Ventura College - *Initiative Design Form*

Initiative Title	VC - Santa Paula Task Force (Design Team)
Design Team Chair	Tim Harrison
Design Team Members	Kay Faulconer Boger, Art Sandford, Mayo De La Rocha, Sabrina Canola, Elizabeth Garcia, Paul Chounet, Tony Prado, Jesse Ornelas, Adam Sanchez, Lucia Marquez, Lorenzo Moraza
Design Team Purpose	The purpose of this design team is to : • Evaluate the current programming at VCSP. • Make recommendations for future programming and an action plan that will best serve the Santa Clara River Valley Community and the students of Ventura College.
Deliverables and Outcomes	**Conceptual Study** • Planning Objectives • Operations Objectives • Initiative Background • Planning Process • Timeline **Requirements Study** (Determine the resources necessary to effect change) • Identify and clarify this initiative relative to Ventura's mission, goals, and values • Research legislative, Board or other mandated requirements • Research similar institutions • Prepare a discrepancy analysis between current and desired • Prepare an resource requirements analysis • Prepare an operation/services capacity analysis **Feasibility Study** (Determine the internal/external controls, constraints and barriers) • Assess the availability and adaptability of the required resources • Assess internal/external politics; labor contracts; policies, regulations, codes • Conduct a preference modeling analysis to minimize constraints • Conduct simulations which test major design requirements **Design Study** (Create a portfolio of alternative designs) • Analyze alternative designs in relation to Ventura's mission, vision, goals and values. • Prepare a costs/benefits analysis for each design (budgets, personnel, space, hours, capacity, etc) • Develop customer and operations flow procedures • Simulate and test alternative flow procedures • Recommend the best design
Preliminary Time Line	Forming the Team ....October, 2013 Organizational Meeting……………………………………November 27, 2013 Conceptual Study Report ....Winter, 2013 Requirements/Feasibility Studies Report ....Winter, 2013 Design Study Report ....Winter, 2013 Executive Team Approval ....April, 2013 Prototype ....TBD
President, EVP or VP	Signature Date

Advance

PLANNING PROCESS					
EDUCATE **VALUES** **MISSION** **GOALS** **OBJECTIVES**	**IDENTIFY**	**REQUIREMENTS**	**FEASIBILITY**	**ANALYSIS**	**DESIGN**
	NEEDS OPPORTUNITIES	RESEARCH RESOURCES HUMAN FISCAL FACILITY	CONSTRAINTS RATIONAL POLITICAL	VALIDATE INTEGRATE OPTIMIZE	PRIORITIZE PLANNING COMMITMENT
Initiative Design Form	**Conceptual Study**	**Requirements Study**	**Feasibility Study**	**Design Study**	**Design Recommendation**

Critical Flaws
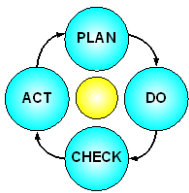
Ventura College - *Initiative Design Form*

Conceptual Study

Design Team Members

Purpose
The purpose of this design team is to:
- xxx

Background
Ventura College has had several off-site locations in the past. To be in compliance with accreditation standards and to improve the programming at our current off-site locations (Santa Paula), a design team was formed.

Process
1. **Conceptual Study**
   a. Planning Objectives
   b. Operations Objectives
   c. Initiative Background
   d. Planning Process
   e. Timeline

2. **Requirements Study** (Determine the resources necessary to effect change)
   a. Identify and clarify this initiative relative to Ventura's mission, goals, and values
   b. Research legislative, Board or other mandated requirements
   c. Research similar institutions
   d. Prepare a discrepancy analysis between current and desired
   e. Prepare an resource requirements analysis
   f. Prepare an operation/services capacity analysis

3. **Feasibility Study** (Determine the internal/external controls, constraints and barriers)
   a. Assess the availability and adaptability of the required resources
   b. Assess internal/external politics; labor contracts; policies, regulations, codes
   c. Conduct a preference modeling analysis to minimize constraints
   d. Conduct simulations which test major design requirements

4. **Design Study** (Create a portfolio of alternative designs)
   a. Analyze alternative designs in relation to Ventura's mission, vision, goals and values.
   b. Prepare a costs/benefits analysis for each design (budgets, personnel, space, hours, capacity, etc)
   c. Develop customer and operations flow procedures
   d. Simulate and test alternative flow procedures
   e. Recommend the best design

This design report will be presented to the Executive Team at Ventura College for consideration to implement the changes prior to xxxx.

