

**Miramar College**  
**Accreditation Team Recommendations and College Planning Agenda**

*Grouped by Accreditation Standard*

**Standard 1: Institutional Mission and Effectiveness**

A. Mission

1. The college will take steps to expand awareness of the college mission statement and integrate the mission statement into all aspects of decision-making. (1.A.4)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
<ul style="list-style-type: none"> <li>• Reviewed annually by CEC, shared governance groups, then Board of Trustees</li> <li>• Last edited/revised in 2003</li> <li>• Printed in all publications, website, etc.; strategic plan, mission statement, values and goals integrated in college decision-making via shared governance committee work (i.e., Hiring Committee criteria, criteria for work plans, budgets, planning processes, marketing activities, facilities master plan, outreach efforts)</li> </ul>	Maintain current practice	Sandy Trevisan	CEC	Foundation of strategic plan.

B. Improving Institutional Effectiveness

WASC Recommendation #1

Build upon efforts to foster a “culture of evidence” through campus-based institutional research (I.B.4; I.B.5; I.B.6)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer/Shared Governance Committee	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
<ul style="list-style-type: none"> <li>Developed web-based archives of all minutes, agendas, comprehensive college data</li> <li>Hiring campus researcher</li> <li>SLOACs</li> <li>Developing enrollment management decision support system</li> </ul>	<p>Further develop current activities</p> <p>Focus on/develop program review, outreach efforts based on research data</p> <p>Integrate program review processes collegewide</p>	<p>Gordon Lynch</p> <p>Susan Schwarz</p> <p>Linda Lee</p> <p>Kit Foster</p>	<p>Institutional Effectiveness Task Force</p>	<p>Data will provide basis for strategic plan review and revision</p>

WASC Recommendation #7

Work with the district to implement a Districtwide strategic plan that integrates with the college’s vision, mission, and strategic plan (IV.B.1; IV.B.1.b)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer/Shared Governance Committee	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
<p>Districtwide Senate Presidents initiated efforts to form district strategic planning/activities</p> <ul style="list-style-type: none"> <li>Strategic planning</li> </ul>	<p>District Strategic Planning Committee reviewing campus plan goals for</p>	<p>Susan Schwarz and Wheeler North</p>	<p>Miramar’s Academic Senate Representatives to district Strategic Planning Committee</p>	<p>Our strategic plan drives district strategic plan.</p>

committee formed; process, district mission, vision and value statement developed from campus plans (included common characteristics from college-specific plans)	common activities/priorities and align respective planning cycles			
---	---	--	--	--

College planning agenda

Challenges: “due to significant demands for increased assessment and evaluation data and staff reductions over the past few years, the college is not always able to analyze and respond to the many rubrics or indicators measuring quality assurance... because Miramar College is unable to fund a dedicated staff position to coordinate research, assessment, planning and evaluation, the college is not satisfied with its ability to meet this standard.”

1. The college’s planning, evaluation, re-evaluation and resource allocation process will identify specific quantitative and qualitative data sources that will support institutional improvement. (I.B.1; I.B.3)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
Currently involving district researcher in program review process development. Some areas use research already, but not all.	Hire campus-based researcher.	Kit Foster	Institutional Effectiveness Task Force  Planning and Budget  CEC	Goal 1, Strategy 1

2. College governance participants will be provided training in the content and use of various data products for analysis. (I.B.2)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
<ul style="list-style-type: none"> <li>Chairs Academy training.</li> <li>Business Office training in new systems</li> <li>Web Committee exploring data-based system.</li> <li>DSS training sessions for faculty/staff</li> <li>Toolbox training for deans, managers.</li> </ul>		Wheeler North, Peggy Manges, Peter White, Kit Foster	Academic Affairs Committee  Student Services Committee  Administrative Services Committee	Goal 1, Strategy 3

3. The College will work with the SDCCD Institutional Research and Planning Office to improve the usefulness and clarity of college reports. (I.B.4)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
District researcher invited to campus; specifically works with Miramar on College needs. Identified responsibilities of campus-specific researcher.		Bill Grimes	CEC	Goal 1, Strategy 1 Goal 1, Strategy 4

