

**Office of Academic Affairs**

**Goals for Academic Year 2015-2016**

**Roles and Responsibilities:** The Office of Academic Affairs is responsible for supporting the work of the faculty, whose teaching, advising, and scholarship bring the college to life.

**Members:** Leslie Minor, VPAA; Laurie Gorman, Executive Coordinator; and Deans Cammish, Gabriel, Glines, Guinn, Lewis, Morinec, Mouton, Penwell, Yu

Submitted to Academic Senate and Academic Affairs joint meeting: August 13, 2015

	<b>Initiative / Goal</b>	<b>Description for this Initiative / Goal</b>
1	Create a robust <b>strategic enrollment management plan</b> integrating Academic Affairs, Student Services, Finance, and Institutional Research.	Elements for Academic Affairs include revising course scheduling processes and outcomes, examining programs for improvement or discontinuance, creating non-credit offerings, strategically creating targeted programs (e.g., for Vallejo Center, or high school students on site or in high schools, or for Cal State Solano Prison and Correctional Medical Facility in Vacaville). Collaboration with Fiscal and Student Services areas will occur and continue in a continuous improvement cycle.
2	Create and maintain an efficient and effective <b>integrated planning process</b> through campus-wide efforts and engagement, in collaboration with all other areas of the college; including budget planning processes.	Academic Affairs will work within its own constituency and collaboratively with Fiscal and Support Services areas of the college in planning new programs and initiatives, and making decisions that affect the work of the college.
3	<b>Streamline committee work</b> campus-wide to address tasks and purposes directly related to accreditation standards, implement a committee self-assessment tool, regularly post agendas and minutes, train staff and faculty to follow Brown Act procedures.	Align each committee on campus with one of the four accreditation standards. Implement a committee self-assessment and evaluation tool so that committees define their goals in the beginning of the academic year, check progress for potential change of direction mid-year, and more fully assess their work at the end of the academic year and set a direction for goals and activities for the year to follow.
4	Continue to make progress in <b>SLO, PLO, ILO, and GELO</b> assessments and improvements.	Faculty will complete SLO/PLO assessments and program reviews as scheduled, and implement needed changes in their courses or programs, in a continuous improvement

		<p>cycle, and in collaboration with area Deans. Assessments of ILO/GELO to commence this academic year. Faculty and staff will continue to document progress via the Educational Master Plan, Service Area assessments and academic program reviews.</p>
5	<p>Work to <b>promote a more civil and collaborative culture</b> among faculty, staff, and administration through Flex activities and ongoing expectations of adherence to Mission, Vision, and Ethics Codes.</p>	<p>Ensure that members of the college community are familiar with the expectations of collaborative and respectful behavior according to the college Mission, Vision, and Ethics Codes, as well as student codes of conduct. Model appropriate behavior among staff and faculty. Create opportunities through Flex Cal and other professional development opportunities to improve communication strategies in a continuous improvement cycle.</p>