

Unit Accountability Management Plan

School of Humanities and Social Sciences

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2012-2015 Unit Plan

Create Action Items

Mission Statement

The mission of the School of Humanities and Social Sciences is to provide a core curriculum for students to be successful in attaining their educational goals. The School provides core reading, writing, literature, languages, social sciences, and humanities courses for certificate, degree, and transfer students at PCC and incorporates an appreciation and understanding of diversity in all of its courses and programs. In alignment with the college's mission statement, the School is instrumental in assisting PCC's students in achieving success and furthering their scholarship at four-year colleges or universities, attaining professional, career, and technical careers, and/or pursuing activities of personal creative development and life long learning.

Overview/Summary

The School of Humanities and Social Sciences' Action Plan for 2012-2017 responds to the Area Accountability Action Plan. The objective is to support the Area Action Plan by aligning objectives. The Plan addresses Critical Priorities A-L as appropriate.

Action/Solutions

CA- Pasadena City College Educational Master Plan Priorities (Copy 1)

A. Student Success, Equity, and Access

Scale up first year experience programs and small learning communities

Add courses to provide access and success for new students in pathways.

▼ Action/Solution: Develop and Expand "Global Perspectives" Learning Communities

Action details: A first-semester "Global Perspectives" for first semester pathways students was created for Fall 2014, and four thematically linked pairs of classes were offered. The number of similar offerings will be expanded, depending on student demand and program effectiveness.

Implementation Plan (timeline): These thematically paired classes will be evaluated in Fall 2014. Curricular and scheduling changes will be implemented in Spring 2015 as indicated by the evaluation process.

Key/Responsible Personnel: School Dean, Associate Dean, Associate Dean of Counseling, College 1 leads, faculty assisting in scheduling

Budget Implications (what resources will be used?): As classes are added, payroll for adjunct teachers will increase

Budget request amount: \$0.00

Priority: Medium

▼ Action/Solution: Increase number of English composition courses for Pathways

Action details: Additional classes have been created for Design Pathways and FYE in the past two years and moving forward. 17 new 100, 400, and 1A classes added for Fall 2014.

Implementation Plan (timeline): on-going as needed

Key/Responsible Personnel: School Dean, Associate Dean, faculty assisting in scheduling

Budget Implications (what resources will be used?): As classes are added, payroll for adjunct teachers will increase.

Budget request amount: \$0.00

Priority: High

▼ **Action/Solution:** Provide alternative scheduling for Ujima students in English 100

Action details: 30 students will be put in a STACC/Ujima cohort. 30 additional students from Ujima will be placed in at least 10 other STACC classes. The program will be evaluated in Spring 2015 to determine persistence and success for two groups. The goal is to determine the best way to improve success for Ujima students. Ujima students will continue to enroll in Psychology 1 and Sociology 29.

Implementation Plan (timeline): Fall 2014- Spring 2015

Key/Responsible Personnel: Ujima counselors, Ujima English instructor

Budget Implications (what resources will be used?): Stipend from Ujima funding for Ujima English teacher

Budget request amount: \$500.00

Priority: High

Develop Accelerated Course Offerings for underprepared students

▼ **Action/Solution:** Create English 1A/110 cohort for STACC

Action details: One section of English 1A paired with English 110 will be offered for students who are underprepared for English 1A or who struggled in English 100 (STACC or regular).

Implementation Plan (timeline): Fall 2014

Key/Responsible Personnel: STACC leadership team

Budget Implications (what resources will be used?): Funds for adjunct instructors to teach (general fund) and professional development funds from Title V.

Budget request amount: \$0.00

Priority: Medium

▼ **Action/Solution:** STACC

Action details: Develop stretch accelerated composition program and curriculum.

Implementation Plan (timeline): 2013-2015

Key/Responsible Personnel: STACC leadership team and faculty

Budget Implications (what resources will be used?): Title V and SASI grants

Budget request amount: \$0.00

Priority: High

Develop quality, fully online, high-demand programs

The departments will develop and implement on-line and hybrid courses for high demand programs in English, Foreign Languages, and Social Sciences.

▼ **Action/Solution:** Create online courses for General Education requirements

Action details: Classes were developed by faculty for model online 1A and 1B for specific instructors. Need to create a model 1B. Additionally, model online courses were developed in Sociology (Soc 1), Anthropology (Anthr 2), Philosophy (Phil 25), Political Science (Pol Sc 1), Child Development (CHDV 10) and History (Hist 7A). Developing new online courses in other high demand areas (Economics & Psychology) is recommended.

Implementation Plan (timeline): 18 months

Key/Responsible Personnel: School faculty and D.E. support staff

Budget Implications (what resources will be used?): Funding from D.E. for faculty to create model course. Amount below is approximate.

