Ventura College - *Initiative Design Form*

Initiative Title	VC - Santa Paula/Fillmore Design Team
Design Team Chair	Tim Harrison
Design Team Members	Karen Gorback, David Keebler, Kathy Scott, Jerry Mortensen, Sabrina Canola, Susan Bricker, Sandy Hajas Bea Herrera (Counseling & Student Services Consultant)
Design Team Purpose	The purpose of this design team is to : • Evaluate the current programming at East Campus • Make recommendations for future programming that will best serve the Santa Paula Community and the students of Ventura College. • Update educational plan for off-site location • Recommend Service Unit Outcomes for this institutional office.
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 .... By November 30, 2010 Organizational Meeting…………………………………….December 1, 2010 Conceptual Study Report.. February 11, 2011 Requirements/Feasibility Studies Report .... March 24, 2011 Design Study Report.. March 31, 2011 Executive Team Approval... April 5, 2011 Prototype .... August 16, 2011
President, EVP or VP	Signature Date

Ventura College - *Initiative Design Form*

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
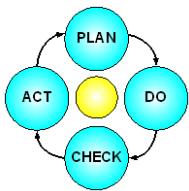
Ventura College - *Initiative Design Form*

Conceptual Study

Design Team Members
Karen Gorback, David Keebler, Kathy Scott, Jerry Mortensen, Sabrina Canola, Susan Bricker, Sandy Hajas

Purpose
The purpose of this design team is to:
- Evaluate the current programming at East Campus
- Make recommendations for future programming that will best serve the Santa Paula Community and the students of Ventura College.
- Recommend Service Unit Outcomes for this institutional office.

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 and Fillmore), 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 the start of the fall term in 2011.

Timeline
Forming the Team...By November 30, 2010
Organizational Meeting……………………………………….December 1, 2010
Conceptual Study Report ....February 11, 2011
Requirements/Feasibility Studies Report ....March 24, 2011
Design Study Report ....March 31, 2011
Executive Team Approval ....April 5, 2011
Prototype..August 16, 2011
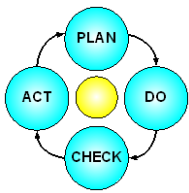
Ventura College - *Initiative Design Form*

Requirements Study (Determine the resources necessary to effect change)

- **Identify and clarify this initiative relative to Ventura's mission, goals, and values**
    - Mission

        - Ventura College provides a positive and accessible learning environment that is responsive to the needs of a highly diverse student body through a varied selection of disciplines, learning approaches and teaching methods including traditional classroom instruction, distance education, experiential learning, and co-curricular activities.

        - It offers courses in basic skills and English-language learning; programs for students seeking an Associate's Degree, certificate or license for job placement and advancement; curricula for students planning to transfer; and training programs to meet worker and employee needs.

        - The College is a leader in providing instruction and support for students with disabilities. With its commitment to workforce development in support of the State and region's economic viability, Ventura College takes pride in creating transfer, career technical and continuing education opportunities that promote success, develop students to their full potential, create lifelong learners, enhance personal growth and life enrichment and foster positive values for successful living and membership in a multicultural society.

        - The College has a dedicated, caring faculty and staff who are committed to student success and to continual assessment of learning outcomes in order to maintain high quality courses and programs.

    - Vision

        - Ventura College will be a model community college known for enhancing the lives and economic futures of its students and the community.

- Research legislative, Board or other mandated requirements
    - No mandated requirements.
- Research similar institutions
    - Researched institutions in our region with off-site locations. College of the Canyons provided helpful information with their off-site locations.
- Prepare a discrepancy analysis between current and desired
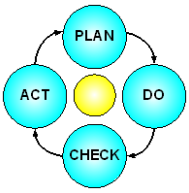   - The design team reviewed statistical data of the current programming at the two locations.
    - Analysis in Appendix A.
- Prepare an resource requirements analysis
    - Resources requirements for new Santa Paula site and current Fillmore site can be found on Appendix B.
- Prepare an operation/services capacity analysis
    - See Appendix C.

Ventura College - *Initiative Design Form*

Feasibility Study (Determine the internal/external controls, constraints and barriers)
- Assess the availability and adaptability of the required resources
    - All deans associated with Ventura College Santa Paula (VCSP) support the recommendations. Resources for our recommendations are being considered by the Executive Vice President.
- Assess internal/external politics; labor contracts; policies, regulations, codes
    - The design team, the Vice president of Business Services reviewed the initiative and support the recommendations
- Conduct a preference modeling analysis to minimize constraints
    - The design team recommends the programming in Appendix A. The design team discussed other possible programming and concluded that the programs recommended would be the best for the community and students at this time.
- Conduct simulations which test major design requirements
    - Not applicable for this study.
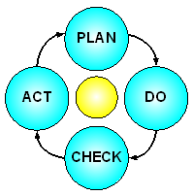
Ventura College - *Initiative Design Form*

