

Standard I AB

Institutional Mission and Effectiveness

List of Documents:

- IA-1 Cal State University, Northridge Writing Proficiency Exam Results
- IA-2 Faculty Handbook
- IA-3 Student Intern Handbook
- IA-4 Distance Learning Plan
- IA-5 Student Services Accomplishment Report
- IA-6 Ventura College Action Plan Summary
- IA-7 Overall Satisfaction Ratings at Ventura College (spring 2003)
- IA-8 Governing Board Minutes, February 10, 2004
- IA-9 Student Demographics and Goal Attainment
- IA-10 Beyond 2000: Education and Training in Next Century
- IA-11 Council for Institutional Development Calendar, 1999
- IA-12 The College Plan 2000-2003
- IA-13 Academic Senate Minutes, April 18, 2002
- IA-14 Council for Institutional Development retreat notice
- IA-15 Academic Senate Minutes, January 16, 2003
- IA-16 Academic and Classified Senate and Associated Student notice
- IA-17 Academic Senate Minutes, March 6, 2003
- IA-18 Standard I Matrix
- IB-1 Goals Survey
- IB-2 Responses to Goals Survey
- IB-3 Summary of Activities Matrix Survey- Evaluation
- IB-4 Summary of Activities Matrix Survey-Communication
- IB-5 Summary of Activities Matrix Survey-Resources

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Activities Matrix Summary
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- IIA-1 Sample – Articulation Agreement
- IIA-2 College Transfer Rates – Memo January, 2004
- IIA-3 Sample Schedule of Classes (Spring 2004) – TV, Online, Off Campus, Biotech and Paramedic Programs highlighted
- IIA-4 Sample Course Outline: Short-term training program – CNA
- IIA-5 Samples – Student Outcome Data: Analysis of CCVC Student Enrollments Fall 2000/2001; Performance Data, MCHS students compared to local high school students, Summer & Fall 2000; Academic Performance of EAC Students, Fall 2001; Student/Course Enrollments at Santa Clara Valley Sites; Summary of VCCCD Student Demographics, Fall 2003
- IIA-6 Published News Articles from PIO
- IIA-7 Copies of Awards, Ventura College Press
- IIA-8 Toyota T-Ten PowerPoint Presentation
- IIA-9 Curriculum Handbook
- IIA-10 Ojai Foundation Group Process Training
- IIA-11 Faculty Grant Application – Ventura College Foundation
- IIA-12 Title V Symposium Agenda
- IIA-13 Flex Day Workshop – Teachers Exchange 2000-01
- IIA-14 Teaching and Learning Symposium Agendas
- IIA-15 Sample Haas Automation Proposal and Contract
- IIA-16 Survey Results – Health Care Round Table, April 2004
- IIA-17 COE Workplace Skills and Training Needs Assessment, January 2004
- IIA-18 Central Coast Biotechnology Center Brochure
- IIA-19 EAC Brochure
- IIA-20 Math & English Matrices – Spring 2004 Schedule of Classes
- IIA-21 Gateway Courses – Student Outcome Data
- IIA-22 Learning Strategies – Nursing Program Prep Classes
- IIA-23 Sociology Focus Groups – Survey Questions
- IIA-24 Faculty Forum on Retention Strategies
- IIA-25 Assessment Instruments on Student Barriers
- IIA-26 EOPS Mentoring Program
- IIA-27 Assessment/Placement Instruments – English Department
- IIA-28 Sample syllabus – Clinical Nursing
- IIA-29 One Book-One Campus Report
- IIA-30 Course Outline/Syllabus Bio 31
- IIA-31 Biotech grant funding document, 1995 to current
- IIA-32 Soil Moisture Program/Partnership documentation
- IIA-33 EC, ESL Brochure
- IIA-34 Sample Sheriff’s Academy Course Outline (CJ V80 7 81)

