

Kern River Valley Department

Annual Section Plan for Academic Year 2016-2017

November 2015

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 eight 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.

Cerro Coso Community College's 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

Performance and Equity Gaps Still to be Addressed

Equity Gaps:

During the 2014-2015 academic year, ODS data revealed that 83% 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.

Economically disadvantaged students have been identified as an "underrepresented group" in Cerro Coso Community College's 2014-2015 Student Equity Plan. The plan states that, "Economically disadvantaged students consistently have success rates of around 10% lower than non-economically disadvantaged students" (<https://www.cerrococo.edu/sites/cerrococo.edu/files/CCCC%20Student%20Equity-2014.pdf>). Also, 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.

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.

Steps to Address Performance and Equity Gaps:

Economically Disadvantaged Students

The prior action of hiring a Learning Assistance Center Technician 10 months/30hrs./wk. during the 2015-2016 academic year took the first step to narrow this identified gap.

KRV site is requesting to increase the Learning Assistance Center (LAC) Technician hours to 10 months/40hrs./wk. beginning in the 2016-2017 academic year. This step will provide an even higher level of service required for student support at the Kern River Valley site. Services being provided include test proctoring, tutoring, GED preparation access, computer access, and engagement throughout the academic year. Increasing the hours of this position will also offer students more access, thus supporting Cerro Coso Community College's (CCCC) mission of providing "... tailored programs and equitable services to the students in the communities and rural areas we serve," and supports Cerro Coso Community College's Strategic Goal #2: Advance Student Equity Measures, and Kern Community College District's (KCCD) Strategic Goal #2: Advance Student Equity Measures.

Basic Skills

The Kern River Valley campus has taken steps to implement student support strategies in order to improve basic skills course completion. The site has begun to implement math and writing labs within the Learning Assistance Center (LAC) that are staffed by Math and English full-time faculty during their office hours. Supplemental Instruction is occurring during the remedial English courses. Specific group math tutoring sessions are being offered prior to tests to all students.

Progress Made on Prior Year Initiatives

Improve Community Awareness & Image

Community awareness and college image play a major role in current and future student enrollment and success. Awareness allows community members the ability to understand how important a community college is to their future.

The prior year initiative of improving community awareness and image is in progress and ongoing. The Kern River Valley campus has been building strong partnerships within the community by connecting and improving communication with key community members, local high schools, service clubs, chambers of commerce, and KRV community members. Faculty and staff have been attending collaborative meetings, chamber of commerce meetings, local job fairs, and administering presentations at local service clubs throughout the different Kern River Valley communities in order to target the goal of increased awareness and improved image.

Advertising efforts have also increased, and open houses at the college have become very well attended. Other outreach activities have included completing presentations at Owens Valley Career Development Center, manning information tables at Kern Valley High School (KVHS), and providing placement tests for Kern Valley High School students and Camp Erwin Owen's residents.

Expand Outreach and Early College Awareness

The initiative of expanding outreach and early college awareness is in progress and ongoing. KRV has begun the initial steps in building a more productive relationship with the local high school (KVHS). My staff and I have participated in events hosted by the high school (i.e., Kern High School District's Principal Partners' Day), in order to show a community presence and support. Our site has also begun administering placement tests and providing the high school counselors with more information about CCCC and our programs. We have seen progress in this area. KVHS high school counselors brought 25 students to IWW's Career day in September 2014, where students were exposed to the main campus, etc. (this was the first time in the history of KVHS that this has ever occurred). In addition, CCCC's Dean of Career and Technical Education (CTE), the VP of Academic Affairs, and I have begun taking steps toward partnering with the high school in offering CTE programs of interest on their campus.

This year KRV has also begun the initial steps of building a newly formed outreach relationship with Camp Erwin Owen (a non-secure juvenile forestry camp that houses 125 wards between the ages of 14 and 18 committed by the Juvenile Court.). KRV site's educational advisor, Reese Weltman, has conducted outreach activities that focus on matriculation steps for the wards. The steps provided include college orientation, placement tests, and initial student educational plans. Currently, our site is in the beginning stages of looking to offer an 8-week Counseling 101 course during the 2015-2016 academic year. This course introduces students to the process of academic and career planning by means of personal and group exercises, along with life skills such as critical thinking, resource management, and personal assessment.

