*Diablo Valley College*
*2018-2019*
*Committee Annual Reports*

**DVC**
DIABLO VALLEY COLLEGE

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**We inspire, educate, and empower students to transform**

**their lives and their communities.**
*We guide students to achieve their goals by awarding degrees and certificates,*
*preparing them for transfer to four-year colleges and universities, facilitating entrance*
*to and advancement in careers, and fostering personal growth.*

# 2018-2019 Committee Annual Reports

# Budget Committee

| For Academic Year: 2018-2019 | |
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| Budget Committee Goals for FY 18-19 | • To provide oversight of campus expenditures.<br>• To review printing costs, consolidate office supplies being purchased through DVC Bookstore, and create new object codes to monitor food and travel expenses.<br>• To update the charge/function and membership of the Budget Committee to play a larger role in campus resource allocation. |
| Achievements | • Creation of new object codes for food and travel.<br>• Revision of Budget Committee charge and function |
| Obstacles | • Illness, retirements and resignation from key administrative and supervisory positions impeded our ability to achieve the goals. |
| Future Goals | • Classified Senate, Academic Senate and College Council endorsement of revised charge and function.<br>• Collaborate with Program Review Committee<br>   o To implement timeline that avoids duplicate requests on successive program reviews.<br>   o To provide timely prior funding awards to the Program Review Committee<br>   o To require accurate cost estimates for one-time and ongoing Program Review requests |

## College Council

| For Academic Year:  2018-2019 | |
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| Accomplishments | <ul><li>Set goals for College<ul><li>Institution set standards and stretch goals</li><li>Guided Pathways entry metrics and goals</li><li>Vison for Success goals</li><li>Sustainability goals from the Sustainability Committee</li></ul></li><li>Mission statement reviewed and revised</li><li>Updated many procedures</li><li>Committee Work<ul><li>Formed the new Student Equity and Success Committee</li><li>Formed the new Communication Committee</li><li>Reviewed and edited College Council charge and function</li><li>Reviewed and edited RPEC charge and function</li><li>Reviewed and edited Budget Committee charge and function</li></ul></li><li>Made recommendations to the president based on Program Reviews</li><li>Approved additional electric car chargers</li><li>Endorsed Guided Pathways completion teams, approved the scale of adoption document for the state</li><li>Supported the new data coaching program</li><li>Formed and supported work of Racial Justice Task Force</li><li>Approved Student Equity Plan</li><li>Approved grant application for CVC-OEI pathways</li><li>Reviewed results from technology survey of students</li><li>Received reports from committees which report to it</li><li>Approved classroom standards</li></ul> |
| Future goals | <ul><li>Continuous improvement of processes and transparency of decision making at the college</li><li>Continue to set goals for the college</li><li>Continue to serve as vital link in governance process</li></ul> |
| Membership changes at end of year | <ul><li>Beth McBrien, terms out as Academic Senate President</li><li>Catherine Machalinski, steps down as co-chair of RPEC</li><li>Laurie Lema (x-officio member), retirement</li><li>Jessica Martin, terms out as classified Senate President</li></ul> |