4. The College will secure funding for a dedicated staff position to coordinate research, assessment, and planning at Miramar. (I.B.6)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
Funds secured by President for campus researcher.		Patricia Hsieh	CEC	Goal 1, Strategy 1 Goal 1, Strategy 4

5. The strategic plan and Miramar College Shared Governance Manual 2003 will be reviewed more closely to coordinate, define, and document assessment processes for the self-evaluation of instructional programs, student support services, and learning support services. (I.B.7)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
Strategic Plan reviewed by Shared Governance Committee groups. Shared Governance manual reviewed annually by Shared Governance Committee, Senates, CEC.		Wheeler North, the three VPs	Academic Affairs Committee  Student Services Committee  Administrative Services Committee  CEC	Goal 1, Strategy 1 Goal 1, Strategy 4

Standard 4: Leadership and Governance

College planning agenda

A. Decision-Making Roles and Process

1. Ensure that shared governance policy is abided by in the search and selection of the interim president and the new president of the college. The campus will be kept informed of the process in keeping with the policy. (IV.A.5)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
Hired permanent president through shared governance policies; representatives on hiring committee appointed by		Bob Fritsch	CEC	Not in strategic plan

governance leadership; campus kept informed via district policies, procedures.				
--	--	--	--	--

B. Board and Administrative Organization

1. The district should formally analyze Miramar College’s interfaces with its district offices to improve accuracy and relevance of data provided. (IV.B.3)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
Working toward goal through our efforts with Institutional Effectiveness Task Force. Example: New intersession enrollment reports tracking effected change in subsequent campus scheduling – reports and data requested by Senate Presidents.		Kit Foster	To be determined	Not in strategic plan

2. Decisions that affect Miramar College student learning and student success should be made at the college level. (IV.B.3)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
	Confirm statement that goal decisions should be made at the campus level.	Kit Foster, Peter White	CEC	Not in strategic plan

3. The governing board, through the chancellor, should review the adequacy and equity of Miramar College's resources, including student support and co-curricular activities. (IV.B.3.c)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
Progress being made (examples: new athletic teams, facilities on board; LLRC, fieldhouse, Internet café, student support for staffing study, help desk for online students)		Peggy Manges	Planning and Budget CEC	Goal 3, Strategy 1 Goal 3, Strategy 3

4. A review of the district's long-time mechanisms and formulae for distribution of resources should be undertaken in the interest of fair and equitable staffing, facilities, technology and budget for all students at all colleges. (IV.B.3.c)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
Progress being made includes staffing study, budget increases and new formulas, district leadership commitment for new faculty hires annually toward 75%/25% goal, bond measure for new facilities.	Progress still needs to be made with a district plan for the cost of ownership of technology: purchase, maintenance, replacement, upgrades, training.	Peggy Manges	Planning and Budget CEC	Not in strategic plan

Standard 2: Student Learning Programs and Services

WASC Recommendation #2

Implement a comprehensive program review process that will integrate instructional and student services evaluations into a campuswide analysis of institutional strengths and weaknesses (II.A.2.e)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
Reflected in WASC progress report	In WASC progress report	Daphne Figueroa, Peter White	Institutional Effectiveness Task Force  Academic Affairs Committee  Student Services Committee  Administrative Services Committee	Goal 1, Strategy 1 Goal 1, Strategy 2 Goal 1, Strategy 4

A. Instructional Programs

College planning agenda

1. The Program Review Committee will reevaluate its program review process to include course learning outcomes into the annual review cycle. (II.A.1.a)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
Reflected in WASC progress report	Beta test Academic program review <ul style="list-style-type: none"> <li>• Approve process in Fall</li> <li>• Test programs in library services, natural sciences, English, Aviation</li> </ul>	Daphne Figueroa and Dick Bettendorf	Academic Program Review Subcommittee	Goal 1, Strategy 1

2. The Miramar faculty will incorporate program and course learning outcomes into the student learning process and design methods to assess those outcomes. (II.A.1.a)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
	Pilot test as part of Academic program review	Linda Lee	Academic Program Review Subcommittee of Academic Affairs	Goal 1, Strategy 1

3. The college will work to expand the comprehensiveness of its course offerings. (II.A.2)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
Refer to information reported		Kit Foster Duane Short	Curriculum Committee	Goal 1, Strategy 4