Improving Student Experience/Engagement

Improving the student experience and providing student engagement opportunities on campus is vital for student completion and student success. One main activity that has been implemented to target this goal has been increasing student awareness of financial assistance. Staff and faculty now encourage students to apply for scholarships through the CCCC Foundation and other

educational foundations. Our site has also been promoting student success tools, such as Grad Guru, Learning Resource/Assistance Center academic support, and the completion of the matriculation steps. Access Programs' students have been participating in field trips to California State University-Bakersfield, along with other educational and cultural destinations.

Initiatives for Next Academic Year

Dual-Enrollment Expansion

Action Plan:

Kern River Valley has just begun partnering with the Kern High School District in regards to dual-enrollment. Kern Valley High School is the only school (within this district) that is serviced by Cerro Coso Community College.

1. Expand and begin to offer dual-enrollment classes in the Kern High School District.
 - a. Offer a minimum of 2 dual-enrollment course offerings at Kern Valley High School during the fall 2016 semester.
2. Continue to grow and expand Career Technical Education (CTE) offerings in the Kern High District. Plan, develop/create, and implement a high school and parent survey to identify CTE areas of interest along with identify potential high school instructors who are qualified to teach CTE courses.

Measure of Success:

1. Measure by identifying the number of dual-enrollment course offerings at Kern Valley High School during the 2015-2016 academic year in comparison to the number of dual-enrollment courses offered at Kern Valley High School during the 2016-2017 academic year.
2. The ability to analyze the data (during the spring 2017 semester) obtained from the Career Technical Education (CTE) interest survey that will have been administered during the fall 2016 semester to high school youth and their parents.

Person Responsible:

Lisa Stephens, Director of East Kern

It directly addresses a college Strategic Goal or Objective

Strategic Goal #3 - Ensure student access

Objective #1—Optimize Student Enrollment

Objective #2—Be the Higher Education Option of First Choice

Kern River Valley Campus Remodel Project

Action Plan:

The Kern River Valley's campus renovation was scheduled to begin during the 2015-2016 academic year. This renovation was postponed.

The desire is that the campus renovation will begin in January 2017 after our Licensed Vocational Nursing (LVN) cohort has graduated in December 2016. 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 swing space rentals and classroom furniture.

Measure of Success:

Completion of renovation/remodel during the 2016-2017 academic year.

Person Responsible:

Cerro Coso Community College

It directly addresses a college Strategic Goal or Objective

Strategic Goal #5 - Strengthen Organization Effectiveness

Objective # 4 - Improve Facilities and Maintenance

Resource Needs

Facilities

1. Per the rental agreement, the Kern River Valley site's facility rental expense is being raised during the 2016/2017 academic year. Please see the 2016/2017 budget request worksheet for the detailed rental expense amount.

2. The Kern River Valley site's major renovation was postponed during the 2015-2016 academic year. We are anticipating the renovation to begin in January 2017. The Kern River Valley campus is in 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 (16 chairs 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

Total amount requested: \$56,036.00 (this amount was requested during the 2015-2016 section plan, but due to the renovation being placed on hold, this amount was also placed on hold).

3. Once the remodel begins, the Kern River Valley campus will need to acquire swing space to utilize during the spring 2017 semester. Once the remodel is completed, it is anticipated that the KRV campus will then move into the newly remodeled space in

fall 2017. The swing space plan focuses on utilizing the local high school facility during the remodel. Kern Valley High School's classroom fee is \$16.50 per hour, per classroom.

Below are two proposals for swing space use during the fall 2017 semester:

1). CCCC chooses to offer students a choice of 18 courses using 6 classrooms (Monday – Friday) at the projected cost of \$18,384.00.

2). CCCC chooses to offer students a choice of 8 classes using 2 classroom spaces (Monday- Thursday) at the cost of \$8,448.00.

