

Accreditation 2010 Self-Study Plan Summary

The planning process at Santa Monica College includes an annual review and revision of the *Master Plan for Education* and the College's institutional objectives as well as an annual report to the college community on institutional performance regarding the fulfillment of the prior year's objectives. Central to the development of institutional objectives for the 2010-2011 academic year will be considerations for the recommended plans from each section of this accreditation self-study report. Some of the recommended plans coincide with the 2009-2010 institutional objectives, and the College's performance relative to these will be included in the annual report presented to the college community. The remaining self-study plans will be included as planning issues in the development of 2010-2011 objectives for the major divisions of the College. These division-level objectives will be reviewed by the District Planning and Coordinating Council and considered in the development of 2010-2011 institutional objectives, which are based on the College's Vision, Mission, Values and Goals. Each area of the College will then develop specific, unit-level objectives and implementation strategies.

In preparation for this collegewide planning effort, the institutional self-study plans are organized below according to the goals that support achievement of the College's Institutional Learning Outcomes:

Institutional Learning Outcomes

Santa Monica College students will:

- *Acquire the self-confidence and self-discipline to pursue their intellectual curiosities with integrity in both their personal and professional lives.*
- *Obtain the knowledge and skills necessary to access, evaluate, and interpret ideas, images, and information critically in order to communicate effectively, reach conclusions, and solve problems.*
- *Respect the inter-relatedness of the global human environment, engage with diverse peoples, and acknowledge the significance of their daily actions relative to broader issues and events.*
- *Assume responsibility for their own impact on the earth by living a sustainable and ethical life style.*

Supporting Goals

Plans Appropriate Across All Supporting Goals

- ❖ The College will integrate its current institutional effectiveness initiatives into comprehensive evaluation cycles that systematically measure and document how well the College, at the macro level, is addressing the needs of its student population. (IA.1)
- ❖ The Academic Senate Joint Student and Institutional Learning Outcomes Committee will produce comprehensive rubrics for evaluating outcome statements, assessment plans and assessment reports for departments/programs to use in reviewing their own student learning outcomes, assessments and reports in order to achieve sustainable and continuous quality and improvement. (IB.1)
- ❖ The Office of Institutional Research will lead in the development of a systematic evaluation process that ultimately moves the institution from program-based assessments to those that are institutional in scope. (IB.1, IB.6, IB.7)
- ❖ The Student and Institutional Learning Outcomes Committee will produce comprehensive rubrics for evaluating outcome statements, assessment plans and assessment reports for departments/programs to use in reviewing their own student learning outcomes, assessments and reports in order to achieve sustainable and continuous quality and improvement. (IB.1)
- ❖ The Student and Institutional Learning Outcomes Committee will establish ways to store the data for the assessments in a database system to facilitate and enhance the analysis of data from year to year. (IIA.1(c), IIA.2(a), IIA.2(b), IIA.2(e), IIA.2(f), IIA.3, IIA.3(a), IIA.3(b), IIA.3(c))
- ❖ The Student and Institutional Learning Outcomes Committee and the Office of Institutional Research will work with departments and programs to ensure that the assessments being used are appropriate, yield the information being sought, and are consistent from year to year so that comparisons can be made and sustained and continuous improvement will be achieved. (IIA.1(c), IIA.3, IIA.3(a), IIA.3(b), IIA.3(c)), IVB.2(a), IVB.2(b))
- ❖ The Student and Institutional Learning Outcomes Committee will establish ways to store the data for the assessments in a database system to facilitate and enhance the analysis of data from year to year. (IIA.1(c), IIA.2(a), IIA.2(b), IIA.2(e), IIA.2(f), IIA.3, IIA.3(a), IIA.3(b), IIA.3(c))

Innovative and Responsive Academic Environment

- ***Continuously develop curricular programs, learning strategies, and services to meet the evolving needs of students and the community***
- ❖ The College will formalize and implement the framework for assessing learning outcomes at the course, program and institutional level. (IA.1)

