Sue Vaughn’s Work Plan 2017-18

The Big Whats for the Year

- What #1: Ensure continuation of placement based on multiple measures as we implement the Common Assessment Initiative.
- What #2: Oversee Child Development Center.
- What #3: Develop effective parent group cohorts in Child Development Center.

Enrollment Related

- Work with Cohort Group Leaders and other data coaches to track intake and matriculation for their incoming students
- Work with Cohort Group Leaders and other data coaches to track registration, financial aid, progress toward Ed. Goal for currently enrolled students.
- Work with Assessment Staff improve information about next registration steps provided to students when they assess.
- Work with Starfish implementation group to ensure that we can obtain appropriate data as needed for cohort groups.
- Work with Dual Enrollment Program Manager to train high school certified proctors to administer assessment testing to earlier grade students at local high schools to determine eligibility for courses with prerequisites.
- Coordinate assessment at local prisons to determine eligibility for courses with prerequisites.
- Work with the Director of Rural Initiatives to establish and staff a testing center at BC Southwest

Guided Pathways

- Ensure continuation of automated, effective multiple measures as we implement CAI.
  - Oversee field testing of CAI.
  - Work with appropriate faculty to review and evaluate appropriateness of competency maps.
  - Retrain and certify proctors at all local high schools for CAI test administration.
- Actively participate in Curriculum Committee efforts to implement prerequisites for general education courses.
- Work with Child Development Center Staff to utilize Cohort Data to assist parents with proceeding through their pathways.
- Serve as data coach to at least one academic completion coaching team to enable them to utilize cohort data effectively.
- Continue to conduct monthly meetings for affinity cohort group leaders.
- Serve as cohort Leader for CDC Parent Cohort.
- Coordinate at least two cross training sessions per year that will focus on staff roles in Guided Pathways.

Child Development Center

- Provide leadership to Child Development Center as they transition to a new director.
• Review and recommend budget changes to four accounts that fund the CDC to utilize funds more effectively.
• Ensure effective hiring, training and evaluation of continuing and new staff.
• Oversee production of a Program Review for the CDC.
• Oversee renewal of all contracts.

Accreditation Related

• Review sections of self-study pertaining to Standards I.C, II.C, IV.A, IV.D.
• Schedule discussions of our Self-Study process at staff meetings for Assessment and the Child Development Center.
• Attend campus-wide forums on the self-evaluation process.

Facilities Related

• Participate in planning for relocation into temporary quarters in the SSC with more private testing rooms and computer testing stations.
• Coordinate development and installation of new playground and improvement to other playgrounds and classrooms in the Child Development Center.

Professional Development Related

• Continue to serve on Consultation Council and College Council as president of Management Association.
• Serve on Advisory Council of eTranscriptCA.
• Serve on implementation task force for CAI.
• Continue to serve on Curriculum and Program Review Committees.