Annual Update Report

Admin - VP, Instruction

Implement a productive class schedule that serves the needs of our students in a cost-efficient way.

Program Goal: Producing a student-centered schedule is the most important goal for the OVPI. The college will always be looking for way to produce a schedule that meets the needs of our students while having efficient productivity. As a college, we will continue to monitor our FTES targets and FTEF allocation. We will ensure administrators and faculty are fully trained in effective enrollment management. Additionally, we will work closely with the ACP leads to ensure students are fully informed on course progress and anticipated time to completion.
Goal Status: Active

Mapping
2022 - 2028 Strategic Plan: *(X)*
- **Eliminate Equity Gaps in Course Success:** Producing a student-centered schedule is the most important goal for the OVPI. The college will always be looking for way to produce a schedule that meets the needs of our students while having efficient productivity. As a college, we will continue to monitor our FTES targets and FTEF allocation. We will ensure administrators and faculty are fully trained in effective enrollment management. Additionally, we will work closely with the ACP leads to ensure students are fully informed on course progress and anticipated time to completion. (**X**)

- **Increase Completion and Eliminate Equity Gaps:** Producing a student-centered schedule is the most important goal for the OVPI. The college will always be looking for way to produce a schedule that meets the needs of our students while having efficient productivity. As a college, we will continue to monitor our FTES targets and FTEF allocation. We will ensure administrators and faculty are fully trained in effective enrollment management. Additionally, we will work closely with the ACP leads to ensure students are fully informed on course progress and anticipated time to completion. (**X**)

- **Increase Equitable Access:** Producing a student-centered schedule is the most important goal for the OVPI. The college will always be looking for way to produce a schedule that meets the needs of our students while having efficient productivity. As a college, we will continue to monitor our FTES targets and FTEF allocation. We will ensure administrators and faculty are fully trained in effective enrollment management. Additionally, we will work closely with the ACP leads to ensure students are fully informed on course progress and anticipated time to completion. (**X**)

- **Increase Persistence and Eliminate Equity Gaps:** Producing a student-centered schedule is the most important goal for the OVPI. The college will always be looking for way to produce a schedule that meets the needs of our students while having efficient productivity. As a college, we will continue to monitor our FTES targets and FTEF allocation. We will ensure administrators and faculty are fully trained in effective enrollment management. Additionally, we will work closely with the ACP leads to ensure students are fully informed on course progress and anticipated time to completion. (**X**)

Summary of Progress or Results
Summary Date: 02/11/2025 **Summary of Progress or Results:** Creating a productive class schedule that meets the needs of our students will always be an on-going and top goal for the Office of Instruction. Through summer 2024 work at the Enrollment Management Academy and with the creation of the Strategic Enrollment Management Committee, we are closer to ensuring that a student-centered schedule is a college collaboration. **Reporting Period:** 2023 - 2024 **Status:** In Progress - will carry forward into next year **What resources, if any, are needed to achieve this goal? (Select all that apply):** Technology, Supplies, equipment, and/or furniture **Action steps for this academic year.:** Launch and implement the Cuyamaca College Strategic Enrollment Management Committee.

Clarify the educational pathways for the college transfer and career technical education programs. (Goal 2)

Program Goal: Clarify the educational pathways for the college transfer and career technical education programs.
Goal Status: Active

Mapping
2022 - 2028 Strategic Plan: *(X)*

- **Increase Completion and Eliminate Equity Gaps:** Clarify the educational pathways for the college transfer and career technical education programs. (**X**)

- **Increase Equitable Access:** Clarify the educational pathways for the college transfer and career technical education programs. (**X**)

Summary of Progress or Results
Summary Date: 02/11/2025
Summary of Progress or Results: Cuyamaca College continues to find the best way to institutionalize Guided Pathways.
Reporting Period: 2023 - 2024
Status: In Progress - will carry forward into next year
What resources, if any, are needed to achieve this goal? (Select all that apply): New faculty position
Action steps for this academic year.:
At spring 2025 Convocation, President Robinson provided her vision for Guided Pathways at Cuyamaca College. The goal now is to work to secure a Guided Pathways Coordinator through faculty reassigned time, and work to institutionalize the president's vision for Guided Pathways.

Promote and enhance career counseling and job preparation for students across the college, in all programs. (Goal 3)

Program Goal: Promote and enhance career counseling and job preparation for students across the college, in all programs.
Goal Status: Active

Mapping
2022 - 2028 Strategic Plan: *(X)*

- **Increase Equitable Access:** Promote and enhance career counseling and job preparation for students across the college, in all programs. (**X**)

- **Increase Persistence and Eliminate Equity Gaps:** Promote and enhance career counseling and job preparation for students across the college, in all programs. (**X**)

Summary of Progress or Results
Summary Date: 02/11/2025
Summary of Progress or Results: During AY 23-24, the Job Placement Specialist position was hired and is housed in the Career Center. Currently, the Career Center is in process of their comprehensive plans and reviewing what is Career Center purview and Career Education purview.
Reporting Period: 2023 - 2024
Status: In Progress - will carry forward into next year
Action steps for this academic year.:

Summary of Progress or Results
Work with VPSS and the Deans of Counseling and Career Education to have and effective plan for the Career Center and Career Education Services.

