



C U Y A M A C A
· C O L L E G E ·

L E A R N I N G F O R
T H E F U T U R E

Annual Implementation Plan

Final Report

May 2004

<p>1. The College diversity policy and practices should align directly with district diversity goals, as noted in the district strategic plan and that faculty and instructional administrators foster diversity awareness training opportunities for all college personnel, particularly instructional faculty. (2.6, 4A.1, 7C.1).</p>		<p>Primary Person & Other Involved: President's Cabinet, Associate Dean, Learning Resources, Staff Development Coordinator and Staff Development Committee</p> <p>Assigned Groups:</p>
Estimated Cost:	<i>One Time</i>	Funding Source:
	<i>On Going</i>	Time Line:
<p>Nov03: The staff development committee is organizing a number of diversity workshops for Staff Development week, spring 2004. Some workshops are designed to help faculty better incorporate diversity issues in their classroom and other workshops are designed to foster a general sensitivity and appreciation of diversity on the campus as a whole and in the hiring process. These workshops are being presented by both faculty and classified members of our campus.</p>	<p>Feb04: Five workshops were offered during Spring '04 staff development week. Four focused on fostering a general sensitivity to and appreciation of diversity in the classroom and in the campus community. The fifth workshop focused on diversity and hiring practices.</p>	<p>May04: The Student Services Master Plan Committee was approved by the Innovation and Planning Council.</p>

<p>2. The College should develop a Master Plan for student services that focuses on broad participation of Student Services staff, faculty and students and integrates research into planning and evaluation. The College should ensure that planning by Student Services is integrated with instructional and administrative services to address common issues affecting all units (3.A.1, 3.A.2, 3.A.3, 3.B.1, 3.B.2, 3.C.1.).</p>		<p>Primary Person & Other Involved: V.P. Student Services, Cabinet</p> <p>Assigned Groups:</p>
Estimated Cost:	<i>One Time</i>	Funding Source:
	<i>On Going</i>	Time Line:
<p>Nov 03: The 2000-2003 Program Review process was completed Fall, 2002. During the Spring, 2003 all the Student Services Division departments were asked to develop a three-year plan that defined program goals, objectives; how the programs aligned with College's Strategic Plan and would address</p>	<p>Feb04: The Student Services Division conducted an all-day retreat in November 2003. Topics of discussion included: development of Mission/Philosophy for Student Services Division; defined focus of Student Services Master Plan with incorporation into College Strategic Plan; established priorities with linkage to new Accreditation Standards – Learning Outcomes;</p>	<p>May 04: Appointments to the Student Services Master Plan were finalized in April. The first meeting of the Student Services Master Plan will convene in May and the following topics will be discussed:</p> <ul style="list-style-type: none"> • Overview of committee task • Review timeline and activities • Format for Master Plan

