

Educational Master Plan  
Opening Day Activity Summary 1/14/09

GOAL # 1 – Improve the learning of students.

- a) Curriculum will reflect industry, transfer and certification regulations.
  - Number of courses that have been revised
  - Model our tests to industry standards
  
- b) All faculty will have access to professional development activities which focus on teaching and learning and they will incorporate that into their teaching.
  - Measure the number of opportunities offered and number of people who attend.
  - Samples – written evidence or report
  
- c) Students will have a realistic view of time requirements to successfully complete a course/program.
  - Pre-post survey over 3 semesters
  - Fact Sheet
  
- d) Improved utilization of the Tutoring Center. Improve retention, recruitment and training for tutors so students will successfully complete tutor training. All tutors will successfully complete tutor training.
  
- e) Increase student awareness of tutoring on campus.
  - Measure number of students accessing tutoring services
  - Measure increased advertising in campus publications
  - Research success of students who utilize tutoring services
  - Instructor survey class around test time of students who used tutoring services
  
- f) Improved access and success through technology. Offer workshops by support programs to improve basic computer skills.
  - Skill improvement survey or test
  - Measure enrollment and success of students in Library, Business, and Computer courses (all courses related to technology)
  
- g) Faculty professional development activities
  - Increased Offerings
  - Increased number of smart classrooms
  
- h) Better student access to instructors
  - Programs will offer instructor office hours/instructor access in less formal/non-traditional settings. (i.e., Cafeteria, Learning Center, Online)

- i) More knowledge of where our student population is coming from. (High Schools, diversity, etc.)
- Provide a survey to both instructors and students to express what their concerns, difficulties, fears, expectations are from each other. See if these expectations can be aligned.
- j) Accurate placement of students.
- Within first week of course, all students take an exam testing skills for course. Compare scores of “placed” student vs. “un-placed” to determine if placement exam was accurate.
  - Look for increased alignment between placed and unplaced students who pass the course at end of semester.
- k) Revisit prerequisites, co-requisites and advisories.
- Survey faculty regarding their satisfaction on the requisites (pre/co) and advisories for their classes and determine percentage of increase in satisfaction after potential changes in the requisites (pre/co).

GOAL #2 – Create an educational environment in which all people have a chance to fully  
Develop their potential and achieve their educational goals.

- a) Determine the potential of incoming students. Have a required orientation for incoming students to disseminate information on services, programs, and clubs. Develop materials to determine needs, goals, and skills
  - Measure how many attend, how it improves retention and success, and feelings of inclusion.
- b) Improve potential of continuing students. Increase the collaboration between departments, faculty and staff.
  - Orientation for staff about services.
- c) Protect and nurture the potential of all students.
  - Develop methods to identify, investigate, and discuss complexities of identity (ex: race, ethnicity, gender, sexuality, class etc.)
    - In classroom
    - Among faculty/dept.
    - College wide
- d) Create a student goal/needs skills assessment survey that they must/can take along with the math and English assessments.
  - By Fall 2010 a revised combined assessment instrument is being used by all incoming students.
- e) Increase visibility and support for LGBT students/faculty/staff.
  - Hold LGBT/Allies Day in Fall 2009 – predicated on building base of support in Spring 2009.
- f) Every students gets orientation and counseling before registering for the 1<sup>st</sup> time.
  - Do a pilot program with a specialized group where every student develops a personal, vocational and academic goals in the context of their 1<sup>st</sup> English class. Every English class thru 100 spends 1 hr. on this with a sign off stating they completed it.
- g) Students will be better matched with classes.
  - Retention and persistence rates improved in programs as well as student performance in course. (Nursing example: Nursing department has instituted TEAS test for “qualified” program applicants. Students fail this exam. Goal to increase score on TEAS test.

h) Increase in school community partnerships to better support students, especially low socio-economic population. (Cities, Social Services, Churches Business, K-12 schools)

- Increase the number of partnerships with community including scholarships and advisory committees. Increase student retention and academic performance.

i) Increasing usage of academic support services for high potential student's w/low academic achievement. (High drop risk students) Support services at the Reading/Writing Center and Chemistry science tutors.

- Tracking students tutor referrals and see if there are changes in student performance. Test scores, class participation, attendance, continuing tutoring services.

j) All students will take aptitude/career test.

- Pilot project all students in ENGL 70 and MATH 12 in counseling partnership. All students take the "My/Briggs" (test?) Success can be measured by their ability to articulate what they want on their educational plans.

k) Provide an orientation and training for all faculty who use tutors and labs on how to utilize supports more effectively.

