Sue Vaughn’s 2015-16 Workplan

**Direction #1 Student Learning**
- Participate in activities to increase student learning through service on the Curriculum Committee and the Program Review Committee as we review the BC General Education Pattern, new Associate Degrees for Transfer, and new CTE Programs. (1, 3)
- Actively participate in Curriculum Committee efforts to implement prerequisites for general education courses.
- Actively participate with MIH, in the development of study halls, and serve as a mentor to 5 incoming students. (4, 5)
- Ensure that Assessment staff vacancies are filled quickly and continue to advocate for the expansion of staff in the Office of Admissions and Records. (4)

**Direction #2 Student Progression and Completion**
- Provide leadership as we work to simplify the student matriculation processes and track students’ progress through those steps. (1)
- Oversee staff participation in Dream Team to coordinate placement testing schedules for local high schools with Outreach Office to ensure at least 5 working days between assessment and counseling meetings. (15)
- Participate in activities and planning to provide targeted and enhanced testing for impacted groups. (20)
- Provide leadership in establishing a means to obtain electronic high school transcripts through eTranscriptCA to provide data for automated multiple measures. (1)
- Serve as a pilot center for the state Common Assessment beginning in spring or summer 2016.
- Take the lead in implementing improvements in priority registration including possible unit limitations and extending the priority registration time periods. (2)
- Assure accurate placements utilizing automated multiple measures by testing the process on recent high school graduates who test in the center through December 23, 2015. (3)
- Obtain agreement from appropriate faculty on a simplification of the multiple measures to be automated for 2016 high school seniors by November 1, 2015. (3)
- Implement and test new multiple measures by January 4, 2016. (3)
- Update scribing in DegreeWorks as each new catalog is available. (5)
- Monitor the installation of DegreeWorks reporting functions at the District Office to enable us to start issuing certificates and then degrees to students who qualify without requiring the student apply for them. (5)
• Retrain certified test proctors for all local high schools with detailed printed directions on AccuPlacer testing by December 1, 2015 and train additional proctors for north county high schools by February 20, 2016. (8)
• Develop and distribute reports on the number of students who place at each level in Math, Reading, English, and EMLS for use by faculty chairs and Deans in scheduling class sections for spring 2016 and thereafter.
• Oversee expanded packet registrations for additional sections of fire training, WESTEC, and dual enrollment high school courses including student development courses.
• Participate in development of Admissions Procedures for the BAS program.
• Coordinate at least two cross training sessions per year on details that will enable a variety of staff members to answer student questions. Each session will be offered twice so that offices do not have to close to have all of their staff attend. (19)

Direction #3 Facilities
• Participate in planning for an expanded Assessment Center that will have at least 80 computer test stations and four private rooms for testing students with visual impairments.

Direction #4 Oversight and Accountability
• Participate in Program Review Committee efforts to examine inclusion of grants in the program review process. (3)

Direction #5 Leadership and Engagement
• Participate in college efforts to ensure passage of the bond in fall 2016. (21)
• Convene a leadership team to plan and conduct a classified staff development day over spring break. (3)
• Serve on eTranscriptCA Steering Committee. (7)
• Attend CCCApply/eTranscriptCA workshops in spring 2016. (6)
• Attend CACCRAO Conference in spring 2016. (6)
• Continue to serve on Consultation Council, College Council and as president of the Management Association.
• Provide student data to enable offices and services to test students with important information. (9)
• Serve on the Inmate Education Task force. (10)