Annual Academic Program Plan—2012–2013

Department	
Discipline or Program on which this plan focuses	
Date	Version number

I. Program Description

II. Assessment of 2011-2012 Annual Goals

Goal	Achieved	Continuing	Discarded
A.			
B.			
C.			
D.			

(Press tab for additional rows.)

III. Curriculum

A.	List any new programs and/or certificates OR changed programs and/or certificates approved by the Curriculum Committee during 2011 (spring and fall). Check whether they are *New* or *Changed*, and provide the date they were approved by the Curriculum Committee.	*New*	*Changed*	*Approval Date*
	1			
	2			
	3			

(Press tab for additional rows.)

B.	List any new, updated, or changed courses approved by the Curriculum Committee during 2011 (spring and fall). Provide the course number and the course title.	*Check All That Apply.*				
		New	*Updated*	*Honors*	*Distance Education*	*Approval Date*
	1					
	2					
	3					
	4					
	5					
	6					

(Press tab for additional rows.)

C.	Course Outlines of Record	
	1	Number of courses in discipline or program	
	2	Number of courses that have been updated since 2006 (CORs must be updated every 6 years)	
	3	Number of courses that require updating during 2012-2013 to maintain currency	

IV.	Progress in the Student Learning Outcomes Cycle	
A.	Learning Outcomes Development and Assessment Status	
		Total
	1. Number of courses in discipline or department	
	2. Number of courses with approved SLOs on the COR	
	3. Number of degrees and state-approved certificates in the discipline/program (If zero, please go to A.6.)	
	4. Number of degrees and state-approved certificates with program-level outcomes (PLOs) developed	
	5. Number of degrees and state-approved certificates with PLOs developed and courses mapped to the PLOs	
	6. Number of courses mapped to one or more General Education Learning Outcomes	
B.	Outcomes Assessment Results	
	1. Provide a narrative describing the significant findings from the course- and program-level outcomes assessed to date. Place your narrative in the expandable row below.	

IV.	Progress in the Student Learning Outcomes Cycle
A.	Learning Outcomes Development and Assessment Status
	2. Provide a narrative describing the next steps to be taken as the result of these findings, including any needed resources required to address shortcomings in student performance. Place your narrative in the expandable row below.

V.	External Influences (Environmental Scans)
A.	Articulation status (from ASSIST or articulation officer)
	How many of your courses are transferable to CSU or UC?
	Of these courses, how many are articulated with CSU or UC?
B.	Labor market data supporting demand for the program (if applicable)
C.	Advisory Committee input (if applicable) (Include date of last meeting.)
D.	Other pertinent data (such as discussions with four-year institutions, concepts derived from professional conferences and journals, outcomes from district discipline committee meetings, input from adjunct faculty, agreements with high schools or regional occupational programs, etc.)

VI.	Data Sets Provided by the Research Office

VII.	Program Trends (Reflect on information from curriculum updates, course and program learning outcomes assessments, external influences, and data sets provided by the Research Office.)

Pierce College Mission Statement and Values

Pierce College is a learning institution that offers excellent opportunities for student access and success in a diverse college community. The college dedicates all of its resources to ensure that students achieve their education, career, and personal goals. Our comprehensive curriculum and support services enable students to earn associate degrees and certificates, prepare for transfer, gain career and technical education proficiency, develop basic skills, and prepare for lifelong learning. We also serve our community through economic and workforce development.

Pierce College values:

- Student success and engagement
- An environment conducive to learning
- Access and opportunity
- Service to our communities
- Commitment to excellence
- Enrichment through diversity
- Freedom to think, dialogue, and collaborate

VIII.	2012-2013 Annual Goals Based on the Pierce College Mission Statement and in turn the Strategic Plan (Distinguish between goals and the resources required to achieve these goals.) *Provide an action plan for achieving each goal.* Press Ctrl + Click to identify the specific Pierce Strategic Plan Objective addressed → *Strat. Plan*	
	A.	
	B.	
	C.	
	D.	

(Press tab for additional rows.)

IX.	Long-Range Educational Goals (3–6 Years) Press Ctrl + Click to identify the specific Pierce Strategic Plan Objective addressed → *Strat. Plan*	
	A.	
	B.	
	C.	
	D.	

