



# Unit/Program (UP) Planning Handbook

(Formerly Program Review Handbook)

2018-2019

10309 North Willow  
Fresno, CA 93730

## District and College Mission and Vision Statements

### State Center Community College District Mission Statement<sup>1</sup>

State Center Community College District (SCCCD) is committed to empowering our colleges in their efforts to promote exemplary educational opportunities and to provide safe, inclusive, and supportive learning environments leading to student success and global competitiveness, which will transform our region.

### State Center Community College District Vision Statement

Empowering through Educational Excellence

### Clovis Community College Mission Statement<sup>2</sup>

Creating Opportunities – One Student at a Time

- We embrace diversity and serve all students of the community;
- We believe education is based on integrity, generosity, and accountability;
- We foster critical, creative, and engaged thinking;
- We support student success by preparing students for their futures and for the community's future through career/technical certificates, degrees, and transfer programs;
- We cultivate community partnerships to enhance student learning and success;
- We engage in reflective, data-driven cycles of research and innovation focused on learning and student outcomes.

### Clovis Community College Vision Statement

Clovis Community College is the college of choice for academic excellence, innovation, and student achievement.

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<sup>1</sup> Approved by the SCCC Board of Trustees March 7, 2017

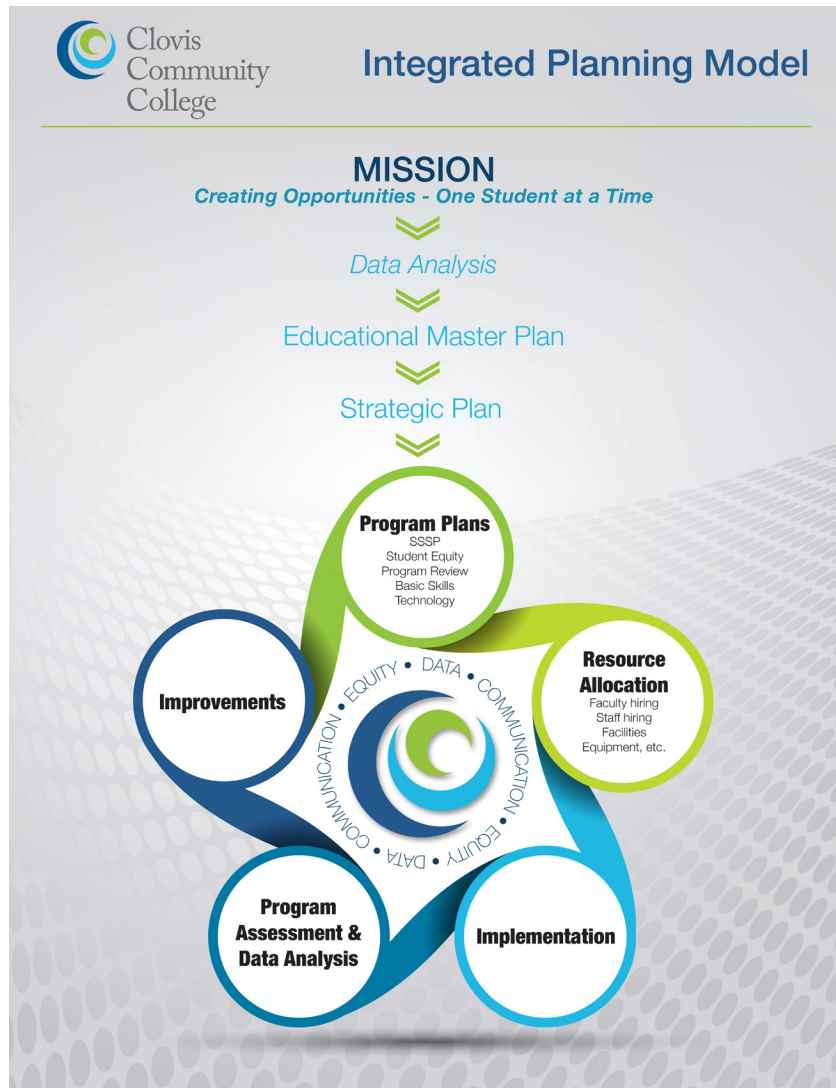
<sup>2</sup> Approved by the SCCC Board of Trustees July 2, 2013

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## Introduction

This *CCC Unit/Program (UP) Planning Handbook* is a guide for the process of performance review and planning at the unit/program level. Planning at Clovis Community College (CCC) is unified by a set of shared assumptions and well-defined processes. These processes are dedicated to the improvement of student success, which is achieved in part through the systematic evaluation of the College's academic and institutional effectiveness. These processes for systematic evaluation rely on College-wide participation.



