

PLANNING UPDATE DECEMBER 1992

TWO STONECUTTERS WERE
ASKED WHAT THEY WERE
DOING. THE FIRST SAID, "I'M
CUTTING THIS STONE INTO
BLOCKS." THE SECOND RE-
PLIED, "I'M ON A TEAM THAT'S
BUILDING A CATHEDRAL."

-----OLD STORY

- **1990-93
MASTER PLANNING
STRATEGIES
SUMMARIZED BY
COLLEGE GOAL WITH
CALENDAR, COST,
PERSON RESPONSIBLE**

OFFICE OF INSTITUTIONAL RESEARCH AND PLANNING

**SUMMARY OF JJC 1992 PLANNING STRATEGIES
ACCORDING TO COLLEGE GOALS**

<u>Goal 1:</u>	<u>Problem Solving Strategies* From Master Planning</u>	<u>Priority</u>	<u>Person</u>	<u>Time</u>	<u>Cost</u>
To provide the first two years of liberal arts and sciences programs. The program will prepare qualified students for transfer to four-year colleges and universities or to meet personal educational goals.	1. Need for clerical assistance and a technician to support academic computing.	3	Lepanto		35,000
	2. Need a centralized area for academic computing and related planning and training.	3	Lepanto, Collins, Olsen		
	3.** Need a computer network for sharing of software and data between instructional support areas.	1	Olsen	18 months	20,000
	4.** Expand academic skills center services through the addition of part-time professional tutors in mathematics and English.	1	Ross	18 months	16,000
	5.** Use of the academic skills center to coordinate/house more self-paced learning software now in the LRC and various other departments.	3	Ross	12 months	
	6. Evaluate noise levels during classroom and lab activities	3	Pierce, Brinkman		
	7. Provide power conditioners for computer-based lab areas.	1	Lepanto, Ross, Fagan	6 months	10,000
	8. Expansion of the fitness center	3	Peterson		
	9. Establish an advisory committee of retired faculty to provide continuity of program perspective	3	Lepanto, Chairs		
	10. Establish departmental coordinators of part-time instruction	3	Ross		
	11.** Monitor quality of part-time instructors	1	Ross	On going	
	12.** Review inequities in teaching loads, excessive overload assignments, and instructional loads	1	Administration, Board	12 months	
	13. Provide tuition reimbursement for faculty to take courses.	5			35,000
	14. Need for additional Project Advance staffing in the mathematics and computer information systems areas.	3	Ross (accomplished)		
	* Includes strategies also applicable to goal 2.				
	** Priority 1				

Goal 2:

To provide occupational education programs. The programs will be vocational, technical, and semi-technical, in nature. They will provide for immediate vocational/technical occupational training, retraining and/or upgrading of skills to meet both current and emerging local, regional, and state manpower needs. That is, we need to train and educate a mobile society.

Problem Solving Strategies* From Master Planning

- 1.** Conduct evaluative study of the adequacy of program review activity and progress made in improving areas identified in program review activity
- 2.** Evaluate the relationship between program review and the college's planning activity
- 3.** Plan new on-campus building

Priority

1

1

1

Person

Hauwiler

Hauwiler,
Lepanto

Brinkman,
Lepanto, et al

Time

Done

12 months

24 months

Cost

60,000
Local
318,000
State

Goal 3:

To provide preparatory, developmental, and remedial programs.

The programs and courses will provide supportive instruction and services designed to assess and prepare students for successful experiences in post-secondary education.

Problem Solving Strategies* From Master Planning

- 1.** Strengthen the developmental education program
- 2.** Continued curriculum changes and development in the area of developmental reading, writing, and mathematics
- 3.** Conduct longitudinal study of grade distributions in non-English, non-mathematical courses for students who were enrolled in developmental courses
- 4.** Need for exit testing in developmental courses
- 5 Strengthen control of developmental course placement
- 6.** Study the feasibility of block registering students when reading placement test scores indicate significant deficiencies
7. Investigate strategies to develop diagnostic services to assist older returning students with learning disabilities
8. Improve articulation between adult education programming and other academic programming: developmental, baccalaureate, and occupational

Priority

1

1

1

1

2

1

1

2

Person

Lepanto, Ainley,
Depts

Chairs, Admin.,
Developmental
Ed Committee

Hauwiler

Assessment,
Faculty comm
Everyone

Lepanto, Ainley

Ross

Brandolino, Irby,
Developmental
Ed Committee

Time

24 months

24 months

12 Months

24 months

12 months

12 months

12 months

Cost

Goal 4:

