2013 Annual Section Plan for Academic Year 2014-15

[East Kern College Center]

a. Section Mission/Connection to College Mission

Cerro Coso Community College located in East Kern offers both General Education and Career Technical Education programs. Specifically, we offer an Emergency Medical Technician certificate at California City High School and a Liberal Arts degree with an emphasis in either Arts and Humanities or Social and Behavioral Sciences at both California City High School and Edwards AFB.

East Kern also offers Counseling on ground. All other Student Services are provided online or at the Ridgecrest Campus.

STEP 2: EXPLAIN YOUR PLANNING

a. Summary of Relevant Program Review and Unit Outcomes Results

Not applicable

b. Progress Made on Section Strategies

1. Outreach –
    A. Met with high school counselors at Desert, California City, and Mojave High Schools in January and Boron in February to discuss courses offerings as well as give each school brochures and program guide books. Attended Career Days in March at Desert, California City, Mojave and Tehachapi High School in April and October.
    B. Visited local businesses at Edwards, California City, and Mojave with flyers about course offerings at California City and Edwards in both the Summer and Fall 2013. Attended Edwards Community Alliance Meeting at Mojave Airport once a month.
    C. Attended College Information Night event at Antelope Valley Fair Grounds in October. Promoted programs and classes offered at the college
    D. Represented college at Military Transition & Spouse Employment Job fair in February and held events at BX in both May and June to promote school and class offerings. Are also holding quarterly open houses at the Educational Services building with Webster and Embry Riddle University to promote our different programs.
    E. Worked closely with CCAF to determine course offerings here at Edwards
    F. Met with Karen Wood, California City Council Member, to discuss program and class offering at both California City and Edwards. Also attended the June city council meeting with VP.

All of this outreach has given East Kern College Center an opportunity to repair and build new relationships. It has also increased our class size and offerings here at Edwards. Speech has been a huge success here with 28 students in the Summer and 17 in the Fall semesters. We also had 17 students in Meteorology and 9 in the Psychology class this Fall here at Edwards. In California City, enrollment in the evening courses continues to be a challenge. The Art class started with 9 students in it and Math had 6 in it. Moving forward, I continue to look for opportunities to promote the school whether at Career Days at the local high schools or events being put on by community members.

2. Edwards MOU –
    A. Ensured that course descriptions are given to the Educational Services Specialist 45 days in advance of the course start date.
    B. Worked on increasing class size. Minimum class size is 15.
    C. Provided previous student evaluations and ensure that course evaluations are done now on a regular basis
    D. Completed the quarterly base college course report for the Educational Services Specialist.

Currently, I continue to ensure we are 100% compliant with the MOU. Course descriptions are given way in advance of the 45 days as well as class sizes continue to increase. Evaluations will be done as required at the end of each semester.

3. Location Cleanup –
    A. Had old equipment/furniture removed from office and taken to Ridgecrest. My phone was replaced with one of the eight working phones.
    B. Computer monitors and computers were replaced as well as we now have an all in one printer.
    C. Requested pictures of main campus for empty walls. Posters are now hung on the walls.
    D. Updated forms to reflect the current versions and requested brochure be created specifically for East Kern.
    E. Updated voicemail and updated hours here at Edwards. Requested that the website be updated reflecting hours and staff members.

I continue to ensure we have the latest version of documents and that all our equipment is in working order. The current hours are displayed on our door and our voicemail is updated when needed.

c. Department/Unit Strategies for Next Academic Year. *If more strategies needed, copy and paste additional boxes.*

Strategy 1: [Expand class offerings into Tehachapi]

---

1. College Strategic Objective(s) addressed: **Offer credit classes to both qualified High School students and community members seeking college programs. Strategic Goal 3 Objective 3.1**

2. Action Plan: **Currently location is being determined.**
- *Courses offerings need to be determined along with days and times. Recommendation would be evening classes to start out*
- *Staffing- looking at existing staff to cover location*
- *Marketing which includes advertising, brochures/flyers and activities at High School and in Community*
- *Meeting with community members and high school to determine what programs/classes will be run.*
- *Equipment/furniture needs to be determined for both staff, faculty, and students*

3. Measure of Success: **When we are established and we are running classes in Tehachapi.**

4. Expected Completion Date:12/31/14

5. Person Responsible: Campus Manager

6. Which of the following Is __primarily__ true of this strategy? Choose one.

☐ *It is designed to improve internal unit operations*
☒ *It is designed to increase student success*

7. If the strategy is designed to increase student success, which of the following areas of the student experience does it address? Choose as many as apply.