Enhance the services provided by Instructional Operations. (Goal 4)

Program Goal: Enhance the services provided by Instructional Operations.
Goal Status: Active

Mapping
2022 - 2028 Strategic Plan: *(X)*

- **Increase Equitable Access:** Enhance the services provided by Instructional Operations. (**X**)

- **Increase Hiring and Retention of Diverse Employees:** Enhance the services provided by Instructional Operations. (**X**)

Summary of Progress or Results
Summary Date: 02/11/2025 **Summary of Progress or Results:** Providing the best service by the Office of Instruction is an ongoing, aspirational goal. I strive to ensure that deans and faculty are supported and have access to me. **Reporting Period:** 2023 - 2024 **Status:** In Progress - will carry forward into next year **Action steps for this academic year.:** The current administrative assistant to the VPI is retiring in August 2025. The VPI will work to have the position posted and a replacement hired in time to have overloap between the incoming candiate and the retiring administrative assistant. This is the best way to ensure continuity of services from the Office of Instruction.

Support the respective dean in hiring of faculty that are reflective of the student population we serve. During academic year, 23-24, the following are being recruited: - Earth Science (MSE) - Center for Water Studies (CE) (Goal 5)

Program Goal: Support the respective dean in hiring of faculty that are reflective of the student population we serve. During academic year, 23-24, the following are being recruited: - Earth Science (MSE) - Center for Water Studies (CE)
Goal Status: Active

Mapping
2022 - 2028 Strategic Plan: *(X)*

- **Increase Equitable Access:** Support the respective dean in hiring of faculty that are reflective of the student population we serve. During academic year, 23-24, the following are being recruited: - Earth Science (MSE) - Center for Water Studies (CE) (**X**)

- **Increase Hiring and Retention of Diverse Employees:** Support the respective dean in hiring of faculty that are reflective of the student population we serve. During academic year, 23-24, the following are being recruited: - Earth Science (MSE) - Center for Water Studies (CE) (**X**)

Summary of Progress or Results

Summary Date: 02/11/2025

Summary of Progress or Results: In AY 23-24, we were able to successfully hire an Earth Science Instructor. The CWS position was a failed search.

Reporting Period: 2023 - 2024

Status: In Progress - will carry forward into next year

Action steps for this academic year.:

We will continue to recruit for CWS in spring 2025 along with the other positions approved for recruitment: Biology, Computer Science, and Computer Information Science. With resignations and retirements, it looks like we will have the opportunity to hire 4 additional faculty positions in the upcoming year.

Service Area Overview and Update

Lead Author
Jeanie M. Machado Tyler

Manager(s)
Jessica Robinson

Initial Collaboration Date with Administrative Area Team
08/13/2025

Please summarize the changes, additions, and achievements that have occurred in your program since the last program review.
With the overarching goal of providing leadership, direction, and administrative oversight to all insructional programs, the Office of the Vice President of Instruction has been busy providing direct guidance for strategic enrollment management, regulatory compliance related to two sweeping statewide initiatives (AB 928 and AB 1111), curriculum processes and systems updates, as well as equity efforts on behalf of sutdents such as Zero Cost Texts (ZTC). The Vice President of Instruction role spans a wide range of leadership and implementation responsibilities for each of the above areas as well as day-to-day oversight of all instructional areas in collaboration with the instructional deans and Instructional Operations Supervisor.

Strategic Enrollment Management
While enrollment continues to grow at Cuyamaca College, we face the potential of doing so well that we have unfunded growth if we are not careful and plan accordingly. In July 2024, the College sent a team of 13 faculty and staff to the UCSD Enrollment Management Academcy. This week-long intensive professional learning opportunity laid the ground work for forming a campus Strategic Enrllment Management Committee (SEMC), which will provide campus-wide guidance on student-centered scheduling, effective practices for cancelling a class and repurposing FTEF, acountabliity and transparency for FTEF allocatoin and FTES targets, and alignment with Guided Pathways efforts. In collaboration with the Acacdemic Senate, the Vice President for Instruction shepherded the development, campus vetting, and approval of this critical new committee.

