Cerro Coso
COMMUNITY COLLEGE

Annual Section Plan
2012-2013 Academic Year

[SOUTH KERN/KERN RIVER VALLEY COLLEGE CENTER]

STEP I: DESCRIBE THE SECTION

a. **Program Applicability**

The South Kern/Kern River Valley College Center currently operates from three locations. In South and East Kern County the center delivers instructional courses supporting the core mission of the college and the college district with academic transfer, career and technical education, and the basic skills instruction. Student services includes counseling, placement testing, admission and registration, and business office functions for college students at Edwards Air Force Base, and some courses offered at California City High School. The same services are provided in the Kern River Valley in a leased facility located at Lake Isabella, California

The deliveries of programs at the KRV Site are listed in the following table:

KRV Programs, Degrees, & Certificates 2011-2012	KRV	ITV	Krv+online
Cerro Coso General Education requirements	X	X	X
CSU transfer requirements	x		x
IGETC transfer requirements	x	x	x
Art AA	x		x
Fine Art			x
General Science : Liberal Studies Emphasis			x
Liberal Arts AA			
:Art & Humanities emphasis	x		x
:Social & Behavioral Sciences emphasis	x		x
:Math & Science emphasis			x
Administration of Justice AS degree	x		x
Business Office Technology mostly online			X

Child Development AS including Certificates	x	x
Health Careers certificate of proficiency all courses	x	
Human Services AS & certificate	x	x

The deliveries of programs currently at the South Kern Sites are limited to:
Liberal Arts: Arts& Humanities
Liberal Arts: Social & Behavioral Sci.
Liberal Arts: Math & Science
Emergency Medical Technician Cert
Emergency Medical Services AS
Emergency Medical Services Cert

With the limited number of courses currently being offered it would be difficult to complete a degree without taking courses on ground and on-line to finish in a timely manner.
The EMT Cert can be completed on ground at California City.

STEP 2: EXPLAIN YOUR PLANNING

a. Review of Previous Goals (of last completed academic year)
Planning and educational partnership building around the Middle College Concept including facility needs and expanded college services being provided at California City:

Planning:

> The Employment Linked Business Plan was developed for the area served by the SK/KRV College Center.

> Two educational focus groups were conducted. One in the Kern River Valley and one in California City.

> Several meetings have been held with the administration of the Kern Valley High School and their district officers. There have been meetings in California City with city officials and the high school administration.

> There was a group visit to Ohio to observe two schools and one college where the Middle College model was in use. The visitation team was college and high school officials from the Kern Community College District.

The principal and a counselor from California City High School, and the SK/KRV College Center Director will be attending a Dual Credit Conference January 6, 2012.

The college has identified a KRV site location on the campus of the KRV High School. The site will allow the college and the high school students to engage in the middle college model we observed in Ohio. The college has extended their lease for two years while the college and the high school plan for the college being located near the high school.

The college district and the college are developing long range plans for a college facility in California City. For the short tern the college will work with their high school partner and offer courses at the High School. The college is currently completing an MOU with the Air Force to continue their partnership and maintain the SK office on Edwards Air Force Base.

Curriculum:

During Fall Term 2011 working with the Faculty Chairs and the Academic Affairs Vice President the programs conducted at each site of the college center were reviewed and how each program was delivered was determined.

With the data generated by the college counseling department and the results of the South Kern focus group three courses are scheduled for Spring Tern in California City.

Instructional Services:

The data generated from counseling and student placement tests the faculty chairs have scheduled additional Basic Skills Courses.

With the use of adjunct faculty services in the KRV LAC and LRC have expanded for the enrolled student

b. **Review of Overall Section**

The partnerships with our local public schools are developing. There needs to be much additional time dedicated to this planning process if we want to operate as partners in the Middle College and have shared curriculum and facilities.

The trust and relationships with the Faculty Chairs following our meetings this Fall Term is developing. The data about programs being offered at the center demonstrates clearer need to expand programs out form the IWV campus onto the sites. The focus groups identified a large need for CTE programs and job skill training ate the SK/KRV College Center.

Revised: 12/2/11

The expanded services in the LAC & LRC have assisted many of the centers students. Now when the LAC has expanded needed services with the assistance of adjunct faculty that may understand the learning process the college has decided to move to a non-instructional classified staff person to continue the service.

The enrollment continues to decline in part because we are offering less section for students to enroll in. The other problem the college center has is that we have a faculty counselor, and she is off contract when there is a need to enroll students. There is a need for an Educational Advisor that could do split service at the sites served by the college center.

As the sites of the center grow the center director is needed to be away from any site more than in the past. If the college center is to operate as one unit there is a need for a program manager to assist the director and or a site coordinator at each site. The use of a site coordinator will work but recently there are more requests for services by the KRV staff to do activities for SK.

c. Goals for Upcoming Year

   Goal 1:

Continue the partnership development between the college faculty chairs and the public schools. The review of high school and college course learning outcomes will lead to articulation agreements. With curriculum competencies cross walks completed barriers should be removed and allow high school students to receive college units for work completed while in high school. GOAL 1&4
The internal and external conditions the goal is responding to is the development of a Model Middle College partnership with the college center and the public schools served by the center.
The action plan will to host meetings between the college faculty and the high school faculty and administrators to conduct the competency cross walks. When agreement is reached then articulation agreements can be prepared.
The measures of success will be that the meetings occur, the cross walks are completed and articulation agreements are written.

