

Executive Summary: Planning and Program Review Ventura College 2005-2007

Ventura College has now completed all of the steps in the Planning and Program Review sequence. During the 2005-2006 academic year, the college developed and adopted a vision and mission statement and identified planning priorities. During the 2006-2007 academic year, all academic and student service programs underwent a program review process that resulted in evaluation ratings and recommendations for faculty positions, equipment and facilities improvements. (Note: Recommendations for classified positions were not part of the Program Review process in 2006-2007. The need for classified positions will be addressed in the program review documents submitted by departments and programs in 2007-2008.) Taking the feedback from the Program Review Committee into consideration, the Staffing Priorities Committee, Campus Resource Council and Facilities Oversight Group (FOG) drafted recommendations that were submitted to the President. Final lists of actions that will be taken on faculty positions, equipment and facilities improvements are incorporated into tables as part of this summary document. The full text of the Program Review documents and the narrative comments of the evaluators and the administrators are available in the Office of the Executive Vice President. Copies of the original program review documents filed by individual programs are available at the following link:

<http://www.venturacollege.edu/intranet/>

Table of Contents

	Page
Ventura College Planning Cycle	2
Vision Statement for Ventura College	3
Mission Statement for Ventura College	3
Organizational Values for Ventura College	3
Ventura College Planning Goals for 2006-2007	5
Program Review for 2006-2007	8
Faculty Positions	10
Equipment Requests	11
Facilities Improvements	13

Ventura College Planning Cycle

College Planning Committee reviews status of the prior-year college plans, District imperatives and the college mission

At an all-day retreat, College Planning Committee reviews: placement tests; course completion; persistence; enrollment patterns; degrees & certificates; transfers; licensure rates; curriculum changes; committee reports and data; community feedback; student survey feedback; employer feedback; employment diversity; facilities master plan; technology resources; financial resources; labor market data. College Planning Committee identifies what needs to be improved, college-wide goals/initiatives and plans for improvement.

Planning Committee members share data and preliminary goals with the committees / constituent groups, and bring back to the Planning Committee feedback re: the planning implications suggested by the data. Data and goals are also shared and discussed at a college-wide forum.

College Planning Committee finalizes recommendations for campus goals. Recommended goals are reviewed by **President's Cabinet** and accepted or modified (with rationale) by **President**.

College-wide goals guide **Disciplines, Departments and Divisions** in preparing their goals / initiatives / plans.

Program Review Committee assesses program status and evaluates improvement plans; assigns ratings (expansion, continuation, referral for assistance); refers requests for faculty to Staffing Priorities Committee; refers equipment requests to Campus Resource Council; refers facilities requests to FOG; submits report to the College Planning Committee.

Staffing Priorities Committee, Campus Resource Council and FOG use Program Review ratings and other data to draft recommendations for prioritized lists of faculty, equipment and facilities improvements; submit reports to the College Planning Committee.

College Planning Committee consolidates the recommendations into one report.

Recommendations are reviewed by **Administrative Council** and the **President's Cabinet**. Recommendations are endorsed and submitted to the President. If the Council and/or the Cabinet are not in agreement with the recommendations, modified recommendations (with accompanying rationale) will be submitted (along with the original report) to the **President**, with an information copy also sent to the College Planning Committee.

President finalizes planning document; accepts or modifies priorities lists; shares this document with the college community.

Implement!

College Planning Committee evaluates the planning process.

Vision Statement for Ventura College

We believe in the power of education to change the lives and economic futures of our students and their communities.

We succeed when our students can apply what they have learned to create new knowledge, to engage in meaningful employment, and to actively participate as informed members of society.

We celebrate the power and diversity of ideas, cultures, races, lifestyles and learning styles.

We expand educational opportunities and enrich the learning environment through traditional classroom instruction, distance education technologies, experiential learning, and meaningful co-curricular activities.

We have a passion for excellence, and hold ourselves and our students to the highest standards of conduct and performance.

(Adopted December 2005)

Mission Statement for Ventura College

The mission of Ventura College is: to offer academic and vocational programs leading to the completion of associate degrees or certificates; to prepare students to transfer to four-year colleges and universities; to provide remediation to those who need to improve their basic skills; to support the state and region's economic viability through workforce development; and to provide continuing education opportunities that enhance personal growth and life enrichment.

The college serves high school graduates and others who are able to benefit from the academic and vocational opportunities it offers. Courses are provided using both traditional and distance learning delivery systems.