Budget request amount: \$5,000.00

Priority: Medium

Increase varied instructional delivery methods for students including fully online and hybrid offerings

The various departments in the School of H&SS will offer more sections of already developed on-line classes and hybrid classes to increase options for students.

▼ **Action/Solution:** Increase hybrid and on-line course offerings

Action details: Interested faculty will be trained to teach D.E. courses. The School will increase the number of offerings each term to meet student demand. In English, on-line and hybrid course offerings have more than doubled in the past year.

Implementation Plan (timeline): 2012-2017

Key/Responsible Personnel: School Dean, Associate Dean, Coordinators responsible for scheduling, D.E. training personnel

Budget Implications (what resources will be used?): If new model courses are developed, faculty will need funding from D.E.

Budget request amount: \$0.00

Priority: High

B. Professional Development

Professional learning

Create ongoing professional learning opportunities for faculty and staff in the School of Humanities and Social Sciences.

▼ **Action/Solution:** Offer retreats and workshops to enhance teaching and learning

Action details: Provide at least one retreat in fall and spring for faculty to discuss curricular issues, department structure, and other areas of interest. Faculty will work with the Associate Dean and School Dean to determine what workshops would be beneficial. Dates will be secured in advance for full-day retreats so faculty can plan ahead. Retreat and workshop topics will develop organically from faculty and staff needs. As examples, in 2013-2014, workshops included working with Autistic students in the classroom, what to do if a student has a seizure, and how to be prepared for a campus shooter. Discipline-specific colloquia were also held.

Implementation Plan (timeline): on going

Key/Responsible Personnel: School Dean, Associate Dean, and faculty

Budget Implications (what resources will be used?): funding from Professional Development for retreats

Budget request amount: \$4,000.00

Priority: Medium

▼ **Action/Solution:** Speaker & Educational Series for Faculty

Action details: Invite educational specialists to discuss pedagogy, interaction with students, student projects, faculty collaborations and the usage of faculty research during class.

Implementation Plan (timeline): On-going

Key/Responsible Personnel: School Dean, Associate Dean, Department Coordinators

Budget Implications (what resources will be used?): English, Social Sciences & Student Affairs.

Budget request amount: \$5,000.00

Priority: High

Offer a well-defined and extensive professional mentoring program to enhance cross disciplinary and interdisciplinary learning.

Provide meetings for School of H&SS tenure-track faculty monthly

▼ **Action/Solution:** Provide monthly meetings for tenure-track faculty

Action details: Meetings will be scheduled in the School master calendar for tenure-track faculty to have lunch with the School Dean to discuss areas of interest and provide mentoring.

Implementation Plan (timeline): on-going

Key/Responsible Personnel: School Dean & Associate Dean

Budget Implications (what resources will be used?): None

Budget request amount: \$0.00

Priority: High

C. Technology

All classrooms are equipped with state-of-the-art technologies

Classroom are currently inconsistent in level of technology available; work to bring all classrooms to high levels of technology.

▼ **Action/Solution:** Improve technology in general classrooms

Action details: Work with faculty, I.T., and Facilities Services to make sure all general classrooms are upgraded with working Internet and WiFi access, projection systems, and computers.

Implementation Plan (timeline): 2014-2015

Key/Responsible Personnel: School Dean, Associate School Dean, Department staff, faculty and I.T.

Budget Implications (what resources will be used?): Instructional technology funds. Amount unknown

Budget request amount: \$0.00

Priority: High

▼ **Action/Solution:** Upgrade Foreign Languages Lab to state of the art technology

Action details: Work with Foreign Languages faculty to assess needs in lab. Install new software for foreign languages. Assess shelf life of current computers and hardware. Work with vendors and IT to upgrade lab.

Implementation Plan (timeline): 2014-2015

Key/Responsible Personnel: Foreign Languages Faculty, I.T. personnel, School Dean

Budget Implications (what resources will be used?): unknown at this time

Budget request amount: \$50,000.00

Priority: Medium

D. Pathways" k-12, 2-Year, 4-Year, and Community Connections

Coordinate Outreach Efforts

Continue PCC/PUSD English Collaborative

▼ **Action/Solution:** Continue PCC/PUSD English Collaborative

Action details: Outreach to PUSD liaison, Helen Chen Hill, to insure that the English100 collaborative continues. Work with IPRO to track success rates of students matriculating to English 1A via this program.

Implementation Plan (timeline): 2012-2017

Key/Responsible Personnel: School Dean and English faculty

Budget Implications (what resources will be used?): none

Budget request amount: \$0.00

Priority: Medium

Expand and develop cohort-based pathways

Continue to work to insure appropriate courses are offered for various pathways.

