

DRAFTMASTER PLAN FOR EDUCATION**DRAFT**
2007-2008 INSTITUTIONAL OBJECTIVES
October 8, 2007

ALL AREAS

- *To develop three to five strategic initiatives and action plans.*
- *To review the College's Vision, Mission, and Goals statements and revise them as needed.*
- *To develop institutional learning outcomes and incorporate them into the revision of the College's Vision, Mission, and Goals statements.*
- *Begin planning for the 2010 accreditation **self-study** process.*

ACADEMIC AFFAIRS

- *To establish a plan to "reframe" the current Liberal Arts – Transfer Associate in Arts Degree as mandated by the recent change in Title 5 regulations.*
- *To further develop noncredit curriculum and implement a timeline for the implementation of the CAHSEE (California High School Exit Exam) Grant work plans.*
- *To complete the district plan and timelines for implementing the Basic Skills Initiative.*
- *To expand the College's educational collaboration with the Santa Monica-Malibu Unified School District and begin development of the High School Transfer Academy and Early College High School.*
- *To support the development of a new Associate of Arts degree requirement in "Global Citizenship," as developed by the Curriculum Subcommittee of the Global Education Task Force.*
- *To explore new enrollment development opportunities through expanded use of satellite facilities, new or expanded occupational programs, and increased use of multiple short-term modules.*

BUSINESS AND ADMINISTRATION

- *To develop and implement a revenue and expenditure plan that will address the loss of base revenue that will result from the "payback" of borrowed FTES in 2008-2009.*
- *To develop and implement an improved system for procurement and payment that reduces delay times in ordering and payment and relies more on technology/electronic records instead of the traditional paper records.*

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- *To develop and implement a system that increases the availability of budgetary records to all cost centers so that departments can make budgetary decisions based on the latest information.*
- *To develop and implement for all Fiscal Services departments websites that will have online forms, policy and procedure manuals, and up-to-date information.*
- *To complete the feasibility study for converting college electrical systems to solar power and take the results into consideration for future planning.*
- *To develop projected maintenance and staffing costs for new buildings and implement a process for including these in budget planning.*
- *To develop a priority list for facility planning beyond **that for** the Student Services Building.*

ENROLLMENT DEVELOPMENT

- *To develop and implement a comprehensive student communication plan designed to optimize student enrollment and retention.*
- *To improve communication and relationships with feeder high schools.*
- *To develop and implement a comprehensive, online student early alert program (PASS – Preliminary Assessment of Student Success) to identify and assist students who are at risk academically and return them to successful standing by providing essential follow-up activities.*
- *To augment and improve assessment/placement testing modes of delivery to accommodate student testing at off-campus locations.*
- *To develop institutional research priorities in concert with all areas of the College.*

HUMAN RESOURCES

- *To review Human Resources Board Policies and Administrative Regulations for currency and relevancy and establish an update schedule in consultation with the Academic Senate Joint Personnel Policies Committee and other relevant participatory governance bodies.*
- *To improve the customer service of the Human Resources Office.*
- *To improve the operating systems used within the Office of Human Resources and the Personnel Commission.*

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- *To develop and implement a more extensive orientation process for newly hired classified employees.*
- *To improve recruitment processes so that the duration between approved recruitment process and hire is significantly reduced.*
- *To develop a plan to address staffing needs created by bringing new facilities on line.*
- *To increase the number of full-time faculty members at the College to make progress towards the AB 1725 goal of a 75%/25% full-time/part-time ratio.*

INFORMATION TECHNOLOGY

- *To increase end-user technology training opportunities and effective online documentation.*
- *To phase in the implementation of planned projects from 2006-2007, including the campus network upgrade project, the internet bandwidth upgrade project, the central data storage system, the single sign-on project, and the server consolidation project.*
- *To implement the workstation replacement plan and instructional technology initiatives to ensure equitable access to technology tools and effective access to technology resources for students, faculty, and staff.*
- *To develop a process for including ongoing technology maintenance and replacement costs in budget planning whenever new technology (such as smart classroom technology in new buildings) is added anywhere in the college.*

PLANNING AND DEVELOPMENT

- *To gather further data to inform discussions of expansion or addition of vocational programs beyond those currently being planned.*
- *To build upon current and develop new community and government relationships at the local, state, and national levels.*
- *To work with Big Blue Bus, the City of Santa Monica, and other entities to implement additional bus routes and other plans for the next phase of the transportation initiative.*

STUDENT AFFAIRS

- *To complete the development of student learning outcomes for each student services area, assess these outcomes, and implement₃ change based upon the*

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assessment results.

- *To gather further data on the retention, persistence, and success of SMC students and to implement new strategies to improve these numbers.*
- *To formulate a Title V Institutional Grant Advisory Board that will review the progress of the current grant effort and recommend a direction for the next Title V Institutional grant.*
- *To work collaboratively with professional architects to complete the planning of a new Student Services building that will reflect innovative ways to deliver services to students in a more efficient and user-friendly manner.*
- *To increase services for distance education and online counseling.*