

PRAC PRESENTATION

OIM, COUNSELING, TRANSFER/CAREER, DISTANCE
EDUCATION, INSTITUTIONAL EFFECTIVENESS,
ECE/CDP

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AVP AREA OVERVIEW

AVP:

- One manager
- One administrative assistant (shared with dean of educational success programs)

Areas:

- **Counseling**
- **Distance Education**
- **Institutional Effectiveness**
- **Instructional Management**
- **Early Childhood Education and Child Development Programs**
- **Professional Learning**
- **Accreditation**
 - AVP serves as Accreditation Liaison Officer

AVP BUDGET DETAIL

Budget Category	Amount	Description
1000 and 2000 (nondiscretionary)	\$220,676	Administration
3000 (nondiscretionary)	\$102,834	Benefits
4000 (discretionary)	\$4,500	Supplies and Materials; Flex; Professional Development; Meetings
5000 (discretionary)	\$22,800	Travel; Software; Contracts
6000 (discretionary)	\$700	Furniture and Equipment
Total:	\$351,510	

AVP PROGRAM DISCUSSIONS AND DIRECTIONS

Focus Items

- Strategic plan – Instructional Programs (Goals 1-6)
- Master Schedule development and implementation (underway)
- Exploring idea of Teaching and Learning Faculty position
 - Emphasis on professional learning for faculty focused on pedagogy using universal design for learning framework
 - Transition from “triage” to excellence in teaching and student experience, regardless of modality
 - Plan for Teaching and Learning space in the new LRC
- Implementation and expansion of Credit for Prior Learning and revamped Work Experience program
- PRIE expanded capacity to support College priorities
- Accreditation – ISER (due in December of 2023)

OIM AREA OVERVIEW

The OIM (Office of Instructional Management) supports instruction via scheduling, curriculum management, articulation, faculty loads, faculty pay, instructional room coordination, MIS data, 320 report

- Three staff:
 - Instructional Support Analyst
 - Articulation and Curriculum Analyst
 - Instructional Support Specialist

OIM BUDGET DETAIL

Budget Category	Amount	Description
2000 (nondiscretionary)	\$340,233	Staff
3000 (nondiscretionary)	\$167,031	Benefits
4000 (discretionary)	\$200	Office Supplies and Materials
5000 (discretionary)	\$800	Articulation meetings/travel
Total:	\$508,264	

OIM PROGRAM DISCUSSIONS AND DIRECTIONS

Focus Items

- Master Schedule support and implementation (serve as resource to the working group and coordinate efforts to align phased implementation with the scheduling cycle)
- Legislative changes, including AB 705, Common Course Numbering system (among community colleges), and common GE pattern for UC and CSU
- Full implementation of Banner 9
- Continuous improvements with schedule interface
- eLumen improvements and faculty support
- Continue close collaboration with IT, Curriculum Committee, HR, and UDWC
- On the horizon: staff retirement that will need to be replaced

COUNSELING PROGRAM OVERVIEW

Staffing:

- 14 full-time faculty (including EOPS, SAS)
- Intern program (general counseling, SAS, and psychological services)
- Approximately 25 teaching units each semester
- One department administrative assistant
- One administrative assistant shared by administrators
- One administrator

Counseling Program Highlights from Fall 2021 to Spring 2022:

- July 1, 2021 - April 12, 2022 total student contact: 11,478 (does not include mental health counseling appointments)
- Increase in the number of students who have educational plans

COUNSELING BUDGET DETAIL

Budget Category (*includes District, Pathways, and SEA Categorical funding)	Amount	Description
1000 and 2000 (nondiscretionary)	\$1,945,266*	Faculty and staff
3000 (nondiscretionary)	\$1,020,996*	Benefits
4000 (discretionary)	\$6,650*	Supplies and Materials
5000 (discretionary)	\$24,000*	Software and Contracts
Total:	\$2,996,912*	

COUNSELING PROGRAM DISCUSSIONS AND DIRECTIONS

Focus Items

- Full-time Articulation Officer/General Counselor hire underway (expected start: Fall 2022)
- Full-time General Counselor with an athletics emphasis will be hired over Summer 2022
- Strategic Plan Areas: Instructional Programs; Student Access and Success Goals and Objectives
- Counseling Department created subcommittees to work on dismantling system racism from the individual (one-on-one sessions with students), department and college-wide levels
- Counselor Liaisons with the academic departments (blueprint development aligned with Master Schedule work)
- Continue to pair Counseling courses with Humanities 101, Puente, MAPS, and Umoja
- Interns and bridging to employment opportunities and COM and beyond

TRANSFER AND CAREER PROGRAM OVERVIEW

The Transfer/Career Center supports transfer, career education, associate degrees, and the development of job-related skills and experience.