To provide continuing education

The programs will include credit and non-credit courses designed to meet individual needs

Problem Solving Strategies* From Master Planning

	Priority	Person	Time	Cost
1. Provide programs and services addressing the aging of the district and related health services training needs. (88)	2	Brandolino	14 months	9,000
2. Use in-service or staff development programs to acquaint faculty and staff with the range of services and activities. (88)	1	Staff Dev. Committee	18 months	
3. Offer Adult Basic Education and Literacy program on cable and/or as telecourses (88)	3	Brandolino		
4. Address the problem of large turnover of administrative personnel in the community service and continuing education areas.	3	Brandolino		
5. Expand course offerings	3	Brandolino		
6. Increase instructional personnel and space on the main campus and at JJC North and improve facilities to support expanded course offerings	2	Being done through new North Campus branch	36 months	?
7. Do needs assessment and plan a delivery system for a strong community services and continuing education program in the southern section of the district.	2	Brandolino	6 months	
8.** Develop a quality promotional brochure for community services and continuing education	2	Brandolino	12 months	600
9. Expand the Women's program		We have no Women's prog. On-going		
10. Improve effort to make the college community more aware of community services programming	3			
11. Expand facilities supporting adult education		Not feasible		
12.** Revise the adult education curricula		In progress		

*Includes strategies also applicable to Goal 5

88 indicates strategies developed in 1988; others were developed in 1992

Goal 5:

To provide community services education

These activities will include workshops, seminars, forums, and other forms of cultural and social enrichment.

Problem Solving Strategies* From Master Planning

1. Increase courses designed for retired and semi-retired people. (88)
- 2.** Provide full-time staffing for the Youth College and Senior Services.

Priority

3

Person

Brandolino,
Hines

Time

8 months

Not Feasible

Cost

4,000

Goal 6:

To provide general education

General education will be offered to support the development of an educated citizenry. Through common learnings, students will be prepared to meet their societal obligations upon graduation. The general education will reflect technological influences advanced in society.

Problem Solving Strategies* From Master Planning

1. Develop a core curriculum to insure the promotion of technical literacy in the workplace and with our student population. (88)

Priority

2

Person

A c a d e m i c
Departments

Time

24 months

Cost

Goal 7:

To provide student support services

This program will include appropriate services designed to meet the needs of a diverse student body

Problem Solving Strategies* From Master Planning

Priority

Person

Time

Cost

1.	Develop a Career and Life Planning Center with a variety of assessment and support services (88)	2	Ainley	3 Years	140,000
2.	Provide child care services at the Renaissance Center; and at the JJC North facilities. (88)	1	Ainley	Spg '93	50,000
3.	Provide meaningful opportunities for older citizens to provide volunteer services on campus. (88)	3	Brandolino Corey		
4.	Study the development of a student services wing. (88)	3			
5.	Provide additional sports programming in wrestling, track and soccer. (88)	1	Ainley	3 Years	100,000
6.	Employ a part-time career counselor (88)		McMahon	Fall '93	5,000
7.**	Implement a full-scale retention effort		Engers		
8.	Conduct a research study of withdrawn students	1	Ainley	On-going	10,000
9.	Address the issue of the full-and part-time working student carrying a full-time college program	3	Engers		
10.**	Implementation of a mandatory orientation course.	1	Ainley	Summer '93	Inst cost
11.	Staff development program to support enrollment management	1	Ainley	On-going	0
12.**	New staff orientation program to support enrollment management	1	Ainley	1 Year	0
13.**	Increased participation of faculty and staff in enrollment management planning	1	Ainley	On-going	0
14.**	Improve minority recruitment and retention strategies	1	Tillman	2 years	600
15.**	Add a part-time evening instructor to coordinate/expand services in the academic skills center	1	Ross	12 months	10,470
16.**	Need for more computers in the academic skills center	1	Ross	12 months	6,200
17.	Improve promotion of Project Advance programming among the faculty				

