

Santa Rosa Junior College



Academic Affairs Year End Report 2006-07

Objective Reference	Accomplishments	Support / Evidence / Comments
<p>1.0</p> <p>Objective 1.1 <i>(AAC review of current productivity measures)</i></p> <p>Objective 1.2 <i>(Refine current schedule development processes)</i></p> <p>Objective 1.3 <i>(Review/refine off-campus programs in all service areas to determine areas of future growth)</i></p>	<p>The Vice President of Academic Affairs will provide leadership and direction in the development of appropriate learning and course modalities and productivity measures in order to increase district enrollments by the amount determined realistic by the StEP Committee annually.</p> <p>Result: Increased enrollments by 4.5%, but due to problems with census rosters, realized only 1.25% real growth for fall 2006. Spring and summer semesters will most likely be flat after the census corrections are taken into account. Areas specifically targeted were online, weekend and off-site courses, Piner Early College program and late start classes. All were successful.</p> <p>Productivity and enrollment patterns are regularly reviewed at Academic Affairs Council, DCC/IM and joint Student Services/AAC meetings. Counseling schedules regular meetings to formally recommend to AAC specific courses to be added for weekend, late start, evening, etc.</p> <p>Scheduling templates, scheduling guidelines and a regular review process that includes counselor feedback are all in place.</p> <p>Continued to meet with superintendents and high school principals/counselors to determine potential SRJC courses that could be offered at high school sites as part of the High School Initiatives Program. Research conducted on course offerings and their relative success in North County in anticipation of potential purchase of Foss Creek Elementary School. Successfully added new occupational and general education classes in the North and West County service areas.</p> <p>Re-instituted direct mail program to North County to promote off campus SRJC classes; developed direct mail targeting potential students in northwest Santa Rosa alerting them of new evening classes being offered at Piner High School; continued to work with</p>	<p>3 joint AAC/Student Svcs. Meetings held to refine enrollment management. PDA presentation by VPAA and Director of Research on our demographics and student retention/success.</p> <p>Procedures written for best practices for scheduling and presented at DCC/IM and broadly via email. Scheduling templates developed for summer and weekend programs, presented at DCC/IM and broadly via email.</p> <ul style="list-style-type: none"> ▪ New SRJC courses scheduled at El Molino HS in Fall 06/Fall 07; Cloverdale High School Summer and Fall 07; and YouthBuild Charter School Fall 07. ▪ Meetings and surveys done with staff at Analy & El Molino High Schools; meetings held with staff at Cloverdale High School;

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<p>Objective 1.4 (Review/refine creation of Alternative Degree programs)</p>	<p>NC ESL and College Skills to utilize NC Matriculation funds to provide matriculation services to potential and existing students, particularly in SW Santa Rosa.</p> <p>Developed scheduling guidelines for department chairs to encourage chairs to consider alternative delivery times with emphasis on serving underserved (or not served) target populations.</p> <p>The Weekend College degree program was successfully launched in Fall 07. The Online AA degree program is close to completion. The External AA degree program is in progress.</p>	<p>and meetings held with sub-group of the Board of Santa Rosa City Schools (slated to present to entire Board in Summer 07).</p> <ul style="list-style-type: none"> ▪ In partnership with the West Sonoma County High School District, provided Advanced Placement language classes. ▪ Administrative Services is researching potential new location for SRJC programs in Southwest Santa Rosa. ▪ In partnership with Sonoma County ROP, added Introduction to Auto Body Technology class. ▪ Added 14 late start gen ed classes at Windsor and Piner High Schools. ▪ 33 students enrolled in the Weekend College Program with a 76% retention rate. ▪ 43 new online courses were proposed through the Online College Project, 12 of which are approved and ready to be offered. ▪ With Board approval, SRJC will submit to the Accreditation Commission an application for a “substantial change” identifying four majors that could be available at least 50% or more online, including: University Transfer, Humanities, Natural Sciences, and Social and Behavioral Sciences.
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<p>Objective 1.5 <i>(Update adjunct faculty pools)</i></p> <p>Objective 1.6 <i>(Refine/implement plan for Distance Education program)</i></p> <p>Objective 1.7 <i>(Work towards enhanced marketing plan)</i></p>	<p>All adjunct pools were opened for all departments. Of the 34 departments, 27 conducted adjunct interviews.</p> <p>Completed in Spring 2007. The District Online Committee (DOC) spent the year reviewing and drafting a report that outlines key issues and provides recommendations for implementation.</p> <p>Re-instituted direct mail program to North County to promote off campus SRJC classes; developed direct mail targeting potential students in NW Santa Rosa alerting them to new evening classes offered at Piner High School; continued to work with NC ESL and College Skills to utilize NC Matriculation funds to provide matriculation services to potential and existing students, particularly in SW Santa Rosa.</p> <p>Developed scheduling guidelines for department chairs to encourage chairs to consider alternative delivery times with emphasis on serving underserved (or not served) target populations.</p>	<ul style="list-style-type: none"> ▪ With the addition of 19 new general education classes, in addition to the existing off campus offerings, SRJC is moving closer to offering an external AA degree <p>DOC submitted a report to VP of Academic Affairs. Online College Project (Round Three) was launched in 2006-07. University transfer degree available via online program. Substantive Change Proposal submitted to Board of Trustees for approval. 10% increase in online enrollments during academic year.</p> <ul style="list-style-type: none"> ▪ North County mailer ▪ Piner mailer ▪ Earlier registration for NC ESL students off campus ▪ Document: Academic Affairs Scheduling Guidelines
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<p>2.0</p> <p>Objective 2.1 <i>(Review accreditation materials and reports from last visit)</i></p> <p>Objective 2.2 <i>(Set up structure for Accred Self Study for 2007-08)</i></p>	<p>In preparation for the self-study report for the Accreditation Commission in October of 2007, Academic Affairs, under the direction and leadership of the Vice President of Academic Affairs, will review the college's last accreditation self-study and report and draft the self-study team.</p> <p>Completed Fall, 2006.</p> <p>Done – see Accreditation Timeline.</p>	<p>On target to meet all timelines for accreditation self-study. The new VPLO (VPAA) and the new Self-Study Chair participated in team visits to other colleges to further advance their knowledge of the new accreditation process.</p> <p>The Steering Committee, Standards Liaisons and Standards Committees have all been established.</p>

