Sue Vaughn’s Work Plan for 2016-17

Assessment Related/Multiple Measures
- Implementation of CAI (Student Progression and Completion)
  - Participate with pilot colleges on implementation process
  - Work with BC faculty to determine placement levels based on new test
  - Be prepared to implement before November 1, 2016 if automated multiple measures are available
- Retrain certified test proctors for all local high schools with detailed printed directions on AccuPlacer or CAI testing by November 1 (Student Progression and Completion)
- Coordinate placement testing schedules for local high schools with Outreach Office to ensure at least 5 working days between assessment and counseling meetings with emphasis on better scheduling for late testees. (Oversight and Accountability)
- Obtain agreement from appropriate faculty on a simplification of the multiple measures for MATH, Reading, and EMLS to be automated for 2017 high school seniors by November 1, 2016 (Student Progression and Completion)
- Participate in activities to increase student learning through service on the Curriculum Committee and the Program Review Committee (Oversight and Accountability)

Enrollment Management Related
- Improve and distribute reports on the number of students who place at each level in Math, Reading, English, and EMLS for use by faculty chairs and Deans in scheduling class sections for spring 2016 and thereafter. (Student Progression and Completion)
- Work with Dual Enrollment/Articulated Courses committees to streamline registration, grading, and transcripting processes. (Student Progression and Completion)
- Participate in efforts to utilize completion coaches to track students’ progress toward degrees and certificates and to use these data to plan for appropriate numbers of sections of required classes. (Student Progression and Completion)

General Enrollment Related
- Provide leadership as we work to simplify and track the student matriculation processes and track students’ progress through those steps. Take the lead in implementing improvements in priority registration including possible unit limitations and extending the priority registration time periods. (Student Progression and Completion)
- Actively participate in Curriculum Committee efforts to implement prerequisites for general education courses. (Student Learning)
• Coordinate at least two cross training sessions per year on details that will enable a variety of staff members to answer student questions. Each session will be offered twice so that offices do not have to close to have all of their staff attend. (Student Progression and Completion)

**Personnel Related**

• Participate in teambuilding efforts to improve service in A&R. (Leadership and Engagement)
• Provide leadership to Assessment team as we fill all staff positions to ensure excellence in all testing efforts. (Leadership and Engagement)

**Technology Related**

• Update scribing in DegreeWorks as each new catalog is available. (Student Progression and Completion)
• Participate in efforts to develop, implement and update templates for educational plans for all degrees and certificates. (Student Progression and Completion)
• Monitor the installation of DegreeWorks reporting functions at the District Office to enable us to start issuing certificates and then degrees to students who qualify without requiring the student apply for them. (Student Progression and Completion)

**Facilities Related**

• Participate in planning for an expanded Assessment Center that will have at least 80 computer test stations and four private rooms for testing students with visual impairments. (Facilities)
• Actively participate in bond planning efforts (Facilities)

**Professional Development Related:**

• Attend CCCApply/eTranscriptCA workshops in spring 2017.
• Attend and present two workshops at national AccuPlacer/CLEP conference in June 2016.
• Attend CACCRAO Conference in spring 2017.
• Continue to serve on Consultation Council, College Council and as president of the Management Association. (Leadership and Engagement)
• Continue to serve on the eTranscriptCA Advisory Council.
• Continue to serve on implementation task force for CAI.