

**School of Continuing Education  
School-wide Action Plan  
Approved June 23, 2015**

Action Items. The School of Continuing Education (SCE) has identified three Action Items for the School-wide Action Plan: Student Involvement, Budget, and Program Review. The tables (below) outline each action item including rationale, assessing progress, steps toward completion, timeline, persons responsible, resources needed, monitoring and reporting.

<b>Student Involvement:</b> Students at the School of Continuing Education have always participated at a high level and they have provided valuable input into institutional planning. Nonetheless, SCE needs to increase the formal participation of students in planning and decision-making.						
<b>Assessing Progress on Student Involvement:</b>						
	Steps Toward Completion of Plan	Timeline-Status	Persons Responsible	Resources Needed	Monitoring & Reporting	Update
1.	Improve recruitment of students, community members, and adjunct faculty to participate in program review and WASC activities.	6/2016	Program Mgrs. Academic Senate	Time Staff Marketing Technology Funding	Provost's Cabinet	
2.	Schedule WASC activities in preparation for the WASC team return visit.	6/2016	WASC Chair WASC Project Coordinator	Time Staff Funding Facilities	Provost's Cabinet	
3.	Implement annual systematic surveying of students.	6/2016	Research Analyst	Time Staff Marketing Technology	Director of Campus Comm. Provost's Cabinet	AB86 Researcher is working on developing student surveys pertaining to the outcomes of AB86 proposals.
		6/2017	CTE Mgr.	Time Staff	Anaheim Dean	The CTE Program implemented a CTE Employment Survey that will be completed in the 2014/15-2016/17 academic years. Through AB86, students are completing goal related surveys. ESL students complete annual surveys for EL Civics and Technology.
4.	Design and implement a system to solicit student feedback that will be incorporated into all decision-making processes.	<i>Completed</i> 9/2014	Anaheim Dean Cypress Dean Wilshire Dean Pro-D Committee	Time Staff Marketing	Provost's Cabinet	Staff and students provided feedback by completing surveys.

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5.	Design and implement a comprehensive survey process to solicit feedback from students, faculty, staff, and the community that would then be incorporated into decision-making processes.	8/2016	Research Analyst Director of Campus Comm. Anaheim Dean Cypress Dean Wilshire Dean	Time Staff Marketing Technology	Director of Campus Comm. Research Analyst Provost's Cabinet	Although many surveys have been developed and implemented on a program-level or project-level basis, SCE needs to develop a comprehensive school-wide survey process. An example of surveys implemented include student goal surveys for AB86 proposals, the CTE Employment Survey, ESL annual EL Civics and Technology survey, and the SCE website redesign survey.
6.	Develop various ways to educate students regarding educational options and career pathways available at SCE.	Completed 9/2014	CTE Mgr.	Time Staff Funding (AB86)	Anaheim Dean	AB86 designed and piloted off-site counseling and CTE class visits.
		Completed 9/2014	Building Connections Workgroup CTE Staff	Time Staff Funding (Innovation)	Director of Campus Comm. Anaheim Dean	Building Connections workgroup developed the "Connecting the Dots" and "Your Pathway from SCE to College" brochures which details pathways for ESL, CTE and high school students. CTE staff visited classrooms to promote career certificate programs and computer skills program certificates.
		Completed 9/2014	DSS Director	Time Staff Funding (AB86)	Anaheim Dean	AB86 piloted program for DSS enhanced counseling.
		Completed 9/2014	Basic Skills Mgr. SSSP Mgr.	Time Staff	Cypress Dean Wilshire Dean	Students educated on opportunities via High School program speaker series at Gilbert West off-site High School lab.
		Completed 9/2014	ESL Mgr. SSSP Mgr.	Time Staff Funding (SSSP)	Cypress Dean Wilshire Dean	Additional adjunct counselors hired to work with ESL students and in an effort to facilitate transition to noncredit programs and credit colleges.
		Completed 6/2015	Counselors	Time Staff	Wilshire Dean	SCE students received college transition and employability services in an effort to enhance their ability to transition to credit and locate and gain employment related to their coursework.