# Developmental Education Committee

| For Academic Year: 2018-2019 | |
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| Progress and Accomplishments: | In AY 2018-2019 the Dev Ed Committee has continued to "support and oversee DVC Developmental Education Strategic plan, determine strategic initiatives for yearly focus…and coordinate funding activities related to the Statewide Basic Skills Initiative Funds" (Dev Ed Committee Charge and Function). While the committee has provided guidance, a forum for feedback, and funding for a variety of Dev Ed related proposals (see Appendix), the committee's 2018-2019 focus has been the implementation of AB-705 (See Appendix). Because of the scale of AB-705 implementation and the need to coordinate implementation, the Dev Ed committee has also met on a regular basis in joint meetings with the 3SP committee and with the integrated Student Equity and Achievement Program (SEAP) committee. Additionally, the Co-Chairs of the Dev Ed Committee and the Dean of Student Engagement and Equity, who serves as the point manager for the committee, participated on the writing team for the new Student Equity Plan, which is at the core of SEAP and integrates 3SP, Equity, and BSI programs and funds. |
| Ongoing Work and Needs: | Looking to AY 2019-2020, the committee will need to review the language of its charge and function to insure it is able to meet the needs of students and faculty adjusting to a new placement landscape. While our students' needs have not changed, the way we have traditionally grouped students into developmental and non-developmental courses, and thereby been able to target interventions and support, will continue to change dramatically with the full implementation of AB 705 in Fall 2019. As a result, the work of the Dev Ed committee has shifted from a course-level definition of Dev Ed support to more capacious definition that recognizes the way support will need to reach students and faculty throughout the college.<br><br>Based on this shift, the Dev Ed Committee proposes to focus on three areas for the 2019-20 year:<br>• Re-defining the function and charge for the Dev Ed Committee in light of AB-705 and Guided Pathways;<br>• Redefine the role of the Dev Ed Co-chairs (currently one from English and Math) to serve as leaders and thought partners in creating supports for students in English, ESL, and Math, particularly in their first year; |

| *Ongoing Work and Needs cont.* | <ul><li>Continue to use BSI funds, now included in SEAP, to support innovation in pedagogy, curriculum development, student supports (i.e. tutoring, supplemental instruction), and professional development;</li><li>Continue to support and model partnership between the Counseling, English, and Math Departments and the Assessment Center, among other partners, in the implementation of AB-705; and</li><li>Contribute to the implementation and design of SEAP at DVC.</li></ul>One operational difficulty that continues to arise is the lack of a uniform, accessible funding application process across the Dev Ed, Equity, and 3SP Committees which would also appropriately intersect with the work of program review. The lack of a central application undermines the college's ability to coordinate and keep an account of the various projects. Insofar as the application for funding process remains undefined and invisible to potential applicants, the lack of a uniform application process limits the range of potentially innovative proposals coming before the committees. |
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# Professional Development Committee Report

| For Academic Year: 2018-2019 | |
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| This year, PDC has participated in or helped with planning in: | • Canvas training and continued implementation/effective practices<br>• Supporting and collaborating with major initiatives: Guided Pathways, CVC-OEI cohort, AB705 implementation<br>• Contributed to the Academic Freedom conversation by sponsoring faculty attendance at the FACCC conference in October<br>• Collaborated with RPEC on the formation of the Data Coach program<br>• Collaborated with BSI on supporting Reading and Writing Across the Curriculum (RWAC) program<br>• Working with the district on implementing new PD software Cornerstone<br>• Continuing to work on college priorities of equity, excellence, student success through funding conferences and providing workshops |
| 2019-20 Goals: | • Cornerstone implementation August 2019<br>• Equity and anti-racism professional development strategic plan: developing in collaboration with Racial Justice Task Force, for implementation in the 19-20 year<br>• Continued work with the DE Committee to support CVC-OEI cohort participation<br>• Keep working on other college-wide initiatives |
| General recommendations to improve committee function: | • We can always use more reps, and the committee is pretty fun (she says modestly). Encourage folks to join!<br>• This can be a good committee for people still in the tenure process. |
| Conference funding by sources, total $48,048.09 | FPD:          $24,577.35*<br>SEA:          $14,265.82*<br>Perkins/SW:   $9,204.92<br>*Projected estimate pending final expense claims* |