It is through the regular sequence of these planning practices that the College assesses institutional effectiveness and uses those assessments to continually improve its services to students. These College-wide and unit-level planning processes are summarized on the following page.

## College-wide Systematic Evaluation

Planning Process in the CCC Integrated Planning Model	Purpose of the Planning Process
CCC <a href="#">Educational Master Plan 2017-2027</a>	<ul style="list-style-type: none"> <li>• The College’s long-term plan prepared on a ten-year cycle</li> <li>• Establishes and documents the College’s institutional goals, which are designed to help the College fulfill its mission by addressing the needs of the College, its students, and its communities</li> <li>• Is the foundation for the CCC Strategic Plan</li> </ul>
CCC <a href="#">Strategic Plan</a>	<ul style="list-style-type: none"> <li>• The College’s short-term plan prepared on a four-year cycle</li> <li>• Uses the institutional goals to develop and document the College’s objectives and action plans, which describe how the College will achieve its institutional goals</li> <li>• Is the foundation for the CCC Unit/Program Plans</li> <li>• Progress on achieving the Strategic Plan objectives and action plans is presented in an annual report to College Council</li> </ul>
CCC <a href="#">General Education Learning Outcomes Assessment</a>	<ul style="list-style-type: none"> <li>• The College’s analysis of unit/program-level outcomes assessed on a four-year cycle</li> <li>• The GELOs are mapped from SLOs/SUOs, aligned with the Graduate Survey, and linked to the Strategic Plan and college mission</li> </ul>

All college planning documents can be found at [cloviscollege.edu](http://cloviscollege.edu) under the “About Us” tab, “College Planning” section.

### Additional College Plans for Reference

- [Integrated Plan: Student Success, Student Equity, and Basic Skills](#)
- [Technology Plan](#)

## Unit/Program-Level Systematic Evaluation

Types of Evaluation	Description of Process
Unit/Program Plans	<ul style="list-style-type: none"> <li>• The College’s process for data-informed performance review and planning at the unit/program level</li> <li>• Prepared every two years by all instructional, student services, and administrative units/programs</li> </ul>
Outcomes Assessments <u>Program</u> <ul style="list-style-type: none"> <li>- Program Learning Outcomes</li> <li>- Student Learning Outcomes</li> </ul> <u>Unit</u> <ul style="list-style-type: none"> <li>- Service Unit Outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• Up to Two-year cycle to develop and assess learning outcomes</li> <li>• Assessments may lead to (1) program and unit improvements, (2) revision of the outcomes, and/or (3) resource allocation requests</li> </ul>
Curricular Review	<ul style="list-style-type: none"> <li>• On a rotating cycle, all CCC course outlines are updated for relevance, currency, and connection to a degree or certificate, majors</li> <li>• Five-year cycle for academic (non-CTE) courses/programs</li> <li>• Two-year cycle for CTE courses/programs</li> </ul>

### Unit/Program (UP) Planning Purpose

Unit/Program (UP) Planning is the College’s process for unit/program-level performance review and planning. The process includes the following components.

- Description of the Unit/Program
- Status report on improvement goals from the prior Unit/Program Plan
- Status report on the Unit/Program’s contribution to the College Strategic Plan Goals and Objectives
- Department or Discipline-specific data on identified data point(s) chosen for the year
- Use of data to document and communicate unit/program effectiveness
- Example of how SLO, SUO, and/or PLO data analysis has contributed or will contribute to unit/program improvements
- Use of data to assess unit/program strengths and identify area in need of improvement
- Plans for the unit/program to address areas identified as needing improvement

