

**Santa Barbara City College
College Planning Council
Tuesday, November 15, 2011
2:30 p.m. – 4:30 p.m.
A218C
Minutes**

PRESENT:

J. Friedlander, (Chair), Acting
Superintendent/President
I. Alarcón, Past-Pres., Academic Senate;
O. Arellano, VP, Continuing Education;
L. Auchincloss, Pres., CSEA;
P. Bishop, VP Information Technology;
S. Ehrlich, VP HR &LA
R. Else, Sr. Dir. Inst. Assessment, Research &
Planning;
J. Englert, ASB President;

M. Guillen, Classified Staff Rep;
K. Monda, Academic Senate Representative,
Chair Planning and Resources Committee;
K. Neufeld, VP, Academic Senate Rep;
D. Nevins, Academic Senate President;
K. O'Connor, Academic Senate Representative;
C. Salazar, Classified Staff Representative
M. Spaventa, Executive VP Ed Programs;
J. Sullivan, VP Business Services

ABSENT:

GUESTS:

C. Alsheimer, Instructors' Association (IA)
R. Byrne, Dir. Athletics
B. Partee, Dean, Education Programs,

L. Stark, Pres. IA
J. Tibbetts, Student Senate

Acting Superintendent/President Friedlander called the meeting to order.

1. Dr. Friedlander clarified that the Budget Reduction Target for 2013 – 14 is 8.7%. and not 8.2%.
2. Approval of the minutes of October 18, 2011 meeting and the November 1, 2011 meeting.

M/S/C [Guillen/Salazar] to approve the minutes of the October 18, 2011 CPC Meeting. All in favor.

M/S/C [Guillen/ Salazar] to approve the minutes of the November 1, 2011 CPC Meeting. All in favor.

Announcements/Additions to the Agenda

1. Dr. Friedlander stated that the following are information items providing an opportunity for questions if needed.

- a. The findings and recommendations of the ACCJC November 9 and 10 site visit will be sent to the college in January 2012.
- b. Media Conference to announce expanded guaranteed articulation agreement between SBCC and Antioch University Santa Barbara (AUSB) and AUSB's Bridge Program will take place on Wednesday, November 16, 2011 at 10:30am in the Luria Conference and Press Center. Students will be able to complete their first three years of AUSB's bachelor degree requirements at SBCC.
- c. Changes that have been made to the recommendations of the Student Success Task Force (SSTF) that will be sent in December to the Board of Governors. (Att. 3 & 4)
- d. The state's revenues for the first four months of its fiscal year (2011-12) are significantly under what was projected. If revenue shortfalls continue in November and December, the criteria for implementing the Tier 1 and Tier 2 mid-year budget cuts will be met. (Att. 5)
- e. Revised Program Review Timeline that was reviewed at the October 18, 2011 CPC meeting. (Att. 6)

Budget Items

1. Review of timeline for developing the college budget for 2012-13.

VP Sullivan went through the timeline making a few changes that were noted and discussed how the information will be disseminated.

There was discussion and consensus on the fact that the President will send out a campus-wide email summarizing the college's approach to the budget reductions. The email will include information regarding the budget reduction worksheets and the need to reduce the college budget by 8.7% in the next two years. Meeting this budget target will require making significant reductions in operational costs in addition to the \$2M in instructional expenditures that will be cut. Dr. Monda suggested that in the email it is mentioned that we want everyone to participate since this is a new process for the college this year where we have a chance to work together to make these budget reductions. and that we are not the only college cutting programs. Dr. Friedlander stated that he will discuss the content of the email with the Executive Council prior to sending it to the campus community.

2. The budget reduction spreadsheets for identifying items that would need to be cut/eliminated in 2012-13 and in 2013-14 to achieve the 8.7% budget reduction target by 2013-14.
 - a. Spreadsheets will be sent to VP's and departments by December 8, 2011.
 - b. Proposed due date to submit budget reductions to area VPs is February 10, 2012.
 - c. CPC will begin its review and ranking of the budget cuts and their implications at its March 6, 2012 meeting.

Dr. Friedlander stated that the Executive Committee is recommending that Departments will need to target 60% of the 8.7% reduction next year and the balance of the reductions (40%) in 2013-14.

3. Proposed formation of Budget Review Work Group.

a. Purpose of Budget Review Work Group

Dr. Friedlander stated that the charge of the workgroup will be to identify and assess the feasibility of strategies that will result in significant budget reductions to present to CPC for achieving the college's budget reduction target. The idea is to have a small workgroup of members from CPC to look more deeply at what the ramifications are for the college and bring the ideas back to CPC.

b. Proposed membership of the work group

VP Sullivan stated that the proposed members of this work group would include the Academic Senate President; IA Representative; CSEA/CCG Representative; Acting Exec VP; VP, CE; and VP Business Affairs. The P & R Chair will be attending the first meeting to see if this meeting can fit into her schedule of teaching, correcting papers, and participating in P&R meetings.

There was further discussion regarding the details of this group. VP, Business Affairs Sullivan stated that the workgroup will be creating an independent evaluation to look at the numbers and resources and to look at the overall picture of the college, what the issues are around recommendations, and delve into it to make a good recommendation. This is an important task and will take time.

There was consensus that this group be formed.

c. Next steps.

Dr. Friedlander stated that he will convene the meeting where they will clarify the charge more carefully. Dr. Friedlander recommended that the Chair of the Work Group be VP Sullivan as his main focus is the budget and he has access to all the necessary information.

4. Review of Program Review and non-routine resource requests recommended for funding in 2011-12.

VP Sullivan projected on the screen the Program Review and Non-routine Resource Request lists recommended for funding in 2011-12 and went through what was taken out and what was left on the list. The total amount of additional funds needed to pay for the recommended resource requests on these spreadsheets will be taken to the December 15 Regular Board Meeting to be voted on for approval.

It was clarified that the P & R and the ITC lists matched the Executive Committee's list so that things that had not been ranked were not funded.

Dr. Friedlander and VP Business Sullivan discussed different items that had been taken off the list, and will be taken off the list, confirmed that \$1.3M is in the adopted budget, and stated that the gap in funding in that is in the 2011-12 budget and the additional amount needed to pay for the recommended resource requests is what the board will be asked to approve at its December 15, 2011 meeting. It was clarified that there is a separate line item in the budget, \$324,000, to pay for non-routine items.

- a. Amount of money needed to fund resources ranked last year to be funded in 2011-12 and the sources of funds to pay for these items.
 - b. Identification of amount of additional money to allocate to fund the resource requests beyond what was included in this year's college budget.
 - c. Process to identify items ranked to be funded in 2011-12 that will not be funded.
5. Review of proposed edits to BP 6251 Principles of Budget Development. (Att. 8)
Dr. Friedlander stated that the attached Principles of Budget Development is a copy using "track changes". This item will be placed on our next agenda for discussion.

College Plan: 2012-14

1. Complete review of the College Plan: 2012-14 (Att. 9)
Executive VP Spaventa reported that the College Plan was discussed at length at Dean's Council and there was consensus that Goal 1 is not ready to go forward and they would like more time in Dean's Council to work on refining the objectives.

Dr. Friedlander stated that the Institutional Effectiveness Report contains many more outcome measures that is included the Accountability Reporting for the Community Colleges (ARCC) Measures. Do we want the College Plan to correspond to the Institutional Effectiveness Report that we use or do we want to make the plan much narrower and focus on the ARCC outcomes as it pertains to College Plan, Goal 1? Or does the College Plan just focus on a portion of what is in the Institutional Effectiveness Report which is the ARCC Measures?

The discussion continued regarding what the best approach would be to take in developing the College Plan. Acting EVP Spaventa stated that the Deans felt that they would rather focus on the major objectives than listing all those that can be reached through the many tactical plans.

There was more conversation about simplifying the College Plan with fewer numbers and percentages and coming to a decision about what is a reasonable target to reach taking into account the effects that the budget cuts may have on their attainment.

Dr. Friedlander stated that in the end the California State Legislature is expecting the California Community Colleges to do better regardless of the budget cuts. With the State and Federal governments, it is all a matter of: “what are we getting for our money’s worth” in higher education. The College’s goals include increasing its transfer rates and the percentage of students that are prepared for and secure jobs that pay competitive wages. These goals are in line with the highest priorities for the state and federal governments.

Dr. Friedlander summed up the conversation with the question: “In in this economic environment, do we continue to make modest improvements or is it totally unreasonable to expect us to do more than hold our own?” In other word, is the status quo a good goal or is a 2 or 3% increase over a three year period an achievable goal for most of the objectives?

Sr. Dir. Inst. Assessment, Research & Planning Else suggested retrieving data by going to the historic years and look at the trend lines of each of these data points over the years, look at where the objectives we laid out are going and then have a visual feel of whether these are aggressive or conservative goals and perhaps this would be easier to evaluate.

Further discussion took place regarding cutting the number of objectives, communicating with faculty about what we are trying to achieve, capturing the effect of the budget cuts on our institution, tracking budget reduction to success, and tracking transferring to four-year institutions.

Dr. Friedlander closed the discussion saying that we will continue the review of the goals and objectives to include in the College Plan: 201214 at the next CPC meeting.

Discussion Items:

Further discussion took place regarding the JPA (Joint Powers Authority) Self-Insurance Plan:

- a. In summary, VP Sullivan answered questions regarding the JPA stating that the Board of Trustees authorize the movement of the funds and 30 days later we receive the money. There are no penalty or accounting fees. The fund does earn money at the same rate the college’s other funds make. \$1M needs to stay in the account.

Dr. Friedlander stated that at the next CPC meeting the following will be finalized:

1. As mentioned earlier in the meeting, the College Plan-2012-2014;
2. The BP 6251: Principles of Budget Development; and
3. The Program Review and Non-Routine Resource Requests will be sorted out, with budget numbers assigned.

Dr. Friedlander asked for a motion to adjourn.

M/S/C [Nevins/Kenley] to adjourn the meeting.

Next CPC Meeting: Tuesday, December 6, 2011, 2:30 p.m. – 4:30 p.m.



DRAFT RECOMMENDATIONS:
Advancing Student Success in
California Community Colleges

CALIFORNIA COMMUNITY COLLEGES

**STUDENT
SUCCESS**

TASK FORCE

1 2 3 4 5 6 7 8 9

December 1, 2011

**California Community Colleges
Student Success Task Force**

Introduction

There's a story that each member of this Task Force wants to be true - true at every community college and for every student. It's the story of a student who walks onto a California Community College campus for the first time, unsure of what she wants to do, but knowing generally that she wants to find a direction in both her life and her career.

She is able to go online or get an appointment to meet with a counselor or advisor to learn about the wide variety of options available at the college and maybe a few offered elsewhere. The options presented to her aren't discrete classes but rather pathways toward different futures. Not all of them are easy; some require a lot of time and work, but she sees where they lead and understands what she will need to do to succeed in each pathway.

She participates in a college orientation and prepares for her assessment tests. She learns that most paths will require her to work on basic skill mathematics and English.

She easily finds her way to the financial aid office where she learns of the various financial aid opportunities available to her. She sees that she can maximize financial aid opportunities if she decides to enroll full time. She understands that accepting financial aid means accepting responsibility for her academic future.

Using either online or in-person counseling support, she develops an education plan and determines her program of study. She enrolls in her basic skills coursework in her first term and follows her counselor's lead in selecting a college-level course that is appropriate to her level of preparation. Her basic skills class may rely heavily on tutoring or use other approaches that help her learn more effectively than she did in high school. The results of her diagnostic assessment test let the professor know what she needs help with, so she is able to focus on those things, moving at a pace that's comfortable. She succeeds and then takes the college-level coursework needed to complete her program of study. She uses the roadmap provided by the college and finds that she's able to enroll in all the required courses in the semester in which she needs them. She earns a certificate and/or associate degree, or maybe she transfers to the nearby California State University campus with her associate degree in hand. Wherever her path leads, she successfully reaches her academic goal and is thus able to advance her career and earn a wage sufficient to support herself and her family.

This is the vision that the recommendations of this Task Force are designed to support. Taken alone, no single recommendation will get us there, but taken together, these policies could make the vision a reality for every student, at every college.

While it is entirely natural for readers to skim through a report like this looking for the two or three recommendations that most affect to their particular constituency, we encourage readers to resist this temptation and consider the set of recommendations as a whole and how they will benefit **students**. In making these recommendations, each member of the Task Force strived to do just that, at times setting aside their particular wants and making compromises for the greater good.

We hope you will join us in that effort.

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PART II

Recommendations of the Student Success Task Force

Chapter 1

Increase College and Career Readiness

- 1.1. Collaborate with K-12 to jointly develop common core standards for college and career readiness

Chapter 2

Strengthen Support for Entering Students

- 2.1. Develop and implement common centralized diagnostic assessments
- 2.2. Require students to participate in diagnostic assessment, orientation and the development of an educational plan
- 2.3. Develop and use technology applications to better guide students in educational process
- 2.4. Require students showing a lack of college readiness to participate in support resources
- 2.5. Require students to declare a program of study early in their academic careers

Chapter 3

Incentivize Successful Student Behaviors

- 3.1. Adopt system-wide enrollment priorities reflecting core mission of community colleges
- 3.2. Require students receiving Board of Governors fee waivers to meet various conditions and requirements
- 3.3. Provide students the opportunity to consider attending full time

- 3.4. Require students to begin addressing Basic Skills deficiencies in their first year

Chapter 4

Align Course Offering to Meet Student Needs

- 4.1. Focus course offerings and schedules on needs of students

Chapter 5

Improve the Education of Basic Skills Students

- 5.1. Support the development of alternatives to traditional basic skills curriculum
- 5.2. Develop a comprehensive strategy for addressing basic skill education in California

Chapter 6

Revitalize and Re-Envision Professional Development

- 6.1. Create a continuum of mandatory professional development opportunities
- 6.2. Direct professional development resources toward improving basic skills instruction and support services

Chapter 7

Enable Efficient Statewide Leadership & Increase Coordination Among Colleges

- 7.1. Develop and support a strong community college system office
- 7.2. Set local student success goals consistent with statewide goals
- 7.3. Implement a student success scorecard
- 7.4. Develop and support a longitudinal student record system

Chapter 8

Align Resources with Student Success Recommendations

- 8.1. Encourage categorical program streamlining and cooperation
- 8.2. Invest in the new Student Support Initiative
- 8.3. Encourage innovation and flexibility in the delivery of basic skills instruction

Chapter 9

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PART I

Advancing Student Success in the California Community Colleges

A Commitment to Student Success

Each year, the California Community Colleges provide instruction to approximately 2.6 million students, representing nearly 25 percent of the nation's community college student population. With 112 community colleges statewide and 71 off-campus centers, we enroll students from all ages, backgrounds, and educational levels. We are a system that takes pride in serving the most diverse student population in the nation, and we value that diversity as our greatest asset. Most students, though not all, are seeking access to well-paying jobs: jobs that require enhanced skills, certificates, or college degrees. Community colleges also offer, though in fewer numbers than in the past, enrichment courses that serve students who seek personal growth and life-long learning.

The California Community Colleges have a strong record of benefiting our students and the communities we serve:

- The California Community Colleges are the state's largest workforce provider, offering associate degrees and short-term job training certificates in more than 175 different fields.
- The California Community Colleges train 70% of California nurses.
- The California Community Colleges train 80% of firefighters, law enforcement personnel, and emergency medical technicians.
- 28% of University of California graduates and 55% of California State University graduates transfer from a community college.
- Students who earn a California Community College degree or certificate nearly double their earnings within three years.

The California Community Colleges can and should take pride in these positive impacts. For the students who successfully navigate our colleges, we provide tremendous opportunity for self-improvement and economic benefit.

However, there is another set of statistics that are a cause of concern. These figures relate to the large numbers of our students who never make it to the finish line:

- Only 52 percent of our degree-seeking students ever achieve a certificate, degree, or transfer preparation. For African-American and Latino students, the rate is much lower (41 percent).
- Of the students who enter our colleges at one level below transfer-level in Math, only 42 percent ever achieve a certificate, degree, or transfer preparation. Of those students entering four levels below, only 25.4 percent ever achieve those outcomes.
- Of our students who seek to transfer to a four-year institution, only 41 percent are successful. For African Americans, only 34 percent succeed. For Latinos, the figure is 31 percent.

While these statistics reflect the challenges many of our students face, they also clearly demonstrate the need for our system to recommit to finding new and better ways to serve our students.

Overview of Recommendations

This report, the product of the Community College Student Success Task Force, contains recommendations aimed at improving the educational outcomes of our students and the workforce preparedness of our state. The 22 recommendations contained herein are more than just discrete proposals. Taken together, these recommendations would strengthen the community college system by expanding those structures and programs that work and realigning our resources with what matters most: student achievement. This report presents a vision for our community colleges in the next decade, focused on what is needed to grow our economy, meeting the demands of California's evolving workplace, and inspiring and realizing the aspirations of students and families.

The Task Force recommendations rely on the following key components to move students more effectively through our community college system:

- Development and implementation of a common diagnostic assessment tool to better determine the skill levels of entering students;
- Expanded use of technology and hiring of additional counselors, especially as it relates to students' educational plans;
- Development of structured pathways to help students identify a program of study and get an educational roadmap to indicate appropriate courses and available support services;
- Enhanced professional development for both faculty and staff, especially as it relates to the instructional and support needs of basic skills students;
- Revised financing, accountability and oversight systems to ensure that resources (both financial and intellectual) are better aligned with student success;
- Stronger statewide system coordination and oversight to allow for the sharing and facilitation of new and creative ideas to help students succeed, including the ability for California to "take to scale" the good practices already in place;
- Better alignment of local district and college goals with the education and workforce needs of the state.