4. The college will establish codes for all certificates of completion and begin reporting data in the Management Information System (MIS). (II.A.2.b)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
MIS reporting of certificates of completion	Tracking student progress Ed Plan screens in ISIS – have changes been made?	Reggie Boyd, Thu Nguyen	Academic Affairs Committee	Goal 1, Strategy 4

5. If adequate funds are available, the college will publish the Transfer Guide both as a stand-alone guide as well as in the college catalog. (II.A.6.a)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
Transfer guide in development through Title III	Complete transfer guide; make it available on transfer center website	Duane Short, Wendy Stewart	Academic Affairs Committee  Student Services Committee	Goal 2, Strategy 1

6. The College will update program brochures to provide information on courses of study. (II.A.6.c)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
College program brochures; not sure which brochures have been completed; some brochures are too specific and therefore become out-of-date too fast	Which brochures are planned for this year? Update websites?	Sandy Trevisan; discipline experts; Susan Schwarz re updated websites	Marketing Committee	Goal 5, Strategies 1 and 3

7. The college will add a statement in the Instructor's Survival Guide regarding the separation between personal conviction and professionally accepted views with a discipline. (II.A.7.c)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
	Review and update "Survival Guide"  Change name to "Faculty Resource Guide"	Wheeler North	Academic Affairs  Student Services Committee	Goal 1, Strategy 3

8. The college will include the SDCCD student rights and responsibilities policy and procedures for academic honesty and the faculty ethics statement in the Instructor's Survival Guide (II.A.7.c)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
	Add Policy 3100 to the Guide	Julie Barnes	Academic Affairs Student Services Committee	Goal 1, Strategy 3

B. Student Support Services

College planning agenda

1. The College will hire full-time contract counseling faculty to help meet student counseling demands. (II.B.1)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
Report on number of counselors hired since 2004, present requests for counseling faculty in academic affairs Hiring Committee		Julie Barnes	Student Services Committee Hiring Committee	Goal 1, Strategy 4

2. The college will secure additional storage and/or imaging equipment for the maintenance and storage of records and files. (II.B.3.f)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
Added optical scanning equipment		Dana Andras, Kare Furman	Student Services Committee  Facilities Committee	Not in plan

3. The College will increase all student services' facilities and unite service departments into a single, central location on campus. (II.B.4)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
		Peter White	Student Services Committee  Facilities Committee	Goal 1, Strategy 4

4. The College will allocate larger student services' facilities to all departments that will include more support staff, office spaces, larger reception areas, computer areas for students, and more storage space. (II.B.4)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
		Peter White	Student Services Committee  Facilities Committee	Goal 1, Strategy 4

5. The college will ensure the levels of support personnel are adequate to meet the increasing student population and service demands in all student service areas.  
(II.B.4)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
District staffing study added one position  Developed detailed staffing plan  Linked plan to program review and facilities		Julie Barnes, Peter White	Student Services Committee  Facilities Committee	Goal 3, Strategy 1

6. The college will develop appropriate student learning outcomes language for the Student Services Divisions (II.B.4)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
Student Learning Outcomes; report progress		Julie Barnes	Student Services Program Review Subcommittee	Goal 1, Strategy 1

C. Library and Learning Support Services

WASC Recommendation # 3

Acquire library materials and databases at a level sufficient to support student learning (II.C.1)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
Acquisitions are current though not large; need report on new acquisitions, whether library acquisitions and databases are adequate; \$ invested over past two years. Note that databases are funded through TTIP.	Invest funding in 06/07.  Need department feedback through Chairs Committee re. whether the collections are adequate	Mary Hart	Library and Learning Support Services	Goal 1, Strategy 4  Goal 2

College planning agenda

1. The college will provide extended hours of service during peak utilization time periods by coordinating the staffing and services of the library and learning support. (II.C.1)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
Providing extended hours at computer labs and tutoring service?		Mary Hart/PLACE,ILC staff report change since 2004	Academic Affairs Committee; Student Services Committee; ASC	Goal 1, Strategy 3 4  Goal 2, Strategy 1

