

PUNCH LIST

Recommendations to Meet the Standards

October 6, 2016

Recommendations to Meet the Standards	Responsible Party	Action Plan	Progress	Date to be Completed
<p>Recommendation 1 In order to meet the Standards, the team recommends that the college review the propriety of its institution-set standards, assess student achievement and student learning relative to those standards, and address performance gaps in pursuit of continuous improvement. (I.B.2, I.B.3, IV.B.3)</p>	Program Review Committee	Develop one set of institutional-set standards between the Academic Senate and IEPI.	<p>The Program Review Committee has discussed developing one set of standards to be finalized. The Committee is also looking for a way to include standards in CurricUNET.</p> <p>Bart Scott will meet with Academic Senate Exec on October 20 to recommend Standards.</p>	Spring 2017
<p>Recommendation 2 In order to meet the Standards, the team recommends that the college engage in integrated and sustained assessment, dialog, planning, and resource allocation, informed by data that has been disaggregated appropriate to the college community, leading to continuous improvement in student learning and student achievement. The team also recommends that, as a part of this planning process, a Technology Plan is completed, based on appropriate data, assessment, and dialog. (I.B.1, I.B.4, I.B.5, I.B.6, I.B.9, III.C.2, IV.B.3, ER19)</p>	<ol style="list-style-type: none"> 1. Eric Houck 2. Bart Scott/Planning Committee 	<ol style="list-style-type: none"> 1. Complete the Technology Plan. 2. Review disaggregated data of all measures of student learning and achievement. 	<p>In-Progress No Progress</p>	December 31, 2016
<p>Recommendation 4 In order to meet the Standard, the College should file a Substantive Change Report regarding its Instructional Service Agreements for the FIELD and SFPA programs. (IC12)</p>	<p style="text-align: center;">Dr. Todd Scott Dr. Steve Reynolds</p>	A Substantive Change Report will be filed for the SFPA program.		January, 2017
<p>Recommendation 5 In order to meet the Standard, the team recommends the College develop a mechanism to ensure that all faculty include the College's approved student learning outcomes in course syllabi. (II.A.3)</p>	Dr. Todd Scott	All course syllabi will be reviewed to be sure that SLOs are included. A procedure will be developed to ensure that all the necessary elements are included in the course syllabi.	Dr. Scott emailed all faculty defining SLO's and where they are located. The Deans are reviewing syllabi for fall 2016 to be sure SLO's are included.	Spring 2017
<p>Recommendation 6 In order to meet the Standard, the team recommends the College develop mechanisms to assure that student learning outcomes assessment and program review take place for the FIELD and SFPA programs. (IIA3)</p>	Dr. Todd Scott	Mechanisms will be developed to ensure that student learning outcomes assessment and program reviews for FIELD and SFPA programs are completed.	<p>Dr. Reynolds has contacted FIELD and arranged to collect assessment data.</p> <p>A FIELD coordinator is to be hired.</p>	Spring 2017

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<p>Recommendation 7 In order to meet the Standard, the team recommends that Administrative Procedure 4021 provide guidance on program elimination to insure appropriate arrangements are made for students enrolled in the program to complete their education goal in a timely manner. (II.A.15)</p>	<p>Dr. Todd Scott</p>	<p>Administrative Procedure 4021 will be updated and submitted to Instruction Council, College Council, and the Board of Trustees for approval.</p>		<p>May 3, 2016</p>
<p>Recommendation 8 In order to meet the Standard, the College must include consideration of how employees are using the results of the assessment of learning outcomes to improve teaching and learning in the evaluations of regular faculty, part-time faculty, and managers who are directly responsible for student learning (III.A.6).</p>	<p>Dr. Todd Scott Nancy Miller Faculty Association Faculty Senate Exec</p>	<p>Develop the same evaluation tool for both the full-time and part-time faculty.</p>	<p>Changes to faculty evaluations (full- and part-time) have to be negotiated. No agreements were reached prior to the end of spring 2016 semester. Negotiations are set to resume in October, 2016.</p> <p>Collection of academic administrator evaluations instruments has begun to review samples of what other Colleges are using to collect data necessary to meet standards III.A.6.</p>	<p>Spring 2017</p>
<p>Recommendation 9 In order to meet the Standard, the College must demonstrate that it creates and maintains appropriate programs, practices, and services that support its diverse personnel and regularly assess its record in employment equity and diversity consistent with its mission (III.A.12).</p>	<ol style="list-style-type: none"> 1. Bart Scott 2. Scotty Thomason and Nancy Miller 3. Theresa Richmond 	<ol style="list-style-type: none"> 1. Review disaggregated data of our hiring practices in how it relates to diversity. 2. Investigate the history of the Diversity Council. 		<p>March 2017</p>