▼ **Action/Solution:** Expand the Non-credit ESL Bridge Program

Action details: Work with Non-credit ESL to create pathways from non-credit to credit in ESL for academic and vocational purposes.

Implementation Plan (timeline): 2014-2015

Key/Responsible Personnel: School Dean, School Associate Dean, Dean of Academic Affairs, ESL credit and non-credit faculty, and others involved in Pathways cohorts.

Budget Implications (what resources will be used?): Non-credit ESL staff administrator for the Bridge Program.

Budget request amount: \$0.00

Priority:

▼ **Action/Solution:** Work to insure course offerings are appropriate for pathways

Action details: Work with FYE, Ujima, Puente, Veterans, and Design pathways so course offerings are aligned with the cohort needs. Also work with Honors and Second Year Experience as well as international students.

Implementation Plan (timeline): 2014-2015

Key/Responsible Personnel: School Dean, School Associate Dean, FYE staff, Counseling staff, Associate Dean of Pathways, and others involved in Pathways cohorts.

Budget Implications (what resources will be used?):

Budget request amount: \$0.00

Priority: High

Develop and Implement SB1440 degrees

Submit degrees to State Chancellor's office for approval

▼ **Action/Solution:** Submit degrees to State Chancellor's Office for approval

Action details: AA-T degrees have been approved for Early Childhood Ed, English, History, Political Science, Psychology, and Sociology. Other areas are working to submit degree programs, e.g., Anthropology, Early Teacher Education, Economics and Philosophy and Spanish.

Implementation Plan (timeline): 2013-2015

Key/Responsible Personnel: Discipline Faculty

Budget Implications (what resources will be used?): none

Budget request amount: \$0.00

Priority: High

Implement Block Scheduling

Guarantee timely progression through degree and certificate programs.

▼ **Action/Solution:** Create schedule that is student-centered

Action details: All classes will be scheduled with consistent start times to allow students to plan their schedules without conflicts. Classes will be offered throughout the day and six days a week.

Implementation Plan (timeline): 2014-2015

Key/Responsible Personnel: School Dean, Associate School Dean, Faculty Coordinators

Budget Implications (what resources will be used?): none

Budget request amount: \$0.00

Priority: High

Expand the development of articulation agreements

Work with transfer institutions to facilitate articulation and transfer

▼ **Action/Solution:** Work with UCLA Department of English to increase transfer of English majors

Action details: Faculty will liaison with UCLA English Department and work with students interested in attending UCLA as English majors to improve their transfer rate. PCC English majors will be informed of opportunities at UCLA. UCLA faculty and counselors met with PCC faculty in the fall and are continuing to work with us. Opportunities for Honors students are being considered.

Implementation Plan (timeline): 2014-2015

Key/Responsible Personnel: Professor Robert Oventile

Budget Implications (what resources will be used?): none

Budget request amount: \$0.00

Priority: Medium

Develop a cyclical curriculum review process

Faculty will review curriculum regularly as part of review and assessment.

▼ **Action/Solution:** Curriculum Review

Action details: Faculty will review curriculum through the evaluation and assessment process. Curriculum will be revised as determined by SLO assessment.

Implementation Plan (timeline): on-going

Key/Responsible Personnel: Lead faculty in each discipline and/or faculty coordinators

Budget Implications (what resources will be used?): none

Budget request amount: \$0.00

Priority: High

F. Institutional Effectiveness

Develop an academic department management model

Engage faculty in discussion of a chair model for departments within the School.

▼ **Action/Solution:** Engage faculty in discussion of chair model for departments within the School.

Action details: The School will hold meetings and retreats of faculty in all departments to determine the best working chair model for each discipline/area. In Spring 2014, multiple meetings were held and proposals for chair models were submitted to the Assistant Superintendent, VP of Academic Affairs.

Implementation Plan (timeline): 2014-2015

Key/Responsible Personnel: Faculty in School of H&SS

Budget Implications (what resources will be used?): minimal money for retreats

Budget request amount: \$0.00

Priority: High

G. Enrollment Management

Align course section offerings with student demand

Disciplines will offer courses based on data from student educational plans and historical enrollment data.

▼ **Action/Solution:** Align course offerings with student demand

Action details: In conjunction with Enrollment Management, class schedules will be created to reflect student demand as evidenced in Student Ed Plans and historical enrollment data. Data will be reviewed each semester.

Implementation Plan (timeline): on going

Key/Responsible Personnel: Enrollment Management, Associate Dean of Counseling, School Dean, School Associate Dean, faculty coordinators (responsible for scheduling)

Budget Implications (what resources will be used?): none

Budget request amount: \$0.00

Priority: High

I. Revenue Enhancement Strategies

Increase fundraising activities

Work with community groups and faculty to increase donations and grants to support programs.