18.**	Determine new strategies to recruit students who most need the services of Project Advance.		Ross		
19.	Use "hard" money resources to indicate institutional commitment to Project Advance and Special Needs functions		Ross		62,000 170,000
20.	Need for a diagnostic center to support the Special Needs Program especially to assist the older student		Ross		
21.	Investigate the feasibility of expanding Special Needs services to the evening and off-campus		Ross		
22.	Plan casual meeting areas for students				
23.	Study athletic programs and facilities and physical education facilities and provide results to the Board of Trustees	1 - 3	McMahon	1993-98	21,500
24.**	Promote retention as an institutional priority	1	Ainley	On-going	10,000
25.	Expand counseling services for part-time students	2	Engers	On-going	105,000
26.	Develop targeted programs to meet the needs of minority students in schools that need special support	2	Tillman	2 years	100
27.	Establish a minority mentor program	2	Tillman	2 years	
28.	Improve use of Minority Community Advisory Council	2	Tillman	2 years	
29.	Improve student attendance at and study the impact of the college orientation program for full-time and part-time students	2	Ainley	On-going	
30.	Implement an improved orientation course for students at risk using information drawn from piloted voluntary course		Lepanto		
31.**	Investigate the use of student leaders in handling student disciplinary hearings	1	Ainley	2 Years	2,000
32.**	Update the student code of conduct	1	Ainley	In process	
33.	Study need to expand health services hours including summer services		Hunter	Done	8,700

34.	Study the feasibility of decentralizing the processing of applications for veteran's benefits	4	Frierson	Not Feasible	
35.	Improve access to information for personnel handling visitors and general public phone inquiries: admissions office and information (payment) center	1	Corey		
36.	Study office environment improvements for receptionists in high traffic areas	1	Corey	Done	
37.	Assess the need for computerized audit trails and hard copy as back up for registration transactions	4	Engers		
38.	Improve coordination of registration with academic affairs and other areas requiring registration support	1	Lepanto, Chairs, Engers, Registration Personnel	6 months	
39.	Provide adequate resources for effective tutorial services for special needs student	2		Done	?
40.	Evaluate location of Project Advance services	3	Ross		
41.	Continue internal promotional activities on behalf of Project Advance services	3	Ross		
42.	Redecorate and refurbish the furniture and equipment in the cafeteria			Done	
43.	Study the feasibility of expanding the bookstore facilities so that more non-required books and reading materials can be available to students and college personnel	5	Brinkman		
44.	Evaluate the use and/or upgrading of microcomputers in such service units as health services and the bookstore		Hunter	Spg. 1991 (Done in Bookstore)	
45.**	Expand awareness of campus security services through program activities and student orientations	1	Zeborowski	30 days	2,000
46.	Re-evaluate enforcement of parking and traffic regulations and current practice related to emergency notification of individual students	2	Zeborowski		

47.	Study the appropriateness of the location of the college payment center.	4	Brinkman		
48.	Study honor society membership criteria with the goal of providing a level of consistency in that criteria	3	Engers		
49.**	Develop marketing strategies in support of cultural events programming	1	Bell	1 Year	5,000
50.	Re-evaluate the use of the bridge for musical entertainment	2	Bell	3 Years	30,000
51.**	Need for promotional effort in support of the Student Government Association	1	Bell	On-going	
52.	Re-evaluate program of student publications: content, design, authors	2	Bell	On-going	
53.**	Implement new communications module in the administrative data processing system to support student follow-up activities	1	Corey	On-going	
54.**	Identify impending recruiting problems	1	Corey	On-going	
55.	Coordination of community relations support for recruitment	1	Daggers	On-going	
56.	Re-evaluate the use of student tour information guides	2	Corey	Spring 93	
57.	Need for improved staffing of the child care center	1	Bell	1 Year	15,000
58.	Review staffing and space needs of the office of student services and activities	1	Bell	1 Year	25,000
59.	Address Special Needs and Project Advance staff retention problem	4	Ross		
60.**	Re-evaluate the reporting relationship of the director of financial aid and the vice- president of student affairs	1	Ainley	Done	

Goal 8:	Problem Solving Strategies* From Master Planning	Priority	Person	Time	Cost
<p>To promote economic development activities and services</p> <p>This program will actively offer and provide college services in support of community economic development efforts within the College district while, at the same time, the College is participating as a catalyst for regional and state-wide development.</p>	1. Develop education team to monitor economic development (88)	3	Brandolino		
	2. Develop a technology transfer program (88)	1	Miheich	12 months	10,000
	3. Develop technology transfer, contract procurement assistance, and product commercialization as viable economic development services (88)	3	On going		
	4. Review the match between the Workplace Literacy Program and the needs of the business community.	3	On going		

Goal 9:

To provide a networking system with business, educational, and social institutions

This program will enhance training, education, and economic growth.

Problem Solving Strategies* From Master Planning

1. Create partnerships with business and industry that would lead to the creation of Technology Centers (88)
2. Strengthen networking among college recruiters and high school counselors to enhance their influence in promoting the community college experience.
3. Provide convertible non-dedicated instructional spaces for short-term industry-based non-traditional training and educational opportunities
4. Host dinner for district high school mathematics, computer science, and science instructors.