- ❖ The College will integrate assessment and evaluation into the process for planning, developing and implementing new programs from their inception. (IB.3)
- ❖ The College will develop a cohort-based study to assess the achievement of Institutional Learning Outcomes and student satisfaction with academic and student support programs and explore how such assessment tools could be extended to or adapted for alumni as well. (IIA.1, IIA.1(a), IIA.2(a), IIA.2(b), IIA.2(e), IIA.3, IIA.3(a), IIA.3(b), IIA.3(c), IIA.5)
- ❖ The Academic Senate Joint Distance Education Committee will develop for students an “effective practices” document for distance learning along with an assessment tool to help determine their readiness and aptitude for online learning. (IIA.1(b))
- ❖ The College will offer more basic skills noncredit courses to address the needs of basic skills students who have reached the limit of 30 units in credit basic skills classes yet need additional assistance in basic skills areas. (IIA.2)
- ❖ Basic Skills Initiative strategies and activities will be extended beyond English, English as a Second Language and mathematics to include all disciplines. (IIA.2(d))
- ❖ The College will develop initiatives to better address the relationship between learning styles and teaching methods. (IIA.2(d))
- ❖ The College will evaluate methods and technologies designed to facilitate the College’s efforts to collect performance data of Santa Monica College students who have transferred and/or gained employment. (IIA.5)
- ❖ The College will ensure that program level learning outcomes for all certificates and degrees will be included in the annual catalog, the online catalog, department websites and in relevant Counseling Department publications. (IIA.6)
- ❖ The Offices of Academic Affairs and Enrollment Development will research software packages to improve the utility of the Santa Monica College online college catalog. (IIA.6(c), IIB.2)

Supportive Learning Environment

- ***Provide access to comprehensive student learning resources such as library, tutoring, and technology***
- ***Provide access to comprehensive and innovative student support services such as admissions and records, counseling, assessment, outreach, and financial aid***
- ❖ The College will formalize and implement the framework for assessing learning outcomes at the course, program and institutional levels. (IA.1)
- ❖ The College will integrate assessment and evaluation into the process for planning, developing and implementing new programs from their inception. (IB.3)

- ❖ The College will develop a cohort-based study to assess the achievement of Institutional Learning Outcomes and student satisfaction with academic and student support programs and explore how such assessment tools could be extended to or adapted for alumni as well. (IIA.1, IIA.1(a), IIA.2(a), IIA.2(b), IIA.2(e), IIA.3, IIA.3(a), IIA.3(b), IIA.3(c), IIA.5)
- ❖ The College will ensure that program level learning outcomes for all certificates and degrees will be included in the annual catalog, the online catalog, department websites, and in relevant Counseling Department publications. (IIA.6)
- ❖ The Offices of Academic Affairs and Enrollment Development will research software packages to improve the utility of the Santa Monica College online college catalog. (IIA.6(c), IIB.2)
- ❖ The Offices of Student Affairs and Enrollment Development will work with the Office of Institutional Research to implement outcomes assessments that result in data-driven improvements in student support services. (IIB.1)
- ❖ The Offices of Student Affairs and Enrollment Development will work with the Office of Institutional Research to implement a comprehensive evaluation process to determine student support needs and the progress made in achieving each program's stated student learning outcomes. (IIB.3(a), IIB.4))
- ❖ The College will study the centralization of tutoring and learning resource centers to standardize training, supervision, evaluation and procedures. (IIC.1)
- ❖ Learning Resources staff will work with the Office of Institutional Research to develop uniform program-level student learning outcomes for its tutoring centers and standard methods of data collection to measure those outcomes. (IIC.1)
- ❖ The Library will develop learning outcomes and methods of assessment for reference service. (IIC1(b))
- ❖ The College will develop a plan for implementing online tutoring including the use of tutorial software, chat-based tutoring and/or email. (IIC.1(c))
- ❖ Tutoring and Learning Resources Center staff will work with the Office of Institutional Research to develop survey tools and/or methods to help the tutoring and Learning Resource Center staff respond to changing user needs. (IIC.1(a), IIC.2)
- ❖ The Academic Computing Department will work with the Office of Institutional Research to develop survey tools and/or methods to help the department respond to changing user needs and develop a means for analyzing resource usage data. (IIC.2)

Stable Fiscal Environment

- ***Respond to dynamic fiscal conditions through ongoing evaluation and reallocation of existing resources and the development of new resources***
- ❖ The College will review all options pertaining to linking its budget to sustaining sufficient levels of faculty, management and staff needed for effective college operations. (IIIA.2)
- ❖ The College will develop a model for determining the total cost of ownership when acquiring new additional technology to ensure that adequate budget is available for maintenance and replacement. (IIIC.1(d))
- ❖ The College will develop a plan to reduce the structural operating deficit. (IIID.1(b), IIID.1(c), IIID.2(c))
- ❖ The College will develop a funding strategy that institutionalizes ongoing funding for technology in a budgetary line-item. (IIID.1(b))
- ❖ The College will fully implement the internal tracking and response system for various fiscal processes to enable requestors to monitor activity. (IIID.2(g))
- ❖ The College will improve ways in which to explicitly document how the budgets for specific initiatives tie into the College's Mission, Vision, Values and Goals. (IIID.3)