- Compile and collect students/instructor tutoring evaluations
- Provide training and orientation for faculty
- After training collect student/instructor evaluation
- Compare pre and post surveys to determine improvement.

l) Curriculum that reflects real world community needs.

- Interview employers and graduates

GOAL #3 – Offer high quality programs that meet the needs of students and the community.

a) Interdisciplinary Resources – Student counseling and advising, student service links and curriculum connections.

- Evaluate linked course and student enrollment success and completion

b) Enhance first year experience and success.

- 75 percent of new students will have a three semester educational plan by the end of their first year.
- Students will know how to “play college.”

c) Get operating budget to adequately match priorities and program growth.

- Increase or reallocate program budgets proportional to inflation and growth over 35 years.

d) Transparent budget allocations.

- Programs have bottom line knowledge of budgets

e) Keep updated on current, innovative curriculum and community needs and trends in individual programs.

- Staff development and flex activities targeting new student needs.
- *“Implement n% of the \_\_\_\_\_ study based on student needs.” ( This is exactly as written)*

f) Increase FT/PT faculty ratio.

- Target: 60/40 by 2015

g) Coordination of high school outreach with LMC department programs

- Flyer for every program
- Survey and re-outreach coordination
- Greater number of students in programs

h) Quality increases as class size decreases.

- Increased retention and success in “smaller” classes

i) Insure that developmental Math and English meet needs of students and community.

- Developmental Math and English courses will be reviewed in conjunction with LMC occupational programs and advisory boards. At least 1 program per semester. Agreement form.

j) Do Associate Degree courses prepare students for local employers?

- Poll local employers

h) Increase collaboration for Educational Plans

- Web Advisor
- Develop automated form

#### GOAL # 4 – Ensure the fiscal well being of the college

- a) Increase foundation and grant revenue.
  - Increase college base funds by 2 percent above college base funds.
  - Increase academic programs involved in competing for grants within respective discipline.
- b) Develop Brentwood into an independent center.
  - Land found – on paper. Get extra money from State
  - Official center status by Feb. 14<sup>th</sup>
- c) LMC will increase FTE (students) by Fall 2009 (new growth)
  - New student enrollment by 8 to 10 percent through outreach/rec.
    - Athletic program
    - Administrative partnership
    - Community partnership
    - EDD partnership
  - Create new offering by 5 percent cross disciplines that resonate with social/cultural realities of community.
- d) Make programs more efficient and effective.
  - More smart classrooms
  - Successful students come back to talk with new students
  - Track student outcomes (jobs and next college level)
  - Success and student goals
  - Retention – especially in 2<sup>nd</sup> year and follow up semesters.
- e) State of the art technical resources.
  - Student Services to meet student demand and sufficient course offerings.
  - Wireless computer.
  - Top 3 in Bay Area for pay.
  - Student union building.
  - No cuts to classes and programs due to lack of funds.
  - Permanent Brentwood Center.
  - Increase full time faculty and staff.
  - Maintain student to faculty/staff ratio.
  - More Contributors to college.
  - More grants and non-state monies.
  - More unrestricted money.
  - More corporate sponsorship.
  - More campus events.
  - Rent campus space for a fee. Separate accounting.
  - Measure average wait list
  - Survey of student/potential students
  - Count number of classes

- Foundation records
- User satisfaction with technology

f) Enough money for supplies.

- Enough money for full time faculty, best ratio. “SB 1725”.
  - Well equipped and modern classrooms
  - Enough money for successful program growth
  - Revenue generating programs are profitable
  - Receive regular reliable, relevant and timely revenue information from district for planning.
  - Fair distribution of district resources to each college
  - Productivity is completely and relevantly defined
  - Facilities are properly and pleasingly maintained and updated.
  - Faculty salaries have parity with CSU and UC
  - Students receive complete and comprehensive services
  - Grant funding incentives
  - Simplify and streamline RAP
  - Increase number of FTES
  - Effective scheduling
  - Community fundraising and outreach
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- Revenue generating programs cover their costs
  - Pilot programs assessed to meet their financial goals
  - Assess growth of programs
  - Release time changes
  - Change in number of grants applied for
  - Change in number of RAP proposals
  - Track number of students receiving services and their satisfaction
  - Provide more financial assistance through scholarships and assistance in number of scholarship applications and money awarded.
  - Process to regularly assess facility upgrades and plan for upkeep
  - Visual review of grounds and buildings
  - Regular funding streams from outside of LMC
  - Improve relationship with District to build trust in information survey
  - Increase number of sections taught by full-time faculty and percentage of full time faculty.
  - Increase in dollars to purchase equipment, supplies etc. to service more course sections
  - Programs grow by .....
  - More people apply for open, full-time positions
  - Increase course offerings on weekends and online
  - Receive regular and accurate reports from district with assumption explained and key words defined.