AB 928 - Student Transfer Achievement Reform Act
AB 928 is multi-tiered legislation that provides a new tranfer pattern for the CSUs and UCs, called CalGETC, in which students who identify transfer as their goal are placed in an ADT and follow the prescriptive CALGETC GE pattern. Along with this, the State Chancellor's office reformed their general education pattern and minimized the number of units required. Full compliance for AB 928 is fall 2025. The curriculum committee and Counseling have been busy implemeting this work. Due to the multi-faceted nature of AB 928, the work has become a true partnership with Curriculum Committee, department faculty, Counseling, and Distirct ESS and IT. A large part of the initial work was to reform our local GE pattern. This work was done in partnership with faculty at Grossmont College and for the first time ever, both Colleges have an aligned, local GE pattern. This is a great win for our students who often take classes at both campuses.

AB 1111 - Common Course Numbering
Although the CCC sytem has tried to regulate a common course numbering system statewide in the past, AB 1111 is the furthest we have ever been to full implementatoin. Fall 2024, brought the intial work of 6 high-demand courses revised using the ASCCC-approved course templates and taken through the local curriculum process. The work on the first six 6 was tremendous and prompoted a lot of catalog clean up work, wherein every instance one of the courses is refernced for either degree or GE compliance, the refernce had to be updated. For the next round of courses we anticipate needing to update between 25 and 30 cources.

Curriculum Updates
The online catalog went live August 2023. Since then the IOPS Supervisor continues to work with District ESS and Courseleaf to implement the online curriculum management system. To date, our curriculum management process is very much a manual, paper/pen process that is outdated and leads to the potential for error. Having an online management system will streamline process and the need for manual processing.

Zero Textbook Costs (ZTC)

Annual Update

Wiht the funding from CCC Chancellor's Office grants, Cuyamaca is the recipient of just over $1M in funding for ZTC courses, programs, and pathways. Through the Implementatoin Grant (Fall 2023-Fall 2025), Math and History were arwarded funds to develop, and pilot, at least one ZTC degree pathway offering. At this time, Math is the closest to completion. Through the Acceleration Grant (Spring 2024-Fall 2026), 5 distinct disciplines were awarded $200K each to convert to ZTC; 6 disciplines were awarded $25K each to convert to ZTC. The disciplines awarded the $25K were disciplines with multiple requests statewide and were asked to work together. Another round of ZTC funding is availalbe this spring 2025.

In addition to the initiative work updates provided above, the Vice President of Instruction provides guidance by co-chairing or serving on the following:

- President's Cabinet

- Extended Chancellor's Cabinet (ad hoc)

- Cuyamaca College Council

- ALAT

- ILAT

- Institutional Effectiveness Council

- Emergency Preparedness Committee

- Faculty Hiring Priorities Committee

- Open Education Resource Committee

- Educational Support Services (District)

- Calendar Committee (District)

- District Budget Council

- Curriculum Committe

- Strategic Enrollment Management (new as of spring 2025)

- Teaching & Learning Committee (interim spring 2025)

- Technology and Planning Committee (District)

- Regon X Chief Instructional Officers

Attach Related Documents - Program Overview and Update
2025 Convocation_VPI_Presentation.pptx;
Cuyamaca College Enrollment Management Committee Charge and Composition.pdf;
OER Presentation to SOC BOT Final.pdf

Service Area Outcome Assessment and Operational Improvements

Administrative service areas collect data in many different ways. This may include the number of students, employees, or community members served, survey results, or other reports prepared by the department and external organizations. Which data was used to assess your service area?
The office of Instruction uses a variety of data sources provided by the Office of Institutional Effectiveness, the District, and local information accessed via the credit class schedule, campus events, and meeting notes.

<u>**Office of Institutional Effectiveness**</u>
Enrollment Management Annual Summary Data
Degree and Certificates Awarded
College-wide Program Review Data

Annual Update
Spring 2024 Career Education Report
Course Success Dashboard
DE Report

District Reports
Enrollment Reports prepared for Chancellor's Cabinet
All reports accessible via the GCCCD Data Dashboard

Other
Scheduling Line Sheets
Cuyamaca College FTEF-FTES Allocation Chart
Council and Committee Meeting Notes
Annual Workforce Development Report (prepared on campus)

How were the data used to inform changes or improvements to a service area or to the college as a whole?
All reports or information items listed above are used weekly to inform scheduling practices for Cuyamaca College. Over the previous academic year, Cuyamaca College has seen a significant increase in enrollment as well as improved efficiency. Ultimately, these improvements translate into a greater number of students served and a more balanced class schedule. The work is ongoing, and the Strategic Enrollment Management Committee will help inform these efforts in the future.

What has this data revealed about the progress of the program review goals you set?
Based upon the enrollment reports from AY 22-23, AY 23-24, and AY 24-25 (to date), Cuyamaca College is growing in enrollment and student headcount.

Program Goals

Program Goals Status
I have updated the progress on my previous goals.

Program Goals Mapping
Mapping for all active Program Goals complete.

Submission

Program Review response is complete and ready for review.
Yes - Response is complete and ready for review