

**North Orange County Community College District  
District-wide Strategic Plan  
2009-11**

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**June 8, 2010**

# North Orange County Community College District District-wide Strategic Plan 2009-11

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# North Orange County Community College District Strategic Plan Framework – *The Plan at a Glance*

## Vision

**Our college community is the celebrated choice of diverse learners shaping the future.**

## Mission

**The mission of the North Orange County Community College District is to serve and enrich our communities and inspire life-long learning by providing education that is exemplary, relevant, and accessible.**

## Values

<b>Service</b>	<b>Excellence</b>	<b>Success</b>	<b>Adaptability</b>	<b>Professionalism</b>	<b>Stewardship</b>	<b>Respect</b>	<b>Inclusiveness</b>
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### Student Success

#### **Focus Area I: Innovation & Relevancy for All Learners**

**Goal 1:** Instructional programs provide the necessary basic skills training, current and relevant vocational skills, successful transfer preparation, and life-long learning options to meet the needs of our students and community.

**Culture**

**Goal 2:** The campuses provide the necessary student services to ensure learning success.

### Student Success

#### **Focus Area II: Intra-District Community Collaboration**

**Goal 3:** A mutual understanding of and appreciation for each other's value and contribution exists among Cypress College, Fullerton College, the School of Continuing Education, and the District.

**People**

**Goal 4:** NOCCCD is a vital and integral part of the community.

**Goal 5:** Effective leadership and decision-making are based on an inclusive process that uses data, standards, law, policies, and procedures.

### Student Success

#### **Focus Area III: Effective & Efficient Use of Resources**

**Goal 6:** District revenue-generating opportunities are maximized.

**Resources**

**Goal 7:** Through effective planning and using resources efficiently, the District/campuses provide facilities, equipment, technology, and infrastructure to adequately support instructional programs and services.

**Goal 8:** Marketing/communications efforts are evaluated and refined on an ongoing basis to enhance effectiveness of outreach in enrollment management, business and industry partnerships, grant writing, and fund raising.

# **North Orange County Community College District District-wide Strategic Plan**

## **Background**

The North Orange County Community College District Board of Trustees approved the first District-wide Strategic Plan in June 2006 after . . .

Each year since, an update report on individual campus and District Office department progress on the plan goals has been presented to the Board . . .

This year, representatives from each campus came together to develop a new report format that is less historic and more futuristic and also that highlights strategic outcomes while de-emphasizing regular operations . . .

## **Campus Planning Processes**

These are the processes that each campus has followed to address the Strategic Plan goals . . .

**Cypress College –**

**Fullerton College –**

**School of Continuing Education –**

The Provost's Cabinet is the primary planning body of the School of Continuing Education. Comprised of representatives from each constituent employee group, the Cabinet serves in an advisory capacity to the Provost. The Cabinet itself is informed by a group of other committees including the Budget Committee, the Technology Committee, The DREAM Team, the Curriculum Committee, the Academic Senate, and many more. The Cabinet is the body that performs the update and review of the SCE Strategic Plan.

**District Office Departments –**

**Goal 1:**

**Instructional programs provide the necessary basic skills training, current and relevant vocational skills, successful transfer preparation, and life-long learning options to meet the needs of our students and community.**

Strategies	Indicators	Evaluation of Performance
<b>School of Continuing Education</b>		
<b>2009-10</b>		
Increase transition to colleges.	Expand ACCT program to all high school and ESL students.	Participation has tripled.
Expand academic bridging programs.	Expand the ESL Academic Success Program to the Cypress and Wilshire Campuses.	Increased numbers of the students transitioned to the Cypress and Fullerton Colleges.
Ensure that curriculum is in compliance with Title 5 and updated.	Revise High School curriculum and submit for State approval.	Completed.
	Establish the prerequisite content review process and record the process in Curricunet.	Completed.
Increase student success.	Review and provide content validation for all current and proposed prerequisites.	Completed.
Formalize transition pathways to colleges.	Increase faculty to faculty conversations (CTE and Basic Skills) across SCE and the District.	Meetings have been held. Articulation between SCE and Cypress Health IT program has been completed.
	Expand the SCE Goes to College event to the Cypress Center.	Completed.
<b>2010-11</b>		
Increase CTE student transition.	Articulate CTE programs, credit and noncredit, to identify pathways for students.	
Provide quality and timely instruction.	Institute an appropriate cycle of curriculum review for all courses.	
Support student readiness for college level work.	Create resources for assessed college students needing basic skills remediation prior to college enrollment.	
Expand Community Education offerings on- and offsite.		Potential outcome measures – number of new Kids’ College courses as well as Fitness and Home Ec Programs.

**Goal 2:**

The campuses provide the necessary student services to ensure learning success.

