

# Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies

GOAL	STRATEGY	BUDGET REQUEST	YEAR	RESOURCE CODE	ACTION
<b>1</b>	<b>Select Career Technical programs for : viability, enhancement and development.</b>				
<b>2</b>	<b>Promote and enhance Health Science Programs.</b>				
2.A	Retain Nursing students via grant funds.	<b>Grant funded</b>	2007-2010	G	
<b>3</b>	<b>Increase overall Saddleback College FTES growth.</b>				
3.A	Increase Saddleback College Student Athletes by 50 FTES.	<b>\$82,500</b>		F, D, PTC, PTF	
3.B	Increase overall FTES growth through additional tutoring assistance offered to Saddleback students.	<b>91,969</b>	2007-2010	PTC, SH	
3.C	Increase overall Saddleback College growth of Hispanic / Latino students.	<b>3,500</b>	2007-2008	TS	
3.D	Implement outreach strategies in conjunction with marketing goals and strategies that will target key groups to increase enrollment..	<b>77,700</b>	2007 CONT.	SH, ISS, G,E	
<b>4</b>	<b>Enhance Distance Education offerings.</b>				
4.A	Increase student retention / completion of online classes.	<b>20,000</b>	2007-2008	PTF	
<b>5</b>	<b>Increase &amp; sustain professional development for faculty &amp; staff.</b>				
5.A	Initiate and support faculty & staff training in standards of campus and classroom behavior of students and the public.	<b>\$0</b>	2007 CONT.	No budget request	
5.B	Increased referral to Student Services & sensitivity to all students, particularly disabled and under represented.	<b>1,000</b>	2007 CONT.	ISS	
5.C	Campus Community Emergency Response Team (C-CERT)	<b>4,500</b>	2006 CONT.	E	
5.D	Develop & implement outreach programs that improve student, faculty & staff awareness of the signs of mental health distress.	<b>101,449</b>	2007	FTF, ISS, PTC,PTF	
<b>6</b>	<b>Increase &amp; sustain efficient use of technology campus wide.</b>				
6.A	Increase student retention and persistence.	<b>\$0</b>	2008	No budget request	

## Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies

6.B	Utilize My Academic Plan (MAP) to increase ease & ability of students & Counselors developing educational plans.	<b>\$0</b>	Fall 2007	No budget request
6.C	Increase student awareness and use of Student Services through online orientation.	<b>24,000</b>	2007	TS, PTF
6.D	Improve knowledge of class performance through Early Alert systems.	<b>10,350</b>	2007	TS
6.E.	Provide efficient systems to Student Service professionals to best serve students.	<b>90,000</b>	Fall 2008	TS
6.F	Implementation of SARS appointment scheduling tracking system to provide accountability.	<b>25,000</b>	2007-2008.	TS
6.G	BOG fee waiver application as a part of CCCApply.	<b>2,000</b>	2007 CONT.	TS
<b>7</b>	<b>Provide and maintain state of the art facilities.</b>			
7.A	Increase ability of Instructional Faculty, Counselors & Staff to serve students & provide adequate workspace.	<b>TBD</b>	2007-2010	D, FR
7.B	Meet ADA accessibility requirements and increase the ability of Faculty, Counselors & staff to serve students & accommodate employees.	<b>41,600</b>	2007-2008	FR, E
7.C	Increase the ability of faculty, counselors & staff to serve students and accommodate all employees working for Transfer / Career Center, EOPS, Student services Leadership & CalWORKS.	<b>37,000</b>	2007-2008	FR
7.D	Increase the ability of Matriculation Faculty and Staff to better serve students.	<b>21,000</b>	2010	TS
7.E	Increase ability Faculty, Counselors & Staff to serve students (A&R)	<b>30,000</b>	2007-2008	FR
7.F	Increases and improve services and information provided to students.	<b>10,000</b>	2007-2008	FR
7.G	Remodel and create adequate space for a "one stop" Fiscal Office.	<b>7,000</b>	Jul-07	FR
7.H	House the Outreach Department.	<b>15,000</b>	Jul-07	FR
<b>8</b>	<b>Enhance Basic Skills</b>			
8.A	Increase student retention and persistence in Pre-Algebra & Beginning Algebra.	<b>121,732</b>	2007-2010	PTF, PTC, ISS
8.B	Increase student retention and persistence in Developmental English.	<b>46,142</b>		
8.C	Enhance Basic Skills through increased support of ESL program.	<b>+ OSH 120,642</b>	2007-2010	PTF, PTC, ISS
			2007-2010	FTF, PTF, C

## Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies

		<b>127,296</b>		
8.D	Enhance Basic Skills through Focus on Reading. "Basic Skills as a Foundation for Student Success in California Community Colleges"	<b>+ OSH</b>	2007 CONT.	PTF,ISS,SH,E
8.E	Enhance Math and English Basic Skills with increased tutoring.	<b>2,000</b>	2007 CONT.	ISS
8.F		<b>30,000</b>	2007 CONT.	SH
<b>9</b>	<b>Increase transfer ready rates.</b>			
		<b>(92,804?) +</b>		
9.A	Enhance transfer services to achieve rates.	<b>130,112</b>	2007-2010	FR, PTF, ISS, PTC,G
9.B	Expand the number of transfer "ready" students.	<b>64,372</b>	2007-2010	PTF, PTC
9.C	Develop a "Puente" or Bridge Program to expend the number of transfer ready.	<b>223,985</b>	2007-2010	ISS,PTF, PTC,FR, G
<b>10</b>	<b>Increase and improve Student Retention and Success.</b>			
10.A	Hire a full-time Matriculation Coordinator.	<b>94,713</b>	2008-2009	FTF
10.B	Reduce the number of students on probation.	<b>47,480</b>	Spring 2008	PTF
10.C	Increase student retention and success through Applied Psychology class.	<b>28,488</b>	2008	PTF
10.D	Expand hours of service in Enrollment Services to students (particularly evenings & key times) and via increased telephone reception.	<b>56,148.38</b>	2007 CONT.	PTC
10.E	Administration and use of Student Survey results to improve services to students.	<b>7,000</b>	Bi-Annually	PTC, PTF
10.F	Insure that articulation agreements are up to date and enhanced continually.	<b>21,326</b>	Fall 2008	FTC
10.G	Full-time Administrative Assistant for Assistant Dean, Counseling and Special Programs.	<b>52,923</b>	Spring 2008	FTC
10.H	Enhance Fiscal and Veterans Services to all current and future students.	<b>27,931</b>	Jul-07	PTC

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Promote and enhance Health Sciences Programs. (PBC 2)**

**GOAL: Improve retention of students in Nursing Program. (2A)**

<b>STRATEGIES</b>	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
(Please include the target date in chronological order and identify the responsible person/group for each activity)					
<p>Improve retention of students in the Nursing Program.</p> <ol style="list-style-type: none"> <li>1. Case management support for current nursing students.</li> <li>2. Implement required State of California Law 1309 to Pre-test entering nursing students for aptitude with Test of Essential Academic Skills (TEAS) and require remediation prior to entry into the program.</li> <li>3. Develop a pre-nursing course to determine appropriate career choice and planning for success in completion of the nursing program.</li> </ol>	<p>End of the grant 2010</p> <p>Spring 2008</p>	<p>Tammy Rice, Dir. of Nursing Program Linda Gleason, Case Manager for Fostering Student Success</p> <p>Nursing Faculty</p>	<p>Grant Funded</p>	<p>Achieve 85% retention</p>	<ol style="list-style-type: none"> <li>1. Completion of the Nursing Program</li> <li>2. Track students that pass NCLEX and achieve RN licensure</li>   <li>3. Course evaluations SLO= increased readiness for Health Care careers</li> </ol>

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Promote and enhance Health Sciences Programs. (PBC 2)**

**GOAL: Improve retention of students in Nursing Program. (2A)**

<b>STRATEGIES</b> (Please include the target date in chronological order and identify the responsible person/group for each activity)	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
Integrate or increase Simulation into health science programs and courses (Nursing, EMT and Paramedics)	Fall 2008	Linda Gleason Randy Hardick Howard Adams Barb Penlandardic	Grant and endowment funded (Equipment available or on order)	Achieve 85% retention in nursing. Increase or maintain completion rates above the national standard for PM & EMT	Track students that achieve licensure.

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Increase overall Saddleback College FTES growth. (PBC 3)**

**GOAL: Increase Saddleback College Student Athletes by 50 FTES. (3A)**

<b>STRATEGIES</b> (Please include the target date in chronological order and identify the responsible person/group for each activity)	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
New Website (see attached)	June 2007	T. Lipold/ F. Winn	\$27,500  (7,500=One time cost 20,000= annual cost for monthly updates)	State of the art athletic website. The website will be updated and maintained daily.	Monitor the number of hits on the site and daily content.
Promo Video	Fall 2007	T. Lipold & M. Kruhmin, athletes, former athletes and staff	\$5,000 (Foundation)	The promo video similar to International Students will be used as a recruiting too.	When student athletes enroll we ask them why they chose SC and how they found out about the college.