	Steps Toward Completion of Plan	Timeline-Status	Persons Responsible	Resources Needed	Monitoring & Reporting	Update
7.	Collaborate with all programs to design and implement a comprehensive plan to address basic skills needs of SCE students.	Completed 9/2014  6/2016  Completed 4/2015  Completed 6/2014	DSS Director  HSDP Faculty CTE Faculty  CTE Mgr. SSSP Mgr.  ESL Mgr. Basic Skills Mgr. DSS Director	Time Staff  Time Staff  Time Staff  Staff Time Funding (BSI Grant)	Cypress Dean  Anaheim Dean Cypress Dean  Anaheim Dean Wilshire Dean  Cypress Dean	BSI Advisory approved the Learning Disability Assessment Program for the 3rd year.  HSDP and CTE faculty are in the beginning stages of implementing Basic Skills prerequisites for courses.  CTE and SSSP programs concluded discussions regarding an effective assessment instrument to appropriately place CTE students into curriculum and facilitate student success.  Discussions to implement an iBest conceptualized teaching model within DSS, CTE and ESL.
8.	Identify, develop and pilot various ways to provide students with information about education and career pathway options available at SCE and sister colleges.	6/2016	Program Mgrs.	Time Staff Funding (Hospitality)	Anaheim Dean Cypress Dean Wilshire Dean	
9.	Collaborate with all SCE basic skills programs to design and implement a comprehensive plan to increase retention, completion, and progression with basic skills deficiencies.	6/2016	Program Mgrs.	Time Staff Funding (BSI & SSSP)	Anaheim Dean Cypress Dean Wilshire Dean	
10.	Develop various ways to deliver student orientation, including CTE.	Completed 8/2014  Completed 6/2013  Completed 9/2014	CTE Mgr.  Dean  ESL Mgr.	Time Staff Technology  Time Staff Funding  Time Staff Technology	Anaheim Dean  Wilshire Dean  Anaheim Dean	Students completed online orientation in order to register for classes in the Administrative Assistant, Medical Assistant, Early Childhood Education and Pharmacy Technician programs.  Student Success and Support Program successfully implemented online orientation process for new students enrolling in CTE and High School programs registering for fall 13.  ESL updated and refined their orientation process.

	Steps Toward Completion of Plan	Timeline-Status	Persons Responsible	Resources Needed	Monitoring & Reporting	Update
11.	Establish a political action group to advocate for student needs and coordinate with District efforts to establish government affairs and strategic plan for noncredit and community education.	<i>Completed</i> 3/2015	Provost Chancellor District Director Gov. Affairs Director of Campus Comm.	Time Staff Funding	Provost	Established and developed legislative priorities and advocacy strategies for the District and SCE.
12.	Develop a system of tracking student outcomes and academic progress in all SCE programs. Collaborate with technology team.	Ongoing (since 2011)	IT Team Instructor Pilot Team Cypress Dean Research Analyst	Time Staff Funding Technology	Provost's Cabinet	In correlation with the development of templates was a simultaneous phase of training faculty and administrators on the mechanics of developing SLO statements and recording the statements in the iTendance templates. The practice of developing assessments in correlation with learning activities included: Building and using rubrics & recording student achievement.
		Ongoing (since 2011)	IT Team Instructor Pilot Team Cypress Dean Research Analyst	Time Staff Funding Technology	Provost's Cabinet	In correlation with practicing SCE instructors conversed regarding a template for a SLO @ SCE action plan template to enrich closing-the-loop (analysis, application) of meaningful SLO data.
		<i>Completed</i> 6/2012	IT Team Instructor Pilot Team Cypress Dean Research Analyst	Time Staff Funding Technology	Provost's Cabinet	Collaboratively developed and implemented iTendance templates to serve as a tool for instructors to write, assess, and analyze learning in individual courses.
		9/2016	AB86 Coordinator	Time Staff Funding (AB86)	Provost Cypress Dean	Through AB86, a series of outcomes will be recommended to the state.
		9/2016	Registrar, CTE Mgr. Instructional Tech Services Mgr.	Time Staff Technology	Anaheim Dean Wilshire Dean	CTE collaborating with Records Office to find a way in Banner to prevent CTE students from registering in a course after three unsuccessful attempts in order to develop a plan of intervention for student success. Pharmacy Tech program will serve as pilot for tracking system that can be used across CTE.

