

**CONTRA COSTA COLLEGE STRATEGIC PLANNING  
2007-2012  
Annual Objective Planning Form**

**Initiative #1:** Improve student learning experience and successful educational goal completion

- Objectives/Goals:
1. Increase the number of students that successfully complete their educational goal
  2. Provide substantive orientations for all students
  3. Enhance the awareness of financial aid opportunities and other incentives to encourage students to attend college on a full time basis.
  4. Improve course placement

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Action Steps	Responsible Personnel	Resources Required	Research needs	Benchmark Established	Performance Indicators/ Intended Outcome	Timelines	Accomplishments
(1) Identify undeclared students and implement "Major Connection" program	All Student Services	Event planning and funds, Datatel query,	Obtain list of all undeclared students as of end of late registration each term.	FA 09: all students with 6 or more units who are registered for FA09as of the end of late registration and have not declared a major and/or Ed Goal.	30% of "undeclared cohort" will declare a major by the end of the first year.	Implement workshop series for undeclared cohort each semester. Invite cohort to visit career/transfer center and obtain services first semester. Invite cohort to meet with a counselor first semester.	
(1) Promote DSPS awareness and ensure accommodations are utilized	DSPS personnel	DSPS survey	None	SP 09: 136 accommodation requests for 231 classes.	Increase of 1% each semester of DSPS students who apply, receive and implement classroom accommodations	DSPS accommodation requests counted internally by DSPS department and tracked each term.	Benchmark established: SP 09
(1) Implement incoming student survey to identify student needs and implement follow up process.	FYE, counseling, outreach, matric, EOPS,	Survey developed	Identify cohort each semester of	FA 09 new students taking 12 or more units aged 19 – 25 and aged 25 – 40 as of two weeks prior to semester.	10% increase each semester in number of students taking new incoming student survey.	SU 09 survey revised and implemented at FYE event in August	
(1) Assist in the development of grants to target services to specific student populations (Title V, GATES, TRiO)	All student services	None	N/A	Not required	Student services programs will conceptualize and contribute to the grant writing process to obtain funding to work with specific student populations	FA 09: TRiO: Student Support Services will incorporate FYE and Transfer Academy	Title V: SU09, incorporates PUENTE and FYE expansion Gates: SU 09: Incorporates College for Kids, and METAS expansion FIPSE: SU 09 incorporates portions of FYE and PUENTE

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(1) Implement end of first year survey to each student in first year cohort	All student services	Survey developed	Tracking of cohort	FA 09 Identify cohort each semester of new students taking 12 or more units aged 19 – 25 and aged 25 – 40 as of two weeks prior to semester.	75% of students in cohort will take end of first year survey each spring.  <i>More performance indicators need to be established once the survey is developed.</i>	FA 09: develop survey SP 10: Implement survey with both cohorts.	
(2) Revise orientation and implement short quiz to track learning	Martic., Counseling	None	Tracking of cohort	FA 09 Identify cohort each semester of new students taking 12 or more units aged 19 – 25 and aged 25 – 40 as of two weeks prior to semester who have completed online orientation	2% increase in number of students who successfully answer 3 out of 4 of the short quiz questions for each cohort.	Once cohort is identified for FA 09, we need to go back to see when they completed the orientation and what their score was on the test.	Orientation revised SP09 Short quiz revised SU09
(2) Increase number of students who participate in the orientation process at the High Schools and Continuation Schools	Outreach Personnel and CTE Counselors, matric	Orientation presentations	Sign in sheets	SP 09	10% increase in students who attend orientation at HS and Continuation school each spring semester.	Measurement will begin in February and continue through May of each year.	
(2) Increase participation in re-entry services	Outreach, Student services depts.	Materials, staffing, mailing,	None	SU 08:10 FA 08:35 SU 09:33	10% increase in number of participants who complete on site admissions at re-entry events. <i>Comparisons need to be made SU –SU and FA-FA since enrollment for semesters vary.</i>	Event occurs prior to each semester.	SU 08 – SU 09: 330% increase
(2) Re-establish and expand FYE program for incoming new students	FYE, Student Life, Outreach, matric	Materials, Staffing, mailing, incentives	Tracking of cohort	Identify cohort each semester of new students taking 12 or more units aged 19 – 25 and aged 25 – 40 as of two weeks prior to semester start	25% of each cohort attends FYE mini-conference and completes at least one level of FYE passport.	Mini conference offered prior to each semester. Workshops offered throughout each semester.	
(3) Provide financial aid workshops to increase BOGW and FAFSA apps	Fin Aid dpt	None	Fin Aid tracks	<b>SP 09 as of 5/31/09</b>	5% increase in BOGW and FAFSA applications over multiple semesters. 10% increase in workshop atnd.	<b>online lab sessions, FA advising, class/program presentations, community events and on-site information sessions will be conducted each semester and tracked via SARS-Grid.</b>	<b>offered: 576 # of FAFSA apps 08-09:4558 # of BOGW 08-09: 6026</b>

