



# Compton College Compton College Annual Plan

Instructions to Complete the Program, Unit, or Area Annual Plan for 2022-2023

## Instructions

The Office of Institutional Effectiveness (IE) is coordinating the completion of the Compton College Annual Plans for 2022-2023. This document will provide step-by-step instructions to complete your plan. Unlike previous years, Annual Plan **authors will use Word and Excel templates to complete their annual plan and submit the annual plan via a Sharepoint site accessed via mycompton.**

This annual plan is a guiding document that strives to link a department/discipline's goals and needs for a distinct one-year timeframe (July 1, 2022-June 30, 2023) to a department/discipline's long-term program review and the institution's overarching goals. Compton College use the Tartar Completion by Design framework to ground all plans with the student experience.

## Tartar Completion by Design



<b>CONNECTION</b> Initial Interest through Submission of Application	<b>ENTRY</b> Enrollment through Completion of "Gatekeeper" Courses	<b>PROGRESS</b> Entry into Course of Study through Completion of 75% of Requirements	<b>COMPLETION</b> Complete Course of Study through Earning a Credential with Labor Market Value	<b>TRANSITION</b> Movement to Four-Year University or to Workplace with Living Wage
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Tartar Talk May 19, 2020

## Where do you start?

### Step 1: Gather and reflect on your materials.

- Data Use Template
- Your last annual plan
- Your last program review
- Student Learning Outcome, Service Area Outcome data (All requests should be linked to outcomes)
- Your current budget

- Changes in industry, advisory input
- Submit a research request for specific data to support plan:  
<http://www.compton.edu/academics/ir/researchrequest.aspx>
- [Institutional Set Goals \(Fall 2021 link forthcoming\)](#)

## Step 2: Map your goals for 2022-2023

- Complete the logic model
  - What do you want to accomplish as a department in the next annual year?
  - How does this goal lead to goals established in your last program review?
  - Map your activities and recommendations to hoped for outcomes (i.e., a logic model). Include how your goal is linked to an Institutional Set Goal.
    - Resources: These can be any resources you need to reach your outcomes or goals. These can be human resources (e.g., staff) or money to buy new supplies.
    - Activities: This is a description of what you will do. Examples include: hosting an event, changing pedagogy or curriculum, implementing a plan, cleaning a building, completing all business operations.
    - Outputs: This is what you produce. Examples include: Trainings, materials, cleaned buildings (maintenance and operations), patrolling the campus (police)
    - Short-term Outcomes: This is the impact that you want your activities and outputs to produce. Short-term examples include: Students feel safe on campus, students improve performance on a major test, faculty and staff feel a sense of connection to the college. These short-term outcomes measure your 2021-2022 goals and may be student learning outcomes or service area outcomes.
    - Long-term Outcomes: These are longer-term measures of our colleges success and are usually higher-level than the short-term outcomes. They may be Institutional Set Goals or goals that you set in your 2- or 4- year program review.
- Discuss goals and recommendations with fellow staff, faculty.
- Identify resource needs to meet your goal
  - Can you repurpose existing resources from your budget? If yes, you do not need to fill out the Excel Template. However, you will report on this goal in the logic model and your monthly report.
  - Do you need to request additional funds? If yes, add this recommendation to the Excel Template.
- *Note: These goals will be how you organize your monthly reports moving forward (if applicable).*

### *Example Logic Model*

## Institutional Effectiveness Logic Model

**Goal(s) for 2021-2022: Increase access and use of data for decision-making across the campus; Increase use of Completion by Design framework to ensure planning and decision-making is centered on the student; Build a fully-functioning Institutional Effectiveness department; Support annual planning process; Coordinate accreditation efforts; Support reporting requirements of the college**