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<p>3.0</p> <p>Objective 3.1 <i>(Institute learning outcomes assessment activities at the course, program & institutional levels)</i></p>	<p>Academic Affairs, in conjunction with the Educational Planning and Coordinating Council (EPCC) will continue to oversee, develop and institutionalize Project LEARN and Student Learning Outcomes.</p> <p>Second group of course-level SLO projects are being developed and implemented. Draft of program-level policies, procedures and handbook completed. Institutional outcomes assessment for writing and technological literacy underway. Project LEARN, SRJC's SLO task force, reorganized as a standing college committee.</p>	<ul style="list-style-type: none"> ▪ Project proposals on file. ▪ Final version of handbook edited, uploaded to website & disseminated 8/2007. ▪ Assessment tools and preliminary raw student performance data on file. ▪ Project LEARN standing committee proposal submitted to College Council.

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<p>4.0</p> <p>Objective 4.1 <i>(Pilot Program Review in Spring, 2007 with one occupational and one transfer program.)</i></p> <p>Objective 4.2 <i>(Make any necessary changes to Board policy)</i></p> <p>Objective 4.3 <i>(Initiate new Program Review process using Annual Program Review process with all departments as a baseline)</i></p> <p>Objective 4.4 <i>(Work with Computing Services to automate Program Review data)</i></p>	<p>The Vice President of Academic Affairs, in conjunction with the Academic Senate and department chairs, will refine and institute the new Program Review model for SRJC.</p> <p>Completed.</p> <p>Carry forward to 2007-08.</p> <p>Carry forward to 2007-08.</p> <p>Completed Spring, 2007.</p>	<p>Pilots in progress for Rad Tech and Life Sciences depts.</p> <p>Board policy on approving and discontinuing programs will be reviewed in 2007-08.</p> <p>New Program Review process will be implemented with all academic programs spring 2008.</p> <p>Web-based template finalized January 2007.</p>

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		<p>the Spring EDI Forum.</p> <ul style="list-style-type: none">▪ 24 occupational faculty received VTEA mini grants to participate in staff development activities.▪ A Spring 2007 EDI forum was held, attended by 70 faculty and administrators.▪ Approx. 136 occupational courses were processed and submitted to the Curriculum Committee for approval.
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<p>6.0</p> <p>Objective 6.1 <i>(Establish and communicate reorganization goals)</i></p> <p>Objective 6.2 <i>(The VPAA will disseminate reorganization recommendations to college community.)</i></p> <p>Objective 6.3 <i>(VPAA will recommend implementation of Phase II of Academic Affairs reorg to President and Board of Trustees)</i></p>	<p>Academic Affairs, under the direction and leadership of the Vice President of Academic Affairs and in conjunction with the Faculty Senate, AFA and department chairs, will continue to explore the existing structure of Academic Affairs at the cluster and department levels and recommend any potential organizational changes at those levels to the President and the Board of Trustees.</p> <p>Completed.</p> <p>Completed.</p> <p>Completed.</p>	<p>Initial information meetings were held with all departments. Some departments held additional meetings. Minutes were taken and results communicated to the VPAA by December, 2006. Results were shared with DCC/IM in January and approved for dissemination to the college community.</p> <p>Plans and goals were presented to all constituent groups prior to Board presentation, including College Council, IPC, EPCC, SEIU, Academic Senate, Classified Senate and Student Senate.</p> <p>Approved at the May Board of Trustees meeting after approval of all college constituent groups (see Obj. 6.2 above).</p>