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(3) Increase promotion of internal and external scholarships	Scholarship coordinator, Foundation	Website design	None	None	Internal and external scholarships advertised to students on an ongoing basis via scholarship website updated weekly.	SU 09 website developed	
(3) Institute a formal evaluation process and scoring rubric for scholarship applications	Scholarship coordinator, foundation, scholarship committees	None	None	None	Scholarship applications are reviewed using new process and scoring rubric. Scoring sheets attached to all applications.	FA 09 committee meets. SP 10 new process implemented	
(4) Review and change course placement procedures and use of multiple measures	Matric, Couns	None	Identify cohort each semester of new students taking 12 or more units aged 19 – 25 and aged 25 – 40 as of two weeks prior to semester		% increase in successful course completion for students who complete the COMPASS assessment, meet with a counselor to determine their placement and take the recommended courses.		
<b>Goal #1</b> 1.a. Increase the number of state, federal, and private grants that enhance instruction and curriculum development.	Foundation Office, Economic Development, Faculty, Deans	Funding for grant writing support.			5 to 10% increase in funding	Begin spring 2009 – ongoing	
1.b. Increase professional development opportunities on teaching and learning experiences for staff and faculty.	Staff Development Coord., Deans, Academic Senate, Classified Senate	Staff Development funding			Increase professional development FLEX activities e.g. CAG, NEXUS, mentor/mentee program classroom management workshops etc.	Begin fall 2008 -	Established a mentor/mentee program for new faculty hired in fall 2008; Helen Kalkstein CLASS Division Dean, conducted classroom assessment workshops for new and other interested faculty; the deans conducted workshops on 101 things you can do the 1 <sup>st</sup> three weeks of class, how to write a syllabus, classroom management and etc; in division meetings faculty share special projects e.g. Reading Apprenticeship, and SLO assessments at the division meetings; and staff development coordinator

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							frequently sends teaching tips via email.
1.c. Develop a cohort study of students in service-learning as a way to increase student engagement.	Deans, Classified Senate, Academic Senate, Staff Development Coord.			The 2009 ARCC Report	Increase student progress and achievement rate by 1% in first year of implementation.	Begin fall 2008-ongoing	Letter of intent to apply for a grant to create a service learning program; meetings with WCCUSD, UCB and the County re offering joint service learning opportunities; created and offered a service learning course; Terence Elliott is a member of the Richmond Youth Council to promote service learning.
1.d .Expand the alumni association to enhance the success of current students.	Foundation Office, CSE, EOPS, Puente, DSPS, Transfer/Career Center Staff	Marketing, Webpage	Names and addresses of current alumni members and graduates (degree) within last 10 years.	Established in first year; establish a database.	Alumni student participation will increase by 10% each year.	Begin fall 2009	
<b>Goal #2</b> 2.a. Faculty participate in new student orientations by discipline	Faculty, Deans	Double FLEX credit			Faculty conduct campus tours; increase faculty/student engagement.	Begin fall 2009	
2.b. Participate in essay writing, interview skills, scholarship application, and transfer application workshops.	Foundation Office, Deans, Faculty	Double Flex Credit for Faculty		Establish in first year.	Students participating in essay writing and interview skill workshops will increase by 10% 10% increase in number of scholarship applications; 10% increase in number of students attending transfer workshops	Begin fall 2009	
<b>Goal #3</b> 3.a. Expand in-services opportunities and communications between instructional departments and student services	Faculty, Counselors, Deans			Establish in first year.	10% increase in in-service departmental meetings for information exchange.	Begin fall 2009	
3.b. More in-services opportunities and communications between Office of Economic Development, Instruction and Outreach.	Faculty, Counselors, Deans, Office of Economic Development, Outreach	Double Flex Credit for Faculty			Well coordinated outreach participation by management, faculty, counselors and staff.	Fall 2009	

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<b>Goal #4</b> 4.a Expand the use of state guidelines that limit the number of times a student can retake a course after receiving a "W" in impacted disciplines.	Department Chairs, Deans			Based on 2009 AARC report.	Increase retention and student success by 2% each year.	Begin fall 2009	
4.b. Encourage the use of more advisories in disciplines such as Biological Sciences and specific disciplines in the Social Sciences.	Department Chairs, Deans			Based on 2009 AARC report.	Increase retention and student success.	Begin fall 2009	