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| **Guided Pathways** | |
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| **For Academic Year: 2018-2019** | |
| Progress achieving the priorities outlined at the start of the year and related documents (if there are documents) | • Good progress was made with respect to wrapping up the completion and collection of phase +sequence maps, 2- year course offerings and posting of these on the website. State annual reviews was competed<br>• We interfaced with the facilities at ET to get feedback on the Guided Pathway's proposed Student Success Team structure. Feedback was brought back to the GPST meeting. ET has many programs. We provided many of the sequence maps for the various degrees. We helped with the brainstorm of ideas assisting discovers and explorers to identify a clear path and provided feedback in the GPST conversations<br>• Mapping of math class recommendation to each major. Goal is to have cards for counseling that show which math course sequence the student should pursue. This work had been completed but is still being verified.<br>• Found useful and motivating the conferences in San Jose and Sacramento.<br>• Advising DT is piloting small completion teams with Workforce Development, Cheryl Carter/Counseling, discipline faculty, and Dean.<br>• Created a level of decidedness with suggested activities at each level chart. |
| Obstacles and/or problems with goal accomplishment | • Goals at the beginning of the Spring did not feel clearly defined. The last several weeks felt more focused and directed with respect to the small group work during the 1-3pm meetings.<br>• Remainder sequence maps with GE requirements included TBC at 5/10. The major obstacle is tweaking the existing catalog to include the GE requirements towards the AD degree.<br>• Math sequence cards have a lot of information, probably too much so how to make it simpler without losing accuracy. F20 or S21? |
| Other major committee accomplishments and achievements in the past year. | • We have moved the ball forward, and are scaling up in almost all categories.<br>• Forming a group with facilities in ART and in MATH. We are brainstorming on the Meta-Major posters related to graphics and content, presenting GPST to the public and students.<br>• Learned abbreviation: TLDR<br>• Defined Success Teams<br>• Circle and Sequence Maps are complete. |

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| General recommendations to improve committee function. | • Assigning groups of 3-5 to accomplish special tasks produced better results (I felt more was actually accomplished) than the large group discussions.  Felt unsure at times about where our work fit into the larger GP scaffold, as some groups disappeared and others formed throughout the year.<br>• Need more counseling input.<br>• Smaller groups would be more efficient/productive.<br>• Too much polling<br>• Need more clarity in delegating tasks.  Use less time in delegations.<br>• More communication prior to meetings as to what we can prepare for. |
| Supporting evidence or a list of evidence. | See board docs for supporting documentation on various projects and discussions. |
| Tentative goals for the next year. | • Development of a good, clear but exciting website. Import college deadlines/holidays into Canvas calendars.<br>• Create InSite tile: Career Coach<br>• Add outreach/additional asks for CE advisory board members, professional days'/career days; internships; job shadowing etc.<br>• Create sign- up sheets for productivity and attendance like we did towards end of semester to do tasks<br>• MM career day ITBE<br>• Moving to academic year scheduling so students can plan.<br>• More GP roadshows<br>• Expanding Starfish<br>• Connect MM with counseling faculty.<br>• Connect Library, Financial aid and Career/Transfer<br>• Produce a usable product (math course sequence cards) for ease of use.<br>• We need to research what tech tool(s) could we use to facilitate communication with students and each other, create cohorts, follow and track students more effectively.<br>• Introduce Success Team members at the MM meeting during Welcome Day and have a page on Canvas for all students in the MM.<br>• We recommend that counselors continue to work together (as we did this semester) to continue engaging the Counseling department in the GP discussion |
| Other comments - GP | • Leads are wonderful people and we were pleased to work with them.<br>• We felt the department should be more involved, so the GPST work can potentially be implemented in the departments.<br>• Philosophically it's good for different departments to band together and form relationships. |

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| **Information & Instructional Technology Committee** | |