This plan calls for greater coordination between K-12 schools and community colleges. Under the proposal, the community college system will be more responsive to the needs of incoming students. K-12 education and community colleges will align standards with meaningful definitions of college readiness so that students have consistent expectations and receive consistent messages about expectations throughout their educational careers about what it takes to be ready for, and successful in, college. We will develop consistent policies, programs, and coherent educational pathways across our colleges in order to better serve the many students who attend more than one college. The colleges, while retaining their local character, will function as a system with common practices to best serve students.

The community college system will leverage technology to better serve students, because this generation and future generations of students contain many digital natives. These students expect to use technology to access the world around them. While technological solutions cannot take the place of human contact and will not work for all students, they have shown tremendous potential to help diagnose student learning needs, to enhance the delivery of instruction, to improve advising and other support services, and to streamline administrative costs.

This report envisions a restructuring our system to provide more structure and guidance to students so as to encourage better choices and increase their probability of success. A primary curricular goal is to increase the effectiveness of basic skills instruction by identifying and disseminating strategies that have demonstrated effectiveness at preparing students for college-level work.

More than 70 percent of community college students enter the system under-prepared to do college-level work. A majority of these are first generation college students, low-income, and/or underrepresented groups. They face the most challenging obstacles for success and unfortunately, have the lowest completion rates in the system. A major focus of the Task Force is to give these students the tools, supports, and academic foundation to succeed.

While we emphasize the need for our system to improve basic skills instruction through innovation and flexibility, we urge state leaders to examine the larger, and critical issues, of adult education in California. There is a large and growing population of adults who lack the basic proficiencies for gainful employment and the state needs the overarching K-12 and community college policies and delivery systems to address this challenge.

The community college system envisioned in this plan rewards successful student behavior and makes students responsible for developing individual education plans; colleges, in turn, will use those plans to rebalance course offerings and schedules based on students' needs. Enrollment priorities will emphasize the core missions of transfer to a four-year college or university, the award of workforce-oriented certificates and degrees, and the basic skills development that supports both of these pathways. Student progress toward meeting individual educational goals will be rewarded with priority enrollment and continued access to courses and to financial aid.

Together, the recommendations contained in this report will improve the effectiveness of the community colleges and as a result, help more students to attain their educational objectives.

Defining Student Success

Because students come to California Community Colleges with a wide variety of goals, measuring their success requires multiple measures. Despite this diversity of

objectives, most students come to community colleges with one thing in mind: earning a degree or certificate and then getting a job. For some, entering the workforce is a longer term goal, with success defined as transferring to, and subsequently graduating from, a four-year college. For others, the academic goal is earning an associate's degree. Still other community college students are looking to gain job skills to help them enter into the workforce in a shorter time frame. This could be accomplished by either completing a vocational certificate program or through any number of skill-oriented courses. Regardless of their goals, the vast majority of students come to community colleges in need of basic skills such as reading, writing, and mathematics.

Acknowledging the varied educational goals of students, the Task Force adopted a set of Student Success Outcome Metrics. The Task Force recommends that the system define success using the following metrics:

- Number of degrees and certificates earned.
- Number of students transferring to a four-year institution after completing a transfer curriculum.
- Percentage of community college students earning a certificate or degree, transferring, or achieving transfer-readiness within a 6-year period.
- Percentage of students successfully completing courses.

While the above-noted student outcomes are key measures of student achievement, recent research has highlighted the need to also monitor student progress on the way to the final outcomes. Specifically, along a students' path to completion, there are a number of key points where they are likely to falter or drop out. The recognition of these "loss points" guided the work of the Task Force and helped structure recommendations that could be aimed at mitigating student drop out.

Each time a student progresses beyond a "loss point" the likelihood of reaching his or her educational goals increases. By turning these loss points into progression metrics, we are able to track how well students and institutions are doing in ensuring that students better meet their educational goals. Examples of progression metrics include:

- Successful completion of basic skills competencies;
- Successful completion of first collegiate level mathematics course;

- Successful completion of first 15 semester units;
- Successful completion of first 30 semester units.

To place additional focus on these critical progression metrics, system-wide accountability efforts will, therefore, include collecting and reporting both the outcomes and the progression measure for the system, and for each college. These measures will be disaggregated by race/ethnicity to aid the system in understanding how well it is succeeding in educating those historically disadvantaged populations whose educational success is vital to the future of the state. (It should be noted that system-wide accountability efforts will include more than the core measure outlined here, as colleges and the Chancellor's Office are committed to using data to continually improve student outcomes.)

A Commitment to Equity

As the Task Force deliberated over strategies to improve student success rates in the community colleges, they were unanimous and resolute in their belief that improvements in college success rates should not come at the expense of the underrepresented groups. The California Community Colleges take great pride in being the gateway to opportunity for Californians of all backgrounds, including traditionally underrepresented economic, social, and racial/ethnic subgroups. Our system “looks like California” and we are committed to maintaining that quality. The goal of equitable access – and the importance that all students achieve success – is a driving force behind the recommendations contained in this report.

Success is defined by the Task Force as increasing the share of students from all demographic and socioeconomic groups who attain a certificate, degree or transfer to a four-year college or university. As such, improving completion and closing achievement gaps among underserved students are co-equal goals. The Task Force's commitment to educational equity is reflected throughout the recommendations, but perhaps most explicitly in its proposal to establish statewide and college-level performance goals that are disaggregated by racial/ethnic group. Doing so will allow the system and state leaders to monitor impacts of the policy changes on these subgroups while also focusing state and local efforts on closing gaps in educational attainment. Given California's demographic profile, the success of these “underrepresented” groups will determine the fortunes of our state.

State and National Context

Fiscal Context

The California Community Colleges are in the midst of a serious fiscal crisis brought on by unprecedented cuts in state funding. Historically, the community colleges have been the lowest funded of California's segments of public education. For many decades, lean funding has forced an overreliance on less expensive part-time faculty and resulted in too few counselors and advisors. Course offerings are often insufficient to meet local needs.

While funding has always been scarce, the state's current fiscal crisis and resulting cuts in funding to the California Community Colleges have greatly exacerbated these significant challenges. Deep cuts to categorical programs in the 2009-10 State Budget reduced by roughly half the funding available to support critical student services such as counseling, advising, assessment, and tutoring. Cuts in base apportionment funding in the 2009-10 and 2011-12 State Budgets, totaling over 8 percent, have forced colleges to reduce thousands of course sections, barring access to hundreds of thousands of potential students. The lack of cost-of-living allocations in the State Budget, going back to 2008-09, has eroded the spending power of community colleges by 10.88 percent. It is hard to overstate the cumulative strain that these budget reductions have placed on community colleges and the students and communities they serve.

In its deliberations, the Task Force discussed at length how underfunding has diminished the capacity of the community colleges to meet the education and training needs of California. It is clear that the community colleges, with additional funding, would serve many more Californians and be more successful at helping students attain their educational objectives. In particular, additional funding would allow the colleges to hire more full-time counseling and instructional faculty, and student support personnel—all of which have been shown to increase institutional effectiveness.

The Task Force wishes to make clear that its recommendations are in no way meant as a substitute for additional funding. To the contrary, the Task Force expressed a strong belief that the community college system should continue to advocate strongly for additional resources to support access and success for our students. Additional investment in the community colleges on part of the state will be essential for California to reach levels of educational attainment needed to be economically competitive.

The Task Force recommendations represent policy changes that will support fundamental improvements in the effectiveness of the community college system. All

the recommendations will yield greater benefits to students more quickly if matched with significant additional state investment. In the absence of additional funding, however, the task force recommendations make good policy sense and will help ensure that the community colleges are leveraging all available resources to help students succeed.

National and State Student Success Efforts

In recent years a growing body of research has documented a national decline in educational attainment at the very time when our economic competitiveness is increasingly tied to a highly skilled workforce. This trend, seen in national data, is even more pronounced in California. Projections from the National Center for Higher Education Management Systems (NCHEMS) demonstrate that California is at risk of failing to meet global workforce needs. Specifically, NCHEMS found that California's changing demographics, combined with low educational attainment levels among our fastest-growing populations, will translate into substantial declines in per capita personal income between now and 2020 – placing California last among the 50 states in terms of change in per capita personal income.

As state and national leaders have become aware of this growing problem, there has been a concerted call for reforms to improve levels of educational attainment. Due to large scale and relative economy, community colleges nationwide have been identified as the only viable option capable of producing college graduates and certificate holders in the large numbers necessary to reverse current trends. Perhaps most notable in these policy statements was President Obama's 2010 White House Summit and "Call for Action" in which he highlighted the community colleges. This message resonated with employers, economists, and educators here in California.

It should be noted that the work of the Student Success Task Force builds on other state-level reform efforts. Notably, the Community College League of California's recent *Commission on the Future* report served as a basis for many of our recommendations, as did prior community college reform efforts, including the *Partnership for Excellence* program and various reviews of the *California Master Plan for Higher Education*.

Task Force Origins and Process

Chronology of This Effort

In January 2011, the Community Colleges Board of Governors embarked on a 12-month strategic planning process to improve student success. Pursuant to Senate

Bill 1143 (Chapter 409, Statutes of 2010), the Board of Governors created the Student Success Task Force. The resulting 20-member Task Force was composed of a diverse group of community college leaders, faculty, students, researchers, staff, and external stakeholders. The Task Force delved deeply into complex college and system level policies and practices. It worked for seven months to identify best practices for student success and develop statewide strategies to take these approaches to scale while ensuring that educational equity for traditionally underrepresented students was not just be maintained, but bolstered.

Each month, from January through June 2011, the Task Force met to examine topics critical to the success of students, ranging from College Readiness and Assessment to Student Services, from Basic Skills Instruction to Performance-Based Funding. The Task Force turned to state and national experts (such as Dr. Kay McClenney, Dr. David Conley, Dr. Vince Tinto, and Dr. Alicia Dowd, among others) for the latest research-based findings and had frank discussions about what works to help students achieve their educational objectives.

Beginning in July, the Task Force spent three months (July, August and September) narrowing down its list of recommendations to those contained in this report. Recommendations were chosen based on their ability to be actionable by state policymakers and college leaders and to make a significant impact student success, as defined by the outcome and progression metrics adopted by the group.

To foster public input, during October and November, the Task Force held a series of public town hall meetings, made presentations to dozens of community colleges stakeholder groups, and hosted a lively on-line dialogue. Over six weeks, the task force heard from both supporters and critics of the recommendations and received substantial input that has been used to inform its deliberations. The input helped shape the final recommendations and elevated the public discussion about improving outcomes for college students.

As a result of public input, the task force made several substantive changes to the draft recommendations. Modifications include:

- Eliminating a proposal to consolidate categorical program funding. Feedback from community college constituencies expressed concerns that consolidating categorical funding would threaten existing programs and diminish student support. Further, concerns were raised about the possible interaction of categorical program consolidation with various federal

matching fund requirements. While the Task Force discussed options to mitigate the concerns, its final determination was to remove the categorical consolidation proposal from the recommendations.

- Removing a recommendation that would have limited state apportionment payments to only those classes contained in student education plans. Although the Task Force originally intended this recommendation as a strategy to better align campus course offerings with the needs of students, concerns that it would create a two-tiered student fee structure convinced the task force not to pursue the proposal.
- Removing a recommendation that would have limited state subsidy to only those noncredit courses meeting the College Development College Preparation (CDCP) criteria. Additionally, revisions were made to the recommendation that related to alternative funding for basic skills to instead allow colleges to develop pilot programs for delivering basic skills instruction using their apportionment funding.

Public input has been critical to the Task Force's work and will continue as the recommendations proceed to the Board of Governors. As noted, below, proposals adopted by the Board of Governors will then be implemented through processes that also rely heavily on public input.

Limitations of Scope

There are a variety of topics related to community colleges and student success that the Task Force was either unable to address or chose not to address. For example, policy issues related to the local governance structure of colleges and districts have been well vetted elsewhere and thus were not discussed by the group. Further, the group chose not to address policies surrounding student fees. Workforce and career technical education was not addressed directly by the Task Force, but the implementation document to be developed by the Chancellor's Office will carefully consider the implications for career technical education and make additional recommendations based on that analysis.

Distance education and workforce /career technical education, while critical topics to the future of the community colleges, were not discussed due to time and schedule constraints. That having been said, the recommendations in this report are intended to strengthen the core capacity of the community colleges to serve all students, regardless of instructional program. Improved student support structures and better alignment of curriculum with student needs will increase success rates in transfer, basic skills, and career technical/workforce programs.

Implementation Processes

The recommendations in this report represent the policy and practices that the Task Force believes will help orient the California Community Colleges system to improve student success. Some of the recommendations reflect changes that are already underway, while others chart entirely new territory. In each case, the recommendations will require that in-depth, discrete, and specific implementation strategies be developed in consultation with the appropriate practitioners and stakeholders. The strategies employed will vary depending on whether the proposed change is statutory, regulatory, or simply involves disseminating best practices. The community college system has a rich history of shared governance and local collective bargaining; nothing in this report is designed to upend those processes. Further, the Task Force recognizes that to be successful, these recommendations will need to be implemented over time, in a logical and sequential manner. The recommendations contained herein will not be achieved overnight.

After approval of this report by the Board of Governor's a separate document, authored and distributed by the Chancellor's Office, will be developed and will lay out various strategies for implementing the recommendations contained within this report. In all cases, implementation groups composed of the relevant internal and external stakeholders, including the Academic Senate, will be involved at each step of the process. Implementation of these recommendations will take time, and it is the intent of the Task Force that the parties work together to address the practical matters associated with the eventual success of the recommendations.

Conclusion

The Task Force recommendations present the California Community Colleges with an opportunity for transformative change that will refocus our system's efforts and resources to enable a greater number of our students to succeed. Our colleges have a long, proud history of helping Californians advance. The Student Success Plan will help us be even more effective in achieving our mission.

PART II

Recommendations of the Student Success Task Force

Chapter 1

Increase Student Readiness for College

POLICY STATEMENT

Community Colleges will collaborate with the State Board of Education, the California Department of Education, and other statewide efforts to define and address college and career readiness.

A vast majority of first-time students entering the California Community Colleges (CCC) are underprepared for college-level work. In the CCCs, 70-90 percent of first-time students who take an assessment test require remediation in English, math, or both. In 2010, 79 percent of California's 11th grade students who took the Early Assessment Program (EAP) college readiness test did not test "college ready." Currently, system policies between K-12 and postsecondary education related to standards, curriculum, and assessment are not well aligned to communicate either clear expectations for college or career readiness or to support a smooth transition for high school graduates. Within K-12, students and parents receive conflicting messages about expectations for high school completion because the California High School Exit Exam (CAHSEE) measures English and mathematics skills that are far below the standards adopted for 11th and 12th grade curriculum. Thus, students have

been led to believe that they are ready to graduate and proceed on to colleges without actually having met grade level standards. The EAP has begun to address that problem by informing 11th grade students where they stand in relation to college expectations and encouraging them to reach higher before they leave high school.

The State Board of Education (SBE) adopted the Common Core State Standards (CCSS) in August 2010 and joined the Smarter Balanced Assessment Consortium in May 2011 to develop a new K-12 assessment system based on the CCSS. Under federal requirements, the new 11th grade assessment must include an assessment of college and career readiness.

This presents an ideal opportunity for the state to develop curriculum frameworks and assessments that align expectations and standards across public education and the higher education systems and to address gaps that have historically undermined efforts to set clear expectations for college or career readiness and to support a smooth transition for high school graduates.

Stemming the tide of underprepared students is an urgent priority for community colleges, as it is for the CSU system. It is this need that drove the CSU to initiate and the community colleges to join the EAP. Because the EAP had to fit within the existing K-12 content standards and assessments, postsecondary faculty had a limited opportunity to define or validate standards and assessments. The state's transition to the CCSS provides an ideal opportunity for collaboration among all parties to collectively refine the definition of college readiness upon which the 11th and 12th grade curriculum frameworks and 11th grade assessments will be built.

Community Colleges and K-12 must also work together to develop a definition of "career readiness" and add those criteria to the menu of assessments used to guide students' programs of study. Career readiness scores have the ability to influence students' selection of a program of study or certificate. There is a great deal of work to be done in this area and the SBE president has stated publicly on more than one occasion that he will rely on community colleges to provide leadership in this arena.

Absent the proactive involvement of the Community Colleges - together with our higher education and K-12 will partners - to define college and career readiness and determine the best means of measuring those standards within the context of CCSS, the SBE will move forward with what it believes best meets the needs of higher education.

Aligning community colleges standards for college and career readiness with K-12 is a long term goal that will require a significant investment of time and energy that the Task Force believes will pay off by streamlining student transition to college and reducing the academic deficiencies of entering students.

Recommendation 1.1

Community Colleges will collaborate with K-12 education to jointly develop new common standards for college and career readiness that are aligned with high school exit standards.

The Taskforce recommends that the community college system closely collaborate with the SBE and Superintendent of Public Instruction to define standards for college and career readiness as California implements the K-12 Common Core State Standards and determine the appropriate means for measuring these standards. Doing so would reduce the number of students needing remediation, ensure that students who graduate from high school meeting 12th grade-level standards are ready for college-level work, and encourage more students to achieve those standards by clearly defining college and career expectations.

Requirements for Implementation

- No statutory or regulatory changes are needed to authorize community college participation in the development of common standards.
- Discussion with K-12 and the California State University may identify conforming changes to statute governing the Early Assessment Program.
- Leadership from the Academic Senate, Board of Governors, and Chancellor will be needed to ensure community college representatives have membership in key committees that will plan and execute the definition of standards and the development of related curriculum frameworks and assessments.
- Establish formal and regular channels of communication between the community colleges, the SBE and CDE to ensure ongoing partnering on all matters related to college and career preparation.

