

ANNUAL PROGRAM PLANNING WORKSHEET (APPW)

Program: Administration and Governance
CPPR Completed: N/A

Planning Year: 2013-2014 **Last Year**

Unit: President

Cluster: President

Next Scheduled CPPR: N/A

NARRATIVE: APPW

Use the following narrative outline and be brief and concise:

- I. Program-Level Outcomes:** List the outcomes established for your program.
 - A. Provide for the administration of Cuesta College and administrative support to the San Luis Obispo County Community College District (SLOCCCD).
 - B. Ensure compliance with all appropriate state and federal laws, and accreditation requirements.
 - C. Provide oversight of master planning and the development of policy and procedure, and the implementation of procedure.
 - D. Advocate for funding and bond measures, and ensure fiscal integrity of the institution and the District.
- II. Program Progress towards Institutional Goals and Objectives:** Identify how your program, within the past year, has helped the district achieve its Institutional Goals and Objectives and provide data or evidence that demonstrates the progress.

The Superintendent/President is responsible for leading and managing a visionary and comprehensive planning process. (Institutional Goal (IG) - 4) In January 2012, the college was placed on "Show Cause" by the Accrediting Commission for Community and Junior Colleges (ACCJC). The Superintendent/President immediately consulted with key personnel and assessed the college's organizational structure to determine whether it was adequately designed to achieve the rigors of the accreditation standards (Standard II.A.7; IV.A.2.b; IV.B.2). The Superintendent/President reassigned the duties of the Accreditation Liaison Officer to Deb Wulff, Dean of Academic Affairs, Math, Biological & Physical Sciences, Nursing/Allied Health, Kinesiology/Health Sciences and Athletics and directed her to develop a task force to address the deficiencies in the ACCJC's report (IG-4). The "College Brain Trust" was contracted to assist the college in developing an approach to correct the identified deficiencies and develop an integrated planning model. Deb Wulff was subsequently appointed as the Interim Assistant Superintendent/Vice President of Academic Affairs. An Integrated Planning Manual was developed, along with an Educational Master Plan, revised Strategic Plan, Facilities Master Plan, Technology Plan, and Long-Term Fiscal Plan. The development and implementation of these integrated elements were crucial to the success of the college being removed from "Show Cause"

in February 2013, and placed on “Warning” to allow the college to fully complete an assessment cycle (IG-4, 4.1.7, 4.2, 4.2.1, 4.2.2; Standard IV.B.1 and IV.B.2)

Other organizational changes occurred upon the departure of the Assistance Superintendent/Vice President of Student Services. The Executive Dean, North County and South County Center was appointed as Interim Assistance Superintendent/Vice President of Student Services and interim appointments were made for the Executive Dean position and Dean of Academic Affairs, vacated by Deb Wulff. These appointments were made to place personnel with the necessary expertise into positions and ensure the college was meeting all state and federal regulatory and accreditation requirements (IG-3.1, 3.2, 4.1, and 4.2)

The Superintendent/President directed the development of a balanced budget and a plan to address state funding shortfalls (IG-1; 1.1 and 1.2)

Program Progress towards Program-Level Objectives: Identify the progress that your program has made, within the past year, towards achieving program-specific objectives that were identified in your program’s most recent Comprehensive Program Planning and Review document and provide data or evidence that demonstrates the progress.

Appropriate administrative oversight and aggressive administrative support continue to be the focus of the Superintendent/President’s office. Proper reassignments and reorganization across major clusters and within specific departments ensures the continued vigilance to college integrated planning processes and assessment.

The District continues to receive unqualified audits. The Superintendent/President presented a long-term budget reduction plan to the Board of Trustees. Phase one of the plan focused on reductions through program elimination. This part of the plan was developed collaboratively through the college governance process involving several college committees and the Academic Senate. Phase II will be presented to the Board of Trustees in spring and focuses on reductions in personnel and operational expenditures. Once both phases have been implemented, the District will assess its effectiveness and take into consideration the impact any changes in state funding may have.