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12.	<i>Continued</i>	9/2016  <i>Completed</i> 6/2010	Academic Senate  Registrar Instructional Tech Services Mgr. Academic Senate	Time Staff Funding Technology  Time Staff Funding Technology (Software)	Instructional Tech Services Mgr. Academic Senate  Registrar	SCE IT staff is supporting the Academic Senate in exploring software for tracking student outcomes.  SCE joined ASCCC in piloting noncredit course grades, i.e., progress indicators: P, NP, and SP. The noncredit progress indicators have been successfully piloted in all SCE apportionment programs. As the result, DREAM Team approved the use of the progress indicators permanently and the inclusion of the SP indicator in student transcripts.
13.	Review ESL, basic skills and secondary curriculum with the goal of aligning SCE curriculum with academic skills required to transition to college and certificate programs.	<i>Completed</i> 10/14/13  <i>Completed</i> 6/2015	Innovation Fund Committee  Curriculum Committee CC Faculty Cypress Dean Basic Skills Mgr.	Time Staff Funding (Innovation Fund) Technology  Time Staff Funding (BSI Funding)	Cypress Dean  Cypress Dean	Received Innovation Fund award for Building Connections project - goal was to collaborate with Cypress College & Fullerton College to improve transition from noncredit to credit through articulation of instruction in basic skills and targeted student services. Held kick-off forum in October.  High School and Basic Skills department with math and English Cypress and Fullerton Colleges credit faculty to determine the target math and English credit courses to which noncredit courses in similar disciplines should be aligned with the goal improving noncredit-to-credit transition. Subsequent to the meetings, HS lead faculty revised noncredit English and math courses to align them with the English 60 and Math 20 credit courses.

<p><b>Budget:</b> The School of Continuing Education has been significantly and negatively impacted by the state budget crisis and there have been dramatic cuts to programs such as the Disability Support Services (DSS) and Student Success &amp; Support Services (SSSP). SSSP funding was cut by 60% this past year. Staffing cuts for community partnerships have impacted SCE's ability to offer evening and off-site classes. Uncertainty of State funding makes it difficult to plan. The fiscal crisis has led to less money for staff development, fewer resources available for facilities and technology, and decreased funding to hire support staff and full-time faculty. SCE will focus on activities related to two broad budget areas (Fiscal Planning and Identifying New Resources).</p>						
<p><b>Assessing Progress on Budget (Fiscal Planning):</b></p>						
	Steps Toward Completion of Plan	Timeline-Status	Persons Responsible	Resources Needed	Monitoring & Reporting	Update
14.	Identify criteria for short-term financial planning.	<i>Completed</i> 4/2013	Budget Committee	Time Staff	Provost's Cabinet	<p>SCE will include contingency amounts in each fiscal year budget for purposes of budgeting for potential unforeseen needs. Contingency amounts will be applied to the General Fund Operating Allocation:            Position Control: 1%            Operating Expenses: 5%            Extended Day: 5%</p> <p>The contingency amounts were approved by the SCE Budget Committee on April 24, 2013. It was discussed that the contingency amounts are not intended to create large reserves but rather to set aside resources for unanticipated needs during both the current and outgoing fiscal years.</p>
15.	Identify criteria for long-term financial planning.	<i>Completed</i> 4/2013	Budget Committee	Time Staff	Provost's Cabinet	<p>SCE will include contingency amounts in each fiscal year budget for purposes of budgeting for potential unforeseen needs. Contingency amounts will be applied to the General Fund Operating Allocation:            Position Control: 1%            Operating Expenses: 5%            Extended Day: 5%</p> <p>The contingency amounts were approved by the SCE Budget Committee on April 24, 2013. It was discussed that the contingency amounts are not intended to create large reserves but rather to set aside resources for unanticipated needs during both the current and outgoing fiscal years.</p>
16.	Develop back up plans for management level financial tasks.	6/2016	Mgr. Admin Services	Time Staff	Provost's Cabinet	