▼ **Action/Solution:** Increase fundraising activities in community and with grant providers.

Action details: Develop stronger partnership with Pasadena Senior Center which donates funds to support the Writer in Residence Program. The Center has agreed to more activities that help promote PCC as well as the center. Work with faculty to secure grant funding for projects to enhance programs.

Implementation Plan (timeline): on-going

Key/Responsible Personnel: School Dean, Associate School Dean, various faculty

Budget Implications (what resources will be used?): none

Budget request amount: \$0.00

Priority: Medium

Expand International Students Program

Courses and programs will be developed to increase international student enrollment.

▼ **Action/Solution:** Develop a Fee-Based Not-for-Credit Course for Pre-matriculated and First Semester International Students

Action details: Work with International Student Program, ESL/iJam Faculty, and Extended Learning to develop short-term, non-for-credit fee-based ESL classes for the summer session.

Implementation Plan (timeline): 2014-2015

Key/Responsible Personnel: International Student Programs Lead administrator, School Dean, ESL faculty, Director Extended Learning Center

Budget Implications (what resources will be used?): None

Budget request amount: \$0.00

Priority:

▼ **Action/Solution:** Develop programs and courses to increase international student enrollment

Action details: In conjunction with the International Students Office and Enrollment Management, ESL faculty will develop class schedules for international students including learning communities. ESL faculty are working with iJam to prepare international students for their classes in the fall of 2014.

Implementation Plan (timeline): 2014-2016

Key/Responsible Personnel: International Student Programs Lead administrator, ESL faculty, FYE staff

Budget Implications (what resources will be used?): none

Budget request amount: \$0.00

Priority: High

▼ **Action/Solution:** Research the Possibility of Offering Offsite and/or Online Classes for PCC Students Outside the US.

Action details: Research the possibility of offering offsite and/or online classes for students outside the US.

Implementation Plan (timeline): 2014-2016

Key/Responsible Personnel: International Student Programs Lead administrator, School Dean, Associate Dean, School faculty, Distance Education Committee and Administrator

Budget Implications (what resources will be used?): None

Budget request amount: \$0.00

Priority: Medium

J. Life-Long Learning

Increase Life-Long Learning Opportunities through course auditing

Provide access for students to audit classes and communicate benefits of auditing to faculty.

▼ **Action/Solution:** Provide opportunity and access for students to audit classes

Action details: Work with students who request to audit a class. Communicate reasons for auditing for life-long learners to faculty.

Implementation Plan (timeline): on-going

Key/Responsible Personnel: School Dean and Associate Dean

Budget Implications (what resources will be used?): none

Budget request amount: \$0.00

Priority: Low

K. Curriculum Responsive to Market Needs

Offer academic programs that align with student demand

Review programs on a regular basis to determine viability for market needs. Develop new programs to meet market demands.

▼ **Action/Solution:** Develop Certificate of Achievement in Foreign Languages

Action details: Faculty will create certificates of achievement in specific languages. The 12-unit certificate will be offered for beginning, intermediate, and advanced foreign language learners.

Implementation Plan (timeline): 2014-2015

Key/Responsible Personnel: Professor Michele Pedrini and foreign languages faculty

Budget Implications (what resources will be used?): none

Budget request amount: \$0.00

Priority: Medium

▼ **Action/Solution:** Review Appropriate Programs for Viability

Action details: Based on data from IPRO on student interests, faculty will review existing programs to determine if they are viable and are responsive to market needs. Specifically, Teacher Education Program, Child Development Program and Archaeology Program.

Implementation Plan (timeline): annual and on-going

Key/Responsible Personnel: Program lead faculty and IPRO staff

Budget Implications (what resources will be used?): none

Budget request amount: \$0.00

Priority: Medium

Track Action Items

Action/Solution Statuses

CA- Pasadena City College Educational Master Plan Priorities (Copy 1)

A. Student Success, Equity, and Access

Scale up first year experience programs and small learning communities

Add courses to provide access and success for new students in pathways.

▼ Action/Solution: Develop and Expand "Global Perspectives" Learning Communities

Action details: A first-semester "Global Perspectives" for first semester pathways students was created for Fall 2014, and four thematically linked pairs of classes were offered. The number of similar offerings will be expanded, depending on student demand and program effectiveness.

Implementation Plan (timeline): These thematically paired classes will be evaluated in Fall 2014. Curricular and scheduling changes will be implemented in Spring 2015 as indicated by the evaluation process.