| **For Academic Year: 2018-2019** | |
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| **Goals and Priorities:** | |
| Technology Master Plan, 2019-2024 | *In progress*. Evidence to inform plan includes:<br>   o   Student Technology Survey<br>   o   Faculty/Staff Technology Survey<br>   o   Classroom Standards Survey data<br>   o   Closure of previous Technology Master Plan<br>   o   List of remaining items from previous plan<br>   o   Program Review needs trends<br>   o   DVC Educational Master Plan<br>   o   External information/data, e.g., Educause Horizon Report; Campustechnology.com; Gartner Research<br><br>Outline and introduction completed.<br>     IITC Work Group will meet in Summer 2019 to continue writing. |
| A technology survey and/or focus group(s) for <u>students</u> | *Completed*. For results snapshots, see:<br>All students: https://www.surveymonkey.com/stories/SM-R5V9C5SL/<br>Hispanic/Latinx, https://www.surveymonkey.com/stories/SM-ZNKL75SL/<br>Asian/Asian-Am, https://www.surveymonkey.com/stories/SM-NQF595SL/<br>African-Am, https://www.surveymonkey.com/stories/SM-ZPTVHZSL/<br>    First-Gen, https://www.surveymonkey.com/stories/SM-695F7ZRL/ |
| A technology survey for <u>Faculty/Staff</u> and managers | *Completed*. For results snapshots, see:<br>Faculty, https://www.surveymonkey.com/stories/SM-T27KWDBL/<br>    Staff, https://www.surveymonkey.com/stories/SM-CGLCWDBL/ |
| Canvas LMS/Technology Help Desk for students | *In progress*. Planning with YearUp Site Director Adanta Ahanonu and Operations Specialist Brooke Bilyeu. Logistics plan created including "scope of services" offered. Location identified using Library, 2nd floor former periodicals desk. |
| New technology implementation | *In progress*. Finalizing form. Possible rollout FA19. |
| VDI (Virtual Desktop Infrastructure) | *In progress*. |
| Accreditation and Guided Pathways work | *In progress*. IITC co-chair Mario Tejada leads technology accreditation writing team. |

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| Online payment system for printing on-campus by students | *Completed*. Print system GoPrint now connects to Authorize.net, which allows students to pay using CC or debit card. Current usage statistics show that this service met a true need. |
| Adoption of Classroom Design Standards | *Ongoing*. BFL-213 is current model/pilot for Classroom Design Standards. |
| Institutionalize Badges - Badging pilot: student facing, new faculty facing | *Exploratory*. Current services don't meet needs. Will continue to investigate. |
| Accomplishments and achievements in the past year | <ul><li>Revised areas of IT's Service Level Agreement (SLA) policies and procedures document (name change in works). This included: Computer Refreshment Cycle; Lost, Stolen, or Damaged Laptops.</li><li>Committee reviewed and discussed Its new inventory tool, "Asset Tiger" to better manage inventory. Percy and IT implemented and gathered data from all College departments.</li><li>Discussed new Roster Tool in Ellucian – Kat King and Mario Tejada created Professional Development materials and in-person workshops to teach faculty early Spring 2019.</li><li>Announcement by District IT of service "Dynamic Forms", http://www.ngwebsolutions.com/dynamic-forms/.</li><li>Discussion with President Susan Lamb on role of IITC, especially in Program Review process.</li><li>IITC sub-group provided feedback on Program Review areas: E2 – Technology Hardware; and E3 – Technology Software.</li><li>Revived discussions and goal of implementing VPAT – Voluntary Product Accessibility Template to assure Section 508/Accessibility compliance in purchasing products and software.</li><li>Purchased limited number of Screencast-O-matic licenses for faculty (for distribution at FA2019 Flex workshop)</li></ul> |
| Tentative goals (ongoing and for the next year): | <ul><li>Continue updating IT&S's policies and procedures (SLA). Post policies on DVC website.</li><li>Complete Technology Master Plan by end of Fall 2019 (Summer 2019 writing subgroup formed)</li><li>Monitor and assist with new technologies, such as VDI, EvaluationKit, Cornerstone OnDemand, TechSmith's Camtasia and SnagIT</li><li>Consult and collaborate with Technology Accreditation writing team</li><li>Monitor District discussion around VPAT –  Voluntary Product Accessibility Template adoption</li></ul> |

|  | • Provide feedback and input on IT&S's future Program Review<br>• Understand and begin to address any technology needs of Guided Pathways Meta-major's areas |
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| Needs: | • Time<br>• Funds to purchase software site licenses when tipping point of need is identified |