Sustainable Physical Environment

- ***Apply sustainable practices to maintain and enhance the college's facilities and infrastructure including grounds, buildings, and technology***
- ❖ The College will establish priorities in planning for maintenance needs and appropriate staffing to meet maintenance requirements of new buildings as they are occupied and become operational. (IIIB.1(b))
- ❖ The College will develop and implement new follow-up measures to ensure that keys are returned by all employees separating from the District. (IIIB.1(b))
- ❖ The College will develop ongoing evaluation plans to assess the safety of the learning environment. (IIIB.1(b))
- ❖ The College will implement the plan to design and build the new data center, which will house all of the functional areas that comprise the Information Technology Department. (IIIC.1, IIIC.1(a))
- ❖ The College will evaluate the plan for upgrading/replacing workstations and other technology and evaluate alternatives to the current plan. (IIIC.1(c), IIIC.2)
- ❖ The College will evaluate and implement an effective network solution to prevent unauthorized computers from accessing the College's network. (IIIC.1(c))

- ❖ The College will evaluate and implement a feasible security solution to more efficiently support user software and hardware installation needs. (IIIC.1(c))
- ❖ The College will evaluate and implement a more effective desktop anti-malware solution. (IIIC.1(c))
- ❖ The College will implement the information technology emergency continuity plan once it is finalized. (IIIC.1(c))

Supportive Collegial Environment

- **Improve and enhance decision making and communication processes in order to respect the diverse needs and goals of the entire college community**
- ❖ The College will formalize the process for reviewing and revising the mission statement to ensure that the process is systematic and corresponds to the needs of the institutional culture and valid, accepted practices for research and evaluation. (IA.1, IA.2)
- ❖ The Academic Senate Joint Program Review Committee will develop a tool to help departments more clearly and consistently report their efforts to inform program improvements via the learning outcome assessment cycle. (IIA.1, IIA.1(c), IIA.2(a), IIA.2(b), IIA.2(e))
- ❖ The Office of Institutional Research will expand training modules and assessment workshops to ensure all areas of the College are proficient in the use and interpretation of data to inform self-evaluation and decision-making. (IB.1, IB.3)
- ❖ The College will better document its planning processes, formalize the evaluation of planning outcomes, and institutionalize planning and evaluation by emphasizing outcomes as well as outputs. (IB.2)
- ❖ The College will provide appropriate support to enhance the ability of the Office of Institutional Research to gather and analyze data and provide training in its use. (IB.3)
- ❖ The College will develop a more formalized structure and a template to be applied to the proposal and resource allocation processes to document and track measures of institutional effectiveness, including:
 - anticipated outcomes
 - measurability and proposed assessments
 - resources and sustainability (IB.4)
- ❖ The College will improve the currency, accuracy and accessibility of the college website. (IIA.6(c))
- ❖ The District will work with the Faculty Association to determine whether the current forms for evaluating faculty in noncredit programs meet the needs of these areas and to develop forms for evaluation of noncredit faculty if necessary. (IIIA.1(b))

- ❖ The Office of Human Resources will work with Management Information Systems Department to improve the accuracy of the list of faculty to be evaluated each semester and the timeliness of their distribution to department chairs. (IIIA.1(b))
- ❖ The Office of Human Resources will work with the Faculty Association to more clearly define evaluation timelines and ensure that all aspects of evaluation for all academic personnel adhere to those timelines. (IIIA.1(b))
- ❖ The Office of Human Resources, the Academic Senate, the Faculty Association, the Management Information Systems Department and the Office of Academic Affairs will develop a mechanism to ensure that student evaluations are conducted for faculty on a timely basis with a feedback mechanism that ensures written comments are communicated back to the faculty member being evaluated. (IIIA.1(b))
- ❖ The District and California School Employees Association will work together to adopt a code of ethics for represented classified employees. (IIIA.1(d))
- ❖ The Office of Human Resources will work with the Superintendent/President's office and collaborate with other governance groups to institute an ongoing, systematic review of all personnel-related policies and procedures. (IIIA.3)
- ❖ The Office of Human Resources will ensure that its website is regularly updated and user-friendly. (IIIA.3)
- ❖ The Office of Human Resources will provide ongoing internal office staff training pertaining to maintenance of personnel records. (IIIA.3(b))
- ❖ The College will formalize a systematic review of its employment equity record to ensure that its hiring practices are responsive to the diverse needs of its employees. (IIIA.4(a))
- ❖ The Office of Human Resources will work with the Personnel Commission to ensure that interview panelists are briefed regarding Equal Employment Opportunity considerations. (IIIA.4(a))
- ❖ The Office of Human Resources and the Personnel Commission Office will develop and implement a formal system for monitoring human resources staffing and plans for each classification. (IIIA.6)
- ❖ The College will formally assess the training needs of its personnel and assess current training models to determine their effectiveness. (IIIC.1(b))