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Increase overall Saddleback College FTES growth. (PBC 3)**

**GOAL: Increase Saddleback College Student Athletes by 50 FTES. (3A)**

<b>STRATEGIES</b>	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
(Please include the target date in chronological order and identify the responsible person/group for each activity)					
Address Asst. Coaches Pay (see attached report)	Spring 07	T. Lipold	\$50,000 annual based on study of similar colleges. (survey results available)	By increasing the stipends for part-time coaches we will be able to retain quality coaches, which will add stability to our programs.	Monitor coaching changes and turnover throughout the athletic program.
Coaches Goals	Fall 07	T. Lipold	Time/effort	Coaches have been given the directive to recruit and retain more student athletes, specifically female athletes.	Comparison of Form 3's for the various athletic teams.

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Increase overall Saddleback College FTES growth. (PBC 3)**

**GOAL: Increase overall FTES growth through additional tutoring assistance offered to Saddleback students. (3B)**

<b>STRATEGIES</b>	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
(Please include the target date in chronological order and identify the responsible person/group for each activity)					
<u>Increase student peer tutor budget \$15,000 over a 3 year period.</u> To provide 588 additional hrs of tutoring with each \$5,000 increase. Tutor salary: \$8.50 per hour	2007 - 2010	LAP Director	<u>\$5,000 increase each year for 3yrs</u> Total:\$15,000	Increase in student retention and persistence as shown in SLOs and Program Review.	Assessment of Student Learning Outcomes over 3 year period.
<u>Hire classified staff: 2 part-time Instructional Assistants</u> as indicated in the needs category of the 2007 Program Review presentation to the PBC.	2007 - 2010	Dean L.R., PBC, LAP Director, Classified Prioritization Committee	<u>\$43,485 total annual salary on-going</u>	Improved persistence and retention in students using the LAP resulting in student success targeting science courses.	Student Learning Outcomes targeting the number of students served, hours of tutoring provided, retention and persistence of students in science courses.
<ul style="list-style-type: none"> <li>• 25 hour Instructional Assistant for Science Classified Staff range 123</li> <li>• 25 hour office assistant to cover the LAP front desk</li> <li>• Classified Staff range 113</li> </ul>	2007-2010		\$24,142 annual salary Step 1	Year round full coverage for the front desk in LAP. The LAP is open 54 hrs. each week.	Continuity of program services.

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

<p><u>Additional Information</u></p> <p>Unlimited math and science tutoring is available to SC students 12 hours each day in the math/science drop-in area. The current Instructional Assistants supervise only 40 of the 54 hours tutoring is available and specialize in math. Student surveys reflect a need for more tutoring in the sciences. 5 hours each day of coordination and supervision in the busiest and most demanding area of tutoring is essential.</p>				<p>The front desk is currently covered for 25 hrs. by classified staff.</p>	
--	--	--	--	---	--

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION:** Increase overall Saddleback College FTES growth. (PBC 3)

**GOAL:** Increase overall Saddleback College growth of Hispanic/Latino students. (3C)

<b>STRATEGIES</b>	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
(Please include the target date in chronological order and identify the responsible person/group for each activity)					
Spanish language applications to College with interactive e-mails, Spanish version of CCCApply.	2007-2008	Jane Rosenkrans Jerilyn Chuman Joyce Semanik	\$3,500 / yr.	Increased number of Spanish speaking applicants. More properly complete application & increase # of students requesting ESL/English assessments.	LIS/CCCApply statistics  Matriculation statistics.

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Increase overall Saddleback College FTES growth. (PBC 3)**

**GOAL: Implement outreach strategies in conjunction with marketing goals and strategies that will target key groups to increase enrollment. (3D)**

<b>STRATEGIES</b> <small>(Please include the target date in chronological order and identify the responsible person/group for each activity)</small>	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
1.Continue Outreach Teams to visit high school and college nights to promote enrollment	In-progress/ on-going	Outreach Specialist/EOPS Outreach staff	EOPS staff \$0 BFAP funded x 4student workers @ \$10.50	Increased enrollment of graduating high school students	Enrollment reports
2.Events on campus including Senior Day, Family Night, Welcome Day, Village Outreach, etc.	In progress/ On-going	Outreach Specialist/EOPS, Marketing Director and other staff	Funding sources come from ASG/ Foundation, <b>need \$5,000 annual from College</b>	Increase enrollment awareness	Attendance at events, enrollment reports
3.Continue the Student Ambassador program to work recruitment events and provide tours to prospective students	In progress/ On-going	Outreach Specialist/ Student Ambassadors	\$1,000 / yr. ASG or College?	Increase enrollment and awareness at Saddleback	Number of events attended and feedback
4. Attend off-campus events and festivities	In progress/ On-going	Outreach Specialist/Student Ambassadors	<b>\$1500</b> / yr. for entry fees from Outreach	Greater community awareness of SC	Enrollment reports, feedback

## Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies

5. Continue Gaucho guide outreach and retention program for current and potential students	On-going	Leslie Humphrey- Outreach Specialist	budget  <b>\$6,000/</b> a year Outreach budget	Welcoming atmosphere to new students	Evaluation of enrollment
6. Hire clerical support for the Student Outreach Department	Fall 07	Outreach Specialist	50% funded through Transfer Grant	Increase enrollment and awareness	FTES Increase
7. Continue promotional items and supplies needed for outreach and retention events	Ongoing	Outreach Specialist EOPS Outreach	Outreach budget	Increased enrollment of Hispanic population	Enrollment reports
8. Continue to provide academic planners for incoming freshmen and continuing students	Ongoing	Outreach Specialist	40,000 (30,000 BFAP, <b>\$10,000</b> College)	Increased awareness of College programs & services	Increased enrollment of Hispanic population
9. Translate key basic outreach materials into Spanish	In progress	Director Marketing	<b>\$5,000</b> needed from College	Increased information to Mexican American and Spanish speaking students.	Increased retention and recruitment
10. Secure adequate space to handle outreach and retention efforts	In progress	VPSS & Student Services Space Task Force	<b>\$15,000</b> est. for desk, chairs, workspace	Efficient operation	BOG Waiver & EOPS
11. Work with EOPS-Outreach Staff, Faculty Coordinator, Director of Financial Assistance, VPSS, Dean &		VPSS & Student Services Task Force	<b>\$5,000</b> for flyers, educational	Increased numbers of	

## Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies

<p>Asst. Dean of Student Services to reach out to educationally and economically disadvantaged students who may qualify for EOPS and/or financial assistance.</p> <p><b>* Bold need funding</b></p>			<p>items and special events</p>	<p>students who qualify for EOPS and/or BOG fee waiver</p>	<p>student statistics</p>
---	--	--	---------------------------------	--	---------------------------

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Enhance Distance Education offerings. (PBC 4)**

**GOAL: Increase student retention/ completion of online classes. (4A)**

<b>STRATEGIES</b> <small>(Please include the target date in chronological order and identify the responsible person/group for each activity)</small>	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
<p>Promote the use of E-advise through upgrading on-line web resources to direct students to the site.</p> <p>Provide and promote use of telephone and online counseling for students who are not able to do in person counseling and/or choose to be assisted in this manner.</p> <p>Institute an online optional assessment tool for students to take before registering to determine if they are good candidates for online classes. (excellent tools are used at other colleges)</p>	2007-2008	Counseling Division	<p>\$15,000 annually for counseling (OSH) hours.</p> <p>\$5,000 additional annually (OSH hours)</p>	<p>Increase by 10% the student usage of Eadvise from fall 07 to fall 08.</p> <p>Increase completion &amp; retention rates or students in online classes.</p> <p>Better persistence rates of online students utilizing these services.</p>	<p>Assess increase of student usage.</p> <p>Online Student Survey</p> <p>Class completion stats</p> <p>Use of optional online learning assessment tool</p>

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Increase & sustain professional development for faculty & staff. (PBC 5)**

**GOAL: Intake and support faculty & staff training in standards of campus and classroom behavior of students and the public. (5A)**

<b>STRATEGIES</b> <small>(Please include the target date in chronological order and identify the responsible person/group for each activity)</small>	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
1. Present workshops to faculty during Flex Week and classified staff during presentations, teaching, reviewing, updating how to work with campus safety and VPSS office to best adhere to AR 5401. (Student Code of Conduct)	Fall 2007 & continuing	VPSS	\$0	Increased awareness and control of students who violate the Student Code of Conduct; AR 5401	Survey
2. Work with Academic Senate to improve section pertaining to student conduct / discipline in handbook.	Fall 2007 & continuing	VPSS	\$0	Same as above.	Survey
3. Encourage faculty via ongoing workshops and communications and at department meetings to include clear expectations and consequences of bad behavior in syllabus & document problems quickly & properly.	Fall 2007 & continuing	VPSS	\$0	Same as above.	Survey

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Increase & sustain professional development for faculty & staff. (PBC 5)**

**GOAL: Support retention and persistence of all students through increased referral to Student Services & sensitivity to all students, particularly disabled and under represented. (5B)**

<b>STRATEGIES</b> (Please include the target date in chronological order and identify the responsible person/group for each activity)	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
Presentation to classified staff at annual Student Services Professional Development day.  Presentations to Division Staff at Division meetings  Support to International Student Specialist to take a leadership role developing and presenting multicultural programs and activities.	Continuous	VPSS, International Students Specialist, Student Services Leaders	\$1,000 materials for workshops	Increased referral to Student Services.  Greater understanding of students who may have some additional challenges to reaching their goals.	Ask students who referred them to services.