| Program Review Committee | |
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| For Academic Year: 2018-2019 | |
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| File Rankings | File of Rankings of all requests sent to Becky Opsata, Dean of Institutional Effectiveness and Accreditation and Daniela Ballif, Financial Officer on April 22, 109.  Columns with possible funding sources to be added and Budget Committee to review and provide recommendations. |
| Permanent Staff | Requests for the same positions from various sources were grouped as much as possible if able to identify as such.   Some areas supported a position but did not provide additional information for the request; no justification was included.  Positions were ranked according to the amount of information provided and matched with the rubric. |
| Faculty Hires | These were listed in alphabetical order for ease of reading but were not ranked.  To be used by the FTFH (Box 2A) committee |
| Faculty Needs | The major theme was reassigned time requested by faculty. These requests were not ranked because there was not enough information that would be able to use to justify the ranking for all requests and there were other considerations about reassigned time that the committee could not assess. Reassigned time was one of the requests that was much more present this year, more so than in the past, and thus separated for greater clarity. |
| Facilities | There were some major and serious requests in facilities that seem best to classify as infrastructural maintenance across the campus.  Perhaps the Program Review process is being used as a way to document such items, yet it seemed appropriate for the college to address separately and not through Program Review, such as the faulty HVAC systems in various areas, leaky roofs, requests for additional new classroom space, request for a STEM center, requests new labs classrooms. |
| Classrooms and Teaching technology: | All classrooms are not at standards agreed upon.  Faculty requesting basic equipment of current technology, such as podiums, computers and document cameras in classrooms. Classroom computers were repeatedly requested.  There was much mention of antiquated equipment,  that are no longer effective tools for instruction. |
| Ongoing Budget: | Costs of recurring expenses continues to go up, yet the budgets continue to be rolled over and have not increased to meet the increased costs or any additional costs. |

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| Tutoring: | Tutoring continues to be a request from all areas, as was the previous year.  Those that have tutoring face increased costs due to minimum wage increasing. |
| Safety Issues: | While safety issues have for the most part not come up in Program Review as of late, some issues still seem to be raised.  Falling screens cited and the need for AED devices as recommended from the Safety Committee. |
| Training for Program Review and information from Program review: | More emphasis needs to be on writing to the rubric, which reflects the college directions, instead of the mechanics of using the webs system.   At the end of the cycle, departments need feedback as to why their request(s) do not get funded.  As part of the training, writers need to be aware that non-experts are reading their reviews.  Terms specific to disciplines need to be defined for further clarity and understanding, and justifications clearly presented. |
| Work on Process and Template of Program Review | The Program Review task force made several recommendations about the template for Counseling-SRC and various detailed recommendations to instructions and headings for further clarity.  A recommendation was made to have a check-list as part of the final review and have signature sheets available for signatures on Validation Day.  An update to the Handbook would include the current rubric as well as definitions used, as well as reorganized for further clarity.  In terms of the process, early identification of writing and validations teams should be made and training provided for these together.  Training should include writing and data analysis.  Greater clarity of what the APR and IPRs should address is needed, and as well as better integration of the time lines for all programs reviews.  A development of a replacement cycle for major ticket items such as furniture is needed, as was done with faculty computers.  Further integration and alignment with funding sources and program review is needed. |
| Future recommendations from the Program Review Committee: | In review of the composition of the membership of the Committee, the PRC requests that College Council revisit the current structure.  1) The current membership includes representatives from Foundation for College Success, Matriculation Committee, and Workforce Development Committee which have now have been integrated into a different format. 2) The PRC has also memberships from the Information Technology Committee and Research and Planning Committee which have been vacant for the past three years and these may be served as consultants as needed instead of permanent membership. |

## Research, Planning and Evaluation Committee (RPEC)

| For Academic Year: 2018-2019 | |
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| Completed: | • Oversaw the administration of the Community College Student Survey on Engagement (CCSSE), including writing supplemental questions that are specific to DVC.<br>• Updated Research Procedure 4100.01 and created online forms for external and internal people who want to conduct research on campus.<br>• Updated committee charge and function.<br>• Made recommendations on goals for the Vision for Success, for Guided Pathways, for Accreditation, and for the Student Equity Plan.<br>• Worked collaboratively with many groups on campus to facilitate data collection and analysis. We worked with the Equity Plan Writing Team, the Professional Development Committee, the Tutoring Committee, the Technology Committee, the Guided Pathways Steering Team and the Taskforce on Race.<br>• Created and are launching a new professional development program to develop data coaches at the college. |
| Next Year Goals | • Starting the data coaching program<br>• Further collaborative work with those on the campus who need us.<br>• Choose and conduct a college-wide collimate survey<br>• Continue to expand professional development for the campus, including online |
| Other Notes | • Committee members who will not be there next year who will need to be replaced<br>    o Laurie Lema<br>    o Catherine Machalinski |

