Work Plan – 2017/2018
Prepared by Manny Mourtzanos

**Student Learning** - A commitment to provide a holistic education that develops curiosity, inquiry, and empowered learners

- Support/promote/implement CTE and Strong Workforce initiatives
  - Work with Digital Art and Commercial Music programs to ensure compliance with CTE, SWF and VTEA regulations, including Advisory Committees, reporting, budget, and outcomes
- Work with faculty to enhance pedagogical skill development and application with an emphasis on continuous quality improvement
- Renewed use of data to evaluate student success and retention data by department, program, course, and faculty
- Provide administrative and leadership support for the implementation of R.I.D.E. (Rural Initiative Distance Education) program
- Continued support for Inmate Education program through the assignment of courses and instructors to KVSP.
- Promote the growth of Dual Enrollment initiative through the enhancement of additional sections at partner institutions.

**Student Progression and Completion** - A commitment to eliminate barriers that cause students difficulties in completed their educational goals

- Close collaboration with campus-based institutional researchers and data coaches to obtain and assess data related to student progress and completion (by course and major/program)
- Provide effective leadership to Pathways Team for Arts, Humanities and Design to:
  - Clarify the Path:
    - Identify General Education courses that are most relevant and applicable to students within the Arts, Humanities & Design Pathway
    - Review and/or revise the “First 15” list to ensure for accuracy
    - Develop a “First 30” list to guide students throughout the first year
  - Get on the Path:
    - Obtain and assess student data related to their selection of majors to ensure for accuracy.
    - Assist students in identifying, selecting and/or revising their major according to their career and/or academic aspirations
    - Ensure students are selecting courses in aligning with the Arts, Humanities & Design Pathway, as well as their selected major
  - Stay on the Path:
    - Utilization of enrollment and registration data to ensure that students are:
      - Retaining throughout the semester
      - Retaining between semesters
      - Registering for their intended courses in a timely manner (and removing barriers to registration/enrollment)
  - Ensure Learning:
    - Review of Student Learning Outcomes narrative statements through faculty evaluation process to ensure continuous improvement of effective teaching practices as evidenced by improved student success data.
      - (review section above titled, “Student Learning”)
- Frequent and ongoing collaboration with Pathways Data Coach(es) to obtain and evaluate student progression and completion data by pathway, department, program, course, and faculty.
Facilities – A commitment to improve the maintenance of and secure funding for college facilities, technology, and infrastructure for the next thirty years

- Work with and empower faculty and classified staff to identify and report potential workplace hazards, as well as general facility upgrades and improvements
- Work with Faculty Chairs and departments to identify opportunities for significant facility and technology upgrades through the Annual Program Review process
- Partner with M&O to meet emerging facility needs, as well as comply with and implement changing laws and regulations related to facilities. Additionally, I will work closely with M&O and Instructional Technology (IT) to make necessary adjustments to classrooms, faculty offices, and related facilities to accommodate for facility upgrades (e.g., painting, technology updates, etc...)
- Partner with the Events Management Team to provide availability of facilities (e.g., Performing Arts Center) to support campus-based and community-based events, as well as to provide staffing for those events (e.g., Theatre Technician, Commercial Music interns, etc...)

Oversight and Accountability – A commitment to improve oversight, accountability, sustainability and transparency in all college processes

- Provide administrative chair leadership for Program Review Committee, overseeing the Annual Program Review process for the College
- In conjunction with a faculty co-chair and a small committee, oversee the ACCJC accreditation report writing process (ISER) for Standard 1.A
- Ensure compliance with federal, state and local regulations, as well as District and campus policies, throughout my area of responsibility
- Ensure all areas of responsibility are exercising prudence in the stewardship and use of fiscal resources
- Provide ongoing communication with faculty regarding applicable information, as well as opportunities for faculty professional development
- Ensure all areas under my supervision implement and evaluate college planning processes

Leadership and Engagement – A commitment to build leadership within the College and engagement with the community.

