



C U Y A M A C A  
• C O L L E G E •

# Annual Update Report

Admin - VP, Instruction

**Implement a productive class schedule that serves the needs of our students in a cost-efficient way.**

**Program Goal:** Producing a student-centered schedule is the most important goal for the OVPI. The college will always be looking for way to produce a schedule that meets the needs of our students while having efficient productivity. As a college, we will continue to monitor our FTES targets and FTEF allocation. We will ensure administrators and faculty are fully trained in effective enrollment management. Additionally, we will work closely with the ACP leads to ensure students are fully informed on course progress and anticipated time to completion.

**Goal Status:** Active

**Mapping**

2022 - 2028 Strategic Plan: (X)

- **Increase Equitable Access:** Producing a student-centered schedule is the most important goal for the OVPI. The college will always be looking for way to produce a schedule that meets the needs of our students while having efficient productivity. As a college, we will continue to monitor our FTES targets and FTEF allocation. We will ensure administrators and faculty are fully trained in effective enrollment management. Additionally, we will work closely with the ACP leads to ensure students are fully informed on course progress and anticipated time to completion. (X)
- **Eliminate Equity Gaps in Course Success:** Producing a student-centered schedule is the most important goal for the OVPI. The college will always be looking for way to produce a schedule that meets the needs of our students while having efficient productivity. As a college, we will continue to monitor our FTES targets and FTEF allocation. We will ensure administrators and faculty are fully trained in effective enrollment management. Additionally, we will work closely with the ACP leads to ensure students are fully informed on course progress and anticipated time to completion. (X)
- **Increase Persistence and Eliminate Equity Gaps:** Producing a student-centered schedule is the most important goal for the OVPI. The college will always be looking for way to produce a schedule that meets the needs of our students while having efficient productivity. As a college, we will continue to monitor our FTES targets and FTEF allocation. We will ensure administrators and faculty are fully trained in effective enrollment management. Additionally, we will work closely with the ACP leads to ensure students are fully informed on course progress and anticipated time to completion. (X)
- **Increase Completion and Eliminate Equity Gaps:** Producing a student-centered schedule is the most important goal for the OVPI. The college will always be looking for way to produce a schedule that meets the needs of our students while having efficient productivity. As a college, we will continue to monitor our FTES targets and FTEF allocation. We will ensure administrators and faculty are fully trained in effective enrollment management. Additionally, we will work closely with the ACP leads to ensure students are fully informed on course progress and anticipated time to completion. (X)

**Summary of Progress or Results**

**Summary Date:** 01/12/2026

**Summary of Progress or Results:** Producing a productive class schedule that is also student-centered will remain an ongoing goal for the Office of Instruction. The aspiration is for the Strategic Enrollment Management Committee to assist in these efforts, but the largest contribution is that of the deans and department chairs during schedule production. Enrollment management is a bi-weekly topic of the deans' meetings on campus as well as the fall and spring deans' retreats.

**Reporting Period:** 2025 - 2026

**Status:** In Progress - will carry forward into next year

## Clarify the educational pathways for the college transfer and career technical education programs. (Goal 2)

**Program Goal:** Clarify the educational pathways for the college transfer and career technical education programs.

**Goal Status:** Active

### Mapping

2022 - 2028 Strategic Plan: (X)

- **Increase Equitable Access:** Clarify the educational pathways for the college transfer and career technical education programs. (X)
- **Increase Completion and Eliminate Equity Gaps:** Clarify the educational pathways for the college transfer and career technical education programs. (X)

### Summary of Progress or Results

**Summary Date:** 01/12/2026

**Summary of Progress or Results:** Updated program mapping, and more specifically course sequencing, is an ongoing effort for the academic programs as the college.

**Reporting Period:** 2025 - 2026

**Status:** In Progress - will carry forward into next year

**Action steps for this academic year.:**

Continue to work with Counseling and the IEC office to ensure program mapping nad sequence is up-to-date and continually reveiwed and updated.