(Press tab for additional rows.)

X.	Additional Human Resources Needed to Implement Program Goals—Faculty, Staff, Student Workers, and Others Describe additional specific human resources required. Provide a comprehensive justification based on program goals, student learning outcomes, program data, and external scans.	

A.	Faculty	Cost
	1.	
	2.	

(Press tab for additional rows.)

B.	Classified Staff	Cost
	1.	
	2.	

(Press tab for additional rows.)

C.	Student Workers/Tutors/Assistant Coaches	Cost
	1.	
	2.	

(Press tab for additional rows.)

D.	Professional Experts/Contracts/Others	Cost
	1.	
	2.	

(Press tab for additional rows.)

E.	Scheduled Overtime/Sub and Relief	Cost
	1.	
	2.	

(Press tab for additional rows.)

XI.	Additional Equipment and Software Needed to Implement Program Goals
	List additional/replacement equipment needed for the 2012-2013 academic year. Place all items in priority order. Provide a comprehensive justification based on program goals, student learning outcomes, program data, and external scans.

A.	Purchases	
	Item and Justification	Cost
	1.	
	2.	

B.	Leases	
	Item and Justification	Cost
1.		
2.		

C.	Maintenance Agreements	
	Item and Justification	Cost
1.		
2.		

D.	Repairs	
	Item and Justification	Cost
1.		
2.		

List additional/updated software needed during 2012-2013—OTHER THAN MICROSOFT OFFICE AND ADOBE CREATIVE SUITE.
Place all items in **priority order.** Provide a comprehensive justification based on program goals, student learning outcomes, program data, and external scans.

	Item, Number of Licenses, New or Renewal, and Justification	Cost
1.		
2.		
3.		
4.		

XII.	Additional Supplies Budget (above current allocation) Needed to Implement Program Goals. Provide a comprehensive justification based on program goals, student learning outcomes, program data, and external scans.	
	Categories of Items and Justification	Cost
1.		
2.		

XII.	Additional Supplies Budget (above current allocation) Needed to Implement Program Goals. Provide a comprehensive justification based on program goals, student learning outcomes, program data, and external scans.	
3.		
4.		

(Press tab for additional rows.)

XIII.	Facilities
A.	New facilities or additional classrooms (leased or built) required to implement program goals. Provide a comprehensive justification based on program goals, student learning outcomes, program data, and external scans).
B.	Alterations and improvements and technological upgrades required for existing facilities to implement program goals. Provide a comprehensive justification based on program goals, student learning outcomes, program data, and external scans.

XIV.	Other Resources Needed to Implement Program Goals. Include costs for student transportation related to educational programs, required insurance payments, and organizational memberships. Provide a comprehensive justification based on program goals, student learning outcomes, program data, and external scans.	
	Item and Justification	Cost

(Press tab for additional rows.)

Additional Comments or Information:

Insert additional comments or information here:

Pierce College Strategic Plan   **Return to VIII, Annual Goals**   **Return to IX, Long-Range Goals**

Goal 1: Pierce College will offer excellent, responsive instructional programs to facilitate and improve student learning.

Objectives:

1.1 Develop instructional programs which best meet the learning needs of our students.

1.2 Enhance the quality of teaching pedagogy in all academic and career education programs to help students achieve their learning goals.

1.3 Align Pierce's planning documents, mission statement, student learning outcomes, course outlines, and content delivery to address and meet the diversity of student learner needs.

1.4 Utilize institutional research to acquire data and develop a model for understanding and addressing the challenges faced and needs of our student learners.

1.5 Focus on recruiting students, retaining and preparing them through comprehensive programs and services that address their academic, personal, cultural, and financial needs.

1.6 Develop ways to support existing programs.

1.7 Develop an annual program planning process to complement the multi-annual program reviews and support data collection for college-wide planning and decision-making processes.

1.8 Develop SLO definition and assessment for all active courses, programs, certificates, and degrees.

1.9 Expand and enhance the development of student information competencies.

1.10 Enhance instructional support services to students. This includes a focus on basic skills development and the use of proven information technologies to complement instructional programs.

