

Kern River Valley Department

Annual Planning for Academic Year 2015-2016

Planning Year 2014

Description Of Section

Mission/Connection to College Mission

The Kern River Valley (KRV) campus serves the rural communities of Lake Isabella, Wofford Heights, Kernville, Bodfish, Weldon, and Onyx from a facility located in Lake Isabella, California.

In support of the College mission, KRV provides general, transfer, distance and career technical education programs to ensure that students are adequately served. KRV offers the Cerro Coso , IGETC, and CSU General Education pathways on-ground. KRV also offers a total of six degrees on-ground and coursework for 13 other degrees that are offered at least 50% on-ground, with the remaining coursework available online or at the IWV campus. Seven Career Technical Education (CTE) certifications along with four CTE degrees are offered on-ground to target community needs through area workforce development and educational programs tailored to the students of the Kern River Valley.

The Kern River Valley campus offers comprehensive support services on-ground that assist with supporting the institution's instructional programs and overall College mission. These services include the following: Library, Learning Assistance Center, Counseling, Access Programs, Admissions & Records, and Bookstore. All other student services are provided online or via the IWV campus services.

The Kern River Valley campus embraces and is committed to serving the diverse socioeconomic population of students who reside in the surrounding rural communities by providing outstanding educational, career technical, and distance education programs, along with facilitating student success through comprehensive supportive services. This ongoing commitment strives to meet our students' and community's educational and training needs that in connection with the College's primary mission.

Review And Planning

Summary of Areas of Improvement

During the 2013-2014 academic year, ODS data revealed that 82% of the total student population at the socio-economically depressed Kern River Valley (KRV) campus received financial aid, compared to 39.6% of the IWV student population. In terms of basic skills, 26% of KRV students were enrolled in basic skills courses, compared to 13.7% of the IWV student population. Of the 26% of KRV basic skills students, 90% received financial aid assistance and are being identified as socio-economically disadvantaged students.

Working with the SSSP and Achieving the Dream data team, the basic skills committee identified the following performance gaps: Students who are economically disadvantaged are less likely to transfer than non-economically disadvantaged students; students have difficulty with the remedial Math and English progression, and attainment of this milestone is a tripping point for most disaggregated groups.

The Kern River Valley campus Learning Resource Center/Learning Assistance Center currently lacks consistency, continuity, and most importantly coverage when providing supportive educational services. The KRV campus is requesting a 32-hour, 10-month Learning Center Technician position, and a 12-hour LRC/LAC faculty basic skills support position to provide coverage and address the equity and performance gaps identified above and throughout this planning document.

Progress Made on Prior Year Initiatives

Implement student success strategies to improve student achievement

Progress Made:

One main focus at the KRV campus has been on increasing student support services and student success through awareness and motivation. KRV staff and faculty have worked together to assist and encourage students to apply for monetary scholarships through Cerro Coso Community College (CCCC) Foundation and other educational foundations. The entire process a student goes through from beginning to end ultimately improves student success and achievement. The data revealed that during the beginning of the fall 2014 semester, 16 CCCC Foundation scholarships were awarded to Kern River Valley students, totaling \$6,625.00. This number of scholarship awardees reveals that KRV students were awarded a total of 32% of the foundation's fall 2014 scholarships. Our campus team works hard to ensure that these types of opportunities are available and accessible to our rural students regardless of location. Our site has also been promoting student success tools, such as Grad Guru, the Learning Resource/Assistance Center, and completion of the matriculation steps through different types of student success strategies.

Increase and improve outreach, recruitment, and intake efforts

Progress Made:

Kern River Valley (KRV) site has begun the initial steps in building a relationship with the local high school (Kern Valley High School). KRV staff has participated in events hosted by the high school, including Kern High School District's Principal Partners' Day, in order to show community presence and ongoing support. Our site has also begun administering placement tests and providing the high school counselors with more information about Cerro Coso Community College (CCCC), and our instructional programs. One major accomplishment to note is that KVHS counselors brought 25 students to IWW's Career Day in September 2014, where students were exposed to the campus, etc. This type of participation has not occurred in the past, and both the high school counselors and students spoke highly of the overall experience. Lastly, beginning steps have been initiated with CCCC's Dean of Career Technical Education (CTE), CCCC's Vice President of Academic Affairs, KVHS Principal, and Kern High School District's Assistant Superintendent to begin the initial conversation about partnering in the pursuit of a basic CTE welding program/certificate on the high school campus.

