Appendix A Palo Verde College SAOs Mapped to ILOs

(includes Results from Program Reviews)

Department	SAO	Map to ILO	SAO Metrics & Results	Changes and initiatives undertaken during the review period to improve SAO outcomes	Major weaknesses/ gaps or issues identified in Program Review and proposed solutions.	Action Step to Address SAO and ILO
Admissions & Records	1. The Admissions and Records Department will support student applications and registrations via online and paper-based systems meeting student registration deadline and district reporting constraints.	ILO #4 - Personal and Professional Growth and Development: Students will develop personal, educational and career goals that promote self-reliance; lifelong learning; and physical, mental, and social well-being.	Number of online and paper-based applications and registrations processed during review period. Number of applications submitted for the 2019-20 academic year: Online via CCCApply: 1,377 Paper applications for Incarcerated student population: 2,294 Paper applications for fire science population: 1,092 Total annual duplicated headcount for students served via manual registration; 10,542. Total annual unduplicated headcount for students served via manual registration; 6,618. Total annual unduplicated headcount for ALL students that registered for classes: 8,029.		• Office space is inadequate due to the district's growing enrollment. • Incarcerated and Fire Science enrollment is hand entered into our student information system (Colleague) and is a large portion of our enrollment growth.	
Admissions & Records	2. Process student transcript evaluations in a timely fashion to support Guided Pathways, and the college student success mission.	ILO #4 - Personal and Professional Growth and Development: Students will develop personal, educational and career goals that promote self-reliance; lifelong learning; and physical, mental, and social well-being.	During the 2019-20 academic year the A&R Transcript Evaluator completed 215 evaluations. This number decreased from 315 completed in the 2018-19 year primarily due to the pandemic.			

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Admissions & Records	3. Provide students with complete and accurate transcripts, utilizing a student friendly online ordering platform through Credentials/ Parchment.	ILO #4 - Personal and Professional Growth and Development: Students will develop personal, educational and career goals that promote self-reliance; lifelong learning; and physical, mental, and social well-being.	Number of transcripts processed for students during review period. Distinguish between those processed online and paper/other transcript request avenues. See transcript report [in Program Review report] for the number of online transcript requests processed. For next year's program review will also track and incorporate number of paper transcript requests received (these primarily come from incarcerated or correspondence students).			Train students, with video or other means on college web site, to increase use of online transcript request resources

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Child Development Center	1. The Child Development Center will maximize the fulfillment of its mission by filling all available seats in the program.	ILO #4 - Personal and Professional Growth and Development: Students will develop personal, educational and career goals that promote self-reliance; lifelong learning; and physical, mental, and social well-being.	The CDC currently has 40 student slots, and all are filled in addition to maintaining a waiting list. Currently, at least 5 CDC students have parents who are PVC students, and 5 CDC students have parents who are PVC employees.	Local publicity and word-of-mouth reviews assisted in keeping the CDC filled with students. The Director kept in contact with those on the waiting list, enabling immediate filling of any vacancies. During the Pandemic's initial stay-at-home orders, openings were extended to Essential Worker parents; openings were prioritized as directed by the state. Seven new students were added because of this Essential Worker outreach; of these seven, one will graduate to kindergarten and six will remain with us for FY 20-21. The Director worked closely with the PVC Child Development and Nursing department staff to schedule and supervise participation of students to fulfill their practicum/clinical hours. The CDC staff all assisted in incorporating PVC students working in the CDC.	We have limited space, with little to no adequate storage (inside building, but out of the classrooms). We can only serve 40 students at this time.	

