

LMC Program Review Year 3 Update 2019-2020

Administrative Units

Name: **President's Office**

Introduction

In 2017-2018, all departments/programs completed a Comprehensive Program Review (CPR), in which goals were set for the 2017-2022 program years. Los Medanos College (College) is now in year three of a five-year review cycle. New to this program review cycle is the passage of the State's [*Vision for Success*](#) plan which establishes system-wide goals that can only be attained by each department contributing to college-level goals aligned with the state plan. Toward that end, the [*Contra Costa Community College District Strategic Plan \(CCCD Strategic Plan\)*](#) adopted by the Governing Board at its June 2019, meeting, aligns with the *Vision for Success* and plans are underway to ensure that the *Los Medanos College Educational Master Plan (LMC EMP)* also supports college and state goals. The intent is to direct College efforts toward a singular and coordinated set of goals.

The *Vision for Success* directs each college to increase degree and certificate completion and increase student transfers, improve time to completion, increase job placement in field of study, narrow achievement gaps and establishes targeted goals in five primary areas as follows:

Goal #1 Increase by 20 percent the number of CCC students annually who acquire associates degrees, credentials, certificates, or specific skill sets that prepare them for an in-demand job.

Goal #2 Increase by 35 percent the number of CCC students' system-wide transferring annually to a UC or CSU.

GOAL #3 Decrease the average number of units accumulated by CCC students earning associate's degrees, from approximately 87 total units (the most recent system-wide average) to 79 total units—the average among the quintile of colleges showing the strongest performance on this measure

GOAL #4 Increase the percent of exiting CTE students who report being employed in their field of study, from the most recent statewide average of 69 percent to an improved rate of 76 percent—the average among the quintile of colleges showing the strongest performance on this measure in the most recent administration of the CTE Outcomes Survey.

Goal #5 Reduce equity gaps across all of the above measure through faster improvements among traditionally underrepresented groups as identified by the college.

The College can only meet its local and state goals with the contribution of each department's efforts. As noted, the intent is to direct College efforts towards a singular and coordinated set of goals to garner greater efficiencies and avoid duplication of effort.

The *Program Review Year 3 Update* includes six components with specified timeframes (not in chronological order) for draft and completion:

Item 1. Program Update (October 1 – October 31)

Provide an update to the department’s 2017-18 CPR

Item 2. Setting the Vision for Success Goals 2021-22 (November 1 – November 27)

Department/program alignment of goals, action steps, timeline, responsible party and next steps – all tied to the *Vision for Success* indicators. For ease of reference, the *Vision for Success* indicators are included in this section.

Item 3. Resource Needs (February 1 – February 28)

Resource needs to meet goals, if any.

A list of the above components in date order. The intent is to complete sections of Program Review by date to better assess and inform the process.

Date	Program Review Update Component
October 1 – October 31	Item 1. Provide an update to the department’s 2017-18 CPR
November 1 – November 27	Item 2. Department/program alignment of goals, action steps, timeline, responsible party and next steps – aligned with the <i>Vision for Success</i> indicators.
February 1 – February 8	Item 3. Resource Needs

1. Program Update (Oct 1 – Oct 31)

1a. Provide any important changes or updates within your program since your last CPR. (Staffing changes, etc.)

President’s Office staffing remains the same, but the President now has additional direct reports:

- *At the time of 2017-18 Comprehensive Program Review = 6*
 - *1 SEA*
 - *2 VPs*
 - *1 Senior Dean of PIE*
 - *1 Dean of Equity & Inclusion*
 - *1 Director of Marketing & Media Design*
- *Current = 9*
 - *1 SEA*
 - *3 VPs (with Senior Dean of Student Services changed to VP)*
 - *1 Senior Dean of PIE*
 - *1 Dean of Equity & Inclusion*
 - *2 classified professionals in Marketing & Media Design (with Director vacancy)*
 - *1 Foundation Development Officer (w/restructuring of District Foundation Svcs.)*

1b. Provide a brief update of your program’s goals as listed in your **(CPR)** 2017- 2018. Given these goals, please provide a brief update on: (a) Goals completed since their submission in 2018, and the impact of that completion on program effectiveness; (b) Goals abandoned with an explanation of why they were abandoned and (c) Goals still in progress or modified to be achieved by 2021-2022. Please include action steps, timeline, and responsible parties.