Chapter 2

Strengthen Support for Entering Students

POLICY STATEMENT

Community colleges will provide stronger support for students entering college to identify and meet their goals. Stronger support will be facilitated by centralized, integrated and student-friendly technology to better guide students in their educational planning process. Counseling faculty and other human resources will be more effectively targeted.

Status of Matriculation Program

In 1986, the Seymour-Campbell Matriculation Act charged the Board of Governors with ensuring that all community college students were provided support to define and attain their educational goals. The Board adopted Title 5 regulations that require districts to provide admissions, orientation, assessment, counseling and follow-up services for all students (except those specifically exempted) to the extent funding was provided for those services. Funding has never been adequate to serve all students and, as a result, colleges have not been able to provide the level of services needed. In 2009-10 a 52 percent budget cut in Matriculation program funding in particular turned a bad situation into a crisis.

Students Need Guidance

Extensive research has documented the importance of assessment, orientation and informed education planning to set incoming students on a pathway to a successful outcome and build early momentum for their success. Given options, students who lack guidance are likely to seek what they think will be their most direct path through college-level courses, without understanding what is required to be successful in the

college environment and without regard to their academic preparation for college-level work. There are multiple consequences when students make uninformed choices:

- Students find themselves in courses that are unconnected to reaching an educational goal and for which they are not prepared, at best lengthening their time to completion and all too often causing them to drop out;
- Colleges lose the ability to target limited seats and services where they will be most effective; and
- Faculty are faced with underprepared students in their courses.

Assessments Vary by College

Currently, the community college faculty at each college determine which assessments are administered to place students within that college's curriculum for English, math, and English as a Second Language (ESL). Colleges are required to also consider other measures of a student's ability to succeed, such as academic history and demonstrated motivation. This local approach to assessment has created obstacles for students by allowing for significant variation between campuses, in some instances limiting portability of assessment results even within a single district. Other significant drawbacks include the high cost of assessment instruments purchased locally and inefficient test administration.

Since 2008, the system has taken significant steps to move toward a centralized assessment system. Grant funding was obtained from the Bill and Melinda Gates Foundation and the William and Flora Hewlett Foundation to complete a common assessment feasibility study. In an initiative called CCC Assess, an advisory committee was convened that included faculty, matriculation and assessment coordinators, instructional and student services administrators, technology experts, and CSU and CDE representatives to determine system requirements for English reading and writing, and math and ESL assessments. The CCC Assess advisory committee identified diagnostic assessments, computer-scored writing samples, opportunities for test preparation and psychometrically sound re-test capacity as critical components of a centralized assessment system. Vendor capacity and interest to develop these assessments was determined to be strong. Two barriers caused this work to stall. The first is the need to identify sufficient funding to enable colleges to use a new system at no or very low cost, and the second is the need to ensure alignment with the new K-12 assessment system standards and processes.

All of the work done by this committee will guide the implementation of the Task Force's recommendation.

In a parallel effort, the Board of Governors sponsored AB 743, Block (Chapter 615, Statutes of 2011) to advance common assessments. The CCC Assess advisory committee will be reconvened to determine how to move forward to implement the legislature's direction that the system implement a low-cost assessment as an interim step toward achieving the Task Force's vision.

Guidance is Key to Student Success

While students are asked to indicate their educational objective on the application for admission, many students are unclear about their educational objectives when they first enroll in community college and remain so for too long given no systematic process, or even encouragement, to define and pursue a specific program or major. The current matriculation model assumes that students will clarify their educational objective in the course of meeting with a counselor. However, many students never see a counselor. Even before the 52 percent budget cut to Matriculation funding, colleges were unable to provide all students with access to counseling services to help them clarify and refine their educational objectives and assist with the development of education plans to achieve those objectives. Student to counselor ratios range from 800 to 1 to 1800+ to 1 in the community colleges. As a result, students often enroll in basic skills or general education courses without understanding the level of rigor associated with the course or the applicability of the course to any specific program or transfer objective. While there is clearly value to students having the opportunity to explore disciplines and other options before declaring their program or major, there is a difference between systematic exploration and the blind trial and error experienced by too many students. Helping students make informed choices about their education is a critical strategy to help increase student success in the CCCs.

Every Matriculating Student Needs an Education Plan

Every student who enrolls to pursue a certificate, degree or transfer objective, and in many cases even those seeking career advancement, needs a Student Education Plan that represents the sequence of courses that can get them from their starting point to attainment of their educational goal. Students who arrive without a clear goal need an education plan that allows them to systematically define their educational needs and objectives and explore their options. For example, a student who indicates transfer as the goal but lacks a major or career objective should be guided

to enroll in general education courses, along with basic skills courses or resources if the student's assessment results indicate such a need. General education curriculum is designed to expose students to a breadth of educational experiences that can enable them to find areas of particular strength and interest. Once a student selects his or her major, the discipline-specific sequence and specialized or elective options can be factored into the plan. There would be nothing to preclude a student from changing their objective or major, but the implications of a change, in terms of cost and time to completion, should be made clear. Expanded resources for career exploration are essential.

Technology Can Help

The creation of online resources that would support advisement and allow many students to self-manage their academic pathways is essential. Some districts have undertaken this task, but the high development costs make creating such systems impractical for most districts, leaving students to struggle with a dearth of information available to them to follow an appropriate academic pathway. Almost all students enter the CCC's through a common electronic application (CCCApply), and the system could be further developed to lead them, once they are admitted, to build an online profile and access guidance and planning resources. Scaling up the use of technology is one of the few viable ways of reaching substantially more students, many of whom are technologically capable of, and in many cases prefer navigating their pathway through community college in an online environment.

In the same manner that companies like Netflix and the Apollo Group have created tightly integrated online pathways for their customers, the CCC system needs to look towards the creation of centralized student support modules that offer high interactivity with local campus and district IT and administrative systems. Appropriate suggested student choices could be developed using research conducted on educational data to create "default" pathways that are suggested to students through online advisement systems. These systems could be used as tools by students, counselors, and advisors to nudge students towards better academic choices and to reduce excess unit accumulations and unnecessary withdrawals.

There is a plethora of education data collected both within the CCC system and in other educational sectors that can be aggregated in education data warehouses, leveraged, and used to help advise students on effective pathways through college. An example of this would be the use of an analysis of past student outcomes in various courses for students at various levels of basic skills to create an advisement

matrix that keeps students enrolled in courses appropriate for their particular skill levels.

An additional benefit to the creation and maintenance of centralized technology utilities is that doing so will create huge economies of scale for the system. By lifting these costs from local districts and freeing up local monies, centralized technology in the CCC's will drive down costs by bulk purchasing and development while allowing districts to invest in more human resources.

Need for More Counselors

Technology, while having many benefits, will not serve all students or fulfill all student needs. An expanded student-friendly technology system will allow the most self-directed students to complete a variety of activities (e.g., education planning, orientation, preparing for assessments) using resources with which they are most familiar - computers, smart phones and the like. However, some students will still need the face-to-face interactions provided by advisors and counselors. By shifting the lower-need, self-directing students to online tools we free up advisors and counselors to focus their face-to-face interactions with those students who lack access to technology or are not adequately prepared to utilize it and those who need more complex interactions with a counselor. It would also allow counseling faculty to spend less time performing routine functions and utilize their professional skills to support students in more complex dimensions.

Recommendation 2.1

Community colleges will develop and implement a common centralized assessment for English reading and writing, mathematics, and English as a Second Language (ESL) that can provide diagnostic information to inform curriculum development and student placement and that, over time, will be aligned with the K-12 Common Core State Standards (CCSS) and assessments.

Requirements for Implementation

- Reconvene the CCC Assess Advisory Committee to guide implementation.
- Design a centralized assessment system that includes a robust array of options to help students prepare to take the assessments for the most valid result. It should include consistent testing and re-testing policies that are decided based on psychometrics rather than budget.
- The centralized assessment must be diagnostic to ensure placement into appropriate coursework and to inform local academic senates as they design appropriate curriculum. It should also include an assessment of “college knowledge” and the extent to which a student understands and exhibits key academic behaviors and habits of mind necessary for success in college. This more robust assessment, coupled with multiple measures, would be used to determine students’ needs for additional support and to enable colleges to more effectively place students in appropriate courses and target interventions and services.
- With the Academic Senate, work with the K-12 system to ensure alignment of community college assessment standards within the state’s new CCSS assessments when those are implemented in 2014.
- After development of the diagnostic assessment, amend Education Code Section 78213 to require colleges to use the new common assessment for course placement while allowing districts to supplement common assessment with other validated multiple measures.
- Eventually, the Board of Governors would propose to amend Education Code Section 99300 ff. to transition the use of the Early Assessment Program (EAP) to the new assessment that is aligned with the K-12 CCSS.
- In the meantime, the enactment of AB 743 will facilitate the interim selection of a currently available “off the shelf” assessment instrument for English,

math and ESL, to be procured in the most cost-effective manner for use statewide.

- One-time funds of \$1 million (already secured from outside sources) together with dedicated state-level funding of approximately \$5 million would enable the Chancellor's Office, working with the CCC Assess advisory committee, to conduct a centralized procurement using state-level buying power to drive down the cost of assessments while leveraging some customization thus providing unlimited assessment capacity to colleges at low or no cost.
- Participation in the interim system would be voluntary but incentivized by the significant local cost savings.

Recommendation 2.2

Require all incoming community college students to: (1) participate in (a) diagnostic assessment and (b) orientation, and (2) develop an education plan.

By requiring students to participate in these core services, the community college system will ensure that students have the foundational tools necessary to make informed choices about their education. The Board of Governor's will define categories of students who should be exempt from mandatory placement and orientation, such as students with a prior degree returning to pursue training in a different career field. Colleges would also be able to exempt students from each of these requirements on a case-by-case basis.

Requirements for Implementation

- Education Code section 78212 and Title 5 section 55500 ff. already require colleges to provide these and other matriculation services to all non-exempt students (if funding is provided for that purpose.)
- Amend Title 5 sections 55521-25 to require students to participate in assessment, orientation and development of a student education plan.
- Amend Title 5 section 55532 to establish more explicit criteria for exempting students from participation in required services in order to achieve greater clarity and statewide consistency in the proportion of students to be served.

Please note: The Task Force recognizes that implementation of this recommendation requires: (1) a substantial reallocation of existing local resources; (2) additional resources, and (3) new modes of service delivery in order to make these required services available to all incoming students.

Recommendation 2.3

Community colleges will develop and use centralized and integrated technology, which can be accessed through campus or district web portals, to better guide students in their educational process.

Several recommendations in this report rely heavily on the ability of technology to help guide students along educational pathways. To implement many of the recommendations, the community colleges must develop and implement a variety of centralized technology applications. Thoughtfully designed online technology will enable students to guide as much of their own education planning as is appropriate for their level of technology access and skills and their ability to choose and follow an appropriate pathway. It will also provide useful tools for counselors and advisors to better assist students with educational planning and for administrators and faculty to better plan class schedules to ensure that students have access to the courses they need to complete their education in a timely and efficient manner.

These technology applications will generate efficiencies, but more importantly they will increase and improve communications with students by using platforms they already rely on to manage their daily lives. Today's students use laptops, smart phones and tablets not only to communicate with friends and professors, but also to make appointments, purchase goods and services, watch movies and do research. This is where our students spend much of their time, and we must create smart applications that make it easier for them to pursue and reach their educational goals. While not all students have devices, skills and experience to make effective use of this kind of technology, a huge and growing proportion do and have expectations that the institutions with which they interact will utilize current technology to facilitate practical transactions as well as the learning experience.

Rather than having individual colleges create their own online student planning tools, the Chancellor's Office would work with counselors, instructional and student services administrators and college technology representatives to create applications that would be plugged into existing college and district web portals. Colleges would be able to place these applications in locations that mesh with their own unique website, with the services being centrally provided and centrally supported.

Examples of the types of online services include:

- A common application to college;

- An electronic transcript;
- An online BOG fee waiver form;
- An education planning module;
- An electronic library resource and library catalog;
- A career exploration module;
- A job placement module;
- A textbook purchasing module; and
- A transfer advisement module.

Requirements for Implementation

- Secure additional state funding for the development of the proposed technology tools that would then be provided to colleges free of charge.
- A centralized development and procurement process would leverage the system's size to drive down the estimated annual cost of the project to approximately \$12 million.
- Initiate discussion with existing advisory groups, such as the Matriculation Advisory Committee, Telecommunications and Technology Advisory Committee, Chancellor's Office Advisory Group on Counseling, CCCApply Steering Committee and others, to refine the scope and approach to growing services.
- Convene appropriate advisory groups that include program and technology experts to plan and execute technology projects as funding is secured.

Recommendation 2.4

Require students whose diagnostic assessments show a lack of readiness for college to participate in a support resource, such as a student success course, learning community, or other sustained intervention, provided by the college for new students.

A student's readiness for college is based on several factors in addition to their academic proficiency in English and mathematics or their ability to perform well on standardized assessment tests. College readiness includes other variables that can influence a student's ability to successfully complete credit-bearing, college-level coursework. The extensive work done by Dr. David Conley's Education Policy Improvement Center at the University of Oregon defines four dimensions of "college knowledge" critical to student success: (1) Key cognitive strategies, including analysis, interpretation, precision, problem solving, and reasoning; (2) Specific types of content knowledge, most importantly the ability to read and write critically; (3) Attitudes and behavioral attributes, including study skills, time management, awareness of one's performance, persistence, and the ability to utilize study groups; and (4) Contextual knowledge about college resources and expectations and how to successfully adjust to navigating the college environment.

Community college have tested numerous models of supporting under-prepared students, both inside and outside the classroom, through college success courses, first-year experience programs, learning communities and campus-wide initiatives to promote critical thinking skills and behaviors, or "habits of mind" essential to college success. Experience within the system as well as national research demonstrates the effectiveness of such deliberate interventions in supporting student persistence and success. Note: A student success course would likely need to be provided in a noncredit format in order to avoid issues related to cost or financial aid.

Requirements for Implementation

- Amend Title 5 section 55521 to allow for students to be placed in a noncredit student success course or other support activity.
- Require students to participate in a student success support intervention if assessment results demonstrate a need.
- Review the readily available literature on student success courses and other interventions to determine elements that would likely make them most effective for California's community college population.

- Review college models for campus and online student orientation and student success courses currently in place and disseminate the most effective scalable approaches and curricula.

Recommendation 2.5

Encourage students to declare a program of study upon admission, intervene if a declaration is not made by the end of their second term, and require declaration by the end their third term in order to maintain enrollment priority.

Declaring a program of study is much more specific than declaring an educational goal. Doing so sets incoming students on an educational pathway and builds early momentum for their success. Research from the Institute for Higher Education Leadership and Policy shows that students who entered a program in their first year were *twice as likely* to complete a certificate, degree or transfer as students who entered a program after their first year. First-year concentrators were nearly 50 percent more likely to complete than those who entered a program in their second year, and the rates of completion fell sharply for students entering a program of study later than their second year. A student who is unable to declare a major or program of study by the end of their second term should be provided counseling and career planning interventions to assist them. Students who fail to declare a program of study after their third term should lose enrollment priority.

Nothing would preclude a student from changing their direction and declaring a new program of study but the implications of change, in terms of cost and time to completion, should be made clear. In addition, students would have the ability to appeal a loss of enrollment priority.

Requirements for Implementation

- Amend Title 5 regulations to require students to declare a specific program of study by the end of their second term.
 - Current title 5 regulations require students to declare an educational goal “during the term after which the student completes 15 semester units or 22 quarter units of degree-applicable credit coursework, unless the district establishes a shorter period.” Title 5 also requires districts to establish a process for assisting students to select a specific educational goal within a “reasonable time,” as defined by the district, after admission.
- Amend Title 5 to define “program of study” as a certificate, degree or transfer objective in a specific occupational area or major. Groups of

students exempted from meeting this requirement should also be specified in regulation.

Chapter 3

Incentivize Successful Student Behaviors

POLICY STATEMENT

Community colleges will incentivize those student behaviors that are associated with their eventual success.

Rationing of Classes

One of the basic tenets of the Master Plan for Higher Education is that all Californians who have the capacity and motivation to benefit from higher education should have a place in the California Community Colleges. Given the scarcity of resources currently available to the colleges, the reality is, the state has failed to live up to that commitment and we as a system are rationing access to education. While we continue to admit all students that apply, not all admitted students are able to enroll in the courses needed to meet their educational goals.

Enrollment Priorities

Under current law and practice, students already in the system have enrollment priority over new students. Registration priority is generally higher for students with higher unit accumulations, so only unit accumulation is a rewarded student behavior in the registration process. As a result, there is perverse incentive for students to enroll in classes that don't further their educational objectives simply to gain a place higher in the enrollment queue. In the 2009-10 academic year, approximately 137,000 *first time* students were unable to register for even a single course due to their low placement in the registration queue.

Policies that enable students to wander around the curriculum, withdraw and repeat classes multiple times, avoid services that could steer them along a productive pathway, and accumulate an unlimited number of units are a disservice to enrolled students and to those who can't get into the system for lack of available classes.

Adopt Consistent Policies for Enrolling Students

As a system, we have both initiated and continue to support these ineffective policies. However, now is the time for the community college system to abandon these ineffective policies and adopt enrollment management policies that encourage students to follow and make progress along delineated educational pathways that are most likely to lead to completion of a certificate, degree, transfer or career advancement goal.

