2016-2017 Month Work Plan
Athletics/Kinesiology
Prepared by Sandi Taylor, Athletic Director

OVERVIEW

In 2015-2016, this unit is guided by the Athletic Director, Associate Athletic Director, Executive Secretary and one Department Assistant II. Introduced two new faculty members to the team as well as a new Associate Athletic Director as confidential manager. Successfully met the requirements from the California Community College Athletics Association, Western State Conference, Southern California Football Association and Southern California Wrestling Alliance.

STUDENT LEARNING – A commitment to provide a holistic education that develops curiosity, inquiry and empowered learners

- Assist in development of assessment tools for course offerings in Kinesiology.
- Expand student athlete orientations to include academic expectations and Sexual Harassment education.

STUDENT PROGRESSION AND COMPLETION – A commitment to eliminate barriers that cause students difficulties in completing their educational goals.

- Analyze disaggregated data as it relates to student athlete success and completion rates.
- Work with Athletic Educational Advisor to develop an “Athletic Honor Roll” acknowledging student athlete success.
- Develop a completion cohort with a plan for student athletes that have exhausted their athletic eligibility but have not completed degree, certificate or transfer requirements.

FACILITIES – A commitment to improve the maintenance of and secure funding for college facilities, technology, and infrastructure for the next thirty years

- Work in conjunction with campus events coordinator to bring community events on campus.
- Strategically plan, assess, prioritize and address the facility needs as it relates to student safety and success.

OVERSIGHT AND ACCOUNTABILITY – A commitment to improve oversight, accountability, sustainability and transparency in all college processes

- Coordinate and lead mandatory compliance meeting for all athletic personnel.
  - Mandatory compliance exam
- Maintain and report compliance documentation for staff and students as required by the California Community College Athletics Association i.e. R1, R2 & R4 forms
- Continued analysis of departmental budget needs by program
• Coordinate and lead eligibility meetings for more than 500 student athletes and coaches
• Work with Eligibility clerk, Athletic Educational advisor to monitor student athlete eligibility on a daily, weekly and semester basis

**LEADERSHIP & ENGAGEMENT – A commitment to build leadership within the college and engagement with the community**

• Prepare materials and organize the Western State Conference Athletic Program Review
• Serve on the Western State Conference Executive Board and Program Review committee
• Provide effective supervision of department chair, faculty, adjunct faculty, intercollegiate coaches and classified staff seeking to enhance operating processes and procedures.
  o Monthly department meetings with all staff
  o Mentoring of new faculty, intercollegiate coaches and staff.