- IIA-35 Dr. Tinto, Flex Day Agenda, Fall 2003
- IIA-36 Sample Minutes – Academic Senate and Curriculum Committee, 2003-04
- IIA-37 Sample syllabus – Nursing, Paramedic
- IIA-38 Sample Ag Supervisory Training brochure, College Catalog info on Human Services Certificate program
- IIA-39 ICPD Catalog of Workplace Training and Learning Opportunities
- IIA-40 External Scan Report of Findings 1998; 2000 Invitation
- IIA-41 Biotechnology training ad
- IIA-42 Sample department assessment tools – theater and nursing
- IIA-43 2000 Student Satisfaction Survey, 2003 Survey Comparison
- IIA-44 Sample course outline – Reading
- IIA-45 Sample Customer Service Academy Job Placement Data, Caregiver Outcome Data
- IIA-46 Community Ed Kaleidoscope – past issues
- IIA-47 Certified Nursing Assistant (CNA) Student Handbook
- IIA-48 Sample Biotech Student Success
- IIA-49 Sample Student Evaluation, Copy of Peer Review Process
- IIA-50 Sample Advisory Committee agendas & minutes – Paramedic, Nursing, Title V, CalWORKs, Criminal Justice
- IIA-51 MESA Brochure
- IIA-52 ENLACE Brochure, sample Agendas, Minutes, Reports
- IIA-53 CalWORKs Brochure
- IIA-54 Sample ESL Course Outline
- IIA-55 Tutorial Center – Sample Student Data
- IIA-56 Student Support Services Brochure
- IIA-57 East Campus LRC Brochure
- IIA-58 Sample CalWORKs Annual Report
- IIA-59 Sample Emeritus Class Schedule
- IIA-60 Letter to Dr. Calderon – Leadership Award, Multicultural Activities
- IIA-61 Sample Program Review Documents
- IIA-62 Student Perception Survey
- IIA-63 Sample CID Meeting Minutes
- IIA-64 Sample English
- IIA-65 Staff Development Committee Activities Plan
- IIA-66 Mission, Values and Goals Statements
- IIA-67 List of Degree Programs – Schedule of Classes, Spring 2004
- IIA-68 Faculty Handbook – General Ed
- IIA-69 VCCCD Policy on General Ed
- IIA-70 Ventura College Course Outline of Record Form
- IIA-71 Curriculum Committee Charge
- IIA-72 Philosophy & General Ed Committee Charge
- IIA-73 Intersegmental General Education Transfer Curricular Agreement (IGETC)
- IIA-74 Sample Course Outline IDS V08
- IIA-75 NCLEC-RN – National Registry Exam – Student Success Data 1995-96 to 2002-03
- IIA-76 Field Training Officer (FTO) & Medical Training Perceptors Assessment

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- IIA-77 Department Presentations: Classroom Based Assessment, Teaching Critical Thinking, Assisting Students with Learning Disabilities
- IIA-78 New Faculty Hire List (2004)
- IIA-79 CAN Memorandum from Jeff Ferguson, Articulation Officer
- IIA-80 VCCCD Board Policy on “Catalog Rights”
- IIA-81 2003 Progress Report, page 75
- IIA-82 VCCCD Board Policy on Academic Freedom
- IIA-83 AFT Contract 2001-04
- IIA-84 VCCCD Board Policy, College Catalog and Department Sample on Academic Honesty
- IIA-85 College Catalog, Student Code of Conduct – Plagiarism, Academic Honesty, Sanctions
- IIA-86 WSC Code of Ethics and Decorum Policy
- IIA-87 Sample Syllabus Outlining Academic Dishonesty Policy
- IIA-88 Ventura College Student Handbook (2001-02)
- IIA-89 Copy VCCCD Website – Student Right to Know Reporting Project
- IIA-90 CID Values and Practices
- IIA-91 Sample – Faculty Job Announcement