The faculty and staff of Ventura College are committed to student success and strive to create an environment of continuous improvement through the establishment of measurable and/or observable student learning outcomes that can be used to assess student performance, improve instructional and service delivery, and guide institutional decision-making.

(Adopted December 2005)

Organizational Values for Ventura College

The Ventura College community is committed to following a set of enduring core values that guide it through changing times and give rise to its vision, mission and goals.

* **Respect**

We believe in the personal dignity and full potential of every individual and in fostering positive human values in the classroom and in all our interactions.

- * **Integrity**
We are committed to maintaining an open, honest and ethical environment.
- * **Quality**
We are dedicated to achieving excellence in the broad range of academic programs and services we provide to our students and the community.
- * **Collegiality**
We are committed to creating a professional and supportive environment where students, faculty, and staff can achieve personal growth and fulfillment.
- * **Access**
We believe it is essential to provide and nurture learning opportunities for all individuals.
- * **Innovation**
We recognize that change is constant and that it is imperative that we continually evaluate our performance and seek new and improved approaches to providing educational programs and services.
- * **Diversity**
We are dedicated to embracing and responding to our increasingly diverse student body.
- * **Service**
Ventura College values its importance to the community and is dedicated to enhancing the community's quality of life and to meeting its needs.
- * **Collaboration**
We believe that better results are achieved by working together, whether as colleagues on college issues and decisions or by actively seeking to form partnerships with other organizations to address mutual goals.

(Adopted April 2003)

Ventura College Planning Goals for 2006-2007

Board Imperative: Serve traditional and non-traditional learners

To assure that there will be no financial barriers to education for lower and middle-income students, Ventura College will:

- Work with the Ventura College Foundation to develop a program to underwrite the first-year enrollment fees for all qualifying graduating high school seniors in our service area
- Develop systems that will provide increased awareness of financial aid processes and greater assistance in completing financial aid forms and requirements
- Work with the Ventura College Foundation to expand public awareness of scholarship opportunities at both the community college and transfer levels

To reach non-traditional and underserved populations, the college will:

- Continue to support the development and expansion of East Campus opportunities for students in the Fillmore, Santa Paula, and Piru areas
- Expand the offering of online and hybrid classes
- Identify meaningful incentives to encourage more faculty to develop online classes
- Expand outreach efforts to increase concurrent enrollment of qualified high school students
- Provide opportunities for the faculty to become more aware of the multiple intelligences / learning styles
- Expand efforts to make those with a limited ability to speak English feel welcome on the campus
- Examine the structure of course offerings to ensure that the college can accommodate working adults
- Offer fast-track, low-unit classes that will appeal to retired adults
- Work with the Ventura College Foundation to expand the Dare to Dream scholarship program to encourage non-high school graduates to consider attendance at Ventura College
- Expand support services for a wide variety of unique student populations, including foreign students, re-entry students, out-of-state students, etc.

Board Imperative: Maintain short-term training, school-to-work programs, internships, service learning, and student life programs

To improve the ability to respond more rapidly to the changing occupational needs of the community, Ventura College will:

- Examine both campus and district curriculum systems to identify bottlenecks in the approval process
- Examine the number of units required for certificates and the course scheduling patterns for occupational programs to assure that the pathway to a career can be completed in a reasonable amount of time
- Reactivate occupational advisory committees for vocational programs

To increase the visibility and viability of the college's occupational programs, Ventura College will:

- Revise the organizational structure in order to provide better support for career education
- Develop and pilot one or more modular, fast-track occupational programs that will lead to employment within six months
- Participate in the development of a district-wide occupational brochure (with companion program-specific brochures) for recruitment and outreach purposes
- Market occupational programs in appropriate arenas; i.e., Chambers of Commerce, local newspapers
- Host on-campus meetings with employers, faculty, and counselors to discuss career trends
- Host meetings with counselors and faculty to increase understanding of vocational programs and requirements
- Increase faculty and administrative participation in local business organizations; i.e., Chamber of Commerce, Ventura County Economic Development Association
- Provide information on employment trends at flex day activities
- Increase services of the Career Center
- Encourage newspaper articles on successful students and programs

To expand the opportunities for students to connect with others outside of the classroom, Ventura College will:

- Take steps to re-establish an attractive, centralized social hub for the campus and to create pleasant study spaces for students at various locations throughout the college
- Develop a formal Arts & Lectures program and expand awareness of the college's consolidated calendar of campus events
- Continue to seek funding for and offer campus/community cultural programs
- Increase internships and work experience offerings
- Provide service learning opportunities and credit