Process			Outcomes	
Resources <i>Also called "inputs;" these are your Recommendations for your annual plan to enter into the Excel Template</i>	Activities <i>What do you want to do?</i>	Outputs <i>What do you produce?</i>	Short-Term Outcomes <i>Measures your 2021-22 goals and may be SLO or SAOs; sometimes called "Leading" outcomes</i>	Long-Term Outcomes <i>May be Institutional Set Goals, or Program Review Goals, sometimes called "Lagging" outcomes</i>
Existing (Included in current budget): 2 Research Analysts Tableau <a href="#">Qualtrics</a>	Implement IE calendar of reports Maintain website Facilitate planning process across campus that links planning to budget	-Updated website with current data -Train faculty and staff about planning and data use	-Increase data use among all faculty and staff	-Improve success rates
New: Hire a Research/Planning Technician who will help with Nuventive support and department administrative needs	Hire a Research/Planning Technician	-Timely posting of materials -New eLumen system content is up-to-date	-Campus faculty and staff use SLO, SAO data for continuous improvement	-Improve student services that produce increased student course success
New: Fund a data warehouse	Establish a centralized data source for research and planning	-Research analysts have access to quality relational data source	-Reduced time to complete research projects -Increased data use among all faculty and staff	-Improved success rates
New: Hire a consultant to	Conduct sophisticated	-Reports about predictor	-Data-informed intervention to	-Increased persistence and

### Step 3: Enter the resource needs (recommendations) into Excel Template

- **Recommendation Name:**
  - Naming convention should include: Academic Year\_Plan Name\_Recommendation 1
  - Example: 2022-23\_Institutional Research\_Recommendation1
  
- **Recommendation:**
  - Name the recommendation with detail
  - Example: Hire a Research/Planning Technician who will help with Nuventive support and department administrative needs
  
- **Recommendation Status:**
  - Select the appropriate status:
    - In progress/funded
    - Not started
    - Partially completed
  - Example: Not started
  
- **Implementation Timeline:**
  - For this plan it should always be 2022-2023
  - Example: 2022-2023
  
- **Origin of Recommendation:**

- Program review, Emerging Need, Other
- Example: Program review
- **Expense Category:**
  - **Choose an expense category that most closely relates to your Recommendation. Select Other for Recommendations that need no funding.**
    - Staffing
    - Software, hardware
    - Instructional equipment
    - Non-instructional equipment
    - Furniture
    - Facilities
    - Other
  - Example: Staffing
- **Rationale & Expected Outcome:**
  - Must describe why this is an important investment for the College. Must also list how this recommendation is linked to a student learning outcome, a service area outcome, or Institutional Set metric/outcome. Describe the department goal for the next year that this recommendation will help you achieve Include how this goal is related to Compton College 2024.
  - Example: The goal that this position is going to help meet is creating a stronger planning process that is linked to budgeting across the campus. All departments and disciplines will be ready to create informed plans that can be evaluated. This position will support meeting the College Strategic Initiative of increasing enrollment, retention, and completion rates for our students. Specifically, we believe stronger planning will produce improved course success rates and increase the number degree completions. This position will support annual plan completion across the district.
- **Link to Tartar Completion by Design:**
  - Note which Tartar Completion by Design phase this recommendation is most related to: Connection, Entry, Progress, Completion, Transition, More than one
  - Example: Progress
- **Anticipated Cost:**
  - Estimate what the cost will be for this recommendation.
  - Example: \$80,000 with benefits
- **Primary Strategic Initiative Supporting Recommendation:**
  - You must connect to one of the five Strategic Initiatives in the Compton College 2024 comprehensive master plan.
    - Improve enrollment, retention, and completion rates for our students.
    - Support the success of all students to meet their education and career goals.
    - Support students through the use of technology
    - Offer excellent programs that lead to degrees and certificates in Allied Health and technical fields.

- Establish partnerships in the community, and with our K-21 schools.
  - Example: Improve enrollment, retention, and completion rates for our students.
  
- **Any impact On Other Programs, Areas, or Units? List impacted areas and describe potential impact:**
  - You enter any other department that would be impacted by this investment.
  - Example: Human resources support would be needed to approve the job description and facilitate the job hiring process.
  