The Superintendent/President is responsible for tracking the strategic planning calendar and ensuring the appropriate activities are being accomplished to achieve institutional goals and objectives.

The college was removed from “Show Cause” status and placed on “Warning”. This action allows the college to complete its integrated planning processes and assessments.

III. Institutional Measurements/Data: Analyze the institutional, program and site specific measurements (data and evidence) that are most relevant to your current program status.

The college's removal from "Show Cause" indicates its ability to successfully meet the standards set forth and assessed by the ACCJC. The Commission's assessment of the institution is based on the information collected and reported by the site-visit team.

The development and implementation of Governance – Decision Making Handbook will necessitate the revision of the current board policy and administrative procedure on the development of policy and procedure. The effectiveness of the processes contained in the handbook will be assessed and evaluated as necessary.

IV. Program Outcomes Assessment and Improvements:

- The strategic planning calendar continues to be monitored by the Superintendent/President's office. Progress on the achievement of goals and objectives will be submitted as a formal progress report to the ACCJC.
- A follow-up report is required to satisfy the demands of the ACCJC action letter, removing the college from "Show Cause" and placing it on "Warning".
- The effectiveness of the long-term budget reduction plan will be determined through the assessment of funding sources and changes in the state budget.

V. Program Development/Forecasting for the next academic year:

- The Accreditation Steering Committee has been active and Chairs and Co-Chairs have been assigned to work on Standards and Sub-Standards. A timeline has been published and teams are completing their work in accordance with that timeline.
- The Superintendent/President's staff provides administrative support for strategic planning and accreditation activities, in addition to their regular duties. There is no anticipated change to the level of support currently being provided.
- The current AV facilities in room 8008 are inadequate for the administrative, recruitment, and training support mission. Room 8008 continues to be the center for Administrative Meetings and Negotiations. There is no projection or display system in 8008. Meeting organizers must request a setup from AV Support each time there is a need for this capability. The ability for anyone to use increasingly technological content and/or support high-level administrative meetings is compromised. This room is also used for recruitment of all class of employee. This is particularly problematic during faculty interviews, when there is often a technological requirement for presentations. There is currently no permanent playback facility anywhere in building 8000. Training requiring video is currently carried out with a small TV with a VHS player. This room is also the alternate Emergency Operations Center on the SLO campus and does not have matching technologies being used by other agencies throughout the county.
- As part of Phase II of the long-term budget reduction plan, the President's office has reduced its budget by \$100,000.00. The majority of this funding comes from the District elections budget. With the move to election of trustees by district, there is a significant reduction in the amount of funding needed to support trustee elections.

UNIT PLAN

Unit: President

Cluster: President

Planning Year: 2013-2014

NARRATIVE: UNIT PLAN

The President's office assumes there will not be any further reductions in operational funding other than that identified in the long-term budget reduction plan. Review and revision of job descriptions for the executive assistant positions is anticipated to properly identify those duties that have been integrated into the President's office over the last three years, particularly those duties and activities associated with integrated planning.

Funding is adequate to support current unit programs. The only increases, all short-term, involve the acquisition of a tablet for the Superintendent/President, the upgrade of his office computer, and the upgrade of the audio/visual support elements in room 8008.

Funding for Board and staff professional development and conferences is adequate based on the past level of participation. Any increase in need for this area will be based on the level of participation in eligible activities.

EXCEL WORKSHEETS: UNIT PLAN

For the remainder of the Unit Plan, complete the following Excel Worksheets:

- [*Prior Year Unit Plan Worksheet — Prior Year Unit Funding Requests*](#)
- [*Personnel Requests Unit Plan Worksheet — Personnel Funding Requests*](#)
- [*Supplies Requests Unit Plan Worksheet — Supplies Funding Requests*](#)
- [*Equipment Requests Unit Plan Worksheet — Equipment Funding Requests*](#)
- [*Facility Requests Unit Plan Worksheet — Facility Funding Requests*](#)
- [*Technology Unit Plan Worksheet — Technology Funding Requests*](#)
- [*Top 10 Priorities Unit Plan Worksheet — Prioritized List of Top 10 Immediate Unit Needs*](#)

SIGNATURE PAGE

Faculty, Director(s), Manager(s), and/or Staff Associated with the Program

Instructional Programs: All full-time faculty in the program must sign this form. If needed, provide an extra signature line for each additional full-time faculty member in the program. If there are no full-time faculty associated with the program, then the part-time faculty in the program should sign. If applicable, please indicate lead faculty member for program after printing his/her name.

