



2004 - 2008
Strategic Plan
with
Objectives and Action Plans
for
2006 - 2008

Prepared by
Dr. Nancy Byrnes, Vice President, Educational Support & Planning
Dr. Heather Brown, Director, Institutional Research

10/16/2006

Cypress College Strategic Plan

Vision

A premier learning environment for student success and community enrichment

Mission

Cypress College enriches students' lives by providing high-quality education for transfer to four-year institutions, associate degrees, vocational training, and certificate coursework, as well as basic skills and opportunities for lifelong learning. The college is committed to promoting student learning and success, embracing diversity, contributing to the economic and social development of the surrounding community and being open to all qualified students pursuing their educational goals.

Core Values

Excellence

Integrity

Collegiality

Inclusiveness

Directions

Cypress College staff and students recognize the importance and interdependence of diversity, innovation, technology, and staff development. These threads are reflected in all of the following:

Direction One – Instruction

Designing, enhancing, and delivering comprehensive instruction to promote academic excellence and student learning

Direction Two – Student Support Services

Developing and providing comprehensive student support services to foster a positive and effective learning environment

Direction Three – Campus Support Services

Ensuring that campus support services are effective and efficient

Direction Four – Campus Climate

Promoting a campus climate that embraces diversity and supports excellence, integrity, collegiality, and inclusiveness

Direction Five – Community Relations

Establishing and strengthening collaborative relationships with other educational institutions and with the communities we serve

Direction One – Instruction

Designing, enhancing, and delivering comprehensive instruction to promote academic excellence and student learning.

Goal 1: Identify, develop, and utilize Student Learning Outcomes in the instructional area.

1.1 Communicate the SLO plan to the deans and others.

Action Plan: Report status of SLO plan at a DDT meeting in fall 2006 semester

Lead Person: SLO-Cats Team

Action Plan: Publicize a schedule of SLO assessment workshops for fall 2006 semester

Lead Person: Coordinator, Staff Development

1.2 Refine and implement SLO-CATs plan.

Action Plan: Select a coordinator to lead the SLO-CATs effort

Action Plan: Establish a plan and timeline for implementation

Lead Person: SLO-CATs Team

1.3 Develop a process to archive and publish the evidence of classroom assessments and student learning.

Action Plan: Study and select the best approach for archiving information

Lead Person: SLO-CATs Coordinator

Action Plan: Report status regularly to Academic Senate, DDT, etc.

Lead Person: SLO-CATs Coordinator

Goal 2: Develop new courses, programs and services, and instructional strategies to improve retention, persistence, and student success of an increasingly diverse student population.

2.1 Develop, promote, and implement a comprehensive tutoring program to meet the needs of students.

Action Plan: Conduct a literature review of the effectiveness of tutoring in various academic settings

Lead Person: Director, Institutional Research

Action Plan: Develop and implement a study of various tutoring services on campus to determine effectiveness, as well as support existing academic assistance programs such as

Supplemental Instruction and Peer Assistance Learning
Tutoring Programs

Lead Person: Director, Institutional Research

Action Plan: Implement tutoring support in courses with less than a 50%
success rate

Lead Person: Dean, Library/Learning Resource Center

2.2 Support key findings of the Educational Master Plan.

Action Plan: Ensure that the curriculum review process facilitates the
approval of new courses identified in the Educational
Master Plan

Lead Person: Chair, Curriculum Committee

Action Plan: Present workshops to faculty on learning styles and modes
of delivery, and alternative delivery systems

Lead Person: Staff Development Coordinator

**Goal 3: Encourage and improve the dissemination of information related to
instructional improvement and student success.**

3.1 Create venues of communication between faculty from different disciplines
in order to share ideas about student retention and success.

Action Plan: Establish a brown bag lunch series for faculty to highlight
best practices

Lead Person: Staff Development Coordinator

Action Plan: Develop a forum for cross-discipline discussion of
pedagogy

Lead Person: Staff Development Coordinator

Goal 4: Maintain and improve the instructional program and environment.

4.1 Develop innovative approaches for improving student access to courses.

Action Plan: Utilize data available to offer sections as needed

Lead Person: Executive Vice President, Educational Programs & Student
Services

Action Plan: Explore ways to increase enrollment in off-peak hours

Lead Person: Executive Vice President, Educational Programs & Student
Services

Action Plan: Train deans and division assistants on centralized room
scheduling software

Lead Person: Vice President, Educational Support & Planning

Goal 5: Increase the success rates of students in basic skills, course completion, degrees/certificates and transfer.

