

Sacramento City College  
Update to the Self-Study Report  
October 2003

This document provides an update of activities and accomplishments since the completion of the institutional self-study in February 2003. This Update Report only includes activities that address one of the Planning Agenda items in the Standard chapter. These update activities were provided to the Steering Committee by the Tri-Chairs of each Standard and represent their assessment of progress for their Standard.

Standard 1: Institutional Mission

- ◆ The Public Information Officer worked with publishers of the online Student Guide to publish the mission statement in its entirety and encourages other online publications to link directly to the mission statement as it appears at [http://www.scc.losrios.edu/accred\\_mission.html](http://www.scc.losrios.edu/accred_mission.html)

Standard 2: Institutional Integrity

- ◆ Time lines are a less serious concern now that the implementation of PeopleSoft is nearing completion. Class schedule deadlines are clear, and most other deadlines follow from that. The College Calendar is published early and ready for the beginning of the term; it is in an eye-catching format and is distributed to all SCC staff.
- ◆ Developing lines of responsibility is an on-going process; an updated administrative organization chart has just been completed and published.
- ◆ Student plagiarism is being addressed at new faculty and adjunct faculty orientations. More instructors are now including appropriate sections from the “Student Code of Conduct” in their course information sheets.

Standard 3: Institutional Effectiveness

- ◆ Identified communication issues and is currently working to refine these structures;
- ◆ Developed a plan to establish a Learning Outcomes Institute that would assist in student learning outcomes; and,
- ◆ Discussed methods to incorporate unit plans within institutional goals.

Standard 4: Educational Programs

- ◆ The Instruction Office and the Deans of Instruction and Student Services receive and monitor enrollment data daily by course/program at the beginning of the Fall semester, which aides in determining trends and student needs;
- ◆ The college’s 2003-04 VTEA Local Plan and the 2002-03 VTEA Final Report have been submitted, including educational program data and student performance measures;

- ◆ New courses in Early Childhood Education, English as a Second Language, and Helicopter Maintenance (Advanced Transportation Technology) have been submitted to the Curriculum Committee to meet emerging industry and community needs.
- ◆ District-wide staff is designing the Los Rios Curriculum Management Software to be implemented in Spring 2004;
- ◆ Multimedia classrooms for all instructional divisions were installed Spring/Summer 2003;
- ◆ The college conducted a prioritization process for major Information Technology (IT) projects resulting in funding of the Music and Computer Information Science lab upgrades;
- ◆ The Budget Committee reviewed funding and prioritized funding requests, including the identification of \$200,000 for sinking funds for equipment for the Technology Building modernization project.
- ◆ The General Education subcommittee has met and will be implementing a new process to directly link the general education review with program review, particularly for courses submitted to meet oral communication and critical thinking requirements.
- ◆ A new review checklist for Distance Education courses has been developed to ensure consistency of criteria and delivery.
- ◆ The Business and Allied Health divisions received funding for educational materials development;
- ◆ The Faculty Handbook is online to assist faculty in developing student materials;
- ◆ All college constituency groups are working with architects to review space and usage in the college's Master Plan for Student Success process;
- ◆ Instructional faculty continue to review and develop appropriate curriculum
- ◆ During Fall 2003 Flex Day, the college's faculty research coordinator presented a workshop on Learning Outcome Assessment;
- ◆ The faculty research coordinator is planning a Learning Outcome Institute for Fall 2003.

Standard 5: Student Support and Development

- ◆ Working with Instruction to develop a student leadership curriculum to increase student involvement and participation in participatory governance process.
- ◆ Student Services representative on the District PeopleSoft Liaison Team has been working closely with instruction, in particular Deans' Council to address PeopleSoft implementation issues. The District wide Student and Academic Services Task Group

(SASTG), includes broad representation to study issues and implement strategies specifically dealing with PeopleSoft.

- ◆ The campus has been very sensitive to and recognizes the needs of a diverse student body. Every effort has been made to hire faculty and staff who represent the student population.
- ◆ Needs assessment is part of Student Services Program Review process. In addition, the college also receives environmental scan data from the District Office on a regular basis. Data from these two sources have been incorporated into unit plans and master plans to enhance services to students.

