

PLANNING AGENDAS

Mission College welcomed the opportunity to write this Self Study, which allowed the college to reflect on its mission and its progress in fulfilling its commitment to students and the community. In particular, the college focused on the six accreditation themes:

1. Institutional commitment
2. Evaluation, planning, and improvement
3. Student learning outcomes
4. Organization
5. Dialogue
6. Institutional integrity

Over forty planning agendas emerged from the study and all are listed below by Standard. The Governance and Planning Council, which also served as the Accreditation Steering Committee, carefully reviewed these agendas since they represent a commitment on the part of the college to address each one. Twenty of the agendas were determined by GAP to be major items that will be the college's focus between now and its next accreditation report.

MAJOR PLANNING AGENDAS

- PA1.1 The Academic Senate will assess the program review process and in collaboration with other participatory governance groups, assist the college in developing a systematic, integrated planning process that is in alignment with the college's mission and values and links the outcomes of assessment and evaluation of its programs and services with the allocation of financial, physical and human resources.
- PA1.2 In the design of a systematic and integrated planning process, the college will ensure that the process include a scheduled review of the mission and values statements, and that the values and mission be visible and incorporated into decision-making processes.
- PA1.8 The District and college will explore and implement ways to encourage and support the active participation of all employees, especially classified, in college and District governance.
- PA1.9 As part of a systematic and integrated planning process, the college will establish benchmarks for all components of institutional effectiveness and develop assessment, evaluation and reporting strategies and tools.
- PA2.1 The college will regularly assess, expand and improve its professional development activities for faculty and classified staff, ensuring widespread participation in training on District procedures, instructional technology, and teaching/learning strategies.

- PA2.2 The college will create and implement a strategic plan for Student Learning Outcomes (SLOs).
- PA2.3 The Vice President of Instruction, in collaboration with the Curriculum Review Committee, will establish and follow a schedule for the systematic review of all curricula.
- PA2.4 Vocational programs will establish active advisory committees.
- PA2.5 The Office of Instruction will ensure that vocational programs and curricula are reviewed on a regular and ongoing schedule.
- PA2.8 The Academic Senate will assign a task force to assess the efficacy of the current Cultural Pluralism requirement.
- PA2.9 The college and Student Services will enforce the Orientation requirement for all non-exempt students.
- PA2.12 Student Services will assess the outcomes of student services success interventions, and coordinate all academic advising and success intervention activities to ensure that more students receive these services.
- PA2.14 Student Services will further develop and implement assessment methods to measure student learning outcomes at all levels of the Student Services Division.
- PA2.16 The college will assess and address student needs for services and access in the Library and Technology Center, including weekend/evening hours.
- PA2.21 Instructional support service areas will develop measurements and assessment tools for Student Learning Outcomes.
- PA3.1 The college and Human Resources will ensure the timely completion of faculty and staff evaluations in all departments.
- PA3.3 The college will complete and implement the Faculty and Staff Diversity Plan.
- PA3.10 The Board should resolve the unfunded Retiree Health Benefit Liabilities to ensure the continuing fiscal health of the institution.
- PA4.2 The college will assess the reasons for frequent administrative turnover and develop and implement strategies to improve retention.
- PA4.3 The District should adopt a new budget allocation model that ensures equitable distribution of resources to the colleges.

ALL PLANNING AGENDAS

Standard I

- PA1.1 The Academic Senate will assess the program review process and in collaboration with other participatory governance groups, assist the college in developing a systematic, integrated planning process that is in alignment with the college's mission and values and links the outcomes of assessment and evaluation of its programs and services with the allocation of financial, physical and human resources.
- PA1.2 In the design of a systematic and integrated planning process, the college will ensure that the process include a scheduled review of the mission and values statements, and that the values and mission be visible and incorporated into decision-making processes.
- PA1.3 To support college-wide dialogue for the purpose of improving student learning and institutional effectiveness, the college will ensure that minutes for all participatory governance groups, major committees and task forces be recorded and tied to agendas, then filed in a centralized, searchable online repository where they can be accessed and reviewed.
- PA1.4 To facilitate on-going, institution-wide discussion and activities for the improvement of student learning, the college will make the replacement of the Assessment Coordinator the highest priority in the next hiring cycle.
- PA1.5 The college will ensure that the Core Values and Goals be visible and incorporated into decision-making processes.
- PA1.6 The college will develop measurable outcomes for its goals.
- PA1.7 Participatory governance and standing committees will annually review their charge and membership, set goals and conduct an evaluation at the end of each year, following the example and model of District Council.
- PA1.8 The District and college will explore and implement ways to encourage and support the active participation of all employees, especially classified, in college and District governance.
- PA1.9 As part of a systematic and integrated planning process, the college will establish benchmarks for all components of institutional effectiveness and develop assessment, evaluation and reporting strategies and tools.
- PA1.10 To support the planning processes and improvement of student learning, the college will develop an institutional effectiveness website through the Office of Institutional Research.