Use the BOG Fee Waiver Program as a Way to Incentivize Successful Student Behaviors

The Board of Governors (BOG) Fee Waiver Program, for example, which was designed to ensure that the community college fees do not present students with a financial barrier to education, are an underutilized mechanism for incentivizing successful student behaviors. Unlike federal and state financial aid programs, the community colleges do not require BOG Fee Waiver recipients to make satisfactory academic progress, make progress toward a goal, or limit the maximum number of units covered by the award. The Task Force believes that policies governing eligibility for the BOG Fee Waiver should be consistent with enrollment policies designed to promote student success. By enacting accompanying BOG Fee Waiver changes, low-income students who rely on the waiver will be provided the same level of support and held to the same standards as other students.

Recommendation 3.1

The Community Colleges will adopt system-wide enrollment priorities that: (1) reflect the core mission of transfer, career technical education and basic skills development; (2) encourage students to identify their educational objective and follow a prescribed path most likely to lead to success; (3) ensure access and the opportunity for success for new students; and (4) incentivize students to make progress toward their educational goal.

Current law and practice guiding student enrollment tends to favor the continuing student, based solely on their accrual of course units. The existing system fails to align with the core priorities of community colleges: to provide courses for students seeking to earn a degree or certificate, transfer, participate in a career-technical program, or improve their basic language or computational skills. Altering enrollment prioritization is an efficient way of encouraging successful student behaviors and ensuring that we are rationing classes to provide more students with the opportunity to succeed.

Highest enrollment priority should be provided for:

- Continuing students in good standing who are making progress toward a certificate, degree, transfer or career advancement objective (including incumbent workers who enroll in a course that develops skills required to retain their job or advance their careers.)
- This includes students who are actively pursuing credit or noncredit basic skills remediation.
- First-time students who participate in orientation and assessment and develop an informed education plan that includes courses or other approaches to begin addressing any basic skills deficiencies in their first year.
- To address student equity goals, current statutory and regulatory provisions requiring or encouraging priority registration for special populations (active duty military and recent veterans, current and emancipated foster youth, students with disabilities and disadvantaged students) should be retained. To the extent allowable by law, these students should be subject to all of the limitations below.

Continuing students should lose enrollment priority if they:

- Do not follow their original or a revised education plan
- Are placed for two consecutive terms on Academic Probation (GPA below 2.0 after attempting 12 or more units) or Progress Probation (failure to successfully complete at least 50 percent of their classes)
- Fail to declare a program of study by the end of their third term
- Accrue 100 units, not including Basic Skills and ESL courses.

Requirements for Implementation

- Adoption of this policy is within the purview of the Board of Governors.
- Board of Governors should amend Title 5 regulations to establish statewide enrollment priorities.
- Current legal requirements and relevant legislation include the following:
 - Education Code section 66025.8, as recently amended by SB 813 (Chapter 375, Statutes of 2011) requires community colleges to grant priority enrollment to any member or former member of the Armed Forces of the United States for any academic term within four years of leaving active duty.
 - Title 5 section 58108 authorizes community college districts to establish procedures and policies for registration, including a priority registration system.
 - Title 5, section 58108 permits colleges to provide special registration assistance to disabled and disadvantaged students in accordance with a priority system adopted by the local board of trustees.
 - Title 5, section 56026 authorizes community colleges to provide registration assistance, including priority enrollment to disabled students.
 - Title 5, section 56232 requires colleges to provide access services for EOPS students, including “registration assistance for priority enrollment.”
 - AB 194, Beall (Chapter 458, Statues of 2011) requires community colleges to grant priority enrollment to current and former foster youth.

Recommendation 3.2

Require students receiving Board of Governors (BOG) Fee Waivers to meet various conditions and requirements, as specified below.

(A) Require students receiving a BOG Fee Waiver to identify a degree, certificate, transfer or career advancement goal.

(B) Require students to meet institutional satisfactory progress standards to be eligible for the fee waiver renewal.

(C) Limit the number of units covered under a BOG Fee Waiver to 110 units.

The BOG Fee Waiver Program allows financially-needy students to have their fees waived. Unlike federal and state financial aid programs, the community colleges do not limit the maximum number of units covered by the award nor do they require students to make satisfactory academic progress or make progress toward an educational goal. The federal and state financial aid programs impose these requirements because they work to keep students progressing toward their educational goals and help them to meet those goals in a timely manner.

Implementation of this recommendation will likely result in modest cost savings to the community college system. Dollars saved by implementing this proposal would be reallocated within the community college system for reinvestment in the student support and retention activities identified in the student success plan. Any cost savings derived from this recommendation will diminish over time as the efforts of this recommendation influence student behavior.

Requirements for Implementation

- Amend Education Code section 76300(g) and Title 5 section 58612 or 58620 to add eligibility criteria.
- Build in a series of active interventions to ensure that students facing difficulties do not lose financial aid eligibility.
- Ensure that students failing to make progress have the ability to appeal.
- Ensure that financial aid offices retain capacity to administer this recommendation regardless of the number of fee waivers granted on a particular campus.

Recommendation 3.3

Community Colleges will provide students the opportunity to consider the benefits of full-time enrollment.

Research indicates a high correlation between full-time enrollment and students' achievement of their educational objectives. The faster a student completes his or her education the less time there is for life or family issues to get in the way. Students benefit from full-time attendance by increasing their earning potential sooner while colleges benefit from the greater efficiency of serving one full time student versus two or more part time students for the same funding.

Recognizing that many community college students are not in a position to enroll full time, particularly those who work full time and are enrolled to upgrade their job skills as well as those who depend on full-time employment to support families, there are nonetheless simple steps that can be taken to ensure that students are made aware of the benefits of full-time enrollment and can consider whether such a route is possible for them.

Requirements for Implementation

- No statutory or regulatory changes are needed. This can be accomplished by dissemination of best practices for financial aid packaging and deployment of existing resources, including the *I Can Afford College* financial aid awareness program.

Recommendation 3.4

Community colleges will require students to begin addressing basic skills needs in their first year and will provide resources and options for them to attain the competencies needed to succeed in college-level work as part of their education plan.

Chapter 5 of this document addresses improving the quantity and efficacy of basic skills instruction. Colleges need to be able to offer students an array of courses, laboratories, and other approaches to skill improvement. These might include courses with embedded contextualized basic skills instruction, special interventions like Math Jam, online and other computer-based laboratory resources, tutoring, supplemental instruction and intensive basic skills courses.

Requirements for Implementation

- By following the procedures for establishing prerequisites or co-requisites outlined in Title 5 (Sections 55200-02) community college districts are already permitted to require students assessed below collegiate level to begin remediation before enrolling in many college-level courses. However, much of the curriculum is unrestricted.
- A more direct approach would be to adopt a new Title 5 regulation making the requirement explicit for all students at all colleges.

Chapter 4

Align Course Offerings to meet Student Needs

POLICY STATEMENT

Community colleges will focus course offerings on meeting student needs.

Offer Courses that Align with Student Education Plans

Significant reductions in public funding have forced community colleges across the state to reduce the number of course sections they offer. As a result, the availability of courses is insufficient to meet the student demand in almost every area of the curriculum. At the beginning of each term, course sections close quickly and waiting lists are longer than ever.

Given this context, California community colleges must strategically focus the scheduling of courses to meet the needs of students who are seeking degrees, certificates, and specific job training. These high priority needs are at the core of the CCC mission and fundamental to helping Californians of all backgrounds to achieve their economic and social goals.

Under the recommendations contained in this report, colleges have an additional responsibility to align course offerings to the needs of students. Chapter 3 recommends specific incentives for students to develop and follow an education plan and includes consequences for students who fail to do so. Students cannot and should not be held accountable for enrolling in courses that are not made available to them in a timely manner by the colleges.

Use a Balanced Approach

The Task Force recognizes that the scheduling of courses is a complex matter that requires balancing the priorities of the college. In order to meet student and industry needs, colleges must shift from using historical course scheduling patterns and instead utilize the numerous sources of data available to them as the basis for informed course scheduling. To help meet this end, Chapter 2 recommends that all matriculating students, as well as students enrolling for career advancement, complete an education plan. Coupling a more universal use of education plans with technology will provide colleges with access to valuable information about the future course needs of its students.

Fund Courses that Support Student Educational Plans

Further, the Board of Governors and the legislature should ensure that state subsidization for instruction, whether it be credit or noncredit courses, is used to support those courses that support a program of study and are informed by a student education plan. Courses that do not support programs of study and that solely serve an enrichment or recreational purpose should not be subsidized with state funds. Targeting state apportionment funding to support courses that are necessary to meet students' specific educational objectives will ensure that finite resources are used to meet high priority educational objectives in CTE, transfer, and basic skills.

Recommendation 4.1

Community Colleges will use aggregated data from students' programs of study, along with state and local data, including enrollment trends, and labor market demand to develop course schedules and determine course offerings.

Requirements for Implementation

- Amend statute and Title 5 as needed to explicitly allow colleges to enroll community service students without receiving credit in otherwise state-supported credit classes, where there is excess capacity in those classes.
- Amend statute and Title 5 regulations to specify that apportionments may only be claimed for courses that support student education plans.
- Develop appropriate systems of assessment, metrics, goals, and reports addressing student success and student completion in all categories of community college noncredit and/or adult education, including Career Development and College Preparation (CDCP) and other noncredit programs and courses that are part of a noncredit student's education plan. A noncredit student education plan is defined as student educational goals facilitated through an intended course or courses necessary for academic achievement, career preparation, economic productivity, self-sufficiency, and/or civic participation.
- Adopt Recommendation 7.1 to increase the statutory authority of the CCC Chancellor's Office (CCCCO) to monitor colleges' course offerings and disseminate best practices for enrollment management. For instance, the CCCCCO could assist colleges in establishing and expanding community education programs that respond to community needs while not diverting scarce public resources from higher priority instructional needs related to basic skills, transfer, and CTE.
- Adopt Recommendation 2.2, which would strengthen the use of student education plans to provide students with better defined courses of study. Implementation of this recommendation will also provide colleges with useful data related to course demand that can be used to plan course offerings.

Chapter 5

Improve the Education of Basic Skills Students

POLICY STATEMENT

The community college system will develop a cohesive statewide framework for the delivery of basic skills educational services.

Need for Basic Skills Reform

In California, basic skills students often are “traditional” students who have matriculated through the K-12 system and arrived at the community colleges underprepared for college-level work. They may also be “nontraditional” students who are working adults returning to gain a degree or further career-based skills.

Overall, the picture for our basic skills students is not a rosy one. Conservative estimates from national researchers show that 60 percent of all entering college students taking assessment tests assess as needing basic skills remediation. Yet, according to data compiled for the Basic Skills Supplement to the ARCC Report (March 2011), only 300,000 students (approximately 10 percent of all community college students) are enrolled in basic skills coursework in any given year. It is particularly worrisome that hundreds of thousands of students are in need of basic skills remediation but not enrolling in those courses.

The success data from the ARCC Basic Skills Supplement is equally concerning. Of students who begin a mathematics sequence four levels below transfer-level (16.2 percent of entering students are assessed at this level), only 25.4 percent ever achieve a certificate, degree, or transfer preparation. While students who begin one level below transfer-level (18.4 percent of entering students are assessed at this level) achieve one of these goals at the rate of 42.6 percent, that still leaves more than 50 percent of students failing to meet their educational goals. These general

ranges are also applicable to students who begin at equivalent levels in basic skills English writing, reading, and English as a second language.

From an equity perspective, there is also cause for concern. Using the same data source (Basic Skills Supplement) Hispanics comprise over 40 percent of all basic skills enrollments. Blacks comprise 11 percent; Asians comprise 13 percent; and Whites comprise 22 percent. Within two years, Blacks have the lowest rate of successful completion of college-level mathematics at only 17 percent. Hispanics completed college-level mathematics at 25 percent, while whites and Asians completed college-level mathematics at 30 percent and 38 percent respectively. The disparity in completion rates underscores the need for our system to embrace the goal of measuring and working to close equity gaps.

The problem that confronts our system is one of magnitude and resources. We must develop a responsive system of education that clearly outlines the pathway and the interventions necessary for student success and reflects an institutional commitment to commensurately deploy resources to optimize increasingly limited dollars.

Professional Development is Key

Central to the creation and implementation of a cohesive framework for the delivery of basic skills is the use of professional development (as discussed in Chapter 6.) In many cases, the changes necessary to increase student success and completion require faculty and staff to build new skills or hone existing skills. Faculty, staff and administrators need consistent, thoughtful, and productive professional development activities that are tied to the desired outcomes.

While many community colleges groups (Academic Senate, the CIOs, the CSSOs, 3CSN, 4CSD, the Research and Planning Group, and the Chancellor's Office) have provided professional development to improve basic skills instruction and supports in the state, statewide coordination of what is now a completely-locally-determined professional development activity is needed if systematic change is to be accomplished.

Need to Scale Practices That Work

System-wide efforts such as the Basic Skills Initiative have made initial inroads into addressing basic skills and the students who need them. Scattered throughout the state are successful basic skills interventions that are moving towards college-scale in terms of impact. However, in many more places, colleges still struggle with how

best to tackle this pervasive issue, and the struggle becomes more desperate as resources are further constrained.

Therefore, it is time to overlay local efforts with a more structured statewide framework that provides support for research-based approaches to basic skills interventions, support for bringing successful interventions to scale, support for making the financial decisions necessary for implementation, and support for the intersegmental conversation needed to serve all adult learners in the state.

Basic Skills is a Shared Responsibility with K-12

Addressing basic skills is a shared responsibility between K-12 and the community colleges. Thus, activities regarding alignment and messaging with K-12 and our public four-year institutions are key components of this report and are addressed in Chapter 1. It is important to note that approximately 68 percent of entering CSU freshman require remediation making it apparent that, as a state, we must provide education in new ways to ensure that students are college-ready. At the same time we work intersegmentally to address improving the educational pipeline, as community colleges, we must develop new methods of ensuring that those students who enter our colleges unprepared for college level work receive the instruction and services needed to help make them successful.

Balancing Needs of the CCC System

Competency in basic skills (reading, writing, and mathematics) prior to entering a community college is a key challenge for California. While addressing the basic skills needs of students is a central mission of the community college system, the time and resources devoted to basic skills instruction need to be balanced with the other missions of the system, namely occupational training, college-level academic preparation, and transfer. The task force is aware that existing resources need to be allocated judiciously to accomplish these three primary missions. This will involve further prioritizing of the apportionment streams and more directed uses of discretionary funds such as those provided for the Basic Skills Initiative.

Recommendation 5.1

Community Colleges will support the development of alternatives to traditional basic skills curriculum and incentivize colleges to take to scale successful model programs for delivering basic skills instruction.

The task force believes that the community college system must foster more effective basic skills instruction on a large scale. We cannot simply place students into classes that use the same mode of instructional delivery that failed to work for them in high school. Within the system, colleges have developed or adopted alternatives to the traditional curriculum that show great promise in revolutionizing the delivery basic skills instruction to adults. For example: (1) the use of learning communities; (2) modularized instruction; (3) intensive instruction; (4) supplemental instruction; (5) contextualized learning – particularly within Career Technical Education Programs; and (6) team teaching, all illustrate new and innovate ways of teaching adults.

There are also new models that have yet to be created. Community colleges can – and should - provide incentives for developing alternatives to traditional curriculum and taking to scale model programs that work.

Requirements for Implementation

- Authorize the reallocation of Basic Skills Initiative (BSI) dollars in the annual Budget Act.
- Chancellor's Office will adopt amended guidelines to redistribute the BSI funding to:
 - Target a fixed portion of the money to specifically incentivize faculty redesign of curriculum and support innovations in basic skills instruction.
 - Develop clear curricular pathways from basic skills into collegiate-level coursework.
- Amend Title 5 regulations to remove the requirement that supplemental instruction, with regards to basic skills support, be tied to a specific course. This would explicitly enable the use of supplemental instruction for the benefit of basic skills students.
 - Under current regulation (Title 5 Section 58050 and 58172), apportionment can only be claimed for supplemental instruction provided through a learning center if the hours of instruction are tied to

a specific course and the hours are laid out in the course outline of record for the course. Given that the needs of basic skills students vary and are hard to predict, such restrictions prevent colleges from funding this form of support for basic skills students.

Recommendation 5.2

The state should develop a comprehensive strategy for addressing basic skills education in California that results in a system that provides all adults with the access to basic skills courses in mathematics and English. In addition, the state should develop a comparable strategy for addressing the needs of adults for courses in English as a second language (ESL.)

Improve Coordination of K-12 and Community College Basic Skills Programs

The community colleges, with their K-12 and community-based partners, should develop a clear strategy to respond to the continuum of need in order to move students from educational basic skills to career and college readiness. This plan should include:

- Improved availability and quality of advising and counseling services for basic skills students, providing them a clear pathway to reaching their academic goals.
- Increased preparedness for faculty and staff on the special needs of basic skills students.
- Identification and funding of best practices in basic skills delivery, in both student services and instructional programs, that support moving students more effectively and efficiently to career and transfer readiness.
- Identification of the appropriate credit and non-credit levels to be delivered by each education segment making sure to provide “safety nets” and an appropriate overlapping of services to provide all students with access to basic skills instruction.

Demise of Adult Education

Failure to address the basic skills needs of the state will have lasting negative impacts on hundreds of thousands of Californians as well as the state's economy and social climate. The Governor and Legislature should reexamine the implementation of K-12 budgetary flexibility for adult education funds, and the resulting redirection of funds intended to support these programs, to determine if this practice is consistent with California's current social and economic needs.

As part of the 2009-10 State Budget, K-12 school districts were given the authority to redirect categorical program funding originally appropriated for specified programs.