Standard IIB Student Services

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- IIB-1 Fall 2003 Summary of VCCCD Student Demographics, September 2003
- IIB-2 Educational Master Plan (EMP), Spring 2003, Chapter 3, p. 9
- IIB-3 Title V Grant
- IIB-4 ENLACE Grant
- IIB-5 Spring 2004 Enrollment Headcount Report, March 10, 2004
- IIB-6 Facility Master Plan, Secondary Effects
- IIB-7 Transfer and Career Centers March 2004 Schedule of Workshops
- IIB-8 Assisting the Distressed Student
- IIB-9 Ventura College Student Health Services Satisfaction Survey, Fall 2003
- IIB-10 Ventura College Survey of Student Perceptions – Spring 2000, Satisfaction with
Campus Services
- IIB-11 SST Report of December 10, 2001
- IIB-12 Venture In, Ventura College Brochure
- IIB-13 Student Services Resource Book 2003-2004
- IIB-14 Comparisons of 2003 Survey Responses to 2000, 1996, and 1993, Spring 2003
- IIB-15 Ventura College Press Article, March 8, 2004
- IIB-16 Ventura College Catalog 2003-2004
- IIB-17 Ventura College Student Orientation Handbook 2003-2005
- IIB-18 Matriculation Assessment Component Work Group Meeting Minutes, 9/18/03
- IIB-19 Counseling Contacts, Fall 2002 & Fall 2003
- IIB-20 Sample probation letters
- IIB-21 Contact Data
- IIB-22 Assessment Pilot Program Review, January 15, 2004
- IIB-23 VCCCD Student Success Committee Minutes, February 19, 2004
- IIB-24 SST's What We Want Students to Know
- IIB-25 Work Experience Enrollments, Summer 2000 – Spring 2003
- IIB-26 The ASVC Officer and Student Organization Information Packet
- IIB-27 The Chronicle Article, February 13, 2004
- IIB-28 Counselor Exchange Day Information, March 12, 2004
- IIB-29 Program Surveys
- IIB-30 Focus Groups
- IIB-31 Counseling's SARS Grid Reason Code Summary Report, Fall 2003
- IIB-32 International Students Report, Spring 2004
- IIB-33 "Improving Completion Rates for Hispanic Students", [Hispanic Outlook](#), 11/17/2003
- IIB-34 Employee Acknowledgement of Responsibility for Confidentiality of College
Records and Computer Passwords Form
- IIB-35 Student Services Program Review binder
- IIB-36 Student Success Team Minutes
- IIB-37 Summary of Ideas for Improving First Contacts, March 2002
- IIB-38 Matriculation and Student Performance, June 30, 1997

- IIB-39 Fall 2001 Academic Performance of EAC Students
- IIB-40 ENLACE y Avance, Cohort 1 Annual Recap, 1/31/03
- IIB-41 Title V Grant Student Success Rates
- IIB-42 Ventura College Degrees and Certificates Awarded, 1999-2003
- IIB-43 Colegio de Ventura Libreto de Información Sobre Servicios Estudiantiles

Standard IIC Library and Learning Support Services

List of Documents

- IIC-1 2003-04 Ventura College Catalog, p. 3
- IIC-2 Library Policy Manual, p. 2
- IIC-3 Learning Resources Brochure Faculty Guide
- IIC-4 VC College Management Organizational Chart
- IIC-5 Liberal Arts & Learning Resources Division Organizational Chart
- IIC-6 Library Policy Manual, p. 12
- IIC-7 Samples of Publicity for Library Services
- IIC-8 Collection Standards
- IIC-9 One Book/One Campus – *The Things They Carried*
- IIC-10 Documentation Frankenstein Exhibit
- IIC-11 East Campus LRC Publicity
- IIC-12 Tutoring Usage Report
- IIC-13 Tutoring Hiring Packet
- IIC-14 Tutor Orientation & Training Packet
- IIC-15 Smarthinking News Article & Fliers
- IIC-16 Tutor Center Publicity
- IIC-17 Audio Visual (AV) Catalog
- IIC-18 LC Learning Center Publicity
- IIC-19 Learning Center Brochure
- IIC-20 Staff Development Committee Membership
- IIC-21 Staff Resource Center Budget
- IIC-22 VC Surveys of Student Perceptions 2000-03
- IIC-23 California Community College Chancellor’s Office Library Reports & U.S. Dept. of Education National Center Report
- IIC-24 Program Reviews – Library, Audio Visual, Learning Center
- IIC-25 VC Trailblazer Self Assessment Study, 7/12/00
- IIC-26 VC Trailblazer Self Assessment Study Response, 9/20/00
- IIC-27 LRC Newspaper Articles
- IIC-28 LRC Task Force List
- IIC-29 Publicity about On-Line Library Resources
- IIC-30 East Campus LRC Publicity
- IIC-31 Library Technology Plans 97-02 & 2003-06
- IIC-32 Pirate Press Smarthinking Article
- IIC-33 Tutoring Web Page
- IIC-34 Master Facilities Plan, Sect. 8
- IIC-35 Staff Development Progress Report
- IIC-36 LRC Group II Equipment List Staff Resource Center
- IIC-37 LRC Tech Task Force Membership, Minutes, etc.
- IIC-38 Software Evaluation Projects
- IIC-39 VC Planning System Model

