



Strategic Plan Progress Report

Objective Measurable Outcome(s) Date and Current and Proposed Activities	Assigned to	Timeline for Completion
Initiative 1. Define and Embrace the Mission of the College Responsible Person: Steve Schultz, VP Student Services		
1.1 The College will reframe its mission statement to include the educational goals that may be fulfilled and describe the primary student population served. A new comprehensive mission statement will be developed that includes the students served, the educational goals offered, and the College’s vision and philosophies. <i>Date</i> The BEMAP committee was assigned the overall responsibility to complete the mission statement. <i>Date</i> Various mission statements from other colleges were reviewed. <i>Date</i> Draft mission statements were written that included the recommendations from the accreditation visiting team. <i>Date</i> Mission statement was written and approved in CLC. <i>Date</i> COMPLETED	Steve Schultz (VP, Student Services)	Spring 2008
1.2 In addition to its general mission, the College will establish various values and philosophy statements that will guide College-wide programs and services Vision and philosophy statements for the College will also be included with the mission statement. <i>Date</i> Review of college mission statements, other statements that included values and philosophy statements were also reviewed. <i>Date</i> Drafts of these were written and presented to BEMAP for review. <i>Date</i> Values and philosophy statements were written, and approved in CLC. <i>Date</i> COMPLETED	Steve Schultz (VP, Student Services)	Spring 2008
1.3 The mission statement will be well distributed across the campus and in various documents and publications. The mission statement will be placed on the college website, in the program review documents, and college catalog. <i>Date</i> The mission statement was placed on the website, the college catalog, , on program review forms, etc. <i>Date</i> COMPLETED	Steve Schultz (VP, Student Services)	Spring 2008
1.4 The mission statement will be used as the driving document for all institutional planning. The mission statement will be included on the planning chart so that it is an integral part of the planning process. <i>Date</i> The mission statement was placed on program review documents that are used in budget, staffing, and equipment requests. <i>Date</i> All discussions regarding plan will use the mission statement as the guide. <i>Date</i> COMPLETED	Steve Schultz (VP, Student Services)	Spring 2008
Initiative 1. Improve and Integrate the College Planning Process Responsible Person: Steve Schultz, VP, Student Services		
2.1 The College will focus on the use of institutional and community research data to make decisions. A systematic planning process, including the use of institutional and community research data, will be developed to better plan and respond to challenges and opportunities. <i>Date</i> The institutional researcher will provide all appropriate committees and staff making decisions with related research data to assist in the decision making process. <i>Date</i> The campus has developed the mindset that no decisions will be made without data to support the decision. <i>Date</i> COMPLETED	Steve Schultz (VP, Student Services)	Spring 2008