Board Imperative: Establish and maintain outstanding marketing, outreach and retention programs

To reach the predominantly younger student population served by the college, Ventura College will:

- Improve the usefulness of its website, using input from faculty, staff and student focus groups
- Expand its recruitment efforts to include greater use of the web and other technologies designed to appeal to younger students
- Expand the use of technology as a teaching and learning tool
- Conduct research to identify how Ventura College students currently gain information about the college

To improve student retention, Ventura College will:

- Conduct institutional research to identify the major variables impacting student retention
- Develop and pilot programs that encourage students to identify and declare a commitment for a specific educational or occupational goal

- Develop and pilot systems to recognize benchmark levels of student achievement as they progress toward their identified goals
- Increase the opportunities for students to identify with a cohort and/or to work in a learning community
- Provide intervention programs to identify and assist students who may be falling below the expected level of student achievement
- Expand efforts to acquire funding to support tutoring and supplemental instruction
- Include the issue of student retention as a central focus for professional development activities

Endorsed by the Academic Senate and Administrative Council, March 2006

Program Review for 2006-2007

During the Fall 2006 semester, all academic and student services disciplines, departments and divisions prepared program review documents where they described the purpose of their program, presented and analyzed data, described the strengths of the program, identified improvements needed and/or issues that need to be addressed, described activities that have been developed in relationship to college-wide planning priorities, and submitted requests for contract faculty positions and equipment. The Program Review Committee reviewed and discussed the documents, assigned a rating for each program (expansion, continuation, referral for assistance, caution), referred requests for faculty to the Staffing Priorities Committee, referred equipment requests to Campus Resource Council, and referred facilities requests to FOG. (Note: Recommendations for classified positions were not part of the Program Review process in 2006-2007. The need for classified positions will be addressed in the program review documents submitted by departments and programs in 2007-2008.)

The table below summarizes the final ratings from the Program Review Committee.

<i>Program</i>	<i>Continuation</i>	<i>Expansion for Faculty</i>	<i>Expansion for Equipment</i>	<i>Other</i>
Admissions & Records	X			
Anthropology		X		
Architecture	X			
Art		X		
Assessment	X			
Automotive Technology			X	
Biology			X	
Business	X			
Business Information Systems	X			
Chemistry		X	X	
Child Development (program)	X			
Child Development Center	X			
Certified Nursing Assistant (CNA)			X	
Computer Science (CS)				Caution
Construction Technology	X			
Counseling		X		
Criminal Justice	X			
Dance		X		
Distance Education (DE)		X	X	
Drafting			X	
Economics	X			
Educational Assistance Center (EAC)			X	
Engineering			X	

<i>Program</i>	<i>Continuation</i>	<i>Expansion for Faculty</i>	<i>Expansion for Equipment</i>	<i>Other</i>
English		X		
English as a Second Language (ESL)		X		
Extended Opportunity Program & Services (EOPS)	X			
Foreign Language		X		
Geosciences		X	X	
History		X		
Health Education			X	
Home Economics	X			
International Students	X			
Journalism		X	X	
Learning Resource Center (LRC)			X	
Library			X	
Manufacturing Technology	X			
Math		X		
Media Services			X	
Music		X		
Nursing	X			
Off Campus Programs	X			
Paramedics	X			
Philosophy	X			
Physical Education / Athletics		X	X	
Physics / Astronomy / Physical Science			X	
Political Science / International Studies		X		
Psychology	X			
Public Safety			X	
Real Estate	X			
Reentry / Women's Center			X	
Sociology		X		
Speech			X	
Student Health and Psychological Services	X			
Student Activities	X			
Theatre Arts	X			
Tutoring			X	
Welding			X	

Faculty Positions

In November 2006, the recommendations for “expansion” for faculty were shared with the Staffing Priorities Committee, which included this recommendation as one of many elements they considered as they made their own deliberations. Their recommendations were submitted to the President, who reviewed the documents prepared by the Program Review Committee and the Staffing Priorities Committee, consulted with the Deans regarding the relative difficulty of finding qualified adjunct faculty to fill the classroom or service area needs, and discussed the issue of faculty staffing with the two Vice Presidents before making her final decision. After assessing the District-wide full-time faculty obligation for the 2007-2008 academic year and pending available funds, it was determined that ten full-time faculty positions will be hired. The positions to be filled are:

- Anthropology
- Art History
- Chemistry
- Dance
- English as a Second Language
- History
- Math
- Physical Education/Athletics/Health
- Sociology/Human Services
- Spanish

The need for Distance Education coordination, identified through Program Review, will be covered by an administrative position, which will also be advertised.

