



Evergreen Valley College



Math, Science & Engineering

Institutional Transformation Initiative

Commitment to actions

April 13, 2007

Student Centered Transformation Initiative

Vision	Area of Focus	Success Metrics* <small>* All success metrics to be completed by Spring '08.</small>	Commitments to Action
<p><i>Provide access to quality and efficient programs and services to ensure student success.</i></p>	<p>Access</p>	<ul style="list-style-type: none"> • Grow enrollment by 5% 	<ul style="list-style-type: none"> • Aggressive marketing and outreach to prospective student populations. • Strengthen high school collaboration by articulating programs, developing programs that help students with their educational goals. • Collect data on students from immigrant, low-income, and other underrepresented groups by June, 2007.
	<p>Curriculum and Programs</p>	<ul style="list-style-type: none"> • Develop one new occupational/vocational program • Clearly defined mini-certificate programs • Increase distance education by 10% by the end of spring 2008 (online, hybrid, telecourse, and web-enhanced) • Develop non-credit and community education programs 	<ul style="list-style-type: none"> • Review established timeline and conduct comprehensive program reviews in every academic discipline and student services area according to the prescribed timeline. • Develop a long range plan for the development of additional vocational/workforce programs, seek grant opportunities to support programs (i.e. SB 70) • Analyze existing mini-certificate programs and link with student success. • Streamline curriculum committee process by incorporating more electronic procedures, conduct proactive workshops and training on course outline development, and state regulations. • Review and revise campus technology plans and train faculty in distance education technology such as WebCT • Develop and implement an evaluation tool for distance education program, as well as its hiring criteria
	<p>Services</p>	<ul style="list-style-type: none"> • Increase retention/course completion rate by 10% • Increase degree completion/transfer rate by 5% • Decrease number of students on probation by 10% 	<ul style="list-style-type: none"> • Improve current and develop new intervention programs designed to help students succeed. • Provide students with opportunities to engage in a vibrant and active campus life. • Develop comprehensive Learning Resource Center to assist student needs. • Create 1 new transfer agreements and launch promotional campaign on transfer agreements • CTC and College Administration ensures that faculty and staff have accessible data tracking tools.





**Evergreen
Valley
College**

2007-08 Individual Commitments to Action

Name:

Department: Biological Science

Initiative

Area of Focus

Student Centered

1. Access

2. Curriculum and Programs

3. Services

Area of Focus

Individual Commitments to Action

Metrics

Time Frame

1

- Develop a Biology webpage.
- Print the Biology brochure.
- Develop a Forensic science class.
- Advertise Field Experience class and Forensic class at the Villages.

- Web site created.
- Printed and published brochure.
- Forensic science class approved by ACCC.
- Flyer distributed to the Villages.

- May 2008
- Oct 2007
- Dec 2007
- May 2007

2

- Create a Biology AA program.
- Work on creating a certificate in Biotech.
- Add 2 more Internet-enhanced classes.
- Work on creating a multi-year scheduling for biology.
- Revise course offering times and days.

- Program approved by ACCC.
- Program content created.
- 2 Internet-enhanced classes offered.
- Two year calendar/schedule is created.
- New schedule created.

- May 2007
- May 2008
- Dec 2007
- Dec 2007
- Dec 2007

3

- Increase Biology Skills lab hours.

- Increased in hours.

- Sep 2009



**Evergreen
Valley
College**

2007-08 Individual Commitments to Action

Name:

Department: Chemistry

Initiative

Area of Focus

Student Centered

1. Access

2. Curriculum and Programs

3. Services

Area of Focus

Individual Commitments to Action

Metrics

Time Frame

1

•Help students enroll during first week of semester.

•Increased student seat count.

•Sep 2007

2

•Publicize AA degree.
•Offer a lower level Chem (lower than chem 30A).
•Offer another Chem 15/30 Saturday lecture & lab to reduce waitlist.

•Student survey results.
•Student seat count increased.
•Student seat count increased.

•May 2007
•Sep 2008
•Jan 2008

3

•Improve student retention by making sure that students have completed the prerequisites.
•Encourage tutoring/services.
•Experiment with homework and office hours on-line.