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| | **Safety Committee** |
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| For Academic Year: 2018-2019 | |
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| The Safety Committee continues to work toward meeting its six charges**:** | • **Safety Monitor Program:** Safety Monitors and Building Administrators have been identified for all areas on both campuses. The committee held two Safety Monitor-specific trainings this year. The Committee purchased and deployed safety bags throughout the campus. <br> • **Emergency Preparedness Plan:** The draft plan is complete at the District-level and College annexes (appendixes) are being prepared during the summer to include the drafted Emergency Communications plan. <br> • **College-Wide Training:** In addition to the safety monitor training, the Committee has provided a variety of other events: verbal de-escalation training, CPR/AED and Stop the Bleed, and Emergency Preparedness. <br> • **Forum:** The Committee hosted a fall forum on each campus and a spring forum on each campus. <br> • **Safety Communication Plan:** <br>      o As part of its Safety Communication Plan, the Committee designed, developed and distributed Emergency Preparedness posters. <br>      o We are now printing completed emergency response flip books for use in a desk setting. <br>      o The College is now able to use its classroom emergency button plan to broadcast alerts. <br>      o The Committee developed and distributed "Tips to Staying Safe at DVC," a document designed for instructors to share with their students. <br>      o In consultation with cabinet, College Council and the Safety Committee, Director of Communications, Chrisanne Knox, has developed an emergency communication plan. <br> • **Professional Development Activities**: This summer, we will hold the first safety monitor training aimed primarily at management and building administrators. Emergency Preparedness will be presented at JobLinks in June. |
| Major obstacles and/or problems with goal accomplishment: | • The Committee scheduled meetings at a time that unintentionally precluded faculty involvement from SRC which meant we were missing a third tri-chair. <br> • The Committee would like to develop a yearlong training calendar. |

| Major obstacles and/or problems with goal accomplishment: cont. | • The committee will request guidance from the College Council to determine the next steps for strengthening and expanding the Safety Monitor Program. |
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| Other major committee accomplishments and achievements in the past year: | • Two AEDs were purchased for the PE area.<br>• The Committee took the initial steps necessary to consolidate and reorganize safety-related webpages. |

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| **Student Equity Committee** | |

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| **For Academic Year: 2018-2019** | |
| 2018-19 SEC Goals | ▪ More Integration of Equity across college structures and work<br>    o Guided Pathways- begin discussions in GPST of how to intentionally implement equity into our GP work<br>▪ Continue to grow Equity Hour offerings<br>▪ Equity Professional Development Track<br>▪ RPEC Data/Inquiry PD – collaboration with SEC?<br>▪ Develop/Plan 2019-2020 Equity Speaker Series<br>▪ 2019 NCORE Conference- send team of 10 participants this year |
| 2018-2019 SEC Accomplishments | 1. 2019-2022 SEP- Reviewed new template; shared SEP updates from Integrated Planning Team and RPEC; elicited feedback on draft plan from SEC members- *Completed*<br>2. Continued growth of Integrated Planning Group/SEP Writing Team- Added RPEC, Strong Work Force; AB705; CAEP (+ SSSP; BSI; Equity)-<br>    a. Cross functional team worked to develop and complete 2019-2022 SEP. - *Completed*<br>3. 2019-2020 Equity Speaker Series: Campus wide proposal process; review of proposals by SEC workgroup (Fanin- lead), selection of speakers- *Completed*<br>4. 2019 NCORE Conference- Campus wide proposal process (first time), collaborated with PD on the development of campus wide proposal and advertisement, reviewed 29 faculty/staff proposals, developed a proposal scoring rubric, (4) SEC members independently scored proposals, and selection of 10 participants- *Completed*<br>5. Reviewed and updated 2018-2019 SEC Budget- *Completed* |
| 2018-2019 Major Obstacles | 1. Dr. Orante's personal leave has been very stressful for committee since he plays an essential role in bringing ideas/suggestions from SEC to College Council as well as his role as VPI/leadership in the context of developing and writing the new 2019-2022 SEAP. |