- IIC-40 Library Policy Manual, p. 2
- IIC-41 Unit Plans
- IIC-42 VC Resources for Unit Planning Fall 2000
- IIC-43 Library Policy Manual, p.12
- IIC-44 Library Committee Membership Sample Minutes of Meetings
- IIC-45 Educational Assistance Center Tutor Training Booklet
- IIC-46 Student LRC Survey
- IIC-47 Faculty LRC Survey
- IIC-48 Library Policy Manual, p. 24
- IIC-49 Library Policy Manual, pp. 5-6
- IIC-50 Course Outline
- IIC-51 Library Policy Manual, p. 18
- IIC-52 Library Policy Manual Book Ordering Policy, pp. 5-6
- IIC-53 Samples Library Exec. Staff Meeting Minutes
- IIC-54 Book Drive Info
- IIC-55 Evaluation Report - VC, 1996, p. 17
- IIC-56 VC Accreditation Midterm Report, 1998, pp. 17-18
- IIC-57 VC Learning Resources Technology Plan 2003-2006, pp. 1-3
Information Competency Criteria from State Chancellor's Office
- IIC-58 Documentation on Information to Faculty on Orientations, etc.
- IIC-59 Classroom Assessment Technique
- IIC-60 Library Web Page
- IIC-61 Custodial Standards
- IIC-62 Library Manual, p. 10
- IIC-63 Library Manual, p. 12
- IIC-64 Evaluation Tools
- IIC-65 VC Accreditation Self Study Report March 2002,
VC Progress Report April 2003

Standard IIIA Human Resources

List of Documents:

- IIIA-1. Organizational Map of Functional Services, revised 12/12/02, page 2
- IIIA-2. CCLC Chapter 7, Human Resources, no date given
- IIIA-3. Experts Guide page from the College Web site page, 2003
- IIIA-4. Examples of VCCCD employment advertisements
- IIIA-5. 2003 Progress Report for Ventura College, General Reference Bin
- IIIA-6. VCCCD Board Policy 7120, "Recruitment and Selection", revised date 02/26/04, marked DRAFT
- IIIA-7. VCCCD Human Resources Intranet printout of Forms Available, last updated 12/06/2001
- IIIA-8. Examples of VCCCD Job Announcements from Web site
- IIIA-9. Ventura County Star article, January 14, 2004
- IIIA-10. Staffing Priorities List email, Feb. 3, 2004
- IIIA-11. Academic Senate Faculty Staffing Priorities Subcommittee Procedure, document undated
- IIIA-12. Faculty Employment Transfer List, Spring 2004
- IIIA-13. President's Cabinet agenda and minutes, February 17, 2004
- IIIA-14. Various Academic Hiring Forms:
 - a. Screening Committee Members,
 - b. Declaration of Equivalency,
 - c. Paper Screening Evaluation Sheet,
 - d. Oral Interview,
 - e. Record of Interview and Candidate Selection Process,
 - f. Exit Interview;
 - g. Application Process Memo from District Human Resources Office, 03/15/04;
 - h. Employment Paperwork Memo from District Human Resources Office, 02/26/04
- IIIA-15. Flow-Chart: Processing Full-Time Faculty, 11/27/02
- IIIA-16. Flow-Chart: Selecting and Processing New Part-Time Faculty, 11/27/02
- IIIA-17. Orientation Check Sheet
- IIIA-18. Notification of Training for Staff Diversity Facilitators, February 2004
- IIIA-19. Minimum Qualifications, March 2003
- IIIA-20. NACES Membership List, April 7. 2003
- IIIA-21. AFT/VCCCD contract, 2001-2004
- IIIA-22. Various Hiring Documents (2004):
 - a. Request for Classified Personnel,
 - b. Request for Seasonal Personnel,
 - c. Examples of Test Scores Compilation for Applicants,
 - d. Classified Job Announcement form,
 - e. Interview Slips for Classified applicants,
 - f. Application for Classified Employment,
 - g. Confidential Inquiry Waiver,