As a result, roughly \$800 million in Adult Education funds was shifted to support other K-12 categorical programs that had experienced deep funding cuts. Based on recent estimates, school districts have exercised this option and transferred more than \$400 million out of Adult Education programs. It is important to note that the decision to redirect funds is made at the district level and therefore program implementation varies. Statewide, the substantial reduction in support for K-12 adult education programs has resulted in increased demand on community colleges to provide education to this population in addition to current students' needs for noncredit and credit basic skills courses. Unfortunately, due to budget cuts, community colleges do not have the capacity to expand course offerings to meet this increased demand. As a result, large numbers of adults in need of basic skills education have gone unassisted. In addition, the considerable local variation in programmatic decisions by K-12 districts has resulted in a fractured system of basic skills delivery to an already needy yet essential segment of the California population.

Need for Legislative and Gubernatorial Direction

State leaders need to determine if the current flexibility over K-12 adult education funds is consistent with state economic and social needs and whether these funds should be rededicated to serving basic skills needs. They should also determine whether these programs would best be placed in the K-12 or community college system and provide funding commensurate with the task.

Chapter 6

Revitalize and Re-envision Professional Development

POLICY STATEMENT

The community college system will develop and support the continued and focused professional development for all faculty and staff.

Need for Professional Development

On-going professional development is a fundamental component of supporting systemic change that will improve student success. Without a sustained and focused approach to professional development, institutions, let alone an entire educational system, cannot expect to change attitudes, help faculty and staff rethink how their colleges approach the issue of student success, and implement a continuous assessment process that brings about iterative improvement. This type of change will not happen overnight. The end result envisioned by the Task Force will need to emerge through years of refinement.

History of Professional Development

Support for professional development in the California Community Colleges has been mixed. While recognition was given to the important role of professional development in the landmark community college reform bill AB 1725, the goal of providing specific funding to support on-going professional development has never been reached. Today, most colleges attempt to carve out support from the general fund, but financial pressures have continued to erode institutionally supported professional development. Some colleges have relied on outside grants for professional development to faculty, but for the most part these strategies are limited

to boutique programs rather than campus-wide approaches. The Basic Skills Initiative (BSI) has provided some funding for professional development, but these funds are modest. Furthermore, in spite of the best intentions of those hired to provide professional development at the colleges, professional development activities have tended to focus on short-term programs or one-time workshops rather than providing the sustained engagement with ideas and processes that, research has shown, has a greater chance of bringing about real change.

Flex Days

Education Code 84890 - established in 1981 – allowed community colleges to move away from the standard 175-day instructional calendar that was a holdover from the K-12 system and instead use up to 15 days per year for professional development [see Title 5 sections 55720-55732]. Most colleges implemented a combination of fixed and flexible days. Fixed days require faculty and staff to attend mandatory programs determined by the college while flexible days are used for faculty-determined activities, such as conferences, coursework, and research. Today, fixed professional development days are comprised largely of campus-wide activities such as convocations, beginning-of-the-semester state-of-the-college presentations, and departmental meetings. Workshops related to effective teaching and student success are also offered, but, as stated above, suffer from being of limited duration and thus of limited effect overall.

Under the current regulations, the following are allowable staff development activities under a flexible calendar:

1. Course instruction and evaluation;
2. In-service training and instructional improvement
3. Program and course curriculum or learning resource development and evaluation;
4. Student personnel services;
5. Learning resource services;
6. Related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty, and staff diversity;
7. Departmental or division meetings, conferences and workshops, and institutional research;

8. Other duties as assigned by the district.
9. The necessary supporting activities for the above.

The Flexible Calendar Program Numbers

Category	Totals
Percentage of colleges that participate in the Flexible Calendar Program	95.5%
Number of colleges that do not participate in the Flexible Calendar Program	5
The average number of Flexible days per college is	5.3 days
The most common number of Flexible days taken by colleges.	23 Colleges have 4 Flexible days
Number of colleges with the maximum number of 15 Flexible days.	0
Number of colleges that have 14 Flexible days	2
Number of colleges that have only 1 Flexible day	5

The state provides strong support for professional development activities through its Flexible Calendar Program, which allows colleges to exchange instructional days (where students are on campus) for professional development days (where faculty and staff are engaged in active professional development.) In the 2009-10 academic year, the community college system converted almost three percent of its instructional days into professional development days.

The Task Force believes that, as a community college system, we must adopt a more systemic and long-term approach to professional development. Without this change, colleges will be unable to achieve the changes necessary to increase the success of our students. Because classroom reform is essential to improving outcomes for students, faculty should be the primary focus of professional development efforts, including part-time faculty, who teach up to 50 percent of the courses on a given campus.

Recommendation 6.1

Community colleges will create a continuum of strategic professional development opportunities, for all faculty, staff and administrators to be better prepared to respond to the evolving student needs and measures of student success.

To accomplish major changes in the California Community Colleges, professional development must be at the center of the discussion. In many cases, the changes necessary to increase student success and completion require building new skills or honing existing skills. Faculty, staff and administrators need consistent, thoughtful, and productive professional development activities that are tied to a set of outcomes linking to a state agenda for student success.

The Board of Governors should have the ability to direct colleges to respond to what are agreed upon strategic professional development activities. As California prepares to address key issues, whether they be instructional, fiscal, safety, or intersegmental, professional development of community college personnel is key. Given the level of responsibility granted to the Academic Senate on instructional matters, the Board of Governors should consult with the Academic Senate on a regular basis with regards to statewide professional development goals and direction.

Requirements for Implementation

- Amend statute and Title 5 regulations to authorize the Chancellor's Office and/or Board of Governors to align the use of professional development with state objectives by encouraging colleges to link mandatory professional development activities to a set of statewide objectives and then measure movement towards those objectives.
- Amend Title 5 regulations to authorize the Chancellor's Office and/or Board of Governors to recommend specific professional development purposes for flex day(s).
- Amend Title 5 regulations to ensure that professional development is equally focused on part-time faculty.
- The Chancellor's Office should explore the use of myriad approaches to providing professional development, including regional efforts and expansion of the use of technology.

Recommendation 6.2

Community Colleges will direct professional development resources targeted at both faculty and staff toward improving basic skills instruction and support services.

In addition to the flexible calendar program for the community colleges, there are allocations directed by the Legislature specifically toward basic skills professional development. These allocations should not only continue but be expanded to provide continuous and thorough support for faculty and staff in the issues related to basic skills instruction and student support services. The pedagogical approaches to be included should respond not only to discipline issues but also within the context of economic and cultural differences of students.

In addition to the specific professional development funds available through the annual Budget Act, California should continue to direct and coordinate special programs in vocational education, economic development, science, mathematics, categorical areas, and others in order to integrate basic skills improvement throughout the entire community college system.

Requirements for Implementation

- Amend, if needed, statute and/or Title 5 regulations to authorize the Chancellor's Office/Board of Governors to align professional development with state objectives, thus encouraging colleges to link mandatory professional development activities to a set of statewide basic skills objectives and then measure movement towards those objectives.
- Amend Title 5 to authorize the Chancellor's Office/Board of Governors to recommend specific purposes for flex day(s).
- Amend Title 5 to enable part-time faculty to engage in and be supported by college professional development activities.

Chapter 7

Enable Efficient Statewide Leadership and Increase Coordination Among Colleges

POLICY STATEMENT

The State should promote greater state-level support and coordination, including the implementation of a new goal-setting framework, so that California's diverse community colleges can function more as a system.

Need for a Stronger Community College System Office

Successfully implementing system-wide reforms to improve student outcomes in the California Community Colleges will require stronger state-level leadership and coordination than currently exists. The community college system needs a structure that can both drive and ensure fidelity to statewide efforts aimed at improving student outcomes. Improved sharing of data, common goal setting, and a stronger Chancellor's Office are foundational to implementing system-wide reform and refocusing the system on improving student outcomes.

For example, the implementation of key recommendations in this report, such as aligning college readiness standards and assessment tools, improving the identification and dissemination of best practices; sharing longitudinal K-12 data; state and district goal setting; providing technical assistance for districts; and creating a student-oriented technology system all rely heavily on stronger and more coordinated state-level leadership.

Comparison with California's Other Higher Education Systems

Each of the three public higher education segments in California has a central office charged with leading, coordinating, and administering the respective systems. Of the three, the California Community Colleges Chancellor's Office and the Board of Governors has, by far, the least direct control over campuses within its system. Unlike the UC Office of the President and the CSU Chancellor's Office, the CCC Chancellor's Office is a state agency under the control of the Governor. While the Governor makes appointments to all three system's governing boards and all three boards appoint their respective CEO's, only the CCC Chancellor lacks the ability to appoint senior management staff such as vice chancellors. This inability to manage the senior management team reduces the authority of the Chancellor and diminishes the Chancellor's ability to lead the system. The authority of the CCC Chancellor's Office is also impaired by state control over its regulatory power. Unlike the other higher education segments, the CCC must obtain the approval of the Department of Finance before enacting regulations affecting the community college districts or changing how its resources are deployed to meet system needs.

Role that Stronger Chancellor's Office Would Play

While local district control remains a bedrock principle of the CCC system, many of the colleges face common challenges that could be most efficiently addressed through more structured leadership from the Chancellor's Office. For example, colleges often develop extremely effective educational programs that could benefit all of the colleges, but the system lacks a robust mechanism for disseminating effective best practice information to the colleges. Further, recommendations contained in this chapter call on districts and colleges to establish student success goals and to align those goals with state and system-wide priorities. To effectuate this recommendation, a stronger Chancellor's Office is needed to coordinate and oversee those efforts.

In some cases, groups of colleges within a region could benefit from collaborating to address issues unique to those regions. While there are examples of regional collaboration among districts, they have been the exception rather than the rule. A strong Chancellor's Office, oriented towards student success, would be empowered to help coordinate and incentivize regional approaches to delivering programs.

Past Attempts

Proposals to strengthen the CCC Chancellors Office have been included in past statewide educational planning processes. For example, prior reports by The Little Hoover Commission and legislative reviews of the Master Plan for Higher Education have all included recommendations to better align colleges through a more robust CCC system-wide office. Sadly, these proposals have all failed, for different reasons and at different times, but they have failed nonetheless.

California is at a critical economic juncture, and community colleges, through the recommendations contained in this report, are committed to reorienting themselves toward ensuring students succeed. Without more authority in the Chancellor's Office to help colleges implement these recommendations and hold them accountable for positive change, the impact of the recommendations contained within this report will be substantially weakened.

Recommendation 7.1

The state should develop and support a strong community college system office with commensurate authority, appropriate staffing, and adequate resources to provide leadership, oversight, technical assistance and dissemination of best practices. Further, the state should grant the Community College Chancellor's Office the authority to implement policy, consistent with state law.

Requirements for Implementation

- Amend statute to grant the Board of Governor's authority to appoint vice-chancellors.
- Amend statute (Education Code 70901.5) to allow the Chancellor's Office to promulgate Title 5 regulations without obtaining approval from Department of Finance.
- Revise funding for the Chancellors Office by financing the office through alternative means, possibly through the use of ongoing Proposition 98 funding, to be taken from the community colleges share of the Proposition 98 guarantee, or a fee-based system.
- Centrally fund statewide initiatives (technology and professional development)
- Retain annual current Budget Act authority appropriating funds for the academic senate and add budget authority for the student senate to support the critical roles of these groups in the shared governance process.
- Focus the Chancellor's Office on adopting a regional framework to help colleges collaborate and developing a robust system of disseminating best practice information and technical assistance to local colleges.

Recommendation 7.2

In collaboration with the CCC Chancellor’s Office, districts and colleges will identify specific goals for student success and report their progress towards meeting these goals in a public and transparent manner (consistent with Recommendation 7.3).

Requirements for Implementation

- The Chancellor’s Office, in consultation with the internal and external stakeholders, will establish an overarching series of goals, with districts and individual colleges prioritizing these goals and establishing strategies that address local considerations.
- In order to measure and direct attention to addressing persistent equity gaps, these goals will include sub-goals by race/ethnicity.
- The Chancellor’s Office will implement robust accountability reporting (via a publicly understandable “scorecard” per recommendation 7.3), which will include progress made on intermediate measures of student success as well as ultimate outcomes. Starting from the ARCC data, implementation of this recommendation will focus on which additional data elements are needed to support the goal setting function as well as which data elements can be retired to offset the new reporting requirements.
- Implementation of recommendation 7.1 is critical to ensuring that local goals are aligned with state and system-wide measures of student success and that accountability “scorecards” are implemented in a meaningful way.

Recommendation 7.3

Implement a student success scorecard.

In order to increase both public and institutional attention on student success, the California Community Colleges will implement a new accountability tool that would present key student success metrics in a clear and concise manner. These scorecards will be posted at the state and local levels to help focus the attention of educational leaders and the public on student performance. In order to concentrate state and local efforts on closing equity gaps, the scorecards will be disaggregated by racial/ethnic group. The scorecards are intended to promote meaningful policy discussions not only within the community colleges, but also with our colleagues in K-12 schools, business, local government, and other key groups.

The success metrics included on the scorecard would measure a variety of student outcomes, including successfully reaching “momentum points,” such as completion of a basic skills sequence and earning specified thresholds of units, which have been shown to lead to successful program completion. In calculating gains in performance, each college would be compared against its own past performance, thus neutralizing differences associated with local economic and demographic variables. These success measures would include intermediate as well as completion outcomes. Examples of intermediate outcomes include: rate of earning 15 units, 30 units and 60 units; rate of completion of a college level (degree applicable) course in math and English; basic skills improvement rate; rate of term-to-term persistence; and ESL improvement rate. Completion outcomes would include earning a certificate, an associate degree, and transferring to a four-year institution. The Chancellor’s Office will develop scorecard metrics and format, in consultation with internal and external stakeholders.

This new scorecard would be built on the existing Accountability Reporting for Community Colleges (ARCC), our current statewide data collection and reporting system. It should be noted that ARCC has proven itself to be an extremely effective system for gathering and reporting a broad range of institutional and student-level data from the colleges. The key difference is that the new scorecard would present a distilled subset of data in a brief format that will help to focus attention on the system’s current student success efforts.

Requirements for Implementation

- No statutory changes are needed to develop the scorecard format and process.
- Amend Title 5 to require local boards to discuss the scorecard at a public hearing and certify its content. Colleges would then publicly post their scorecard on websites and at physical locations and the Chancellor's Office would make results for all colleges readily available for public view. Implementation of the scorecard process would be required as a condition of receiving funding under the Student Support Initiative (see Recommendation 8.1.)

Recommendation 7.4

The state of California should develop and support a longitudinal student record system to monitor student progress from elementary through postsecondary education and into the workplace.

Linked student level data is tremendously useful to help determine what is working and what is not working to improve student achievement. Under the present system, educational records are housed at each of the segments (CCC, CDE, CSU, UC) respective headquarters. While these institutions routinely share data for a variety of mandated reports and studies, data has not been aggregated centrally or leveraged to improve student instruction or develop centralized student support systems.

The community colleges need system-wide student-level data that can link to the other higher education segments, K-12, and workforce records in order to analyze progress and identify, improve, and implement strategies that are effective at improving student outcomes. The necessity to target resources to support effective strategies has increased as the state budget crisis has led to significant cuts in funding for public education. Information on what is working allows the state to set funding priorities that maximize positive impacts and put students' needs first.

Shared student-level data is also needed to unite the colleges' work to improve student completion. Many community college students transfer among colleges during their educational career or take courses at more than one college at the same time. A shared data system would allow colleges to synchronize assessments, use a common standard to determine readiness for credit bearing coursework, and aggregate academic records. Further, robust data would better enable faculty members to incorporate post-enrollment student outcomes into their curriculum development.

Good linked data are essential both for in-person and online education planning and advisement, the implementation system-wide enrollment priorities, and the ability of colleges to match course offerings with actual student educational pathways. Without good student-level information, neither counselors nor online tools will be able to effectively provide the guidance necessary to help students select courses and sequence those courses in a manner appropriate to their program of study. Such data is also needed maintain transcripts and monitor students' degree status so students not only know how to pursue their postsecondary goals, but also are also aware of when they have reached them. Because of the lack of coordination between community colleges today, many students continue to take courses even

after meeting the requirements for a certificate or transfer to a UC or CSU simply because they are not aware that they have completed the requirements. Shared data is essential to making the system more efficient and to improve student completion of their academic goals.

Required for Implementation

- Secure a commitment from the education segments for the development of a longitudinal K-20/wage data warehouse and the creation of an educational research resource.
- Chancellor's Office, together with the other education segments and the labor agency should procure one-time funding (including grant and philanthropic funding) for database development.

Chapter 8

Align Resources with Student Success Recommendations

POLICY STATEMENT

Both the redirection of existing resources and the acquisition of new resources will be necessary to implement the recommendations contained in this report.

In developing its recommendations, the Task Force took care to work within reasonable assumptions of available state funding. Clearly the current economic recession and California's lingering structural budget shortfall will continue to constrain the ability of the state to make new large-scale investments in the community colleges. For this reason, the Task Force crafted its recommendations to be viable within a reasonable range of financial costs.

Throughout this document, many recommendations are designed to make the colleges and the system as a whole more efficient, by improving productivity, lowering costs and better targeting existing resources. The resources saved by implementing these recommendations can then be reinvested to advance the system's student success efforts. The following is a list of resource saving strategies included in previous chapters of this report:

- Improving enrollment and registration priorities to focus scarce instructional resources on the most critical educational needs;
- Centralizing the implementation of assessment, technology, and other initiatives to achieve greater economies of scale;
- Modifying the Board of Governor's Fee Waiver program;

- Expanding the use of technology to promote efficiency and effectiveness;
- Identifying best practices that can be achieved by redirection of local resources.