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:
  - Intensive Language School
  - Alternative Energy Technician (Limoneira)
  - Cohort Low Division Transfer (15 Semester)
  - Technician Skills/Foundation CTE 24 Units
  - Science Academy
  - Citizenship GED

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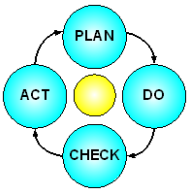 - See Appendix A
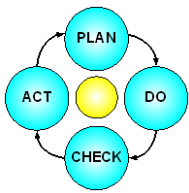
Appendix A

Current Programming and Information for East Campus:
- 6 programs and general education courses
  - Phlebotomy training program, Multi-Skilled Medical Assistant, Administrative Assistant, Professional Reception Skills, Child Development, English for Second Language (ESL), General Ed. courses
  - 74 sections (41 in Fall 2010 and 33 in Sppring 2011) serving 1599 students.
  - Facilities – 14,500 square feet. Two buildings.
  - Staffing – 1 Administrative Assistant II (100 full-time), 1 Student Services Assistant II (100 full-time), 1 Learning Resource Center Specialist (60%).

Desired Programming
- 7 programs and general education courses
  - Phlebotomy training program, Multi-Skilled Medical Assistant, Administrative Assistant, Professional Reception Skills, Child Development, English for Second Language (ESL), Interior design, General Ed. courses
  - 75 sections serving approximately 1,630 students.
  - Facilities – 10,000 square feet. One building.
  - Staffing – 1 Administrative Assistant II (100 full-time), 1 Student Services Assistant II (100 full-time), 1 Learning Resource Center Specialist (60%).
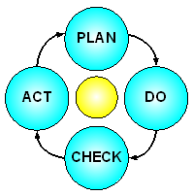
1. **Phlebotomy Training Program** - Laboratory scientists, technologists, and technicians require blood specimens that have been obtained promptly, efficiently and safely by qualified phlebotomists. The phlebotomist is an integral member of the health care team. Students are well trained in all aspects of specimen collection and transport. A successful phlebotomist has excellent hand skills and techniques, good hand-eye coordination and the ability to perform repetitive actions over many hours. They have the ability to stand for extended periods of time and walk distances to patient care units is required in most positions. The phlebotomist must also be able to maintain high standards of professionalism while interacting with patients and their families.

2. **Multi-Skilled Medical Assistant** - A Medical Assistant's primary goal is to assist in patient care. This is done by helping physicians examine and treat patients, and perform tasks necessary to keep the office running smoothly and efficiently. In small practices, medical assistants are generally required to perform both administrative as well as clinical duties. In larger practices, they generally perform more specifically as administrative or clinical assistants, perhaps even taking on a specialized role.

3. **Administrative Assistant** - Administrative assistants perform a variety of administrative and clerical task in support of an office or an organization. Successful administrative assistants must be highly organized and possess excellent computer, writing and communication skills. Knowledge of a variety of office equipment and modern office procedures is vital. Administrative Assistants may create spreadsheets, compose memos and correspondence, manage databases, generate reports, create presentations and perform research. Various positions may also require handling travel arrangements, maintaining inventories, and planning and scheduling meetings and appointments. Traditional task may include answering telephone, filing and reception skills.

4. **Professional Reception Skills** - Receptionists answer telephones, route and screen calls, greet visitors, respond to inquiries, and provide organization information. Successful receptionists possess excellent interpersonal, listening and communication skills. Receptionists may also handle filing and records management, and should be familiar basic computer applications.

5. **Child Development** - The Child Development program trains students to work with infants, toddlers, preschool, and school age children in both center-based and family child care environments. The courses offered by the program can also be used by those working in the field of child development to upgrade their knowledge and skills.

6. **English for Second Language (ESL)** - The English as a Second Language program helps limited-English-proficient students acquire the language skills they need for work, college courses and for life in the community. Students enjoy meeting people from around the world and making lifelong friends.

7. **Interior Design** - The future of Interior Design will be influenced by global changes, legislation, technological advances, growth and changing population, economy and public awareness as well as by an in-

creasing emphasis on professionalism. Designers will be called upon to have more technical knowledge in specialized design areas, possess skills to work as a team member, work more closely with related professions and must be prepared to accept greater responsibility and accountability for the environ- ments they shape. Interior designers must be able to see what's hidden inside a space to capitalize on its unique features and they must see which natural features may be emphasized or enhanced.

8. **General Education (rotation of classes)** - Criminal Justice, Psychology, Health, History, Art, American Sign Language, English, and Sociology, Speech, and Mathematics.