•Worked with A&R to address this issue.
•Increased positive attendance in tutoring lab.
•Increased student satisfaction.

•Dec 2007
•Sep 2007
•Sep 2007



**Evergreen
Valley
College**

2007-08 Individual Commitments to Action

Name:

Department: Engineering

Initiative

Area of Focus

Student Centered

1. Access

2. Curriculum and Programs

3. Services

Area of Focus

Individual Commitments to Action

Metrics

Time Frame

1

- Establish ties with ESUHSD to get high school students enroll in an engineering or surveying course.
- Publicize the engineering/Surveying program via various media.
- Set up recurring high school visits for outreach.

- Registered high school students.
- Increased number of student inquires.
- Outreach calendar established

- Jan 2008
- Jan 2008
- Jan 2008

2

- Add an online engineering or surveying course.
- Add a hybrid engineering or surveying course.
- Add Internet-enhanced engineering or surveying classes.

- 1 online course added.
- 1 hybrid course added.
- 2 Internet-enhanced courses added.

- Sep 2009
- Sep 2009
- Sep 2007

3

- Identify at-risk engineering and surveying students early in the semester and provide support.
- Provide tutoring to engineering and surveying students.
- Identify students with special needs and refer them to various programs on campus.

- Increased head count after drop date.
- Number of students served.
- Number of students helped.

- Oct 2007
- Jan 2008
- Sep 2007



**Evergreen
Valley
College**

2007-08 Individual Commitments to Action

Name:

Department: Mathematics

Initiative

Area of Focus

Student Centered

1. Access

2. Curriculum and Programs

3. Services

Area of Focus

Individual Commitments to Action

Metrics

Time Frame

1

- Set up intervention programs to increase completion rates in precalculus and trigonometry.
- Offer precalc & trig at high schools during summer and evenings.
- Consider changing 7:45 offerings to 8:00 a.m.

- Increased student success.
- 1 more high school campus added.
- Discussed at the department and the school level and recommendations made.

- Oct 2007
- June 2008
- Jan 2008

2

- Working with the ACCC, consider revising criteria for online courses to facilitate their development especially for courses beyond developmental math.
- Offer Math courses in a coordinated way with other programs.
- Working with the Nursing and Counseling departments, study the feasibility of a math course for Nursing.
- Conduct math workshops for finite math and statistics.

- Approved revised online supplement.
- Reduced course conflict.
- Course approved by ACCC.
- Workshops conducted.

- June 2008
- Jan 2008
- June 2008
- June 2008

3

- Create new transfer agreements for math students.
- Add additional tutoring hours and tutors.

- 1 agreement established.
- Increased hours of tutoring service.

- June 2008
- Sep 2008



**Evergreen
Valley
College**

2007-08 Individual Commitments to Action

Name:

Department: Physics & Physical Sciences

Initiative

Area of Focus

Student Centered

1. Access

2. Curriculum and Programs

3. Services

Area of Focus

Individual Commitments to Action

Metrics

Time Frame

1

- Gradually modernize the laboratory equipment.
- Purchase models for show and tell in classroom.
- Increase number of tutors in MSRC.

- Purchased equipment.
- Purchased items.
- Number of students served.

- On-going
- On-going
- Sep 2008

2

- Create 1 online course in Physics/Astronomy.
- Increase web-enhanced physics classes.

- Approved ACCC course.
- 2 web-enhanced classes added.

- Jan 2008
- Jan 2008

3

- Initiate some strategies to improve student retention.
- Actively participate in early alert process.

- Increased student head count after drop period.
- Number of students contacted.