PUNCH LIST

Recommendations to Improve Institutional Effectiveness

October 6, 2016

Recommendations to Improve Institutional Effectiveness	Responsible Party	Action Plan	Progress	Date to be Completed
<p>Recommendation 3 In order to improve institutional effectiveness, the team recommends that the College establish a timeline and responsible individuals for updating both the print and electronic version of the College catalog. Additionally, the team recommends that the updating of the College catalog be coordinated with the updating of the College website to insure students are provided the most current and accurate information. (I.C.1, I.C.2)</p>	<p>Dr. Todd Scott</p>	<ol style="list-style-type: none"> 1. Communicate to the Campus Community as to who is responsible for keeping the online schedule current. 2. Communicate to the Campus Community the timeline for updating the College catalog. 	<p>Elaine Eldridge will create an addendums to the College catalog as well as the class schedule.</p>	<p>Spring 2017</p>
<p>Recommendation 10 In order to increase institutional effectiveness, the College should create a comprehensive enrollment management plan to address long term fiscal stability in conjunction with its current Instructional Service Agreements (ISAs). (III.D.1 III.D.10)</p>	<p>Dr. Todd Scott Melissa Greene</p>	<ol style="list-style-type: none"> 1. Document the reasons why the College has had decreases over the years. 2. Develop a plan to increase our base FTES. 	<p>In-Progress</p>	<p>Spring 2017</p>
<p>Recommendation 11 In order to improve institutional effectiveness and provide for increased budget transparency, the team recommends that the College administration ensure that the Planning by Design: An Integrated Planning Model document be updated to reflect the current Budget Development and Revision Process and that this new process be widely disseminated throughout the campus governance and committee structures. (III.D.2, III.D.3)</p>	<p>Nancy Funk Bart Scott</p>	<p>Update the Planning by Design document.</p>	<p>Bart Scott is currently working on the Planning by Design document. Nancy Funk has provided Bart with input on the Budget Section.</p>	<p>Spring 2017</p>
<p>Recommendation 12 In order to improve institutional effectiveness and provide for increased budget transparency, the team recommends that the College administration publicize and disseminate the Summary of Budget Requests document and that this information be shared on a regular basis with the campus community as resource allocation decisions are made and be included as a component of the budget development and revision process. (III.D.6)</p>	<p>Nancy Funk</p>	<p>Send emails to the Campus Community regarding the budget development process, resource allocation decisions, etc.</p>	<p>The 2016-2017 Budget was recommended for approval by the Budget Committee, Planning Committee, and College Council prior to being submitted to the Board for their approval.</p> <p>Nancy Funk suggested that department meetings be held to review budget submissions with the Deans providing feedback from these meetings to the appropriate Vice President.</p>	<p>Clearer transparency regarding the budget will be integrated with the next budget cycle.</p>

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<p>Recommendation 13 In order to improve institutional effectiveness, the team recommends that the College continue the evaluation process of the governance and decision-making processes but more widely communicate those results to the campus community. (IV.A.7)</p>	<p>Michael Graves</p>	<p>Michael will develop an Administrative Procedures that specifies that the follow Committees: Budget Committee, College Council, Instruction Council, Planning Committee, Student Services Council, and Technology Council completes a self-evaluation as well as establish goals for the following year on an annual basis in the spring. The results of the self-evaluation will be posted on each committee's page.</p>	<p>Michael has updated Administrative Procedure 3250. This AP will be forwarded to College Council for their approval in September,2016, and then forwarded to the Board for their review.</p>	<p>October 4, 2016 (Board Meeting)</p>
<p>Recommendation 14 In order to improve institutional effectiveness, the team recommends that the College follow through on assessments of co-curricular offerings, collect the data and perform the analysis to better inform programmatic improvement. (II.C.4)</p>	<p>Dr. Todd Scott Dennis Roberts</p>	<p>Conduct program reviews in Kinesiology and Athletics.</p>	<p>Completed</p>	<p>2015-2016</p>

PUNCH LIST
Statements of Concern
October 6, 2016

Statements of Concern	Responsible Party	Action Plan	Progress	Completion Date
PAGE 20: There seems to be a fear of publishing data on the College's website IB 4.	Bart Scott			Spring 2017
PAGE 23: College Catalogue ... the electronic copy is Updated continuously.	Dr. Todd Scott			Spring 2017
PAGE 24: The College does not have procedures to guide faculty in dealing consistently with violations.	Jayne Turk Melissa Green	Create a handout that identifies appropriate actions regarding academic dishonesty and disruptive classroom behavior. Once complete, this document will be vetted through Student Services Council, Instruction Council, and College Council and posted on the COS website, added to the Faculty Handbook, and introduced during Planning Day.	A handout has been created that identifies appropriate actions regarding academic dishonesty and disruptive classroom behavior. This has been vetted through Student Services Council, and will be vetted through Instructional Council and College Council. To be posted on the COS website and faculty handbook. Will be introducing at Planning Day.	August, 2016
PAGE 29: The College appears to be in the midst of a transition toward a schedule of classes built on faculty preferences to one in which the schedule balances offerings in a way that better serves student needs.	Dr. Todd Scott			Spring 2017
PAGE 30: CurricUNET problems.	Dr. Todd Scott Dr. Greg South		Elumen Presentation 11/4/2016	Spring 2017
PAGE 33: ... the online services and book delivery are not well known at the Yreka site. ... A more visible presence on the Yreka site as to the services and instruction the Library can provide is needed.	Nancy Shepard			Spring 2017
PAGE 35: A regular and consistent cycle of program review, that is consistent across service areas, needs to be established beyond 2014-2015.	Bart Scott			Spring 2017