Strategic Plan Progress Report

Objective Measurable Outcome(s) Date and Current and Proposed Activities	Assigned to	Timeline for Completion
<p>2.2 All related District and College documents, e.g. Educational Master Plan, KCCD Strategic Plan, Technology Plan, Program Reviews, etc. will be reviewed and utilized as appropriate.</p> <p>The planning process developed will incorporate all appropriate District and college documents and involve all constituency groups on campus.</p> <p><i>Date</i> The planning process as outlined in the Strategic Plan includes the review of all related plans.</p> <p><i>Date</i> A planning timeline will be developed to ensure these plans are reviewed consistently and are up-to-date and reflective of the needs of the college.</p> <p><i>Date</i> COMPLETED</p>	Steve Schultz (VP, Student Services)	Spring 2008
<p>2.3 All aspects of planning, evaluation, and resource allocation will be integrated into the planning process.</p> <p>The planning process developed will include all aspects of planning, evaluation, and resource allocation.</p> <p><i>Date</i> The planning process as outlined in the Strategic Plan includes evaluation and allocation of resources.</p> <p><i>Date</i> COMPLETED</p>	Steve Schultz (VP, Student Services)	Spring 2008
<p>2.4 A Budget Plan will be implemented that will allocate resources to ensure that the allocation of financial, human, and physical resources is driven by the Strategic Plan.</p> <p>Coordinating with the District budget allocation process and utilizing the Strategic Plan as a guide, a college Budget Plan will be developed and implement that will ensure that resources are allocated appropriately.</p> <p><i>Date</i> The Budget Committee will be working on a budget planning process that will ensure resources are allocated appropriately with the Strategic Plan as the guide.</p> <p>02/19/09 Currently being discussed in the Budget Committee.</p>	Donna Berry (Director, Administrative Services)	Spring 2008
<p>2.5 A Technology Plan that evaluates and supports current and future needs for instruction, student services, and administrative functions will be integrated with the College Strategic Plan and the District Technology Plan.</p> <p>A Technology Plan will be developed and integrated with the District and college strategic plans.</p> <p>The IT staff will be working with District IT staff to integrate our campus Technology Plan with the District Plan.</p> <p>A Technology Plan is currently being discussed and reviewed to include the needs to the new facilities planned or under construction in addition to ongoing updating of existing facilities.</p> <p>02/19/09 The IT Committee is currently discussing the development of the campus Technology Plan.</p>	Chris Craig (Manager, IT)	Spring 2008
<p>2.6 Faculty, staff, and administration will be involved in the planning process with responsibilities assigned, timelines established, and status reports presented.</p> <p>A campus statement on participatory governance will be implemented and followed that reinforces involvement of all constituency groups in campus committees, etc.</p> <p>The college developed a Participatory Governance statement that it follows. This statement emphasizes and embraces the concept of participatory governance.</p> <p>Following this statement and campus commitment, all committees include representation from the various constituency groups.</p> <p><i>Date</i> COMPLETED</p>	Rosa Carlson (President)	Spring 2008
<p>Initiative 3: Institutionalize and Assess Student Learning Outcomes Responsible Person: Ann Beheler, VP, Academic Affairs</p>		
<p>3.1 The College will develop processes to assess instructional programs at the course, program, degree, and certificate levels and to use these assessments to improve courses, programs, and services.</p>	Ann Beheler (VP, Academic Affairs)	Spring 2008



Strategic Plan Progress Report

Objective Measurable Outcome(s) Date and Current and Proposed Activities	Assigned to	Timeline for Completion
<p>The Student Learning Outcomes subcommittee will develop a standard process for assessing and improving courses, programs and services.</p> <p><i>Date</i> The Student Learning Outcomes subcommittee has been assigned the responsibility to review and discuss processes to assess SLOs and programs in general in the effort to improve programs, courses, and student services.</p> <p>02/19/09 This is currently being discussed in the SLO Committee.</p>		
<p>3.2 Student services will be assessed throughout the students' matriculation at the College</p> <p>The institutional researcher will work with the student services staff to develop processes to assess student service programs.</p> <p><i>Date</i> All student services programs are completing the development and implementation of SLOs.</p> <p><i>Date</i> The institutional researcher will begin working with the staff on methods of assessing these SLOs.</p> <p>02/19/09 All of Student Services have recently completed development of SLOs. The assessment aspect is currently under discussion.</p> <p><i>Date</i> COMPLETED</p>	Steve Schultz (VP, Student Services), Michael Carley (Director, Research and Grants)	Spring 2008
<p>3.3 A cycle of continuous assessment will be created to ensure the effectiveness of college programs and services in relationship to student learning.</p> <p>The Student Learning Outcomes subcommittee will develop a standard process for assessing and improving courses, programs and services and this process will be institutionalized and continuous.</p> <p><i>Date</i> The Student Learning Outcomes subcommittee has been assigned the responsibility to review and discusses processes to ensure that continuous assessment is a cycle that is institutionalized across the college.</p> <p>02/19/09 The SLO subcommittee is working on processes that will be institutionalized.</p>	Ann Beheler (VP, Academic Affairs)	Spring 2008
<p>3.4 Student outcomes will be linked with planning and resource allocation.</p> <p>The planning chart developed will include SLOs as an integral part in the process.</p> <p><i>Date</i> The planning process as outlined in the Strategic Plan includes the linkage to resource allocation.</p> <p><i>Date</i> In addition, resource allocation will have as one of its components the impact on SLOs.</p> <p><i>Date</i> COMPLETED</p>	Donna Berry (Director, Administrative Services)	Spring 2008
<p>Initiative 4: Enhance and Expand Evening and Online Student Services Responsible Person: Steve Schultz, VP, Student Services</p>		
<p>4.1 The College will standardize its student services and activities in an effort to ensure students taking courses through distance education, during intercessions, and in the evening have the same access to these services as day students.</p> <p>Beginning in the fall 2007 semester, all student services programs will be offered until 7:00 p.m.</p> <p><i>Date</i> The student services staff and related programs have discussed the modification of work hours to ensure evening access.</p> <p><i>Date</i> COMPLETED</p> <p>Student service program links will be available on the College website.</p> <p><i>Date</i> In addition, each program will have related information posted on the college website for access to all students regardless of location.</p> <p><i>Date</i> COMPLETED</p>	Steve Schultz (VP, Student Services)	Spring 2008
<p>4.2 The College will first implement an online counseling and advising link off the webpage and then other programs and services will follow with respective online information.</p> <p>A link on the website will be developed so that students can access an online counselor who can answer questions submitted via email.</p> <p><i>Date</i> The online link for general counseling and the EOPS counselor have been completed.</p>	Miles Vega (Counselor)	Spring 2008