4. The Kern River Valley maintenance and operations needs include the purchase of a new commercial vacuum. The current vacuum is extremely old, and sporadically the wiring (cord) stops working. It is definitely time for a new vacuum so that the site can maintain a safe and clean facility.

1. Amount requested: \$900.00

Information Technology

Kern River Valley's technology needs are currently met and no foreseen items are being requested at this time.

Marketing

The Kern River Valley is requesting an additional \$800.00 to their current 2016-2017 marketing budget for the purchase of banners. Banners are a great marketing tool to get CCCC's name out into the community.

The banners requested will target registration, matriculation, and community awareness themes.

a. Amount requested: \$800.00

Professional Development

Kern River Valley is requesting the amount of \$5000.00 for professional development. This request is an additional \$1000.00 that was granted during the 2015-2016 section plan.

1. Staff Development (in collaboration with all East Kern sites)

a. Provide the Everything DiSC® training to the Kern River Valley staff. Everything DiSC® profiles will help staff understand their own DiSC® styles and help reveal what it takes to build a truly cohesive and effective team in the most approachable, competent, and effective way possible. East Kern staff will partner with Kern River Valley staff during this training (East Kern is requesting the same amount in their budget to cover East Kern's employees training costs).

b. Amount of training – \$3000.00 (total of 6 employees)

2. Management Development

a. Director of East Kern – Attend ACCA conference in 2017. Projected cost is \$2000.00

Staffing Requests Not Already Listed In Unit Plans

1000 Category - Certificated Positions

2000 Category - Classified Staff

Learning Center Technician (10 hour increase)

Location:

Kern River Valley

Salary Grade:

Range 38, step 1

Number of Months:

10

Number of Hours per Week:

40

Salary Amount:

38,677.50

Justification:

Proposed Change:

Increase the Learning Assistance Center Technician from .576 FTE (10 months 30/hrs./wk.) fluctuating to .769 FTE (10 months 40/hrs./wk.) fluctuating.

Rationale:

Increasing the Learning Assistance Center (LAC) Technician hours to 10 months/40hrs./wk. will provide the higher level of service required for student support at the Kern River Valley's site, including test proctoring, tutoring, GED access, computer access, and engagement throughout the academic year. Increasing the hours of this position will also offer students more access, thus supporting Cerro Coso Community College's (CCCC) mission of providing "... tailored programs and equitable services to the students in the communities and rural areas we serve." (www.cerrocoso.edu)

Equity:

ODS data reveals that during the spring 2015 semester, 85% of students at Kern River Valley campus were classified as economically disadvantaged based on their financial aid eligibility. Economically disadvantaged students have been identified as an "underrepresented group" in Cerro Coso Community College's 2014-2015 Student Equity Plan. The plan states that, "Economically disadvantaged students consistently have success rates of around 10% lower than non-economically disadvantaged students" (<https://www.cerrocoso.edu/sites/cerrocoso.edu/files/CCCC%20Student%20Equity-2014.pdf>).

The action of increasing the Learning Assistance Center Technician hours will assist in narrowing this identified gap by offering additional student supportive hours. This action also supports Cerro Coso Community College's Strategic Goal #2: Advance Student Equity Measures; and Kern Community College District's (KCCD) Strategic Goal #2: Advance Student Equity Measures.

Data:

Based on the current student contact and usage data in SARS Trak, approving this increase should increase student contacts by a minimum of 25%. Kern River Valley's Learning Resource Center (LRC)/Learning Assistance Center (LAC) is averaging approximately 612 contacts per month (when totaling proctoring, tutoring, and computer access contact data). Increasing the Learning Assistance Center Technician to 10 hours per week is projected to increase that number to 765 student contacts per month. Data shows that students who use the Learning Assistance Center programs and facility typically have higher success rates and student engagement and lower withdrawal rates than students in the same courses who do not use these services.

Justification:

Opening the Learning Resource Center (LRC)/Learning Assistance Center (LAC) doors full time will ultimately allow students greater access in the LRC/LAC; therefore, narrowing equity gaps, and promoting student engagement, student learning, and student success and completion.