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PROGRESS REPORT

ACCREDITING COMMISSION FOR
COMMUNITY AND JUNIOR COLLEGES

WESTERN ASSOCIATION OF SCHOOLS
AND COLLEGES

Cuyamaca College
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CUYAMACA COLLEGE

ACCREDITATION MIDTERM REPORT TO ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES October 15, 2005

Recommendation 2. *The College should develop a Master Plan for student services that focuses on broad participation of student service staff, faculty, and students, and integrates institutional research into planning and evaluation. The College should ensure that planning by student services is integrated with instructional and administrative services to address common issues affecting all units.*

Response

The College has satisfied this recommendation by the development, approval, and adoption of the Student Development and Services Master Plan in spring 2005. As well, student service planning is fully integrated with instruction and administrative services to ensure effective institutional planning.

Broad participation was ensured through the Student Development and Services Master Plan Committee composed of the Co-Chairs, the Vice President of Student Development and Services and Counseling Faculty; Dean of Counseling and Matriculation; Dean of Division II, Instruction; English/ESL Faculty; Learning Disability Specialist; and CalWorks Program Technician. The document was reviewed by various participative governance groups, including the Academic Senate, and was approved by the College Innovation and Planning Council.

All unit plans, such as those in Instruction, Student Services and Administrative Services, are based on the Cuyamaca College Strategic Plan that provides the planning framework comprised of college values, mission and goals. The Office of Research and Planning played a key role in providing expertise in the evaluation and analysis process of all the Student Development and Program Reviews. Program Reviews included much data-driven information and provided guidance for making many of the program recommendations. The Program Review recommendations were included in the Department Three Year Plans as well as the Student Development and Services Master Plan.

The Student Development and Services Master Plan is integrated with the college's planning processes. The three major college units-- Instruction, Student Development and

Services, and Administrative Services—provide internal planning pathways from area departments to planning committees and councils. This process ensures that planning is initiated by expert and representative faculty and staff within each area. Subsequently, area plans are reviewed and prioritized on the basis of both quantitative and qualitative criteria and in light of the **College Strategic Plan 2004-2010**. Unit plans are then submitted to the College Innovation and Planning Council which is the institution's

primary participative governance body and includes broad representation from all constituencies and areas of the college. It should be underscored that planning drives budget at Cuyamaca College. Therefore, only after plans have been reviewed and approved do departments prepare budget proposals and other resource requests to be submitted through the established college budget process and other technology and administrative work plan procedures (such as Administrative and Instructional Computing District Committees, schedule maintenance projects, and other similar activities).