- Jan 2008
- Sep 2007

Organizational Transformation

Vision	Area of Focus	Success Metric	Commitment to Action
<p>Create an environment where people feel empowered</p>	<p>Build Community</p>	<ol style="list-style-type: none"> 1. Employee participation in college-wide activities will increase by 50% 2. Successful resolution of complaints will increase by 50% 	<ol style="list-style-type: none"> 1. Expand the schedule of college events during work hours including multicultural events as well as events that emphasize commonalities. 2. Introduce Diversity Action Council communication guidelines to all campus organizations, employees, and students. 3. Identify options that might include a Campus Conciliation Team to support employees in resolving issues before proceeding to grievance and formal complaints. 4. Provide an annual employee satisfaction survey
	<p>Employee Development</p>	<p>Participation and opportunities for professional employee growth will both increase by 50%</p>	<ol style="list-style-type: none"> 1. Ongoing training will continue to be offered, and new training needs to be evaluated and initiated. 2. Institutionalize staff development funding 3. Provide incentives and access to employees to participate in staff development opportunities 4. Expand employee recognition program. 5. Implement a leadership program open to all employees who wish to participate.
	<p>Transparent Communication and Effective Infrastructure</p>	<ol style="list-style-type: none"> 1. All employees will have access to clearly written policies and procedures 2. Communication outlets will increase by 50% 	<ol style="list-style-type: none"> 1. Conduct a comprehensive audit of policies and procedures to evaluate and prioritize areas for development. 2. Develop organizational communications standards that will lead to improving communication outlets including the student newspaper, college web site, and employee portal, handbooks and manuals. 3. Implement open resource allocation process.



**Evergreen
Valley
College**

2007-08 Individual Commitments to Action

Name:

Department: **Biological Sciences**

Initiative

Area of Focus

**Organizational
Transformation**

- | | |
|----|--------------------------------|
| 1. | Build Community |
| 2. | Employee Development |
| 3. | Transparency and Communication |

Area of Focus	Individual Commitments to Action	Metrics	Time Frame
1	<ul style="list-style-type: none"> •Each department member participates in school committees. 	<ul style="list-style-type: none"> •Committees served. 	<ul style="list-style-type: none"> •Sep 2007
2	<ul style="list-style-type: none"> •Work with Judy Rookstool to plan more PDD activities. •Organize presentation by publishers. •Attend pertinent workshops or conferences. 	<ul style="list-style-type: none"> •More PDD activities planned. •1 publisher presentation event organized. •Conferences attended. 	<ul style="list-style-type: none"> •Jan 2008 •Jan 2008 •June 2008
3	<ul style="list-style-type: none"> •Develop expectations and responsibilities for staff and faculty within the department. •Work closely with the counseling department. •Work closely with special programs. 	<ul style="list-style-type: none"> •A document created. •Two meetings organized with the counseling department. •Number of students referred. 	<ul style="list-style-type: none"> •Jan 2008 •June 2008 •June 2008



**Evergreen
Valley
College**

2007-08 Individual Commitments to Action

Name:

Department: Chemistry

Initiative

Area of Focus

**Organizational
Transformation**

- | | |
|----|--------------------------------|
| 1. | Build Community |
| 2. | Employee Development |
| 3. | Transparency and Communication |

Area
of
Focus

Individual Commitments to Action

Metrics

**Time
Frame**

1	<ul style="list-style-type: none"> •Participate in campus facilities committee meetings to address responsiveness of the maintenance department to requests. •Participate in creating an annual employee satisfaction survey. 	<ul style="list-style-type: none"> •Maintenance department notified of the committee's recommendation. •A survey form developed. 	<ul style="list-style-type: none"> •Jan 2008 •June 2008
2	<ul style="list-style-type: none"> •Attend conferences. •Organize workshops on laboratory safety. 	<ul style="list-style-type: none"> •Number of conferences attended. •Number of workshops conducted. 	<ul style="list-style-type: none"> •June 208 •June 2008
3	<ul style="list-style-type: none"> •Work closely with the counseling department to share departmental concerns and needs. •Work closely with the special programs. 	<ul style="list-style-type: none"> •Two meetings attended. •Two meetings attended. 	<ul style="list-style-type: none"> •June 2008 •June 2008



**Evergreen
Valley
College**

2007-08 Individual Commitments to Action

Name:

Department: Engineering

Initiative

Area of Focus

**Organizational
Transformation**

- | | |
|----|--------------------------------|
| 1. | Build Community |
| 2. | Employee Development |
| 3. | Transparency and Communication |