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17.	Develop a long-term purchasing plan for replacement of equipment.	<i>Completed</i> 10/2014	Budget Committee	Time Staff	Provost's Cabinet	IT presented a computer rotation plan to the Budget Committee. The Budget Committee approved at Oct. 29, 2014 meeting.
18.	Formulate a plan to increase the number of full-time faculty.	6/2016	Provost's Cabinet Academic Senate	Time Staff	Provost Board of Trustees	Work group formed to review full-time faculty proposals and recommended a list in priority order to the Provost.
19.	Develop plans to meet growth potential (new facilities & maximize utilization of current facilities).	6/2016	Budget Committee Provost's Cabinet	Time Staff	Provost's Staff	SCE program managers submitted proposals for facilities needs at the Anaheim Campus, Cypress Center, and Wilshire Center for District and SCE facilities planning.
20.	Identify funding to support SSSP, formerly Matriculation.	<i>Completed</i> 10/2014  <i>Completed</i> 10/2014	Provost's Cabinet  SSSP	Time Staff  Time Staff Funding (General Funds)	Provost's Cabinet	Matriculation services: Updated to Student Success Support Program (SSSP).  Budget Committee approved the use of general funds in the amount of \$111,770 for SSSP support.
21.	Identify and propose for implementation alternative District budget allocation models designed to sustain balanced offerings of quality noncredit instruction and services.	Ongoing	Budget Committee Provost's Cabinet	Time Staff District Staff	Mgr. Admin Services	Extended Day FTES Model approved by Provost's Cabinet.
22.	Identify resources to institutionalize effective practices currently funded by the Basic Skills Initiative.	9/2015	Provost's Cabinet	Time Staff	Provost's Cabinet	
23.	Document guidelines for alternative funding sources and partnerships.	<i>Completed</i> 9/2013	Provost's Cabinet	Time Staff	Provost's Cabinet	Raised awareness within Provost's Cabinet of procedures, application and the approval process for securing grant funding.
24.	Complete fiscal analysis to determine efficiency of resources used to meet student learning needs.	<i>Completed</i> 10/2013	Budget Committee Provost's Cabinet	Time Staff	Provost's Cabinet	Budget Committee established framework for tying budget decision-making with the District Strategic Directions and WASC Action Plan.

	Steps Toward Completion of Plan	Timeline-Status	Persons Responsible	Resources Needed	Monitoring & Reporting	Update
<b>Assessing Progress on Budget (Identifying New Resources):</b>						
25.	Increase scholarship opportunities.	<i>Completed</i> 1/2011	Provost's Staff	Time Staff Technology	Provost	SCE Scholarship Website linked to the SCE home page.
		<i>Completed</i> 3/2011	Scholarship Board	Time Staff Funding	Provost	SCE Scholarship Board/Committee was formed; the number of available scholarship awards increased; new ways of promoting scholarship opportunities to students were developed.
		<i>Completed</i> 5/2014	Scholarship Board	Time Staff Funding	Provost	An annual recognition scholarship award ceremony was added to SCE's calendar. The funding these 15 scholarships provide to students on an annual basis is approximately \$6430.
		<i>Completed</i> 5/2014	Scholarship Board	Time Staff Funding	Provost	Added 3 new scholarships: Planting Seeds text book and scholarship and Administrative Assistant scholarship.
26.	Continue the New Book Award Committee (CTE students) and expand for other students.	<i>Completed</i> 1/2015	CTE Mgr.	Time Staff Funding	Anaheim Dean	Book award funds have been included in the SCE scholarship funds, expanded to include ESL students and incorporated in the SCE Scholarship application process.
27.	Convene a Grant Planning Team to establish a process that will increase communication and opportunities to educate and invite programs to explore and/or pursue grant and alternative funding sources.	<i>Completed</i> 10/2014	Chancellor's Executive Assistant	Time Staff	Provost's Cabinet	AP 3280 revised to include Vice Chancellor, Educational Services and Technology in review of grant applications.
		6/2016	Grant Planning Team Anaheim Dean	Time Staff Funding (Grant)	Provost's Cabinet	
28.	Investigate the use of the existing accounts to best serve community education.	<i>Completed</i> 1/2015	LEAP Mgr. Mgr. Admin Services	Time Staff	Anaheim Dean LEAP Mgr. Mgr. Admin Services	Pricing structure for community service classes reviewed and modified for a sustainable model.



