**Cañada College**

**Implementation of the 2012-2017 Educational Master Plan**

The Educational Master Plan identifies 28 objectives that are organized into four themes. The Strategic Plan lays out a three-year timeline for addressing these objectives and identifies possible tasks for accomplishing each objective. In the table below are the 28 objectives along with a partial list of evidence that has been submitted to VPSS Richards in spring 2012.

Please examine each of the objectives and:

* add to the evidence any information, examples, or contact person/group that you think might be relevant.
* evaluate the progress that has been reported to-date and identify any questions/issues that ought to be addressed before this objective is declared “complete”.
* Identify which PBC workgroup(s) should follow-up on each objective.

| **Objective** | **Activities Conducted** |
| --- | --- |
| **TEACHING AND LEARNING** | |
| **Teaching and Learning Objective 1.1: Assess the institutional student learning outcomes and discuss the assessment results throughout the campus.** | Rana:  Flex Day   * [Agenda March 9, 2012](http://www.canadacollege.edu/inside/CIETL/March%209%20flex%20agenda2012.pdf) * [Program SLO Assessment](http://www.box.com/s/e33dea10dbc09762d477)   Student Services Program Review Plans and Student Learning Outcomes  (Link) |
| Possible activities might include the following:   * Conduct professional development activities to improve the program & institutional SLO assessments. * Conduct assessments using the defined measures and enter into TracDat * Review the results of the assessments and make any needed changes * Make needed changes in the College SLOs, assessment measures, curricula, services | *Please type your responses here.* |
| **Teaching and Learning Objective 1.2: Assess, evaluate and implement flexible course scheduling options and pathways to accommodate students’ needs.** | Spring 2012 - Several programs have been developed (CWA, CAA) to provide flexible scheduling for students.  Spring 2012 – Janet Stringer  We have begun a series of 8 week courses in the evening.  Spring 2012 there were 2 offerings – anthropology and geography.  For Fall 2012 there are 4 offered – 2 as regular courses (meet 2X/week for 8 weeks) and 2 as hybrid courses (meet 1x/week for 8 weeks, rest on-line).  Focus of these offerings is GE for transfer.  Plan to continue to offer 2-4 each semester.  Pathway information added to the schedule  (Link to summer fall schedule pg 26/27)  Hybrid  Distance Ed 90-96  Late Start  CWA 89  CAA  Online |
| Possible activities might include the following:   * Evaluate students needs for course offerings (e.g. online, day/evening, block schedule, length of time, pathways) * Create a plan for offering courses based on needs * Implement the plans for flexible scheduling. | *Please type your responses here.* |
| **Teaching and Learning Objective 1.3: Create a first-rate educational experience for students with the support of a campus-wide professional development program set-up through the Center for Innovation and Excellence in Teaching and Learning (CIETL) to support the use of effective teaching and learning practices.** | **Rana:**  **CIETL** [Report 2010-201](http://www.box.com/s/d2b0978b126c061b6bbb" \t "_blank" \o "Report 20102011)**1**  Complete list of **[Professional Development Activities 2011-2012](http://www.box.com/s/733d9879189903131f2d" \t "_blank" \o "PD Activities)**  Check for SS professional development - Fridays |
| Possible activities might include the following:   * Promote a culture of on-going innovation and engagement through the implementation of a comprehensive professional development plan. * Provide learning opportunities for all faculty and staff, to include mentoring, workshops and on- going dialogue about effective teaching strategies and learning | *Please type your responses here.* |
| **Teaching and Learning Objective 1.4: Create and implement a student engagement plan to integrate the college experience inside and outside the classroom, enhance the college experience, and promote retention and success.** | Lopez:  In the spring 2012, the Division of Student Services wrote and submitted a Hispanic Serving Institutions grant application which proposed a redesign of the delivery of counseling and support services. The purpose of the redesign is to ensure student engagement for all students from day one and to promote retention and success.  Sabbadini:  Tutoring  Math Jam  Physics Jam  Word Jam  Welcome Week  PEP  Preview Day  VROC  New Student Orientations  Beating the Odds  TRiO Orientation  EOPS Orientation  Worch:  Annual Performance Report |
| Possible activities might include the following:   * Create a plan for student engagement which includes such areas as student activities, summer enrichment programs, welcome day, and college hour. * Implement and evaluate the student engagement plan. * Develop plans that reflect the equity goals of the college in order to address retention issues | *Please type your responses here.* |