1.11 Review and update the Faculty Handbook.

1.12 Develop and fund campus-wide training and development opportunities for faculty, staff, and administrators.

1.13 Develop a measurement methodology for evaluating institutional effectiveness.

1.14 Develop an institutional effectiveness report.

Goal 2: Pierce College will increase opportunities for student access, readiness, retention, and success.

Objectives:

2.1 Increase student access to college by reaching into communities and providing support and services that encourage awareness of college opportunities and remove barriers to access and student success.

2.2 Facilitate student readiness for successful learning by developing and promoting programs for new students to clarify goals and plan for the college experience, including more effective assessment and placement practices.

2.3 Develop new approaches for improving students' success in basic skills across the college curriculum and recognize this effort as a major focus of the college.

2.4 Develop and implement student cohorts, learning communities, and co-curricular activities that facilitate collaboration, engagement, and success.

2.5 Establish a centralized Learning Center as a primary resource for institutional support of student learning and success.

2.6 Provide ongoing orientation and professional development opportunities to new and continuing faculty that focus on student-centered learning and the resources and tools needed to facilitate student access, retention, and success.

2.7 Identify effective practices for enhancing students' attainment of degrees and certificates, and improve the transfer function.

2.8 Promote access to the institution and expand learning opportunities that develop personal and civic responsibility to increase student understanding and appreciation of diversity.

Goal 3: Pierce College will enhance the learning environment to be culturally and pedagogically diverse.

Objectives:

3.1 Focus on student and community demographics to build a college workforce which mirrors those demographics and provide and models success.

3.2 Increase awareness and appreciation of diversity in all its forms among all members of the college community.

3.3 Encourage faculty to introduce and utilize awareness of diversity in the curriculum and all elements of the student learning experience.

Goal 4: Pierce College will expand the effective use of technology in all areas of the college.

Objectives:

4.1 Develop plans for maintaining and upgrading the technology infrastructure of the college.

4.2 Establish a long-range perspective for identifying and implementing a media-rich student learning environment.

4.3 Utilize developments in technology for distance education, student services and learning support to improve student access, retention and success.

4.4 Develop and institutionalize instructional support services for technologically enhanced learning environments

4.5 Develop strategies to increase the use of technology to support student learning in the library and The Learning Center.

4.6 Implement an Information Technology Department staffing plan and the Technology Plan to improve student support and college service.

Goal 5: Pierce College will enhance it relationships with the community at large.

Objectives:

5.1 Engage in community and leadership activities that raise the visibility and credibility of the college.

5.2 Develop partnerships and programs that bring community events and community members to the campus for educational, cultural, social, and recreational activities.

5.3 Pursue financial, material, and collaborative resources through enterprise activities, fundraising, and professional partnerships in order to enhance student learning opportunities.

Goal 6: Pierce College will establish and maintain fiscal stability.

Objectives:

6.1 Develop and offer a schedule of classes that successfully attracts students, responds to student demand and enables the college to reach enrollment goals.

6.2 Develop an enrollment management plan to maximize use of personnel, facilities, available funds.

6.3 Pursue and utilize alternative funding such as bonds, grants partnerships, categorical and enterprise revenue to enhance the college.

6.4 Maintain an open collaborative college environment that encourages responsibility for prudent fiscal decisions.

Goal 7: Pierce College will implement a campus facilities master plan that fully integrates programs, services, and budget in support of student learning.

Objectives:

7.1 Establish and maintain an open and collaborative process as construction and renovation projects are planned, designed, and constructed.

7.2 Pursue cost savings and alternative funding sources in order to expand the impact of bond funding on the development of the facilities master plan.

7.3 Utilize effective planning in order to minimize the potential negative impacts of construction activities on the student learning environment and college fiscal stability.

7.4 Develop an on-going structured facilities planning and utilization process that evaluates and plans current and future facilities needs and uses based on evolving instructional and student support services needs.

Goal 8: Pierce College will continually refine both its governance and decision processes and its interaction with the district to increase effectiveness and inclusion.

8.1 Clarify and disseminate the organizational structure and decision making processes.

8.2 Integrate planning and data-driven decision making, including resource allocation, throughout the college.

8.3 Work with the district office to clarify decentralization issues and the new District Office Service