## Annual Unit/Program (UP) Planning Process Timeline

Month	Activity	Responsible Party
August	Unit/Program Data & Overview of UP Planning Process provided	Office of IR/UP Planning Coordinator
August-September	College Council reviews program planning and review process and considers recommendations for improvement from Unit/Program Planning Committee	College Council + Academic Senate (special joint meeting)
<b>By October 1</b>	Current/updated template communicated college-wide	College Council/ UP Planning Committee
October-December	UP Planning Coordinator meets with unit/program faculty/staff/administrators to review unit/program data and templates	UP Planning Coordinator
January - February	Unit/Program members develop unit/program plans	Faculty/Staff/Administrators
<b>March 1</b>	<b>Unit/Program Plans due to UP Planning Coordinator</b>	UP Planning Coordinator
March 1 - 21	UP Plans reviewed by UP Planning Committee & feedback is provided to Units/Programs; Final UP Plan submitted to Deans/Administrators	UP Planning Committee/Coordinator
	Deans/Administrators review plans with faculty, complete <b>Dean/Administrator Summary Form</b> , and submits all to UP Planning Coordinator	Deans/Administrators
March 30	UP Planning Coordinator submits status summary to VPI/VPSS	UP Planning Coordinator/Dean/Administrator
April 1 - 15	Deans Council reviews plans and summary	VPI/VPSS
April 15-30	Presidents Council reviews summary	President
May	Unit/Program Planning summary presented to College Council	UP Planning Coordinator or Committee Co-Chair
April - May	UP Planning Committee evaluates process and makes recommendation to College Council for changes to the UP Planning template(s) and review process	UP Planning Committee

Dates may change based on Spring Break and the annual academic calendar

**2018-2019 UP Planning** - Disciplines who complete their UP Plan in 2018-2019, do so for the academic years 2018-2020 with their next report to be completed in 2020-2021.

UP Plan DUE	2 Year Plan	3 Year Data Review	Next UP Plan DUE
2018 - 2019	2018-2020	2015-2016, 2016-2017, 2017-2018	2020-2021

**2019-2020 UP Planning** - Disciplines who complete their UP Plan in 2019-2020, do so for the academic years 2019-2021 with their next report to be completed in 2021-2022.

UP Plan DUE	2 Year Plan	3 Year Data Review	Next UP Plan DUE
2019 - 2020	2019-2021	2016-2017, 2017-2018, 2018-2019	2021-2022

Please refer to the Unit/Program Planning 2 Year Schedule to determine the assignments for all Units and Programs for both 2018-2019 and 2019-2020.



Unit/Program (UP) Planning 2 Year Schedule 2018-2020			
Department	Sub-Disciplines – Embedded into Discipline UP Plan by Discipline Expert	UP DUE 2018 2019	UP DUE 2019 2020
<b>English &amp; Reading</b>			
English	Composition, Reading, Creative Writing, Literature, INTDS 251 & 50	X	
<b>Humanities, Health/PE, &amp; Athletics</b>			
Art	Art History, Photography, Film		X
Communication	NA	X	
Languages	Spanish ,French, ASL, Chinese ,German, Linguistics	X	
Music	NA		X
Philosophy	NA		X
PE/Kinesiology	Dance & Health (including 14, 15, & 16)	X	
<b>Social Sciences</b>			
Anthropology	NA	X	
Geography	NA	X	
History	NA		X
Political Science	NA	X	
Psychology	NA		X
Sociology	NA		X
<b>CTE</b>			
Business Administration	Accounting, Marketing, & Statistics		X
Child Development	Education	X	
Criminology/AJ	NA		X
Economics	NA		X
Food & Nutrition	NA		X
Food Safety	NA		X
Information Systems	NA		X
Mechatronics	NA		X
Occupational Therapy	Office Technology & Rehab Aide		X
Water Treatment	NA	X	
<b>Math, Engineering, &amp; Computer Science</b>			
Math	NA		X
Engineering	NA	X	
Computer Science	NA	X	
<b>Science</b>			
Biology	Geology		X
Chemistry	NA	X	
Physics	NA	X	





### Unit/Program (UP) Planning 2 Year Schedule 2018-2020

Department	Sub-Units – Embedded into UP Plan by Unit Expert	UP DUE 2018	UP DUE 2019	UP DUE 2019	UP DUE 2020
<b>Student Support Services</b>					
Admissions & Records					X
Athletics (Director/Lead/Coaches/Trainer/Counseling)		X			
College Relations & Outreach		X			
Counseling	Counseling Courses, Articulation, Assessment, Athletics, Career, Early Alert, Enrichment, Honors, Orientation, Probation, Transfer, TRIO, Veterans	X			
CalWORKs		X			
DSP&S					X
EOPS	CARE, CAFYES/Next Up	X			
Financial Aid					X
Health/Psychological Services					X
Library	Library Courses				X
Student Activities		X			
Tutorial	Tutorial Courses (English 272,72,72A,INTDS 300)				X
<b>Administrative Services</b>					
Business Svcs Office & Building Svcs		X			
Institutional Research		X			
Marketing	Webmaster & Graphic Design				X
Technology		X			
Office of Instruction					X
Office of Student Services	Student Support Services				X

