



**Evergreen  
Valley  
College**

**2007-08 Individual Commitments to Action**

Name: Angelina Duarte

Department: Student Services

**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 3-year Strategic Outreach Plan that is integrated with Marketing beginning 2007-08	Plan will be submitted	6/30/07
1	Participate in student data collection to establish baselines and goals	Collect HS demographics from HS and other sources	5/31/07
2	Continue work in SLO's and Program Review for Student Services.	Program Reviews for 06-07 will be completed; identify those for 07-08	07/31/07
3	Offer full-fledge Summer Institute for new students that includes Counseling, Computer Application and Leadership classes	Identify at least 90 students via Cal Soap; and appropriate faculty to teach in program	3/30/08
3	Work with Student Services Deans and Instruction to create infrastructure for Early Alert process	Early Alert software identified, implement strategy in place for pilot in Spring 2008	1/15/08
3	Support the expansion of the transfer function to include #'s of TAA's, space, visibility	Expanded center, 2-3 new TAA's Information Campaign, integration of Bridge to transfer	11/30/08



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**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	Create the opportunity/expectation that all student services program have at least 1 retreat/year	SSC/Counseling/EOPS/DSP/FA/WIN/A&R/SL/HS will hold a retreat	1/31/08
1	DAC Communication guidelines will be introduced to the Student Services Council	Discussion/Action on this agenda item will be recorded	6/30/07
2	Meet with each direct report to discuss future career plans and support activities that will assist them to advance or do their job better	Individual Professional Growth plans will be developed and supported	6/30/07
2	Advocate for PDD and other training/growth activities to be better meet the needs and interests of classified staff	There will be a PDD for Classified Staff	4/30/08
2	Serve as a mentor for at least two mid-managers	A series of mentoring meetings/ activities will be scheduled beginning July 07	6/30-08
3	Continue work on policy review and development of procedures	Policy Manual will be available to all managers; procedure development will be initiated.	9/30/08



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**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	Ensure coverage at all Outreach Events; establish regular recruiter hours at all East Side High Schools Continue E-Newsletter Purchase space in HS newspapers,	Calendar/coverage of events, recruitment schedules by H. S. Monthly E News, EVC in in HS newspapers.	6/30/08
1	Create a continual presence in the community by having visible EVC literature	Regular distribution/posting of EVC materials in local business, libraries, high schools, community centers	06/30/07
2	Strengthen outreach partnership with Mayfair Project	Mayfair outreach budgeted for 07-08	06/30/07
2	Explore outreach partnership with Cornerstone Project and explore other possibilities	Initial meeting/visit with Cornerstone Project with appropriate follow-up	4/30/07
3	Work with College to offer classes for Mayfair families	Conduct needs assessment of needs and interests.	6/30/07
3	Provide ESL assessment services at high schools and to prospective students from Mayfair Project	3-5 ESL assessments sessions will be conducted off campus	12/31/07