Improve basic skills instruction

Progress Made:

Kern River Valley site's team is working closely with full-time Math and English faculty to provide student support services and library and learning support services to target basic skills areas. KRV's tutoring program currently supports improving basic skills, and students in need are referred and take advantage of this supportive student service. Our site is in the process of asking for an expansion of Learning Resource and Assistance Center hours and services with the assistance of a Learning Center Technician position request for the upcoming 2015-2016 academic year. Recently, KRV's full-time English faculty has also been trained in the area of supplemental instruction, and we are looking forward to student(s) fulfilling this classroom role as a supplemental instructor. Lastly, with the attempt to accelerate basic skills remediation classes, KRV's full-time Math faculty is spearheading the move to combine Math C020 and Math C040 courses into one course so that students can take this course for only 16 weeks, instead of 32 weeks. So far, students are succeeding in acquiring the basic mathematical skills necessary to move into the next course.

Operate at a level of Sustainable Continuous Quality Improvement

Progress Made:

Kern River Valley site's operation attempts to focus on continuously improving institutional effectiveness in order to carry out the institution's mission. One level of this operation is to function at a level of sustainable, continuous quality improvement through assessment, interpretation of data, and evaluation. Our site is able to assess and review instructional programs through ODS data. We have begun to implement assessment and data collection in our Learning Resource and Assistance Center and Computer Lab to continuously improve our site's effectiveness. As site manager, I have been personally involved in the College Council, Student Learning Outcome (SLO) committee, along with Achieving the Dream workshops and college meetings. These experiences and vital information gathered are brought back to the site so that gaps can be identified by the campus staff and faculty, and solutions can be brought forward so that the site can continue to support educational quality, support student learning, and carry out the institution's mission.

Initiatives for Next Academic Year

Increase in Student Enrollment and Student Persistence

Strategic Plan Goals Addressed:

1

Action Plan:

Develop a marketing plan along with student outreach activities in order to increase student enrollment. Also, develop and implement current student supportive services (i.e. including the promotion of the matriculation steps), in order to increase student persistence and success during the 2015-2016 academic year.

Measure of Success:

Student enrollment information can be tracked and evaluated during the 2015-2016 academic year by utilizing ODS data. Student persistence and success can also be tracked and measured using ODS data.

Expected Completion:

06/01/2016

Person Responsible:

Campus Manager

Designed:

It is designed to increase student success

Student Experience:

2nd Year/Program Completion, First Year, Intake

Kern River Valley Campus Renovation Project

Strategic Plan Goals Addressed:

2

Action Plan:

The Kern River Valley's campus renovation is scheduled to begin in May 2015, and will be completed no later than December 2015. During this time of transition, leadership and assistance will be provided with the necessary tasks associated during the moving and construction phase. Requests are being made during this planning cycle for classroom technology updates and classroom furniture.

Measure of Success:

Completion of Renovation

Expected Completion:

01/01/2016

Person Responsible:

Cerro Coso College

Designed:

It is designed to improve internal unit operations

Student Experience:

Increase KRV CTE programs tailored to our rural community served

Strategic Plan Goals Addressed:

3

Action Plan:

- Work with CTE Dean and Department chairs to research and add programs tailored to KRV's rural community and area (i.e. Welding, Agriculture, and Fire Technology).
- Partner with Kern Valley High School to offer certificated welding courses (at the high school facility), so that both high school and community college students can participate in a workforce development program in order to gain employment.

Measure of Success:

The number of CTE programs offered at KRV site increases, thus supporting student success and employment.