**Clovis Community College**  
 10309 North Willow Avenue | Fresno, CA 93730 | 559-325-5200  
[www.cloviscollege.edu](http://www.cloviscollege.edu)

STATE CENTER  
COMMUNITY COLLEGE DISTRICT

Fall 2018 Flex Day UP Plan Schedule Revised 9 13 18

**Clovis Community College  
Unit/Program Plan 2018-2019  
Instructional Programs**

Department \_\_\_\_\_

Unit/Program \_\_\_\_\_ TOP Code(s) \_\_\_\_\_

Disciplines included in the Unit/Program (including degrees & certificates) \_\_\_\_\_

**1. Description of the Unit/Program**

*(Brief description of the Unit/Program)*

**2. Status report on improvement goals from the prior Unit/Program Plan (or program review)**

*(Brief description of the status of each improvement goal cited in the prior Unit/Program Plan.)*

*Unit/Program: insert goal #1, goal #2, goal #3, etc. from the prior plan and provide status update for each*

**3. Status report on the Unit/Program's contribution to the [College Strategic Plan Goals and Objectives](#)**

*(Identify unit/program's contributions to at least one institutional goal or Strategic Plan goal, objective, or action step.)*

*Unit/Program: insert specific Strategic Goals or objectives and list completed activities/outcomes that support meeting these goals.  
(Refer to Appendix A.)*

**4. President's Strategic Goal Focus 2018-2020: Increase Course Success Rates**

For 2018-2020, Clovis Community College will focus on increasing course success rates.

*This supports strategic goal 2.3: Increase completion rates of degrees and certificates.*

	2015-16		2016-17		2017-18	
Clovis Community College	Headcount	Success Rate	Headcount	Success Rate	Headcount	Success Rate
CCC Success Rate (All Courses)	9,747	71.3%	10,456	74.2%	11,657	74.7%

**a. Success Rates and Headcount by Subject & Course**

	2015-16		2016-17		2017-18	
Course	Headcount	Success Rate	Headcount	Success Rate	Headcount	Success Rate
Course 1						
Course 2						
Course 3						
Course 4						
Grand Total						

**b. Performance review on discipline-specific data on course success rates**

*(Brief summary of program performance on the selected data point; be prepared to identify areas in need of improvement in the discussion with the Dean. Add improvement goals for the coming year.)*

**5. Program Three-year Data Summary**

**a. See Data Packet for Information**

**b. Performance review on program specific data identified by the program**

*(Brief summary of program performance on the data points; be prepared to identify areas in need of improvement in the discussion with the Dean. Add improvement goals for the coming year.)*

**6. Provide an example of how SLO and/or PLO data analysis has contributed or will contribute to unit/program improvements.**

**7. Improvement Goals**

**a. Describe short-term improvement goals**

*(List 3-5 departmental changes (at a broad level) anticipated in the next two years. Activities should address areas identified as needing improvement in the data analysis section of this plan. Do not include requests for resources.)*

**b. Potential Projects, Activities, and Improvement Goals**

*(List 2-3 points outlining the department's vision for the future. Include strategies to address areas identified as needing improvement in the data analysis section of this plan. Tie to Strategic Goals/Objectives. Do not include requests for resources)*

**Clovis Community College**  
**Unit/Program Plan 2018-2019**  
***Instructional CTE Programs***

Department \_\_\_\_\_

Unit/Program \_\_\_\_\_ TOP Code(s) \_\_\_\_\_

Disciplines included in the Unit/Program (including degrees & certificates) \_\_\_\_\_

**1. Description of the Unit/Program**

*(Brief description of the Unit/Program)*

**2. Status report on improvement goals from the prior Unit/Program Plan (or program review)**

*(Brief description of the status of each improvement goal cited in the prior Unit/Program Plan.)*

*Unit/Program: insert goal #1, goal #2, goal #3, etc. from the prior plan and provide status update for each*

**3. Status report on the Unit/Program's contribution to the [College Strategic Plan Goals and Objectives](#)**

*(Identify unit/program's contributions to at least one institutional goal or Strategic Plan goal, objective, or action step.)*