Despite efforts to contain costs, many aspects of these recommendations will require additional funding in order to implement them at scale and achieve significant positive impacts on student outcomes. Notably, expanding the use of diagnostic assessments, orientation, and education planning as well as having sufficient full time faculty, including counselors, have been identified as critical elements for our colleges to better serve students. Under the current community college funding model and within the system's current funding levels, it is not feasible to expand these practices to the degree necessary to spur systemic improvement. However, with an additional state investment, coupled with the reallocation of existing community college funding and the expanded use technology, we believe it is possible to implement system-wide improvements capable of yielding substantial increases in student outcomes.

Recommendation 8.1

Encourage categorical program streamlining and cooperation.

Over time, the Legislature, often at the urging of the community college system, has developed categorical programs to address specific priorities and concerns. In the community colleges, these programs were by-and-large designed to ensure that: (1) traditionally underserved populations of students received services, (2) money was available to support the needs of part-time faculty, (3) a mechanism existed to centrally fund core programs and services or to designate that dollars be spent for specified, yet critical programmatic purpose.

While well intentioned, the cumulative effect of this budget practice has been to create 21 separate programs that local colleges must manage and coordinate as they attempt to focus on the ultimate objective of helping students achieve their educational goals. Further, while each categorical program benefits the students being served by that particular program, every year hundreds of thousands of otherwise eligible students go without assistance due to capacity constraints.

While the Task Force is not recommending that the current budget structure be changed, it does believe that community colleges should move away from a strict categorical funding approach. The Task Force believes that the current approach results in organizational silos that are inefficient create unnecessary barriers for students in need of critical services and detract from the need for local colleges to have control and flexibility over their student outcomes and resources. To address these issues, the Task Force recommends that:

- State leaders (including the Legislature and Board of Governors) review the administration and reporting requirements of the various categorical programs and streamline them where needed.
- Colleges and programs strive to break down programmatic silos and voluntarily collaborate in an effort to improve the success of students.

Recommendation 8.2

Invest in a student support initiative.

At the heart of this report is the need to improve and expand core student support services such as diagnostic assessments, orientation, and education planning in order to help students successfully navigate the community college environment. Bolstering these support programs will require reprioritization of resources at the state and local levels, and increased use of innovative technologies, as well as additional state investment.

While innovation and reprioritization will be necessary, the reality is that without an additional investment by the state, the ability of colleges to implement many key elements of this report, particularly in the area of support services, is in jeopardy. Accordingly, the state and the community college system should set as the first priority for additional state funding the investment in a new Student Support Initiative.

- The Student Support Initiative would rename and encompass the current Matriculation program thus elevating the prominence of the program.
- Beginning with the 2012-13 State Budget, the first priority for new monies appropriated to the system would be to augment the Student Support Initiative.
- These funds would be directed to community college districts to make strategic local investments in activities and programs that are necessary to promote student success, including but not limited to implementing diagnostic assessments, orientation, and education planning.
- Receipt of these funds by a district would be conditioned on the district developing and submitting to the Chancellor's Office local student success plans that are consistent with state and local district goal setting (as outlined in Chapter 7) and address student equity impacts. Plans will identify specific strategies and investments over a multi-year period.
- Further, as a condition of receiving Student Support Initiative funds, districts would be required to implement the common assessment proposed in Recommendation 2.1 and the accountability scorecard described in Recommendation 7.3.
- The Chancellor's Office will monitor district progress towards meeting goals, both in terms of programmatic implementation and also student success metrics.

Requirements for Implementation

- Amend the annual Budget Act, Statute, and Title 5 regulations to fund and implement the new Student Support Initiative as outlined above.

Recommendation 8.3

Encourage innovation and flexibility in the delivery of basic skills instruction.

Helping students to successfully master basic skills requires a range of interventions, from innovative pedagogical strategies to proactive student support services. The right combination of interventions varies across colleges and across student characteristics; there is no “one size fits all” model. In addition, the intensity and timing of interventions needed to help students progress in basic skills acquisition also varies considerably. Despite the significant differences in individual student needs, the current community college funding model assumes that all basic skills students progress along a standard course sequence, with funding dispensed to districts based on the standard full-time equivalent students (FTES) allocation formula.

To allow greater local innovation in the delivery of basic skills, the Task Force recommends developing an alternative funding model that would allow colleges to pilot new strategies for addressing the basic skills needs of students. This approach would allow districts to implement new approaches based on student need rather than on the timing and structure of the standard community college funding allocation model. The total cost to the state of moving students through the basic skills sequence would remain unchanged.

Requirements for Implementation

- Allow a college, with the concurrence of its local academic senate, to seek the approval of the Chancellor’s Office to pilot innovative ways of delivering basic skills instruction that would be supported by regular FTES funding.
- Amend statute and the annual Budget Act to provide the Chancellor’s Office with the authority to allocate funding to colleges to implement innovative basic skills pilots. The amount of funding provided to a college under this model would be equivalent to what a college would have earned to serve the cohort of students under the standard funding model.
- Colleges participating in this alternative funding model would be eligible for exemption from the attendance rules that are contained in the regular FTES funding model. Colleges would report on student outcomes in order to assist in the identification of effective practices.

Chapter 9

A Review of Outcomes-Based Funding

As part of its statutory charge, the Task Force studied outcomes-based funding as one of many potential strategies to promote improved student success. The topic was addressed extensively in both the full Task Force and in a smaller Working Group on Finance. In this examination, the Task Force benefited from input by practitioners from other states that have implemented outcomes-based funding as well as nationally recognized researchers who have examined various funding models. In addition, the Task Force reviewed the available literature, including numerous studies and reports from academic researchers and education groups.

The underlying premise of outcomes-based funding is that by providing funding to colleges in manner that rewards improvement in desired outcomes, college personnel will develop a greater focus on student success and modify activities and investments to harness the greatest possible achievement in the specified outcomes. As the Task Force examined the topic, they considered potential concerns about this funding model including: (1) the risk that community colleges might “cream” students in order to improve success rates; (2) that colleges serving more disadvantaged population might be financially penalized; and (3) that increased funding volatility might actually undermine the ability of colleges to plan and support effective programs. The Task Force also studied strategies that could be used to mitigate against these potential concerns. In this work, the Task Force studied the implementation of outcome-based funding in other states, including Pennsylvania, Indiana, Tennessee, Ohio, and Washington.

Of the models examined, the Task Force determined that the program implemented in Washington State offered the most promising approach. Their success metrics focus on momentum points and reward colleges for a variety of outcomes including advancing students through a basic skills sequence and accumulating specified

thresholds of units that have been shown to be important “tipping points” leading to successful program completion. Each college is compared against its own past performance, thus neutralizing differences associated with local economic and demographic variables. The outcomes-based funding mechanism involves a relatively small portion of overall funding, thus limiting funding volatility. Lastly, the Washington State model has demonstrated early signs that student outcomes have improved under the new funding formula.

Split Decision

After considerable review, the Task Force was deeply divided on the topic of outcome-based funding. A vocal minority supported implementing some version of outcome-based funding, while the majority of Task Force members did not support such a proposal at this time due to various concerns, some of which are noted above. For many Task Force members, the lack of evidence demonstrating that outcome-based funding made a positive impact on student success was an important factor in their decision to reject implementing outcome-based funding at this time. While some states have identified positive impacts, others have not and have terminated implementation of their outcomes-based funding models. The Task Force suggested that the Chancellor’s Office continue to monitor implementation of outcomes-based funding in other states and model how various formulas might work in California.

Related Recommendation for an Accountability Scorecard

In presentations to the Task Force, educational leaders from Washington and Ohio emphasized that while linking funding to outcomes helped their states bring attention to measures of success, it was the public reporting of outcome data that had the greatest effect on the planning and decisions of college leaders. This information fueled a spirited discussion in the Task Force that led to a widely supported recommendation that the California Community Colleges implement a new outcomes-based accountability tool that would present key student success metrics in a clear and concise manner. These scorecards would be posted at the state and local level and would help to concentrate the focus of educational leaders on student performance. (Please see Recommendation 7.3 for additional details on the scorecard proposal.)

Student Success Task Force Members

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Member, Board of Governors, California
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Member, Board of Trustees, Mt. San
Antonio Community College District

Christopher Cabaldon

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Tara Cooper

Matriculation Student Personnel
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Dr. Nancy Shulock

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Ex Officio Member

Dr. Jack Scott,

Chancellor, California Community
Colleges

Executive Director

Amy C. Supinger

Program Review Totals

Software	\$ 230,186
Hardware	\$ 543,044
Facility	\$ 541,747
Gen Equip	\$ 151,867
Non-routine Equip	\$ 361,400
Total	\$ 1,828,245

Before reductions	Amount reduced
\$ 394,072	\$ 163,886
\$ 1,028,071	\$ 485,027
\$ 1,342,247	\$ 800,500
\$ 686,417	\$ 534,550
\$ 894,692	\$ 533,292
\$ 4,345,499	\$ 2,517,255

Dept.	Orgn	Description	2011-12	Fund	Orgn	Account	Program	Activity	Description
Photo	628	Epson Lg Format Printer - 9600 *	\$5,800	41000	6810	644800	103000	NR500	Epson Printer 9600
Photo	628	Epson Lg Format Printer - 7800 *	\$2,600	41000	6810	644800	103000	NR501	Epson Printer 7800
Photo	628	2 - Epson 13"Archival 2200's *	\$2,600	41000	6810	644800	103000	NR502	Epson 2200's
Photo	628	Epson 1680 XL - Flatbed Scanner *	\$3,000	41000	6810	644800	103000	NR503	Epson 1680 XL
Photo	628	2 - Studio Calumet Elites 2400powerpacks -w/ 9 lights *	\$9,000	41000	6810	644800	103000	NR504	Studio Powerpacks
PE/Athletics	1418	Sideline Camera	\$4,500	41000	6810	644800	083500	NR505	Sideline Camera
PE/Athletics	1418	Field Phones	\$7,500	41000	6810	644800	083500	NR506	Field Phones
PE/Athletics	1418	Ice Machine	\$6,000	41000	6810	644800	083500	NR507	Ice Machine
Biology	1600	cabinet, drying, botany, Lane (unit cost) (2)	\$8,000	41000	6810	644800	040100	NR508	Botany Cabinets
Biology	1600	Student bone boxes 1/2 a disarticulated plastic skeleton)(6)	\$18,000	41000	6810	644800	040100	NR509	Student Bone Boxes
Biology	1600	BioPac systems model MP30 (6)(unit price)	\$30,000	41000	6810	644800	040100	NR510	BioPac MP30
Biology	1600	BioPac BSL systems + transducers (unit price) (6)	\$30,000	41000	6810	644800	040100	NR511	BioPac BSL Systems
Biology	1600	microscope dissecting B & L zoom 3 repl w/30 SZ51 (23)	\$45,000	41000	6810	644800	040100	NR512	Dissecting Microscope
Biology	1600	microscope illuminators for EBS 201, 209, 210 (100)	\$50,000	41000	6810	644800	040100	NR513	Microscope Illuminators
Automotive	2006	ESP Vehicle inspection Analyzer	\$20,000	41000	6810	644800	094800	NR514	ESP Inspection Analyser
Draft/CAD	2012	HP DesignJet 4000 Plotter — OE 12	\$10,000	41000	6810	644800	095300	NR515	HP Design Jet Plotter
Draft/CAD	2012	Multimedia System OE-12	\$15,000	41000	6810	644800	095300	NR516	Multimedia System OE-12
CNEE	2018	15 Switches	\$30,000	41000	6810	644800	095300	NR517	15 Switches for CAD
CNEE	2018	2 White board	\$5,000	41000	6810	644800	095300	NR518	2 White Boards for CAD
Library	4054	Deactivators & Reactivators	\$3,700	41000	6810	644800	612000	NR519	Deactivators & Reactivators
Information Te	4272	Club car - electric cart	\$12,000	41000	6810	644899	677000	NR520	Electric Cart
Assessment	4850	Scanner	\$7,200	41000	6810	644800	632000	NR521	Scanner for Matriculation

\$324,900

placement List - Inventory of equipment which needs to be replaced on a periodic but not annual basis

Expected Re

Department	Cost Center	Description	Year Purchased	Purchase Cost	Estimated Replacement Cost	2011-12	Type
Photo	628	Epson 2400 - Archival Ink Set	2008	\$250	\$250	\$250	1
Photo	628	Epson 1800 - Archival Ink Set	2008	\$150	\$150	\$150	1
Photo	628	4 - EyeOne Displays Calibration kits (ea)	2007-8	\$200	\$800	\$800	1
Photo	628	2 - Theatrical Blacout Curtain dividers - plus \$300 shipping	2003	\$1,700	\$3,400	\$3,400	1
Photo	628	Track Lighting System - for Print Exhibition Wall	tba	\$350	\$350	\$350	1
Photo	628	22 - CANON 35mm DSLR's - 32 (t2i / D60 / eos Rebels) - 5 per yr (ea)	2005-2010	\$600	\$13,200	\$13,200	1
KELC	842	mats for preschool	don't know	\$1,500	\$1,500	\$1,500	1
KELC	842	cots for 2's		\$400	\$400	\$400	1
KEIC	842	I/T washer/dryer		\$1,500	\$1,500	\$1,500	1
PE/Athletics	1418	DVD Deck	Sept. 2007	\$0	\$1,000	\$1,000	1
PE/Athletics	1418	Knee Braces(10 sets)	Aug. 2006	\$0	\$4,000	\$4,000	1
PE/Athletics	1418	Portable Homerun fence	Jan. 2005	\$650	\$1,000	\$1,000	1
PE/Athletics	1418	Bike Replacement	Jan. 2005	\$1,200	\$1,200	\$1,200	1
PE/Athletics	1418	Whirlpool Table	Jan. 1990	\$500	\$800	\$800	1
PE/Athletics	1418	Water Cart	Oct.2007	\$300	\$400	\$400	1
PE/Athletics	1418	Ankle and knee Braces	Varies	\$3,000	\$3,700	\$3,700	1
Biology	1600	Artica Titanium 1/3 hp Chiller for Kreisel	Mar-07	\$1,300	\$1,000	\$1,000	1
Biology	1600	Stationary Bicycle, Lifecycle			\$700	\$1,000	1
Biology	1600	Artica Titanium 1/3hp Chiller for cold room			\$1,000	\$1,000	1
Biology	1600	Dvorine color plates unit price) (2)			\$500	\$1,000	1
Biology	1600	Incubator Thelco	1985	\$600	\$1,200	\$1,200	1
Biology	1600	Heart model, SOMSO (3)	n/a	\$204	\$450	\$1,350	1
Biology	1600	Millipore setups (10)	Feb-06	\$209	\$360	\$3,600	1
SoML	1900	3M 1810 Overhead projector (5 @ \$270 each)	?	\$270	\$1,350	\$1,350	1
Automotive	2006	2 ton Lincoln Floor Jack			\$500	\$500	1
Automotive	2006	2 ton Lincoln Floor Jack			\$500	\$500	1
Automotive	2006	UEI 7100 Digital Storage Oscilloscope	2004(?)		\$1,200	\$1,200	1
Automotive	2006	UEI 7100 Digital Storage Oscilloscope			\$1,200	\$1,200	1
Automotive	2006	UEI 7100 Digital Storage Oscilloscope			\$1,200	\$1,200	1
Automotive	2006	UEI 7100 Digital Storage Oscilloscope			\$1,200	\$1,200	1
Automotive	2006	UEI 7100 Digital Storage Oscilloscope			\$1,200	\$1,200	1
Draft/CAD	2012	HP Color LaserJet 2820 — ECC 30	2007	\$775		\$900	1
EH	2024	Greenhouse heating pad systems (8)	2009	\$400	\$1,600	\$1,600	1
MDT	2048	Dive Safety Flags & Floats	2007	\$150		\$150	1

placement List - Inventory of equipment which needs to be replaced on a periodic but not annual basis

Expected Re

Department	Cost Center	Description	Year Purchased	Purchase Cost	Estimated Replacement Cost	2011-12	Type
MDT	2048	U/W Buring Torches	2008	\$500		\$500	1
MDT	2048	U/W Welding Torches	2008	\$500		\$500	1
MDT	2048	L.P. Air Filter	2008	\$500		\$500	1
MDT	2048	Trama Kits	2008	\$500		\$500	1
MDT	2048	H.P. Air Filters	2008	\$500		\$750	1
MDT	2048	CO2 Analyzers	1999	\$1,200		\$1,200	1
MDT	2048	Gas Regulators	1999	\$1,500		\$1,700	1
LRC	4030	10 DVD/VCR players ea	2000	\$400	\$250	\$250	1
Library	4054	Barcode Scanner (2)	1989		\$700	\$700	1
St. Devel	4806	Computer Ram (for 13 units)			\$780	\$780	1
St. Devel	4806	Shredder	2006		\$1,100	\$1,100	1
St. Devel	4826	Work Station Chairs 4 @ \$250 ea.			\$1,000	\$1,000	1
St. Devel	4826	Task Chairs 4 @ \$500.00 ea.			\$2,000	\$2,000	1
St. Devel	4830	Printer HP LaserJet 4100n			\$500	\$500	1
ISSP	4846	Portable copier	1997	\$1,200	\$1,500	\$1,500	1
ISSP	4846	Document shredder	2007	\$365	\$1,100	\$1,100	1
Assessment	4850	Paper Shredder	2006	\$80	\$500	\$500	1
St. Devel	4874	Printer - Articulation Office			\$600	\$600	1
St. Devel	4878	Printer HP LaserJet 4100n			\$500		1
St. Devel	4886	Stanchions @ \$100 (Replace 3 per year)			\$400	\$400	1
St. Devel	4886	Student Chairs - Student Services Building Lobby, Service Centers and Staff Lounge (replace 8 per year @ \$150.00 each)	1989		\$1,200	\$1,200	1
MAT/SOMA	618/608	White screen for wall projection_A173	1999	~500	\$500	\$500	1
MAT/SOMA	618/608	Replacement bulbs for A173 projector, 400 each.			\$800	\$800	1
MAT/SOMA	618/608	Old chairs with bad back support need replacement to alleviate staff back	1999	~3000	\$3,000	\$3,000	1
MAT/SOMA	618/608	Computer replacement parts. RAM, Harddrives.	2006-2007		\$2,000	\$2,000	1
MAT/SOMA	618/608	Hard drives, enclosures, flash memory sticks.			\$2,000	\$2,000	1
FRC	N/A	TWO- FRC office chairs	2010	\$350	\$700	\$700	1
FRC	N/A	Replace two worn chairs in FRC training facility	2010	\$350	\$700	\$700	1
FRC	N/A	One Adjustable hieght office desk for frc staffer...	2010	\$700	\$700	\$700	1
FRC	N/A	Apple OSX SServer software- unlimited user version	2010	\$500	\$500	\$500	1
FRC	N/A	Dragon Naturally speaking ver. 11 professional	2010	\$599	\$660	\$660	1
STS	N/A	Battery backup replacement for failing units.	2003-2007	\$1,400	\$1,400	\$1,400	1

placement List - Inventory of equipment which needs to be replaced on a periodic but not annual basis