Timeline
Forming the Team...xxx
Organizational Meeting……………………………………
Conceptual Study Report ....
Requirements/Feasibility Studies Report ....
Design Study Report ....
Executive Team Approval ....
Prototype..
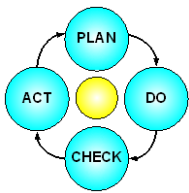
Requirements Study (Determine the resources necessary to effect change)

- **Identify and clarify this initiative relative to Ventura's mission, goals, and values**
    - o <u>Mission</u> - At Ventura College, we transform students' lives, develop human potential, create an informed citizenry, and serve as the educational and cultural heart of our community. Placing students at the center of the educational experience, we serve a highly diverse student body by providing quality instruction and student support, focusing on associate degree and certificate completion, transfer, workforce preparation, and basic skills. We are committed to the sustainable continuous improvement of our college and its services.

    - o <u>Vision</u> - Ventura College will be a model community college known for enhancing the lives and economic futures of its students and the community.

    - o <u>Our Core Commitments</u> - Ventura College is dedicated to following a set of enduring Core Commitments that shall guide it through changing times and give rise to its Vision, Mission and Goals.

        - ▪ Student Success -Centering our efforts on meeting the needs of our students and helping them to succeed.

        - ▪ Respect - Recognizing the personal dignity and full potential of every individual and fostering positive values in all interactions.

        - ▪ Integrity - Maintaining an open, honest and ethical environment.

        - ▪ Quality - Achieving excellence in the broad range of academic programs and services provided to our students and the community.

        - ▪ Collegiality - Creating a professional and supportive environment where students, faculty and staff can achieve personal growth and fulfillment and where accomplishments are recognized and celebrated.

        - ▪ Access - Providing learning opportunities for all individuals.

        - ▪ Innovation - Embracing creative methods and approaches to assuring the best possible experience for all students and the community we serve.

        - ▪ Diversity - Embracing and responding to our increasingly diverse student body and the global environment in which the college operates.

        - ▪ Service - Enhancing the quality of life of the community and meeting its needs.

        - ▪ Collaboration - Working together as colleagues on College issues and decisions and actively seeking to form partnerships with our community and other organizations to address mutual goals.

        - ▪ Sustainability - Fostering responsibility and pride in our campus and serving as a model of environmental stewardship, being mindful of the impact we have on the environment as individuals and as a community.

        - ▪ Continuous Improvement - Recognizing that as an organization we are always in a state of evolution, we strive to be the best we can be through continual reflection, data-driven decision making and holding ourselves accountable for responsible use of public resources.

- Research legislative, Board or other mandated requirements
   - o No mandated requirements.
- Research similar institutions
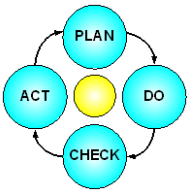
- o Researched institutions in our region with off-site locations. College of the Canyons may be helpful information with their off-site locations.
- Prepare a discrepancy analysis between current and desired
  - o The design team reviewed statistical data of the current programming at the VCSP location.
  - o Analysis in XXXX
- Prepare an resource requirements analysis
  - o Resources requirements for new Santa Paula site can be found on Appendix XXX
- Prepare an operation/services capacity analysis
  - o See Appendix XXX
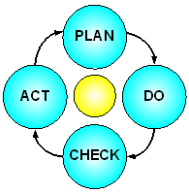
Feasibility Study (Determine the internal/external controls, constraints and barriers)

- Assess the availability and adaptability of the required resources
    - All VCSP task force members associated with Ventura College Santa Paula (VCSP) support the recommendations. Resources for our recommendations should be considered by the President.
- Assess internal/external politics; labor contracts; policies, regulations, codes
    - The team, the xxxx support the recommendations.
- Conduct a preference modeling analysis to minimize constraints
    - The design team recommends XXX
- Conduct simulations which test major design requirements
    - Not applicable for this study.
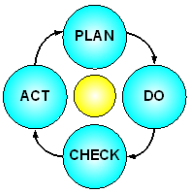
Design Study (Create a portfolio of alternative designs)

- Analyze alternative designs in relation to Ventura's mission, vision, goals and values.
  Other programs considered were:

- Prepare a costs/benefits analysis for each design (budgets, personnel, space, hours, capacity, etc)
  - o Not applicable for this study.
- Develop customer and operations flow procedures
  - o Not applicable for this study.
- Recommend the best design
  - o See Appendix XXX