Area of Focus	Individual Commitments to Action	Metrics	Time Frame
1	<ul style="list-style-type: none"> •Participate in college-wide activities. •Provide workshops to the college on current engineering issues/topics. •Make a presentation about the program activities and accomplishments. 	<ul style="list-style-type: none"> •Number of functions attended. •1 workshop conducted. •1 presentation made at a division meeting with invited guests. 	<ul style="list-style-type: none"> •June 2008 •June 2008 •June 2008
2	<ul style="list-style-type: none"> •Conduct workshops on laboratory safety. •Provide workshops on GIS (Geographic Information System) to help in outreach efforts. •Attend pertinent conferences. 	<ul style="list-style-type: none"> •1 workshop conducted. •1 workshop conducted. •2 conferences attended. 	<ul style="list-style-type: none"> •June 2008 •June 2008 •June 2008
3	<ul style="list-style-type: none"> •Work collaboratively with the counseling department to share concerns. •Work collaboratively with the Financial Aid, EOPS, AFFIRM, WIN, Fastrack, and Enlace programs to share program information. 	<ul style="list-style-type: none"> •Two meetings attended. •6 meetings attended. 	<ul style="list-style-type: none"> •Jan 2008 •Jan 2008



**Evergreen
Valley
College**

2007-08 Individual Commitments to Action

Name:

Department: Mathematics

Initiative

Area of Focus

**Organizational
Transformation**

- | | |
|----|--------------------------------|
| 1. | Build Community |
| 2. | Employee Development |
| 3. | Transparency and Communication |

Area of Focus	Individual Commitments to Action	Metrics	Time Frame
1	<ul style="list-style-type: none"> •Schedule a shared governance hour when no one is taking or teaching classes. •Issue picture ID for faculty. •Division Meetings and governance meetings scheduled on same days. •Division Staff Lounge/conference room. •Need a better process for handling division issues that rise up among our diverse staff. 	<ul style="list-style-type: none"> •Developed schedule. •ID cards issued. •Developed schedule. •Plans created. •Process developed. 	<ul style="list-style-type: none"> • ----- • ----- • ----- • ----- • -----
2	<ul style="list-style-type: none"> •Develop a better way for college to recognize faculty and staff who are excellent at what they do. Could include teaching, research paper (that are refereed), campus involvement etc. •Create a visible presence in libraries to assist residents in our service area that have math educational needs. 	<ul style="list-style-type: none"> •Procedure developed. •Initiated communication among faculty, staff and outreach staff. 	<ul style="list-style-type: none"> • ----- • -----
3	<ul style="list-style-type: none"> •Periodically inform the campus of the activities, issues and success of the math department. •Closely work with the counseling department to make sure our students are effectively served. 	<ul style="list-style-type: none"> •2 documents shared. •2 communications or meetings conducted. 	<ul style="list-style-type: none"> •June 2008 •June 2008



**Evergreen
Valley
College**

2007-08 Individual Commitments to Action

Name:

Department: Physics & Physical Sciences

Initiative

Area of Focus

**Organizational
Transformation**

- | | |
|----|--------------------------------|
| 1. | Build Community |
| 2. | Employee Development |
| 3. | Transparency and Communication |

Area of Focus	Individual Commitments to Action	Metrics	Time Frame
1	•Organize more Kicks-It Outside events with different focus.	•1 additional event organized.	•-----
2	•Technology training including hard ware and software.	•5 additional training conducted.	•-----
3	•Periodically communicate issues concerning students with the department faculty and staff.	•5 communiqués are done.	•June 2008