- **Code Requirement or External Mandate Explanation:**
  - If your Recommendation is made as a result of a legal requirement or external mandate, briefly explain here.
  - Example: The state Chancellor’s Office has required all districts to align their planning process with the Vision for Success. This position will help the district document the alignment of the entire planning process.
  
- **Health and Safety Issue Explanation:**
  - If your Recommendation is made as a result of a health and safety issue, briefly explain here.
  - Example: Not applicable.
  
- **Technology Need Explanation:**
  - If your Recommendation has any technology aspects (e.g., classroom technology), briefly explain here.
  - Example: Not applicable.
  
- **Funding Type:**
  - Select the funding type:
    - Existing Resources will be used
    - Ongoing or Permanent funds needed (Enhancement)
    - One-time funds needed (Augmentation)
    - N/A
  - Example: Ongoing or Permanent funds needed (Enhancement)

## Appendix

### *Program Plan Assignments*

<b>Name- Due December 15, 2021</b>	<b>PERSON RESPONSIBLE</b>	<b>Unit Plan</b>
BIST-Air Conditioning & Refrigeration	Todd Kler	Business & Industrial Studies
BIST-Auto Collision Repair/Painting	Brent Kooiman	Business & Industrial Studies
BIST-Automotive Technology	Gary Narusawa	Business & Industrial Studies
BIST-Business (incl Administration, Management, Marketing, Accounting, Real Estate, Law)	Manzoor Ahmad	Business & Industrial Studies
BIST-Computer Information Systems	Mohsen Sahebame	Business & Industrial Studies
BIST-Cosmetology	Sean Moore	Business & Industrial Studies
BIST-Machine Tool Technology & Manufacturing Technology	Michael Van Overbeck	Business & Industrial Studies
BIST-Welding	Pamela Richardson	Business & Industrial Studies
FACH-Communication Studies	Liza Rios	Fine Arts, Communications, and Humanities
FACH-Art	Vanessa Madrid	Fine Arts, Communications, and Humanities
FACH-English as a Second Language	Brittany Olayele	Fine Arts, Communications, and Humanities
FACH-English Lit/Rhetoric & Composition (including Academic Strategies and Humanities)	Amber Gillis	Fine Arts, Communications, and Humanities
FACH-Languages (Spanish, Japanese, Sign Language)	Juan Tavarez	Fine Arts, Communications, and Humanities
FACH-Library and Library Science	Andree Valdry	Fine Arts, Communications, and Humanities
FACH-Music (includes Choir and Commercial Music)	Harvey Estrada	Fine Arts, Communications, and Humanities
FACH-Dance & Theatre	Marjeritta Phillips	Fine Arts, Communications, and Humanities
FACH-General Studies (FACH)	Valerie Woodward and Noemi Monterroso	Fine Arts, Communications, and Humanities
HEPS-Administration of Justice	Don Mason	Health & Public Service
HEPS-Fire & Emergency Technology	Alex Rodrigeus; Abiodun Osanyinpeju	Health & Public Service
HEPS-Human Development	Roza Ekimyan	Health & Public Service
HEPS-Kinesiology and PE (including Contemporary Health, First Aid, Nutrition and Foods)	Shannon Williams	Health & Public Service
HEPS-Nursing (including Medical Terminology)	Dr. Carol DeLilly	Health & Public Service
SSCI-Childhood Education (Early Childhood Education/ Child Development)	Hoa Pham	Social Science
SSCI-Liberal Studies	TBD	Social Science
SSCI-Ethnic Studies	Fanon Wilkins	Social Science
SSCI-History	Kendahl Radcliffe	Social Science