## Promote and enhance career counseling and job preparation for students across the college, in all programs. (Goal 3)

**Program Goal:** Promote and enhance career counseling and job preparation for students across the college, in all programs.

**Goal Status:** Active

### Mapping

2022 - 2028 Strategic Plan: (X)

- **Increase Equitable Access:** Promote and enhance career counseling and job preparation for students across the college, in all programs. (X)
- **Increase Persistence and Eliminate Equity Gaps:** Promote and enhance career counseling and job preparation for students across the college, in all programs. (X)

### Summary of Progress or Results

**Summary Date:** 01/12/2026

**Summary of Progress or Results:** This goal is being closed. Career counseling is handled in the Career Center.

**Reporting Period:** 2025 - 2026

**Status:** Deleted

#### Enhance the services provided by Instructional Operations. (Goal 4)

**Program Goal:** Enhance the services provided by Instructional Operations.

**Goal Status:** Active

#### Mapping

2022 - 2028 Strategic Plan: (X)

- **Increase Equitable Access:** Enhance the services provided by Instructional Operations. (X)
- **Increase Hiring and Retention of Diverse Employees:** Enhance the services provided by Instructional Operations. (X)

#### Summary of Progress or Results

**Summary Date:** 01/12/2026

**Summary of Progress or Results:** The Instructional Operations (IOPS) are is a small but mighty one. Currently, the office of three (supervisor, master class scheduler, and admin assistant), is down to two. The IOPS supervisor retired, and the incumbent master class scheduler and applied and was awarded the position of supervisor. We are currently without a master class scheduler. With the new online curriculum management system, CalGETC (AB 928), Common Course Numbering (AB 1111), the new Standardized Attendance Accounting Method (SAAM), and the TOP to CIP code transition, the IOPS office will be busier than ever. A Curriculum Specialist position is needed to assist with the magnitude of the work.

**Reporting Period:** 2025 - 2026

**Status:** In Progress - will carry forward into next year

**What resources, if any, are needed to achieve this goal? (Select all that apply):** New classified position

**Action steps for this academic year.:**

Submit for a Curriculum Specialist position.

**Support the respective dean in hiring of faculty that are reflective of the student population we serve. During academic year, 23-24, the following are being recruited: - Earth Science (MSE) - Center for Water Studies (CE) (Goal 5)**

**Program Goal:** Support the respective dean in hiring of faculty that are reflective of the student population we serve. During academic year, 23-24, the following are being recruited: - Earth Science (MSE) - Center for Water Studies (CE)

**Goal Status:** Active

#### Mapping

2022 - 2028 Strategic Plan: (X)

- **Increase Equitable Access:** Support the respective dean in hiring of faculty that are reflective of the student population we serve. During academic year, 23-24, the following are being recruited: - Earth Science (MSE) - Center for Water Studies (CE) (X)
- **Increase Hiring and Retention of Diverse Employees:** Support the respective dean in hiring of faculty that are reflective of the student population we serve. During academic year, 23-24, the following are being recruited: - Earth Science (MSE) - Center for Water Studies (CE) (X)

**Summary of Progress or Results****Summary Date:** 01/12/2026**Summary of Progress or Results:** Each year, as we face retirements and separations, we will most likely be going to the Faculty Hiring Prioritization list to hire new positions. In Academic Year, 24-25, we successfully recruited positions in CWS, Biology, CS, CIS, and Earth Sciences.**Reporting Period:** 2025 - 2026**Status:** In Progress - will carry forward into next year

### Service Area Overview and Update

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**Lead Author**

Jeanie M. Machado Tyler, Vice President of Instruction

**Collaborator(s)**

Julie Kahler; Cait Petersen

**Please briefly share the ways in which you collaborated with colleagues within and outside of your department to gather input to inform your program review.**

The Office of Instruction Program Review was completed with input from Julie Kahler, Instructional Operations Supervisor (retired effective December 2025) and Cait Petersen, Admin Assistant IV. Julie was instrumental in providing information related to Curriculum updates and the progress on the Online Curriculum Management System. Cait, the new Admin Assistant IV in the Vice President of Instruction's office provided feedback on content, which was a learning tool for her, as well as editing guidance.

