California Community Colleges
Institutional Effectiveness

IEPI – PRT -- Institutional Innovation and Effectiveness Plan   Date: 13 May 2025 Ventura College

Area of Focus	Objective	Responsible Party	Action Steps	Target Date for Achievement	Measure of Progress	Status (for Visit 3) As of Date:
A. Curricular Transformation	1. Map out curriculum workflow process from inception to board/state approval, to catalog updates to schedule of classes 2. Create a new curriculum handbook to synchronize curriculum processes for key stakeholders. 3. Provide accurate curriculum data across all student facing materials including the catalog, DegreeWorks, and Program Mapper 4. Update curriculum website 5. Provide regular curriculum updates to key constituents (counseling faculty, instructional faculty, campus services) e.g. curriculum newsletter, curriculum summit, AO updates to counseling faculty, FLEX Days	1. Curriculum Chairs, Articulation Officer, Curriculum Specialist, Stipend Participants (e.g. counselor, volunteer Curriculum Committee members, instructional faculty) 2. Curriculum chairs, Articulation Officer, Curriculum Specialist, Stipend Participants (e.g. counselor, volunteer Curriculum Committee members, instructional faculty) 3. Academic Data Specialist (DW), Counselor (Program Mapper), and Curriculum Co-Chairs 4. Curriculum chairs, Articulation Officer, Curriculum Specialist, Stipend Participants (e.g. counselor, volunteer Curriculum Committee members, instructional faculty) 5. Articulation Officer, Curriculum Chairs, Curriculum Committee Members.	1a. Identify Workgroup 1b. Workgroup convenes, agrees on process. 1c. Workgroup completes curriculum mapping process 1d. Workgroup presents curriculum process to campus, provides training on the process 2a. Identify handbook writing group 2b. Writing group convenes, agrees on process. 2c. Review curriculum handbook examples and map created by workgroup. 2d. Writing team identifies key sections for handbook based on research from step 2C and divides up work accordingly. 2e. Writing team presents curriculum handbook to curriculum committee and academic senate. 3a. Create workgroup with key stakeholders of student systems. 3b. Schedule regular meetings to provide curricular updates and ensure all updates are made to each system. 4a. Identify website workgroup. 4b. Review OC, MC, and other campus curriculum websites. Assess VC's curriculum website to remove unnecessary/outdated information and align with updated curriculum handbook 5a. Create curriculum professional development workgroup. 5b. Determine key stakeholders and venues that would best reach those key stakeholders for training. (From this, schedule meetings to begin development of trainings e.g. Get on the agenda for DCCI for 3-college buy in of a curriculum summit) 5c. Workgroup continues by regularly scheduling training opportunities for various groups.	1a. Spring 2025 1b. Spring 2025 1c. Summer 2025 1d. Fall 2025 2a. Spring 2025 2b. Summer 2025 2c. Summer 2025 2d. Summer 2025 2e. Fall 2025 3a. Fall 2025 3b. Fall 2025- Spring 2026 (ongoing each year) 4a. Fall 2025 4b. Spring 2026 5a. Fall 2025 5b. Spring 2026 5c. Spring 2026- ongoing	1a. Workgroup identified 1b. Convening of Workgroup 1c. Completion of curriculum process map. 1d. Presentation to curriculum committee. 2a. Workgroup identified 2b. Convening of Workgroup 2c. Research presented to workgroup 2d. Workgroup divides work and assigns specific tasks to each member. Regular check-ins to provide updates of each section. 2e. Presentation to curriculum committee and academic senate 3a. Workgroup identified 3b. Meetings scheduled and attended regularly throughout AY 4a. Workgroup identified 4b. Research presented to workgroup and website updated. 5a. Workgroup identified 5b. List created of professional development opportunities and key stakeholders needed to be contacted 5c. Workgroup plans and facilitates regular professional development opportunities on curriculum process.	a. b.

B. University Transfer	1. Reimagine the Transfer Center and focus on specific, measurable and achievable ways to increase transfer within the existing budget.	1. Dean, Counselors, Coordinator, classified support staff (collaborate with other departments), institutional researchers	1a. Implement a "Summer Transfer Jumpstart 2-day Event for interested students – provide in-depth Transfer Counseling with goal of comprehensive educational plan- provide activities and transfer swag	1a. Summer 2025 (July/August-UTC counselors on contract)	1a. Create a program agenda for a 2-day event. Provide student attendees UTC swag, food center	
			1b. Ask for transparency in spending of funds for SEA, guided pathways, AB 1111, CCN, and others to determine available budget that can support UTC staffing and services	1b. Spring 2025	1b. Administration to provide UTC Advisory committee information	
			1c. Purchase University Transfer Center swag	1c. Summer 2025	1c. Swag was purchased	
			1d, Develop transfer QR surveys for all services to gain feedback from students	1d. Summer 2025	1d. Survey responses reviewed	
			1e. Implement fall University Transfer Fair for Alternative university/college transfer programs for part-time students (online and part-time programs)	1e. Spring 2026	1e. Recruit university/college participation for Alternative University/College transfer (online and part-time programs)	
			1f. Bring back Career Major Talks – offer 5 programs 2025-26	1f. 2025-26 Offer students' opportunity to hear from alumni, classroom faculty, and counselors – offer food	1f. Events hosted.	
	2. Increase the number of university visits.	2. UTC Coordinator, classified support staff (collaborate with other departments)	2a. Coordinate university/college university tours & experiences for 2025-2026. Summer 2025 – Southern Overnight Trip to UC San Diego, San Diego State, University of San Diego and San Marcos. Fall 2025 – visit 8 universities (CSU CI; CSU Northridge; CSU Los Angeles; UCSB and UCLA/USC; Loyola/Pepperdine- provide classroom faculty opportunity to take students Spring 2026 – visit 6 universities (UCLA Stomp; UC Irvine Preview Day; UCSB Preview Day; CSU Northridge, CSU LA, CSU Fullerton	2a. Beginning Summer 2025, Fall 2025 and Spring 2026	2a. Purchase orders entered.	