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29.	Develop a community education proposal to analyze current use of funding and how to develop a plan for a self-sustainable model.	Completed 9/2013	LEAP Mgr.	Time Staff	Anaheim Dean LEAP Mgr. Mgr. Admin Services	Implemented innovative methods for planning and executing Kids' College tuition-supported course enrollment through trend-tracking by term and monitoring of break-even enrollment numbers. These key elements have produced significant increases in both enrollment and revenue.
		Completed 1/2015	Mgr. Admin. Services Anaheim Dean LEAP Mgr.	Time Staff	LEAP Mgr.	LEAP developed spreadsheet to monitor enrollments in tuition classes and identified trends to inform scheduling of future classes. Including Kids' College & Teen program classes, such as STEM camps for kids and adult classes.
30.	Establish partnerships for professional development funding opportunities.	Completed 9/2013	Pro-D Committee	Time Staff	Provost's Staff	Professional Development established process, procedures, & forms. District Staff Development calendared community events, 3CSN, and health programs with Kaiser.
		Completed 6/2015	Pro-D Committee	Time Staff	Provost's Staff	Included regional Professional Development needs in AB86 RCP. Partnering with the District an updated process was adopted in spring 2015.
31.	Grant and alternative funding resource support-look for funding options, help support and monitor current grants or funds.	Completed 9/2014	AB86 Coordinator	Time Staff Funding (AB86)	Cypress Dean	Convened the NOC Regional Consortium for Adult Education consisting of NOCCCD, AUHSD, PYLUSD, FJUHSD, and Los Alamitos Unified School District. Developed planning strategies and the Regional Adult Education Plan.
32.	Collaborate with college representatives for college day and evening visits, such as transitioning to college, at SCE Centers. Provide presentations on instructional programs and student services accompanied by regular financial aid workshops.	Completed 6/2013	HSDP Staff	Time Staff Funding (Financial Aid)	Cypress Dean	As part of the Building Connections project, HSDP offers college success course and includes overview of financial aid.