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Increase and sustain professional development for faculty and staff. (PBC 5)**

**GOAL: The voluntary Campus Community Emergency Response Team (C-CERT) will be equipped with items essential to the teams' ability to assist in the event of campus emergencies or disasters by evacuating buildings, maintaining order at assigned evacuation locations. (5C)**

<b>STRATEGIES</b> <small>(Please include the target date in chronological order and identify the responsible person/group for each activity)</small>	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
<p>Establish and train a voluntary C-CERT team.</p> <p>Train C-CERT team in building evacuation techniques, basic first aid, CPR /AED response, triage, fire extinguisher use and shelter management.</p> <p>Identify type and source of equipment required for a fully functional C-CERT team to perform assigned responsibilities.</p> <p>Secure funding for the purchase of essential safety and rescue equipment for all C-CERT team members.</p>	Fall 06	<p>Dan Lincoln, Chair Disaster Preparedness Committee</p> <p>American Red Cross Orange County Chapter</p> <p>Brenda Frame, SSC C-CERT team leader</p>	<p>\$4,500 for purchase of a total number of forty (40) Rescue Bags containing the following items: -reflective vest - -hard hat -whistle with lanyard -radio with extra batteries -bull horn with extra batteries -first aid kit -CPR shield -yellow</p>	<p>The C-Cert team is trained in all required emergency response techniques and provided with equipment essential to the performance of their assigned responsibilities and achievement of their primary mission to assist Campus Police in the protection of students, faculty, staff, community members and SC property in the event of natural or man-made disasters.</p>	<p>Successful response of the Team as assessed by Campus Police reviewers and C-CERT Team Leaders during periodic building evacuation and campus wide mock disaster drills.</p> <p>In the event of an actual disaster, post event assessment will demonstrate; -protection of and minimized injury to the campus community -controlled and</p>

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

			<p>“CAUTION”          tape          -flashlight          -heavy duty gloves          -latex gloves          -dust mask          -goggles          -EMT scissors          -chemical glowsticks          -disposable camera</p>	<p>The C-CERT Team’s responsibilities are:          -assist with building evacuations          -maintain order at evacuation locations          -assist with triage of injured persons          -and staff an on campus shelter as described in the Statement of Understanding between Saddleback College and the American Red Cross Orange County Chapter until the American Red Cross relieves the team with their own personnel.</p>	<p>organized evacuation sites/shelters          -and protection of campus property.</p>
--	--	--	---	---	---

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Increase & sustain professional development for faculty & staff. (PBC 5)**

**GOAL 1: Develop and implement outreach programs that improve student, faculty and staff awareness of the signs of mental health distress and resources for help both on and off campus. (5D)**

<b>STRATEGIES</b> (Please include the target date in chronological order and identify the responsible person/group for each activity)	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
Develop a College Mental Health statement for inclusion in the Student Planner, Student Handbook, College Catalogue and the on-line Faculty Handbook.	April 2007	College Mental Health Taskforce: Maryam Azary Tina Freeland Brenda Frame Ana Maria Cobos Rich Goodman Rebecca Cunningham	\$0	Higher completion rate due to decrease in academic failure and drop out rate secondary to unrecognized mental health issues.	Compare the failure or drop rate of students who access psych services to a similar group who did not access psych services.
Develop and deliver outreach presentations designed to educate students in the recognition of signs of mental health distress and to encourage early access to therapeutic counseling.	Spring 2007 and on-going	Maryam Azary Tina Freeland Brenda Frame	\$ 1,200/year -Duplication of self-assessment inventories and other outreach materials -Purchase subject specific brochures.	Students will recognize signs of mental health distress and be able to access help both on and off campus.	

## Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies

<p>Develop and deliver outreach presentations designed to</p> <ul style="list-style-type: none"> <li>• train faculty and staff to recognize signs of distress in students,</li> <li>• improve their ability to assess a student's mental status</li> <li>• assist students in accessing on-campus services, particularly when the student is in crisis.</li> </ul>	<p>Spring 2007 and on-going</p>	<p>Maryam Azary</p>	<p>\$ 3,064 (Program start up cost: Spring 07)</p>	<p>Faculty and staff will recognize and assist students experiencing mental health distress and crises. Increased number of student referrals by faculty for mental health services.</p>	<p>Provide pre- and post- testing with presentations. Track the number of students referred by faculty for services.</p>
<p>Develop a College Mental Health web site for faculty and staff.</p>	<p>Fall 2007</p>	<p>College Mental Health Taskforce/ Tina Freeland</p>	<p>\$ 2,000 (Program start-up cost: Spring 07)</p>	<p>Resource will be used by 20% of faculty.</p>	<p>Track number of hits on website. Survey every student accessing mental health services with "How did you hear about us?"</p>
<p>Develop a College Mental Health web site for students.</p>	<p>Fall 2007</p>	<p>College Mental Health Taskforce</p>	<p>\$ 1,885 (Program start-up cost) cost: Spring 07)</p>	<p>Resource will be used by 20% of students.</p>	
<p>Hire web programmer to establish faculty and student web pages</p>	<p>Summer 2007</p>	<p>Don Mineo</p>	<p>\$450</p>	<p>College Mental Health Program web pages for administrators, faculty, staff and students will be readily accessible.</p>	
<p>Develop on-line power-point presentation(s), "Getting Help", for faculty use in class settings and in training sessions for faculty and staff. Narrated presentations will be</p>	<p>Summer 2007</p>	<p>Tina Freeland</p>	<p>\$ 950 (Program start-up cost: Spring 07)</p>		



**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Increase & sustain efficient use of technology campus wide. (PBC 6)**

**GOAL: Increase student retention and persistence. (6A)**

<b>STRATEGIES</b> <small>(Please include the target date in chronological order and identify the responsible person/group for each activity)</small>	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
Improved automated enrollment service functions with “staff facing screens” to be used for grades, transcripts and other records.	2008	District IT and Consultants	District budgeted item	Increased efficiency	Time needed to assist students shortened. More self service.
Simplification of required portal email or Mysite communication for “profiled” communication to students about pertinent college matters.	2008	District IT, VPSS	District budget	Greater retention of students. Focus communication to meet student needs.	Online survey of students.

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Increase & sustain efficient use of technology campus wide. (PBC 6)**

**GOAL: Utilize My Academic Plan (MAP) to increase ease & ability of students and Counselors developing educational plans. (6B)**

<b>STRATEGIES</b> (Please include the target date in chronological order and identify the responsible person/group for each activity)	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
Implement the use of MAP within Counseling.	Fall 2007	Counseling Division/ District IT		10% of new students will have an academic plan on file that was created using MAP	Collect data to verify the number of students that were processed using "My Academic Plans".

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Increase & sustain efficient use of technology campus wide. (PBC 6)**

**GOAL: Increase student awareness and use of Student Services through online orientation. (6C)**

<b>STRATEGIES</b> (Please include the target date in chronological order and identify the responsible person/group for each activity)	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
Identify Task Force to design online orientation program	Spring '07	Matriculation Coordinator	\$0	Task Force will work together to design online orientation	Participation on Task Force is representative of stake holders
Develop online orientation accessible to all students	Spring '07	Task Force/ Matriculation Coordinator	\$0	Increase student participation with online orientation	Use MIS data base to track student usage Online orientation in place and working
Implement online orientation program	Fall '07	Task Force/ Matriculation Coordinator/District IT	\$24,000	Orientation will be available for student access online	Use MIS data base to track student usage through web portal when completed. Online orientation in place and working
Update and revise online orientation	Spring '08/ ongoing	Matriculation Coordinator/Task Force/Students		Current and correct information available to the students	Online orientation information is up to date based on current student handbook and college catalog

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Increase and sustain efficient use of technology campus wide. (PBC 6)**

**GOAL: Improve knowledge of class performance through the Early Alert system. (6D)**

<b>STRATEGIES</b> <small>(Please include the target date in chronological order and identify the responsible person/group for each activity)</small>	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
Review commercial Early Alert systems	Spring '07	Matriculation Coordinator/Senior Matriculation Specialists	\$0	Find a commercial Early Alert system to meet needs of college faculty and students	Decision made to purchase
Purchase	Summer '07	Matriculation Coordinator/Dean of Counseling/IT	\$10,350	System hooked up to MIS data	Received and working
In-service Faculty	Fall '07	Matriculation Coordinator/Dean of Counseling	\$0	Increased level usage of new system by faculty	Use MIS data and Early Alert system data to track usage
Implement	Jan '08	Matriculation Coordinator/District IT	\$0	Faculty is using new system to let students know their status in class	Use MIS data and Early Alert system data to track usage
Evaluate	Spring/on going	Matriculation Coordinator/Faculty Rep/Student s		Determine if system is meeting student needs through feedback.	Faculty and student survey

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Increase & sustain efficient use of technology campus wide. (PBC 6)**