- Two full-time program coordinators
- Shared administrative assistant

Transfer:

- Students served directly through transfer appointments (in-person and Zoom)
- Expanded counseling internship program has resulted in strengthened partnerships with universities and
- Classroom visits to expand transfer awareness to COM students
- Provide transfer workshops to assist students with PIQs for applications (admission to UC and CSU is increasingly competitive)
- In the past year, UC applications have decreased (we stayed more stable than other institutions but were down from our prior numbers)

Career:

- Develops and facilitates career-readiness activities for students via one-on-one consultations, application assistance, career/industry exploration lecture series, social media, and industry best-practices techniques
- Identifies internship opportunities and liaises between employers and students across
- Provides job placement services and job placement outcomes for CTE and Non-CTE students
- Engages in employer/industry collaboration activities (i.e., career fair, employer tabling, career panels, site visits, industry/community events)
- K-12 connection/ career pathways for MCOE students (i.e., partner with school-to-career programs, outreach at H.S programs/campuses, and career exploration seminars)

TRANSFER AND CAREER BUDGET DETAIL

Budget Category	Amount	Description
*Includes District and Categorical funding		
2000 (nondiscretionary)	\$159,489*	Staff
3000 (nondiscretionary)	\$82,701*	Benefits
4000 (discretionary)	\$2,200	Supplies and Materials
5000 (discretionary)	\$2,150	Travel, Software, and Contracts
Total:	\$246,540	

TRANSFER AND CAREER DISCUSSIONS AND DIRECTIONS

Focus Items

Transfer:

- Merge virtual and in-person services to create a robust hybrid model that serves a wider range of student needs
- Increase outreach efforts and means to ensure students are informed about resources, offerings, and methods of support
- Use a data-driven approach to target populations who experience transfer gaps or undermatching; increase transfer rates across diverse populations
- Further align with academic departments through sustained collaboration with disciplines across the college
- Maintain current staffing and expand use of Transfer Peer Advisors and graduate internships to support transfer and career programming, activities, and initiatives, particularly to underrepresented student populations

Career:

- Expand and enhance internship, service learning, and relevant job experience for students (in coordination with Work Experience full-time faculty member)
- Collaborate on implementation of Handshake (replaces College Central). Handshake is an application used by many colleges currently to connect students to internships and employment opportunities through the career services department.
- Support alumni engagement activities and tracking in conjunction with Transfer Center and Office of Advancement
- Collaborate with industry to connect CTE and non-CTE programs/ departments to emerging workforce trends that support and enhance current curricular offerings (for example, new virtual reality pathways)
- Liaise with Work Experience faculty to help identify Credit for Prior Learning (CPL) opportunities for Career Education programs

DISTANCE EDUCATION PROGRAM OVERVIEW

The Distance Education program supports faculty and students with online instruction in the following areas:

- Curricular design, including accessibility and learning outcomes
- Student support services
- Professional learning, with the goal of providing quality instructional experiences for students, regardless of modality
- Title 5 and accreditation requirements
- One coordinator (3.0 units/semester)
- One full-time instructional designer
- Distance Education Committee (three faculty and assistive technology specialist); subcommittee of the Academic Senate
- IT Support

OA AND HYBRID COURSES THAT MEET IGETC AND CSU GE- BREADTH (AREA A-I AND AREA F) REQUIREMENTS

ASL 101	Elementary Sign Language I
ASL 102	Elementary Sign Language II
ANTH 101	Intro to Phys/Bio Anthropology
ANTH 102	Intro to Cultural Anthropology
ASTR 101	Introduction to Astronomy
ASTR 117L	Introduction to Astronomy Lab
BEHS 103/BIOL 108A	Human Sexuality
BIOL 120	Human Anatomy
BIOL 224	Human Physiology
CHEM 105	Chemistry/Human Environment
COMM 100	Introduction to Communication and Speech
COMM 103	Public Speaking
DANC 101	African American Dance History
DANC 108	Dance History: Art of Movement
DRAM 110	Introduction to the Theatre
ENGL 150	Read & Composition (1A)
ENGL 151	Read & Composition (1B)
ENGL 155	Critical Thinking and Composition
ETST 110	Introduction to Ethnic Studies
ETST 112	History of African Americans (B)
GEOG 100	World Regional Geography
GEOG 101	The Physical Environment
GEOG 101L	The Physical Environment Laboratory
GEOG 102	Human Environment
GEOL 120	Physical Geology
HIST 100	American History Trends/Topics
HIST 102	World History II: Evolution of the Modern World
HUM 118	Intro to World Religions
MATH 115	Probability and Statistics
MATH 121	Calculus I with Applications
MUS 105	Rock, Pop, and Jazz
PHIL 110	Introduction to Philosophy
PHIL 117	History of Philosophy: Late Modern to Contemporary
POLS 101	Introduction to the Government of the United States
PSY 110	Intro to Psychology
PSY 114	Psych of Human Dev: Lifespan
SOC 110	Introduction to Sociology
SPAN 101	Elementary Spanish I
SPAN 102	Elementary Spanish II

DISTANCE EDUCATION BUDGET DETAIL

Budget Category	Amount	Description
1000 and 2000 (nondiscretionary)	\$131,900	Faculty and staff
3000 (nondiscretionary)	\$57,027	Benefits
4000 (discretionary)	\$900	Supplies and Materials
5000 and 6000 (discretionary)	\$22,000	Travel, Software, and Contracts
Total:	\$211,827	