Strategies	Indicators	Evaluation of Performance
<b>School of Continuing Education</b>		
2009-10		
Increase student retention.	Implement an early alert system by summer of 2010.	Pilot is planned for CTE offerings.
Upgrade safety procedures.	Provide emergency preparedness planning and drills at each campus.	Drills have been held at all campuses; Emergency instruction documentation have been written; needed supplies purchased.
Ensure compliance with federal mandates.	Provide updated training and materials to all staff in regard to FERPA.	All staff have been trained and given instructional documents.
Improve prerequisite enforcement process.	Establish the prerequisite enforcement process though Banner and SCE registration.	Completed.
2010-11		
Ensure that all students receive equal access to support services.	Create a unified approach to offering student services, including collaboration between Student Services and Instruction that focuses on student access, preparedness, retention, transition, and success.  Utilize an electronic degree audit system.	
Improve Admissions and Records efficiency.	Implement electronic degree audit and discontinue process.	
Improve communication of the registration requirements.	Designate an area in the SCE schedule to list all requisite requirements for every course.	
Provide timely intervention, support services, and alternative paths to developmental students.	Establish an academic progress tracking program for the HSDP students.	
Coordinate basic skills assessment and services in all SCE area.	Establish a standing workgroup representing all SCE programs providing assessment and instruction to the basic skills students.	

**Goal 3:**

A mutual understanding of and appreciation for each other's value and contribution exists among Cypress College, Fullerton College, the School of Continuing Education, and the District.

<b>Strategies</b>	<b>Indicators</b>	<b>Evaluation of Performance</b>
<b>School of Continuing Education</b>		
2009-10		
Design and implement a formal staff development program.	Ongoing calendar of events and trainings.	Completed on My Gateway. Specific training offered in SLOs.
2010-11		
Evaluate program effectiveness.	Conduct a campus climate survey.	
Improve accountability reporting.	Implement evaluative and progress symbols in academic history.	
Increase effectiveness of staff development.	Revise a need assessment process to increase participation of adjunct faculty.	

**Goal 4:**

The NOCCCD is a vital and integral part of the community.

<b>Strategies</b>	<b>Indicators</b>	<b>Evaluation of Performance</b>
<b>School of Continuing Education</b>		
2009-10		
Increase visibility and impact of SCE in the community.	Expand off campus offerings to under/unserved populations in the community.	New categories of sites have been added, at no cost.
2010-11		
Increase stakeholder input opportunities for SCE.	Develop a Community Advisory Committee.	
Increase public awareness of SCE as a postsecondary education institution.	Develop a new branding concept for SCE that more accurately describes the mission and scope.	

**Goal 5:**

**Effective leadership and decision-making are based on an inclusive process that uses data, standards, law, policies, and procedures.**

<b>Strategies</b>	<b>Indicators</b>	<b>Evaluation of Performance</b>
<b>School of Continuing Education</b>		
2009-10		
Improve collection of SCE demographic information.	Redesign the admissions application for complete data collection.	Completed.
Improve collection of student SSNs and importance of consistent attendance.	Initiate the You Count campaign to encourage collection of SSNs and explanation of positive attendance.	Completed.
Consolidate and standardize reporting and data collection.	Form the Data Reporting Evaluation Accountability Measures (DREAM) Team to review all data and reports.	Completed.
2010-11		
Develop SCE program review.	Initiate and implement a formal program review process that is linked to accreditation.	

**Goal 6:**

**District revenue-generating opportunities area maximized.**

<b>Strategies</b>	<b>Indicators</b>	<b>Evaluation of Performance</b>
<b>School of Continuing Education</b>		
2009-10		
Operate within budget.	Prepare a full list of cost saving measures and implement.	SCE is on track to cover this year's expenses.
Evaluate revenue generating resources.	Convert appropriate apportionment courses to community services.	All Home Arts and Art classes were converted to tuition.
2010-11		
Explore additional revenue generating resources.	Develop grant writing resources, including training for current staff.	
Ensure that the existing resources are used in the most effective manner.	Increase collaboration among SCE programs to share and identify the most appropriate funding sources.	

**Goal 7:**

Through effective planning and using resources efficiently, the District/campuses provide facilities, technology, and infrastructure to adequately support instructional programs and services.

Strategies	Indicators	Evaluation of Performance
<b>School of Continuing Education</b>		
2009-10		
Decrease technology costs.	Increase use of network printers.	Agreement formalized with Minolta.
Increase technology efficiency.	Standardize classroom technology.	Completed.
Maximize efficient use of staff.	Provide suitable office space for all departments	Completed.
Streamline admin processes with the help of technology.	Serve as a pilot agency for implementing the noncredit portion of the CCC Curriculum Inventory.	Completed.
2010-11		
Reduce instructional and administrative software costs.	Utilize collaborative opportunities for software licensing/purchase.	
Increase customer service and efficiency by decreasing manual handling of student records.	Explore and expand technology resources to support Admissions and Records.	

**Goal 8:**

Marketing/communications efforts are evaluated and refined on an ongoing basis to enhance effectiveness of outreach in enrolment management, business and industry partnerships, grant writing, and fund raising.

Strategies	Indicators	Evaluation of Performance
<b>School of Continuing Education</b>		
2009-10		
Increase timeliness and accessibility of program information.	Provide a website template for local program update capability.	Completed.
Improve effectiveness of class schedule.	Modify the class schedule for economy and ease of use. Reduce mailing list.	Completed.
2010-11		
Expand marketing efforts.	Explore social networking tools to increase community awareness.	