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Course	Headcount	Success Rate	Headcount	Success Rate	Headcount	Success Rate
Course 1						
Course 2						
Course 3						
Course 4						
<b>Grand Total</b>						

**b. Performance review on discipline-specific data on course success rates**

*(Brief summary of program performance on the selected data point; be prepared to identify areas in need of improvement in the discussion with the Dean. Add improvement goals for the coming year.)*

**5. Program Three-year Data Summary**

**a. See Data Packet for Information**

**b. Performance review on program specific data identified by the unit/program**

*(Brief summary of program performance on the data points; be prepared to identify areas in need of improvement in the discussion with the Dean. Add improvement goals for the coming year.)*

**6. Provide an example of how SLO and/or PLO data analysis has contributed or will contribute to unit/program improvements.**

## **7. Improvement Goals**

### **a. Describe short-term improvement goals**

*(List 3-5 departmental changes (at a broad level) anticipated in the next two years. Activities should address areas identified as needing improvement in the data analysis section of this plan. Do not include requests for resources.)*

### **b. Potential Projects, Activities, and Improvement Goals**

*(List 2-3 points outlining the department's vision for the future. Include strategies to address areas identified as needing improvement in the data analysis section of this plan. Tie to Strategic Goals/Objectives. Do not include requests for resources)*

## **8. Additional Questions for CTE Disciplines (See Appendix B for CTE Data Provided by IR)**

- a. Does your program represent unnecessary duplication of other manpower training programs in the area?
- b. Provide short written comparative and trend analyses examining program and overall college trends for labor market data. Explain how your program meets a documented labor market demand.
- c. Explain how your unit/program demonstrates effectiveness as measured by the employment and completion success of students.

***CCC CTE Disciplines: Business Administration (Marketing/Statistics/Accounting), Child Development (Education), Criminology, Food & Nutrition, Food Safety, Information Systems, Mechatronics, Occupational Therapy (Office Technology/Rehab Aide), & Water Treatment***

**Clovis Community College**  
**Unit/Program Plan 2018-2019**  
***Student Support Service/Administrative Units HYBRID (Services & Courses)***

Department \_\_\_\_\_

Unit/Program \_\_\_\_\_ TOP Code(s) \_\_\_\_\_

Disciplines included in the Unit/Program \_\_\_\_\_

**1. Description of the Unit/Program**

*(Brief description of the Unit/Program)*

**2. Status report on improvement goals from the prior Unit/Program Plan (or program review)**

*(Brief description of the status of each improvement goal cited in the prior Unit/Program Plan.)*

*Unit/Program: insert goal #1, goal #2, goal #3, etc. from the prior plan and provide status update for each*

**3. Status report on the Unit/Program's contribution to the [College Strategic Plan Goals and Objectives](#)**

*(Identify unit/program's contributions to at least one institutional goal or Strategic Plan goal, objective, or action step.)*

*Unit/Program: insert specific Strategic Goals or Objectives and list completed activities/outcomes that support meeting these goals. (Refer to Appendix A in UP Planning Handbook – College Strategic Plan)*



**4. President’s Strategic Goal Focus 2018-2020: Increase Course Success Rates**

For 2018-2020, Clovis Community College will focus on increasing course success rates.

*This supports strategic goal 2.3: Increase completion rates of degrees and certificates.*

	2015-16		2016-17		2017-18	
Clovis Community College	Headcount	Success Rate	Headcount	Success Rate	Headcount	Success Rate
<b>CCC Success Rate (All Courses)</b>	<b>9,747</b>	<b>71.3%</b>	<b>10,456</b>	<b>74.2%</b>	<b>11,657</b>	<b>74.7%</b>

**Note:** Program and course level data can be accessed at [CCC’s Institutional Research](#)

**a. Success Rates and Headcount by Subject & Course**

	2015-16		2016-17		2017-18	
Course	Headcount	Success Rate	Headcount	Success Rate	Headcount	Success Rate
Course 1						
Course 2						
Course 3						
Course 4						
<b>Grand Total</b>						

**b. Performance review on the impact Student Support Service/Administrative Units AND discipline-specific data have on course success rates**

*(Brief summary of unit impact on the selected data points; be prepared to identify areas in need of improvement in the discussion with the Dean. Add improvement goals for the coming year.)*

**5. Unit & Program Three-year Data Summary**

**a. See Data Packet for Information for courses**

**b. Performance review on unit specific (services) AND program specific (courses) data identified by the unit/program**

*(Brief summary of unit performance on the data points; be prepared to identify areas in need of improvement in the discussion with the Dean. Add improvement goals for the coming year.)*

6. Provide an example of how SLO, SUO, and/or PLO data analysis has contributed or will contribute to unit/program improvements.