Strategic Plan Progress Report

Objective Measurable Outcome(s) Date and Current and Proposed Activities	Assigned to	Timeline for Completion
<p><i>Date</i> The other programs are working on a similar inclusion on their respective web pages.</p> <p><i>Date</i> The link has been implemented. EOPS has also developed a similar link and the other programs will soon implement similar services.</p> <p><i>Date</i> COMPLETED</p>		
<p>4.3 All student services programs will begin to reorganize and plan work schedule changes to ensure evening services are provided.</p> <p>Beginning in the fall 2007 semester, all student services programs will be offered until 7:00 p.m. Monday through Thursday.</p> <p><i>Date</i> Evening counseling and counter assistance is available until 7:00 p.m.</p> <p><i>Date</i> The remaining programs will adjust schedules as student need demands it.</p> <p><i>Date</i> Some adjustments are being made to coordinate evening hours with student demand.</p> <p><i>Date</i> COMPLETED</p>	Steve Schultz (VP, Student Services)	Spring 2008
<p>Initiative 5: Evaluate and Understand Roles and Responsibilities in College Governance Responsible Person: Rosa Carlson, President</p>		
<p>5.1 The College will review and modify as appropriate its statement regarding participatory governance on campus in an effort to meet the standards related to ethical, effective and empowered leadership.</p> <p>A new College participatory governance statement will be developed and adopted.</p> <p><i>Date</i> A revised participatory governance statement has been completed. This will be presented to CLC in spring 2008 for final approval.</p> <p><i>Date</i> Once approved, it will be placed in related college documents and the college website.</p> <p>02/19/09 The statement has been developed and will be presented to CLC for review and adoption.</p>	Bill Henry (Dean, Career & Technical Education)	Spring 2008
<p>5.2 The roles, scope of authority, and responsibilities of faculty, staff, students, and administrators in the decision-making process will be identified and understood across campus.</p> <p>Through review of definitions and job descriptions, college employees will have a better understanding of their respective roles and responsibilities in the decision-making process.</p> <p><i>Date</i> Discussion in the CLC regarding roles and scope of authority occurred in the fall 2007 term. Consensus was reached on this broad understanding.</p> <p><i>Date</i> COMPLETED</p>	Rosa Carlson (President)	Spring 2008
<p>5.3 To better understand roles, scope of authority, and responsibilities of the various employee groups, job descriptions will be reviewed.</p> <p>Through review of definitions and job descriptions, college employees will have a better understanding of their respective roles and responsibilities in the decision-making process.</p> <p><i>Date</i> This relates to 5.2 above in that the scope of authority among the constituency groups was discussed so that each understands his/her role in the decision making process.</p> <p><i>Date</i> COMPLETED</p>	Rosa Carlson (President)	Spring 2008
<p>5.4 The roles, scope of authority, and responsibilities of campus committees in the decision-making process will be identified and understood across the campus.</p> <p>Through review of definitions and job descriptions, college employees will have a better understanding of their respective roles and responsibilities in the decision-making process.</p> <p><i>Date</i> This was discussed along with 5.2 and 5.3 above.</p> <p><i>Date</i> COMPLETED</p>	Rosa Carlson (President)	Spring 2008
<p>5.5 In an effort to ensure that the number of administrators is commensurate with the size of the institution, the College will review and evaluate like-size institutions and make appropriate staffing recommendations.</p>	Rosa Carlson (President)	Spring 2008