Expected Completion:

06/2016

Person Responsible:

Campus Manager & CTE Dean

Designed:

It is designed to increase student success

Student Experience:

2nd Year/Program Completion, First Year, Post-Graduation

Resource Needs

Facilities

Kern River Valley site will be undergoing a major renovation beginning in May 2015 with a projected end date of December 2015. We are critical need of classroom and office furniture. Listed below are specific needs/requests associated with our instructional classrooms and supportive services offices. Renovation Furniture Request: 1.) Classrooms (3 total) Work desks - 2-Person Fixed Height Series # HCW-2F - \$420.00 per classroom table/desk (46 total needed for 3 classrooms) = \$19,320.00 Chairs - Aquiline Compact Armless Stack Chair with Casters Item # KAC-4LCS – \$80.00 per classroom chair (50 chairs needed for 3 classrooms) = \$4000.00 2.) Art/Science Classroom Estimating \$12,000.00 for specialized tables and chairs. 3.) Student Lounge Candelia Series Club Chair Item # OCS-CC – 10 soft chairs to be housed in the student lounge area - \$400.00 per chair (14 total) = \$4000.00 Round Cafe Table Series # DSV-R – 6 café tables - \$195.00 per table (6 total) = \$1170.00 Café Chairs – Heavy-Duty Shaped-Back Guest Chair: All-Poly Item # OFTC-3 – \$60.00 per chair (24 chairs) = \$1440.00 4.) LRC/LAC Mobile Flat-Panel Work center Item # MMW-16 – 4 work centers for computers - \$1529.00 per workstation (4 workstations requested) = \$6116.00 Chairs - Aquiline Compact Armless Stack Chair with Casters Item # KAC-4LCS – \$80.00 per chair (16chairs needed for LRC/LAC area) = \$1280.00 5.) Conference Room Alliance Conference Table: Presentation Top/H-Base 72"W Item # AE-P6H – Conference Table - \$500.00 Amenity Office Chair Item # AOC-42 – Conference Chairs – 6 total at \$235.00 each = \$1410.00 6.) Offices 8 desks @ 600.00 per desk = \$4800.00 7.) Efficiency, Appearance & Signage Needs: 1 - 6-Ft. Custom Logo Lexington Series (Outdoor) Bench with Back (<http://www.theparkcatalog.com/benches/deluxe-custom-logo-bench/6-ft.-custom-logo-lexington-series-bench-with-back/398-1538>) Total projected cost: \$1400.00 Cerro Coso Community College Sign - Projected Cost: \$2500.0

Information Technology

The Kern River Valley campus will be going through a complete renovation beginning in May 2015. It is the request of the campus faculty and staff that the instructional technology located in 5 classrooms include mounted projectors, media enhanced podiums, and other necessary technological equipment associated with this request. This type of instructional technology would replace the need for media carts. Overall, this request would provide equitable instructional equipment and classrooms to the Kern River Valley faculty and students, thus allowing the institution to deliver high quality instructional programs in an environment that supports learning and enhances student understanding.

Marketing

The Kern River Valley campus is in great need of signage. Even after two decades of Cerro Coso Community College's presence in the community, many community members are still unaware that our college exists. The challenge is the KRV campus location (KRV's entire site is located on a 2nd floor in the back of a shopping center plaza). We are not visible to the public; therefore, providing large signage off Highway 178, on the main boulevard (Lake Isabella Blvd.), and in front of the campus is a vital need. In addition, signage can also be established with the use of billboards that are located off local Highway 178. The purchase of signage is a great marketing tool that would continue to be viewed and recognized for years to come. The projected one-time cost of this type of signage is unknown, but should be estimated in the upcoming resource allocation/plan.