**GOAL: Provide efficient systems to Student Service professionals to best serve students. (6E)**

<b>STRATEGIES</b>	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
(Please include the target date in chronological order and identify the responsible person/group for each activity)					
Consistent update of computers and software for all counselors and support staff.	Fall 2008	Jerilyn Chuman, ITC Staff, Technology Com.	\$90,000 (1,800 x 50 faculty & classified staff) 07-08 and once every 3-5 years	State of the art programs and services utilizing latest platforms and hardware	3 to 5 year renewal
Ensure regular training in on-line resources to promote usage	On-going	CS & SP Faculty and staff.	\$0	Greater integration of on-line resources in student	Faculty feedback

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION:** Increase efficient use of technology campus wide. (PBC 6)

**GOAL:** Implementation of SARS appointment scheduling tracking system to provide accountability. (6F)

<b>STRATEGIES</b>	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
(Please include the target date in chronological order and identify the responsible person/group for each activity)					
<p>Referral: Program SARS Tracking in LAP to track student tutoring hours as well as enrollment in their mainstream coursed.</p> <p>Program software to notify instructor of student tutoring activity.</p>	2/20/2007	<p>Jim Phaneuf Jay Sierzchula Eric Garant Kevin O'Connor Patti Weekes</p>	\$25,000	<p>Commitment to use SARS-Trak software at SC &amp; IVC in instructional labs and throughout services.</p>	<p>Integrate and install SARS tracking software.</p>
<p>Install and integrate campus-wide student tracking software into MIS database for state reporting and ongoing research.</p>	May2007- July 2008	<p>Jim Phaneuf, Eric Garant, Kevin O'Connor, Jerilyn Chuman, Cheryl Altman, Janet Bagwell, Julia Bleakney, Carmen Mara Hernandez Bravo</p>		<p>Ability to track improved persistence and retention in instructional and student services programs, access statistics to analyze student success in the form of SLO's, ability to interface</p>	

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

<p>Program data collection to meet state guidelines and to collect data for use in systematic research protocols.</p> <p>Analysis and review of data collection to determine accuracy as well as, meeting college research objectives.</p>	<p>20007-2008</p>	<p>Vice Chancellor, ITC Staff, VPSS, VPI, Dean Counseling Services &amp; Special Programs, Researchers, Instructional Effectiveness Chair</p>		<p>with District Data for State Program requirements as well as technology, and to record and respond to faculty referrals.</p> <p>Data collected in format to meet state reporting guidelines as well as, information used in research.</p> <p>Accurate reports that can be queried to provide info for program evaluation and college planning.</p>	<p>State Reports Research Status</p> <p>Accurate reports</p>
---	-------------------	---	--	---	---

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Increase & sustain efficient use of technology campus wide. (PBC 6)**

**GOAL: BOG fee waiver application as a part of CCCApply. (6G)**

<b>STRATEGIES</b> (Please include the target date in chronological order and identify the responsible person/group for each activity)	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
Integrate BOG fee waiver with CCCApply.	2007-2008 currently working with Jim Phaneuf and how CCCApply can be interfaced with the new registration system.	District IT, Student Financial Assistance Office, Registrar, Director A & R	\$2,000 annual fee	Increase the number of BOG applications and the number of students eligible for EOPS.	Compare figures to previous years

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Provide and maintain state of the art facilities. (PBC 7)**

**GOAL: Library Remodel to increase the ability of Instructional Faculty, Counselors & Staff to serve students and provide adequate workspace to accommodate all employees. (7A)**

<b>STRATEGIES</b> <small>(Please include the target date in chronological order and identify the responsible person/group for each activity)</small>	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
Library Remodel: Includes Learning Assistance Program (LAP), Language Lab, ESL, Reading and Writing labs, Lariat & accommodated testing.	Fall 2010	Dean of Learning Resources, Dir of LAP John Ozurovich, Dir of Facilities	In Master Facility Plan	Improved fully functional staff and student ready facility.	Building ready for occupancy meeting staff and student needs.
Determine accommodated testing needs for next 3 years and develop plan for space utilization.	Fall 2007	DSPS Director, Special Services Specialist, Asst. Dean	TBD	Provide adequate space and function for accommodated testing in the Library, include computerized testing and adequate staff.	Positive feedback from future student and staff Survey.

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Provide and maintain state of the art facilities. (PBC 7)**

**GOAL: To meet ADA accessibility requirements in DSPS & EOPS offices. (7B)**

<b>STRATEGIES</b> <small>(Please include the target date in chronological order and identify the responsible person/group for each activity)</small>	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
Replace carpeting and redesign area to meet ADA standards in Special Services and EOPS offices. Room SSC 110 to 140. (Note: see Campus Environment) (Safety hazard at present)	July 2007	Asst. Dean of Counseling, DSPS Coord., EOPS Coord., Sr. Admin.	23,600 total 254 sq.ft. Special Services and 199 sq. ft. front area of both Spec. Srv. And EOPS \$ TBD  \$18,000	New Carpeting and Office Spaces  Increased ability of Faculty, counselors & staff to serve students.	Removal of trip hazards for students and staff
Redesign front desk DSPS Remodel / furniture – to meet ADA accessibility requirements	Jan. 2008			Accommodated design for staff & students	Student & staff satisfaction, more efficient use of space



**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Provide and maintain state of the art facilities. (PBC 7)**

**GOAL: To increase the ability of Matriculation faculty & staff to better serve students. (7D)**

<b>STRATEGIES</b> (Please include the target date in chronological order and identify the responsible person/group for each activity)	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
Dedicated Matriculation Assessment Center	Fall 2010	Dean of Counseling, Coord. of Matriculation, VPSS	\$21,000 Network drop for 75 computers, appropriate furniture for computerized assessment	Identify 100% dedicated space with computerized matriculation assessment capability for 75 students.	Completion of dedicated matriculation assessment space with computerized assessment capability for 75 students

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Provide and maintain state of the art facilities. (PBC 7)**

**GOAL: Admissions & Records: to increase the ability of staff to serve current and potential students and accommodate all employees. (7E)**

<b>STRATEGIES</b> (Please include the target date in chronological order and identify the responsible person/group for each activity)	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
Admission & Records front desk redesign to include Photo ID & self-serve computers	2007-2008	VPSS, Director of Admissions, ITC	\$30,000	More efficient enrollment and informational abilities	Completion of space which includes ADA accessibility and a safe environment for students and staff



**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Provide and maintain state of the art facilities. (PBC7)**

**GOAL: Remodel and create adequate space for a “one stop” Fiscal Office. (7G)**

<b>STRATEGIES</b> (Please include the target date in chronological order and identify the responsible person/group for each activity)	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
Identify and renovate additional space to house expanded staff and services.	July 2007	Carol Hilton	\$7,000	“One Stop Shop” fiscal location for students. Easier access, greater efficiency for students.	Survey students

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Provide and maintain state of the art facilities. (PBC7)**

**GOAL: Remodel and create adequate space for a “one stop” Fiscal Office. (7G)**

<b>STRATEGIES</b> (Please include the target date in chronological order and identify the responsible person/group for each activity)	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
Identify and renovate additional space to house expanded staff and services.	July 2007	Carol Hilton	\$7,000	“One Stop Shop” fiscal location for students. Easier access, greater efficiency for students.	Survey students



# Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies

## GOALS AND STRATEGIES

### STRATEGIC DIRECTION: Enhance Basic Skills. (PBC 8)

### GOAL: Increase student retention and persistence in Pre-Algebra & Beginning Algebra. (8A)

STRATEGIES <small>(Please include the target date in chronological order and identify the responsible person/group for each activity)</small>	TARGET DATE	RESPONSIBLE PERSON/GROUP	ESTIMATED BUDGET	EXPECTED OUTCOME	METHOD OF ASSESSMENT
<p>1a. Continue development of Pre-Algebra and Beginning Algebra Video Series, Supplemental Instruction (SI) Lecture Notes, and SI Video worksheets using student feedback and student need as a guideline for this organic process.</p> <p>Faculty will implement the model into 6 Pre-Algebra and 3 Beginning Algebra course sections during the 2007 - 2008 academic year.</p>	Summer 2008	Math Faculty Lawrence Perez	\$18,817 Faculty Stipend (16 hrs x 33 weeks x \$30.17) (1/2 hourly) \$14,507 Project Specialist III (20 hrs x 33 weeks x \$20) \$10,000 (1X set up) computer	Increased college support for basic skills math students and a developed foundation for a future self-paced basic skills math component. Increased feedback from student usage surveys.	Tracking success rates of students who use the model, student surveys, and math placement data for students using the model outside the classroom for math placement.
<p>1b. Investigate and create alternative modes of delivery for Special Services Students and development of Guided Practice Program Web Pages.</p>	Summer 2008	Math Faculty Lawrence Perez	Operating Budget \$11,760 Faculty Stipend (10 hrs x 33 weeks x \$30.17) (1/2 hourly) (Note: Applying for Grants.)	Increased college support for Special Services Students.	Tracking success rates of Special Services students who use the model and student surveys.
<p>1c. Identify gaps between Pre-Algebra and Beginning Algebra. Develop SI materials to support the transition between these two courses.</p> <p>1d. Implementation of SI tutor in the LAP.</p>	Summer 2008	Math Faculty Lawrence Perez	\$0	Greater success rates of Beginning Algebra students who successfully complete Pre-Algebra.	Tracking success rates of Beginning Algebra students who used these specific SI materials.
	Fall 2007	Math Faculty Lawrence Perez	\$3,661 Project Specialist III (5 hrs x 33 weeks x \$20)	Increased college support for basic skills math students and tutor training.	Tracking success rates of students who actively

## Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies

					meet with SL Tutor.
1e. To provide transferable math review materials to students who are preparing to transfer.	Fall 2007	Math Faculty Lawrence Perez	\$0.	Increased college support for transfer students.	Student surveys and student feedback.
1f. Final completion of Pre-Algebra Video Series, Supplemental Instruction (SI) Lecture Notes, and SI Video worksheets.	Summer 2009	Math Faculty Lawrence Perez	\$33,324  (Note: Applying for Grants.)	Increased college support for transfer students.	Tracking success rates of students using the SI materials, student feedback via surveys, and math placement data from students using the materials for math placement.
1g. Final completion of Beginning Algebra Video Series, Supplemental Instruction (SI) Lecture Notes, and SI Video worksheets.	Summer 2010	Math Faculty Lawrence Perez	\$33,324 (same as 1a)  (Note: Applying for Grants.)	Increased college support for transfer students.	Tracking success rates of students using the SI materials, student feedback via surveys, and math placement data from students using the materials for math placement.
1.h Apply for MESA (Math, Engineering & Science Achievement) Grant or other similar.	Fall 2007	Lawrence Perez, Math, Engineering & Science Deans & Faculty, VPSS, VPI	TBD	Funding to support students in math, science & engineering careers and transfer preparation.	Obtain grant by 2008

**Proposal for a Basic Skills Program**

**2007 - 2008**

**Development of a Foundational Mathematics Instructional Model**

Lawrence Perez

Saddleback College

Department of Mathematics

April 2007

# Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies

## Proposal Introduction

The Foundational Mathematics Instructional (FMI) model is structured to meet the needs of Saddleback College remedial math students. The three main components of the model are Supplemental Instruction (SI) lecture notes, Video-Based Supplemental Instruction (VSI) videos, and VSI video worksheets. Students decide which components of the model they will use, or can choose to work with faculty to develop an individualized learning scheme. All three components are modular in form designed to function individually or collectively and reflect in class lecture presentations.

A social emotional experience is embedded within the FMI model and delivered via the VSI videos as the instructor simultaneously portrays a student character while delivering a lecture topic. This added dimension to the VSI video allows the instructor to redirect the projection of information away from the student viewer to the student character. This concept, together with an element of humor added to the dialogue, appears to alleviate fear and evokes student focus towards the VSI video presentation. This is based on initial students interviews conducted with Saddleback College basic skills students currently using the VSI videos.

Other possible uses for the FMI model include, facilitated math workshops, models for other academic areas, student preparation for basic skills math coursework, and on-line promotion for Saddleback College. In addition, the FMI model can be structured to support an online self-paced component delivered via the web using the Learning Assistance Program (LAP) as a center for support with additional funding provided to the LAP.

## **Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

At this point in time the development of the FMI model is an evolving, student driven, organic process. Student surveys, student interviews, and student perspectives conveyed to the instructor via a Classroom Support Analyst, make critical contributions to the development process. The overall strategic direction remains to increase Saddleback College basic skills student retention, persistence, and success.

Sincerely,

Lawrence Perez

# Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies

## Budget

### Fall 2007 Budget.

#### Salary: (Classroom Support Analyst) Project Specialist III

Range 004 ..... \$20.00

Video Production, continued workbook design and organization (Math 351 - Pre-Algebra and Math 251 - Beginning Algebra):

20 hrs per week for 16 weeks @ \$20.00 per hour \$7034.00

#### Salary: Faculty: Regular term hourly schedule.

16 hrs per week for 16 weeks @ \$63.666 per hour \$18,247.00

#### Salary: Faculty (Adjunct): Regular term hourly schedule.

10 hrs per week (2 for 1) for 16 weeks @ \$63.666 per hour \$11,404.00

**Total Salary: \$36,685.00**

# Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies

## Spring 2008 Budget.

### Salary: (Classroom Support Analyst) Project Specialist III

Range 004 ..... \$20.00 hourly

Video Production, continued workbook design and organization (Math 351 - Pre-Algebra and Math 251 - Beginning Algebra):

20 hrs per week for 17 weeks @ \$20.00 per hour \$7473.00

### Salary: Faculty: Regular term hourly schedule.

16 hrs per week for 17 weeks @ \$63.666 per hour      \$19387.00

### Salary: Faculty (Adjunct): Regular term hourly schedule.

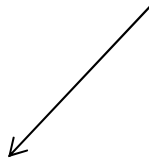
10 hrs per week (2 for 1) for 17 weeks @ \$63.666 per hour      \$12,115.00

**Total Salary: \$38,975.00**

### Total Cost for this Proposal :

Fall 2006 Semester:	\$36685.00
Spring 2008 Semester:	\$38975.00
Operating Budget:	\$10,000.00

PC Computer, software,  
supplies, etc.




---

**\$85,660.00**

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES:**

**STRATEGIC DIRECTION: Enhance Basic Skills. (PBC 8)**

**GOAL: Developmental English (8B)**

<b>STRATEGIES</b>	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
(Please include the target date in chronological order and identify the responsible person/group for each activity)					
<b>Curriculum</b>					
1. Continue to create multiple student programs for English 300 lab program	07-08	Writing Center Coordinator	\$10,000	More individualized lab components for English 300 students	Pre/post testing
2. Hire Classified Staff  Provide funding for one 25 hour per week Technical assistant in Writing Center. The Writing Center cannot function without clerical and technical support.	Fall 07	English Department Chair, Writing Center Coordinator, English Comp Coordinator, Dean of Liberal Arts	\$24,142 annual salary, Step 1	Increased instructional time for faculty in Writing Center, thus increased student performance	Student Learning Outcomes targeting numbers of students served, retention, and persistence of students in lab.
3. Add Lab component to English 200 course work	09 10	Department Chair, Comp Coordinator, English Faculty, Writing Center	Expanded OSH needed for increased lab hours,	Improved basic skills for developmental	Pre/post testing on effectiveness of lab component of



**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

<b>Collaboration with Counseling</b>					
1. Meet with counselors each semester to update them on writing curriculum and placement testing issues.	07 08 09	Department Chair, Comp Coordinator, Dean of Counseling Services	Clerical assistance costs, flyers	Improve student success in content areas, build cohort for study and analysis	Survey faculty and students about helpfulness of bridge courses, especially in regards to college success.
2. Promote Bridge classes, English 315 and 316 to high school and adult ed programs	08 09 10	Counseling Coordinator, English faculty, Clerical assistance			

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Enhance Basic Skills. (PBC 8)**

**GOAL: Developmental English. (8B)**

<b>STRATEGIES</b> (Please include the target date in chronological order and identify the responsible person/group for each activity)	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
<b>Matriculation Testing</b>  1. Oversee validation and implementation of Writing Challenge test for English placement          2. Evaluate and validate primary placement tool for English course placement.	07          07 08 09	English Dept Chair, Comp Coordinator, English Faculty, College Researcher, Matric Coordinator          Department Chair, Comp Coordinator, Faculty, College Researcher, Matric Coordinator	\$2,000          \$10000	Valid secondary placement test to enable appropriate placement in English courses for students          More reliable instrument used for placement in English courses	Validity study  Monitor placement reports each semester to check for changes in placement patterns          Consequential validity study done by English faculty

## Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies

<p>3. Continue to have English placement tests correlate to appropriate placement in courses for students</p>	<p>07 08 09 10</p>	<p>Department Chair, Comp Coordinator, Matric Coordinator, College Researcher,</p>		<p>Students placed in most appropriate English course. Use placement to address student weaknesses in English</p>	<p>Evaluation of student placement scores</p>
<p>4. Fund faculty readers of Challenge test</p>	<p>07 08 09 10</p>	<p>English Faculty</p>	<p>Three for one or flex payment</p>	<p>Students placed in appropriate English course</p>	<p>Students successfully complete appropriate English coursework—evaluation of course completion rates</p>

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Enhance Basic Skills. (PBC 8)**

**GOAL: Enhance Basic Skills through increased support of ESL program. (8C)**

<b>STRATEGIES</b> (Please include the target date in chronological order and identify the responsible person/group for each activity)	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
1a. Add one Full-time position to existing number of ESL faculty to reduce over reliance on part-time instruction and bring the department closer to compliance with AB 1725. Ensure that the number of F/T ESL positions does not decrease because of retirement or reduced loads, for example.	Fall 2008	Dean of LA/LR, ESL faculty	Full-time faculty salary and benefits \$80,000	With greater full-time faculty availability, increased attention to student needs outside of the classroom and to department/college needs and involvement. Closer compliance with AB 1725.	Administrative evaluation

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Enhance Basic Skills (PBC 8)**

**GOAL: Enhance Basic Skills through increased support of ESL program. (8C)**

<b>STRATEGIES</b> (Please include the target date in chronological order and identify the responsible person/group for each activity)	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
1b. Sustain off-campus ESL courses targeting low-income Latino/a members of our community, at the Mission San Juan Capistrano each summer, including student book purchases. Currently the program has been supported with “soft money” and foundation grants.	Summer 08, 09, 10	ESL faculty	6 OSH for each of 3 summers + 1500 per summer for books = 27,300.	Consistent and predictable service to Latino low-income community members, resulting in greater awareness of college services for themselves and children, a feeling of inclusion in the college community, and eventual enrollment at the college.	Pre- and post-session questionnaires relating to knowledge of Saddleback College services and perception of own (or children’s) education and job-related goals.