| **Teaching and Learning Objective 1.5: Through facility planning, create capacity to address both instructional program and student life needs.** | Facility Plan (link) created Spring 2011  Planning for bond  Planning for The Grove and Career Center |
|  | *Please type your responses here.* |
| **COMPLETION** | |
| **Completion Objective 2.1: Improve connections by linking Outreach activities with the instructional programs to increase the interest in Cañada College, to include conducting outreach to middle schools, high schools, and community-based agencies to promote higher education.** | 5/1/12 - The Outreach department is coordinated activities with the instructional area (Open House) for high school seniors. And outreach is conducted to the middle schools. The Outreach and Application Program Review and Plan referenced this objective.  Alvarez:   * Developed an Outreach Annual Plan * Online campus tour request * Conducted tours for 140 middle school students * Conducted 72 outreach activities and 235 high school visits * Preview Day * Counselor’s Luncheon   Sohrabi:  Provided Classroom Visits for day and Evening students on Transfer essentials  Boys and Girls Club  Financial Literacy Workshop  First Generation Panel  Outreach to the Department of Rehabilitation  Upward Bound  Supporting VROC and Veterans Services  Middle College  Club Rush for Preview Day  Student Life, TRiO, Financial Aid, Math Jam, Honors Information Tables at PEP  International Student Outreach |
| Possible activities might include the following:   * Develop outreach plan and content. * Conduct activities to improve outreach. * Establish relationships with the middle schools. * Conduct activities/events to promote higher education. | *Please type your responses here.* |
| **Completion Objective 2.2: Improve connections with potential students by providing increased information about assessment testing.** | 5/1/12 - In the Assessment, Orientation and Registration Program Review and Plan, this objective will be addressed as follows:  Develop plan and content for how to enhance information provided to students and high school counselors about the assessment process to include raising awareness of high stakes, having juniors take the test and providing brush-up workshops.  Lopez:  The importance of preparing for the assessment test was shared with the high school counselors at the spring 2012, Counselors Luncheon. In addition, Math Jam is promoted at new student orientation and PEP (Priority Enrollment Program).  Alvarez:   * All PEP students received information regarding assessment preparation via email * Provided information regarding EAP test * Provided information regarding Math Jam to all PEP students   Haick:   1. Supplied additional test preparation information on our website for students to use to prepare for the assessment test. 2. Created and supplied postcards to Outreach to distribute to local high school students stressing the importance of studying for the assessment test. 3. Worked with District Matriculation Committee to create acceptance of EAP testing  scores in lieu of assessment testing in Math and English.   Financial Aid with Ability to Benefit Test Changes |
| Possible activities might include the following:   * Develop plan and content for how to determine better ways of assessing student skills, such as use of the high school transcripts. * Conduct activities to improve assessment information for students and measure effectiveness. * Evaluate assessment tools and processes and establish diagnostic assessments | *Please type your responses here.* |
| **Completion Objective 2.3: Improve connections with potential students by conducting an engaging, well thought out orientation program that provides students with a thorough understanding of college requirements and financial aid.** | 5/1/12 -For this objective, a plan and content for improving new student orientation program to include a review of best practices for an in-person and an on-line orientation will be developed as part of the Plan for the Assessment, Orientation and Registration Program.  Sohrabi:  Provided Financial Aid workshops to be presented at each of the 4 Priority Enrollment Programs where orient freshmen students to college  Student Handbooks and Planners facilitated Orientation  Revised Orientation format and materials  Revised PEP  Online Orientation format is in production  Intelli Response  Financial Aid and Financial Literacy Presentation for Preview Day  Parent information sessions at PEP  FAFSA Tuesdays  CASH for College |
| Possible activities might include:   * Develop plan and content for improving new student orientation program, to include an on-line orientation. * Conduct orientations and assess SLOs that are on-going. | *Please type your responses here.* |