Area of Focus	Objective	Responsible Party	Action Steps	Target Date for Achievement	Measure of Progress	Status (for Visit 3) As of Date:
			Northern Overnight Trip visiting 6 universities (Fresno, UC Merced, UC Davis, UC Berkeley, San Francisco State and Cal Poly SLO) Tours expenses include transportation, meals, and hotels for overnight trips			
	3. Elevate the importance of transfer as an institutional priority.	3. Administration-President; VPs; Deans/Academic Senate; Counselors,	3a. Submit University Transfer Center plan to Academic Senate for feedback and approval	3a. Fall 2025	3a. Present to Academic Senate and record minutes of approval	
			3b. Schedule University Transfer Center Advisory Board meetings – one in Fall and one in Spring – seek new membership	3b. Fall 2025	3b. Meetings were conducted.	
			3c. Provide transfer professional development for all counselors – on-campus Counselor Training; CSU counselor conference; ETS counselor conference; CCC Transfer Counselor Conference	3c. Summer/Fall 2025	3c. Provided counselors with registration links and provide costs for registration, lunch, hotels and mileage	
			3d. Upscale the transfer achievement celebration (medallions, swag, decorations)	3d. Spring 2026	3d. The celebration occurred.	
			3e. Increase social media and marketing (videos, testimonials	3e. Begin Summer 2026	3e. Social media posts uploaded.	
	4. Provide documented increases in student engagement and service demand to support additional staffing to provide Title V state minimum standards for Transfer Centers.	4. Institutional Effectiveness; Dean, VP, President, UTC coordinator	4a. Submit state Transfer Report and campus Program Review for 2026-27 fiscal year.	4a. Fall 2025- October 2025 deadlines	4a. Provide a well-written program plan that will include data and increase transfer rates. Provide data showing increased number of UTC center usage and student numbers attending workshops and applying to UC, CSU, Privates, and out-of-state.	

Request for IEPI Resources to Support Institutional Innovation and Effectiveness Plan

Applicable Area(s) of Focus *(Copy from table above.)*	Applicable Objective(s) *(Copy from table above.)*	Description of Resource Needed *(Refer to Action Steps above as appropriate.)*	Cost of Resource
University Transfer	1. Reimagine the Transfer Center and focus on specific, measurable and achievable ways to increase transfer within the existing budget.	1a. Summer, Fall, Spring Transfer Tea 2-Day Event (food, swag) 1c. UTC Swag 1e. UTC Alternative (part-time, online) 1f. Career Major Talks	12,000 15,000 5,000 5,000
University Transfer	2. Increase the number of university visits.	2a. University/College Tours & Experiences	84,000
University Transfer	3. Elevate the importance of transfer as an institutional priority.	3b. Advisory Board meetings (lunch, binders) 3c. Transfer counseling professional development training (conferences for counselors CSU, ETS, CCC transfer) 3e. social media and Marketing (videos of alumni, testimonials to add on website)	6,000 18,000 10,000
University Transfer	3. Elevate the importance of transfer as an institutional priority.	3b. Upscale the transfer celebration	15,000
Curriculum	1. Map out curriculum workflow process from inception to board/state approval, to catalog updates to schedule of classes 2. Create a new curriculum handbook to synchronize curriculum 4. Update curriculum website	1a, 2a. and 4a. Stipends for workgroups	10,000
Curriculum	3. Provide accurate curriculum data across all student facing materials including catalog, DegreeWorks, Program Mapper 5. Provide regular curriculum updates to key constituents (counseling faculty, instructional faculty, campus services) e.g. curriculum newsletter, curriculum summit, AO updates to counseling faculty, FLEX Days	3a. and 5a. Stipends for workgroups 5b. Curriculum retreat, and training opportunities (venue, food, marketing, swag, printed materials, etc.)	20,000
Total IEPI Resource Request (not to exceed $200,000)			$200,000

Approval		Collegial Consultation with the Academic Senate	
Chief Executive Officer		**Academic Senate President** *(As applicable; duplicate if needed for district-level I&EP)*	
Name:		Name: Rachel Johnson	
Signature or E-signature: *[signature]*	Date: 05/13/2025	Signature or E-signature: *[signature]*	Date: 05/12/2025

I&E Plan Ventura College 05.12.25

Final Audit Report   2025-05-14

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