Key/Responsible Personnel: School Dean, Associate Dean, Associate Dean of Counseling, College 1 leads, faculty assisting in scheduling

Budget Implications (what resources will be used?): As classes are added, payroll for adjunct teachers will increase

Budget request amount: \$0.00

Priority: Medium

Status for Develop and Expand "Global Perspectives" Learning Communities

No Status Added

▼ Action/Solution: Increase number of English composition courses for Pathways

Action details: Additional classes have been created for Design Pathways and FYE in the past two years and moving forward. 17 new 100, 400, and 1A classes added for Fall 2014.

Implementation Plan (timeline): on-going as needed

Key/Responsible Personnel: School Dean, Associate Dean, faculty assisting in scheduling

Budget Implications (what resources will be used?): As classes are added, payroll for adjunct teachers will increase.

Budget request amount: \$0.00

Priority: High

Status for Increase number of English composition courses for Pathways

No Status Added

▼ **Action/Solution:** Provide alternative scheduling for Ujima students in English 100

Action details: 30 students will be put in a STACC/Ujima cohort. 30 additional students from Ujima will be placed in at least 10 other STACC classes. The program will be evaluated in Spring 2015 to determine persistence and success for two groups. The goal is to determine the best way to improve success for Ujima students. Ujima students will continue to enroll in Psychology 1 and Sociology 29.

Implementation Plan (timeline): Fall 2014- Spring 2015

Key/Responsible Personnel: Ujima counselors, Ujima English instructor

Budget Implications (what resources will be used?): Stipend from Ujima funding for Ujima English teacher

Budget request amount: \$500.00

Priority: High

Status for Provide alternative scheduling for Ujima students in English 100

No Status Added

Develop Accelerated Course Offerings for underprepared students

▼ **Action/Solution:** Create English 1A/110 cohort for STACC

Action details: One section of English 1A paired with English 110 will be offered for students who are underprepared for English 1A or who struggled in English 100 (STACC or regular).

Implementation Plan (timeline): Fall 2014

Key/Responsible Personnel: STACC leadership team

Budget Implications (what resources will be used?): Funds for adjunct instructors to teach (general fund) and professional development funds from Title V.

Budget request amount: \$0.00

Priority: Medium

Status for Create English 1A/110 cohort for STACC

No Status Added

▼ **Action/Solution:** STACC

Action details: Develop stretch accelerated composition program and curriculum.

Implementation Plan (timeline): 2013-2015

Key/Responsible Personnel: STACC leadership team and faculty

Budget Implications (what resources will be used?): Title V and SASI grants

Budget request amount: \$0.00

Priority: High

Status for STACC

No Status Added

Develop quality, fully online, high-demand programs

The departments will develop and implement on-line and hybrid courses for high demand programs in English, Foreign Languages, and Social Sciences.

▼ **Action/Solution:** Create online courses for General Education requirements

Action details: Classes were developed by faculty for model online 1A and 1B for specific instructors. Need to create a model 1B. Additionally, model online courses were developed in Sociology (Soc 1), Anthropology (Anthr 2), Philosophy (Phil 25), Political Science (Pol Sc 1), Child Development (CHDV 10) and History (Hist 7A). Developing new online courses in other high demand areas (Economics & Psychology) is recommended.

Implementation Plan (timeline): 18 months

Key/Responsible Personnel: School faculty and D.E. support staff

Budget Implications (what resources will be used?): Funding from D.E. for faculty to create model course. Amount below is approximate.

Budget request amount: \$5,000.00

Priority: Medium

Status for Create online courses for General Education requirements

No Status Added

Increase varied instructional delivery methods for students including fully online and hybrid offerings

The various departments in the School of H&SS will offer more sections of already developed on-line classes and hybrid classes to increase options for students.

▼ **Action/Solution:** Increase hybrid and on-line course offerings

Action details: Interested faculty will be trained to teach D.E. courses. The School will increase the number of offerings each term to meet student demand. In English, on-line and hybrid course offerings have more than doubled in the past year.

Implementation Plan (timeline): 2012-2017

Key/Responsible Personnel: School Dean, Associate Dean, Coordinators responsible for scheduling, D.E. training personnel

Budget Implications (what resources will be used?): If new model courses are developed, faculty will need funding from D.E.

Budget request amount: \$0.00

Priority: High

Status for Increase hybrid and on-line course offerings

No Status Added

B. Professional Development

Professional learning

Create ongoing professional learning opportunities for faculty and staff in the School of Humanities and Social Sciences.

▼ Action/Solution: Offer retreats and workshops to enhance teaching and learning

Action details: Provide at least one retreat in fall and spring for faculty to discuss curricular issues, department structure, and other areas of interest. Faculty will work with the Associate Dean and School Dean to determine what workshops would be beneficial. Dates will be secured in advance for full-day retreats so faculty can plan ahead. Retreat and workshop topics will develop organically from faculty and staff needs. As examples, in 2013-2014, workshops included working with Autistic students in the classroom, what to do if a student has a seizure, and how to be prepared for a campus shooter. Discipline-specific colloquia were also held.