Priority

Person

Time

Cost

1

Pietak, Lepanto,
Mihelich

24 months

2

Davis

3

Brandolino

In process

3

Lepanto/Departs.

On going

2,500

Goal 10:
To promote an understanding of other peoples, countries and cultures and their interaction in affecting the global environment.

Goal 10:

Problem Solving Strategies* From Master Planning

Priority

Person

Time

Cost

1

Lepanto, Hevia,
International
Committee,
Faculty

24 months

General Resource Strategies from Master Planning

	<u>Priority</u>	<u>Person</u>	<u>Time</u>	<u>Cost</u>
1. Develop coordinated, cooperative efforts among the clerical and support staff and the Human Resource Office to insure the college provides equal employment opportunities. (88)		Bettarelli		
2. Establish a faculty/staff lounge (88)		Pierce		
3. Provide all personnel with the opportunity to evaluate one another (88)		Bettarelli		
4. Develop means to attract the best qualified substitute instructors (88)		Lepanto		
5. Investigate the possibility of revamping the current campus security radio system (88)		Zeborowski		
6.** Continue environmental scanning to keep the college posted regarding changing needs	1	Hauwiller	On going	
7. Expand college printing capabilities to include offset/printing in reprographics		Schmitt		50,000
8. Improve publication planning in the budget process		Daggers		
9.** Implement comprehensive program to improve the college's reputation/image using media, publication and personal contacts	1	Daggers		
10. Provide quiet computer work stations with a high degree of privacy to faculty		Olson		20,000
11. Address problem of lack of storage space		Pierce		20,000
12. Improve response time to work order requests.		Pierce		
13.** Review chronic problems related to lighting, sound and temperature	1	Pierce		
14. Provide additional electrical services for Building C		Pierce	Done	
15. Air condition all remaining instructional space.	5	Pierce		100,000
16. Develop convenient collection facilities on campus for recyclable materials		Pierce	Done	
17.** Purchase recyclable alternative products instead of non-recyclable ones when performance is comparable.	1	Schmitt		25,000
18.** Recycle chlorofluorocarbon and glycol based H.V.A.C. materials consistent with current and upcoming laws regarding their handling	1	Pierce		500,000
19. Implement recycling program			Done	

20.	Investigate alternative sources of energy					
21.	Assess JJC North facilities	Pierce	Done			
22.**	Comprehensive building renovation and modification in most departments	Pierce	On-going			
23.	Review adequacy of staffing building and grounds personnel	Pierce				
24.**	Study feasibility of tax referendum in FY94	Brinkman	Done	1		
25.**	Investigate the feasibility of establishing a faculty senate	Focus Group	Done	1		
26.	Increase pay for part-time and overload assignments		Done			
27.	Increase travel allotment for staff development	Brinkman				
28.**	Address problem areas needing attention: communications, administrative leadership, resolution of misunderstandings, teamwork, trust	Pietak	In progress	1		50,000
29.	Address problem areas identified by administrators: flexibility in hours and balance between workload and leisure	Bettarelli				
30.	Provide social interaction: social activities, retreat	Bettarelli				
31.**	Improve recognition program	Zeborowski		1		750,000
32.	Improve the security and safety image of night programming at the downtown center					
33.**	Access chronic parking problems at the beginning of the fall term.	Brinkman/Pierce		1		

20.	Investigate alternative sources of energy		Pierce	Done	
21.	Assess JJC North facilities			Done	
22.**	Comprehensive building renovation and modification in most departments	1	Pierce	On-going	
23.	Review adequacy of staffing building and grounds personnel		Pierce		
24.**	Study feasibility of tax referendum in FY94	1	Brinkman		
25.**	Investigate the feasibility of establishing a faculty senate	1	Focus Group*	Done	
26.	Increase pay for part-time and overload assignments			Done	
27.	Increase travel allotment for staff development		Brinkman		
28.**	Address problem areas needing attention: communications, administrative leadership, resolution of misunderstandings, teamwork, trust	1	Pietak	In progress	50,000
29.	Address problem areas identified by administrators: flexibility in hours and balance between workload and leisure		Bettarelli		
30.	Provide social interaction: social activities, retreat				
31.**	Improve recognition program	1	Bettarelli		
32.	Improve the security and safety image of night programming at the downtown center		Zeborowski		750,000
33.**	Access chronic parking problems at the beginning of the fall term.	1	Brinkman/Pierce		

* Reviewed various senate models including a faculty senate (NCA self-study recommendation) and an institutional senate (April 92 college-wide meeting recommendation).