7. Improvement Goals

a. Describe short-term improvement goals

*(List 3-5 departmental changes (at a broad level) anticipated in the next two years. Activities should address areas identified as needing improvement in the data analysis section of this plan. Do not include requests for resources.)*

b. Potential Projects, Activities, and Improvement Goals

*(List 2-3 points outlining the department’s vision for the future. Include strategies to address areas identified as needing improvement in the data analysis section of this plan. Tie to Strategic Goals/Objectives. Do not include requests for resources)*

**Student Support Service/Administrative Units:**

<b>Student Support Service Units</b>	
Academic Counseling (Athletics, Career, DSP&S, Enrichment, Honors, Transfer, TRIO, Veterans)	Counseling Courses
Library Services	Library Courses
Tutoring	Tutoring Courses

HYBRID – includes both Non Instructional (Services) and Instructional (Courses)

**Clovis Community College**  
**Unit/Program Plan 2018-2019**  
***Student Support Service/Administrative Units***

Department \_\_\_\_\_

Unit/Program \_\_\_\_\_

Disciplines included in the Unit/Program \_\_\_\_\_

**1. Description of the Unit/Program**

*(Brief description of the Unit/Program)*

**2. Status report on improvement goals from the prior Unit/Program Plan (or program review)**

*(Brief description of the status of each improvement goal cited in the prior Unit/Program Plan.)*

*Unit/Program: insert goal #1, goal #2, goal #3, etc. from the prior plan and provide status update for each*

**3. Status report on the Unit/Program's contribution to the [College Strategic Plan Goals and Objectives](#)**

*(Identify unit/program's contributions to at least one institutional goal or Strategic Plan goal, objective, or action step.)*

*Unit/Program: insert specific Strategic Goals or objectives and list completed activities/outcomes that support meeting these goals.  
(Refer to Appendix A.)*

**4. President's Strategic Goal Focus 2018-2020: Increase Course Success Rates**

For 2018-2020, Clovis Community College will focus on increasing course success rates.

*This supports strategic goal 2.3: Increase completion rates of degrees and certificates.*

**a. CCC Course Success Rates (all courses)**

	2015-16		2016-17		2017-18	
Clovis Community College	Headcount	Success Rate	Headcount	Success Rate	Headcount	Success Rate
<b>CCC Success Rate (All Courses)</b>	<b>9,747</b>	<b>71.3%</b>	<b>10,456</b>	<b>74.2%</b>	<b>11,657</b>	<b>74.7%</b>

Note: Program and course level data can be accessed at [CCC's Institutional Research](#)

**b. Performance review on Student Support Service/Administrative Units and impact on course success rates**

*(Brief summary of unit impact on the selected data points; be prepared to identify areas in need of improvement in the discussion with the Dean. Add improvement goals for the coming year.)*

**5. Unit Three-year Data Summary**

**a. Performance review on unit specific data identified by the unit**

*(Brief summary of unit performance on the data points; be prepared to identify areas in need of improvement in the discussion with the Dean. Add improvement goals for the coming year.)*

**6. Provide an example of how SLO and SUO data analysis has contributed or will contribute to unit/program improvements.**

**7. Improvement Goals**

**a. Describe short-term improvement goals**

*(List 3-5 departmental changes (at a broad level) anticipated in the next two years. Activities should address areas identified as needing improvement in the data analysis section of this plan. Do not include requests for resources.)*

**b. Potential Projects, Activities, and Improvement Goals**

*(List 2-3 points outlining the department’s vision for the future. Include strategies to address areas identified as needing improvement in the data analysis section of this plan. Tie to Strategic Goals/Objectives. Do not include requests for resources)*

**Student Support Service/Administrative Units:**

<b>Student Support Service Units</b>	<b>Administrative Units</b>
Academic Counseling (CalWORKs, CAYFES/Next Up, & EOPS)	Business Services Office & Building Services
Admissions & Records	Institutional Research
Financial Aid	Marketing/Webmaster & Graphic Design
Health & Psychological Services	Office of Instruction
Outreach	Office of Student Services
Student Activities	Technology