GOAL # 5 – Enhance a culture of innovation, inclusiveness and collaboration.

- a) Blog for faculty and tools. Innovative IT. Training. Rate manageable rate for “Humans”. Decisions by IT need to be inclusive.
- b) LMC Science and engineering and technology related staff are involved with community steering committee and the Bay Point S.E.T. program to increase minority transfers to LMC.
  - In five years at least 5 LMC staff involved with the Bay Point S.E.T. Program
- c) A fully funded LMC MESA program in five years.
- d) Involvement Activity. More hands on involvement. Start group activities earlier. Début small group discussions.
- d) Information out prior to first day.
- e) Streamline and simplify 900 course form to make it easier to write a new innovate curriculum.
- f) Knowledge about LMC and its classes and programs in community.
  - Registration success tool – information regarding how they found out about LMC. Collaborate the information obtained and advertise.
- g) Team teaching across disciplines and increase numbers of course offerings and increase retention.
- h) All departments will increase number of opportunities for cross-curricular and interdepartmental collaboration.
  - Number of departments working together in learning communities
  - Number of departments working together in other curricular projects
  - Number of programs/departments working together on new or continuing projects.In two years.
- i) Faculty share innovative teaching strategies.
- j) Greater collaboration between Instruction and Student Service  
Baseline data and
  - then measure student success and retention
  - Increase student learning –using final exams
  - Collaborative meetings are happening with outcomes and lessons
  - Student engagement will improve – survey
  - Faculty engagement will improve – survey

k) Develop mechanism or model and context (ex. Umoja) to identify and implement support strategies. Student success and retention will increase.

l) To bring people together across disciplines that focus on practical stuff.

- Count number of groups that already meet.
- Count number of new initiatives

m) To focus on health – create organizations and opportunities to improve mental and physical health.

- Number of staff/faculty/student groups focused on mental/physical/spiritual activities. i.e., Yoga, soccer, cycling club, jam band. etc.

n) To create a fund to support collaborative - dollars given in chunks per collaborative.

o) To increase the health of our students/staff/faculty. Free healthy food for 8 a.m. classes on 1<sup>st</sup> Monday of the month.

p) To create communities of communities. Learning Collaborative.

q) To create rewards for participating in communities. Create a system of rewards for those who participate in college activities. (i.e., class preference once load is assigned)

r) To create a high-tech outreach program for all LMC students talking about our LMC programs. Timeline, outcomes etc. related to project.

s) LMC has a fully developed infrastructure to help faculty/staff collaborate on interdisciplinary learning communities. (e.g., help with marketing, specific and concrete staff development)

t) Every classroom has internet access with up-to-date versions of all the software and plug-ins so videos on academically useful websites can be incorporated into instructional pedagogy, e.g. iTunes UTube, CNN, PBS, etc.

u) Wi-Fi access available on entire campus.

- Need baseline for data measure.

GOAL #6: - Establish a culture of research and planning, implementing, assessing and improving.

- a) Increase the number of adjunct faculty's awareness and understanding and participation in PRAP.
  - After determining baseline (FA08), increase by 10 percent. Survey the FA09 adjunct faculty.
- b) Expanded use of holistic assessment of SLO's.
  - Increase the number of programs using holistic assessment.
- c) Use established peer-reviewed educational research to implement new best practices in programs and services.
  - Number of new course and deleted course progress.
  - Number of papers, articles read
  - Number of collaborative discussions
  - Observe classroom discussion and show evidence of research \_\_\_\_\_into culture.
- d) A parallel management process for the above.
  - Observations of management and show evidence of.....
- e) Have formal discussion on research, teaching and learning, online. Forums on Mondays.
  - Increase formal discussions by ..... and document.
- f) Have better educational plans and educational plan process. Needs, goals, career and marketing included.
  - Every semester – compare educational plan as measurement
  - Increase number of certificates and transfer rates in relationship to educational plan sessions by 10 percent.
- g) Increase the number of faculty and staff participating in program review and planning
  - \* By the end of Fall 2009, at least 90% of all staff have participated in program review and planning
- h) Faculty improve instruction or modify curriculum based on assessment of CSLOs
  - \* By Fall 2010, faculty report changes made to curriculum and/or pedagogy based on assessment of CSLOs