Implementation Plan (timeline): on going

Key/Responsible Personnel: School Dean, Associate Dean, and faculty

Budget Implications (what resources will be used?): funding from Professional Development for retreats

Budget request amount: \$4,000.00

Priority: Medium

Status for Offer retreats and workshops to enhance teaching and learning

No Status Added

▼ Action/Solution: Speaker & Educational Series for Faculty

Action details: Invite educational specialists to discuss pedagogy, interaction with students, student projects, faculty collaborations and the usage of faculty research during class.

Implementation Plan (timeline): On-going

Key/Responsible Personnel: School Dean, Associate Dean, Department Coordinators

Budget Implications (what resources will be used?): English, Social Sciences & Student Affairs.

Budget request amount: \$5,000.00

Priority: High

Status for Speaker & Educational Series for Faculty

No Status Added

Offer a well-defined and extensive professional mentoring program to enhance cross disciplinary and interdisciplinary learning.

▼ Action/Solution: Provide monthly meetings for tenure-track faculty

Action details: Meetings will be scheduled in the School master calendar for tenure-track faculty to have lunch with the School Dean to discuss areas of interest and provide mentoring.

Implementation Plan (timeline): on-going

Provide meetings for School of H&SS tenure-track faculty monthly

Key/Responsible Personnel: School Dean & Associate Dean

Budget Implications (what resources will be used?): None

Budget request amount: \$0.00

Priority: High

Status for Provide monthly meetings for tenure-track faculty

No Status Added

C. Technology

All classrooms are equipped with state-of-the-art technologies

Classrooms are currently inconsistent in level of technology available; work to bring all classrooms to high levels of technology.

▼ **Action/Solution:** Improve technology in general classrooms

Action details: Work with faculty, I.T., and Facilities Services to make sure all general classrooms are upgraded with working Internet and WiFi access, projection systems, and computers.

Implementation Plan (timeline): 2014-2015

Key/Responsible Personnel: School Dean, Associate School Dean, Department staff, faculty and I.T.

Budget Implications (what resources will be used?): Instructional technology funds. Amount unknown

Budget request amount: \$0.00

Priority: High

Status for Improve technology in general classrooms

No Status Added

▼ **Action/Solution:** Upgrade Foreign Languages Lab to state of the art technology

Action details: Work with Foreign Languages faculty to assess needs in lab. Install new software for foreign languages. Assess shelf life of current computers and hardware. Work with vendors and IT to upgrade lab.

Implementation Plan (timeline): 2014-2015

Key/Responsible Personnel: Foreign Languages Faculty, I.T. personnel, School Dean

Budget Implications (what resources will be used?): unknown at this time

Budget request amount: \$50,000.00

Priority: Medium

Status for Upgrade Foreign Languages Lab to state of the art technology

No Status Added

D. Pathways" k-12, 2-Year, 4-Year, and Community Connections

Coordinate Outreach Efforts

Continue PCC/PUSD English Collaborative

▼ Action/Solution: Continue PCC/PUSD English Collaborative

Action details: Outreach to PUSD liaison, Helen Chen Hill, to insure that the English100 collaborative continues. Work with IPRO to track success rates of students matriculating to English 1A via this program.

Implementation Plan (timeline): 2012-2017

Key/Responsible Personnel: School Dean and English faculty

Budget Implications (what resources will be used?): none

Budget request amount: \$0.00

Priority: Medium

Status for Continue PCC/PUSD English Collaborative

No Status Added

Expand and develop cohort-based pathways

Continue to work to insure appropriate courses are offered for various pathways.

▼ Action/Solution: Expand the Non-credit ESL Bridge Program

Action details: Work with Non-credit ESL to create pathways from non-credit to credit in ESL for academic and vocational purposes.

Implementation Plan (timeline): 2014-2015

Key/Responsible Personnel: School Dean, School Associate Dean, Dean of Academic Affairs, ESL credit and non-credit faculty, and others involved in Pathways cohorts.

Budget Implications (what resources will be used?): Non-credit ESL staff administrator for the Bridge Program.

Budget request amount: \$0.00

Priority:

Status for Expand the Non-credit ESL Bridge Program

No Status Added

▼ Action/Solution: Work to insure course offerings are appropriate for pathways

Action details: Work with FYE, Ujima, Puente, Veterans, and Design pathways so course offerings are aligned with the cohort needs. Also work with Honors and Second Year Experience as well as international students.