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32.	<i>Continued</i>	<i>Completed</i> 9/2013	Provost's Cabinet	Time Staff	Provost's Cabinet	Forums like building connections, bridge to high school, peer to peer mentoring, test prep programs, ESL Academic Success, HSDP College success, Transition to college, noncredit/credit dual enrollment, financial aid deadline March 2.
		<i>Completed</i> 9/2014	AB86 Coordinator	Time Staff	Provost's Staff	AB86 org structure includes credit faculty reps in each of the program area workgroups.
		<i>Completed</i> 9/2014	ACCT Coordinator	Time Staff	Provost's Staff	Through Adult College and Career Transition (ACCT), collaborated with Cypress and Fullerton Colleges and offered campus tours to SCE students.
		<i>Completed</i> 1/2015	SSSP Mgr.	Time Staff Funding (BSI Grant/ Student Equity)	SSSP Mgr.	Collaborated with Cypress and Fullerton Colleges to align noncredit and credit curriculum in ESL to establish a seamless transition process.
		<i>Completed</i> 6/2014	Director of Campus Comm.	Time Staff	Director of Campus Comm.	Collaborated with Cypress and Fullerton Colleges to provide informational booths at SCE graduation and Student Success event.
33.	Explore tuition supported class offerings in light of trends.	<i>Completed</i> 9/2013	Mgr. Admin. Services Anaheim Dean LEAP Mgr.	Time Staff	LEAP Mgr.	LEAP program course, community education, poll/survey students to find out what they want to learn, other community organizations, flyers, economic trends.
<b>Program Review:</b> The School of Continuing Education needs to develop and implement a formal, comprehensive program review process. The activities identified below are related to program review and they include a subset of items related to reports, communication, training, and marketing.						
<b>Assessing Progress on Program Review:</b>						
34.	Establish a formal annual fiscal planning process linked to strategic planning (include all constituent groups).	6/2016	Budget Committee	Time Staff	Provost's Cabinet & Provost	
35.	Complete fiscal analysis to determine efficiency of resources used to meet student-learning needs.	6/2016	Mgr. Admin. Services Provost's Staff	Time Staff Technology	Provost's Cabinet	

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36.	Institute a formal evaluation process to maximize facility and equipment utilization.	6/2016	Budget Committee Provost's Cabinet	Time Staff Technology	Provost's Staff	
37.	Continue development of Managed Enrollment.	6/2016	Program Mgrs.	Time Staff Technology	Provost's Staff	
38.	Identify means to integrate new students as other community programs have been eliminated.	<i>Completed</i> 6/2015	LEAP Mgrs.	Time Staff Funding Equipment Facilities	Provost's Staff	LEAP is now a fully implemented program with parenting, older adults, health and safety, and community education under one umbrella, meeting community lifespan needs. Tuition supported offerings have been evaluated and expanded. A complete team is in place with a LEAP program manager and a LEAP program assistant hired in the last three years, along with a plan for the hiring of new permanent support staff.
39.	Continue to develop course and program SLOs.	6/2012	Program Mgrs. Academic Senate	Time Staff Technology	Cypress Dean	OAP has completed all SLO's.
40.	Evaluate assessment data from the first SLO cycle.	6/2016	Research Analyst	Time Staff Technology	DREAM Team	
41.	Develop electronic processes to collect data regarding student success.	<i>Completed</i> 6/2013	IT Team Research Analyst	Time Staff Technology	DREAM Team	Noncredit student success data has been migrated into Banner for MIS data submission; testing of this process began with the summer 2014 data for orientation, assessment, and student education plans. Counseling and academic progress and completion data will be migrated from DegreeWorks into Banner, effective spring 2015 implementation pilot.
42.	Gather SLO data for student support services.	6/2016	Program Mgrs. Research Analyst	Time Staff Technology	DREAM Team	

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43.	Develop new courses and programs in areas of highest demand.	Completed 9/2013	Program Mgrs. Academic Senate	Time Staff	Curriculum Committee	LEAP successfully implemented the Healthcare Medical Interpreter program in response to the need for certified medical interpreters after a state regulation requirement passed in 2011.
		Completed 2/2008	Program Mgrs. Academic Senate	Time Staff	Curriculum Committee	Piloted CDCP courses.
44.	Develop courses in new areas of high demand through surveys, waitlisted courses, and class wish lists.	Completed 6/2013	SLO Coordinator	Time Staff	Cypress Dean	Recommendations noted on SLO Plan.
		Completed 6/2013	CTE Mgr.	Time Staff	Anaheim Dean	Shift emphasis to need. May be long waitlists for CTE class, but not enough jobs to justify training. Waitlists for recreational course could justify another section, but would be adding another section, not developing new course.
		Completed 6/2013	SLO Coordinator	Time Staff	Cypress Dean	Guidelines for feedback and communications follow through, cut off number to immediate opening of new section, recommendation on SLO action plan, shift emphasis to need, carefully manage enrollment and influence attendance, balance need with enrollment numbers, justify need with data and interest.
		Completed 1/2015	CTE Mgr.	Time Staff	Anaheim Dean	In the planning stages of implementing a Personal Care Aide program as a noncredit program, where it was previously part of a grant. There is student demand and employer need for personal care aides.
45.	Develop courses in new areas of high demand and need in accordance with the SCE mission and strategic goals.	6/2016	Instructional Program Mgrs.	Time Staff Technology	Anaheim Dean Cypress Dean	
46.	Implement priority registration for CDCP students transferring to the colleges.	Completed 10/2013	Anaheim Dean Cypress Dean Wilshire Dean	Time Staff	Provost	Implemented priority registration for SCE students transferring to Cypress or Fullerton Colleges. NOCCCD approved priority registration tiers including SCE transitional students in the first four tiers.