Expected Re

Department	Cost Center	Description	Year Purchased	Purchase Cost	Estimated Replacement Cost	2011-12	Type
Draft/CAD	2012	Dell M90 64-bit Laptop Computer — OE 12	2006	\$3,430		\$3,500	2
MAT/SOMA	618/608	Projector for class use - A173	2006	\$2,200	\$2,200	\$2,200	2
MAT/SOMA	618/608	Projector cable run for A173	1999	\$1,000	\$1,000	\$1,000	2
MAT/SOMA	618/608	Dell server. Management process requires more robust hardware than repurposed desktop machines currently used.			\$8,400	\$8,400	2
Biology	1600	chairs, Biofit vinyl (30) EBS 202			\$8,500	\$8,500	3
Biology	1600	chairs, Biofit vinyl (30) EBS 209			\$8,500	\$8,500	3
Biology	1600	chairs, Biofit vinyl (30) EBS 210			\$8,500	\$8,500	3
Biology	1600	chairs, wooden replace with Biofit vinyl EBS 312			\$8,500	\$8,500	3
Biology	1600	chairs, wooden replace with Biofit vinyl EBS313			\$8,500	\$8,500	3
OEP	4072	Replacement blinds/window tinting - A113	?		\$3,000	\$3,000	3
Draft/CAD	2012	(55) LCD Displays — OE 16, OE 16A	never			\$38,500	4
Draft/CAD	2012	(50) Split-Top Drafting/Computer Tables — OE 16	never	\$44,000		\$50,000	4
Draft/CAD	2012	(55) CAD Computers — OE 16, OE 16A	never			\$110,000	4
FRC	N/A	Class Title: FRC Technology Specialist	2010	\$81,052	\$81,052	\$81,052	4
Earth	1648	Lab/Field bus replace Bus 44: Qty 1 @-\$140,000	2004	\$25,000	\$140,000	\$140,000	5
CNEE	2018	Microsoft MSDN Subscription	2008	\$900	\$900	\$900	6
FRC	N/A	Restore FRC department budget to 2007-08 levels when The California State Budget improves. Clearly, it is not possible over an extended period to run a center with seven staff, 17 computers, 3 servers, advanced production software, complex audio/video and other specialized equipment, using diminished budgets. The FRC staff makes use of free resources on the Internet and shares resources on campus, but its production and training needs are more demanding than free resources can meet To maintain our efficiency and the relevance of the training and instructional materials we help produce it is necessary that we be adequately funded. As we focus on instructional technology, the targets are always moving quickly ahead. Students, technology, software, and information move too quickly to allow us to lag far behind without adverse consequences. Consultant- \$3,500 cut to \$0 as of 7/02 Travel and Conference- \$3,500 cut to \$0 as of 7/08 Capital Equipment- \$1,500 cut to \$0 as of 7/08 Supplies- \$17,000 cut to \$9,800 as of 7/08	2010				6
				\$15,700	\$15,700	\$15,700	

placement List - Inventory of equipment which needs to be replaced on a periodic but not annual basis

Expected Re

Department	Cost Center	Description	Year Purchased	Purchase Cost	Estimated Replacement Cost	2011-12	Type
Photo	628	Epson Lg Format Printer - 9600 *	2007	\$5,500	\$5,800	\$5,800	
Photo	628	Epson Lg Format Printer - 7800 *	2008	\$2,300	\$2,600	\$2,600	
Photo	628	2 - Epson 13"Archival 2200's *	2004	\$1,300	\$2,600	\$2,600	
Photo	628	Epson 1680 XL - Flatbed Scanner *	2006	\$3,875	\$3,000	\$3,000	
Photo	628	2 - Studio Calumet Elites 2400powerpacks -w/ 9 lights *	2004	\$4,500	\$9,000	\$9,000	
PE/Athletics	1418	Sideline Camera	July,2003	\$3,850	\$4,500	\$4,500	
PE/Athletics	1418	Field Phones	May. 2005	\$6,500	\$7,500	\$7,500	
PE/Athletics	1418	Ice Machine	Jan. 1997	\$4,000	\$6,000	\$6,000	
Biology	1600	cabinet, drying, botany, Lane (unit cost) (2)	1987	\$1,633	\$4,000	\$8,000	
Biology	1600	Student bone boxes 1/2 a disarticulated plastic skeleton)(6)			\$3,000	\$18,000	
Biology	1600	BioPac systems model MP30 (6)(unit price)			\$5,000	\$30,000	
Biology	1600	BioPac BSL systems + transducers (unit price) (6)	Sep-02	\$4,236	\$5,000	\$30,000	
Biology	1600	microscope dissecting B & L zoom 3 repl w/30 SZ51 (23)	1985	\$347	\$1,500	\$45,000	
Biology	1600	microscope illuminators for EBS 201, 209, 210 (100)			\$500	\$50,000	
Automotive	2006	ESP Vehicle inspection Analyzer			\$20,000	\$20,000	
Draft/CAD	2012	HP DesignJet 4000 Plotter — OE 12	2007	\$8,415		\$10,000	
Draft/CAD	2012	Multimedia System OE-12	1995	re-used		\$15,000	
CNEE	2018	15 Switches	2002	\$30,000	\$30,000	\$30,000	
CNEE	2018	2 White board			\$5,000	\$5,000	
Library	4054	Deactivators & Reactivators	1985		\$3,700	\$3,700	
Assessment	4850	Scanner	2003	\$6,000	\$7,200	\$7,200	
						\$894,692	
		Supplies				85,040	1
		Technology				15,100	2
		Classrom Improvement				45,500	3
		Program Review (new Request, HR or Program)				279,552	4
		Approved in prior year				140,000	5
		Not Equipment				16,600	6
		Subtotal not Equipment				\$ 581,792	
		Net Equipment				\$ 312,900	

BP 6251 PRINCIPLES OF BUDGET DEVELOPMENT

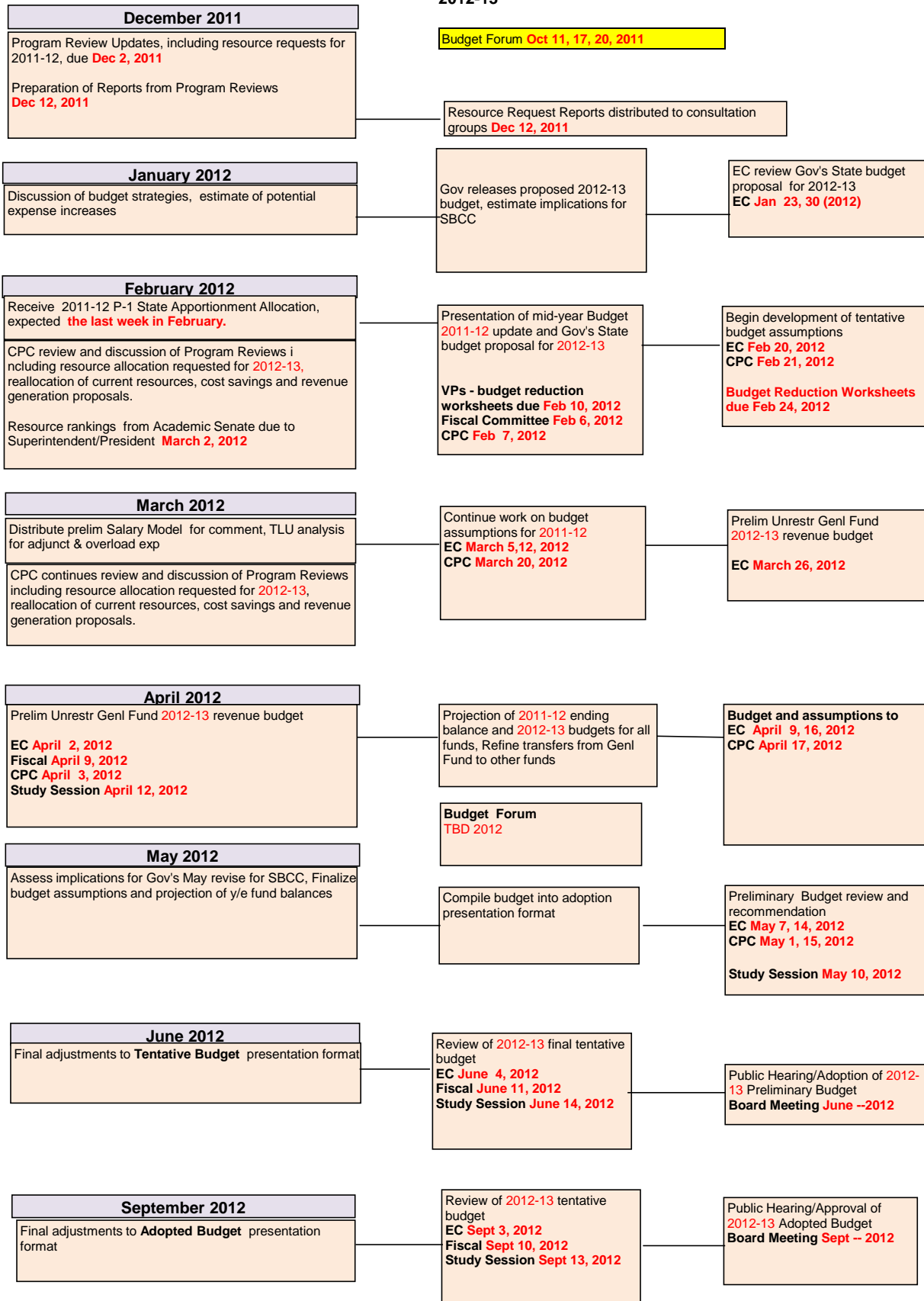
The Principles of Budget Development shall be used to allocate resources and thereby protect Santa Barbara Community College District's viability as an institution capable of fulfilling its educational mission. The allocation of resources shall accomplish the following goals:

- ◆ Support student enrollment, retention and success
 - ◆ Maintain the highest quality of instruction and services
 - ◆ Meet the legal, contractual and accreditation obligations of the college
1. The College shall balance its budget; ongoing expenses shall be supported by ongoing income. An unrestricted general fund reserve shall be maintained. This is based on the legally mandated requirement, plus banked TLU obligation and the deferrals of state funds OR 15% of annual projected expenditure plus TLU obligation, whichever is greater.
 2. One-time funds shall not be used to fund programs or activities on an ongoing basis.
 3. In the event of one-time funding shortfalls or unanticipated expenses, reserves may be used to facilitate budget adjustments while expenses are reduced in the least disruptive manner. Use of reserves shall be short-term and the reestablishment of the reserve shall be the highest planning priority. The net amount of accessible funds in the JPA (Joint Power Authority) (approximately \$7.5 million) will not be included as part of the college's reserves, but is available to use for one-time emergency reserves, such as not having funds to pay expenses.

4. Lay-offs of regular certificated and classified staff will be avoided if possible. In the event of funding shortfalls, positions that become vacant may not be filled and reassignments may be necessary.
5. Costs of programs and services relative to their importance shall be a major factor in considering reduction/retention of programs and services rather than instituting across the board cuts.
6. Employee compensation shall be among the highest priorities in making budget decisions. Funds shall be allocated in order to assure competitive salaries, benefits, and working conditions to recruit, retain, and motivate the best possible administrators, faculty and staff.
7. The college shall adhere to the principles of participatory governance while engaging in institutional planning and budget development.
8. Meeting the college's FTES (full-time equivalent student) cap in a cost effective and strategic manner shall be a priority.
9. The College shall budget revenue from enrollment when it is received. Similarly, for non-apportionment income (e.g., out-of-state fees, international student fees, interest income, lottery), an estimate shall be made utilizing trends in order to establish revenue projections.
10. Fixed and mandated costs (e.g., utilities, liability and property insurance, salary steps, and reserve requirements) shall be projected annually and allocations will be made to meet these expenses.

11. Growth funds shall be allocated only after receipt and shall be used first to fund growth-related expenses. Remaining growth funds shall be allocated to support institutional priorities determined through collegial consultation.
12. The District's capital equipment shall be provided, maintained and replaced in a systematic manner. Determining the need for transfers from the General Fund to the Equipment Fund shall be identified as part of the ongoing fiscal planning and budget process.
13. Buildings and grounds shall be developed and maintained to meet student and programmatic needs through General Fund transfers to the Construction Fund. Determining the need for transfers from the General Fund to Construction Fund shall be identified as part of the ongoing fiscal planning and budget process.

**SANTA BARBARA COMMUNITY COLLEGE DISTRICT
BUDGET DEVELOPMENT TIMELINE UPDATED October, 2011
2012-13**



Santa Barbara City College
Continuing Education Division

Draft of Proposed Approach to Achieve the Objective of Offering a Comprehensive
and Vibrant Continuing Education That is Responsive to the Needs of the
Community

~~10-9-11~~ 12-5-11

A priority of the college is to offer a comprehensive and vibrant continuing education program that is responsive to the needs of the community at a time when state and federal funding to support adult [and continuing](#) education are being substantially reduced. To help the college achieve this ambitious goal, I am calling for the creation of a task force to identify recommended strategies that will enable the college to offer a comprehensive Continuing Education ([CE](#)) program that is responsive to the learning needs of the community and to do so during a time of reduced state support for adult [and continuing](#) education. This formal name of this task force is “Achieving the Vision for Continuing Education (AVCE) Task Force”. However, for everyday use it will be called the Continuing Education Task Force (CETF).

The membership of the CE Task Force will be comprised of representatives from the CE Consultation Council and in consultation with the Continuing Education Consultation Council, faculty representing each of the state funded categories and fee-based courses offered by the CE Division appointed by the president of the Academic Senate. Given the significant differences in the nature of programs within certain state-funded categories, there may be two CE faculty appointed by the president of the Academic Senate to represent each of the different types of programs within one state-funded category, such as one for ESL and Vocational ESL and one for basic skills instruction. Much of the work of this task force will be done by workgroups. Individuals from existing CE organizations, CE faculty, [CE Citizens' Advisory Council](#) and community members will be invited to participate in these work groups. The CE Task Force will be co-chaired by [Dr. Ofeila R. Arellano](#), the vice president for Continuing Education, and a CE faculty member appointed by Sally Sanger, the president of the Continuing Education Instructors' Association. Sally Sanger has appointed Yolanda Garcia to serve as the co-chair of the CE Task Force along with CE Vice President Arellano.

Overview of changes in state funding for community colleges and its implications for the Continuing Education Division

The California fiscal crisis is creating a tremendous toll on the nation's largest system of higher education comprised of 72 districts serving more than three million students. Tragically, at a time when the need and demand for higher education has never been greater, the state of California is reducing the number of students it will pay for to attend UC, CSU, community colleges, and K-12 school districts and community colleges with primary responsibility for providing adult [and continuing](#) education to their communities. Moreover, a growing number of school districts and community colleges with responsibility for providing adult [and continuing](#) education to their communities have made substantial reductions in their state funded adult education offerings and have reallocated money they had been using to pay for non-credit classes to help off-set reductions in state funding for their other programs.

This year community colleges will be subject to anywhere from \$840 million to \$1 billion in cuts in their state funding. At the local level, this translates to a \$4.264 million reduction in revenues to Santa Barbara City College. If by December 15, 2011, projections show that the revenue the state expected to receive this year does not materialize, it will decrease the amount it allocates to the college this year to \$5.185 million. This reduction in state funding is in addition to the reduced state funding the college received in each of the past three years.

For the Continuing Education Division, this will mean the following reductions starting in 2011-2012:

- Reduction of \$90,000 in Continuing Education direct instructional expenditures by converting 60 sections from free (state supported) to fee-based starting in [_winter 2012 \(30 sections in winter 2012 and 30 additional sections in](#) spring 2012).
- Reduction of \$69,600 in hourly worker budgets (includes short-term hourly, student workers and overtime)
- Reduction of \$90,700 in operational budgets (e.g., materials and supplies printing and duplicating, travel and conference, contracts for services).

There is currently a recommendation proposed by the state-wide Student Success Task Force that calls for the elimination of state funding for non-credit courses in the categories of Older Adults, Parenting, and [and non short term vocational program courses in](#) Family and Consumer Sciences. If this recommendation is submitted and approved by the Board of Governors for the California Community Colleges at its March, 2012 meeting, all of these non-credit classes would need to be offered as self-supported fee-based courses.