| **Completion Objective 2.4: Improve entry by identifying clear student pathways for basic skills, career/technical, general transfer, specific majors, and courses/programs.** | Lopez:  Sample educational pathways were created and integrated into the schedule of classes for the fall 2011 and spring 2012 semesters. A review of these pathways are provided at all new student orientations.  Sohrabi:  During the half an hour Counseling session provided to PEP students, the educational objectives have been discussed with students.  The Outreach and Inreach bring academic programs:  Clarifying 10 “Steps to Success” (Matriculation)  Learning Communities  ESL Pathways  CWA Pathways  CAA Pathways  PATH Pathways  University Center  SB1440 Transfer Degrees  TAG Agreements  Transfer Articulation Agreements  Revised GE pattern for our local associates degree  Degree Works  HSI Grant  “4 Tips to Success” |
| Possible activities might include the following:   * Identify the pathways for students and schedule courses. * Provide intentional counseling services to assure students know about the pathways * Assess the success of students in completing pathways and persisting to the next semester | *Please type your responses here.* |
| **Completion Objective 2.5: Increase entry by conducting a 100% FAFSA campaign for eligible students, working on to provide financial support for non-FAFSA eligible students and implementing a financial literacy campaign.** | 5/1/12 – The Financial Literacy Program has conducted workshops for students on financial literacy over the past year and will expand activities over the next year.  FA Workshops  Program Plan  Financial Literacy  Boys and Girls Club  Preview Day  Cashcourse.org  Collaborative managing your finances seminar  Partnership with Second Harvest / Calfresh  IDA and WANDA workshops  Education Campaign for phone banking for Plan Ahead Pay Ahead (Sallie Mae)  Credit Union  STARS (online scholarship application)  Student Achievement Ceremony |
| Possible activities might include the following:   * Develop plan for achieving 100% improved FAFSA goal and financial literacy campaign. * Conduct activities to implement plan and assess progress. | *Please type your responses here.* |
| **Completion Objective 2.6: Improve progress through increased intentional counseling and other services to guide students to completion of their goals.** | Sabbadini:  Other Services:  Tutoring  Mentoring  Math Jam / WORD Jam / Physics Jam  HSI Grant  The Student Success Task Force Initiatives  Increased Counseling Support for Financial Aid particularly SAP  Intrusive Advising for wrap around services for TRiO, MESA, EOPS, Transfer Center  Increased Counseling Support for DRC  Dedicated Counselors for Pathway Programs  List pathways, VEAP, B2E, summer programs (STEM), etc  Increased new student counseling session time by 100% |
| Possible activities might include the following:   * Identify key gatekeeper courses and develop a strategy for success. * Identify unit thresholds for interventions (e.g. 30 earned units triggers services; certain size gap between attempted and earned units triggers visit). * Adapt probation/dismissal procedures to require certain course-taking and counseling patterns and implement them. * Develop and implement an excellent Early Alert Program by more formally engaging faculty in implementation and counselors in follow-up. | *Please type your responses here.* |
| **Completion Objective 2.7: Improve progress by implementing effective practices for instruction included in the Basic Skills Initiative Effective Practices document.** | Basic Skills Counselor  Basic Skills Advisory Committee |
| Possible activities might include the following:   * Identify the effective practices that would work best at the college. * Develop plan to implement the practices. | *Please type your responses here.* |
| **Completion Objective 2.8: Improve progress by creating opportunities for faculty-student and student-student (peer) mentorships.** | 5/1/12 – The Beating the Odds Peer Mentorship program has 10 mentors and about 90 mentees. Activities have been conducted throughout the year.  Establish Beating the Odds/Peer Mentor Program  NSF Faculty Advisors  Club Advisors  MESA and Math Jam connection with Faculty |
| Possible activities might include the following:   * Develop a plan for peer and faculty- student mentoring programs * Conduct activities in the mentoring programs. | *Please type your responses here.* |
| **Completion Objective 2.9: Improve completion by streamlining and removing bureaucratic barriers to receiving degrees and certificates.** | Lopez:  The Degree Works program was completed in the fall 2011 and student and counselor usage has increased each month. Two district transcript evaluators were hired in spring 2012 to continue to improve the Degree Works program.  District A&R BPA (graduation process)  Financial Aid BPA  Outreach to students who have 45 or more degree applicable units  AAT / AST Transfer Degrees |
| Possible activities might include:   * Using DegreeWorks, have student educational plans and degree audit fully on-line for students. * Explore opportunity to have students automatically receive degrees and certificates (rather than through the petition process) | *Please type your responses here.* |