☒ *Intake*   ☐ *Remediation*   ☒ *First Year*   ☒ *2nd Year/Program Completion*   ☐ *Post-Graduation*

Strategy 2: [Increase Student Success]

*1. College Strategic Objective(s) addressed: **Increase number of students fully matriculated which includes orientation, assessment, and meeting with a counselor to develop an educational plan. Strategic Goal 1 Objective 1.1***

2. Action Plan:
- ***Ensure staff is conveying the same message to all new and continuing students.***
- ***Continuous promotion of Priority Registration steps through brochures/flyers***

*3. Measure of Success: **Reports showing a continual increase in students completely matriculated***

4. Expected Completion Date: 12/31/14

5. Person Responsible: Campus Manager

*6. Which of the following Is **primarily** true of this strategy? Choose one.*

☐ *It is designed to improve internal unit operations*
☒ *It is designed to increase student success*

7. If the strategy is designed to increase student success, which of the following areas of the student experience does it address? Choose as many as apply.

☒ *Intake*   ☐ *Remediation*   ☒ *First Year*   ☒ *2nd Year/Program Completion*   ☐ *Post-Graduation*

Strategy 3: [Increase Outreach]

*1. College Strategic Objective(s) addressed: **To continue to develop and strengthen relationships with community members and High Schools at Edwards, Mojave, California City, Boron, and Tehachapi. Strategic Goal 3 Objective 3.2 and 3.3***

2. Action Plan:
- ***Attend both community and High School events to promote school.***
- ***Ensure that ads are run in the Mojave Desert News, Tehachapi News, and the Desert Wing newspapers.***
- ***Weekly visits to different locations to promote school and class offerings.***

3. Measure of Success: ***A minimum of 15 students in each class being offered.***

4. Expected Completion Date:12/31/14

5. Person Responsible: Campus Manager

*6. Which of the following Is **<u>primarily</u>** true of this strategy? Choose one.*

☐ *It is designed to improve internal unit operations*
☒ *It is designed to increase student success*

7. If the strategy is designed to increase student success, which of the following areas of the student experience does it address? Choose as many as apply.

☒ *Intake*   ☐ *Remediation*   ☒ *First Year*   ☒ *2nd Year/Program Completion*   ☐ *Post-Graduation*

STEP 3: EVALUATE YOUR RESOURCE NEEDS

a. Facilities

Tehachapi Education Center is being discussed as the location for Cerro Coso classes. Within the facility, there will need to be specific rooms available to teach Science or Art classes. Both will need sinks and an eye wash station for the Science room.   The Science room will also need lab tables.

b. Information Technology

Internet access and projectors are needed in each classroom

c. Marketing

Advertising regularly in the Mojave Desert as well as the addition of the Tehachapi News for class offerings in East Kern

d. Professional Development

Not applicable

e. Staffing

Not applicable

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

a.   1000 Category. All temporary or new permanent certificated positions will have been captured at the unit plan level.

b.   2000 Category. Please indicate below any requests for temporary or new permanent classified staff. Include labor amounts only; benefits will be calculated separately. *If more lines are needed, place cursor in the bottom right box and press [Tab].*

Position Title	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this position	Salary Grade	Number of Months	Number of Hours per Week	Salary Amount	Funding Source (check _one_): G = General Fund, O = Other	
								G	O
Not applicable									

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

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.

c. 4000 Category. Use the space below to itemize and explain budget requests in the category of supplies and equipment. *If more lines are needed, place cursor in the bottom right box and press [Tab].*

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 (check _one_): G = General Fund, O = Other	
							G	O
Non Instructional Supplies & Materials	EK	1	1	To maintain business operations	400.00	On-going	G	
Institutional Dues/Memberships	EK	1	3	Memberships	390.00	On-going	G	
Postage/Express Services	EK	1	1	To maintain business operations	180.00	On-going	G	

d. 5000 Category. Use the space below to itemize and explain budget requests in the category of service, utilities, and operating expenses. *If more lines are needed, place cursor in the bottom right box and press [Tab].*

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 (check *one*): G = General Fund, O = Other	
							G	**O**
Employee Travel DO	EK	1	3,4	Community outreach and professional development activities	1500.00	On-going	G	

e. 6000 Category. Use the space below to itemize and explain budget requests in the category of capital outlay. *If more lines are needed, place cursor in the bottom right box and press [Tab].*

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 (check *one*): G = General Fund, O = Other	
							G	**O**
Not applicable								

STEP 5: ATTACH COMPLETED WORKSHEETS FOR SECTION-LEVEL BUDGETS