Student Services and Administrative Services Programs: All full-time director(s), managers, faculty and/or classified staff in the program must sign this form.

Division Chair/Director Name	Signature	Date
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Name	Signature	Date
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Name	Signature	Date
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Name	Signature	Date
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Name	Signature	Date
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Name	Signature	Date
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Administrative Outcome Assessment Summary

This form can be used to record Administrative Outcome (AO) assessment plans and results for courses or programs. It is recommended that this document be stored on a group drive, or in MyCuesta.

UNIT: President's Office

DATE: March 25, 2013

v. 2 2012

Staff involved with the assessment and analysis: _____

1	Administrative Outcome (AO) Statements	Provide for the administration of Cuesta College and administrative support to the San Luis Obispo County Community College District (SLOCCCD).
2	Assessment Methods Plan (identify assessment instruments)	Successful affirmation of accreditation from the ACCJC; unqualified audits; complete and accurate annual reports; the completion of a satisfactory 2014 self-study
3	Assessment Administration Plan	
4	Assessment Results Summary (summarize Data)	
5	Discussion of Assessment Procedure and Results, and Effectiveness of Previous Improvement Plans	
6	Recommended Changes & Plans for Implementation of Improvements	
7	Description or evidence of dialog among staff and Cluster about assessment plan and results	

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UNIT: President's Office

DATE: March 25, 2013

v. 2 2012

Staff involved with the assessment and analysis: _____

1	Administrative Outcome (AO) Statements	Ensure compliance with all appropriate state and federal laws, and accreditation requirements.
2	Assessment Methods Plan (identify assessment instruments)	Unqualified Annual Audit, affirmation of accreditation, successful program audits.
3	Assessment Administration Plan	
4	Assessment Results Summary (summarize Data)	
5	Discussion of Assessment Procedure and Results, and Effectiveness of Previous Improvement Plans	
6	Recommended Changes & Plans for Implementation of Improvements	
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UNIT: President's Office

DATE: March 25, 2013

v. 2 2012

Staff involved with the assessment and analysis: _____

1	Administrative Outcome (AO) Statements	Provide oversight of master planning and the development of policy and procedure, and the implementation of procedure.
2	Assessment Methods Plan (identify assessment instruments)	Completion of all tasks and activities on the strategic planning calendar; proper review of policy and procedures as prescribed in the review timeline.
3	Assessment Administration Plan	
4	Assessment Results Summary (summarize Data)	
5	Discussion of Assessment Procedure and Results, and Effectiveness of Previous Improvement Plans	
6	Recommended Changes & Plans for Implementation of Improvements	
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UNIT: President's Office

DATE: March 25, 2013

v. 2 2012

Staff involved with the assessment and analysis: _____

1	Administrative Outcome (AO) Statements	Advocate for funding and bond measures, and ensure fiscal integrity of the institution and the District.
2	Assessment Methods Plan (identify assessment instruments)	Completion of facility needs assessment for SLO and NCC – Facilities Master Plan; approval of Board to establish protocol for a 2014 general obligation bond measure; unqualified annual audits
3	Assessment Administration Plan	
4	Assessment Results Summary (summarize Data)	
5	Discussion of Assessment Procedure and Results, and Effectiveness of Previous Improvement Plans	
6	Recommended Changes & Plans for Implementation of Improvements	
7	Description or evidence of dialog among staff and Cluster about assessment plan and results	