SSCI-Political Science	Jesse Mills	Social Science
SSCI-Psychology	Brad Conn	Social Science
SSCI-Sociology	Corina Diaz	Social Science
SSCI-General Studies (includes Anthropology, Women's Studies, Economics)	Brad Conn, Kendahl Radcliffe, Hoa Pham, and Paul Flor	Social Science
STDS-Foster & Kinship Programs (Foster & Kinship Care Education, FKCE; Guardian Scholars)	Pamela Godfrey	Student Services
STDS-Veteran's Resource Center	Keith Cobb	Student Services
STDS-STEM Center	Lorena Fonseca	Student Services
STEM-Astronomy/Physics (including Engineering)	Kent Schwitkis	Science, Technology, Engineering, and Math
STEM-Biological Sciences (Biology, Microbiology, Anatomy, Physiology, and Biotechnology)	Eyob Wallano	Science, Technology, Engineering, and Math
STEM-Chemistry	Karla Coti	Science, Technology, Engineering, and Math
STEM-Earth Science (Geology, Geography)	Leonard Clark	Science, Technology, Engineering, and Math
STEM-Mathematics (including Computer Science)	Don Roach	Science, Technology, Engineering, and Math
STEM-General Sciences/ General Studies/ Biological and Physical Sciences	Kent Schwitkis, Karla Coti, and Eyob Wallano	Science, Technology, Engineering, and Math

Note: General Studies annual plans are eliminated in 2021-2022. Rather, these plans are recommended to be implemented as program reviews, and a request has been forwarded to the Faculty Program Review Coordinator and the Institutional Effectiveness Committee.

### ***Unit Plan Roll-Up Process***

Unit Plan (that has more than 1 program plan rolling up into it)	Voting Groups/Individual Recommendations
BIST	<ul style="list-style-type: none"> <li>one faculty member in each program (8 total);</li> <li>up to 5 staff who work with the BIST Guided Pathway Division;</li> <li>the Tartar Success Team members for BIST; and,</li> <li>any managers who work in the BIST division.</li> </ul>
FACH	<ul style="list-style-type: none"> <li>one faculty member in each program (10 total);</li> <li>up to 5 staff who work with the FACH Guided Pathway Division;</li> <li>the Tartar Success Team members for FACH; and,</li> <li>any managers who work in the FACH division.</li> </ul>
HPS	<ul style="list-style-type: none"> <li>one faculty member in each program (5 total);</li> <li>up to 5 staff who work with the HPS Guided Pathway Division;</li> <li>the Tartar Success Team members for HPS; and,</li> <li>any managers who work in the HPS division.</li> </ul>
STEM	<ul style="list-style-type: none"> <li>one faculty member in each program (6 total);</li> <li>up to 5 staff who work with the STEM Guided Pathway Division;</li> <li>the Tartar Success Team members for STEM; and,</li> <li>any managers who work in the STEM division.</li> </ul>
SSCI	<ul style="list-style-type: none"> <li>one faculty member in each program (7 total);</li> </ul>

	<ul style="list-style-type: none"> <li>• up to 5 staff who work with the SSCI Guided Pathway Division;</li> <li>• the Tartar Success Team members for SSCI; and,</li> <li>• any managers who work in the SSCI division.</li> </ul>
Educational Partnerships	Email out to Nelly and Elizabeth
Student Equity and Achievement	<ul style="list-style-type: none"> <li>• SEA meeting group</li> <li>• Equity Committee members</li> <li>• Learning Center Task Force</li> <li>• 3 math faculty, 3 English faculty</li> </ul>
Guided Pathways	Guided Pathway Committee members