Professional Development

1.) Requesting to attend Association of California Community College Administrators (ACCCA's) Administration 101 - The program provides an overview of the most crucial technical, regulatory and legal aspects of administration as it applies to California's unique community college system. Projected cost is \$2,050.00. 2.) Requesting to attend the Association of California Community College Administrators (ACCCA) Conference in 2016. Projected Cost: \$1,500.00 3.) Requesting myself and KRV Educational Advisor to attend the Strengthening Student Success Conference in October 2015 in Oakland, CA. During the last conference in 2014, I won a free conference registration package (valued at \$400.00) to return during to this upcoming conference in 2015. Projected cost for 2 employees (with registration discount): \$2,300.00. 4.) Requesting to attend Innovations 18th annual conference in 2016. Projected cost: \$2,000.00. 5.) CCAOE conference (CTE suggestion) - Projected cost is \$1500.00

Staffing

Classified Staffing Needs at Kern River Valley: Learning Center Technician and Department Assistant II – Counseling. Other Staffing Needs (Non-Classified): The KRV site is in vital need of Learning Resource Center/Learning Assistance Center Basic Skills Faculty support hours. During the 2013-2014 academic year, ODS data revealed that 26% of KRV students were enrolled in basic skills courses, compared to 13.7% of IWV campus student population. Of those 26% of basic skills students, 90% of these students received financial aid assistance and can be identified as socio-economically disadvantaged students. Working with the SSSP and Achieving the Dream data team, the basic skills committee identified the following gaps: Students who are economically disadvantaged are less likely to transfer than non-economically disadvantaged students. Regarding remedial Math and English Progression, attainment of this milestone is a tripping point for most disaggregated groups. Taking into account the Achieving the Dream data, ODS data, above identified gaps, and the high percentage of KRV students facing socio-economic disadvantages and basic skills remediation, the campus is requesting faculty presence/support in the Learning Resource Center/Learning Assistance Center in the amount of 12-hours per week. This will target and assist the needs of the basic skills students who are struggling to succeed in the attainment of milestones, transfer, and degree achievement. This request is asked to be funded by the basic skills funding initiative.

Resource Requests Not Already Listed In Unit Plans

2000 Category - Classified Staff

Learning Center Technician

Location:

Kern River Valley

Priority:

High

Strategic Plan Goals Addressed:

1,2

Salary Grade:

38.0

Number of Months:

10

Number of Hours per Week:

Salary Amount:

\$28,902.04 annually (this amount includes statutory benefits), Ongoing from General Fund.

Detailed Rationale:

The Learning Assistance Center (LAC), an integral part of the Learning Resource Center (LRC), provides learning support services to students outside of the classroom, thus ultimately improving student retention, success, and completion. It provides an environment that supports learning and engagement, enhances student understanding, and encourages personal development of all students.

The KRV LRC directly supports attainment of the college's identified Strategic Goals, specifically:

1. Foster student success through sustained continual quality improvement of instruction and student services.
2. Provide a quality learning environment which enhances student engagement.

The Kern River Valley site LRC lacks consistency and continuity when providing supportive educational services. 15- hours a week is designated towards the organization and delivery of this vital service to on-site and distance education students. This is not enough coverage, considering the campus is open Monday through Thursday from 8am to 10pm and Fridays from 8am to 12pm. Learning Support Success Center's Student Learning Outcomes (SLO) data in the 2014-2015 Annual Unit plan revealed a great concern regarding unstable success rates at KRV. Success rates including early drops, are noted significantly lower at the KRV campus when compared to the IWV campus (i.e. KRV 54.7%; IWV 79%; ESCC No Success Data).

Data collected from the Learning Resource Center during an 8-hour a week librarian position in the spring 2014 semester revealed that a total of 743 students entered the LRC facility and/or used the LRC computers during a 16-week semester. This number of student logins could potentially mathematically increase to 2,944 student uses/logins if and when a 32-hour per week Learning Center Technician position is implemented to provide critical coverage and student accessibility.

Test proctoring is also a student support service at the site. Students in need of this service average between 2 and 4 proctored exams per semester. The KRV site administers on average 75 tests per semester. An increase in the number of proctored tests has a strong potential to occur based on distance education students reaching a maximum testing capacity at Bakersfield College.

With plans in the works to update the layout of the KRV site, the LRC will become the central hub of engagement and learning outside of the classroom. It is imperative that it be staffed by a classified position.