## **Appendix A: Strategic Goals and Objectives**

### **1. ACCESS: Expand opportunities and remove access barriers**

1. Build and sustain transfer and CTE pathways that support seamless transition from K-12 to Clovis Community College
2. Expand flexible learning options to support student equity and non-traditional learners, including Dual Enrollment, Distance Education, and Non-credit opportunities
3. Continue to expand class offerings to support continuing student enrollment growth
4. Provide targeted, effective outreach activities to high school students and returning adults
5. Develop targeted marketing and communication to increase community awareness of Clovis Community College and to support specific college goals
6. Participate in the Central Valley Promise to support access for all students

### **2. TEACHING & LEARNING: Promote excellence and opportunities**

1. Maintain focus on providing a quality education
2. Promote an inclusive teaching and learning environment
3. Increase student completion rates for degrees and certificates
4. Continue to explore and support innovative ideas and projects
5. Expand and enhance Career Technical Education programs
6. Expand Basic Skills options to support college-readiness for all students

### **3. SUPPORTING STUDENT SUCCESS: Provide comprehensive services while promoting equity**

1. Continue integration of student services and instruction
2. Develop support programs to promote student retention
3. Utilize technology to expand and enhance student services
4. Expand student services, such as tutoring, library, honors program, and athletics
5. Expand student activities, such as a multi-cultural day event, additional student clubs, additional athletic teams, and speakers series to support student engagement and inclusion
6. Develop an International Students program

### **4. COMMUNITY & PARTNERSHIPS: Strengthen and develop external relationships**

1. Develop and sustain collaborative projects and partnerships with community's educational institutions, businesses, and civic organizations
2. Align new Career Technical Education programs with local employer needs
3. Increase student internships opportunities with local businesses

4. Support and participate in community events

**5. RESOURCES AND FACILITIES: Expand and enhance the capacity of the college**

1. Plan and build new college facilities supported by the Measure C Bond, including space for new CTE programs, additional classrooms and science labs, and expanded student services
2. Plan and develop soccer fields as outlined in the District Facilities Master Plan
3. Provide adequate staffing to support new facilities and increased student enrollment
4. Utilize technology to improve college processes and support student learning
5. Maintain the beautiful college grounds as the college expands
6. Support professional development for all employees
7. Maintain stable fiscal base and sound fiscal practices
8. Generate revenue to support the goals of the college

**6. INSTITUTIONAL EFFECTIVENESS: Strive for excellence in planning, governance, and communication**

1. Use data to support dialogue and decision-making
2. Continue to monitor and adjust college planning process to support college growth
3. Develop new tools and processes to ensure effective, inclusive communication within the college and with community partners
4. Continue to foster the long-standing culture of collegiality, collaboration, and innovation

## Appendix B: Additional Information Requirements for Career Technical Education (CTE)

*CTE Data provided by the Institutional Research Department*

CCC CTE Disciplines	
Business Administration (Marketing/ Statistics/ Accounting)	Information Systems
Child Development (Education)	Mechatronics
Criminology	Occupational Therapy (Office Technology/ Rehab Aide)
Food & Nutrition	Water Treatment
Food Safety	

***Additional Questions for CTE Disciplines:***

1. Does your program represent unnecessary duplication of other manpower training programs in the area?
2. Provide short written comparative and trend analyses examining program and overall college trends for labor market data. Explain how your program meets a documented labor market demand.
3. Explain how your unit/program demonstrates effectiveness as measured by the employment and completion success of students.

**Labor Market Data, Completion & Success Data, & Employment Data**

**Employment Development Department**

Labor Market data (LMI) is available online through the California Employment Development Department, and through your Deputy Sector Navigator. To retrieve LMI for your CTE pathway(s), go to <http://www.labormarketinfo.edd.ca.gov/> and click on the appropriate link, either 'LMI by Subject' or 'LMI by Geography.' From there, make your inquiry more specific by selecting, for instance, 'Fresno' county from the list of available counties. An excel spreadsheet with LMI data per occupation for Fresno county will be displayed. Scroll through the list of occupations to identify the ones pertaining to your pathway.