- PA1.11 The college will evaluate the staffing and resources available to its Office of Institutional Research to ensure that the office is able to provide the data and information necessary for systematic planning and continuous improvement of student learning.

Standard II

- PA2.1 The college will regularly assess, expand and improve its professional development activities for faculty and classified staff, ensuring widespread participation in training on District procedures, instructional technology, and teaching/learning strategies.
- PA2.2 The college will create and implement a strategic plan for Student Learning Outcomes (SLOs).
- PA2.3 The Vice President of Instruction, in collaboration with the Curriculum Review Committee, will establish and follow a schedule for the systematic review of all curricula.
- PA2.4 Vocational programs will establish active advisory committees.
- PA2.5 The Office of Instruction will ensure that vocational programs and curricula are reviewed on a regular and ongoing schedule.
- PA2.6 The college will pursue the institutionalization of the effective practices and services that have been implemented through the Title V grant.
- PA2.7 The college will implement the recommendations from the Academic Senate's review of the General Education curriculum.
- PA2.8 The Academic Senate will assign a task force to assess the efficacy of the current Cultural Pluralism requirement.
- PA2.9 The college and Student Services will enforce the Orientation requirement for all non-exempt students.
- PA2.10 Student Services will develop and implement a plan to increase access to student services for distance learning students.
- PA2.11 The college will bring together students, faculty and staff to research, recommend and implement activities to increase student involvement across the campus.

- PA2.12 Student Services will assess the outcomes of student services success interventions, and coordinate all academic advising and success intervention activities to ensure that more students receive these services.
- PA2.13 The Academic Senate and college will reactivate the Student Success Committee.
- PA2.14 Student Services will further develop and implement assessment methods to measure student learning outcomes at all levels of the Student Services Division.
- PA2.15 The Library will conduct a comprehensive review of the Library's collection development policy and procedures.
- PA2.16 The college will assess and address student needs for services and access in the Library and Technology Center, including weekend/evening hours.
- PA2.17 The LATC will improve online access to instructional support services.
- PA2.18 The college will expand delivery options of educational support media.
- PA2.19 The LATC will investigate both a server-based delivery system for CD-ROMs and a library-like security system.
- PA2.20 The college will increase the use of automated solutions to facilitate routine equipment and software maintenance of equipment in the instructional support service areas.
- PA2.21 Instructional support service areas will develop measurements and assessment tools for Student Learning Outcomes.

Standard III

- PA3.1 The college and Human Resource will ensure the timely completion of faculty and staff evaluations in all departments.
- PA3.2 The college will regularly assess staffing needs with the intention to improve support for instructional and student service programs.
- PA3.3 The college will complete and implement the Faculty and Staff Diversity Plan.
- PA3.4 The college will pursue additional on-going sources of funding to support instructional technology.

- PA3.5 The college and the District should identify resources to develop, implement, and evaluate training modules for the new faculty, staff and administrators.
- PA3.6 The college will regularly assess and update its Technology Plan, addressing the increased need for technology, training, and distance learning services.
- PA3.7 The college should review the current college budget allocation process to ensure alignment with District budget policies and procedures.
- PA3.8 The Office of Administrative Services should develop a system for regular monitoring and reporting of the college's budget status.
- PA3.9 The college should respond as appropriate to the recommendations of the FCMAT.
- PA3.10 The Board should resolve the unfunded Retiree Health Benefit Liabilities to ensure the continuing fiscal health of the institution.

Standard IV

- PA4.1 Through the college's participatory governance process, the college will update its participatory governance model, procedures, and policies. The college will implement training and strategies for faculty, administrators, staff and students to improve participation in college governance and ensure that all participants be knowledgeable about decision-making processes.
- PA4.2 The college will assess the reasons for frequent administrative turnover and develop and implement strategies to improve retention.
- PA4.3 The District should adopt a new budget allocation model that ensures equitable distribution of resources to the colleges.