			Later, Management Services and Planning and Budget	
--	--	--	--	--

2. Establish a streamlined budgetary process to meet the ongoing and non-routine technological needs of the library and learning support services that includes cost-of-ownership, such as technical staff support, software upgrades, maintenance, replacement and repair. (II.C.1.a)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
		Mary Hart/PLACE, ILC staff report change since 2004	Academic Affairs Committee; Student Services Committee; ASC  Management Services and Planning and Budget	Goal 1, Strategy 3 4

3. The College will foster greater integration and cooperation of library and learning support services by creating adjacency in a single facility specifically designed to provide learning services. (II.C.1.c)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
Based on district remodeling schedule		Susan Schwarz	Facilities Committee	Goal 1, Strategy 4

4. The college will ensure staffing is appropriate for all student support learning areas to sustain the increasing student growth and service demands. (II.C.1.c)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
		Mary Hart/PLACE, ILC staff report change since 2004	Academic Affairs Committee; Student Services Committee; ASC  Later, Management Services and Planning and Budget	Goal 1, Strategy 3 4

5. The College will expand the physical space of the library to include group study rooms. It will also provide a greater selection of books, periodicals, and other resources. (II.C.2)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
		Mary Hart/PLACE, ILC staff report change since 2004	Academic Affairs Committee; Student Services Committee; ASC  Later, Management Services and Planning and Budget	Goal 1, Strategy 3 4  Goal 2, Strategy 1

6. The college will provide extended hours of service during periods of peak demand, it will expand the variety of academic support services, and it will provide additional tutors and printing services. In addition, Miramar will expand the PLACe's rooms/facilities. (II.C.2)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
		Mary Hart/PLACE,ILC staff report change since 2004	Academic Affairs Committee; Student Services Committee; ASC  Management Services and Planning and Budget	Goal 1, Strategy 3 4  Goal 2, Strategy 1

7. The college will increase the number of contract faculty available to staff the ILC during periods of peak demand at the beginning of each semester and during mid-term/final exams. (II.C.2)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
Review changes since 2004; establish goals/targets for changes in staffing  Report progress  Link with technology resource distribution issue in Standard 4, #4 (governance)		Susan Schwarz/ Francine	Academic Affairs Committee	Goal 1, Strategy 4  Goal 2, Strategy 1

8. The college will hire temporary SDCCD Online staff with appropriate skills in providing assistance to students and faculty during periods of peak demand at the beginning of each semester. (II.C.2)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
		Wahid Hamidy Pete Miles	Academic Affairs Committee	Goal 2, Strategy 1

Standard III: Resources

WASC Recommendation #4

Use its strategic plan to drive the development and full integration of the educational master plan with the technology, facilities, and human resources plans and related institutional processes. The human resources plan should be developed with special attention to providing sufficient administrative and staff members for projected institutional growth (III.A.6; III.B.1; III.B.2; III.B.2.b; III.C.2; III.D.1.a; III.D.1.b)

A. Human Resources

WASC Recommendation #5

Implement initiative to ensure that faculty and staff increasingly reflect the diversity of their student body (III.A.4.a.b.)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
		Academic Senates and District	CEC	Goal 3, Strategy 3

College planning agenda

1. The College will work with the district and faculty union to better realign faculty evaluation criteria to accommodate focus on student learning outcomes. (III.A.1.c)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
Done at the district level with representation from the college	Identify admin rep from Miramar  Communication from Miramar faculty rep	Joan Thompson	Academic Affairs Committee  CEC	Goal 1, Strategy 1

2. Develop data and a planning model to assess the impact of program growth and possible faculty retirements. (III.A.2)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
	Address in program review and through the campus hiring process	Kit Foster	Hiring Committee  CEC	Not in plan

3. Develop alternative funding sources to support maintenance and expansion of staff development activities. (III.A.5.b)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
VTEA and Foundation funds TTIP Funds Community memberships for fitness center FLEX speakers, workshops Internal expertise Title III		Kit Foster  Peggy Manges  Susan Schwarz  Rod Porter	To be determined	Goal 1, Strategy 3

4. Coordinate with the district to modify the allocation model to accommodate enrollment growth for Miramar. (III.A.6)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Committee	Relationship to strategic plan, mission goals and strategies
District funds all growth in Academy and in campus growth  Provide one-time infrastructure and advertising  Additional classified staff per district staffing study		Peggy Manges	Planning and Budget  CEC	Not in plan

