2011-2012 Tactical Plan
Create Action Items

Mission Statement

The unit supports the college's mission of successful student learning by serving our noncredit student population. We seek to improve their literacy skills and job skills, which will enhance their earning power and increase their ability to transition into higher education. To accomplish this mission, the Community Education Center's primary focus is to provide education, training, and services that will help to continuously improve California's workforce. CEC is authorized by the state System Office to provide community service courses and programs for basic skills education for those in need of it, instruction in English as a Second Language, and adult non-credit education in areas defined as being in the state's interest. The Center offers comprehensive educational resources such as noncredit vocational, technical, and academic programs including High School Diploma Program, GED, ESL/ABE, Parent Education, Seniors and Disabled Students, as well as programs that benefit the community, such as Foster and Kinship Care, Entrepreneurship and Health and Fitness.

Overview/Summary

No text specified

Actions

Pasadena City College - Instructional Outputs (Copy 1)

Success

Student Career Pathways

Student Career Pathways are adopted, supported, and used by 20% of CEC faculty and 200 students in the 2011-12 academic year

▼ Action: Student Career Pathways

Action details: Student Career Pathways are adopted, supported, and used by 20% of CEC faculty and 200 students

Implementation Plan (timeline): By June 30, 2012

Key/Responsible Personnel: Student Success Center Staff Faculty Dean

Steps - what are the steps in implementing this action?: 1. Introduce Student Pathway Planning
2. Make classroom presentations
3. Sign-up students for the program
4. Train faculty to make presentations

Budget approval required? (describe): Budget needed to support Student Success Center staffing - has been supported by ARCC funding for the last 4 years - request to be institutionalized.

Budget request amount: $157,000.00

Priority: High

Student Progress Reporting

A system of Student Progress Reporting is used with all CEC students enrolled in our Student Success Pathways Program in the 2011-12 academic year.

▼ **Action: Student Progress Reporting**

Action details: A system of Student Progress Reporting is used with all CEC students enrolled in our Student Success Pathways Program

Implementation Plan (timeline): By June 30, 2012

Key/Responsible Personnel: Student Success Center Staff Faculty Dean

Steps - what are the steps in implementing this action?: 1. Develop database and reporting parameters
2. Introduce retention services to students and faculty
3. Get referrals from faculty of at-risk students
4. Assist and support student persistence and retention

Budget approval required? (describe):

Budget request amount: $0.00

Priority:

Retention

Early Alert System

An early alert system of missing and/or at-risk students is used to track attendance & student contact monitoring activity for identified students in the 2011-12 academic year

▼ **Action: Early Alert System**

Action details: An early alert system of missing and/or at-risk students is used to track attendance & student contact monitoring activity for identified students

Implementation Plan (timeline): By June 30, 2012

Key/Responsible Personnel: Student Retention Specialist Faculty Dean

Steps - what are the steps in implementing this action?: 1. Student intake form implemented
2. Faculty referral form implemented
3. Student appointments made and activity is monitored

Budget approval required? (describe):

Budget request amount: $0.00

Priority:

Enrollment

Increased Enrollment

Non-credit enrollment will increase by 2% from the previous year as measured from Fall, 2011 - Fall, 2012

▼ **Action: Increased Enrollment**

Action details: Non-credit enrollment will increase by 2% from the previous year

Implementation Plan (timeline): By June 30, 2012

Key/Responsible Personnel: Admissions & Records Testing & Assessment Academic Counselors Student Success Center Staff Faculty Dean

Steps - what are the steps in implementing this action?: 1. Reduce low enrolled courses and increase high enrolled courses
2. Advertise programs
3. Orient students to all CEC programs
4. Encourage multiple course enrollments

Budget approval required? (describe):

Budget request amount: $0.00

Priority:

Increased FTES

Non-credit FTES will increase by 7% in the 2011-12 academic year

▼ Action: Increased FTES

Action details: Non-credit FTES will increase by 7%

Implementation Plan (timeline): By June 30, 2012

Key/Responsible Personnel: Faculty Program Coordinators Dean

Steps - what are the steps in implementing this action?: 1. Promote enrollment
2. Promote multiple course enrollments
3. Reduce class cancellations
4. Promote Dean's Honors Attendance Club
5. Enhance enrollment opportunities during census

Budget approval required? (describe):

Budget request amount: $0.00

Priority:

Increased Credit Course Enrollment

CEC student enrollment in credit courses will increase by 10% in the 2011-12 academic year

▼ Action: Increase Credit Course Enrollment of Non-Credit Students

Action details: CEC student enrollment in credit courses will increase by 10%

Implementation Plan (timeline): By June 30, 2012

Key/Responsible Personnel: Admissions & Records Student Success Center Staff Faculty Dean

Steps - what are the steps in implementing this action?: 1. Increase student awareness about credit programs, through Pathway Planning
2. Advertise Pathway programs
3. Orient students to all credit programs with campus tours and CoffeeHouse Industry presentations
4. Encourage course/program enrollments

Budget approval required? (describe): CoffeeHouse Series (monthly industry sector presentations to students)
PCC Campus Tours (quarterly tours, presentations, orientations)

Budget request amount: $2,000.00

Priority: High

Achievements

Enhanced Funding Applications

A program Enhanced Funding Application for HSDP will be completed and submitted to the state Chancellor's Office by the end of 2011-12 academic year

▼ Action: Enhanced Funding Applications

Action details: A program Enhanced Funding Application for HSDP will be completed and submitted to the state Chancellor's Office

Implementation Plan (timeline): By June 30, 2012

Key/Responsible Personnel: Paul Martin Carolyn Valdez Dean

Steps - what are the steps in implementing this action?: 1. Review curriculum to be approved
2. Write new curriculum to submit to C&I
3. Get approvals for curriculum and application

Budget approval required? (describe): One (1) instructional aide to support the application process and assist in gathering data

Budget request amount: $9,200.00

Priority: High

Certificate of Achievement

Non-credit and credit programs at CEC will demonstrate a 10% increase in the 2011-12 academic year.

▼ Action: Certificate of Achievement Promotion

Action details: Non-credit and credit program completions combined at CEC will demonstrate a 10% increase

Implementation Plan (timeline): By June 30, 2012

Key/Responsible Personnel: Program Coordinators Student Success Center Staff Academic Counselors Dean

Steps - what are the steps in implementing this action?: 1. Create greater awareness about certificate completion courses
2. Encourage faculty promotion of certificates
3. Promote certificate completion with students
4. Make necessary courses available throughout the year through scheduling

Budget approval required? (describe):

Budget request amount: $0.00

Priority: High

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