

Recommendation for Removal of EMP Objective

EMP Objective #3:

“Set the direction for all curriculum to meet community needs and student interest.”

Administrator in Charge:

Martin Orłowski

Target removal date:

September 2015

Completed action plan:

Appendix A

Questions for Removal:

1. Have the desired outcomes been accomplished?

Yes, the desired outcomes have been accomplished, a process has been created to review programs and courses for ‘community need’ as operationally defined within the Curriculum Life Cycle. Objective data from a variety of valid and reliable sources have been identified and incorporated into reports. Data is updated annually May-July or as available. Deans are familiar with the data and information in the community need review and are able to a) request additional data as needed to understand issues, and b) work with faculty to generate and implement actions for improvement. Institutional Effectiveness is tracking these actions and following up with Deans regarding implementation.

2. Are action steps complete and the action plan in final format?

Yes. The action steps are complete and the action plan is in its final format. The process will be implemented annually indefinitely, regardless of whether it remains an active EMP objective. For documentation on the Curriculum Life Cycle process, contact krperezv@oaklandcc.edu.

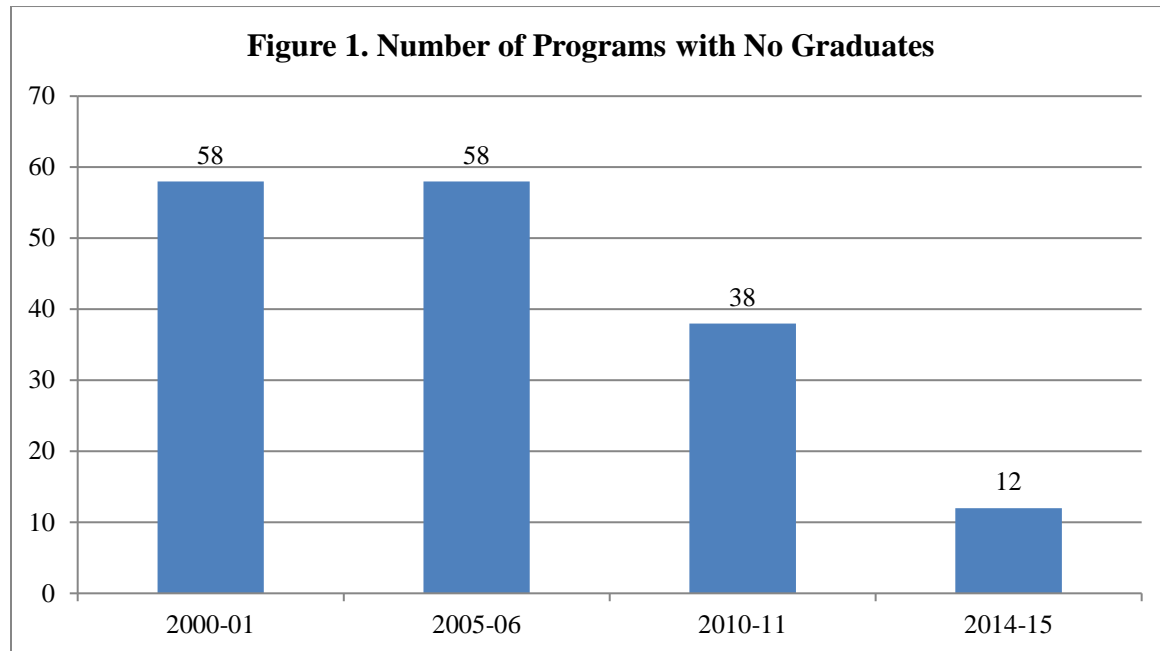
Evaluation of Effectiveness of Objective:

As a result of the implementation of the process to ensure curricula meets community need, deans have worked with faculty to identify 245 actions for improving programs. Of these, 25% have been implemented in the past year. We anticipate the remaining actions to be completed within 2-3 years of when the action is created. Table 1 below shows the change in the overall percent of programs meeting community need. Since we began this action, there has been a two percent increase in the percent of programs meeting community need (72% in 2013 to 74% in 2014).

Figure 1 also demonstrates the improvements made in programming. Historically, the large number of programs that did not produce graduates remained steady. We start seeing some clean up occur in 2010-11 and by 2014-15, we are down to just 12 programs that produced no graduates.