Strategic Plan Progress Report

Objective Measurable Outcome(s) Date and Current and Proposed Activities	Assigned to	Timeline for Completion
<p>After review of other institutions, the college will reorganize its management structure.</p> <p><i>Date</i> During the 2006-07 academic year administrative structures on like-size institutions were reviewed and discussed in Administrative Council. At the conclusion of that review, the college decided to return to the dual VP model, i.e. Academic Affairs, and Student Services, rather than the combined model.</p> <p><i>Date</i> A new VP/AA is currently being hired and the management structure modified accordingly. This has been completed.</p> <p><i>Date</i> COMPLETED</p>		
<p>Goal 1: Expand Technologies for Students, Faculty, and Staff Responsible Person: Chris Craig, interim Manager, IT</p>		
<p>1.1 A College Technology Plan that will include immediate and future plans in terms of software and hardware needs.</p> <p>A Technology Plan will be developed and linked with the District plan that will address the short and long term technological needs of the College.</p> <p><i>Date</i> The College IT plan is being reviewed, and will be coordinated with the District IT plan in an effort to link them together where appropriate.</p> <p>02/19/09 The plan is currently being discussed with college and district IT staff.</p>	Chris Craig (Manager, IT)	Fall 2008 Proposed completion 04/01/09
<p>1.2 Expand training and support services in all appropriate areas of technology for employees and students.</p> <p>Training for faculty, staff, and administrators will be offered and attended on a regular basis to keep up with technology changes and enhancements.</p> <p><i>Date</i> A training program is being developed to provide consistent and on-going training in the various aspects of technology.</p> <p>02/19/09 Some training has occurred during Flex Days.</p> <p>02/19/09 A training schedule and topics are currently being discussed with IT staff as a part of the IT Plan.</p>	Chris Craig (Manager, IT)	Spring 2009
<p>1.3 Improve technology planning processes to better link with both College and District short term initiatives and long range goals.</p> <p>The technology needs of the college will be integrated with the Budget plan and linked with the District support and planning processes.</p> <p><i>Date</i> The College IT plan is being reviewed, and will be coordinated with the District IT plan in an effort to link them together where appropriate.</p> <p>02/19/09 An updated program review is being discussed in the IT Committee for submission to the Budget Committee.</p>	Chris Craig (Manager, IT)	Spring 2009
<p>1.4 Incorporate the Technology Plan into the budget planning process in an effort to provide resources for necessary upgrades.</p> <p>The Technology Plan for the college will be integrated with the Budget plan to ensure that the college is meeting the increasing needs of students and employees.</p> <p><i>Date</i> Prior to the completion of the plan, technology needs will be addressed in the budget planning process.</p> <p>02/19/09 The IT Plan is an integral aspect of the planning chart and planning process. As such, this will be an ongoing activity.</p>	Donna Berry (Director, Administrative Services) and Chris Craig (Manager, IT)	Spring 2009
<p>Goal 2: Upgrade Facilities and Grounds Responsible Person: Donna Berry, Director, Administrative Services</p>		
<p>2.1 The construction of the new library, remodel of the current structure, and remodeling of the Science-Math building will be completed.</p> <p>The new library and Science-Math construction/remodel will be completed.</p> <p><i>Date</i> Construction is on-going.</p>	Donna Berry (Director, Administrative Services)	Spring 2008 – Library Summer 2008 – SM Building