Implementation Plan (timeline): 2014-2015

Key/Responsible Personnel: School Dean, School Associate Dean, FYE staff, Counseling staff, Associate Dean of Pathways, and others involved in Pathways cohorts.

Budget Implications (what resources will be used?):

Budget request amount: \$0.00

Priority: High

Status for Work to insure course offerings are appropriate for pathways

No Status Added

Develop and Implement SB1440 degrees

Submit degrees to State Chancellor's office for approval

▼ **Action/Solution:** Submit degrees to State Chancellor's Office for approval

Action details: AA-T degrees have been approved for Early Childhood Ed, English, History, Political Science, Psychology, and Sociology. Other areas are working to submit degree programs, e.g., Anthropology, Early Teacher Education, Economics and Philosophy and Spanish.

Implementation Plan (timeline): 2013-2015

Key/Responsible Personnel: Discipline Faculty

Budget Implications (what resources will be used?): none

Budget request amount: \$0.00

Priority: High

Status for Submit degrees to State Chancellor's Office for approval

No Status Added

Implement Block Scheduling

Guarantee timely progression through degree and certificate programs.

▼ **Action/Solution:** Create schedule that is student-centered

Action details: All classes will be scheduled with consistent start times to allow students to plan their schedules without conflicts. Classes will be offered throughout the day and six days a week.

Implementation Plan (timeline): 2014-2015

Key/Responsible Personnel: School Dean, Associate School Dean, Faculty Coordinators

Budget Implications (what resources will be used?): none

Budget request amount: \$0.00

Priority: High

Status for Create schedule that is student-centered

No Status Added

Expand the development of articulation agreements

Work with transfer

▼ **Action/Solution:** Work with UCLA Department of English to increase transfer of English majors

Action details: Faculty will liaison with UCLA English Department and work with students interested in attending UCLA as English majors to improve their transfer rate. PCC English majors will be

institutions to facilitate articulation and transfer

informed of opportunities at UCLA. UCLA faculty and counselors met with PCC faculty in the fall and are continuing to work with us. Opportunities for Honors students are being considered.

Implementation Plan (timeline): 2014-2015

Key/Responsible Personnel: Professor Robert Oventile

Budget Implications (what resources will be used?): none

Budget request amount: \$0.00

Priority: Medium

Status for Work with UCLA Department of English to increase transfer of English majors

No Status Added

Develop a cyclical curriculum review process

Faculty will review curriculum regularly as part of review and assessment.

▼ **Action/Solution:** Curriculum Review

Action details: Faculty will review curriculum through the evaluation and assessment process. Curriculum will be revised as determined by SLO assessment.

Implementation Plan (timeline): on-going

Key/Responsible Personnel: Lead faculty in each discipline and/or faculty coordinators

Budget Implications (what resources will be used?): none

Budget request amount: \$0.00

Priority: High

Status for Curriculum Review

No Status Added

F. Institutional Effectiveness

Develop an academic department management model

Engage faculty in discussion of a chair model for departments within the School.

▼ **Action/Solution:** Engage faculty in discussion of chair model for departments within the School.

Action details: The School will hold meetings and retreats of faculty in all departments to determine the best working chair model for each discipline/area. In Spring 2014, multiple meetings were held and proposals for chair models were submitted to the Assistant Superintendent, VP of Academic Affairs.

Implementation Plan (timeline): 2014-2015

Key/Responsible Personnel: Faculty in School of H&SS

Budget Implications (what resources will be used?): minimal money for retreats

Budget request amount: \$0.00

Priority: High

Status for Engage faculty in discussion of chair model for departments within the School.

No Status Added

G. Enrollment Management

Align course section offerings with student demand

Disciplines will offer courses based on data from student educational plans and historical enrollment data.

▼ **Action/Solution:** Align course offerings with student demand

Action details: In conjunction with Enrollment Management, class schedules will be created to reflect student demand as evidenced in Student Ed Plans and historical enrollment data. Data will be reviewed each semester.

Implementation Plan (timeline): on going

Key/Responsible Personnel: Enrollment Management, Associate Dean of Counseling, School Dean, School Associate Dean, faculty coordinators (responsible for scheduling)

Budget Implications (what resources will be used?): none

Budget request amount: \$0.00

Priority: High

Status for Align course offerings with student demand

No Status Added

I. Revenue Enhancement Strategies

Increase fundraising activities

Work with community groups and faculty to increase donations and grants to support programs.

▼ **Action/Solution:** Increase fundraising activities in community and with grant providers.

Action details: Develop stronger partnership with Pasadena Senior Center which donates funds to support the Writer in Residence Program. The Center has agreed to more activities that help promote PCC as well as the center. Work with faculty to secure grant funding for projects to enhance programs.