Goal 2:

 The search for campus facilities at each of college center sites continues to be a priority. The direction of developing a Middle College Model that partner with the public schools and the college center requires facilities that serve the college students and the high school students that are ready to benefit from enrolling in college credit instruction. The college facility and the join use facility will need to serve students with morning, afternoon and evening courses. GOAL 1,2,4
The internal and external conditions the goal is responding to the development of a Middle College model at the college center.
The action plan will be to bring together administrators from the college and the partner high schools to determine the needed steps to develop a facility plan for the sites.
The measure of success is that a facility plan is developed.

STEP 3: EVALUATE YOUR RESOURCE NEEDS

a. Facilities

See goal 2 above

b. Information Technology

The unit plans did not address the KRV Site Needs For 10 additional laptops. When IT upgraded the set of laptops at the site they replaced 25 with 15.

c. Marketing

The KRV site is under served with broadband and thus there continues to be a need for traditional marketing. For the South Kern sites expanding into California City there will be increased need to market the location of the courses.

d. Professional Development

As a one of my goals I identified the need to develop faculty, staff, and my professional development plans for 1,2,and3 years. While the plans are not completed I'm sure that there will be needs for additional fundind as the center currently has no budget for the activity.

STEP 4: SUBSTANTIATE REQUESTED RESOURCES NOT ALREADY LISTED IN UNIT PLANS (Note: All items must be prioritized.)

a. New Classified Staffing. *If more lines are needed, Tab over from the bottom-right box.*

| Position Title

LAC classified | Location

KRV | Priority:

1 = high | Strategic Plan goal addressed

GOAL 2 | Salary Grade

38.0 | Number of Months

ACADEMIC | Number of Hours per Week

19 | SALARY AMOUNT

10,599.48 | Funding Source:

G=General Fund |
|---|---|---|---|---|---|---|---|---|
| Educational Advisor | SK/KRV | high | Goal 1,2 | | 12 | 40 | | General fund |
| Program manager/site coordinator | SK/KRV | med | Goal 1,2,4,6 | | 12 | 40 | | General fund |

Classified Staffing Justification. *If more than one position requested, copy and paste additional boxes.*

1. LAC classified is a continuing position that was unfunded this academic year .   2. This is an existing position   3. If not funded the LAC would not operate   4. This position is linked to GOALS 1,2
1. Educational Advisor position to serve students when the faculty counselor is off contract. The position will advise in the centers three sites.   2. This is a new position request to advise students at the centers three sites when there is no faculty counselor on contract or when they are occupied doing faculty counseling work.   3. The impact the center has experienced without this position is students are not receiving the same services at the center they would by attending the IWV campus.   4. This position is linked to GOALS 1,2,4
1. Program Manager/Site Coordinator is needed to support the daily functions of the SK/KRV College Center as the sites expand in number.   2. This is a new proposed position to support the operation of the college center as the director is away from any one of the sites more than in the past. The KRV classified are receiving requests to support the south county operations.   3. The impact of not funding this position is that the existing classified staff will not be able to keep up with requests and services to the students.   4. The position is linked to GOALS 1.,4.

c. Supplies (per unit cost less than $1000). *Enter requests on lines below. If more rows needed, Tab over from box on bottom right.*

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA
Non-instructional supplies	KRV/LAc	1	2	Un-funded in prior budgets	500.00	On-going	g
Non-instructional supplies	SK	1	1,2	Expanding into CA City	750.00	On-going	g
Non-instructional Supplies	KRV	1	1,2	Current funding level	2,000.00	On-going	g

d. Non-Technology Equipment (per unit cost greater than $1000). *Enter requests on lines below. If more rows needed, Tab over from box on bottom right.*

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NA							

e. Technology Equipment (computers, data projectors, document readers, etc.). *Enter requests on lines below. If more rows needed, Tab over from box on bottom right.*

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1. Describe how the position is linked to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's strategic plan. 2. Explain why the work of this position cannot be assigned to current staff. 3. Describe the impact on the college if the position is not filled.	na						
5. Describe how the position is linked to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's strategic plan. 2. Explain why the work of this position cannot be assigned to current staff. 3. Describe the impact on the college if the position is not filled.	Na						

Revised: 12/2/11

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10 laptop computers	KRV	2	2	To support a class set of computers for instruction	24,000.00	One time	g

f. Facilities. *Enter requests on lines below. If more rows needed, Tab over from box on bottom right.*

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Maintenance and repair supplies	KRV	1	1	Maintenance and repairs of leased	200.00	On-going	g

g. Travel (inter-campus, intra-district, conferences, etc.). *Enter requests on lines below. If more rows needed, Tab over from box on bottom right.*

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Employee travel	SK	1	1,2,4	College business and directors travel	1,500.00	On-going	g

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Employee Travel	KRV	1	1,2,4	College business and directors travel	2,000.00	On-going	g

h. Marketing (brochures, radio spots, promotional travel, etc.). *Enter requests on lines below. If more lines needed, Tab over from box on bottom right.*

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Institutional memberships	SK	2	1	Chamber Memberships	390.00	On-going	g
Institutional membership	KRV	1	1	Chamber Membership	250.00	On-going	g

i. Other (institutional fees, library books, etc.). *Enter requests on lines below. If more lines needed, Tab over from box on bottom right.*

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NA							

STEP 4: ATTACH PRIOR YEAR'S SLO ASSESSMENT DATA (as applicable)

STEP 5: ATTACH PRIOR YEAR'S STUDENT PERFORMANCE DATA (Instructional units only, as provided)

Rental of campus facilities	KRV	1	84,000.00	on-going	g
Copy maintenance	KRV	1	1,000.00	on-going	g
Postage	KRV	1	200.00	on-going	g
Other services	KRV	1	150.00	on-going	g
Postage	SK	1	180.00	on-going	g

Revised: 12/2/11