- h. Thank you letter to applicant,
- i. Letter of inability to fill position,
- j. Name/Address/Phone number Change Form,
- k. Alternate Work Schedule Agreement Form for non-exempt Classified Supervisors,
- l. Change in Personnel/Employee Status,
- m. Classified Resignation Form,
- n. Agenda Preparation Timeline to get Requests on the Board Agenda,
- o. Example of Board Agenda Item for Human Resources Change,
- p. Provisional Hiring Forms,
- q. Provisional/Limited Term Hourly Authorization,
- r. Employment Eligibility Verification (2 versions) with Lists of Acceptable Documents,
- s. W-4 Form,
- t. Loyalty Oath,
- u. Designation of Person to Receive Paycheck,
- v. Retirement System Status Questionnaire,
- w. Supplemental Sheet: Authorization of Employment for Hourly Help,
- x. Relative Status,
- y. Emergency Contact Information,
- z. Gender/Ethnicity and Disability Information Form,
- aa. Provisional/Limited Term Tracking Card,
- bb. Tuberculosis Procedures,
- cc. Personnel Commission Hiring Matrix
- dd. Special Services Authorization
- ee. Temporary Employment Procedures
- ff. Annual Reports of Personnel Commission, 2001-02, 2002-03
- IIIA-23. Classified Employees Handbook, 1985
- IIIA-24. Classified Employees Handbook, 2003
- IIIA-25. Faculty Evaluation forms from AFT/VCCCD Contract, Appendix D
- IIIA-26. Part-Time Faculty Handbook, revised 7/31/02, revised 2004
- IIIA-27. Student Reaction to Teaching Effectiveness Form
- IIIA-28. SEIU/VCCCD Contract
- IIIA-29. Classified Self-Evaluation Form
- IIIA-30. Classified Employee Evaluation Form
- IIIA-31. College Management Association Policy Manual, 1991, Rev. 1993
- IIIA-32. Board of Trustees Policy, Sections A and E (part)
- IIIA-33. Managers Evaluation Form
- IIIA-34. Faculty and Staff Input for Deans' Evaluation Form
- IIIA-35. The Course Outline form
- IIIA-36. VCCCD Board Policy Manual, Section E, from 2004 online Manual
- IIIA-37. Educational Master Plan, approved 2003, General Reference Bin
- IIIA-38. Faculty Handbooks, 1996, and 2004 (anticipated for Fall 2004)
- IIIA-39. Documents from the National Association for the Education of Young Children
 - a. Code of Ethical Conduct and Statement of Commitment, 1997

- b. Código de Conducta Etica y Declaración de Compromiso, 1989
- c. Teaching Young Children to Resist Bias – What Parents Can Do, 1989
- d. Cómo enseñar a los niños a combatir los prejuicios – El papel de los padres (no date given)
- e. Responding to Linguistic and Cultural Diversity, 1996.
- f. Respuesta a la diversidad lingüística y cultural, 1996
- III A-40. Committee and Organization list for Acting President Michael Gregoryk
- III A-41. Sexual Harassment Brochure, copy of process from catalogs and from schedules
- III A-42. Staff Diversity Facilitator Postings, 2002, 2004 Electronic Communications Systems and Services Policy, April 10, 2003
- III A-43. Academic Honesty Page from College Web site
- III A-44. “Cheating or Plagiarism”, Ventura College Catalog 2003-2004, page 23, and Web site page printout from same Catalog
- III A-45. Staff Survey of the College Environment, 1998
- III A-46. Staff Survey of the College Environment, 2000
- III A-47. 525 Reports, Fall 2003, Spring 2004
- III A-48. 1996 Ventura College Accreditation Self-Study Report
- III A-49. Personnel File Review Log
- III A-50. Employee Demographics, for VCCCD and each College, 1/2004 and Employee Demographics, 1998-current, created 3/2004; Fall 2003, Spring 2004, created 2/2004
- III A-51. Student Headcount Enrollment, Spring 2003 to Spring 2004 Comparison, 11/2002; Student Census Profile 2/2004; Study of Student Demographics, 2/2004
- III A-52. The Composition of Staff in California’s Community Colleges, 1994, 2002, California Research Bureau, January 2004, page 71
- III A-53. VC Organizational Chart 1995-96
- III A-54. 2003 Progress Report, Recommendation Three supporting documents, Summary of Student Services Staffing Report 1998-2002 and Student Services Staffing Gains
- III A-55. Ventura College Grants lists, 1996-2004
- III A-56. Employee Survey of the Work Environment, Spring 2000, Preview and Overview of Findings, Futures Forum, November 17, 2000, Office of Institutional Research Draft of (VCCCD) Human Resources Manual, revised 08/01/02
- III A-57. 2001-2002 Faculty and Staff Development Report, enclosure letter dated 02/25/2003
- III A-58. Grievance Procedure Form, AFT Contract, 2001-2004
- III A-59. Classified Employee Formal Grievance Form and Supervisor Grievance Response Form
- III A-60. Information regarding sexual harassment facilitators, ADA consultants, etc. on campus from college Web site, schedule and catalog
- III A-61. College publicity regarding diversity activities
- III A-62. Flex Week activity programs, 1996-2002
- III A-63. Documentation of Dr. Calderon’s participation in Hispanic education

- groups and College success in serving Hispanic students
- IIIA-64. Student Employment Document package
 - IIIA-65. Student Confidentiality Agreement Form
 - IIIA-66. Staff Diversity Funding application with cover memo, 2/2004, Minutes from 3/8/2004 meeting
 - IIIA-67. Accreditation Progress Report, Visiting Team Findings 2003
 - IIIA-68. Star Fish Award Nomination Form and Winners (examples)
 - IIIA-69. Staff Development Membership List, 2003-2004; Staff Development Committee List 2003-2004
 - IIIA-70. Flex Day Activity Form, Non-Contract Faculty Flex Day Contract Form
 - IIIA-71. Binder of Non-Contract Flex Day Contract Forms filed by Faculty 2002-2003
 - IIIA-72. 2002-2003 Faculty and Staff Development Reporting, signed 10/23/03, 17 pages
 - IIIA-73. Faculty and Staff Development Flexible Calendar Program 2003-2004 Certification
 - IIIA-74. Staff Development Report, 2002-2003
 - IIIA-75. Student Learning Outcomes Workshop Brochure, 2003-2004
 - IIIA-76. Flex Week Schedule, Fall 2003, with invitation letters to faculty and staff
 - IIIA-77. PowerPoints by Dr. Tinto, presented August 15, dated August 14, 2003
 - IIIA-78. First Title V Symposium on Teaching and Learning agenda, held August 15, 2002; Second Symposium on Teaching and Learning agenda originally scheduled August 14, 2003 and rescheduled and redesigned January 8, 2004 agenda
 - IIIA-79. PowerPoint, Flex Day, August 15, 2003
 - IIIA-80. PowerPoint, Flex Day, January, 1999
 - IIIA-81. PowerPoint, Comprehensive Staff Development Plan, presented 2/26/2002 to the Board of Trustees
 - IIIA-82. Staff Development Plan, Activities and Budget, Spring 2002; College Management Survey of Professional Development Needs for Managers, rev. 1/2004
 - IIIA-83. Staff Development Mentoring Plan
 - IIIA-84. Staff Development Orientation Binder
 - IIIA-85. Flex Week Schedule for Fall 2004
 - IIIA-86. New Faculty Orientation Schedule, Fall 2004
 - IIIA-87. Staff Innovation Grant Application Form
 - IIIA-88. Staff Innovation Grant lists, 1997-Spring 2004
 - IIIA-89. "Assisting the Distressed Student" Student Health Center, 2004
 - IIIA-90. Sabbatical Leave lists
 - IIIA-91. Follow-up on Title V Symposiums, 2002 and 2004
 - IIIA-92. Evaluation of Service Learning Component; Notice of Invitation to Attend Council meeting (Porter), 3/2004
 - IIIA-93. Ventura College Master Planning Matrix, 08/12/02
 - IIIA-94. Ventura College Master Plan Flow Chart, 10/15/02
 - IIIA-95. Ventura College Comprehensive Institutional Planning Cycles, printed

2004, created 2003

IIIA-96. Ventura College Planning System, 2003, Rev. 2004

IIIA-97. PILOT Program Review Template/Instruction, document undated

IIIA-98. Council for Institutional Development Membership List 2003-2004

Standard IIIB Physical Resources

List of Documents:

- IIIB-1 SWACC Property & Liability Facility Inspection
April 2003
- IIIB-2 Ventura College Safety Committee and District Safety Committee
Meeting Minutes
- IIIB-3 Ventura College Workers Compensation Reduction and Improvement Plan
- IIIB-4 Ventura College Facilities Master Plan draft
December 9, 2003
- IIIB-5 Ventura County Community College District Project Definition
Booklets, fall 2003
- IIIB-6 Ventura County Community College District, Comparative Analysis 1999-
2003, October 6, 2003
- IIIB-7 Square Feet per Custodian Chart
- IIIB-8 Square Feet per Building Trades Workers Chart
- IIIB-9 M&O Task List
- IIIB-10 Ventura College: Top 5 Areas of Dissatisfaction with Your Job and the Work
Environment Chart
- IIIB-11 Ventura College Architectural Barrier Removal, April 24, 2000
- IIIB-12 Ventura County Community College District, Architectural Barriers
Removal, KBZ Project No. 2000-04, April 24, 2000
- IIIB-13 Ventura College ADA Signage Project
- IIIB-14 Ventura College Facilities Oversight Group

Standard IIC Technology Resources

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- IIC-1 Ventura College Educational Master Plan
- IIC-2 Program Review Template
- IIC-3 Unit Planning Utility
- IIC-4 Technology Accomplishments
- IIC-5 Technology Committee Structure and Charge
- IIC-6 2002-2003 Distance Education Comparison
- IIC-7 Distance Learning Plan
- IIC-8 Celebrating the way California LEARNS
- IIC-9 VC Technology Staff Development Report
- IIC-10 Tech-related Flex Workshops
- IIC-11 Title 5 Coop Training Activities
- IIC-12 Sample Banner Instruction Sets
- IIC-13 VCCCD Web site Banner Documentation
- IIC-14 Faculty Student Reg/Records Instructions
- IIC-15 Part-time Faculty Orientation Flyers
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- IIC-15 Part-time Faculty Orientation Flyers
- IIC-16 Use of Web-based Student System
- IIC-17 Computer Service Requests Reports 2002-2004
- IIC-18 COCCC Technology Standards
- IIC-19 VCCCD Districtwide Infrastructure Study
- IIC-20 Ventura College Internet Use Policy
- IIC-21 VCCCD Electronic Communications Systems and Services Policy

Standard IID

Financial Resources

List of Documents:

- IID-1 Ventura County Community College District 2003-04 Adoption Budget
September 16, 2003
- IID-2 Ventura College Progress Report for Accreditation Site Visit
April 2-3, 2003
- IID-3 Ventura College Educational Master Plan, April 2003
- IID-4 Ventura College Facilities Master Plan, draft, December 9, 2003
- IID-5 Ventura College Academic Senate Staffing Priorities Plan
- IID-6 Ventura County Community College District Special Report for Board
of Trustees and Management Only, June 30, 2003, dated September 4, 2003
- IID-7 Representative budget and accounting information prepared and distributed
monthly