5.1 Develop, promote, and implement a comprehensive early alert system to improve student success.

Action Plan: Identify a lead person or group for early alert
Lead Person: Dean, Counseling & Student Development

Action Plan: Review and refine previous early alert system
Lead Person: Manager, Matriculation

Action Plan: Establish a process for faculty to notify students who are not progressing satisfactorily
Lead Person: Manager, Matriculation

5.2 By fall 2007, increase the successful course completion rates for student groups for which the rates fell below 65% in 2002-03.

Action Plan: Provide more personal support services to students in basic skills classes including mentors, presentations in classes on support services, and speakers on diversity issues
Lead Person: Director, Disabled Student Programs & Services

Action Plan: Increase sensitivity to cultural differences and learning styles by creating more learning communities in basic skills and providing faculty with professional development workshops and information on culturally responsive teaching and other cultural issues
Lead Person: Director, Disabled Student Programs & Services

5.3 By spring 2008, increase the number of degrees and certificates awarded by 1% annually.

Action Plan: Market graduation information to students in each academic and vocational discipline through presentations and an information booth
Lead Person: Dean, Admissions & Records

Action Plan: Improve matriculation services to students from special population groups by revising the orientation program and requiring a first semester Student Educational Plan
Lead Person: Dean, Counseling & Student Development

5.4 By fall 2007, increase by 1 percentage point annually, and at each course level, the overall completion and progress rates for all students in basic skills English, ESL, and basic math classes.

Action Plan: Provide more peer-assisted learning, tutoring, study skills workshops and supplemental instruction

Lead Person: Chair, Title V Steering Committee

Action Plan: Increase faculty and student awareness of student support services through advertising and student success workshops

Lead Person: Dean, Student Support Services

Cypress College Strategic Plan

Direction Two – Student Support Services

Developing and providing comprehensive student support services to foster a positive and effective learning environment.

Goal 1: Improve the utilization of technology within the student services units to facilitate success for all students.

1.1 Improve student support services through the implementation and expansion of technology.

Action Plan: Increase the use of the various components of SARS software

Lead Person: Dean, Counseling & Student Development

Action Plan: Create email accounts for students

Lead Person: Director, Academic Computing

Action Plan: Improve automation related to WebSTAR

Lead Person: Dean, Admissions & Records

Goal 2: Improve the coordination and communication among student service areas and provide college-wide training programs regarding campus student services.

2.1 Develop effective strategies through collaborative leadership and support.

Action Plan: Establish regular meetings among the managers of student support services

Lead Person: Chair, Student Services Council

Action Plan: Develop a “fact book” for all staff regarding student support services

Lead Person: Dean, Student Support Services

Action Plan: Develop cross-training workshops for student services staff

Lead Person: Dean, Student Support Services

Action Plan: Communicate changes and events in @Cypress

Lead Person: Dean, Student Support Services

Goal 3: Evaluate customer service in all student service areas and restructure business practices to address areas of needed improvement.

3.1 Implement and report key findings of Student Support Services Quality Review and communicate key results through the Student Services Council.

Action Plan: Implement objectives identified in the quality review process

Lead Person: Executive Vice President, Educational Programs & Student Services

Action Plan: Report annually, the improvements implemented in areas that fall below the quality review standard

Lead Person: Executive Vice President, Educational Programs & Student Services

Goal 4: Develop student services strategies to improve retention, persistence, and student success of an increasingly diverse student population. (Title V)

4.1 Implement the most effective strategies for student success.

Action Plan: Develop and implement an electronic student education plan

Lead Person: Dean, Counseling & Student Development

Action Plan: Develop strategies to include Associated Students in student support services

Lead Person: Student Activities Coordinator

4.2 Develop and implement a student services master plan.

Action Plan: Establish a task force to lead the development of a master plan

Lead Person: Dean, Counseling & Student Development; Dean, Student Support Services

Action Plan: Implement a master plan for student services

Lead Person: Dean, Counseling & Student Development; Dean, Student Support Services

Goal 5: Develop, utilize, and evaluate student learning outcomes for student services areas.

5.1 Develop a process for SLO implementation.

Action Plan: Identify a leader(s) who will champion the SLOs
Lead Person: Student Services Council

Action Plan: Establish a regular schedule for dialogue
Lead Person: Chair, Student Services Council

Action Plan: Articulate and assess SLOs for pilot programs
Lead Person: SLO Lead for Student Services

Cypress College Strategic Plan

Direction Three – Campus Support Services

Ensuring that campus support services are effective and efficient.

Goal 1: Establish effective use of technology to support campus services.