Implementation Plan (timeline): on-going

Key/Responsible Personnel: School Dean, Associate School Dean, various faculty

Budget Implications (what resources will be used?): none

Budget request amount: \$0.00

Priority: Medium

Status for Increase fundraising activities in community and with grant providers.

No Status Added

Expand International Students Program

Courses and programs will be developed to increase international student enrollment.

▼ **Action/Solution:** Develop a Fee-Based Not-for-Credit Course for Pre-matriculated and First Semester International Students

Action details: Work with International Student Program, ESL/iJam Faculty, and Extended Learning to develop short-term, non-for-credit fee-based ESL classes for the summer session.

Implementation Plan (timeline): 2014-2015

Key/Responsible Personnel: International Student Programs Lead administrator, School Dean, ESL faculty, Director Extended Learning Center

Budget Implications (what resources will be used?): None

Budget request amount: \$0.00

Priority:

Status for Develop a Fee-Based Not-for-Credit Course for Pre-matriculated and First Semester International Students

No Status Added

▼ **Action/Solution:** Develop programs and courses to increase international student enrollment

Action details: In conjunction with the International Students Office and Enrollment Management, ESL faculty will develop class schedules for international students including learning communities. ESL faculty are working with IJam to prepare international students for their classes in the fall of 2014.

Implementation Plan (timeline): 2014-2016

Key/Responsible Personnel: International Student Programs Lead administrator, ESL faculty, FYE staff

Budget Implications (what resources will be used?): none

Budget request amount: \$0.00

Priority: High

Status for Develop programs and courses to increase international student enrollment

No Status Added

▼ **Action/Solution:** Research the Possibility of Offering Offsite and/or Online Classes for PCC Students Outside the US.

Action details: Research the possibility of offering offsite and/or online classes for students outside the US.

Implementation Plan (timeline): 2014-2016

Key/Responsible Personnel: International Student Programs Lead administrator, School Dean, Associate Dean, School faculty, Distance Education Committee and Administrator

Budget Implications (what resources will be used?): None

Budget request amount: \$0.00

Priority: Medium

Status for Research the Possibility of Offering Offsite and/or Online Classes for PCC Students Outside the US.

No Status Added

J. Life-Long Learning

Increase Life-Long Learning Opportunities through course auditing

Provide access for students to audit classes and communicate benefits of auditing to faculty.

▼ **Action/Solution:** Provide opportunity and access for students to audit classes

Action details: Work with students who request to audit a class. Communicate reasons for auditing for life-long learners to faculty.

Implementation Plan (timeline): on-going

Key/Responsible Personnel: School Dean and Associate Dean

Budget Implications (what resources will be used?): none

Budget request amount: \$0.00

Priority: Low

Status for Provide opportunity and access for students to audit classes

No Status Added

K. Curriculum Responsive to Market Needs

Offer academic programs that align with student demand

Review programs on a regular basis to determine viability for market needs. Develop new programs to meet market demands.

▼ **Action/Solution:** Develop Certificate of Achievement in Foreign Languages

Action details: Faculty will create certificates of achievement in specific languages. The 12-unit certificate will be offered for beginning, intermediate, and advanced foreign language learners.

Implementation Plan (timeline): 2014-2015

Key/Responsible Personnel: Professor Michele Pedrini and foreign languages faculty

Budget Implications (what resources will be used?): none

Budget request amount: \$0.00

Priority: Medium

Status for Develop Certificate of Achievement in Foreign Languages

No Status Added

▼ **Action/Solution:** Review Appropriate Programs for Viability

Action details: Based on data from IPRO on student interests, faculty will review existing programs to determine if they are viable and are responsive to market needs. Specifically, Teacher Education Program, Child Development Program and Archaeology Program.

Implementation Plan (timeline): annual and on-going

Key/Responsible Personnel: Program lead faculty and IPRO staff

Budget Implications (what resources will be used?): none

Budget request amount: \$0.00

Priority: Medium

Status for Review Appropriate Programs for Viability

No Status Added

Status Summary

No text specified

Summary of Next Steps

No text specified

Create Improvement Actions (Program/Unit)

Track Improvement Actions (Program/Unit)

Data Sets and Reference Materials

File Attachments:

1. Demographics - English.xlsx

2. Demographics - Languages.xlsx

3. Demographics - SocSci.xlsx

4. Sections - English.xls

5. Sections - Languages.xls

6. Sections - Social Sciences.xls

7. SREF - English.xls

8. SREF - Languages.xls

9. SREF - Social Sciences.xls

10. Success by Demog - English.xls

11. Success by Demog - Languages.xls

12. Success by Demog - Social Sciences.xls