| **Completion Objective 2.10: Improve completion by expanding the Career Center and having it closely linked with instructional programs.** | Haick:   1. Held 10 Resume Workshops between fall 2011 and spring 2012. 6 of these workshops were for instructors who willingly gave up a portion of their class time to have me come in and speak. These classes ranged from ESL and Chemistry, to the Paralegal program. 2. Attended various job fairs in the county connecting with employers and public. 3. Met with Redwood City Manager to partner with the city in hopes of generating more interest between local businesses and Cañada. Initial success was a contact list of over 300 businesses which I was able to direct mail invitations for our annual career fair. 4. April Career Fair saw a 50% increase in business attendance over last year, and an increase of student and public attendance of 40% 5. Created a Facebook and Twitter page for the Career Center. 6. Created an Internship Agreement which has been forwarded to the District for approval. |
| Possible activities might include the following:   * Develop plan for: making connections with community, businesses, faculty and staff to create internships/work experience opportunities; promoting resources to students; and linking with instructional programs. | *Please type your responses here.* |
| **Completion Objective 2.11: Improve completion by enhancing the Transfer Center outreach, activities, and articulation.** | Sohrabi:   * Provided Workshops on transfer related topics, such as application to four year universities, ASSIST.ORG, Scholarship, Transfer Admission Guaranteed (TAG), etc. * Provided classroom presentation on transfer matters and Student educational Plan * Provided 4 field trips to four-year universities in collaboration with TRiO, EOPS, and Basic Skills (UC Davis, UC Santa Cruz, CSU East Bay, and San Francisco State University) * Updated the Transfer WEB Page by adding:   + All transfer flyers   + New transfer Degree   + TAG criteria (created a new document for this purpose)   + The changes in admission selection at CSU campuses   + The requirements for Nursing programs   + A list of articulations with in-state private universities (created document for this purpose)   + GPA calculator * Implemented the process of new Transfer Degrees and created the forms for 7 AA-T/AS-T degrees * Reviewed the AA-T/AS-T petition degrees * Reviewed all TAG agreements * Provided two College Fairs for both transfer and high school students * Continued conducting the semiannual Transfer Advisory Board including UC and CSU representatives * Transfer Program Supervisor provided Workshop for Faculty on Spring Flex day providing information on transfer matters and benefits of Transfer (AA-T/AS-T) degrees for students * Developed a Transfer Honors course, Transfer Essentials, that is transferrable to both CSU and UC * Hired an Articulation and Orientation Officer * The Articulation Officer provided workshop to faculty discussing the Articulation process * The Articulation Officer created a bank of sample course outline for faculty of each discipline under Curriculum SharePoint * Established articulation with National University, Engineering department at Arizona State University, and began the articulation negotiation with Bradman University. * Maintaining the course Articulations with ASSIST.ORG * Student Achievement Award Ceremony * Counselor’s Luncheon |
| Possible activities might include the following:   * Increase student awareness of the transfer process and through class presentations. * Increase number of TAGs. * Develop and implement effective ways to encourage students to use the transfer center and attend workshops | *Please type your responses here.* |
| **Completion Objective 2.12: Monitor the student success and completion data on a regular basis to assess progress.** | Sohrabi:  Number of transfer students completing Transfer plan  Number of students who are transfer eligible  Number of students completing TAG application  DATA Dashboard in progress District-wide  State and Federal mandates to review success and completion data and report: Categorical, Financial Aid, MESA,  National Clearing House repository |
| Possible activities might include:   * Publish “dashboard data” on success rates of students, including analysis of demographics. * Develop and implement a plan for the use of the dashboard data throughout the college. * Set benchmarks/goals for completion | *Please type your responses here.* |
| **COMMUNITY CONNECTIONS** | |
| **Community Connections Objective 3.1: Establish a campus Community Outreach Advisory Group to address communication and collaboration with the community.** | Alvarez:  Eight Members identified   * PIO and Outreach Coordinator – Co-Chairs * One Camus Ambassador * Career Department * One Instructional Dean * Dean of Student Services * Off-Site Program Coordinator * Coordinator of STEM GRANT   Advisory Group developed the College’s first Open House  Reviewed the Outreach Annual Plan |
