



2007-08 Individual Commitments to Action

Name: Angelina Duarte

Department: Student Services Council

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	Create a comprehensive approach to outreach and recruitment which is overseen by a Recruitment Coordinator and that is integrated with College Marketing Plan.	Strategic Outreach Plan New Recruitment Coordinator	12/15/07
1	Create a user-friendly One-Stop Shop for Registration.	Web Advisor up. On-line Orientation Add codes in.	06/30/07 06/30/07 08/01/07
2	Review, revise, and develop Guidance and SSL curriculum as needed.	Curriculum modification in by deadline Summer Institute for new students	06/01/08
2	Pursue development of a Leadership Academy that will serve as a flagship program of the College.	Series of leadership workshops for AS students, Student Ambassadors, and Summer Institute students.	06/01/08
3	Increase Focus on Transfer services to increase visibility and transfer rates.	Expand physical space. Launch promotional campaign. Pister Scholarship Winner.	08/01/07 12/15/07 05/01/07
3	Establish Early Alert Process to intervene with students at risk.	Software identified. Pilot in spring.	12/15/07 06/01/07



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Organizational Transformation

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

Area of Focus	Individual Commitments to Action	Metrics	Time Frame
1	All program staff will have the opportunity to participate in a team-building, planning and evaluation retreat	Retreats for each services area conducted	06/01/08
2	Provide staff with feedback, direction and recognition	Timely performance evaluations for all employees in Student Services	06/01/08
2	Assist staff in developing individual career plans that include educational and professional activities leading to career goals	Individual career development plan will be kept in each program year	12/15/07
2	Provide cross training of staff within and between Student Services programs	Training materials developed by specific programs FAQ binder for Student Services	06/01/08
3	Fully participate in Resource Allocation	Acquisition of Instructional Equipment Funds CTA funding Unmet needs funding	12/15/07
3	Full participate in Shared Governance	College Council report & feedback in Student Services Council meetings	12/15/07



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Community Engagement

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

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1	Each program will create a list of all community organizations/events in which they participate.	Each program will participate in 1 new community organization/event.	12/15/07
1	Students Services will fully participate in the development of the College Marketing Plan.	Marketing plan will include a strategic outreach component, a focus on transfer and uniform materials for all student services programs	12/15/2007
2	Strengthen partnership with community organizations.	Mayfair Project will expand to include some basic skills/ESL offerings. Initial discussions with Project Cornerstone will be held.	06/01/08
2	Strengthen partnerships with educational institutions.	Fully launched Bridge to Transfer Program Initial discussions with Adult Ed	12/15/07
3	Offer complete registrations services at offsite locations.	Full registration services at, EAP high schools as well as in the Mayfair Community.	06/01/08
1	Student Ambassadors will "take the College" to high school students.	Ambassadors present at ESUHS on a regular basis	12/15/07