Physical Resources

1. Link education services and planning with facilities development, renovation, and decision making. (III.B.1.b)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
<p>Campus facilities master plan based on educational and services planning;</p> <ul style="list-style-type: none"> <li>• Input from program review</li> <li>• Integrate all campus components through program review process</li> <li>• Safety Committee – annual safety inspections; needs identified by each department</li> </ul> <ul style="list-style-type: none"> <li>○ Business &amp; Operations address/review needs list</li> <li>○ List Presented to Facilities Committee</li> <li>○ Safety Committee notified upon completion/status</li> </ul>		<p>Peter White, Kit Foster, Peggy Manges</p>	<p>Facilities Committee</p> <p>Institutional Effectiveness Committee</p>	<p>Not in plan</p>

2. Continuously evaluate and improve systems to ensure shared governance and full campus involvement in planning and decision making that will lead to a comprehensive institution. (III.B.2.a)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
	<p>Have facilities plan and academic master plan</p> <ul style="list-style-type: none"> <li>• Used to plan new buildings</li> <li>• Space utilization for buildings</li> <li>• Shared governance process (campus)</li> <li>• District involvement – infrastructure committee</li> </ul>	<p>Bob Fritsch, Peter White, Peggy Manges, Kit Foster</p>	<p>CEC</p>	<p>Not in plan</p>

Technology Resources

1. Refine the campus process for addressing closed captioning videos for students with disabilities. (III.C.1)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
District hired a caption coordinator; at the district level	<p>Campus/district needs to address budget for captioning costs, which is increasing overall video costs</p> <p>Need to train staff on captioning equipment in AV</p>	Kathy Doorly	<p>Student Services Committee</p> <p>Academic Affairs Committee</p>	<p>Goal 1, Strategy 4</p> <p>Goal 2, Strategy 1</p>

2. Equip the campus to receive satellite links. (III.C.1)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
<p>District project;</p> <p>Cable access provided in trenching for Fieldhouse and infrastructure project</p> <p>Will be provided in all new buildings and existing permanent buildings</p>		Peggy Manges	District Infrastructure Committee	<p>Goal 2, Strategy 1</p> <p>Goal 3, Strategy 4</p>

3. Standardize technology equipment portable carts. (III.C.1.a)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
<p>Campus established equipment standard for smart classrooms and carts</p> <p>Campus technology plan reviewed and revised annually in Technology Committee, then through shared governance process</p> <p>All technology approved by Dean and Admin or Instructional Computing prior to purchase</p> <p>All AV equipment requisitions approved by Dean to ensure they meet district and campus standards</p>		Susan Schwarz	Technology Committee	Goal 2, Strategy 1

4. Install more effective security procedures and devices for classrooms with technology equipment. (III.C.1.a)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
Campus smart classrooms and projection units are alarmed and connected to the alarm system	Developing information to secure security for off-campus technology equipment	Susan Schwarz	Technology Committee  Facilities Committee	Goal 2, Strategy 1

5. Increase the use of the Professional Development Center for faculty technology training. (III.C.1.b)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
<p>Conducted survey, then developed a schedule of training based on the survey results; a lot of one-on-one training</p> <p>Materials developed</p> <p>Upgraded all computers in PDC through Title III</p> <p>Spring 2006 began using interns from SDSU Ed Tech Program (Masters candidates)</p>	Continue internship program	Bob Fritsch, Susan Schwarz	Academic Affairs Committee	Goal 1, Strategy 3

6. Establish training, guidelines, and procedures for faculty teaching hybrid or enhanced courses. (III.C.1.b)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
SDCCD Online is district-based <ul style="list-style-type: none"> <li>• Campus mentor</li> <li>• Training sessions</li> <li>• Campus representation on District Steering Committee</li> </ul>		Rechelle Mojica; Wahid Hamidy	Academic Affairs Committee	Goal 1, Strategy 3  Goal 2, Strategy 1

7. Update the 1998 Technology Plan. (III.C.1.c)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
District IT Director (Kent Keyser) responsible for district-wide technology plan  Campus plan reviewed annually	Check to see if district and campus technology plans are in sync	Susan Schwarz	Technology Committee  CEC	Not in plan