Strategic Plan Progress Report

Objective Measurable Outcome(s) Date and Current and Proposed Activities	Assigned to	Timeline for Completion
<p>2.2 Plans will continue for the expansion of the Wellness Center and construction of a new Health Careers facility. Blueprints and working drafts of these two facilities will be completed.</p> <p><i>Date</i> The planning process for both of these facilities is on-going. <i>Date</i> Meetings are being held with respective staff on building plans, etc. 02/19/09 HC completion is not yet determined since it is not officially approved. The architects are meeting periodically with the appropriate staff to complete working drawings of these two facilities.</p>	Donna Berry (Director, Admin. Services)	Fall 2009 – Wellness Center HC - TBD
<p>2.3 An upgrade plan for Jamison Stadium and its parking lot will be coordinated with the Foundation and Porterville Unified School District. The Jamison Stadium parking lot will be completely redone.</p> <p><i>Date</i> Costs and plans for upgrading the parking lots are being finalized. 02/19/09 First 1/3 is completed.</p>	Donna Berry (Director, Admin. Services)	Summer 2008 To be done in stages of 1/3.
<p>2.4 A staffing plan for Maintenance and Operations will be presented and integrated into the budget planning process to increase staff that will be necessary due to facility construction. New grounds and maintenance staff will be hired.</p> <p><i>Date</i> Staffing needs for M/O will be presented to the Budget committee on the M/O updated program review document. <i>Date</i> Two new custodians were hired in Fall 2007. Additional staff will be hired in order to maintain the added facility construction being completed around campus. <i>Date</i> COMPLETED</p>	Donna Berry (Director, Admin. Services)	Fall 2008
<p>2.5 Once developed, the Facilities Plan will be integrated into the budget planning process to address the long term facility needs of the College. A Facilities Plan will be developed that will address long term facility needs for the college. This plan is already included in the planning chart and will be referenced during the planning process once completed.</p> <p><i>Date</i> A facilities plan for the college is currently being coordinate with the district architects. <i>Date</i> Once completed it will be submitted to the Budget committee, CLC, and incorporated into the planning processes. 02/19/09 The M&O Departments is currently working on this plan.</p>	Donna Berry (Director, Admin. Services)	Spring 2009
<p>Goal 3: Utilize Effective Enrollment Management Strategies to Increase Access Responsible Person: Ann Beheler, VP, Academic Affairs</p>		
<p>3.1 The Enrollment Management (EM) subcommittee will review trends, data, and community needs and develop an enrollment management plan that will include recommendations regarding course offerings, development of vocational programs, etc. to address methods to increase FTES and respond to local business and workforce needs. An Enrollment Management Plan that will address strategies to increase FTES.</p> <p><i>Date</i> The EM subcommittee will continuously review all appropriate data to ensure the class schedule meets the needs of students while increasing FTES generation. 02/19/09 An EM Plan will be submitted annually to be considered in the development of the class schedule. The review of the data is on-going. The EM subcommittee is currently working on development of this plan.</p>	Ann Beheler (VP, Academic Affairs)	Annually
<p>3.2 The Marketing and Outreach subcommittee will coordinate with local middle and high schools to maximize outreach efforts with our potential elementary and high school students. Joint activities with local schools will be implemented and offered on a consistent basis. These activities will be posted on an outreach calendar.</p>	Virginia Gurrola (Director, Admissions & Records/Financial)	On-going