**Deputy Sector Navigator**

The Deputy Sector Navigator can often supply more specific and/or nuanced labor-market information as well as help form advisory committees and serve as a liaison with industry professionals. The Sector Navigators and Deputy Sector Navigators are listed here: <http://doingwhatmatters.cccco.edu/contact.aspx>.

**Centers of Excellence**

Additional labor market information and accompanying narratives are available through the regional Centers of Excellence, <http://www.coecc.net/>.

**LaunchBoard & Cal-PASS Plus**

"The LaunchBoard, <http://doingwhatmatters.cccco.edu/LaunchBoard.aspx>, a statewide data system supported by the California Community Colleges Chancellor's Office and hosted by Cal-PASS



Plus, provides data to California community colleges on progress, employment, and earnings outcomes for both CTE and non-CTE pathways. This information is intended to facilitate local, regional, and statewide conversations about how to foster economic mobility.” Existing my.calpass.org users are asked to use those credentials for access. New users can create an account using this link: <https://www.calpassplus.org/LaunchBoard/Home.aspx>. The LaunchBoard administrator typically takes a couple days to email credentials. The website is very user friendly, with many resources describing how to gather and use the data, including examples and discussions of how to use labor market data.

#### **State of California EDUCATION CODE Section 78015**

78015. (a) (1) The governing board of a community college district, prior to establishing a vocational or occupational training program, shall conduct a job market study of the labor market area, as those terms are defined in Section 52301.5, in which it proposes to establish the program. The study shall use the State-Local Cooperative Labor Market Information Program established in Section 10533 of the Unemployment Insurance Code, or if this program is not available in the labor market area, other available sources of labor market information. The study shall include a California Occupational Information System supply analysis of existing vocational and occupational education or training programs for adults maintained by high schools, community colleges, and private postsecondary schools in the area to ensure that the anticipated employment demand for students in the proposed programs justifies the establishment of the proposed courses of instruction.

(2) The governing board of the community college district shall make copies of each job market study available to the public.

(b) Subsequent to completing the study required by this section and prior to establishing the program, the governing board of the community college district shall determine whether or not the study justifies the proposed vocational education program.

(c) If the governing board of the community college district determines that the job market study justifies the initiation of the proposed program, it shall determine, by resolution, whether the program shall be offered through the district’s own facilities or through a contract with an approved private postsecondary school pursuant to Section 8092.

(Amended by Stats. 1998, Ch. 365, Sec. 1. Effective January 1, 1999.)

#### **State of California EDUCATION CODE Section 78016**

78016. (a) Every vocational or occupational training program offered by a community college district shall be reviewed every two years by the governing board of the district to ensure that each program, as demonstrated by the California Occupational Information System, including the State-Local Cooperative Labor Market Information Program established in Section 10533 of the Unemployment Insurance Code, or if this program is not available in the labor market area, other available sources of labor market information, does all of the following:

(1) Meets a documented labor market demand.

(2) Does not represent unnecessary duplication of other manpower training programs in the area.

(3) Is of demonstrated effectiveness as measured by the employment and completion success of its students.

(b) Any program that does not meet the requirements of subdivision (a) and the standards promulgated by the governing board shall be terminated within one year.

(c) The review process required by this section shall include the review and comments by the local Private Industry Council established pursuant to Division 8 (commencing with Section 15000) of the Unemployment Insurance Code, which review and comments shall occur prior to any decision by the appropriate governing body.

(d) This section shall apply to each program commenced subsequent to July 28, 1983.

(e) A written summary of the findings of each review shall be made available to the public.

(Amended by Stats. 1998, Ch. 365, Sec. 2. Effective January 1, 1999.)

## Appendix C: Data Dashboard Instructions



### Unit/Program (UP) Planning Data Retrieval Instructions Fall 2018 Institutional Research Dashboard

- Go to: [www.cloviscollege.edu](http://www.cloviscollege.edu)
- Select:
  - About Us
  - Institutional Research
  - Data Dashboards
  - Faculty and Staff Data Dashboards – “Please Login to Access”
  - Unit Program (UP) Planning
- Sign in to Tableau Server – (network login username and password)
- Data for Overall CCC College & Discipline Specific
- Annually and By Term
- UP Program Planning (Overview UP Program Planning TAB & UP Program Planning TABS 1-6): Data available 13-14 to 17-18 for Enrollment, Headcount, Sections, Full-time Equivalent Students, Success Rate, & Retention Rate (*UP Plans should reflect the past 3 years of data*)

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