Julie's input, prior to her retirement, painted a realistic picture of the needs for the Instructional Operations area. With the adoption of AB 928 (CalGETC), continued work on AB 1111 (Common Course Numbering), the launch of the Curriculum Management System, and curricular changes due to the new Standardized Attendance Accounting Method (SAAM), it is apparent that more help is needed in the Instructional Operation area, and having a position such as the Curriculum Specialist, such as the one at Grossmont, would be beneficial to manage all the regulation and CCCC mandates.

**Manager(s)**

Jessica Robinson

**Please briefly share the ways in which you collaborated with your Dean on your program review to discuss your vision, goals, and resource needs/requests.**

N/A

**Please summarize the changes, additions, and achievements that have occurred in your program since the last program review.**

With the overarching goal of providing leadership, direction, and administrative oversight to all instructional programs, the Office of the Vice President of Instruction has been busy providing direct guidance for:

- strategic enrollment management;
- regulatory compliance related to Common Course Numbering (AB 1111), the new Standardized Attendance Accounting Method (SAAM), and regulation for Accessibility (Title II);
- curriculum processes and systems updates; and
- equity efforts on behalf of students such as Zero Cost Texts (ZTC).

The Vice President of Instruction role spans a wide range of leadership and implementation responsibilities for each of the above areas as well as day-to-day oversight of all instructional areas in collaboration with the instructional deans and Instructional Operations Supervisor.

**Strategic Enrollment Management**

## Annual Update

While enrollment continues to grow at Cuyamaca College, we face the potential of doing so well that we have unfunded growth if we are not careful and plan accordingly. In July 2024, the College sent a team of 13 faculty and staff to the UCSD Enrollment Management Academy. This week-long intensive professional learning opportunity laid the ground work for forming a campus Strategic Enrollment Management Committee (SEMC), which will provide campus-wide guidance on student-centered scheduling, effective practices for cancelling a class and repurposing FTEF, accountability and transparency for FTEF allocation and FTES targets, and alignment with Guided Pathways efforts. In collaboration with the Academic Senate, the Vice President for Instruction shepherded the development, campus vetting, and approval of this critical new committee. The committee launched in March 2024, and has been meeting once per month in the fall and spring.

### **AB 1111 - Common Course Numbering**

Although the CCC system has tried to regulate a common course numbering system statewide in the past, AB 1111 is the furthest we have ever been to full implementation. Fall 2024, brought the initial work of 6 high-demand courses revised using the ASCCC-approved course templates and taken through the local curriculum process. The work on the first six was tremendous and prompted a lot of catalog clean up work, wherein every instance one of the courses is referenced for either degree or GE compliance, the reference had to be updated. Over spring and fall 2025, the College worked on and submitted 26 courses in support of round 2 for the CCN project.

### **New Standardized Attendance Accounting Method (SAAM)**

The CCCCCO has adopted a standardized method of accounting for apportionment. The intent was to level-set and provide apportionment for classes based on units rather than hours (derived from scheduling). This means a class, is a class, is a class whether it meets 16 weeks or 8 weeks and regardless of modality. As colleges worked to implement the new SAAM, some unintended consequences came to fruition that have implication for curriculum. Cuyamaca College has been working to resolve the issues so that we are ready to fully implement the new SAAM by fall 2027.

### **Accessibility - ADA Title II Regulation Requirements**

Updated ADA Title II requirements, finalized in April 2024, mandate that state and local government digital content (websites, apps, documents, videos) must meet newly regulated standards by April 24, 2026. This requires captions, alt text, accessible documents, and clear navigation on all digital content to best serve the differently abled. Efforts are underway at the campus to ensure all employees of the college have at least introductory training in spring 2026.