- Provide administrative chair leadership for Program Review Committee, overseeing the Annual Program Review process for the College
- In conjunction with a faculty co-chair and a small committee, oversee the ACCJC accreditation report writing process (ISER) for Standard 1.A
- Provide effective communication of departmental goals among all areas of instructional responsibility
- Provide effective supervision and mentoring of faculty chairs, faculty and classified staff, especially among new personnel
- Better clarifying and integrating standard operating procedures
  - Deliberate scheduling of meetings with all staff
  - Create effective team building
- Promote College activities among all areas of influence
- Ensure Faculty Professional Development and department/college return on investment
  - Ensure effective training of classified staff, foster an environment of continuous improvement in exceptional customer service and efficiency of business operations
Accomplishments – 2016-17
Prepared by Manny Mourtzanos

Student Learning - A commitment to provide a holistic education that develops curiosity, inquiry, and empowered learners
- Planned and executed a local and statewide student Pre-Law conference in April 2017 for approximately 300 attendees, also consisting of a Summer Internship Fair, as well as a Law School Fair (comprised of approximately 12 Law School representatives)
- Supported approximately 180 full-time and adjunct faculty in providing instruction across nine disciplines.
- Provided support for several institutional learning initiatives, including Dual Enrollment and Inmate Education
- Program expansion with the development of the Media Arts certificate and the ASL Interpreter Training program, as well as continued development for newer programs such as Commercial Music.
- Expanded instruction of Spanish to an online format.
- Provided several art exhibits in the Jones Art Gallery featuring the work of artists from Los Angeles and New York, as well as local artists, BC students, and high school students.
- Established ‘Panorama Records’ recording label through BC’s Commercial Music program
- Hosted various musical and theatrical artists to conduct performances and workshops in the Performing Arts Center
- Hosted several theatrical student productions and musical concerts
- Hosted the 2nd Annual KCMEA Jazz Day (Kris Tiner)
- Received block grant funding for instruments and equipment to support Music and Art programs

Student Progression and Completion - A commitment to eliminate barriers that cause students difficulties in completed their educational goals
- Worked in close collaboration with Faculty Chairs to monitor student enrollment for courses and sections across nine disciplines.
- Worked with administrative staff to personally contact waitlisted students to enroll in open sections
- Provided immediate intervention for at-risk students as our office became aware of them
- Worked with faculty to increase the usage of BC’s Early Alert software to identify at-risk students

Facilities – A commitment to improve the maintenance of and secure funding for college facilities, technology, and infrastructure for the next thirty years
- Received block grant funding to upgrade elements of three classrooms (FA 60, FA 65 and PAC 115)
- Replaced electronic keyboards in six practice rooms in the FA building
- Worked with Maintenance & Operations staff to address issues related to facility improvement or repair.
- Partnered with M&O leadership to implement large-scale projects, especially related to faculty communication and preparation.
- Worked with Faculty Chairs and departments to identify opportunities for significant facility and technology upgrades through the Annual Program Review process
- Partnered with M&O and IT to meet emerging facility needs, as well as comply with and implement changing laws and regulations related to facilities.

Oversight and Accountability – A commitment to improve oversight, accountability, sustainability and transparency in all college processes
- Provided administrative chair leadership for Program Review Committee, overseeing the Annual Program Review process for the College
- In conjunction with a faculty co-chair and a small committee, oversaw the ACCJC accreditation report writing process (ISER) for Standard 1.A
- Ensured compliance with federal, state and local regulations, as well as District and campus policies, throughout my area of responsibility
- Provided prudent fiscal leadership and responsibility for designated areas
Accomplishments – 2016/2017
Prepared by Manny Mourtzanos

Oversight and Accountability (continued):
• Provided ongoing communication with faculty regarding applicable information, as well as opportunities for faculty professional development
• Ensure all areas under my supervision implement and evaluate college planning processes

Leadership and Engagement – A commitment to build leadership within the College and engagement with the community.
• Hired several tenure-track faculty in the areas of Music, Political Science, and History for 2017
• Hosted two (2) two-hour sessions of Adjunct Faculty Orientation for approximately 75 attendees in August 2016 and 70 in January 2017. These events included guest presenters for breakout sessions and informative technology sessions for faculty.
• Coordinated eight (8) three-hour sessions of New Faculty Seminar series (monthly) for 55 new full-time faculty from August 2016 to April 2017. These seminars included guest deans and faculty as panelists or presenters, with a different topic each month, covering expectations in the classroom, building a portfolio and syllabus, to Canvas training and technology in the classroom.
• Facilitated quarterly Pre-Law meetings of the Advisory Council and Leadership Team, made up of local attorneys and BC faculty. The council members have contributed to the success and mentorship of our BC Pre-Law students, both with the donation of their time to the program and their financial support toward scholarships and celebration of graduation events.
• Initiated a meeting between BC History faculty and their counterparts at CSUB regarding transferability and credit programs, to improve our students’ educational opportunities.