Explain why the work of this position cannot be assigned to current staff:

The current assignment of duties and responsibilities are attempted to be completed by a 15-hour per week adjunct faculty position, whereas the IWV campus utilizes two 40-hour a week classified positions, with some faculty oversight. Relying solely on adjuncts to run the LRC (including LAC functions that fit better under the classified umbrella) is not sustainable because of turnover and schedule changes each semester (depending on teaching load). Under the direction of an assigned supervisor, the LAC technician will be performing a variety of technical duties in support of the Learning Assistance Center and participate in the recruitment and selection of student tutors. This position will maintain records and vital data on services offered and success rates. It will also be responsible for test scheduling and proctoring services that are offered to on-site and distance education students. The 32-hour per week position will not only assist with creating a more academic environment, but also provide a comparable service in quantity and quality at the KRV location.

Describe the impact on the college if the position is not filled:

In order to improve institutional effectiveness, support student learning and engagement, and carry out the institution's mission, the KRV site is requesting the implementation of the IWV LRC model with the addition of a Learning Assistance Technician classified position to oversee LAC functions in coordination with an adjunct Librarian who provides library services and programming. This LAC Technician classified position will ensure that this vital support service is available and accessible to students at KRV and will better align the KRV LRC with college-wide LRC services. This alignment is crucial in order to provide equitable services to students regardless of campus site and will likely make assessment of LRC outcomes more efficient and meaningful. A fully functioning LRC at KRV will likely positively impact success and retention rates.

Location:

Priority:

High

Strategic Plan Goals Addressed:

Salary Grade:

35.0

Number of Months:

11

Number of Hours per Week:

19

Salary Amount:

\$14,227.89 (annually), Ongoing from Other.

Detailed Rationale:

The addition of a Department Assistant II in Counseling is critical to meeting increased demands associated with the Student Success and Support Program requirements. The increased demand associated with these requirements and the implementation of the student success legislation cannot be met with the existing staff (1 Educational Advisor) on the KRV campus. This position will also help to eliminate delays in data input, assess the effectiveness of programs, and provide timely services to students in need.

Describe how the position is linked to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's strategic plan:

KRV's Counseling department needs to increase the number of fully matriculated new and continuing students immediately by developing new processes and enhancing current delivery methods for orientation, assessment, and student educational plans. Part of the strategy to increase matriculation compliance includes the identification of students who have not completed matriculation components, and then contacting them to schedule workshops and counseling appointments. The increased numbers of new students being served will require additional filing, tracking, and data input. This position will ensure that student support services will be readily available and accessible to students regardless of class location, thus closing program gaps and providing equitable services as linked to the college's mission and strategic goals.

According to the Counseling trend data from the last academic year, college-wide, Cerro Coso only had 21% of new students fully matriculated. The vast majority of non-matriculated students were those with a non-Cerro Coso zip code. The next majority of non-matriculated students were those attending KRV. With one Educational Advisor working diligently on getting KRV students to complete the matriculation process, it can be very difficult for this staff member without any administrative support/assistance.

Explain why the work of this position cannot be assigned to current staff:

According to the Counseling trend data from the last academic year, college-wide, Cerro Coso only had 21% of new students were fully matriculated. The vast majority of non-matriculated students are those with a non-Cerro Coso zip code. Looking at supporting ODS data, KRV is the next highest site with regard to non-matriculated students, which is attributed to the lack of current staff (1 Educational Advisor). To go from 21% matriculated students to 100% matriculated students, it is critical to take a look at KRV's direct-service to student's personnel in order to have sufficient staff with funding supported by SSSP budget that is associated with the Next Steps.

Increasing the number of students served, implementing outreach activities and initiatives, and addressing the overall need to build community relations demands more office support for data management, as well as front desk coverage to answer phones and/or counseling calls, schedule appointments and workshops. Currently, there is no Counseling office support staff located at the KRV

site.

Describe the impact on the college if the position is not filled:

If Counseling is not able to increase the number of new students needing matriculation components, Student Success and Support Program funding will decrease. Additionally, the college will have fewer new students beginning classes who have not been through orientation, assessment, and counseling, which has been determined through research as a successful strategy for increasing student retention, persistence, and success.