Equipment Requests

The following equipment, as supported through Program Review “expansion” ratings, will be purchased through one-time funding, through Instructional Equipment/Library Materials (IELM) funding, or over a period of time with VTEA funding:

<i>Program</i>	<i>Equipment to be Purchased</i>	<i>Equipment to be Incorporated into Technology Plan</i>	<i>Funding Source</i>
Automotive	Large screen for classroom; Tire changer; Wireless diagnostic test & service system		VTEA
Biology	3 digital video presentation systems; 2 demonstration microscopes; 2 additional Biopac systems		IELM
Chemistry	Atomic absorption; 2 new constant volume calorimeter	18 new computers for 1A & 1B classes with Pasco Sensors	IELM
Distance Education		Server and CMS to host system; Maintenance and servers	To be determined
Drafting Technology	Large format printers & plotters; 1 copier a-b size with scanning & zoom options; 3 video projectors		VTEA
EAC	Furniture for test proctoring area; Furniture for EAC office Smart board and LCD projector for J-6; CCTV for document viewing		Tertiary Effects Fund
Engineering	Digital camera/video equipment/software; New computer equipment and software; Update materials engineering hardness tester; 6 analog oscilloscopes with digital readout; 12 laboratory grade digital multimeters		IELM
GeoSciences	AA building – replace old blackboards with white boards, install LCD projectors; screens; create a Smart classroom	Replace 24 outdated computers	IELM
Health Education	2 cases of ACTAR adult cases; 1 case of ACTAR infants; 3 AED training units for First Aid & CPR		IELM
Intercollegiate Athletics	Lynx track timing system		Sports Marking Funds
Learning Center	Equipment at East Campus: circulation desk, security system, white boards, Smart boards, computers	Refresh 600 work stations throughout LRC	IELM
Library	Increase book budget by \$11,000; Increase subject-specific databases to supplement Library database budget by \$10,000;	Update library automation system	IELM
Media Service Center	Increase collection development budget by \$5,000; Increase equipment budget by \$10,000		IELM
Physical Education	New treadmills for Fitness Center; Free weight plates		IELM

<i>Program</i>	<i>Equipment to be Purchased</i>	<i>Equipment to be Incorporated into Technology Plan</i>	<i>Funding Source</i>
Physics, Astronomy and Physical Science	State-of-the-art classroom demo equipment; Robotics laboratory demonstrational and instructional kits	New generation computerized data collection equipment and software	IELM
Public Safety	New copier for Reserve Academy		General Fund
Re-Entry Center	Nortel network phone; Copier/scanner		General Fund
Tutoring Center		Smart Thinking service contract	To be determined
Welding Technology	Inspection x-ray equipment; TIG welding stations; FCA welding stations; MIG welding stations; SMA welding stations; OA with OAC stations; Computer based learning stations		VTEA

Facilities Improvements

The following facilities improvements projects, as identified through the Program Review process and as supported by FOG, will be implemented:

<i>Program</i>	<i>Project</i>
Automotive Technology	Trees in barranca next to auto shop are ongoing problem; Driveway into auto shop area needs to have regular maintenance; Hedge at south end of shop building needs to have regular maintenance; Unofficial dirt road through barranca needs to be blocked or a dust free surface applied
Biology	Improve lab rooms' ventilation; Renovate Room 304 to be more like Room 306 for small group work
Engineering	Create Smart classroom dedicated to engineering; Improve ventilation in SCI 348 and SCI 349; Double the amount of lighting for student work areas in SCI 114 and SCI 118
Geosciences	Replace old black boards with white boards; Install LCD projectors / screens; create Smart classroom
Health Education and Intercollegiate Athletics	Develop C-103 into a Smart classroom; Replace floor in C-103; Add soundproofing to walls of C-103
Learning Center	\$5,000 equipment repair and replacement; \$1,000 equipment repair for East Campus
Physics / Astronomy	3 Smart P/A/P room configurations (SCI-114, 118 and 301)
Physical Sciences	Improved lighting and acoustics (SCI-114 and 118)
Public Safety	Roof for Reserve Academy building; Air conditioning and heating system for Reserve Academy
Re-Entry Center	Replace carpet; Clean air ducts; Repair cracks in walls
Speech	Replace chalkboards in TR-7 and TR-8 with white boards, and install window coverings