DISTANCE EDUCATION PROGRAM DISCUSSIONS AND DIRECTIONS

Focus Items

- Post-pandemic planning – revised AP 4105 and DE Plan
- POCR (peer online course review) backlog
- Going forward, analyze capacity needed to support faculty with POCR process
- Participate in STAC (Systemwide Technology Access Collaborative (STAC) – allows us to bundle software (Ally, Labster, NameCoach, NetTutor, Turnitin, CanvasStudio, Proctorio)
- Implement Title 5 changes and POCR timeline (outlined in revised AP)
- Investigate expansion of modalities at COM
- Participate in Master Schedule work (SP IP Goals)

INSTITUTIONAL EFFECTIVENESS PROGRAM OVERVIEW

The Institutional Effectiveness department supports the College in the following areas:

- Institutional research and planning
- Data governance
- Accreditation
- Participatory governance
- College-wide initiatives

Staffing:

- Director of Institutional Effectiveness
- Senior Institutional Research Analyst
- Spring 2022:
 - Hiring for .53 FTE Administrative Assistant III (will support PLC and professional learning)
 - Hiring for full-time Research and Planning Analyst (shared with Career Education)
- eLumen Data Steward faculty position (works closely with department)

INSTITUTIONAL EFFECTIVENESS BUDGET DETAIL

Budget Category	Amount	Description
Includes District and Categorical SEA funds*		
2000 (nondiscretionary)	\$407,612	Staff
3000 (nondiscretionary)	\$165,678	Benefits
4000 (discretionary)	\$1,250	Supplies and Materials
5000 (discretionary)	\$25,000	Travel, Software, and Contracts
Total:	\$599,540	

INSTITUTIONAL EFFECTIVENESS PROGRAM DISCUSSIONS AND DIRECTIONS

Focus Items

- Staffing in place with two new hires and acclimating them to COM
- Continue to improve data systems (dashboards, training faculty and staff)
- Redoing Fact Book and Data Warehouse
- Upgrading data delivery systems in collaboration with IT to make systems accessible to college community
- Goal: make more data available, easier to locate, and accessible in an organized way to constituents at the college
- Revamp survey design and analysis – create a more coordinated approach to surveys
- Strategic Plan 2022-2025 support
- Accreditation ISER support
- On the horizon:
 - Next EMP
 - Data institute for faculty
 - Design program review data training

ECE AND CHILD DEVELOPMENT PROGRAM OVERVIEW

ECE and CDP

The Early Childhood Education Program prepares early childhood educators to work in the field, earn certificates and degrees, and transfer to four-year institutions. The Child Development Program serves 2.9 to five-year-old children in a State Laboratory Preschool setting. The CDP is the lab for the ECE program along with serving students in nursing, psychology, and drama.

- One director (full-time)
- One administrative assistant (.91 FTE)

ECE

- Four full-time faculty (two teachers and two site supervisors)
- One ECE faculty coordinator (3.0 units/semester)
- Two full-time ECE faculty (one on phase-in retirement)
- ECE Program: 36 units each semester and six in the summer
- Three Certificates of Achievement awarded between 2020-2021
- Five AS degrees awarded between 2020-2021 (four ADTs and one local AS degrees)

CDP

- Kentfield CSC currently open, serving 16 children total, eight per classroom
- IVC site on hiatus

ECE BUDGET DETAIL

Budget Category	Amount	Description
1000 (nondiscretionary)	\$351,224	Faculty
3000 (nondiscretionary)	\$104,847	Benefits
4000 (discretionary)	\$1,805	Supplies and Materials
5000 (discretionary)	\$960	Travel, Software, and Contracts
Total:	\$458,836	

CDP BUDGET DETAIL

Budget Category	Amount	Description
*Categorical and District Funds		
1000 and 2000 (nondiscretionary)	\$479,094*	Faculty and staff
3000 (nondiscretionary)	\$269,216*	Benefits
4000 (discretionary)	\$14,500*	Supplies and Materials; Food
5000 and 6000 (discretionary)	\$7,600 *	Travel, Software, and Contracts
Total:	\$770,410*	

ECE AND CHILD DEVELOPMENT PROGRAM DISCUSSIONS AND DIRECTIONS

Focus Items

Child Development Program

- Assessing impact of TK (transitional kindergarten implementation) on current preschool program (more four-year-old children going to TK instead of preschool)
- Exploring potential for expansion to develop toddler program at Kentfield (meet unmet needs in Marin County)
- Ethel Seiderman Institute: resume work that started pre-pandemic and secure long-term funding to sustain Institute
- Challenging time to attract and recruit CDP teachers to open positions (multiple recruitment attempts have not been successful)

ECE Program

- Three (3) new part-time faculty teaching in the program
- One full-time faculty on phased-in retirement (need to consider succession planning)
- Changes in the field (TK requires staffing in the classrooms and professional learning; what will be COM's ECE program's role as a collaborator and contributor to the early childhood educator pipeline with local school districts?)
- Convert 12-unit ECE certificate to Certificate of Achievement (Chancellor's Office-approved (transcriptable))

QUESTIONS/DISCUSSION