### **Curriculum Updates**

The online catalog went live August 2023. Since then the IOPS Supervisor continues to work with District ESS and Courseleaf to implement the online curriculum management system. To date, our curriculum management process is very much a manual, paper/pen process that is outdated and leads to the potential for error. Having an online management system will streamline process and the need for manual processing. During PD week, fall 2025, there was training for chairs and Curriculum Committee members on the new online curriculum management system; however, continued synch errors and cross over with SLOs from Nuventive to the new system have resulted in continued delays. We hope to be able to fully launch the new online system in spring 2026.

### **Zero Textbook Costs (ZTC)**

With the funding from CCC Chancellor's Office grants, Cuyamaca is the recipient of just over \$1M in funding for ZTC courses, programs, and pathways. Through the Implementation Grant (Fall 2023-Fall 2025), Math and History were awarded funds to develop, and pilot, at least one ZTC degree pathway offering. At this time, Math is the closest to completion. Through the Acceleration Grant (Spring 2024-Fall 2026), 5 distinct disciplines were awarded \$200K each to convert to ZTC; 6 disciplines were awarded \$25K each to convert to ZTC. The disciplines awarded the \$25K were disciplines with multiple requests statewide and were asked to work together. In spring 2025, another round of funding became available, and the disciplines engaged in the ZTC conversion work were able to request and augmentation.

In addition to the initiative work updates provided above, the Vice President of Instruction provides guidance by co-chairing or serving on the following:

- President's Cabinet
- District Leadership Committee (ad hoc)
- Cuyamaca College Council

## Annual Update

- ALAT
  - ILAT (co-chair)
  - Institutional Effectiveness Council
  - Emergency Preparedness Committee
  - Faculty Hiring Priorities Committee (co-chair)
  - Open Education Resource Committee (co-chair)
  - Educational Support Services (District)
  - Calendar Committee (District)
  - District Budget Council
  - Curriculum Committee (co-chair)
  - Strategic Enrollment Management (new as of spring 2025)
  - District Executive Council
  - Technology and Planning Committee (District)
- Regon X Chief Instructional Officers

## Service Area Outcome Assessment and Operational Improvements

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**Administrative service areas collect data in many different ways. This may include the number of students, employees, or community members served, survey results, or other reports prepared by the department and external organizations. Which data was used to assess your service area?**

The office of Instruction uses a variety of data sources provided by the Office of Institutional Effectiveness, the District, and local information accessed via the credit class schedule, campus events, and meeting notes.

### **Office of Institutional Effectiveness**

Enrollment Management Annual Summary Data  
Degree and Certificates Awarded  
College-wide Program Review Data  
Spring 2025 Career Education Report  
Course Success Dashboard  
DE Report

### **District Reports**

Enrollment Reports prepared for Chancellor's Cabinet  
All reports accessible via the GCCCD Data Dashboard

### **Other**

Scheduling Line Sheets  
Cuyamaca College FTEF-FTES Allocation Chart  
Council and Committee Meeting Notes  
Annual Workforce Development Report (prepared on campus)



## Annual Update

### **How were the data used to inform changes or improvements to a service area or to the college as a whole?**

All reports or information items listed above are used weekly to inform scheduling practices for Cuyamaca College. Over the previous academic year, Cuyamaca College has seen a significant increase in enrollment as well as improved efficiency. Ultimately, these improvements translate into a greater number of students served and a more balanced class schedule. The work is ongoing, and the Strategic Enrollment Management Committee will help inform these efforts in the future.

## Program Goals

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### **Program Goals Status**

I have updated the progress on my previous goals.

### **Program Goals Mapping**

Mapping for all active Program Goals complete.

## Submission

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### **Program Review response is complete and ready for review.**

Yes - Response is complete and ready for review