Community Engagement

Vision	Area of Focus	Success Metrics	Commitments to Action
<p><i>Recreate college image and enhance partnerships with community, business, and educational institutions.</i></p>	<p>Increase Visibility</p>	<p>Increase community Participation (outreach activities, community events, organizations, industry internships, advisory boards)</p>	<ol style="list-style-type: none"> 1. Establish baseline data for degree of community participation 2. Develop and support fully integrated marketing plan that includes full time webmaster and multimedia promotion 3. Create an EVC information area in the Evergreen Times and reinstate school paper 4. Increase community participation in monthly campus events and advisory boards
	<p>Develop Strategic Partnerships</p>	<p>Create 8-10 new joint ventures (major business/industry clusters, K-12 vocational programs, transfer agreements, transportation, and childcare agencies)</p>	<ol style="list-style-type: none"> 1. Conduct an industry needs assessment and create 2 new ventures 2. Initiate 3 new K-12 vocational education partnerships 3. Negotiate with VTA regarding adequate/improved bus service and direct routes for EVC students 4. Explore partnerships with childcare agencies to expand services during public school breaks 5. Identify partners for University center at EVC
	<p>Bring College to the Community</p>	<p>Add 5 off-site services and programs by spring 2008 Add 2-3 off-site services and programs specifically to address immigrant population</p>	<ol style="list-style-type: none"> 1. Launch offsite class offerings (H.S. community center etc.) 2. Establish offsite registration and services locations 3. Conduct community needs assessment survey by segments



**Evergreen
Valley
College**

2007-08 Individual Commitments to Action

Name:

Department: Biological Sciences

Initiative

Area of Focus

Community Engagement

- | | |
|----|------------------------------------|
| 1. | Increase Visibility |
| 2. | Develop Strategic Partnerships |
| 3. | Bring the College to the Community |

Area of Focus	Individual Commitments to Action	Metrics	Time Frame
1	<ul style="list-style-type: none"> •Faculty volunteer at least once outside the school, representing EVC •Organize "girls enjoying math and science" event •Become faculty advisor for clubs. •Participate in recruiting activity for home-schooled students. •Participate in developing Webpage for Biology department and flyers. 	<ul style="list-style-type: none"> •5 events participated. •Organized 2 activities by female department faculty for high school and college female students. •Served as faculty advisor for 1 EVC student club. •Completed a recruitment plan. • Webpage and flyers developed. 	<ul style="list-style-type: none"> •June 2008 •June 2008 •June 2008 •June 2008 •June 2008
2	<ul style="list-style-type: none"> •Develop partnership with the companies in the bioscience incubator to establish internships. •Develop partnership with Andrew Hill's biomedical program. 	<ul style="list-style-type: none"> •2 internships established. •1 course articulated. 	<ul style="list-style-type: none"> •June 2008 •June 2008
3	<ul style="list-style-type: none"> •Teach classes off-site. •Advertise the Field Experience Program to various communities. •Conduct workshops at various community centers 	<ul style="list-style-type: none"> •Identified an off-site partner and completed a plan for offering a class. •2 community were contacted. •2 workshops conducted. 	<ul style="list-style-type: none"> •Jan 2008 •Jan 2008 •June 2008



**Evergreen
Valley
College**

2007-08 Individual Commitments to Action

Name:

Department: Chemistry

Initiative

Area of Focus

Community Engagement

- | | |
|----|------------------------------------|
| 1. | Increase Visibility |
| 2. | Develop Strategic Partnerships |
| 3. | Bring the College to the Community |

Area of Focus	Individual Commitments to Action	Metrics	Time Frame
1	<ul style="list-style-type: none"> •Offer Chemistry classes at industry locations, i.e. Lockheed, NASA-Ames, etc. •Offer Saturday Chemistry classes at EVC for industry. •Offer scholarships to attract good students. 	<ul style="list-style-type: none"> •Initiated contact with two companies and made recommendations. •3 local industry contacted and recommendations made. •Contacted 5 local industry to secure funding. 	<ul style="list-style-type: none"> •June 2008 •June 2008 •June 2008
2	<ul style="list-style-type: none"> •Develop relationship with industry. •Provide orientation to Jr. high and high school students similar to KinderCaminata. •Hold an open house for the public for recruitment. Pass out literature. 	<ul style="list-style-type: none"> •2 partnership established. •2 orientations conducted. •Helped college to plan and conduct an open house. 	<ul style="list-style-type: none"> •June 2008 •June 2008 • -----
3	<ul style="list-style-type: none"> •Offer chemistry courses offsite at industry and/or EVC locations. 	<ul style="list-style-type: none"> •1 class is planned. 	<ul style="list-style-type: none"> •June 2008



**Evergreen
Valley
College**

2007-08 Individual Commitments to Action

Name:

Department: Engineering

Initiative

Area of Focus

Community Engagement

- | | |
|----|------------------------------------|
| 1. | Increase Visibility |
| 2. | Develop Strategic Partnerships |
| 3. | Bring the College to the Community |

Area of Focus	Individual Commitments to Action	Metrics	Time Frame
1	<ul style="list-style-type: none"> •Make presentations at local high schools •Make presentations at CCOC •Create website •Contact and inform the local industry of the engineering program. •Create and publish program flyer and brochure 	<ul style="list-style-type: none"> •4 presentations made •1 presentation made •Website created and populated with program announcements. •4 industry contacted •Program flyers and brochure created and published or distributed. 	<ul style="list-style-type: none"> •June 2008 •June 2008 •June 2008 •Jan 2008 •Jan 2008
2	<ul style="list-style-type: none"> •Explore partnership with Morgan Hill high schools •Explore partnership with local industry to establish internship for engineering students. •Create an industry advisory committee •Establish a partnership with ESUHSD 	<ul style="list-style-type: none"> •2 presentations conducted. •4 industry contacted and at least 1 industry provide internship. •An Engineering & Engineering Technology advisory committee established. •Partnership with ESUHSD established. 	<ul style="list-style-type: none"> •June 2008 •June 2008 •June 2008 •Jan 2008
3	<ul style="list-style-type: none"> •Explore possibility of offering engineering classes for the Milpitas high school students. 	<ul style="list-style-type: none"> •Contact initiated and recommendations were made for future offerings. 	<ul style="list-style-type: none"> •June 2008



**Evergreen
Valley
College**

2007-08 Individual Commitments to Action

Name:

Department: Mathematics

Initiative

Area of Focus

Community Engagement

- | | |
|----|------------------------------------|
| 1. | Increase Visibility |
| 2. | Develop Strategic Partnerships |
| 3. | Bring the College to the Community |

Area of Focus	Individual Commitments to Action	Metrics	Time Frame
1	<ul style="list-style-type: none"> •Participate in high school visits and inform students of the programs and services available at EVC. •Create a department website. •Create a guideline for assessment and placement for the counseling department. 	<ul style="list-style-type: none"> •4 high schools visited. •Web site created. •A guideline was created. 	<ul style="list-style-type: none"> •June 2008 •June 2008 •Jan 2008
2	<ul style="list-style-type: none"> •Establish partnership with local elementary and middle schools to provide internship opportunities for our students in EDUC12MS. 	<ul style="list-style-type: none"> •1 partnerships established. 	<ul style="list-style-type: none"> •Jan 2008
3	<ul style="list-style-type: none"> •Establish partnerships with local industry to conduct classes or workshops in "Math in the Workplace" 	<ul style="list-style-type: none"> •Feasibility studies conducted and recommendations made. 	<ul style="list-style-type: none"> •June 2008



**Evergreen
Valley
College**

2007-08 Individual Commitments to Action

Name:

Department: Physics & Physical Sciences

Initiative

Area of Focus

Community Engagement

- | | |
|----|------------------------------------|
| 1. | Increase Visibility |
| 2. | Develop Strategic Partnerships |
| 3. | Bring the College to the Community |

Area of Focus	Individual Commitments to Action	Metrics	Time Frame
1	<ul style="list-style-type: none"> •Offer off-site classes in Physics •Create vocational classes in Physics •Offer evening/weekend/summer classes 	<ul style="list-style-type: none"> •Feasibility study conducted and recommendations made. •Feasibility study conducted and recommendations made. •1 Saturday and 1 summer class are planned. 	<ul style="list-style-type: none"> •Jan 2008 •Jan 2008 •June 2008
2	<ul style="list-style-type: none"> •Partner with local San Jose Astronomical Society to enhance the Astronomy program. 	<ul style="list-style-type: none"> •Partnership established. 	<ul style="list-style-type: none"> •Jan 2008
3	<ul style="list-style-type: none"> •Explore possibility of a partnership with local industry to develop a product. 	<ul style="list-style-type: none"> •1 industry is contact and recommendation was made. 	<ul style="list-style-type: none"> •Jan 2008