

**DRAFT\*\*MASTER PLAN FOR EDUCATION\*\*DRAFT**  
**2003-2004 INSTITUTIONAL OBJECTIVES**  
**July 11, 2003**

**ACADEMIC AFFAIRS**

- *To complete the institutional self-study for reaffirmation of accreditation and prepare for a successful Spring 2004 accreditation team visit. (All Goals)*
- *To complete implementation of the online curriculum approval process and to proceed with the pilot project to transform the class scheduling process through the use of technology, evaluate its effectiveness, and implement changes in the scheduling process as warranted by this evaluation. (Effective Use of Technology; Student Success; Academic Excellence)*
- *To develop and implement a common dataset to inform the program review process for all academic programs and to put into place a process for the biennial review of all occupational programs. (Student Success; Academic Excellence)*
- *To define student learning outcomes more concretely for Santa Monica College. (Student Success; Academic Excellence)*
- *To coordinate tutor training and tutoring labs more effectively. (Student Success)*
- *To refresh and refine the institutional planning process by conducting a Collegewide Coordinating Council self-evaluation of the performance of its functions and its relationship to and interaction with other college committees (such as the Budget Committee and the District Technology Committee), Academic Senate joint committees, and the College's departmental structures. (Community of Mutual Respect)*
- *To refine the criteria used by the Collegewide Coordinating Council in developing recommendations for new full-time faculty positions and to develop criteria for assessment of classified staffing needs. (Community of Mutual Respect; Student Success; Academic Excellence)*

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**BUSINESS AND ADMINISTRATION**

- *To implement the PeopleSoft financial, purchasing, and warehouse systems by training staff to interpret the new chart of accounts and to become familiar with the new PeopleSoft reports. (Effective Use of Technology; Community of Mutual Respect)*
- *To establish a district property and workers' compensation loss reduction and compliance program to be administered by a committee that will develop standards, implement procedures, monitor losses, and make recommendations for compliance and improvements. (Community of Mutual Respect)*
- *To maximize funding and minimize the disruption of classes and services in the coordination of the Measure U facility projects based upon the 3D-I assessment. (Supportive Physical Environment, Student Success, Community of Mutual Respect)*
- *To develop and implement a strategy for the cleaning of facilities that meets the needs of users within the limitations imposed by budget constraints. (Supportive Physical Environment, Community of Mutual Respect)*

**HUMAN RESOURCES**

- *To collaborate with the Academic Senate to enhance the orientation process for new faculty. (Student Success; Academic Excellence; Community of Mutual Respect)*
- *To collaborate with the Academic Senate to review and, where appropriate, revise the existing hiring process for part-time faculty. (Student Success; Academic Excellence; Community of Mutual Respect)*
- *To collaborate with the Classified Senate to develop a more extensive orientation process for newly hired classified employees. (Community of Mutual Respect)*
- *To develop a Human Resources Guide for managers. (Community of Mutual Respect)*
- *To develop and implement an employee exit process for faculty and staff who move from one location to another or leave the College to ensure that security is maintained and impacted areas are notified. (Community of Mutual Respect; Effective Use of Technology)*

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**INFORMATION TECHNOLOGY**

- *To develop and implement new internal Information Technology departmental procedures, consistent with the College's current budget constraints, to enable the continuation of basic technical support services for the campus community and accommodate the increase in new technology requirements to lessen the impact of workforce reductions on the College's ability to serve students. (Effective Use of Technology; Student Success; Academic Excellence)*
- *To implement a new, state-of-the-art technical infrastructure that will enable the future conversion of all existing administrative systems to an Internet-accessible form and the creation of new Internet-based services for the college community that take full advantage of the convenience and ease-of-use of the web environment and facilitate the retrieval of relevant information from the SMC web sites. (Effective Use of Technology; Student Success; Academic Excellence)*
- *To coordinate the use and staffing of computer labs more effectively. (Effective Use of Technology; Student Success)*
- *To post Santa Monica College Administrative Regulations on the college web site. (Community of Mutual Respect; Effective Use of Technology)*

**PLANNING AND DEVELOPMENT**

- *To merge Community Services and Economic Development to create a not-for-credit course offering that emphasizes workforce training. (Community Partnerships; Student Success)*
- *To expand contract education opportunities by developing relationships with Westside and Greater Los Angeles County hospitals and clinics to meet the training needs of health care workers. (Community Partnerships; Student Success)*
- *To identify additional internship opportunities for students by partnering with federal and state agencies and public officials. (Student Success; Academic Excellence; Community Partnerships)*
- *To develop and implement a means of tracking students after they leave Santa Monica College. (Student Success; Academic Excellence; Community Partnerships)*
- *To explore ways in which the SMC Foundation, the General Advisory Board, the SMC Associates, and/or college groups can best work with the community to*

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*support the College both with its short-term budgetary concerns and with its longer-term relationships. (Community Partnerships)*

**STUDENT AFFAIRS**

- *To develop and implement a strategy to make efficient use of limited resources to provide counseling and other student support services that will positively impact general student retention and achievement and to enhance accountability and services for non-resident international students. (Student Success)*
- *To develop and implement a strategic recruitment plan that will help realize the outreach goals of Enrollment Services. (Community Partnerships, Student Success)*
- *To work with Management Information Systems to implement the automation of IGETC and CSU General Education Certifications, as well as Associate in Arts degree and occupational certificate evaluations. (Effective Use of Technology, Student Success)*
- *To improve campus awareness of the Student Judicial Affairs Office by conducting staff development workshops, special student workshops, and classroom presentations on Student Conduct, Academic Dishonesty, and Sexual Harassment. (Community of Mutual Respect)*