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| 2018-2019 Major Obstacles cont. | 2. More integration is needed between SEC and other college initiatives- especially GP's.<br>3. Rumors concerning changes to SEC/development of a new SES committee had the committee discuss its membership, role/function at the college.  Difficult to set future goals since it was unclear to the committee when these changes would take place and how the new committee would change the role of SEC.<br>4. Announcement- Loss of 2 SEC managers (Fanin and Franco for the 2019-2020 Academic Year). |
| 2019-2020- SEC Ongoing work | 1. How to merge Equity and GP work (more integration)? *Ongoing*<br>2. Racial Task Force- (March 2019)- Ongoing- SEC members discussed strategies on March 2019 on how to ensure that SEC members are strategically located in key task force work groups;<br>    a. Discussions on SEC-Racial Task Force partnership in order to sustain work and support- *Ongoing*<br>    b. Equity Hour/Equity PD Track needs to be merged into the Racial Task Force PD work<br>3. Meetings on Intersectionality methodology/data approach- ongoing- will continue conversations in 2019-2020 academic year- would like to partner with RPEC in these discussions in 2019-2020.<br>4. Supporting Social Justice Faculty and Ethnic Studies Program Development- *Ongoing* |

# Student Success and Support Committee (3SP)

| For Academic Year: 2018-2019 | |
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| Major committee accomplishments and achievements in the past year | • Implemented Guided Self Placement for English and math for students who cannot use multiple measures to ensure compliance with AB 705<br>• Implemented new multiple measures matrix for English and math placement to ensure compliance with AB705<br>• Revised online placement tool for clarity and provide more information about placement results<br>• Supported the English Department with English Discipline Expert collaboration with Assessment and Counseling<br>• Continued integrated work with Developmental Education Committee and Equity Committee and work with 17-19 Integrated Plan<br>• Expanded the integrated group to include Strong Workforce, Adult Education, AB 705 leaders, Academic Senate Leadership and Guided Pathways Leadership and met monthly<br>• Participated in the development of the 19-22 Equity Plan |
| Tentative goals for the next year. | • Fully implement ESL placement process to comply with AB705<br>• Research/explore seamless placement process – integrating GSP, MM, and advising, incorporating meta majors<br>• Review the activities in the Equity Plan (SEAP) and prioritize |

## Sustainability Committee

| For Academic Year: 2018-2019 | |
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| Events Executed | Celebrations of Earth Day on April 22 and Bike to Work day May 9 |
| Initiatives | Supported grant from PG&E for EV charging stations in Lot 5 |
| Goals | Completed goal setting for future terms using STARS audit by AASHE |
| Proposal Development | Subsidized public transit – lobbying ongoing |
| Awards | Received Contra Costa Sustainable Resource Management Award |
| Launched | Districtwide Sustainability Committee with all 3 campuses + district office |