Standard IVA

Decision Making Roles and Processes

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IVA-1	College Mission and Value Statement
IVA-2	CID – The College Plan
IVA-3	College Goal Statement
IVA-4	College Catalog
IVA-5	Planning Utility Procedure Document
IVA-6	Programs and Services Goals Document
IVA-7	Contract language – pay for adjunct faculty meeting participation
IVA-8	Original Staff Development Orientation/Mentoring Program
IVA-9	CID Membership List
IVA-10	President Cabinet Member List
IVA-11	Standing Committee Structure
IVA-12	SEIU/VCCCD Labor Agreement - Release Time
IVA-13	Article 12 AFT/VCCCD Labor Agreement, Tenure Review
IVA-14	Article 5.2A (4) Faculty Participation in Governance
IVA-15	Staff Development Mentoring Program
IVA-16	Part-Time Faculty Evening Orientation
IVA-17	Draft, New Staff Development Orientation and Mentoring Program
IVA-18	Citation from 2003- Collegial Relationship
IVA-19	Strategic Decision-Making Flow Chart
IVA-20	Section A.16, Board Policy Manual
IVA-21	Eleven (11) Point Agreement, Board Policy Manual
IVA-22	Academic Senate By-Laws
IVA-23	AFT/VCCCD Labor Agreements, Committee Stipulation
IVA-24	Section A.17, SEIU/VCCCD Labor Agreement
IVA-25	SEIU/VCCCD Labor Agreements, Committee Stipulation
IVA-26	Article 13, Department Chairs – Guideline of Duties and Responsibilities
IVA-27	Sample- Director/Coordinator Duties and Responsibilities
IVA-28	Standing Committee Charge and Membership List
IVA-29	Managers Policy and Operations Manual
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IVA-31	Classified Senate Council Charge and Membership
IVA-32	Article 12.8 B (1) (c) 1 Tenure Review Process, Collegewide Expectations
IVA-33	PIO News Releases and Bulletin Board
IVA-34	President’s Monthly Reports
IVA-35	Starfish Award
IVA-36	Distinguish Service Award
IVA-37	Alternative Text Production Center Grant
IVA-38	Student Satisfaction Survey
IVA-39	Middle College Grant
IVA-40	MESA Grant

- IVA-41 Self Study – Letter from March 2002 Accreditation Team
- IVA-42 Progress Report, 2003
- IVA-43 Letter Commending Staff Development, Progress Report – 2003
- IVA-44 Catalog – Workplace Training and Learning Opportunities
- IVA-45 Sample – Community Advisory Committee Minutes
- IVA-46 Project List – Measure “S”
- IVA-47 \$.5 Million Dollar Mid-Year Budget Reduction
- IVA-48 Productive Data Analysis Sheet
- IVA-49 Department Management and Classified Evaluation Forms

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IVB-1	Board Policy Manual A.10.a
IVB-2	Board Policy Manual A.10
IVB-3	Board Policy Manual A.11
IVB-4	Board Policy Manual A.19
IVB-5	Board Policy Manual A.27
IVB-6	California Community College Trustees "Trustee Handbook"
IVB-7	Board Policy Manual A.00.1
IVB-8	Board Policy Manual A.01
IVB-9	Board Policy Manual A.01
IVB-10	VCCCD Strategic Plan 2001-2005
IVB-11	June 12, 2001 Board Minutes
IVB-12	VCCCD Board agendas
IVB-13	Board Policy Manual A.13
IVB-14	Board Policy Manual A.13
IVB-15	Ventura College Educational Master Plan
IVB-16	Board Minutes for the Study Session of 10/4/03
IVB-17	Board Minutes 10/15/03
IVB-18	Ventura College Organizational Charts
IVB-19	Ventura College Job Descriptions
IVB-20	President's Meeting with College Administrators and Leadership Meeting Schedule
	Ventura College State of the College Budget Campus-Wide Forum
IVB-21	10/16/02, Budget Forum 3/24/04 and others
IVB-22	Ventura College Planning System
IVB-23	District Annual Financial Report, 06/30/03 Page 4
IVB-24	Ventura College Educational Master Plan April 2003, PP. vii & 3
IVB-25	Presidents Report to the Board and the chancellor
IVB-26	President's Report newsletter
IVB-27	President's community memberships
IVB-28	VCCCD District Administrative Team

Additional Documents

A Local Official's Guide to Ethics Laws, Spring 2002 by Institute of Local Self Governments
Board Minutes for the special meeting of 3/26/04
Board Study Session 2/27/04

Chancellor's Friday Letter
Strategic Planning Process Annual Cycle
VCCCD Board of Trustees Goals 2003-04
VCCCD Budget Presentation 4/23/03
Ventura College 97-98 Campus Welcome Back
Ventura College Council for Institutional Development, College Plan
2000-2003
Ventura College Council for Institutional Development, Presentations,
Letter from the Board of Trustees Regarding the President Hiring
Committee