Learning Resource Center Adjunct Faculty (Basic Skills Funding)

Location:

Kern River Valley

Priority:

High

Strategic Plan Goals Addressed:

1,2,3,5

Salary Grade:

Number of Months:

9

Number of Hours per Week:

12

Salary Amount:

TBD - Basic Skills Funding, Ongoing from Other.

Detailed Rationale:

The KRV site is in vital need of Learning Resource Center/Learning Assistance Center Basic Skills Faculty support hours. During the 2013-2014 academic year, ODS data revealed that 26% of KRV students were enrolled in basic skills courses, compared to 13.7% of IWW campus student population. Of those 26% of basic skills students, 90% of these students received financial aid assistance, and can be identified as socio-economic disadvantage students.

Working with the SSSP and Achieving the Dream data team, the basic skills committee identified the following gaps: Students who are economically disadvantaged are less likely to transfer than non-economically disadvantaged students. Regarding remedial Math and English Progression, attainment of this milestone is a tripping point for most disaggregated groups.

Taking into account the Achieving the Dream data, ODS data, above identified gaps, and the high percentage of KRV students facing socio-economic disadvantages and basic skills remediation, the campus is requesting faculty presence/support in the Learning Resource Center/Learning Assistance Center in the amount of 12-hours per week. This will target and assist the needs of the basic skills students who are struggling to succeed in the attainment of milestones, transfer, and degree achievement. This request is asked to be funded by the basic skills funding initiative.

4000 Category - Supplies and Equipment

Purchase classroom & office furniture (after KRV renovation)

Location:

Kern River Valley

Priority:

High

Strategic Plan Goals Addressed:

1,2,3,4,5

Estimated Amount of Funding Requested:

\$56,036.00, One-time from General Fund.

Detailed Rationale:

Purchase and provide appropriate classroom and office furniture for the KRV site after the May 2015 renovation has been completed. Currently, classroom desks and site furniture used by students, staff, and faculty are not equal and/or equitable in comparison to the IWV Campus, Bishop Campus, and Mammoth Campus.

KRV Campus Outdoor Bench

Location:

Kern River Valley

Priority:

High

Strategic Plan Goals Addressed:

2,4

Estimated Amount of Funding Requested:

\$1400.00, One-time from General Fund.

Detailed Rationale:

Purchase an outdoor metal bench that can be secured. Other inexpensive benches have been purchased in the past to serve the students with an outdoor place to sit and engage, but have not been able to survive the outdoor conditions. It is the request that the KRV site has a sustainable outdoor metal bench as other campuses do for their student population.

KRV Campus Sign/Signage

Location:

Kern River Valley

Priority:

High

Strategic Plan Goals Addressed:

2,4

Estimated Amount of Funding Requested:

\$2500.00, One-time from General Fund.

Detailed Rationale:

The KRV site is in critical need of signage for the campus. Currently, the small sign located at the driveway entrance is not sufficient. Providing a sign on the main boulevard (Lake Isabella Blvd.), would serve two main purposes. One main purpose is to assist with community awareness. The second purpose is that this type of sign would provide ongoing advertising at a one-time cost basis.

5000 Category - Service, Utilities, and Operating Expenses

Location:

Kern River Valley

Priority:

High

Strategic Plan Goals Addressed:

1,2,4

Estimated Amount of Funding Requested:

\$6,000.00, Ongoing from General Fund.

Detailed Rationale:

The Kern River Valley site budget does not have an area that supports professional development, a crucial aspect to employees' personal and professional growth. This request is to add an employee travel line item to the budget in order to improve institutional effectiveness and support continuous quality improvement through professional development.

6000 Category - Capital Outlay

Location:

Priority:

Strategic Plan Goals Addressed:

Estimated Amount of Funding Requested:

, from .

Detailed Rationale:

Location:

Priority:

Strategic Plan Goals Addressed:

Estimated Amount of Funding Requested:

, from .

Detailed Rationale: