

**Yuba College Action Plan 2014-2015
for YCCD Effectiveness Plan and YC Ed Master Plan**

| Theme Area | YC Goal | Objective | Responsible Party | Estimated Cost or Action |
|--|--|---|--|--|
| Equipment: General Campus Instructional Equipment Upgrades | (4) Research and utilize effective modes of delivery for our courses and services. | Purchase and Install instructional equipment for up to twenty classrooms. Update and improve equipment and control systems in several rooms in building 700. Update equipment in rooms 200 & 202. Install instructor console with updated equipment in room 202. Other classrooms to be evaluated from program reviews. | Media Services | |
| Facilities: New/Relocated Facilities Creation | (7) Improve the quality of the student experience at all our campuses and centers. | Upgrade facilities at the Sutter Center to incorporate a wet laboratory. | SCC Executive Dean, Biology and Ecology Faculty, MESH Dean | Estimated cost of \$40,000 for electrical work and laboratory equipment. |
| HR: Classified; Manager; Faculty | (2) Prioritize and allocate resources based on existing and emerging community and student needs over those of individual projects or programs. | Develop a comprehensive staffing plan using an equitable rubric for evaluating priorities for the staffing process by end of 2013-2014 Academic Year. | Classified Staffing Committee; Managers Staffing Committee | No Cost - Man hours |
| HR: Diversity | (8) Develop partnerships to enhance educational resources and student opportunities. | The Student Services committee will investigate revitalizing the Diversity Internship Program for 2014-2015 Academic Year. The committee will work with the District Human Resources department to secure funding and re-implement. | Diversity Committee | 5000 |
| HR: Managers | (3) Steward our institutional resources with increasing effectiveness and efficiency. (2) Prioritize and allocate resources based on existing and emerging community and student needs over those of individual projects or programs. | The College will analyze the need to replace the Yuba College Researcher Position for 2014-2015 Academic Year. The position is being requested in the submitted Title V proposal and if granted will enable the college to replace this position. | Managers Staffing | Significant cost based on range/step of incoming position. Cost will be defrayed for several years if Title V grant submission is awarded. |
| HR: Managers | (2) Prioritize and allocate resources based on existing and emerging community and student needs over those of individual projects or programs. | Investigate the feasibility of combining the manager and classified staffing committees as well as the charge of the committee. (Incorporate into the previous and delete.) | Classified Staffing Committee; Managers Staffing Committee | No Cost - Man hours |
| Instruction | (2) Prioritize and allocate resources based on existing and emerging community and student needs over those of individual projects or programs. | Hire a full-time, categorically funded Agriculture Instructor for one year to build the Agriculture Manufacturing/Agriculture Mechanics program to meet the emerging need for agriculture technicians and farm managers in the Yuba-Sutter area. Full-time student enrollment and productivity will be evaluated at the end of the academic year to assess effectiveness of position and if positive, alternative funding or general funding will be attained by department for future years. | CTE Dean, VP Instruction and Student Services | Cost is approximately \$150,000 for full-time, benefited position. |
| Instruction | (2) Prioritize and allocate resources based on existing and emerging community and student needs over those of individual projects or programs. | Institutionalize general fund support for the various tutoring programs -- CSC, WLDC, MESA, and Hard Math Cafe -- through a mixture of FTES and SSSP ("follow-up") funds. | VP Academic Affairs; Budget Committee | |
| Instruction | (1) Foster a culture of evidence-informed decision making, including SLO development/assessment and other measures of student success. | Redesign TracDat to meet the needs of program review and SLO development | VCEPS (District)/ VP Academic Affairs | No financial cost to the college; cooperation among colleges and the district |
| Instruction | (1) Foster a culture of evidence-informed decision making, including SLO development/assessment and other measures of student success. | Provide training in both TracDat and in the effective gathering and use of data. | Staff Development | No financial cost; time and expertise to develop and deliver training |

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| Instruction: CTE | (3) Steward our institutional resources with increasing effectiveness and efficiency. | Hire two ongoing, SSSP funded Specialist to coordinate counseling, tutoring services and basic skills support to CTE students. Specialist will also be responsible overall advising of students by providing student workshops in various areas, such as study skills, time-management and financial literacy areas. Specialist will use a case-management model to provide intrusive advising to CTE students. Additionally the position will be responsible for CTE articulation with feeder schools. Position will be evaluated each year by the CTE Dean. | VP Academic Affairs; CTE Dean | A. Cost of one full-time classified position Range 24 (\$34,571 + Benefits) B. Cost of one full-time classified position Range 24 (\$34,571 + Benefits) |
| Instruction: Library | (2) Prioritize and allocate resources based on existing and emerging community and student needs over those of individual projects or programs. | Purchase and/or upgrade computers and printers to further support student activities in all LRCs, especially to create a dedicated training lab separate from the open media lab in Marysville and ClearLake. IT would oversee implementation | Library Services, Media Services, IT | |
| SS: Admissions & Records | (3) Steward our institutional resources with increasing effectiveness and efficiency. | By Summer 2014, designate employee for Degree Audit and Student Educational Planning Programs to assist in updates for Degree Audit and the evaluation and input of inter-college transcript data. | YCCD and HR | |
| SS: Counseling | (1) Foster a culture of evidence-informed decision making, including SLO development/assessment and other measures of student success. (8) Develop partnerships to enhance educational resources and student opportunities. | In 2014-15, the Counseling Department will work collaboratively with the IT Department and with the Mass Communications Program to improve the quality and effectiveness of the online orientation for new students. Specifically, and in keeping with SLO development, pre- and post-testing will be implemented to measure the orientation's effectiveness. Additionally, the necessity of awareness and utilization of the YC e-mail system for enhanced communication between YC and its students will be demonstrated at the beginning of the orientation. | Counseling staff; IT; Mass Communication student volunteers | time commitment |
| SS: Counseling | (5) Design our programs in such a way as to allow students to complete their educational goals in a timely manner. (7) Improve the quality of the student experience at all our campuses and centers. | In 2014-15, develop a process for correcting the Yuba College catalog, the information source for the Degree Audit/Electronic Educational Plan. Without correcting catalog errors, Degree Audit-driven electronic educational plans will continue to contain errors, leading to the misinformation of students and a deterioration of trust in the institution on their part. | VP Student Services and Instruction; Division Deans; Faculty; Counselors; Public Events Technician; Administrative Support Staff | Intensive time commitment |
| SS: EOPS-CARE | (3) Steward our institutional resources with increasing effectiveness and efficiency. | In 2014-2015, establish a computer lab at Clear Lake campus. | Dean of Financial Aid and | \$ 10,000.00 |
| SS: Financial Aid | (3) Steward our institutional resources with increasing effectiveness and efficiency. | Throughout 2014-2015 continue to automate processes to make it easier for students to complete forms, scholarship applications, etc., through TransForms and Academic Works software. | Dean of Financial Aid and Financial Aid Team and support from IT department | YC and WCC purchased TransForms; YC purchased Academic Works with College Access Foundation funds. |
| SS: Student Services Committee | (7) Improve the quality of the student experience at all our campuses and centers. | AB-86 is a state grant that will fund adult education through-out the state. The Student Services committee will formulate a working group to prepare and develop a Program Proposal for Yuba College. | All Student Services areas represented within the SS Committee | No additional cost. |
| SS: Student Services Committee | (7) Improve the quality of the student experience at all our campuses and centers. | Yuba College will submit a Title V grant proposal in spring 2014. If awarded, student services will help to facilitate implementation. | All Student Services areas represented within the SS Committee, in collaboration with the Grant Writing Committee. | No additional cost. |
| SS: Student Services Committee | (7) Improve the quality of the student experience at all our campuses and centers. | The Student Services committee will develop a college-wide Student Services Report Card, as well as develop the criteria and tools to evaluate existing programs and services on effectiveness and efficiency of said services. | All Student Services areas represented within the SS Committee | No additional cost. |

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| SS: Testing & Assessment | (5) Design our program in such a way as to allow students to complete their educational goals in a timely manner. | In 2014-15, the Testing Office will produce a Testing Orientation Video that will: I. Inform students on the importance of the Placement Test regarding their academic future. II. Aid students in understanding what the placement levels mean. III. Review YCCD testing and retesting policies. IV. Provide an overview of the Placement Test. V. Provide samples of Placement Test questions. VI. Provide a Practice Test. VII. Provide additional study sites and materials available for preparation. | Armand Brunhoeber | Media Department: Jeff Rutledge and Richard Rountree. Actors to be recruited from Theater Arts Department. |
| SS: TRiO Programs | (8) Develop partnerships to enhance educational resources and student opportunities. | Beginning Fall 2014, TRiO programs will work with College DE to explore online academic advising and tutoring options. A small pilot will be implemented in Spring 2015. | TRiO Staff and YC IT Staff | TBD |
| SS: Veterans Services | (7) Improve the quality of the student experience at all our campuses and centers. | During the 2014-2015 academic year, a location will be established for a Veterans' Resource Center on campus. | Office of the President, Facilities and engineering, Tom Pitock | Furnishings to be provided by community donors. |
| SS: Veterans Services AND SS: EOPS-CARE | (1) Foster a culture of evidence-informed decision making, including SLO development/assessment and other measures of student success. (8) Develop partnerships to enhance educational resources and student opportunities. | In summer of 2014, research and implement data imaging for student files through Image Now in order to increase efficiency and effectiveness. To accomplish this, scanners for Image Now will may to be purchased or software alternative. | Tom Pitock; EOPS staff | Minimal Cost: TBD |