## Workforce Development Committee

| For Academic Year: 2018-2019 | |
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| Overview | *Progress achieving the priorities outlined at the start of the year and related documents. Dates or future dates of completion of the goals, major obstacles and/or problems with goal accomplishment The theme for the 2018-19 Workforce Development Committee is Collaboration and Innovation. The committee has encouraged CE faculty and administrators to "think outside the box" as to ways DVC CE programs can work more cohesively with one another, as well as with the greater regional community. DVC WFD is currently managing approximately 1.5 million in SWP local funds, approximately $450 thousand in SWP regional funds, and $475,000in Perkins funds, in addition to several other program specific grants (CAI, CCPT II, Prop 39). The WFD allocation sub-committee distributed funding across all CE programs who submitted a grant proposal and were in compliance with college Program Review, Title 5, and SLO requirements. All committee meeting minutes are available on the DVC shared drive in the WFD folder.* |
| High School & Engagement and Marketing Efforts: | In terms of recruitment and marketing the WFDO utilized human and financial resources to educate and inform HS students and the community about the extensive career opportunities available within Career Education degree and certificate programs.<br>• Twenty-five new High School/Adult Ed Articulation agreements bringing the current total to 99.<br>• DVC started with one summer career academy for high school students in 2015-16 and grew to seven academies in 2017-18. Twelve academies are scheduled for 2018-19. Ten academies are hosted at the Pleasant Hill campus; and two are scheduled for the first time at San Ramon. In 2017-18, there were 250 enrollments in career academies, 2018-19 there are 420 enrollments.<br>• In partnership with DVC Marketing, WFD produced a bi-annual Career Focus publication that showcases and generate awareness about the educational and career opportunities available within the DVC CE programs and community education. This publication was mailed to 60,000 homes in Contra Costa County.<br>• WFD produced two Career Ed program promotional videos that will be used to highlight program offerings and recruit new students. Funding will be used over the next three years to create promotional videos for all CE programs. |

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| High School & Engagement and Marketing Efforts: cont. | • In partnership with DVC Marketing designed a WFD and Career Education website to bring awareness to the programs and resources available through career education programs. The website is designed for Industry, Current Students, HS students and Faculty |
| Industry Engagement: | • Development of the Diablo Valley Tech Initiative, fostered through conversations from Business Advisory Board. Local city officials, businesses, educators, investors, city planners meet monthly to discuss making Contra Costa a hub for growth and innovation in the areas of biotech, data banking, cybersecurity/infrastructure Space Tech & aviation.<br>• Increase targeted employer engagement to specific Career Education programs to increase Advisory Board members and work-based learning opportunities.<br>• Partnered with the Business faculty to increase the Business Advisory Board membership by 10 new members, and increased Hospitality Culinary Advisory Board members by 3 new members.<br>• Developed an Employer Internship Development Form and building an employer engagement infrastructure using the ELENA platform<br>• Reviewed and revised the Advisory Board guidelines to develop a system that is more consistent and accountable across programs.<br>    ○ Developed Advisory Board Toolkit to support the planning and organizational work of the Career Education Faculty Leads and programs. |
| Student & Faculty Engagement: | • Increased enrollment in WRKX program from 356 enrollments in 2016-17 to 715 enrollments in 2018-19.<br>• Embedded New World of Work (NWoW) curriculum into four sections of Work Experience (WRKX) courses, build Canvas shell to host curriculum for use throughout CE programs.<br>• Approximately $55,000 in Professional Development funds were used to fund sixty-one trainings and/or conferences for CE faculty, staff and administrators.<br>• Piloting Starfish in Kinesiology and some Business courses.<br>• Strengthening CE community through the development of a CE faculty work group. |
| Planning for 2019-20: | • Program development: In partnership with DVC Allied Health, WFD is exploring potential partnership with Kaiser Allied Health or Foothill college to develop a 2-year Diagnostic Medical Sonography degree program.<br>• In partnership with Kinesiology and Sports Medicine, WFD is supporting a feasibility study to develop a 2-year Physical Therapy Assistant degree program.<br>• Interdisciplinary drone certificate- AJ, GIS, Electronics programs |

| Planning for 2019-20: cont. | <ul><li>Diablo Tech Initiative- further research and develop the efforts of this initiative to explore potential industry development in in the areas of biotech, data banking, cybersecurity/Infrastructure Protection-refineries, PG&E & chem manufacturing, Space Tech & aviation.</li><li>DVC Entrepreneurship and Innovation Project- Foster collaboration, innovation and entrepreneurship, and providing new interdisciplinary programs that will hugely benefit existing CE programs and students pursuing degrees and certificates.</li><li>Strengthening equity focus in CE program development and HS outreach and summer academy recruitment.</li><li>Increase experiential learning by forming a CE program capstone work group to bring more project-based learning into the classroom.  Utilize local business and industry to help design real-world projects.</li><li>Embedding career prep and planning lessons/workshops into more capstone and terminal courses.</li></ul> |
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