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53.	Develop the process of including all instructional staff in SLO development and communicate it to all instructional staff.	<i>Completed</i> 12/2014	Program Mgrs. Academic Senate	Time Staff Technology	Cypress Dean	SLO development process completed, SLO action plan process completion is pending due to tech staff shortage.
54.	Identify and secure a funding source to provide staff development training to help faculty and staff develop a more global understanding of SCE and the District.	<i>Completed</i> 12/2014	Pro-D Committee	Time Staff	Provost's Cabinet	Completed through SCE carryover.
55.	Sensitivity and informational training for faculty and staff in areas directly serving undocumented, deferred action, AB540 students so there is discreet, informative, consistent, and accurate advisement of options. Designate an office or counselor as lead for the "safe zone" and work with the registrar to provide a consistent policy on verification of enrollment.	6/2016	Registrar Counseling Faculty	Time Staff Funding (Pro-D)	Wilshire Dean	Link Kognito to AB540 (like on financial aid/admissions link).
56.	Collaborate with SCE and District technology staff to automate open-entry lab processes and procedures to better input and track/grade student academic progress including making HSDP tests and competencies electronic based.	<i>Completed</i> 9/2014	Instructional Tech Services Mgr.	Time Staff Technology	Instructional Tech Services Mgr.	Academic progress in ECR for high school diploma. Faculty developed requirements for the HSDP academic progress (minimum number of credits attained within an identified period of time) and the policy for enforcing these requirements. Academic Progress tracking tool was piloted at the Anaheim High School Lab.
57.	Cross-train staff and faculty at all three campuses so all are educated on SCE programs and can advise students appropriately.	<i>Completed</i> 9/2014	Director of Campus Comm.	Time Staff Technology Funding		Redesign/update website creating a one stop resource for students, staff, faculty, businesses and the community.

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58.	Educate staff and faculty at all three campuses on SCE programs to better advise students.	6/2016	Pro-D Committee Program Mgrs.	Time Staff Funding	Director of Campus Comm.	
59.	Evaluate school-wide capital outlay and maintenance related facilities and classroom needs.	6/2016	Anaheim Dean Cypress Dean Wilshire Dean Mgr. Admin. Services	Time Staff Funding	Provost's Staff	
60.	Educate the community regarding tuition supported classes to better promote and expand community education and SCE.	Completed 9/2014	Director of Campus Comm. IT Team	Time Staff Technology Funding	Director of Campus Comm. Instructional Tech Services Mgr.	Redesign/update website creating one stop resource for students, staff, faculty, businesses and the community.
		Completed 10/2014	Hiring Committee Director of Campus Comm.	Time Staff Funding	Director of Campus Comm.	Hired Campus Marketing/Outreach Assistant to assist in increased marketing efforts.
61.	Expand business partnerships to enhance job placement. Promote training programs to employers.	Completed 7/2011	DSS Director	Time Staff Funding (C2C Grant)	DSS Director	SCE granted a collaborative agreement with the Department of Rehabilitation with a goal of supporting an estimated 60 student cases in obtaining their educational and vocational goals.
		Completed 6/2015	DSS Director	Time Staff Funding (C2C Grant)	DSS Director	C2C Program served 82 students since July 2011 and has placed/closed 26 students in competitive employment.
		Completed 9/2014	CTE Mgr. DSS Director TDI Mgrs.	Time Staff	Anaheim Dean	CTE and TDI programs placed on the CalJobs List and Orange County's Eligible Training Provider List (ETPL) to promote training opportunities to individuals, community agencies and employers.
		Completed 5/2015	CTE Mgr.	Time Staff	Anaheim Dean	New business partners were recruited to serve on SCE business advisory committees and as externship sites, including employers of medical assistants and pharmacy technicians.

