position. Reclassify current student services position and admin I position into new job description.

Recommendation Priority: 3. High Priority
Year(s) Requested: 2015-2016
Request Date: 11/30/2015
Supporting Evidence : "Registration Desk" is a misnomer at the Sutter County Center. It is really a Student Services Desk, providing a one-stop student service area for 1) assessment/placement testing; 2) counseling appointments; 3) financial aid assistance and appointments; 4) transcript requests; 5) disabled student services; 6) registration assistance and fees; 7) parking permit purchases; and 8) bluebook and scantron purchases. We cannot provide any of these
services when our one and only staff member is absent. There is not currently a single job description that adequately meets the needs of all of these tasks.
Evaluation Plan: At the end of Fall 2015 semester, determine if existing positions/job descriptions meet the needs of students and faculty. if they do, then the objective has been met.

Plan of Action

Staffing - Technical/Clerical - Services cannot be met efficiently with the current staffing. With CSEA, District and College develop and new Center Student Services position so that when a student walks up to the desk, their needs can be met by the staff member serving them whether it be appointments, A&R, testing, etc.

YC - Sutter County Campus Program Review

By the end of Fall 2015, develop and have approved a new job description. Complete the reclassification process for existing staff. (Active)

Budgetary Impact: Between $5,000 and $10,000 annually
Timeline/Responsible Party: By the end of Fall 2015. Roy Martin, Campus Operations Director and Karsten Stemmann, Dean
YC - Location: Sutter County Campus