

Academic Affairs Cluster Plan

Academic Year_2007-2008

Cluster Co-Chairs_J. Stanbery and L. Rosas_____

Executive Summary

The Academic Affairs Cluster has identified a number of priorities for this year, focusing on student success, increased accountability through assessment and program review, and a broadening of the range of course offerings in response to the changing demographic and economic indicators in our region. The accreditation requirements of the Western Association of Schools and Colleges demand the college strengthen its ability to assess its students learning and critique its program of offerings in a systematic and verifiable way. As we move toward the end of this decade, Harbor College will face additional challenges to its enrollment by virtue of several factors: 1.) Enrollment will increase and then reverse itself as the recession peaks around 2010; 2.) While the number of students in the 25-years-of-age and older bracket will increase, the number of students in the 19- to 24-year-old bracket will peak around the year 2010 and then decline; and, 3.) Harbor College will continue to face increased competition from its two larger neighbors to the east and west.

These factors mean that Harbor College will have to put additional resources, both monetary and faculty, into developing new programs to ensure student success and to address emerging occupational fields. We will need to develop more rigorous programs in, for example, information competency, enhance the print journalism program, and create language laboratories for foreign languages, speech, and ESL. Additional support personnel need to be provided for the LAC, the CAOT labs, and the assessment/program review initiatives. Many of the labs will need to upgrade their software and maintain their equipment in order to ensure that students work with safe, accurate, and up-to-date equipment in support of new and emerging programs. The Harbor Library is also facing a crisis in maintaining the required level of support, and needs to replace 3% of its book collection each year.

During this period, moreover, we will see an increasing number of faculty and staff retiring from service at the college. Perhaps the largest and most over-arching priority of the academic affairs cluster, then, is to increase the full-time to part-time faculty ratio by 2% per year in order to preserve the integrity of the academic program.

Activities Description Narrative: please describe suggested activities, including grant proposals to be written, new course or program initiatives, or program viability studies in priority order.

1. Provide for the efficient management of old program review and assessment of student learning outcomes documents, maintaining appropriate files and developing material for required reporting; provide secretarial support for Dean Academic Affairs and Curriculum.
2. Explore offering information competency instruction to all students, anticipating an eventual graduation requirement; continue in information competency program that provides course

tailored and drop-in workshops on information research, including use of the Internet, electronic databases, and critical thinking.

3. Provide additional tutoring to meet unmet requested needs; current records indicate a range between 5% and 11% of tutor requests unmet. This equates to approximately 830 to 850 hours on a one-to-one basis for both fall and spring semesters combined.
4. Provide a secure in safe environments in the Learning Assistance Center in open access computer lab which is conducive to learning. Additionally, the LAC needs to maintain hours of operation technical support for computers and assistance for students using computers. Filling the vacant (due to retirement) position of Instructional Assistant, Information Technology will address most the needs in this area. Purchase and installation of a video surveillance system for the LAC computer and math labs will also assist with security when the labs are not supervised.
5. Provide additional assistance for students working in the LAC by adding student workers for the checkout counter/literacy centers/open access computer lab (equivalent to 20 hours per week times 32 weeks).
6. Hire a CAOT instructional assistant to assist in priorities.
7. Upgrade computer lab software to include Final Draft, WYSIWYG, MAYA, Media Arts.
8. Purchase 40 licenses of SPSS software for addition of two statistics and two psychology 10 courses for social and behavioral sciences transfer students. Our students must now attend Long Beach City to obtain this course.
9. Replace 3% of the book collection in the library each year.
10. Purchase a service contract for the microscopes in all the science laboratories to maintain the quality and precision of the instruments.
11. Enhance the print journalism program by making the Harbor Tides newspaper a budget line item.
12. Develop a language laboratory for foreign languages, speech, and ESL. A designated room for supplemental language instruction.
13. Purchase advanced assessment hard/software (SCANTRON) to assist faculty both divisional and college wide in assessment methodologies.

SLO Assessment Results Narrative: please describe assessment activities that support proposed unit initiatives.

There are no appropriate assessment results identified at this time. The Academic Affairs Cluster is

currently engaged in developing measurements for the student learning outcomes of the most subscribed “bread-and-butter” courses in the curriculum. We anticipate a complete cycle of assessment to be completed in these courses by the end of fall semester 2008.