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	Prior to Comprehensive Planning 2013		After Comprehensive Planning 2014	
	Number	Percent	Number	Percent
	High (gap > 21)	33	22%	23
Moderate (gap -20 to 20)	48	31%	27	26%
Neutral (gap -99 to -21)	29	19%	26	25%
Low (gap < -99)	43	28%	27	26%
Total	153	100%	103	100%



Deans have also reviewed 640 out of 1150 existing courses to ensure they meet community need, and counting. For the past three years, 71% of courses have meet community need according to established college definitions.

Need Category	# Courses 2013	# Courses 2014	# Courses 2015
College Readiness	18	18	18
Occupational	873	892	935
Personal Interest	363	371	406
Transfer	16	16	24

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Appendix A- Completed action plan

EMP ACTION PLAN REPORT – Objective #3					
Objective Statement: Set the direction for all curriculum to meet community need and student interest. Administrator in Charge: M. Orłowski					
KPIs Supported: To be determined					
Accountability Measures	Milestones/Action Steps	Team Member Responsible	Milestone Completion Dates	Status OT = On track D = Delay (Explanation needed in Notes) C = Complete	Notes
Year 1 Evaluation of community need for program planning	<ol style="list-style-type: none"> Finalize process for evaluating community need of programs Provide training on how to use this data in planning Incorporate this evaluation fully into the College planning processes 	<ol style="list-style-type: none"> K. Perez , M. Orłowski, M. Orłowski, K. Perez C. Maze, Academic Deans 	<ol style="list-style-type: none"> January 2014 February 2014 June 2014 	<ol style="list-style-type: none"> C C C 	Documents for presenting data have been finalized. Format for tracking plans and actions is in use. Meetings with academic deans for program planning are complete. Deans are now meeting with faculty to create action plans.
Year 1 Evaluation of community need to be used for course planning	<ol style="list-style-type: none"> Finalize process for evaluating community need of courses. Incorporate this evaluation fully into the College planning processes. 	<ol style="list-style-type: none"> K. Perez, M. Orłowski C. Maze 	<ol style="list-style-type: none"> May 2014 June 2014 	<ol style="list-style-type: none"> C C 	A framework for evaluating community need of newly proposed courses is complete. Course community need is included in curriculum review reports as well.
Year 1 Establish curricular balance, to be used for curricular planning	<ol style="list-style-type: none"> Establish the desired balance of curriculum for courses and programs Evaluate the difference between actual and desired balance Apply this information 	<ol style="list-style-type: none"> Chancellor’s Cabinet K. Perez K. Perez 	<ol style="list-style-type: none"> August 2014 September 2014 May 2015 	<ol style="list-style-type: none"> C C C 	This step is no longer relevant; these issues are addressed in the accountability measures above. All remaining steps related to balance have been removed below.

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	for curricular planning discussions				
Year 1 Define student interest	1. Conduct review of literature to determine factors related to student interest	1. K. Perez	1. August 2014	1. C	Newly added step 8.15.2014. Literature review complete.
Year 2 Address weakness and threats to objective	1. Address degree application fee as a barrier to completion	1. M. Orłowski	1. September 2014	1. C	Degree application fee has been removed. This step has been split into two separate accountability measures.
Year 2 Conduct research to understand student interest	1. Additional literature review	1. K. Perez	1. March 2015	1. C	Newly added step 8.15.2014. Revised 4.6.2015. Steps 2 & 3 for analysis and survey have been replaced by the P&C Academy initiative (planning occurring through June 2015), as have the step below to “Address weakness and threats to objective”. Step 1 date change to March 2015.
Year 2 Address weakness and threats to objective	1. Address issue of not knowing which students are enrolled in which programs 2. Address degree audit process as a barrier to completion			Removed	Removed. This work will be addressed through a separate process: HLC P & C Academy.
Year 2 Determine the operating costs of all programs for use in curricular planning	1. Finalize the methods to determine the operating cost of programs 2. Establish a database of operating costs 3. Compute operating costs of all programs 4. Integrate this information into curricular planning discussions	1. K. Perez, M. Orłowski 2. Academic Deans, C. Maze 3. Financial Services 4. Academic Deans, C. Maze	1. April 2015 (all steps)	C (all steps)	Instructional costs and revenue have been computed and added to division plans. Equipment costs will need to be added in the future.

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Year 2 Implement CLC phase 1 and 5	1. Prepare and present reports of community need to Deans	1. K. Perez	1. May 2015	C	Newly added step 8.15.2014. These processes are now in place and will be implemented annually in summer.
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