### ***Unit Plan Assignments***

<b>Name- Due January 31, 2022</b>	<b>PERSON RESPONSIBLE</b>	<b>Area Plan</b>
ACDA-Child Development Center	Melita Ferguson	Academic Affairs
ACDA-Distance Education	Airek Mathews	Academic Affairs
ACDA-Workforce Development	Lynell Wiggins	Academic Affairs
ACDA-Adult Education	Lynell Wiggins	Academic Affairs
ACDA-Student Success Center (including Basic Skills and tutoring)	Rebekah Blonshine	Academic Affairs
ACDA-Honors Transfer Program	Rebekah Blonshine	Academic Affairs
ADSV-Auxiliary Services (including, Purchasing, Contracts, Events)	Reuben James	Administrative Services
ADSV-Business Services (incl. Accounting, Accounts Payable, Payroll)	Dorrett Lambley	Administrative Services
ADSV-Facilities, Planning & Operations	Linda Owens	Administrative Services
ADSV-Information Technology Services (ITS)	Andrei Yermakov	Administrative Services
ACDA-Business & Industrial Studies	Paul Flor	Academic Affairs
Fine Arts, Communication, and Humanities	Rebekah Blonshine	Academic Affairs
Health and Public Service	Dr. Peju	Academic Affairs
HUMR-EEO & Title IX	Tina Kuperman	Human Resources
HUMR-Professional Development	Pilar Huffman	Human Resources
PRES-Community Relations	Heather Parnock	President's Office
PRES-Institutional Effectiveness	Lauren Sosenko	President's Office
ACDA- Social Science	Paul Flor	Academic Affairs
STDS-Educational Partnerships (Promise Program, Dual Enrollment, and Orientation)	Nelly Alvarado	Student Services
STDS-First Year Experience (FYE)	Amber Gillis	Student Services
STDS-Transfer/Career Center	Theresa Barragan-Echeverria	Student Services
STDS-Upward Bound Math/Science	Nelly Alvarado	Student Services
STDS-Financial Aid	Keith Cobb	Student Services
STDS-Admissions & Records	Richette Bell	Student Services
STDS-Athletics	Andree Pacheco	Student Services
STDS-CalWORKs	Michelle Garcia	Student Services
STDS-Campus Police	Marcus Thompson	Student Services
STDS-Counseling (including Education Plans, Call Center, Welcome Center)	Cesar Jimenez	Student Services
STDS-EOPS/CARE	Christine Aldrich	Student Services



STDS-Special Resource Center (SRC)	Stephanie Schlatter	Student Services
STDS-Student Development	Andree Pacheco	Student Services
STDS-Equity/Basic Needs	Lydell Willis	Student Services
GDPY-FACH Tartar Success Teams	Valerie Woodward and Noemi Monterroso	Guided Pathways
GDPY-HEPS Tartar Success Teams	Shirley Thomas and Shay Brown	Guided Pathways
GDPY-SSCI Tartar Success Teams	Kendahl Radcliffe and Raquel Michel Jackson	Guided Pathways
GDPY-STEM Tartar Success Teams	Don Roach and Desiree Corona Ramirez	Guided Pathways
GDPY-BIST Tartar Success Teams	Rashid Yahye and TBD	Guided Pathways

**Area Plan Roll Up Process**

Area Plan (that has more than 1 unit plan rolling up into it)	Voting Groups/Individual Recommendations
Academic Affairs	<ul style="list-style-type: none"> <li>• Representative group of faculty from across the five Guided Pathway Divisions</li> <li>• Deans</li> <li>• Division Chairs</li> </ul>
Student Services	<ul style="list-style-type: none"> <li>• All Student Services Managers</li> <li>• Additional TBD</li> </ul>
Administrative Services	<ul style="list-style-type: none"> <li>• All Administrative Services Managers</li> <li>• Additional TBD</li> </ul>
Human Resources	<ul style="list-style-type: none"> <li>• Human Resources Managers</li> <li>• Additional TBD</li> </ul>

Area Plans – Due March 15, 2022	Responsible Party
PRP (AA) - Academic Affairs	Sheri Berger
PRP (AS) – Administrative Services	Abdul Nasser
PRP (Academic Senate) - Academic Senate	Minodora Moldoveanu
PRP (HR) – Human Resources	Abe Ali
PRP (PO)- Pres Office	Lauren Sosenko/Heather Parnock
PRP (SS) – Student Services	TBD
PRP (GP)- Guided Pathways	Sherri Berger, Citlali Gonzalez, TBD