<p>program review recommendations. The three-year plan included activities, resources needed and implementation timelines for addressing respective program review recommendations. The Student Services Division will come together in Fall 2003 to develop a comprehensive plan that will enable the division to strategically plan for services that will promote student achievement, success and collaboration with instructional programs for the next four years. The Student Services Master Plan will incorporate the divisions, three-year planning process, program review, evaluation, priorities and will be integrated with the College's Strategic Plan, as well as the new accreditation learning outcomes standards.</p>	<p>and designation of timelines and identification of strategies for implementation. A request has been submitted to form a Student Services Master Plan Committee. A review of the departments' Three-year Plans will be conducted during the Spring 2004 semester.</p>	<p>The second meeting of Student Services Master Plan Committee will be scheduled in August to discuss the following:</p> <ul style="list-style-type: none"> • Develop and finalize Mission Statement • Philosophy for Student Services Division • Establish priorities and criteria – linking to Learning Outcomes • Establish strategies for implementation <p>A November meeting will finalize components of the Master Plan and the draft will be submitted to Cabinet in October, 2004.</p>
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<p>3. The College develop and implement systematic planning, polices and procedures, which will ensure the annual enhancement of a core book collection from a stable funding source (6.1, 6.5, 6.7)</p>		<p>Primary Person & Other Involved: Associate Dean of Learning Resources, librarians and staff ;President's Cabinet, Associate Dean, Learning Resources</p> <p>Assigned Groups:</p>
<p>Estimated Cost:</p>	<p><i>One Time</i></p> <hr/> <p><i>On Going</i></p>	<p>Funding Source: General Fund</p> <hr/> <p>Time Line:</p>
<p>Nov03: The College Library Core Book Collection Development is the number one priority in the Library's Academic Master Plan package that has been presented to the College Academic Master Plan Committee.</p> <p>The library has developed a Library Book Fact Sheet that includes:</p> <ol style="list-style-type: none"> 1) Student Served and Courses Supported. 2) Book Collection based on publication dates. The library's collection current total is 33,820. Of that total, there are 7963 books 	<p>Feb04: The \$10,000 earmarked for a book fund allocation purchased 132 titles.</p>	<p>May04: This objective has been completed in terms of implementation process. Agreement has been reached to establish a budget line item and annually augment the general fund allocation for the core book collection until the time that statewide standards have been met.</p> <p>Status: Completed</p>

published from 1991 to date.
 3) State Minimum Standards for Community College Book Collections (Title 5 Section 58724): Based on the State Standard, Cuyamaca College Library should be at the level of 80,000 books in total.
 4) Collection Development Plan to address Student and Faculty Needs.

Recently, the President's Cabinet allocated \$10,000 from the general fund as a baseline budget for the library book collection.

<p>4.</p> <p>A. The College and District ensure that formal evaluation of part-time faculty be completed in a timely manner, with consideration for maintaining appropriate protections for faculty and students as embedded in current practices.</p> <p>B. Find effective ways to facilitate participation in appropriate staff development activities for more classified staff and part-time faculty. (7B.1, 7B.2, 7C.1)</p>	<p>Primary Person & Other Involved: VP Instruction and Division Deans; Associate Dean, Learning Resources and Staff Development Coordinator</p> <p>Assigned Groups:</p>	
<p>Estimated Cost:</p>	<p><i>One Time</i></p> <p><i>On Going</i></p>	<p>Funding Source:</p> <p>Time Line:</p>
<p>Nov03: 4A: The Office of Instructional Operations has collaborated with Chairs, Coordinators and Division Deans to implement procedures to facilitate completion of part-time faculty evaluations, including but not limited to enhanced evaluation scheduling, sign-off procedures, follow-up activities and improved evaluation monitoring. 4B: The staff development committee makes an on-going effort to disseminate information on staff development opportunities through e-mail announcements, hardcopies</p>	<p>Feb04: 4A: No Change. 4B: The staff development committee makes an on-going effort to facilitate participation by 1) disseminating info on staff development opportunities via hard copy, e-mail, online and by word-of-mouth; 3) providing more workshops for adjunct faculty in the evening; 3) encouraging supervisors to release classified personnel so that they may attend the activities; 4) meeting with the Instructional Council to inform its members of the staff development opportunities available and urging chairs/coordinators to relay this information to their adjunct faculty members.</p>	<p>May04: 4A: Procedures have been implemented to ensure that formal evaluation of part-time faculty is completed in a timely way and with appropriate protections of confidentiality.</p>

and by word-of-mouth. We continue to urge supervisors to release classified personnel so that they may attend the activities; we urge department chairs/coordinators to have effective communication with their part time instructors to get the information out on Staff Development.

5. The Academic Senate will develop and implement a plan to ensure that all written policies concerning academic freedom and the integrity of the teaching-learning process are integrated into a single document that will be disseminated throughout the College community.
- During Spring Staff Development Week, a workshop led by representatives from the Academic Senate will be held to inform interested parties about the College's policies on academic freedom.

Primary Person & Other Involved: College President/Academic Senate President; Other units as appropriate

Assigned Groups:

Estimated Cost:

One Time

On Going

Funding Source:

Time Line:

Feb04: The Senate Officers have met and are exploring the possibility of scheduling a staff development workshop about academic freedom later in this semester, or during Fall 2004 Staff Development Week. We are also exploring the possibility of including the policy description regarding academic freedom in the newly revised faculty handbook.

<p>6. To increase the student's sensitivity to diversity issues. College Hour programs will be presented that highlight diversity. The hosts of these events will, whenever possible, introduce and wrap-up the event with commentary and discussion designed to increase sensitivity to diversity issues. Faculty will be asked to encourage students to attend these events by creating special assignments related to the event. These special events will be listed and schedules updated regularly on the College Web Site.</p> <ul style="list-style-type: none"> • Staff Development will host a workshop that trains faculty and staff on facilitating diversity issues in the classroom. • The College will strongly encourage diversity training for all hiring committee members. 		<p>Primary Person & Other Involved: Academic Senate, Assistant Dean of Student Affairs, Coordinator, Staff Development</p> <p>Assigned Groups:</p>
Estimated Cost:	<i>One Time</i>	Funding Source:
	<i>On Going</i>	Time Line:
<p>Nov 03: During the fall 2003 and spring 2004 semesters, several College Hour events are being planned that will include workshops designed to increase students' sensitivity to diversity. The College's goal is to acquaint as many students as possible with a variety of cultures represented by current students on campus. Included in these workshops will be speakers and facilitators who will attempt to address common and potentially destructive stereotypes so that participants will have a better understanding of the various cultures which add to the melting pot which comprises most of the population of the United States. Preparations are currently underway for the following events:</p> <p>The October 2003 College Hour featured a guest speaker from the Chaldean community, who discussed the Chaldean heritage, culture and traditions. Samples of traditional Chaldean food was available for all College Hour participants.</p> <p>The November 2003 College Hour featured</p>	<p>Feb04: To increase students' understanding of diversity issues, College Hour programs will be presented that highlight diversity. The hosts of these events will, whenever possible, introduce and wrap-up the event with commentary and discussion designed to increase sensitivity to diversity issues. Faculty will be asked to encourage students to attend these events by creating special assignments related to the event. These special events will be listed and schedules will be sent regularly to faculty and staff.</p> <ul style="list-style-type: none"> • Staff Development will host a workshop that trains faculty and staff on facilitating diversity issues in the classroom. • The College will strongly encourage diversity training for all hiring committee members. <p>During the fall 2004 and spring 2005 semesters, several College Hour events are planned that will include workshops designed to increase students' sensitivity to diversity. The College's goal is to acquaint as many students as possible with the variety of cultures represented by current students on campus. Included in these workshops will be speakers and facilitators who will attempt to address common and potentially destructive stereotypes so that</p>	<p>May04: Completed.</p>

handmade wooden flutes from various American Indian tribes. Our speaker, Jim Hannibal, discussed the use of these flutes in various Indian ceremonies and dances, and how the original residents of this country focused their culture on their oneness with Mother Earth.

The February 2004 College Hour included numerous activities designed to honor and celebrate Black History Month, including guest speakers, workshops, art and poetry presentations, and samplings of traditional African-American food.

The March 2004 College Hour celebrated Women's History Month by offering special workshops that honor women who have championed causes affecting all female citizens of the United States.

The May 2004 College Hour celebrated Cinco de Mayo, the Mexican Day of Independence, by featuring music, traditional foods, performers, and speakers who will discuss the history and significance of this historic event.

E-mails were sent to Cuyamaca College faculty, encouraging them to support College Hour events by releasing students to attend and creating extra-credit assignments for those willing to participate. The Assistant Dean of Student Affairs is currently working with the President of Academic Senate as well as Instructional Services staff to include these events on the College's web site and maintain an up-to-date listing as more information and details become available.

Collaborative planning is underway to provide regular on-going staff development events

participants will have a better understanding of the various cultures which add to the melting pot which comprises most of the population of the United States. Preparations are currently underway for the following events:

The September 2004 College Hour will highlight campus clubs as well as a general theme of "Welcome to Cuyamaca College".

The October 2004 College Hour will feature a guest speaker from the Chaldean community, who will discuss the Chaldean heritage, culture and traditions. Samples of traditional Chaldean food will also be available for all College Hour participants.

The November 2004 College Hour will feature handmade wooden flutes from various American Indian tribes. There will be discussion of various Indian ceremonies and dances, and how the original residents of this country focused their culture on their oneness with Mother Earth.

The December 2004 College Hour will focus on giving to others and the benefits of helping students and members of the community who are in need.

The February 2005 College Hour will include numerous activities designed to honor and celebrate Black History Month, including guest speakers, workshops, art and poetry presentations, and samplings of traditional African-American food.

The March 2005 College Hour will commemorate Women's History Month by offering special workshops that honor women who have championed causes affecting all female citizens of the United States.

The April 2005 College Hour will focus on global health issues.

<p>focusing on diversity topics, including classroom teaching and related activities.</p>	<p>The May 2004 College Hour will celebrate Cinco de Mayo by featuring music, traditional foods, performers, and speakers who will discuss the history and significance of this historic event.</p> <p>E-mails have been sent to Cuyamaca College faculty, encouraging them to support College Hour events by releasing students to attend and creating extra-credit assignments for those willing to participate. The Assistant Dean of Student Affairs is currently working with the President of Academic Senate as well as Instructional Services staff in this effort.</p>	
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<p>7. A process will be devised and implemented by the IPC that helps staff become more aware of the College's planning processes and activities.</p> <ul style="list-style-type: none"> The current IPC processes for feedback and information disclosure will be examined and, if necessary, modified in order to maximize college-wide dissemination of information concerning IPC actions. Efforts to coordinate parallel planning processes will be continued and expanded by the committees involved in order to facilitate college-wide initiatives that will enhance institutional effectiveness. 	<p>Primary Person & Other Involved: Innovation and Planning Council, Cabinet, Office of Institutional Research</p> <p>Assigned Groups:</p>	
<p>Estimated Cost:</p>	<p><i>One Time</i></p>	<p>Funding Source:</p>
	<p><i>On Going</i></p>	<p>Time Line:</p>
<p>Nov03: Create a bi-semester IPC information sheet to be sent electronically as a means of providing information campuswide. One at the beginning of the semester indicating IPC's direction for the semester and the other at the end of the semester indicating progress to date.</p>	<p>Feb04: In progress.</p>	<p>May04: The first "IPC Update" Newsletter was published and distributed electronically campuswide in April 2004. A May '04 edition was distributed to provide end of year IPC updates and highlights. This will be an ongoing publication scheduled for October, December, March and May. Status: Completed and ongoing.</p>

8. The Academic and Classified Senates need to design and implement plans for getting more of their constituents involved in the participative decision making processes and programs. Constituent groups will collaborate to define, propose and implement improvements in college-wide communication.		<p>Primary Person & Other Involved: Academic Senate and Classified Senate Presidents</p> <p>Assigned Groups: Rocky Rose, Maggie Gonzales, Jan Recktenwald, Pat Bailey, Caroline Vanlandingham and others to be assigned</p>
Estimated Cost:	<i>One Time</i>	Funding Source: N/A
	<i>On Going</i> X	Time Line: First Draft of Plan – February’s E-board Meeting, Final Draft and Adoption – April’s E-board Meeting
<p>Nov 03: On 9/23, the Classified Senate E-board met at its Annual Retreat to discuss, define, and implement any proposed changes. A sub-committee was assigned to review and propose, in draft form, its recommendations to the E-board at its February meeting.</p>		

