Academic Affairs Board Committee Update

November 5, 2013
Agenda

• Academic Affairs Update
  • Accreditation and Compliance- CDL/HLC Visit
  • College to Careers Programs Updates
  • PAC Process and Communication with FC4
  • College Success Course Redesign
  • Academic Operations Management (Updating Electronic Business Processes, Campus Solutions)
Accreditation and Compliance

At a glance:
* Liaison for all regulatory, accreditation, and academic compliance matters.
* Mitigate risk relative to any state, federal, regional, or specialized accreditation agency requirement, documentation request, site-visit, and/or regulatory audit.
* Coordinate regulatory and accreditation site visits on behalf of the seven City Colleges.

1. Substantive Change Applications
   - Parts I and II of the Higher Learning Commission’s (HLC) Substantive Change applications for online courses and degree program offerings were reviewed, edited, and submitted to HLC and the Site Visit Team, together with additional College documentation (Colleges were required to submit the applications two months before the scheduled visit – Sept. 11 2013).

2. District Consortial Application
   - A consortial application was completed and uploaded to HLC on behalf of all seven Colleges and the District (Sept. 2013).

3. Access to Three Online Courses
   - The HLC Site Visit Team was provided access to three, sample online courses through CCC’s CDL. Business 271, CIS 123, and Social Science 102.

4. Travel, Contact, and Strategic Plan Information
   - The HLC Site Visit Team received CCC contact information, as well as links to CCC’s five-year Strategic Plan and a map of the College locations.
Accreditation and Compliance

CDL Process and Documentation Improvements

Academic Affairs continues to provide guidance to, and oversight of CDL, which has culminated in the following process and documentation improvements in the last seven weeks:

- New CDL SharePoint Site for greater document and workflow transparency.
- Greater communication to the Colleges regarding course schedules and online faculty.
- CDL Fact Sheet detailing CDL’s processes, an FAQ, contact information, and staff credentials.
- Weekly CDL management meetings and bi-weekly CDL staff meetings to discuss workflow improvements and enhancements.
- Weekly, documented reports from CDL management regarding major accomplishments and work/meeting outcomes.
- Blackboard and GradesFirst training of all CDL management and staff.
- Review and editing of three CCC CDL Manuals for operations, faculty, and students (anticipated completion is 11/8/13).
- Professional development submissions by all management and staff.
- Installation of a SmartBoard in the CDL conference room, as well as a copier.
- Regular attendance at District-wide VP, Deans, and Faculty Chair Meetings.
- CCC CDL Advisory Committee (to address student retention, student assessment, online faculty instructional evaluation, and course syllabi, and student learning outcomes).
- CCC CDL Executive Council (meetings to begin in December to address governance, operations, and expansion).
- Collaboration with Reinvention team for data analysis and participation in the SmarterMeasure Pilot Tool for assessment of student readiness to take online courses.
## College to Careers

### At a glance:
* Approving programs on the Careers Pathways

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# Update on the PAC Process

A proposed curriculum development concept has more than 50% fewer steps than the current process and features an integrated model, ensuring shared governance and objectivity.

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| 1.    | Conditional Recommendation  
         - Local Vice President (or designee), Academic Department, and Curriculum Specialist provide conditional recommendation to proceed with proposal. |
| 2.    | Curriculum Workshop (former Local and District Committee A)  
         - Proposal team Led by Curriculum Specialist to facilitate research, vetting, and application of standards (ICCB and IAI). Initial draft of Board report. Applicable ICCB Forms completed in this stage. |
| 3.    | Joint Committee (former Committee A)  
         - Vice Presidents (or designee), Curriculum Specialists, and elected Committee A members |
| 4.    | Local Faculty Council  
         - Elected local faculty body that makes final recommendation to Provost/Chancellor/Board |
| 5.    | Provost/Chancellor/Board  
         - Finalization of Board Report and authorization to submit to external agencies. |

Source: PAC Project Core Team
Enhancing Communication and Collaboration with Faculty Council (FC4)

1. Partnered with Curriculum Committee to develop revised PAC Process
2. Meeting with local Faculty Council to discuss college and district initiatives
3. Monthly meetings with Executive Council and bi-weekly meetings with Council President
4. Facilitated 35 district-wide discipline meetings and developing structured meeting agendas with outcomes
College Success

At a glance:
* In Fall 2012, 121 sessions were taught across 6 city colleges.
* In Fall 2012, 89% of courses were taught by part-time instructors verses 11% full-time faculty.
* In Fall 2012, 71% of students successfully completed the College Success course.

College Success courses are linked with higher retention rates and have been shown to have a 4% increase in retention at CCC verses those not enrolled in College Success.

1. Expansion of Course
   - Expand College Success course district-wide

2. Course syllabi with instructional materials
   - Develop consistent course syllabi with instructional materials

3. Instruction
   - Refine the hiring and selection process of instructors

4. Professional Development
   - Improve on continuous professional development opportunities for instructors
Academic and Operations Management

At a glance:
* Focus on student policies, core processes, and systems
* Academic Affairs lead on Campus Solutions (student system) reimplementation

FY13 Performance and Accomplishments

1. Operational improvements
   - Online admissions application & splash page
   - Online graduation application & report
   - Online class certification and ADW drop process & report

2. Campus Solutions (student system) re-implementation
Academic and Operations Management

At a glance:
* Focus on student policies, core processes, and systems

Online admissions application & splash page

- Problem
  - New applicants defaulted into AGS
  - 37,000 existing students in AGS
- Goal – get all students into an academic program that aligns with career & education goals
- Solution – improved online application and splash page enable students to select a focus area
- Results – 14,000+ students have selected a focus area via the splash page
Academic and Operations Management

At a glance:
*Focus on student policies, core processes, and systems

Online graduation application & report
- **Problem**
  - Good – more applicants and grads
  - Bad – poor/manual processes
- **Goal** – adhere to academic policies, keep process smooth and organized, provide timely reports
- **Solution** – online graduation application (Fall 2012)
  - Five minutes to apply
  - Advisor evaluation, then Registrar
  - 11 status levels, emails to students
- **Results** – 8,800 students have applied

Online class certification and ADW drop process & report
- **Problem**
  - Manual process, ICCB requirement
  - Generates about 25,000 pieces of paper annually
- **Goal** – meet ICCB requirements via online process
- **Solution** – created a new online class certification and ADW drop process and associated report (Spring 2013)
- **Results (early)** – thousands of faculty have successfully used the new process
# Academic and Operations Management

## At a glance:
* The Campus Solutions (student system) reimplementation will enable us to operationalize the reinvention of CCC

## Key goals
- Accelerate achievement of 4 key goals and reinvention of CCC
- Flexible, adaptable, easy to maintain
- Operational efficiency, business process redesign
- Vastly improved service to students
- Enable students to manage their own success

## Five key decisions by year-end
- Academic structure – organization and hierarchy upon which all academic programs, records and content is built; pathways implementation
- Financial aid system – CS vs. Regent
- Advising – CS advising center <> GradesFirst reconciliation
- Recruiting, online applications, admissions processing – smooth entry, set up for success
- Student records – cleansing, retention, conversion
Academic Affairs Update

Questions?