Goals	Completed/ Abandoned/ In Progress/ Modified	Impact/ Explain/ Action Steps	Timeline/ Responsible Parties
<p>Goal 1: Communication, Campus Climate & Community Engagement <i>The President’s Office will respond to the need for better communication within the College, enhanced efforts to link the community with the College, and to ensure a safe and pleasing environment for students and employees.</i></p>	<p>In Progress</p>	<p>Communication</p> <ul style="list-style-type: none"> • Continued coordination of College-wide “College Assembly,” including simulcast with Brentwood Center to facilitate engagement from staff and classified professionals working there • Work with Marketing & Media Design team to evaluate marketing efforts develop marketing strategies/activities • With Director of Marketing & Media Design vacancy, SEA has taken on Public Information responsibilities (e.g. press releases, editing publications, etc.) • Supported/worked with Web Administrator to establish Web Advisory Group of key internal web users/stakeholders <p>Community Engagement</p> <ul style="list-style-type: none"> • Members of community invited to attend State-of-the-District Community Meetings at Pittsburg Campus & Brentwood Center • Community members invited to participate in Mission Statement survey and EMP Forum 	<p>Ongoing</p>

		<p>Safe & Welcoming/Inclusive Environment</p> <ul style="list-style-type: none"> • Opening of new Kinesiology & Athletics Complex • New Student Union near completion and progress on new Brentwood Center • Safety presentations and emergency preparedness trainings (e.g. by Chief Carney at Fall 2019 Opening Day, President’s Council, etc.) • “Mamava” lactation pod at Pittsburg Campus • “Reflection Room” created in new Student Union 	
<p>Goal 2: Governance, Planning & Institutional Effectiveness</p> <p><i>As key components of leadership for the College, the President’s Office will ensure that effective mechanisms are in place related to participatory governance, effective planning, and an environment of continuous improvement.</i></p>	In Progress	<p>Shared Governance</p> <ul style="list-style-type: none"> • Via SGC, providing leadership for review and revision of Mission Statement • Review of SGC sub-committees’ charges, websites, memberships, etc. • Regular meetings with leadership of 3 Senates • Progress developing: 1) Master Calendar of governance/committee/standing college meetings; and 2) governance handbook <p>Planning</p> <ul style="list-style-type: none"> • Working with ALO/PIE Office to provide leadership for Educational Master Plan process <p>Continuous Improvement</p> <ul style="list-style-type: none"> • With ALO/PIE Office, providing leadership for Accreditation/ISER; lead for Standard IV 	Ongoing
<p>Goal 3: Student Success & Engagement</p> <p><i>The President’s Office will: direct efforts and resources toward activities that increase student success rates and improve student outcomes; reinforce the importance of completion to students, employees, and the community; and promote the enhancement of student engagement.</i></p>	In Progress	<p>↑ Student Success & Outcomes</p> <ul style="list-style-type: none"> • Creation of SEM Committee • Support of GP work, including Opening Day presentations • Pursue participation in “Caring Campus” initiative <p>Promote Student Engagement</p> <ul style="list-style-type: none"> • Support for/attendance at student-focused activities (e.g. Student Life, BHM, athletics, etc.) • Student rep(s) on VPI interview committee • Student participation in Mission Statement survey 	Ongoing
<p>Goal 4: Resource Development & Allocation</p> <p><i>The President’s Office will provide appropriate leadership and stewardship in formulating a comprehensive and stable resource development and allocation strategy for the College.</i></p>	In Progress	<ul style="list-style-type: none"> • Via SGC, implementation of revised Resource Allocation Process (with BRD) • Since 2017-18 Comprehensive Program Review: <ul style="list-style-type: none"> ○ Box 2A: hired 19 new FT faculty ○ RAP: approved allocation of approx. \$125K (with focus on health/safety and accreditation/licensure); 2019-20 pending • Since Fall 2012, have added 20 FT faculty positions 	Ongoing
<p>Goal 5: Unit Assessment: Service and Support, Sustainable Operations & Continuous Improvement</p> <p><i>With a focus on continuous improvement and meeting institutional needs, the President’s Office will conduct an informal “self-evaluation” to determine opportunities for enhancing/streamlining operations.</i></p>	In Progress	<ul style="list-style-type: none"> • Utilize results from Employee Engagement Survey, CCSSE Survey, and SOAR Survey 	Ongoing

2. Setting Vision for Success Goals for 2021-22 (Nov 1—Nov 27)

The *Vision for Success* directs each college to increase degree and certificate completion and increase student transfers, improve time to completion, increase job placement in field of study, narrow achievement gaps and establishes targeted goals in five primary areas. The College can only meet its local and state goals with the contribution of each department’s efforts. As noted, the intent is to direct College efforts towards a singular and coordinated set of goals to garner greater efficiencies and avoid duplication of effort.

2a. The following table lists the *Vision for Success* indicator that we must align to as a college and as a district. Please look at your program set goals (Tableau) for each of the following *Vision for Success* indicator. Please pick one or more indicator(s) that are most relevant to your program, set your program goal, indicate the action steps, timeline and responsible parties to achieve program goals.