| Possible activities might include the following:   * Identify individuals on campus who are interested in becoming involved in the advisory group. * Work with the Advisory Group to help with community connections. * Create an annual marketing campaign to further the Cañada College “brand” in the community; look at vacant “windows”, buses; banners in various cities. | *Please type your responses here.* |
| **Community Connections Objective 3.2: Connect Cañada College to the community by creating a community-based advisory board to the President and enhancing relationships with the SMCCCF.** |  |
| Possible activities might include the following:   * Identify key individuals in the community who should be involved in the advisory board. * Work with the Foundation to connect with community members to increase support for college scholarships and programs. * Conduct regular meetings and activities. | *Please type your responses here.* |
| Community Connections **Objective 3.3: Integrate Service Learning and Internship opportunities for students into academic and student life.** | Haick:   1. Met with Redwood City Manager to discuss promoting Cañada student internships with local businesses. 2. Formed Ad-Hoc Committee comprised of Workforce Division Dean, and faculty to create an internship agreement. Begun initial discussion of centralizing and integrating the internship process at Cañada. 3. Presented with Kay O’Neill, Director of Workforce Development to classrooms about career paths and the importance of seeking out internship/volunteer opportunities. 4. Joint meeting with Ritz Carlton, HMB   Collaborative Workshops with Boys and Girls Club  Developing Co-op partnerships  Veterans Group participated in National Rebuilding day at American Legion Hall  Link MESA internships and other academic programs link students to internships |
| Possible activities might include the following:   * Develop and implement initiative for service learning to include: professional development for faculty and staff on how to set up service learning opportunities and creation of an advisory board and a service-learning coordinator position. * Provide service learning opportunities for students. | *Please type your responses here.* |
| **Community Connections Objective 3.4: Enhance off-site learning opportunities through contract education in the bayside/coastside locations.** |  |
| Possible activities might include the following:   * Create plan for offering community- based learning opportunities at different locations (Neighborhood College). * Conduct outreach learning opportunities. | *Please type your responses here.* |
| **GLOBAL and SUSTAINABLE** | |
| **Global and Sustainable Objective 4.1: Create Sustainability and Social Justice Interest Groups to focus on issues and increase awareness on campus.** | Rana:  Planning for curriculum on sustainability planning  <http://www.canadacollege.edu/inside/CIETL/Sustainability.html>  Established a planning committee for Social Justice series  Center for Student Life and Leadership coordinated establishing TREECO club  Develop Task Force for AB540 Support  Increase awareness world current issues  Committee for Student Equity |
| Possible activities might include:   * Identify individuals who are passionate about sustainability & create advisory group. * Create a Sustainability Plan * Conduct activities to implement plan and assess progress. | *Please type your responses here.* | |
| **Global and Sustainable Objective 4.2: Through the Center for International and University Studies (CIUS), expand the international program.** |  | |
| Possible activities might include the following:   * Increase the number of international students to 5% of the total student body * Create a comprehensive program of services to assure international students are successful. * Create expanded opportunities for faculty and students to study abroad. * Develop a plan to increase globalization of the campus. | *Please type your responses here.* | |
| **Global and Sustainable Objective 4.3: Work collaboratively with the Academic Senate and the Curriculum Committee to integrate sustainability into the curriculum by developing new courses and increasing the number of courses with a sustainability component.** | Rana:  Planning for curriculum on sustainability planning  <http://www.canadacollege.edu/inside/CIETL/Sustainability.html>  INTD 685 – Lau  Contextualize Sustainability in curriculum | |
| Possible activities might include:   * Implement the strategy developed by the faculty to integrate sustainability * Work to infuse sustainability into general education * Develop a certificate and/or degree program and work to align it with a CSU or UC | *Please type your responses here.* | |
| **Global and Sustainable Objective 4.4: Improve sustainability awareness on campus.** | Rana:  CIETL events  <http://www.canadacollege.edu/inside/CIETL/Conversationswithcolleagues.html>  Sustainability committee  TREECO club | |
| Possible activities might include:   * Create a web site featuring sustainability programs: curricular and co-curricular activities. * Improve recycling efforts on campus. | *Please type your responses here.* | |