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Enhance Basic Skills (PBC 8)**

**GOAL: Enhance Basic Skills through increased support of ESL program. (8C)**

<b>STRATEGIES</b> (Please include the target date in chronological order and identify the responsible person/group for each activity)	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
1c. Increase availability of research support to gather data about credit and non-credit student persistence, retention, and transition into mainstream courses (and for zero-unit students, transition into credit ESL as well).	Fall 07	Office of Research with ESL faculty	Allocated time from Grants and Research coordinator	Increased knowledge about our student population and their progress (or lack of it) through our program and into mainstream courses, enable the ESL program to make better decisions about course offerings and student services.	Usable data is made available to ESL faculty.

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Enhance Basic Skills (PBC 8)**

**GOAL: Enhance Basic Skills through increased support of ESL program. (8C)**

<b>STRATEGIES</b> (Please include the target date in chronological order and identify the responsible person/group for each activity)	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
1d. Explore yearly adjunct ESL courses aligned with content courses (e.g. Applied Psych or Anthropology or History or Psychology course plus ESL Special Topics in Academic English Skills)	Spr 2009 Spr 2010	ESL faculty	Stipend of \$2000 per course (in addition to normal OSH for course) for faculty to attend content course and create ongoing and immediate materials based on course. TOTAL \$4000	Students gain guided experience with mainstream courses in academic skills and college expectations resulting in increased success and retention at the college. Students gain confidence in mainstreaming to college content courses in a gradual way.	Pre-and post-class questionnaires assessing confidence in taking mainstream courses and achieving educational goals.

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Enhance Basic Skills (PBC 8)**

**GOAL: Enhance Basic Skills through increased support of ESL program. (8C)**

<b>STRATEGIES</b> (Please include the target date in chronological order and identify the responsible person/group for each activity)	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
1e. Provide for faculty support in language lab for 6 hours/week to provide guidance and assistance to students as to material selection and language questions.	Fall 07	ESL faculty	3 OSH per semester, ongoing if shown to be effective \$3,171	Students will be directed to the most useful materials to meet their needs and have language-related questions answered on-site.	Data collected about number of students who use faculty support. End semester questionnaire regarding the usefulness of the support.

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Enhance Basic Skills (PBC 8)**

**GOAL: Enhance Basic Skills through increased support of ESL program. (8C)**

<b>STRATEGIES</b> (Please include the target date in chronological order and identify the responsible person/group for each activity)	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
If Designate and support counselors to receive specialized training and experience in issues and concerns relating to the ESL population (e.g. courses, workshops)	Spring 2008	VP of Student Services, Counseling faculty,	\$3000	Increased attention to the unique psychological challenges facing students who are adapting to a new country, culture, and language, resulting in increased success and retention.	Counselor evaluation of the usefulness of training; tracking of # of ESL students who use the specially-trained counselor.

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Enhance Basic Skills (PBC 8)**

**GOAL: Enhance Basic Skills through increased support of ESL program. (8C)**

<b>STRATEGIES</b> (Please include the target date in chronological order and identify the responsible person/group for each activity)	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
1g. Explore additional scheduling patterns, particularly more 8 week courses. Summer courses have been shown to have a higher success and retention rate, possibly related to the shorter semester. In addition, this scheduling would accommodate students whose matriculation appointments fall after the start of the semester and who cannot enter or who would prefer not to enter an ongoing class midway.	Fall 08	ESL faculty	3 OSH x \$1,057 = \$3,171	Increased success, retention, and enrollment.	Collect data comparing 8-week course success and retention to its 16 week equivalent in previous years.

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Enhance Basic Skills (PBC 8)**

**GOAL: Enhance Basic Skills through increased support of ESL program. (8C)**

<b>STRATEGIES</b> (Please include the target date in chronological order and identify the responsible person/group for each activity)	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
1h. Ensure access to professional translations for multilingual (e.g. Persian, Spanish) outreach and college informational items.	Fall 07	VP of Students Services	Yet to be determined.	Improved communication with targeted ESL student population, resulting in increased numbers, success, and retention.	Inclusion of specific questions in a general ESL survey about whether students found out about the Saddleback College ESL program through bilingual outreach materials and whether they have used and found useful other bilingual college informational items.

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Enhance Basic Skills (PBC 8)**

**GOAL: Enhance Basic Skills through Focus on Reading. (8D)**

<b>STRATEGIES</b> (Please include the target date in Chronological order and identify the. Responsible person/group for each activity.)	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
<p><b>Matriculation Testing</b> 8a. Continue to oversee tests used for the Matriculation process to make sure that students are placed into the appropriate reading and English classes.</p> <p>When students' test scores are extremely low, they should be advised to take English 340 AND 300 simultaneously.</p>	07 08 09	Department Chairs, Reading & English Matric. Coordinator		Students placed in correct basic skills classes that address their skill levels	Monitoring placement reports each semester to check for changes in placement.  Consequential validity study every 3 years?
<p>8b. Continue to have Reading and English assessment tests correlated for successful student placement.</p> <p>8c. Investigate Reading assessment tests that might be appropriate for online testing.</p>	07 08 09	Department Chairs, Reading & English Matric. Coordinator	2 faculty 3 for 1 pay \$ TBD	Student recommendations into English & reading classes that are appropriate and realistic. Address students' weak skill areas.	Evaluation of student placement scores
<p><b>Collaboration with Counseling</b> 8d. Meet with Counselors each semester to update on reading course offerings and update counselors on new course offerings and outline changes</p>	07 08 09	Dept. Chair, Reading Dean of Counseling Counselors	Cost of paper, bookmarks, etc. \$500/year	Counselors can be knowledgeable in support services of the reading program to	Use of referral to Reading Lab/classes.

## Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies

<p>6e. Attend Counseling division meetings, during in-service</p> <ol style="list-style-type: none"> <li>1. Distribute flyers during in-service, division meetings.</li> <li>2. Incorporate more emphasis on importance of reading in the A &amp; O sessions by counselors.</li> <li>3. Meet individually with counselors as necessary</li> </ol>	<p>07 08 09</p>	<p>Reading Chair Outreach Counselors</p>		<p>assist students in need of skills development</p>	
<p>8f. Coordinate efforts between Reading, English and Counseling Departments to promote bridge classes, English 315 &amp; 316 – promote to high school and adult education programs.</p>	<p>Fall 08 09 10</p>	<p>Counseling Coord. Clerical Assistance Reading Faculty</p>	<p>Stipend for faculty at 3 semesters \$ TBD</p>	<p>Improve student success in content-area classes</p>	
<p>8g. <b>Project Success:</b> reinstitute visits by reading faculty into content area classes to provide students with strategies and techniques for taking notes, taking exams, reading textbooks. Visits by instructors are coordinated by counseling and presented by reading faculty.</p>	<p>07 08 09</p>				
<p>8h. Counselors in Reading Lab: continue with generalist counselor in the reading lab to help students plan schedules or prepare for vocation/transfer.</p>	<p>Fall 08 09 10</p>	<p>Reading Faculty</p>	<p>Cost counselors time \$ TBD</p>	<p>Students gain guided experience in academic skills as they take content area classes. Result should be increased student success and retention as students gain confidence in learning.</p>	<p>Survey faculty and students about helpfulness of sessions</p>

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

<p><b>8i. Community of Learners:</b></p> <p>1. Offer supplemental 1 unit reading class to align with content area classes. Provide students with a weekly seminar on issues of understanding the textbook or lecture and preparing for exams.</p> <p>2. Attend division meeting campuswide each semester to update faculty on reading course offerings and how we can assist students that faculty identify as having a problem with assignments, tests, study skills, and textbook reading</p> <p>3. Content-area faculty encourage student success by enrollment in reading lab classes.</p> <p><b>8k. Curriculum:</b> Offer an entry level</p>	<p>Fall 08 09 10</p> <p>Fall 07</p> <p>Fall 07 continuous</p>	<p>Reading Faculty Content area Instructor</p> <p>Reading Faculty Content Area Instructor</p> <p>Reading Faculty</p>	<p>Stipend of \$2000 per course (in addition to normal OSH for course). Faculty to attend content course and develop study strategies based on course content.</p>        <p>Cost of 3 unit or 1 unit course</p>	<p>Prepare high risk students for enrolling in mainstream courses. Increase compreh and vocab levels</p> <p>Increase success, retention and enrollment.</p>        <p>Prepare high risk students for enrolling in college. Develop comprehension and vocabulary levels for college courses.</p> <p>Increase success,</p>	<p>Pre / Post questionnaires assessing confidence in academic skills</p>         <p>Pre /post testing of skills in comprehension and vocabulary</p> <p>Collection of data</p>
---	---	--	--	--	---

## Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies

<p>reading class to help students in the community who would like to attend college, but lack the rudimentary skills. Course would address true remedial levels. This would also involve outreach and recruitment by counselors as they work with local high schools.</p> <p>Explore additional scheduling patterns of reading classes – more 2<sup>nd</sup> 8 week courses during fall semester when attendance is at its peak. Might also allow more students to attend who missed the fall start date.</p> <p>Late start Reading classes similar to Social and Behavioral Sciences</p>	<p>Spring 08?</p>	<p>Reading Faculty Division Dean Curriculum Committee</p>	<p>instruction \$ TBD</p>	<p>retention and enrollment.</p>	<p>comparing enrollments in 8 week to 16 week course equivalents.</p>
<p>8l. Cohort Study: examine cohort of students enrolled in English 340. Follow their academic patterns and progress through their completion courses and/or transfer from Saddleback. Initial study to begin Fall 07.</p>	<p>Fall 07 08 09 10</p>				
<p>8m. Basic Skills Committee: Create and promote a committee to discuss college-wide issues about student learning and how to address each issue. Representatives from each Department/division. Meet twice</p>		<p>Counselor / or Matriculation Coordin LA Division Dean Reading Faculty English Faculty Math Faculty ESL Faculty</p>	<p>Ad Hoc Committee to Academic Senate</p>	<p>Build a community of learners. Initiate into the campus culture a consortium to address student learning issues.</p>	<p>Faculty awareness survey of student learning needs and result.</p>

## Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies

<p>during a semester. Formulate new ideas for helping students learn.</p>		<p>Reps from each Academic Division</p>			
<p>8n. Provide funding for two 10-hour-a-week student aides. The reading lab can no longer function without the guaranteed assistance of student aides who are funded rather than relying on the happenstance of the Work Study Program.</p>	<p>Fall 08</p>	<p>Department Chair, Reading Dean of Liberal Arts</p>	<p>Fall and Spring Semester: 2 Student Aides @ \$8.75/hour for 20 hours each/per week = \$196 16 Weeks Fall Semester + 18 weeks Spring Semester = 34 weeks \$210 X 34 = \$7,000  Summer Session</p>	<p>To best serve our students, additional hands help answer the phone, assist students with materials, duplicate worksheets, provide help with the technology, along with many other tasks that could relieve the instructor and instructional assistants to have more time to work with students.</p>	

## Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies

			$+ 1 \text{ student aide for summer} = 10$ $\times \$8.75 =$ $\$88.75 \times 6 =$ $\$600$		
8o. Ensure that the number of F/T Reading faculty does not decrease because of retirement or reduced loads.	Fall 09	Reading Faculty Dean of Liberal Arts	Faculty salaries at time of hire \$80,000	Replacement of full-time faculty, increases attention to student need, department/college involvement.	Increased retention & persistence from students who take reading.
8p. Complete creation of a data base for pre/post test comprehension, vocabulary, and rate scores	Fall 07	Reading Faculty Grants and Research coordinator	\$0 Cost of time from Research Office. Student aide to input scores \$1,000	Increase knowledge of our student population and their progress in the reading program.	Comparison of pre/post test scores.
8q. Pilot a FRESHMAN EXPERIENCE to include foundation courses for success in college: Reading, Writing, Math, Applied Psych, Library Skills. Faculty meet to monitor student progress.	Fall 08 continue	Reading Faculty Math English	Cost of classes \$ TBD	Address learning needs of an at-risk population. Increase their success, retention and persistence.	Pre/post testing Student self-assessment survey
8r. Procure 30 laptop computers to use in reading classes for research and demonstration.	Fall 08 continue	Technology Committee Reading Faculty Division Dean	$30 \times 1200 =$ \$36,000	Instruct students with critical thinking and reading skills. Provide practice with information competency.	Projects that allow students to demonstrate principles taught in class.

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Enhance Basic Skills (PBC 8)**

**GOAL: “Basic Skills as a Foundation for Student Success in California Community Colleges” (8E)**

<b>STRATEGIES</b> <small>(Please include the target date in chronological order and identify the responsible person/group for each activity)</small>	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
Utilizing Equity Plan, Strategic Planning to date and System Office Assessment tool of Basic Skills at Saddleback College – determine how to improve and use funding to do so.	Fall 2007 & continuous	Basic Skills Foundation team as recommended by CA. Community College Chancellor’s Office and approved by Faculty Senate & PBC – VPSS to coordinate as part of SSPG (Student Success Planning Group)	<ul style="list-style-type: none"> <li>• Committee time of all members.</li> <li>• Training \$2,000</li> </ul>	<p>Full assessment of needs pr tool provided / required by Chancellor’s Office.</p> <p>Use of funding allocation for purpose based on planning to date and assessment</p>	Improved persistence, retention, success of students in Basic Skills / Developmental classes

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Enhance Basic Skills. (PBC 8)**

**GOAL: Enhance math and English basic skills with increased tutoring. (8F)**

<b>STRATEGIES</b> (Please include the target date in chronological order and identify the responsible person/group for each activity)	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
Institutionalize and continue the grant funded 2006/2007 increase in tutoring funds for basic skills. Offer additional tutoring in the areas of math and English basic skills for the next 3 years.	2007 - 2010	LAP Director Carol Hilton/PBC Budget Committee	\$10,000 to pay tutors \$8.50 per hr and provide an additional 1176 hours of basic skills tutoring each year  Total: \$30,000	Increase in student retention, persistence and success in basic skills math and English courses. To be documented in annual reports.	Assessment of annual reports targeting the success of students receiving tutoring assistance in basic skills courses.  Student Learning Outcomes targeting the number of students served, hours of tutoring provided, retention and persistence of students in basic skills courses.

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION:** increase transfer ready rates. (PBC 9)

**GOAL:** Enhance transfer services to achieve transfer rates. (9A)

<b>STRATEGIES</b> <small>(Please include the target date in chronological order and identify the responsible person/group for each activity)</small>	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
1. Increase college funding to meet annual step and column increases for faculty and staff	July 1, 2007 & ongoing	President VPI, VPSS, Dean, Transfer Center Director	Negotiated increase costs	Continued staffing compliment and operational budget	Adequate budget will be developed and funded
2. Remodel existing facilities to add counseling office space and meet ADA office standards and establish student tracking site (Transfer/Career Ctr.)	2007-2008	President, VPI, VPSS, Risk Management M&O, Dean, TC Director, ITC staff	\$27,303 One time (see 7B)	More functional work environments and tracking program implemented	Ergonomic needs met. Chancellor's office data mart populated
3.1 Analysis of staffing and workflow needs to determine appropriate # and skill sets required for the program (i.e., 29 hrs/wk administrative assistant)	2007-2008	VPI, VPSS, Dean, TC Director	\$33,504 On going 116 level	Increased more efficient service/delivery	Student evaluations and recommendations to classified prioritization hiring committee
3.2 Analysis of counseling needs based on demand of increased services provided: concentration on CARE/DSPS, CalWORKS & EOPS students and student equity is included in this over and above effort.	2007-2010	VPI, VPSS, Dean, TC Director	\$42,599 P.M. coverage Transfer Ctr. <hr/> \$16,706 six wk. summer	Increased more efficient service/delivery	Student evaluations and documentation of needed appointments

## Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies

(i.e., 60% Transfer Center Counselor; 6 wks of summer Transfer Center counseling/coordinating)	Cont. from previous page	Cont. from previous page	Cont. from previous page	Cont. from previous page	Cont. from previous page
4. Implement identified programs to serve the growing Hispanic and at risk populations	May 2008	EMC, SSC	TBD	Identification of appropriate programs to serve the Hispanic and at risk populations	A list of programs is developed.
4.1 Institutionalize pilot program with UC/CCC	May 2008	EMC, SSC, PBC,CD	\$92,809 (estimate)	Transfer Success Data Sharing with UC/CCC is institutionalized	Budgetary commitment
4.2 Implement Priority Transfer Program (PTP)	May 2009	EMC, SSC, TCD	TBD	PTP is implemented	First year data is reported
4.3 Implement Transfer Initiative Program (TIP).	May 2009	EMC, SSC, TCD	TBD	TIP is implemented	First year data is reported
5. Work with Marketing Committee to inform community of unique and/or exemplary transfer programs	May 2010	EMC, MC, TCD	TBD	An 5% annual increase in community awareness of transfer activities based on student surveys	Student awareness survey results
5.1 Increase community awareness of Indiana University 90/30	May 2008	TCD/TCC, Dean, MC	TBD	An annual increase in community awareness of the Indiana 90/30 program based on student surveys of 5% annually	Student awareness survey results
5.2 Update transfer based marketing materials, technology & equipment annually.	May 2008 May 2009 May 2010	TCD/TCC, MC	\$10,000	Accurate transfer based marketing materials	Identification of revisions made

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Increase transfer ready rates. (PBC 9)**

**GOAL: Expand the number of transfer “ready” students. (9B)**

<b>STRATEGIES</b> (Please include the target date in chronological order and identify the responsible person/group for each activity)	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
a.) Develop plan to address the dramatic % increase of Chicano/a, Latino/a students at Saddleback College plus % increase in number of transfer students.  b.) Changes in immigration laws may pass: 1. preparation to include transfer counseling (60% counselor) 2. Preparation in basic skills (English, math, reading) 3. Hire a 29 hours a week counseling assistant	2007-2010	President VPI, VPSS, Dean, TCD, EDAC, Marketing Director, Outreach Specialist, Matriculation Coordinator	(b.1) \$42,599  (b.3) \$21,773	(a.) Increase representation of Latina/o, Chicana/o students at Saddleback College by 25% in 2009-2010.  (b.) Increase transfer-ready rates among Latina/o, Chicana/o students at Saddleback College by 10% (a realistic figure) in 2009-2010.	Research and Planning Analyst will compare Chicano/a and Latina/o enrollment figures.  TCD; EOPS Coordinator; A & R (any other groups that could collect this information?) will develop a common follow-up procedure to track and coordinate transfer student information.