8. Maintain and monitor a centralized list of computer software under site licenses, master contracts, or contracts for support and upgrades. (III.C.1.c)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
Administrative inventory maintained by Sungard  Instructional inventory maintained by K. Hill  AV inventory maintained by AV Department		Susan Schwarz	Technology Committee	Not in plan

9. New facilities planning will ensure that technology systems are compatible and accessible and include economy-of-scale savings. (III.C.1.c)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
Campus standard established <ul style="list-style-type: none"> <li>• District bid for cost savings</li> <li>• All purchases reviewed by supervisor</li> <li>• Supervisor and District IT staff on building committee</li> </ul>		Susan Schwarz	Technology Committee  Facilities Committee	Not in plan

9. As part of the plan to address its understaffed status, Miramar College needs to be mindful of its lack of technical support including web design, instructional technology, AV, and professional development training personnel. (III.C.2)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
<p>Classified hourly webmaster (G. Lynch)</p> <p>State funding for professional development should be coming</p>	<p>Staffing needs for new buildings – need authorization</p> <p>District is funding source</p> <p>Clarify that staffing for new buildings does not come out of staffing study allocation</p>	<p>Peggy Manges</p>	<p>Budget and Planning</p> <p>CEC</p>	<p>Not in plan</p>

D. Financial Resources

WASC Recommendation #6

Provide training to employees to facilitate their ability to actively participate in general budget and planning processes (III.D.1.d.)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
<ul style="list-style-type: none"> <li>• Training occurs when participating on the Planning and Budget Committee</li> <li>• Department program review</li> <li>• DSS training; all faculty can view</li> <li>• Web Advisor available to dept. chairs; training workbook available through Business Office; is available to all staff; set up through the Business Office (provided electronically and hard copy)</li> </ul>		Peggy Manges	To be determined	Not in plan

College planning agenda

1. Encourage more campus constituents to participate and attend Budget and Planning Committee meetings to further understand how the college’s mission and goals are intertwined into funding decisions. (III.D.1)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
<p>Work plans and information sent to distribution list electronically 5 times in Spring (sent both electronically and hard copy)</p> <p>Open meetings</p> <p>Members to take information back to their constituencies.</p>	<p>Have training for committee members (all shared Governance Committees)</p> <p>Finalize committee membership by end of Spring so the group can start the fall semester running</p>	<p>Wheeler North, Bob Fritsch</p>	<p>College Governance Committee</p>	<p>Not in plan</p>

2. Campus constituents will advocate for increased funding for enrollment growth. (III.D.2.b)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
<p>Done through District Budget Committee and Chancellor’s Cabinet</p> <p>Continuous funding for growth, but only for faculty members; operating costs of new classes are not included.</p>		<p>Peggy Manges</p>	<p>Budget and Planning CEC</p>	<p>Not in plan</p>

One time funding for marketing and limited infrastructure support				
---	--	--	--	--

3. Campus personnel will be actively involved in the implementation of the new SDCCD administrative systems. (III.D.2.b)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
<p>Negative impact overall on campus; drained campus resources.</p> <p>District has decided not to continue with student side of system; continuing in financial aid area</p> <p>No input from campus about how it would affect campus departments and staff members.</p>		Peggy Manges	CEC	Not in plan

4. Campus leadership will investigate new funding sources. (III.D.2.e)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
<p>Grant Coordinator Position through Title III</p> <p>Partnerships developed (Automotive, diesel, biotech, public safety, Hourglass, Civic Center, Fitness Center) and Foundation developing scholarships</p> <p>Prop S, Prop N</p>	Seek more grants	Kit Foster	Budget and Planning  CEC	Goal 3, Strategy 3

6. Campus shared governance leadership will work with the district to modify the funding formulas. (III.D.2.g)

Accomplishments of last 2 years	What can be done in 2006-2007	Writer	Shared Governance Comm	Relationship to strategic plan, mission goals and strategies
<p>Done through District budget committee</p> <ul style="list-style-type: none"> <li>• Budget adjustment for campus has been eliminated</li> <li>• Receive differential funding for intersession and growth classes</li> <li>• Academy expenses fully funded by district</li> </ul>		Bob Fritsch, Peggy Manges	Budget and Planning  CEC	Not in plan