9. The Faculty Handbook will be updated by the Academic Senate.		<p>Primary Person & Other Involved: Academic Senate President and designated Division Dean (Al Taccone)</p> <p>Assigned Groups: Al Taccone, Pat Setzer, Paul Boatner, Kari Wergeland, Cristina Chiriboga, Gloria Ensey, Ezequiel Cardenas and Peter Utgaard</p>
Estimated Cost:	<i>One Time</i>	Funding Source: N/A
	<i>On Going</i> X	Time Line: First Draft – end of Spring 2004, Final Draft – end of fall semester 2004
<p>Nov 03: Under the leadership of Academic Senate, work is underway to update the Faculty Handbook. Workgroup meeting was held on 11/5 and both survey and department chair outreach and faculty to identify information needs are planned.</p>	<p>Feb 04: Faculty were surveyed during department meetings held for Spring 2004 staff development week to determine what should be included in a faculty handbook. The group will meet during Spring 2004 to develop final strategy for a handbook. First draft should come before the end of the Spring 2004 semester with a final draft to come by the end of the Fall 2004 semester.</p> <ul style="list-style-type: none"> o Faculty input was solicited during Staff Development Week in Spring 2004 as to the information needed for incorporation into the 	<p>May 04: The Faculty Handbook is under review by the Academic Senate in Fall 2004. Pending approval.</p> <p>Status: completed.</p>

Faculty Handbook. The work group will continue to meet in Spring to prepare draft. Elements from the Office of Instruction Bulletin, materials from adjunct faculty orientations, and resource referrals from "Who, What When Directory" will be reviewed for inclusion.

10. A clearly stated transfer of credit policy will be added to the College catalog.		Primary Person & Other Involved: Dean Admissions and Records	
		Assigned Groups:	
Estimated Cost:	<i>One Time</i>	Funding Source:	
	<i>On Going</i>	Time Line:	
<p>Nov 03: The transfer credit policy was added to the Cuyamaca College Catalog beginning with the 2003-2004 Academic catalog, under the heading: Evaluation of U.S. Transcripts. (We also have a section "Evaluation of Foreign Transcripts".) For the next catalog we plan to use the heading 'Transfer of Credit' Under that heading we will include Evaluation of U.S. Transcripts and Evaluation of Foreign Transcripts.</p> <p>Evaluation of transfer credit is not a new policy; however 2003-2004 was the first time that the policy has been printed in the catalog.</p> <p>The wording in the catalog reads:</p> <p>Courses taken at a regionally accredited college or university and designated as appropriate for general education, Associate Degree or baccalaureate credit by that institution will be accepted by Cuyamaca College for credit. Cuyamaca College adheres to California policies governing reciprocity and acceptance of general</p>		<p>May04: Completed.</p>	

<p>education credit. The extent to which transfer courses satisfy specific certificate and degree requirements will be determined by a review of comparability to courses in the Cuyamaca College curriculum.</p> <p>Courses completed at institutions without regional accreditation or taken at a regionally accredited institution that is part of a professional program (medical, dental, veterinary, optical, etc) are not generally accepted.</p>		
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<p>11. An implementation plan, including timelines, will be developed to achieve ADA accessibility in compliance with Self Study and Disabled Student Programs & Services Review recommendations.</p>		<p>Primary Person & Other Involved: Assoc Dean of Financial Aid, Dean of Admin. Services and Vice President Student Services</p> <p>Assigned Groups:</p>	
Estimated Cost:	<i>One Time</i>	Funding Source:	
	<i>On Going</i>	Time Line:	
<p>Nov03: The DSPS Coordinator will convene the Accessibility Committee to evaluate the College's compliance with ADA accessibility regulations. The Associate Dean, of Special Funded Program will review and compile information derived from prior ADA self-study conducted by the District and ADA compliance issues identified by CCC Chancellor's Office DSPS Operational Program review. A comprehensive report detailing outstanding College ADA compliance issues, recommendations from program reviews and the findings of the Accessibility Committee for review by the College administration.</p> <p>The composition of the Accessibility Committee includes the Director of Risk</p>	<p>Feb04: The Vice President of Student Development and Services and the DSPS Coordinator re-convened the Accessibility Committee in the Spring of 2004 to evaluate the College's compliance with ADA accessibility regulations. The Associate Dean of Special Funded Programs compiled information derived from a prior ADA self-study conducted by the District, ADA compliance issues identified by the California Community Colleges Chancellor's Office, and a DSPS Operational Program review. A report detailing outstanding College ADA compliance issues, as well as recommendations and findings from program reviews, was forwarded to the College President, the Vice Chancellor of Human Resources and Administrative Services, and the Director of Risk Management for review. The Vice Chancellor of Human Resources and Administrative Services will initiate the process for reviewing and updating the</p>	<p>May04: The Accessibility Committee members were given copies of the DSPS Operational Program Review, a copy of the summary of findings from the 1993 GCCCD ADA Self-Evaluation and Transitional Plan, and the 1999 ADA Status Report. The members were asked to acquaint themselves with the documents as preparation for discussion at the next scheduled meeting. The District's Risk Manager was asked to provide the committee with a current status report on any outstanding ADA compliance issues identified in the reports. A recommendation was made to have the IPC perhaps reassess the committee's charge.</p> <p>Status: Completed.</p>	

<p>Management, Public Safety and representative from the Academic Senate. Classified Senate and ASCC. The Committee is chaired by the DSPS Coordinator.</p>	<p>existing ADA Self-Evaluation and Transitional Plan for the District. The review will include a status report on outstanding ADA compliance issues for the College.</p> <p>The Accessibility Committee is co-chaired by the Vice President of Student Development and Services and the DSPS Coordinator. The composition of the committee includes the Director of Risk Management, and representatives from Public Safety, Academic Senate, Classified Senate, and the Associated Students of Cuyamaca College.</p>	
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<p>12. The Vice President, Instruction, should work closely with faculty to perform an institutional analysis of teaching and learning practices and then develop a series of workshops and seminars that focus on promoting best teaching and learning practices for new faculty, as well as senior faculty.</p>		<p>Primary Person & Other Involved: Vice President, Instruction; Staff Development Coordinator; Associate Dean, Learning Resources, Director, Institutional Research</p> <p>Assigned Groups:</p>
<p>Estimated Cost:</p>	<p><i>One Time</i></p> <hr/> <p><i>On Going</i></p>	<p>Funding Source:</p> <hr/> <p>Time Line:</p>
<p>Nov03: In conjunction with Instructional Council, Division Deans and Staff Development Coordinator, a grid of proposed teaching/learning staff development activities has been developed. Timelines for recursive as well as me-time activities has been detailed.</p>	<p>Feb04: Based on the planning grid developed in Fall, the Office of Instruction in collaboration with the Instructional Council and the Staff Development Committee will schedule and facilitate workshops focusing on tracking/learning strategies as part of all flex week activities.</p> <p>During Spring '04 staff development week, there were at least four workshops that focused solely on best teaching and learning practices. Additionally, many of departments such as Communication Arts, Math, and Foreign Languages regularly offer workshops for their full and adjunct faculty that focus on promoting teaching and learning practices.</p>	<p>May 04: A procedure has been adopted for identifying topics and implementing staff development workshops on teaching and learning practices.</p>

