Annual Work Plan
Academic Affairs
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July 1, 2014 - June 30, 2015
Revised July 20, 2014

Student Success

*Increase students progressing from pre-colligate to degree applicable courses*

Focus resources on pre-colligate student learning across the curriculum of English, Math and Academic Development

- Use data to determine how to expand and enhance ‘best practices’ for redesign strategies: accelerated, compressed, embedded remediation and learning strategies, and academic support
- Increase faculty and staff engagement with implementation of ‘best practices’
- Strengthen and institutionalize the assessment models for evaluating existing and future strategies
- Develop an integrated plan for pre-colligate course sequences across disciplines using current data
- *Strengthen Academic Support services and activities for on-campus and off-campus students, inclusive of online student population*
- *Collaborate with Student Affairs to fully implement Early Alert and other SSSP strategies*
- *Implement equity principles within Academic Affairs processes*

*Increase student completion of degrees and certificates*

Develop department and program level stewardship for supporting students to complete degrees and certificates

- Establish pilot models to engage faculty and staff in supporting discipline majors through to completion of degrees and certificates
- Establish annual process for reviewing degree and certificate completion data
- Develop an integrated plan for scheduling general education and transfer and also for general education and career and technical education programs
- Complete degree and certificate pathway templates
- *Strengthen Academic Support services and activities for on-campus and off-campus students, inclusive of online student population*
- *Collaborate with Student Affairs to fully implement Early Alert and other SSSP strategies*
- *Implement equity principles within Academic Affairs processes*
Ensure Integrity and Excellence of Academic Programs and Academic Support Services

- Further integrate SLO and PLO assessment with the curriculum and program review processes
- Enhance Institutional Learning Outcomes assessment at the certificate, degree and institutional levels
- Establish and communicate the approval processes and annual calendar for development of TMC, AA-T and AS-T programs
- Strengthen Academic Support services and activities for on-campus and off-campus students, inclusive of online student population
- Collaborate with Student Affairs to fully implement Early Alert and other SSSP strategies
- Implement equity principles within Academic Affairs processes

Strategic Goals: Student Success, Integration, Oversight and Accountability

Educational Master Plan: Pre-collegiate, Transfer, CTE, Rural Initiatives Plans

Accreditation Standards: I.A.2,3, I.B.5,6,9, II.A and II.B

Professional Development

- Redesign New Faculty Seminars to include comprehensive sections about: ‘first generation students’, instructional design, assessment of SLOs and PLOs, and demonstrations of ‘best practices’ in the classroom
- Include a plenary session for adjunct faculty orientations on SLOs, assessment of SLOs, written narratives, the syllabus, and equity principles
- Develop work sessions for department chairs and faculty directors about SLO and PLO, ILO assessment processes and data, equity principles, academic integrity and excellence, accreditation, scheduling perimeters, and “continuous improvement of student learning and achievement”
- Implement positive customer service training for all division employees
- Establish department and program measurable goals aligned with College Goals and Strategic Initiatives
- Develop work sessions for Academic Affairs Leadership about state and national initiatives related to student success, quality programs, assessment and professional development
- Develop and implement presentations/materials for faculty and administrators about professional responsibilities, writing measurable goals, equity principles and the evaluation process
Professional Development (continued)

- Focus grant and other resources to conferences and professional development about improving student success, sustaining quality programs, instructional innovation, ensuring institutional effectiveness, equity principles and campus-wide initiatives

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<th>Strategic Goals: Student Success, Professional Development, Oversight and Accountability</th>
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<td>Accreditation Standards: I.B.1,2,3,4,5,6,7,8,9, II.A.1,2,3,4,5,6,7,9,11,16, III.5,6,8,14</td>
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Child Development Center Program

Ensure Integrity, Compliance, Excellence of Bakersfield CDC Program and Services

- Monitor program operations through weekly meetings with Program Manager
- Review assessments and monitor action plans for improvement
- Ensure all state reporting is complete and deadlines are met
- Better integrate CDC program with Child Development Program Faculty

Professional Development

- Review progress on professional development plan to ensure minimum compliance standards are met and then exceeded
- Establish and review annual action plans for all managers

Fiscal Accountability

- Review resource allocations on a monthly basis
- Review enrollment data
- Support additional resource opportunities to off-set costs and/or enhance services

Facilitate Excellence and Compliance for KCCD CDC Programs and Services

- Review program needs and develop action plans through monthly KCCD CDC Program Manager meetings
- Track Program Managers’ assess of classroom environments (ITERS/ECRS)
- Track Program Managers’ file review
- Track state reporting for accuracy, completeness and timely submission
- Review agency enrollment data and reporting