1.1 Provide consistent support for ongoing technology needs.

Action Plan: Establish a line item for campus-wide computer needs

Lead Person: Director, Academic Computing

Action Plan: Recommend to the district that a standard for computer skills for employees be established

Lead Person: Director, Academic Computing

Action Plan: Encourage and support staff to attend training workshops

Lead Person: Director, Academic Computing

Goal 2: Provide a healthy, safe, and aesthetic campus environment.

2.1 Establish and implement policies to protect and preserve upgraded facilities.

Action Plan: Enforce a consistent practice of prohibiting food and drink in classrooms, with the exception of water

Lead Person: Director, Physical Plant

Action Plan: Reestablish the building maintenance plan

Lead Person: Director, Physical Plant

Action Plan: Communicate ergonomic standards and implement them for staff

Lead Person: Safety Committee

2.2 Implement planned improvements to enhance campus grounds.

Action Plan: Communicate the “replace a tree” program to all staff

Lead Person: Vice President, Educational Support & Planning

Action Plan: Promote the purchase of benches on campus

Lead Person: Vice President, Educational Support & Planning

Goal 3: Support and provide for improvement in the workplace for all personnel.

3.1 Implement and report key findings of the Campus Support Services Quality Review and communicate the results.

Action Plan: Implement objectives identified in the quality review process

Lead Person: Vice President, Educational Support & Planning

Action Plan: Report annually, the improvements implemented in areas that fall below the quality review standard

Lead Person: Vice President, Educational Support & Planning

Cypress College Strategic Plan

Direction Four – Campus Climate

Promoting a campus climate that embraces diversity and supports excellence, integrity, collegiality, and inclusiveness.

Goal 1: Improve communications and understanding among all members of the campus community.

1.1 Provide learning opportunities (events) that support our college values.

Action Plan: Schedule events that promote a sense of team spirit

Lead Person: College President

Action Plan: Share information with faculty and staff regarding the publications in the library that support diversity

Lead Person: Dean, Library/Learning Resource Center

Action Plan: Schedule an activity that promotes an understanding of gay, lesbian, bisexual, and transgender individuals

Lead Person: Chair, Diversity Committee

Goal 2: Create and maintain a welcoming, caring, and respectful campus climate.

2.1 Develop a more formalized approach to welcoming new employees.

Action Plan: Design a “welcome kit” for new employees

Lead Person: Staff Development Coordinator

Action Plan: Support participation in peer-mentoring programs

Lead Person: Staff Development Coordinator

2.2 Recognize staff who contribute towards a caring and respectful climate

Action Plan: Consider establishing an annual President’s Award or similar recognition program

Lead Person: College President

Goal 3: Promote excellence by celebrating accomplishments of the campus community.

3.1 Celebrate accomplishments by archiving information in one place.

Action Plan: Designate a place on campus where recognition plaques can be displayed

Lead Person: Public Information Officer

Action Plan: Design a central web page for staff accomplishments and recognition

Lead Person: Public Information Officer

Cypress College Strategic Plan

Direction Five – Community Relations

Establishing and strengthening collaborative relationships with other educational institutions and with the communities we serve.

Goal 1: Develop, strengthen, and participate in collaborative relationships with business, civic, and community organizations.

1.1 Assess and determine which organizations are or may become central to our collaborative relationships.

Action Plan: Identify the strengths of existing relationships
Lead Person: Chair, 5% MORE Committee

Action Plan: Identify organizations with which to develop new relationships
Lead Person: Chair, 5% MORE Committee

Action Plan: Expand relationships with other cities and chambers
Lead person: Chair, 5% MORE Committee

1.2 Increase relationships and/or level of participation.

Action Plan: Identify other non-profit or educational-oriented organizations
Lead Person: Chair, 5% MORE Committee

Action Plan: Identify key college initiatives (needs) in order to seek support
Lead Person: Chair, 5% MORE Committee

Goal 2: Develop, strengthen, and participate in collaborative relationships with other educational institutions.

2.1 Focus on collaborative relationships that will support student success.

Action Plan: Develop a pathway from the School of Continuing Education English as a Second Language (ESL) basic classes to Cypress College ESL and English classes
Lead Person: Dean, Counseling & Student Development; Dean, Language Arts

Action Plan: Explore opportunities with other educational institutions for being awarded collaborative grants
Lead Person: Dean, Vocational Education & Economic Development

- 2.2 Increase faculty participation in Intersegmental Major Preparation Articulated Curriculum (IMPAC) and other conferences, so that more academic disciplines are represented.

Action Plan: Encourage faculty to participate in grant funded conferences

Lead Person: Staff Development Coordinator

- 2.3 Create more complementary relationships between faculty and their counterparts at the feeder high schools through joint meetings and other activities.

Action Plan: Develop a joint meetings calendar for the following year

Lead Person: Executive Vice President, Educational Programs & Student Services