<p>13. The <i>Cuyamaca College Organizational and Governance Structures Handbook</i> will be made available to all members of the campus community on the College web site.</p> <ul style="list-style-type: none"> • The <i>Cuyamaca College Organizational and Governance Structures Handbook</i> will be made available on the College web site. • Administrators and supervisors need to actively support staff involvement in college-wide participative decision-making. 		<p>Primary Person & Other Involved: President, Assoc. Dean, LRC</p> <p>Assigned Groups:</p>	
Estimated Cost:	<i>One Time</i>	Funding Source:	
	<i>On Going</i>	Time Line:	
<p>Nov 03: The Governance handbook has been updated, and a staff development workshop is planned for Spring '04 on the topic of College Organizational Governance Structures and Procedures.</p>		<p>Feb04: A workshop was conducted on the newly revised Organizational/Governance Handbook in Spring 04. Other dissemination activities are also planned (e.g. Instructional Council Retreat).</p>	
		<p>May04: The Governance Handbook has been revised and approved by all constituency groups and will be revised annually in accordance with established procedure. Staff Development workshops will be regularly scheduled on this matter to update and inform the college community of shared governance/ participative processes and opportunities. Status: Completed.</p>	

<p>Objective/Activity Goal: Access and Student Development</p>		<p>District Goal:</p>		<p>Primary Person & Other Involved: Dean, Administrative Services</p>	
<p>14. Implement a campus signage system and master plan.</p>				<p>Assigned Groups: Facilities Committee</p>	
Estimated Cost:	<i>One Time</i>	X	Funding Source: General Fund; Capital Funds		
	<i>On Going</i>		Time Line:		
<p>Nov03: The campus signage and master plan have been submitted for consideration for State scheduled maintenance/facilities funding over the past two years. In addition, as the college moves forward on facilities projects, appropriate signage will be added consistent with the size and design on the signage plan.</p>		<p>Feb 03: The 2003-2004 submittal for state funding of the signage plan is pending state review. Cuyamaca has moved forward with some temporary cost-efficient signage during the beginning of the Spring semester to identify library and classrooms.</p>		<p>May 04: Cuyamaca has implemented temporary cost-efficient signage in the Spring quarter. The campus signage master plan will be reviewed and implemented in a four stage process during the next fiscal as funding allows.</p>	

Objective/Activity Goal: Staff and Organizational Development District Goal:		Primary Person & Other Involved: Exec. Dean, Educational Development & Services; Instructional Technology Supervisor
15. Continue to provide on-going staff development related to the development of new technology.		Assigned Groups: Instructional Technology Council; Staff Development Committee; Teaching & Learning Center
Estimated Cost:	<i>One Time</i>	Funding Source: TTIP; Congressional Award; and Title III Grant
	<i>On Going</i> X	Time Line: May 2004
<p>Nov03: Survey for faculty instructional technology training needs were distributed. Training schedule has been developed based on Survey responses, and distributed to the entire campus. Nineteen workshops on the use of hardware and software have been presented.</p> <p>Database of all smart classroom equipment has been created, and it will available online soon. This will provide faculty source to identify their needs for training among other uses of this database.</p> <p>Job aids/manuals (procedures/guides) for four software programs/tasks have been developed for use.</p> <p>Workshops on the use of technology for Spring 04 staff development are also planned.</p>	<p>Feb04: Eight training sessions related to online, developing online courses and using management software were presented during Spring '04 staff development week. Seven workshops on technology training have been scheduled for the months of February and March '04.</p>	<p>May 04: Technology training has now been incorporated as an on-going feature of both the College Staff Development program as well as of regular Teaching and Learning Center services. It is anticipated that support for this service will be continued using a combination of general fund and grant resources.</p> <p>Status: Completed and ongoing.</p>

Objective/Activity		Primary Person & Other Involved: President; Associate Dean, Learning Resources; Staff Development Coordinator
Goal:	District Goal:	
16. Align college diversity policy and practices with the District's and enhance diversity awareness of faculty, staff and administrators (see Appendix A).		Assigned Groups: Staff Development Committee
Estimated Cost:	<i>One Time</i>	Funding Source:
	<i>On Going</i> X	Time Line:
Feb04: Please refer to #1 for details.		