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<b>61.</b>	<i>Continued</i>	<i>Completed</i> 10/2009	DSS Director	Time Staff Funding (JARC Grant)	DSS Director	Awarded funding from the Job Access Reverse Commute (JARC) grant through the Orange County Transportation Authority (OCTA) for the Mobility Training Program. The goal is to teach students with disabilities to enhance their independence through independently and safely utilizing the fixed bus system; while saving taxpayer dollars in minimizing the use of OCTA's ACCESS services. The Mobility Training Program offers roundtrip bus training between home, work and/or school.
		<i>Completed</i> 6/2015	DSS Director	Time Staff Funding (Mobility Grant)	DSS Director	Since October 2009, the Mobility Training Program has served 306 unduplicated students with a potential savings in taxpayer dollars of \$447,066. A total of 520 route trainings and 158 mobility boot camps completed.
		<i>Completed</i> 5/2015	CACT Director	Time Staff	Anaheim Dean	CACT partnered with Disney to develop customized training for sound mechanics and machinists.
		<i>Completed</i> 5/2015	CACT Director	Time Staff	Anaheim Dean	CACT contacted local employers to provide job placement for veterans in the manufacturing industry.
		<i>Completed</i> 7/2011	DSS Staff	Time Staff	DSS Director	Established the Workability III program with two allocated employees and a goal of opening 12 cases.
		<i>Completed</i> 6/2015	DSS Staff	Time Staff	DSS Director	Workability III staff allocation increased to five employees.
		<i>Completed</i> 6/2015	DSS Staff	Time Staff	DSS Director	In just 4 years, Workability III has helped 66 students find employment.
<b>62.</b>	Expand marketing to students to promote awareness of opportunities, programs, and services.	<i>Completed</i> 10/2014	Campus Comm. Community Relations Team	Time Staff Funding	Director of Campus Comm.	Hired Campus Marketing/Outreach Assistant to assist in increased marketing efforts including community outreach.



	Steps Toward Completion of Plan	Timeline-Status	Persons Responsible	Resources Needed	Monitoring & Reporting	Update
63.	Develop communication plan targeted to current students for opportunities, workshops, services, transition programs, etc.	6/2016	Campus Comm. Community Relations Team IT Team	Time Staff Funding Technology	Director of Campus Comm.	Redesigning the SCE website to create a one-stop resource for students, staff, faculty, businesses and the community.
64.	Adopt a process and procedures for initiation of official student clubs and organizations. Promote to students and provide appropriate resources for implementation.	6/2016	Provost's Staff	Time Staff Funding	Provost's Staff	
65.	Create school-wide calendar and make available to all staff.	9/2015	Provost's Executive Asst.	Time Staff Technology	Provost's Staff	
66.	Identify meetings that are best served by CCCConfer.	6/2016	Provost's Cabinet	Time Staff	Provost	
67.	Identify potential CTE offerings to be made available at Cypress and Wilshire.	6/2016	CTE Mgr.	Time Staff Technology Facilities	Anaheim Dean Cypress Dean Wilshire Dean	
68.	Research student clubs to increase engagement. Clubs include student mentoring, curriculum-based groups, support groups, or groups based on topics of interest.	6/2016	Provost's Staff	Time Staff	Provost's Staff	