Vision for Success Indicators and ACCJC Indicator	Program Set Goals for 2021-2022	Action Steps	Timeline	Responsible Parties	Notes
Course Success	<ul style="list-style-type: none"> College Goal (ACCJC Institution-Set Standard): Increase overall course success rate by 2% 	<ul style="list-style-type: none"> Continue to promote tools and resources that support course success (directly and indirectly) Provide support and resources (financial, human, facilities, technology) – e.g., SEM/GP, professional learning, support services, etc. Support efforts related to QFE Projects 1 & 2: Completion of transfer-level English/math courses and effective outreach and scheduling for Gateway English/ Transfer-level math courses 	Ongoing		
Degrees (AA, AS, ADT)	<ul style="list-style-type: none"> College Goal (Vision for Success): Increase # of students earning a degree (AA, AS, or ADT) by 20% 	<ul style="list-style-type: none"> Based on relevant data and SEM principles/priorities, support creation of new degrees being offered to students Via SGC, approve new degrees (ADT, AA, and AS) 	Ongoing		
Certificates of Achievement	<ul style="list-style-type: none"> College Goal (Vision for Success): Increase # of students earning a certificate by 20% 	<ul style="list-style-type: none"> Based on relevant data and SEM principles/priorities, support creation of new certificates being offered to students Via SGC, approve new certificates 	Ongoing		
Unit Reduction	<ul style="list-style-type: none"> College Goal (Vision for Success): Decrease average # of units accumulated by 10% [from 88 to 79] 				
CTE Jobs	<ul style="list-style-type: none"> College Goal (Vision for Success): Increase # of students working in their field of study 				

2b. The Vision for Success Goal 5—Equity. The College has identified three disproportionately impacted (DI) populations: African-American, economically disadvantage students (low income), and foster youth students. The College’s goal is to reduce the equity achievement gap on course success for disproportionately impacted (DI) student populations. Please look at your program set goals (Tableau) for each of the following DI population. Please pick one or more DI population that are most relevant to your program, set your program goal, indicate the action steps, timeline and responsible parties to achieve program goals.

Course Success by DI Population	Program Set Goals for 2021-2022	Action Steps	Timeline	Responsible Parties	Notes
African American	<ul style="list-style-type: none"> College Goal (based on Institution-Set Standard): Increase course success rate among African American students by approx. 12% 	<ul style="list-style-type: none"> Promote/support activities serving and improving success outcomes for African American students (e.g. Umoja Scholars, BOEP, Equity in Action/All in Equity workshops, equity-focused/inclusive practices and pedagogy, Equity & Inclusion Office, etc.) Support efforts related to QFE Projects 1 & 2 (see Goals 1b): Completion of transfer-level English/math courses and effective outreach and scheduling for Gateway English/ Transfer-level math courses 	Ongoing		
Low Income	<ul style="list-style-type: none"> College Goal (based on Institution-Set Standard): Increase course success rate among Low Income students by approx. 4% 	<ul style="list-style-type: none"> Promote/support activities serving and improving success outcomes for low income students (e.g. EOPS, Food Pantry, Financial Aid, Dreamers: Cash for College, public transportation, community partnerships for external resources/services, Equity & Inclusion Office, etc.) 	Ongoing		
Foster Youth	<ul style="list-style-type: none"> College Goal (based on Institution-Set Standard): Increase course success rate among Foster Youth students by approx. 11% 	<ul style="list-style-type: none"> Promote/support activities serving and improving success outcomes for Foster Youth (e.g. BRAVO Scholars, community partnerships for external resources/services, Equity & Inclusion Office, etc.) 	Ongoing		

Impact of Resource Allocation

If you have received funding via the Resource Allocation Process, you will be asked by the Office of Business Services how the resource helped you in achieving your program goals.

N/A

3. Resource Needs (Feb 1 – Feb 28)

Resource needs to meet goals, if any. If there are no requests, this section may be skipped.

Faculty/Staff Resource Request			
Department/Unit Goal - Reference #		Strategic Goal and/or Objective - Reference #	
Department/Unit Name		Position Name/Classification	FTE
Position Type	Funding Duration	Funding Source	Est. Salary & Benefits
<input type="checkbox"/> Faculty R/T <input type="checkbox"/> Classified <input type="checkbox"/> Manager <input type="checkbox"/> Student	<input type="checkbox"/> On-going/Permanent <input type="checkbox"/> One-time	<input type="checkbox"/> Operations (Fund 11) <input type="checkbox"/> Other <input type="text"/>	
Justification:			
N/A			

Operating Resource Request		
Department/Unit Goal - Reference #		Strategic Goal and/or Objective - Reference #
Department/Unit Name		Resource Type
		<input type="checkbox"/> Equipment <input type="checkbox"/> IT Hardware/Software <input type="checkbox"/> Supplies <input type="checkbox"/> Facility Improvement <input type="checkbox"/> Service/Contract <input type="checkbox"/> Other
General Description		Est. Expense
N/A		
Justification:		

Professional Development Resource Request	
Department/Unit Goal - Reference #	Strategic Goal and/or Objective - Reference #
Department/Unit Name	Resource Type
	<input type="checkbox"/> Conference/Meeting <input type="checkbox"/> Materials/Supplies <input type="checkbox"/> Online Learning <input type="checkbox"/> IT Hardware/Software <input type="checkbox"/> Other
General Description	Est. Expense
N/A	
Justification:	