ADMINISTRATIVE UNIT PROGRAM PLAN 2013-14

1. **Name of Unit:** Office of the Vice President, Instruction

2. **Completed by (Writing Team):** Gregory Anderson, José Peña, Joan Tanaka

3. **List of staff/personnel in Unit with titles:**

   Gregory Anderson, Vice President of Instruction
   José Peña, Curriculum & Instructional Systems Specialist
   Joan Tanaka, Executive Assistant

4. **Unit Mission. Describe the purpose of the unit, its objectives, goals and connection to the Mission of Cañada College.**

   > The Office of the Vice President of Instruction supports the college's mission of ensuring that students from diverse backgrounds receive quality instruction in general, transfer, career, and basic skills education. We provide leadership and support to all instructional programs in the college that are offered in three instructional divisions: Business, Design, & Workforce, Humanities & Social Sciences, Science & Technology. In addition, we also provide support for Basic Skills, CIETL, Honors, Distance Education, Kinesiology, Athletics & Dance dept., Library, Learning Center, Classified & Faculty Professional Development.

5. **Explain to what extent your Unit supports other programs and/or units at this institution. Please include any student and/or staff demographics relevant to your Unit and its purpose.**

   > We provide support to all instructional programs in the college in the three instructional divisions, including Basic Skills, CIETL, Honors, Distance Education, Kinesiology, Athletics & Dance dept., Library, Learning Center, Classified & Faculty Professional Development.

6. **Assessment of last year's plan and the impact that your efforts had toward achieving your objectives and outcomes – and ultimately the mission of the institution.**

   > a) Held Flex day activities during fall 2013 and spring 2014 semesters for faculty and staff for accreditation, Student Learning Outcomes, Assessment/Evaluation & Reflection. Faculty worked as a large group and then as departments to develop meaningful SLOs and assessment tools that were implemented.

b) Course Curriculum Development included: 95 new courses; 151 revised courses; 57 banked/deleted courses; 3 reactivated courses.

c) Program Curriculum Development included: 37 program modifications, 6 program deletions; 3 new AA/AS degrees, 9 new certificates of achievement; Developed 4 AA-T/AS-T degrees for transfer in: Anthropology, Business Administration, Computer Science and Studio Arts. These degrees are intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T are guaranteed admission to the CSU system, but not to a particular campus or major.

d) Offered continuous Professional Development workshops for all employees through CIETL to update their skills and stay current in their field.

e) The Articulation officer has been working closely with our faculty and CSUs, UCs, and private universities in articulating courses and has continued to work on C-ID approvals—course identifications number (formerly known as CAN—course articulation numbers). As if April 2014, all Cañada courses available for C-ID approval are approved 100%.

f) Hired 2 permanent librarians.
g) Hired 1 permanent Director of Learning Center.

h) In the process of hiring one Dean of Athletics, Learning Center, and Library (ALL), one Soccer Coach/Kinesiology Instructor for Athletics.

7. **Identify the sufficiency of the physical, financial and personnel resources available to support your unit this past year.**

> Measure G funds allowed the Office of the VPI to continue funding (a sampling):
>
> Funded 145 sections that served approximately 3,625 students

8. **Unit Action Plan for 2013/14**

- Work closely with Articulation Officer to increase articulated courses by ____ %
- Work closely with Articulation Officer to have courses approved with C-ID numbering 50%
- Create CurricUNET handbook, in conjunction with Skyline & CSM.

9. **Identify anticipated future changes and resource needs necessary to pursue your Action Plan. Respond to each area listed below and include any cost/budget estimates.**

Personnel:

Need to hire a short term hourly or qualified student assistant to work on specific projects in the Instruction Office.

Professional Development:
a) Attend CIO conference in the fall and spring semesters.
b) Attend various conferences related to instructional matters.
c) Attend Banner workshop and MS Office, Adobe workshops and other trainings for classified professional development.

Supplies & Equipment:
None.

Facilities:
None.

Other:
None

10. Administrative Unit Outcomes: List the administrative unit outcomes for the administrative dept/area.

11. Administrative Unit Outcome assessment

Assessment results:

Summary of dialogue about results:

12. Commentary: Other thoughts regarding your administrative unit you would like to be included in future planning or decision making