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<p>PAGE 37: Additionally, the College utilizes national survey data to assess levels of student engagement and learning on an institutional level, but there is lack of recent data (II.C.4).</p>	<p>Bart Scott</p>			<p>Spring 2017</p>
<p>PAGE 39: An analysis of the classified evaluations revealed that 40% had not been complete on an annual basis, with some of those employees having no evaluation since 2003 or 2006. (III.A.5)</p>	<p>Nancy Miller</p>		<p>A review of the 2015-16 evaluations showed increase in the annual evaluations for classified and ASM. For the probationary evaluations (3, 7, and 11-month) for classified and ASM, the results were mixed with some increasing and some decreasing.</p> <p>The completion rate for administrators for 2015-16 decreased. Administrator evaluations will be completed by December 2016.</p> <p>Monitoring and the follow up procedure is being reviewed in order to see an increase in the completion rate for all employees in 2016-17.</p> <p>Supervisors Performance Review training will be offered in December 2016.</p> <p>In addition, with the purchase of Hire Touch in September 2016, a 360 Performance Management is included with that software package.</p>	<p>Beginning of implementation of the performance management software is scheduled for Spring 2017.</p>

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<p>PAGE 40: Tenured faculty have no requirement to address their involvement in SLO's as part of their evaluation Process. Likewise, part-time faculty do not have as a component of their evaluation any assessment of their involvement in student learning outcomes, processes, nor do administrators.(III.A.6)</p>	<p>Dr. Todd Scott Nancy Miller Faculty Senate Exec Faculty Association</p>		<p>In Fall 2016, the College Diversity Committee was reconstituted and will be chaired by the VP – Student Services. Committee Membership includes all employee groups and will also include a student once a student volunteer is identified. The Committee is currently meeting bi-monthly. In late October 2016, a survey on equity and inclusion will be administered to students, faculty and staff. Results from the survey should be available by mid-November 2016. The Committee will use the survey results to finalize their mission and goals.</p>	<p>Spring 2017</p>
<p>PAGE 40/41: Equity and Diversity, and disaggregated data concerns.</p>	<p>Melissa Green Nancy Miller and Bart Scott</p>		<p>Reviewing and analyzing equity and diversity data has been added to the list of action items for HR. HR staff will be working with the College researcher on this project.</p>	<p>Spring 2017</p>
<p>PAGE 41: ...approximately 10 years ago, the college had a vibrant diversity council., ... (III.A.12)</p>	<p>Melissa Green Scotty Thomason Theresa Richmond</p>	<p>Research California Community Colleges regarding Diversity and Student Equity committees. Send an email to faculty, staff, and ASB advisor to solicit membership. Form a committee to include faculty, staff, administration, and student representatives. This committee, to be co-chaired by Melissa Green and AVP – Human Resources, will address campus-wide (all constituents) diversity issues and support.</p>	<p>Other California Community Colleges have been researched regarding Diversity and Student Equity committees. A committee has been formed, and includes faculty, staff, an administrator and student representatives. This committee will address campus wide (all constituents) diversity issues and support. To be co-chaired by Melissa Green and Theresa Richmond.</p>	<p>August, 2016</p>
<p>PAGE 43: The college is in the process of updating the Facilities Master Plan.</p>	<p>Nancy Funk Eric Rulofson</p>		<p>In progress</p>	<p>February 7, 2017 (Board Meeting)</p>

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<p>PAGE 45: A new technology plan was recently completed in draft form and is depending consideration through the College governance processes. The College will need to ensure that the final version of the technology plan is fully integrated into its institutional master plan and other College plans. (III.C.2)</p>	<p>Dr. Todd Scott Eric Houck</p>			<p>Spring 2017</p>
<p>PAGE 46: The College is currently documenting and implementing procedures of acceptable computer and network use. (III.C.5)</p>	<p>Eric Houck</p>			<p>Spring 2017</p>
<p>PAGE 47: Only two program reviews were provided as evidence for 2014-2015. 10 were completed in 2013-2014, and there is no clear connection to student learning outcomes. 2012-2013 program reviews include a question about whether SSLO information is available.</p>	<p>Bart Scott Executive Cabinet (Thomason, Funk, Green, and Scott)</p>		<p>CurricUNET Program Review reports work better now. After final exams, Steve Reynolds will upload PDFs onto Program Review website.</p>	<p>Spring 2017</p>
<p>PAGE 50: The Summary of Budget Requests document should be regularly updated and shared with the campus community as resource allocation decisions are made. (III.D.3)</p>	<p>Nancy Funk Executive Cabinet (Thomason, Green and Scott)</p>			<p>Spring 2017</p>
<p>PAGE 55: While there appears to be good communication between administrators and the president, communication effectiveness appears uneven in other venues. There is a generally perceived need to set institutional goals that reflect faculty and student input and ensure that these views are integrated with resource planning and allocations that support student learning and achievement (IV.B.3)</p>	<p>Scotty Thomason Executive Cabinet (Funk, Green, Miller, and Scott)</p>			<p>Spring 2017</p>