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Increase Transfer Ready Rates. (PBC 9)**

**GOAL: Expand the number of transfer “ready” students. (9C)**

<b>STRATEGIES</b> (Please include the target date in chronological order and identify the responsible person/group for each activity)	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
1.1 Research a “Puente Program” or other similar Bridge programs at Saddleback College Transfer Center with the formation of a Bridge Ad-Hoc task force	<a href="#">Fall 2007</a>	TCD/EOPS Counselor/EOPS Coordinator/EOPS/ EOPS Advisory Board Chair/Librarian, <a href="#">English Dept. professor</a>	\$500.00	<a href="#">Produce document for creation of Puente Program at Saddleback College for 2008-2009 and present it to college leadership groups and PBC</a>	<a href="#">Recommendations to create Puente Program at Saddleback College from leadership groups and PBC by the end of Fall 2007</a>
1.2 Hire the Bridge staff <ul style="list-style-type: none"> <li>▪ Generalist Counselor, with 50% assignment to Puente</li> <li>▪ English Instructor, 40% teaching load to the Bridge Program</li> </ul>	<a href="#">Spring 2008</a>	Same as Puente Ad-Hoc Task Force	\$83,249 \$81,160	<ul style="list-style-type: none"> <li>▪ Develop the Puente Program</li> <li>▪ Coordinate Outreach to College Community</li> <li>▪ Recruit Students</li> </ul>	<a href="#">Puente program is in place for Fall 2008</a>
1.3 Hire a 29 hours a week Counseling Assistant	<a href="#">Spring 2008</a>	Same as Puente Ad-Hoc Task Force	\$21,773	<ul style="list-style-type: none"> <li>▪ Provide clerical support</li> </ul>	<a href="#">Puente program is in place for Fall 2008</a>
1.4 Implement the Bridge Program	<a href="#">Fall 2008</a>	Puente Staff		<a href="#">Identify initial cohort of Puente students</a>	<a href="#">The Puente Program begins</a>

## Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies

1.5 Secure adequate funding to <u>institutionalize the program</u> (i.e., duplicating, postage, technology, travel accounts)	<u>Spring 2009-2010</u>	TCD, VPSS, VPI, Dean, Puente Staff	\$10,000	<u>Budget lines in</u> CS & SP(TC), LA	An adequate budget will be developed and funded.
1.6 Remodel existing facilities to add counseling office space and meet ADA office standards and establish student tracking site.	2007-2008	President VPI, VPSS, Risk Management, M&O, Dean, TCD, ITC Staff	\$27,303	More functional work environment and tracking program implemented.	Ergonomic needs met, Chancellor's Office data mart populated.
1.7 Identify dedicated space for Transfer Center and Bridge Program.	2009-2010	President, VPI, VPSS, Dean, TCD	TBD	More functional work environment.	Program identification for students.

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: To Increase Student Retention and Persistence. (10)**

**GOAL: Hire a full-time Matriculation Coordinator. (10A)**

<b>STRATEGIES</b> <small>(Please include the target date in chronological order and identify the responsible person/group for each activity)</small>	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
2.1 Begin preparation for full-time faculty hiring process with PBC approval	October 2008	VPI, VPSS, CS&SP, Academic Senate	\$94,713 + Extra duty days	Year round coverage for Matriculation services	Continuity of program service and delivery
2.2 Once approved recruitment	December 2008 – January 2009	District H.R., Dean of Counseling Services & Special Program	\$ 0	Extensive coverage of job announcement	Large pool of applicants
2.3 Establish hiring committee	February 2009	Dean of Counseling Services & Special Program, & Academic Senate	\$ 0	Hire experienced coordinator who meets program needs	Committees meet with approval of Academic Senate and follows Board policy
2.4 Board Approval	May 2009	Dean of Counseling Services & Special Program	\$ 0	Matriculation position filled	Matriculation Coordinator will begin work at beginning of 2009-2010 academic year

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Increase student retention and persistence. (10)**

**GOAL: Reduce the number of students on academic / or progress probation. (10B)**

<b>STRATEGIES</b>	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
(Please include the target date in chronological order and identify the responsible person/group for each activity)					
Provide a more robust Counseling program targeted at students on probation through dedicated counseling for these students.	Spring 2008	Jerilyn Chuman/ Counseling Division	40 OSH \$1057 per OSH = \$42,280.00 Plus benefits for a total cost of: \$47,480.00	Reduce the number of students on probation (currently 2176 for spring semester 07) by 5% from 07-08 to 08-09.	Assess for 5% reduction of students on probation.

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Increase and improve student retention and success (10)**

**GOAL: Student retention and success through Applied Psychology class. (10C)**

<b>STRATEGIES</b> (Please include the target date in chronological order and identify the responsible person/group for each activity)	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
Increase number of student educational plans and the attainment of goals of students completing Applied Psychology 1, 140 and 160 courses by limiting enrollment to 25 students per class. Work through Curriculum Committee.	Fall 2008	Dean of Counseling, Counseling Division Faculty	\$28,488 total cost = 24 OSH @ 25,366 Plus benefits (annually)	Increased retention and student success rates in reaching stated educational goals and the successful completion of class.	Compile student data and develop and implement student survey for completion of class. Track for attainment of degree and transfer.

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Increase and improve Student Retention and Success.**

**GOAL: Expand hours of service in Enrollment Services to students (particularly evenings & key times) and via increased telephone reception. (10D)**

<b>STRATEGIES</b> <small>(Please include the target date in chronological order and identify the responsible person/group for each activity)</small>	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
Hire two 29 hr. clerical reception / staff. One to increase telephone reception and provide information. One for Admissions and registration (115 level)	Fall 2007 & continuous	Director of Enrollment Services, Registrar, VPSS, VPI, Ex. Asst. to Pres.	\$56,148.38 (2 X 28,074.19 =salary & benefits. ) No health & wlfare	Increased telephone reception during evening and key times.  Increased assistance at night and as needed.	Student Survey

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Increase and improve student retention and success. (PBC 10)**

**GOAL: Administration and use of Student Survey results to improve services to students. (10E)**

<b>STRATEGIES</b> <small>(Please include the target date in chronological order and identify the responsible person/group for each activity)</small>	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
Fully analyze Spring 07 Student Survey to improve upon the survey for future use every two years after 2007/2008	2007 & continuous	VPSS, VPI, Researchers, instructional Effectiveness planning Group	Part-time clerical short term \$2,500. 2007-2008 / once every two years.  \$4,500 Faculty stipend 2007-2008 and once every two years.	Improved services based on survey results.	Students show greater satisfaction in subsequent survey.

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Increase student retention and persistence. (10)**

**GOAL: Insure that articulation agreements are up to date and enhanced continually. (10F)**

<b>STRATEGIES</b> (Please include the target date in chronological order and identify the responsible person/group for each activity)	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
Increase Articulation Program staffing to meet student demand by increasing 29 hour a week 115 Counselor Assistant position to a 40 hour a week 121 Administrative Assistant position.	Fall 08	Jerilyn Chuman/ David Francisco	\$21,326 for increase in hours and classification	Timely completion of California public Institution articulation and transfer agreements by stated deadlines to meet demand and to increase student possibility to transfer rates.	Assess completion of agreements by deadlines.

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Increase and improve student retention and success. (10)**

**GOAL: Full time Administrative Assistant for Assistant Dean, Counseling and Special Programs. (10G)**

<b>STRATEGIES</b>	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
(Please include the target date in chronological order and identify the responsible person/group for each activity)					
Hire one Senior Administrative Assistant to support the Assistant Dean of Counseling and Special Programs with EOPS / CARE / CalWORKS, Special Services, committee work, MIS reports, categorical plans, budgets, reports, new grant funds and services record keeping.	Spring 2008	VPSS, Dean Counseling Services & Special Programs, Asst. Dean, Counseling Services & Special Programs	\$52,923 = One full-time classified level 126	Increased number of full-time EOPS / CARE students and disabled students.  Efficient operation of programs.	Increased documented numbers of students on MIS report  Increased clerical support for expanding programs and activities & reporting.

**Student Success Planning Group • Recommendations 2007-2010 • Goals and Strategies**

**GOALS AND STRATEGIES**

**STRATEGIC DIRECTION: Increase and improve student retention and success. (10)**

**GOAL: Enhance Fiscal and Veterans Services to all current and future students. (10 H)**

<b>STRATEGIES</b> (Please include the target date in chronological order and identify the responsible person/group for each activity)	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>
New 29 hr level 118 classified position to ensure extended hours and improved services to students.	July 2007	Carol Hilton	\$27,931	“One stop Shop” fiscal location for students. Easier access, greater efficiency for students.	Survey students