#### Standard 6: Information and Learning Resources

- ◆ In the budget discussions for 2003-2004, the President recommended and the Budget Committee voted to maintain the \$50,000 commitment to library materials acquisition that has been in place for the last several years.
- ◆ In the budget discussions for 2003-2004, the Budget Committee voted to maintain the commitment to funding Beacon tutoring in its full amount (\$150,000) even though the original funding source was no longer available.
- ◆ In the budget discussions for 2003-2004, the Budget Committee voted for a one time only augmentation of the Information Technology budget in recognition of the ongoing nature of expenses to maintain technology resources.
- ◆ For 2003-2004, the college has committed to participating in a program developed between Macromedia and the Foundation for California Community Colleges to obtain site licenses for computer programs that support web development and graphic communications.
- ◆ For 2003-2004 the college is implementing Manila, a low cost, easily maintained program that will enable staff to support web page development and maintenance.
- ◆ In the major IT projects discussion for 2003-2004, the decision was made to fund the Business division computer lab in order to be able to cascade the existing computers to meet other priority projects.

#### Standard 7: Faculty and Staff

There have been no subsequent developments related to the Planning Agenda items.

#### Standard 8: Physical Resources

- ◆ The college is currently in the process of development of a master plan for student success.
- ◆ Transportation, access and parking are being addressed with a college plan developed with the assistance of a consulting firm.

- ◆ The college has developed and is using a number of “best practices” in facility development.
- ◆ The college develops a list of instructional and non-instructional equipment each year through its planning and resource allocation processes. The college budget committee puts requests in priority order.

#### Standard 9: Financial Resources

- ◆ Budget Committee request forms are being revised to more align them with the unit plan concept.
- ◆ The charge of the Budget Committee has changed to include recommendations for allocation of all unrestricted and one-time-only growth fund. Since these funding sources are now included in participatory governance, they will be included in the Budget Committee Handbook and Budget Committee meeting agendas and minutes.

#### Standard 10: Governance and Administration

- ◆ Promoted availability of District policies and regulations on the web in campus *SCC e-News*
- ◆ Posted District salary schedules in SCC Public Folders
- ◆ Included more district updates in *SCC e-News* with links to web access
- ◆ Involved with District in facilities planning as evidenced by planning for student access & parking and the facilities master plan
- ◆ Identified College Level Participatory Governance, District Level Participatory Governance and Trustee Evaluation as new areas of functional responsibility for inclusion in future District Mapping studies
- ◆ Educated faculty and staff on college activities through *SCC e-News* and through postings in the Public Folders
- ◆ Promoted participation in college committees through e-mail postings to faculty, classified staff and students
- ◆ Developed more detailed role clarification for members of the Executive Council
- ◆ Posted updates on campus-wide issues and facilities modifications in *SCC e-News* and in SCC Public Folders
- ◆ Increased efforts in divisions and within the classroom to encourage student participation in the campus

- ◆ Promoted student opportunities through **electriCITY**, SCC web page under Student Leadership & Development and Student Government, and associated links.
- ◆ Involved Academic Senate members, Classified Senate members and students in the planning process for College's parking issues
- ◆ Involved administration, faculty and staff in development of the Educational Master Plan and with the campus architects for facilities planning
- ◆ Broadened Chancellor's Cabinet membership to include LRCFT's college Vice-Presidents.
- ◆ Retained college scholarship process rather than adopting a District-level proposal for a generic form for awarding scholarships

#### Additional Document References

<u>Document or On-line location</u>	<u>Related to Standards:</u>
Policy P-3112: Supervision and Control and Policy P-3113: Attributes and Conduct	10
Web Page link to Master Plan for Student Success <a href="http://scc-web-rsearch.scc.losrios.edu/MasterPlan/Front%20Page.htm">http://scc-web-rsearch.scc.losrios.edu/MasterPlan/Front%20Page.htm</a>	3, 8
Web Page link to Parsons Transportation, Access, and Parking Master Plan <a href="http://scc-web-rsearch.scc.losrios.edu/MasterPlan/TAP_files/frame.htm">http://scc-web-rsearch.scc.losrios.edu/MasterPlan/TAP_files/frame.htm</a>	8
Campus Issues Status Report May 2003 Campus Issues Status Report October 2003	10
Web page link to Classified Staff Handbook <a href="http://www.scc.losrios.edu/~sccsenc/Senate/ClassSenTOC.html">http://www.scc.losrios.edu/~sccsenc/Senate/ClassSenTOC.html</a>	7
Archived Issues of SCC e-News in Public Folders <i>SCC Community/SCC Enews/2003-04</i>	3, 10
Campus Issues Form and list of Operational Action Items not included in the Self-Study Report. These items were submitted to the Steering Committee by the Self-Study Tri-Chairs.	4, 5, 7, 9