Objectives of the Achieving the Vision for Continuing Education Task Force (CE Task Force)

The objectives of the CE Task Force are to:

1. Continue to identify strategies for offering a comprehensive Continuing Education program through a combination of state-supported classes, fee-based classes, and classes and learning experiences supported by external donations (e.g., grants, donations from business', organizations, and individuals) to underwrite the costs to support specified learning activities such as the Psychology Weekends for Older Adults, Mind/Super Mind and current events speaker series. The strategies need to include ones for converting state-supported non-credit courses to self-supporting fee-based classes for those that will no longer be funded by the state either because of reductions in funding to pay for these classes or the elimination of state support for categories of non-credit.
2. Identify models and strategies for creating and providing the administrative support required to offer a vibrant fee-based, self-supported program (e.g., Saddleback College revenue sharing model, UCLA Extension type model but at a much lower cost per class).
3. Identify strategies and approaches to support generating external support to enable the college to offer learning experiences for the community that would not be possible to provide as state or fee-based classes.
4. Identify strategies to increase the number of students that participate in and then successfully complete the non-credit basic skills, ~~and~~ ESL courses and short-term Career Technology Education ~~the percentage of these students that successfully transition to the Credit Program and/or hired in jobs that pays competitive wages.~~
5. Identify entry-level career opportunities that the college should offer non-credit in the areas of short-term vocational programs and workforce preparation courses and to prepare students to enter or maintain employment.
6. Work with representatives from the college's Credit Division to develop strategies to increase the number students in non-credit basic skills, ESL and short-term vocational education programs that transition into the Credit program to pursue their certificate, degree and/or transfer career and educational objectives. The strategies need to include the coordination of credit and non-credit support services.
- ~~6.7.~~ Identify strategies for designing and offering short-term non-credit and credit courses and programs that are target to people 50 years or older who need or want to re-enter the work force in paid or volunteer positions in as brief of time as possible. The strategies developed need to take into account the person's life-time experiences and be designed to be responsive to learning needs of those 50 years or older that differ from those of younger students.
- ~~7. Work with representatives from the college's Credit Division to develop strategies to increase the number students that in non-credit basic skills, ESL and short-term vocational education programs that enter and are prepared to successively complete their certificate, degree and/or transfer program~~

~~educational objectives. The strategies need to include the coordination of credit and non-credit support services.~~

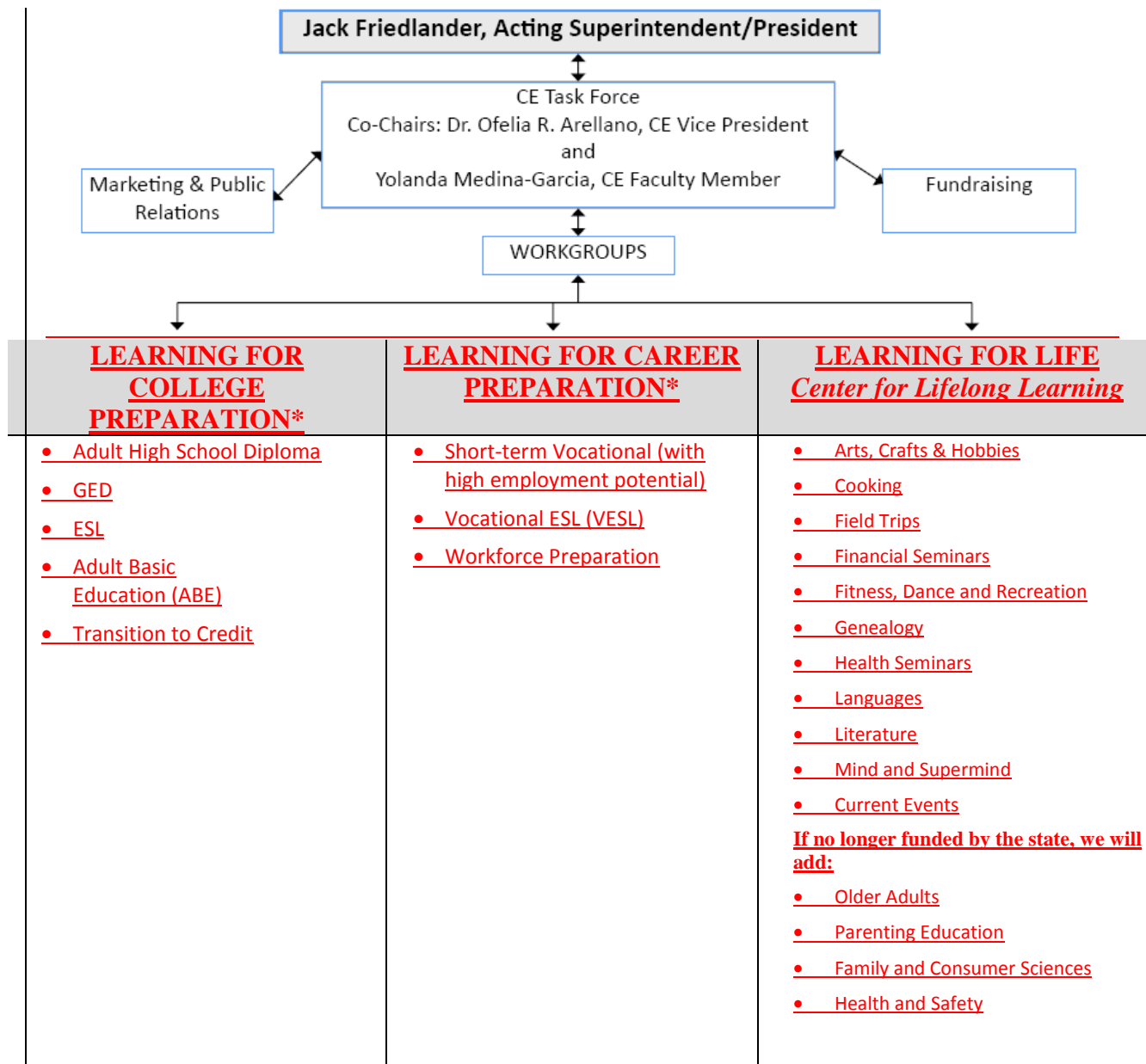
The charge of the CE Task Force will be to submit its recommendations to the college Superintendent/President by June, 15th, 2012.

Composition and Organizational Structure of the CE Task Force

Now more than ever, the Continuing Education Division needs all segments of the community to be involved in setting goals and to work in collaborative partnerships to obtain resources to continue to deliver important adult education programs and courses to the community. The organizational structure for the CE Task Force is shown in the following chart.

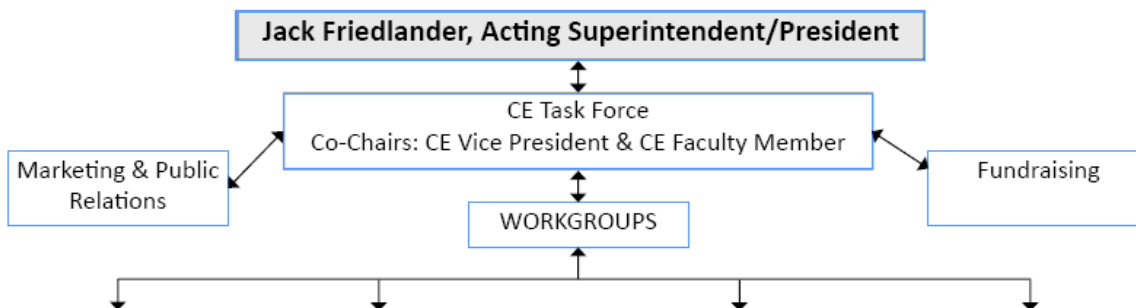
CONTINUING EDUCATION TASK FORCE ORGANIZATIONAL CHART

LEARNING FOR COLLEGE PREPARATION*	LEARNING FOR CAREER PREPARATION*	LEARNING FOR DESIGNATED POPULATIONS	LEARNING FOR LIFE <i>Center for Lifelong Learning</i>
<ul style="list-style-type: none"> ● Adult High School Diploma ● GED ● ESL ● Adult Basic Education (ABE) ● Transition to Credit 	<ul style="list-style-type: none"> ● Short-term Vocational (with high employment potential) ● Vocational-ESL (VESL) ● Workforce Preparation 	<ul style="list-style-type: none"> ● Health and Safety ● Persons with Disabilities ● Older Adults ● Parenting ● Family and Consumer Sciences 	<ul style="list-style-type: none"> ● Arts, Crafts & Hobbies ● Cooking ● Field Trips ● Financial Seminars ● Fitness, Dance and Recreation ● Genealogy ● Health Seminars ● Languages ● Literature ● Mind and Supermind ● Current Events If no longer funded by the state, we will add: ● All Older Adults ● Parenting ● Family and Consumer Sciences ● Health and Safety



** Designates a State priority for funding; includes Student Support Services*

~~CONTINUING EDUCATION TASK FORCE ORGANIZATIONAL CHART~~



**Designates a State priority for funding, includes State Support Services*

CE Task Force Steering Committee: The Steering Committee is responsible for providing direction and coordination for the work of the Task Force. The Steering Committee will be responsible for submitting the Task Force's final report to the college Superintendent/President, informing him of ~~the~~ the progress of the Task Force in completing its objectives, and in calling to his attention opportunities and/or challenges that are identified in the course of working on this project. The Steering Committee will be co-chaired by Dr. Ofelia R. Arellano, the Vice President for Continuing Education, and Yolanda Garcia, representing the CE faculty. The administration's representatives on the Steering Committee have been appointed by the VP of Continuing Education, ~~the~~ The CE faculty members have been appointed by the President of the Academic Senate, ~~the~~ The community members have been appointed by the college Superintendent/President in consultation with the CE Consultation Council. The CE Consultation Council and the CE Citizens' Advisory Council will appoint a representative for each of their groups to serve as its liaison to the Steering Committee. The President of the Academic Senate will serve as a member of the CE Task Force Steering Committee.

CE Task Force Work Groups: There ~~re~~ will be ~~four~~three work groups that correspond to each of the ~~four~~three pillars of Continuing Education. A workgroup is not needed for the pillar of Continuing Education that includes state-funded courses and programs for the following areas: Health and Safety, Persons with Disabilities, Older Adults, Parenting, and Family and Consumer Sciences. The members of the work groups will be selected by the CE Task Force Steering Committee. The work groups will operate under the direction of and report to the Steering Committee. The objectives assigned to each of the ~~three~~four work groups are noted below.

CE Task Force: The College will continue to use the CE Consultation Council to explore approaches that will help enable the college to achieve its goal of offering a comprehensive and vibrant continuing education program to the community in a time of reduced state funding to do so.

Members of the CE Consultation Council will recommend individuals to serve on the AVCE Task Force that can represent each of the 10 state funded categories for continuing education programs and fee-based courses. The AVCE Task Force will invite students from the CE Student Taskforce to participate. The Task Force will also invite members from the CE Citizens' Advisory Council to serve. The CE Citizens' Advisory Council has served as supportive link between the community and the CE Division for nearly 60 years. It recently formed [the Scholarship](#)

Committee and the Public Relations/Communications Committee to enhance communication strategies with students, staff, faculty, and the general Santa Barbara community.

Task Force Work Groups

Work groups will be formed for each of the following ~~four~~three areas of Continuing and adult education that are shown in the organizational chart for the Continuing Education Task Force: ~~Learning for Lifelong Learning; Learning for Career Preparation; Learning for Designated Populations that are state funded; and Learning for College Preparation; Learning for Career Preparation; and Learning for Life, which includes the creation of the Center for Lifelong Learning to offer non-state supported adult education courses and programs.~~ The work groups will be charged by the CE Task Force Steering Committee to identify strategies for achieving each of the Task Force objectives they are asked to address. The work groups are accountable to the CE Task force Steering Committee. The Steering Committee, in consultation with the college Superintendent/President, will identify the people to invite to serve on the work groups and the process for doing so. The objectives for each of the work groups are noted below.

~~L~~earning for ~~C~~ollege ~~p~~reparation ~~W~~ork ~~g~~roup ~~e~~Objectives

The Learning for College Preparation Work Group will be asked to develop recommended strategies to achieve each of the following objectives:

- ~~—Identify strategies to increase the number of students that participate in non-credit basic skills and ESL courses and the percentage of these students that successfully transition to the Credit Program and/or hired in jobs that pays competitive wages.~~
- Identify strategies to increase the number of students that participate in non-credit basic skills and ESL courses and the percentage of these students that successfully transition to the Credit Program and/or hired in jobs that pays competitive wages and then successfully complete the non-credit basic skills, ESL courses and short-term Career Technology Education..
- Work with representatives from the college’s Credit Division to develop strategies to increase the number students ~~that~~ in non-credit basic skills, ESL and short-term vocational education programs ~~that transition into the Credit program to pursue that enter and are prepared to successively complete~~ their certificate, degree and/or transfer ~~career and program~~ educational objectives. The strategies need to include the coordination of credit and non-credit support services.

Learning for eCareer Preparation

Objectives for Learning for Career Preparation:

- Identify entry-level career opportunities that the college should offer non-credit short-term vocational programs and workforce preparation courses and to prepare students to enter or maintain employment.

~~Identify entry level career opportunities that the college should offer in the areas of short term vocational programs and workforce preparation courses to prepare students to enter or maintain employment.~~

- Identify strategies for designing and offering short-term non-credit and credit courses and programs that are target to people 50 years or older who need or want to re-enter the work force in paid or volunteer positions in as brief of time as possible. The strategies developed need to take into account the person's life-time experiences and be designed to be responsive to learning needs of those 50 years or older that differ from those of younger students.

- Work with representatives from the college's Credit Division to develop strategies to increase the number students in non-credit basic skills, ESL and short-term vocational education programs that transition into the Credit program to pursue their certificate, degree and/or transfer career and educational objectives. The strategies need to include the coordination of credit and non-credit support services.

~~Work with representatives from the college's Credit Division to develop strategies to increase the number students that in non-credit basic skills, ESL and short term vocational education programs that enter and are prepared to successively complete their certificate, degree and/or transfer program educational objectives. The strategies need to include the coordination of credit and non-credit support services.~~

learning for designated populations that are state-funded

Objectives for the state-funded Learning for Designated Populations Work Group:

- ~~Assess the extent to which the learning needs of each of the designated populations that are eligible for state funding are being met.~~
- ~~Identify strategies for meeting the learning needs of people in each of the state-funded designated population segments of the population (e.g., types of classes, format and method of delivering instruction).~~
- ~~Identify potential partnerships the college could enter into with community-based organizations in providing instruction that would be responsive to the learning needs of people in the designated population groups.~~

Learning for Life~~LEARNING FOR LIFE~~

Objectives for Life~~The Learning for Life work group will::~~

- Identify models and strategies for creating and providing the administrative support required to offer a vibrant fee-based, self-supported program (e.g., Saddle-back College revenue sharing model, UCLA Extension type model but at a much lower cost per class)
- Identify strategies ~~and approaches to support~~for generating external support to enable the college to offer learning experiences for the community that would not be possible to provide as state or fee-based classes. ~~The recommended plan needs to include the resources required to generate external support to help fund Center courses and programs.~~
- Identify strategies for designing and offering short-term non-credit and credit courses and programs that are target to people 50 years or older who need or want to re-enter the work force in paid or volunteer positions in as brief of time as possible. The strategies developed need to take into account the person's life-time experiences and be designed to be responsive to learning needs of those 50 years or older that differ from those of younger students.
- Develop recommended plan for creating the
- Proposed Center for Lifelong Learning. ; Members of the AVCE Task Force will identify additional people with the knowledge and interest to assist the college in developing a proposed new initiative for offering fee based classes that we have tentatively titled, "The Center for Lifelong Learning." The Center will be a self-supporting entrepreneurial program within the college charged with offering as full of a range of fee-based and externally funded classes and programs as possible to meet demand of such offerings. Since the Center for Life-long Learning would be self-supporting, there is no limit on the number and types of classes and programs that it could offer. This program would not be subject to the attendance accounting rules and regulations the state requires the classes it supports to follow.

Proposed Time Line for Completing the Objectives of the CE Task Force~~Outcomes of the Achieving the Vision for Continuing Education (AVCE) Task Force~~

Outcome 1

Identify recommendations for offering comprehensive Continuing Education programs and courses in light of reduced state funding and changing regulations. More specifically, how can this goal be achieved by expanding the current CE Division model of offerings established through a combination of state funded

classes, self-supported offerings (fee-based), and grants and donations (for sponsored courses and learning activities) to ensure a self-sustaining program?

Outcome 2

Identify a fee structure for self-supported classes/programs that includes direct and indirect costs to cover all related expenditures for marketing, staffing and other related budgetary needs. Continue to explore models from Saddleback College and Mount San Antonio College that have a successful revenue sharing model.

Outcome 3

Identify the organizational structure for the Center for Lifelong Learning that will enable it to be responsive to the needs and interests of the community and to enable it to expand its offerings if the demand is present to do so.

Outcome 4

Develop a proposed plan needed to develop and implement the organizational structure needed to generate external support to support student scholarships, offering continuing education classes and programs, including those programmed through the Center for Lifelong Learning. The plan needs to address such items as staff required to support CE fund raising efforts, process for prioritizing and coordinating fund raising requests, approach to coordinate fund raising activities with those of the college's Foundation, and strategies to develop a CE Endowment campaign so that the money generated from investments can be used to support CE students, courses and programs.

The draft of the CE Task Force's final report will be submitted to the college's Superintendent/President by May 15, 2012.