Strategic Plan Progress Report

Objective Measurable Outcome(s) Date and Current and Proposed Activities	Assigned to	Timeline for Completion
<p><i>Date</i> Activities will be coordinated with local schools to enhance our outreach efforts to their students.</p> <p><i>Date</i> High School Senior day will be conducted annually; visitations to campuses will occur each term, and the high school/college counselors meeting held at PC each spring.</p> <p><i>Date</i> COMPLETED</p>	Aid)	
<p>3.3 The web will be reviewed as a marketing tool and the College webpage expanded to better utilize this tool in our marketing and outreach activities.</p> <p>The web page will be modified appropriately.</p> <p><i>Date</i> A working group from with the Marketing and Outreach committee will review and discuss with the college webmaster ideas to improve the website in terms of marketing and outreach.</p> <p>02/19/09 This review is currently being considered in the Enrollment Management Committee.</p>	Ann Beheler (VP, Academic Affairs)	Spring 2009
<p>Goal 4: Utilize Effective Enrollment Management Strategies to Increase Retention Responsible Person: Steve Schultz, VP, Student Services</p>		
<p>4.1 Increase student services online.</p> <p>Utilization of online student services will increase each year as the technology is expanded.</p> <p><i>Date</i> Implement an "Ask the Counselor" link that links directly to an email to one of the counselor assigned assisting on-line students.</p> <p>02/19/09 A process to record and monitor usage is being discussed with IR.</p>	Steve Schultz (VP, Student Services)	Fall 2007
<p>4.3 Expand student learning outcomes and assessment of all student services programs.</p> <p>Through the regular survey process students will indicate overall satisfaction with the quality and quantity of student services programs and activities.</p> <p><i>Date</i> Complete SLO's for all student services programs.</p> <p><i>Date</i> Once completed, the process for assessing them will be implemented.</p> <p><i>Date</i> Bi-Annual surveys and other SLO assessment strategies have been implemented.</p> <p><i>Date</i> COMPLETED</p>	Steve Schultz (VP, Student Services)	Spring 2008 Bi-annual surveys & assessments.
<p>4.4 Continue bi-annual surveys and use the results to improve services.</p> <p>Through the regular survey process students will indicate overall satisfaction with the quality and quantity of student services programs and activities.</p> <p><i>Date</i> Begin bi-annual surveys in fall 2008. Other SLO assessment strategies have been implemented.</p> <p><i>Date</i> COMPLETED</p>	Michael Carley (Director, Research & Grants)	Fall 2008 Every two years. Fall 2010
<p>4.5 Increase services and activities in the area of career development.</p> <p>EUREKA will be purchased and other career-related activities developed.</p> <p><i>Date</i> Purchase EUREKA system and publicize its availability.</p> <p><i>Date</i> EUREKA was purchased and the student services staff continues to discuss additional career-related services to offer.</p> <p><i>Date</i> COMPLETED</p>	Steve Schultz (VP, Student Services)	Spring 2007
<p>4.6 Assignment of leadership responsibility to better integrate basic skills programs and services.</p> <p>The overall coordination of Basic Skills will be assigned to an administrator.</p> <p><i>Date</i> The Dean of Academic Affairs will be assigned responsibility for basic skills and implementation of improved services.</p> <p><i>Date</i> Assigned to Dr. Ecung.</p> <p><i>Date</i> COMPLETED</p>	Antonia Ecung (Dean, Academic Affairs)	Spring 2007
<p>Goal 5: Assess and Improve Organizational Effectiveness</p>		



Strategic Plan Progress Report

Objective Measurable Outcome(s) Date and Current and Proposed Activities	Assigned to	Timeline for Completion
Responsible Person: Rosa Carlson, President		
5.1 Continue bi-annual student surveys to assess institutional effectiveness. Student surveys will be completed every two years. <i>Date</i> Bi-annual student surveys will be administered continuing in the spring 2009 and every two years thereafter.	Michael Carley (Director, Research and Grants)	Spring 2009 Every two years.
5.2 Establish regular employee surveys to assess institutional effectiveness. Employee surveys will be completed every two years. <i>Date</i> Bi-annual employee surveys will be administered beginning in the fall 2008 term and every two years thereafter. 02/19/09 An all-campus employee survey is being considered and models evaluated. 02/19/09 A faculty survey is also under development and will be completed during the 2009-10 academic year.	Michael Carley (Director, Research and Grants)	Fall 2008 Every two years.
5.3 Review and evaluate the strategic planning process. Strategic planning process review and evaluated and appropriate changes made. <i>Date</i> The planning process will be reviewed and evaluated every two years at the conclusion of the respective academic year beginning in spring 2009. 02/19/09 This review began in Spring 2008, the next scheduled review – Spring 2010. <i>Date</i> COMPLETED	Michael Carley (Director, Research and Grants)	Spring 2009 Every two years. Spring 2010