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Child Development Center	2. The Child Development Center will coordinate with PVC Child Development and Nursing students to incorporate observations and work experience with children on-site.	ILO #4 - Personal and Professional Growth and Development: Students will develop personal, educational and career goals that promote self-reliance; lifelong learning; and physical, mental, and social well-being.	8 Child Development students and 11 Nursing students from PVC worked at the CDC as part of their class practicum/clinical requirements. Each student logged several days of work at the CDC. Prior to COVID changes, the CDC had two student-workers gaining experience working with children. Four Instructional Aides and one substitute were also PVC students this year.			Develop more effective observation and evaluation methods to improve learning experience of NUR and CHD students working at the CDC.
Categorical/ Counseling **CalWORKs**	1. Identify and provide coordinated services to eligible students to support student success and achieve the objectives of the CalWORKs program	ILO #4 - Personal and Professional Growth and Development: Students will develop personal, educational and career goals that promote self-reliance; lifelong learning; and physical, mental, and social well-being.	Number of students served by the CalWORKS program. • Spring 2019-25 • Summer 2019-6 • Fall 2019-28 • Spring 2020-17 • Summer 2020-6 • Fall 2020-12	Due to the COVID-19 pandemic enrollment has been challenging although Student have still met the outcomes and are aware of the services provided by the program.	Due to the fact that requirements are very specific our number of enrollmens could improve.	Increase enrollments of eligible students in CalWORKS by 10% in order to more fully address students' needs.

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Categorical/ Counseling **Counseling**	1. As a result of the counseling session, students will be able to formulate an educational plan to help them reach their academic goal(s).	ILO #4 - Personal and Professional Growth and Development: Students will develop personal, educational and career goals that promote self-reliance; lifelong learning; and physical, mental, and social well-being.	A) Student formulated the educational plan by themselves B) Student needed assistance in formulating the educational plan C) Student did not complete the educational plan D) Not applicable <table><tr><td>Fall 2019 – 62 students responded:</td><td>Spring 2020 – 48 students responded:</td></tr><tr><td>A) 8 (13%)</td><td>A) 1 (2%)</td></tr><tr><td>B) 32 (52%)</td><td>B) 19 (40%)</td></tr><tr><td>C) 18 (29%)</td><td>C) 13 (27%)</td></tr><tr><td>D) 4 (6%)</td><td>D) 15 (31%)</td></tr></table>	Due to the current COVID pandemic and limited access to our campus. Counselors have been encouraging students to utilize student planning and keeping track of their career and educational goals which have allowed students to focus on their educational pathways. In addition, students have been able to track and register for classes with the help of their counselors and advisors while utilizing our online programs and resources.	• Additional Counselor (s) needed • Gap in services to Needles students and other off-site students (incarcerated) • Technology integration for services (elimination of double data entry between SARS and Colleague) • No mental health services for students. • Transfer Center in need of a dedicated office space • Counselor and Advisors need own offices/space.	Increase the number of students able to formulate an educational plan by themselves.

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Categorical/ Counseling **Counseling**	2. Students will be able to demonstrate the ability to exercise critical thinking in decision making regarding career, educational and personal goals.	ILO #4 - Personal and Professional Growth and Development: Students will develop personal, educational and career goals that promote self-reliance; lifelong learning; and physical, mental, and social well-being.	>Student was able to effectively articulate critical thinking in decision making by asking questions and responding effectively to counselor's inquiries >Student was able to somewhat articulate critical thinking in decision making by asking questions and responding effectively to counselor's inquiries >Student was not able to articulate critical thinking in decision making by asking questions and responding effectively to counselor's inquiries >Not applicable 	Fall 2019 – 62 students responded:	Spring 2020 – 48 students responded:
A) 35 (56%)	A) 22 (46%))
B) 18 (30%)	B) 13 (27%)
C) 5 (8%)	C) 10 (21%)
D) 4 (6%)	D) 3 (6%)				

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Categorical/ Counseling **Counseling**	3. Students will be able to demonstrate the ability to work independently by means of self-advocacy in regards to the policies and procedures.	ILO #4 - Personal and Professional Growth and Development: Students will develop personal, educational and career goals that promote self-reliance; lifelong learning; and physical, mental, and social well-being.	>Student was able to effectively communicate and express needs and concerns >Student was able to somewhat communicate and express needs and concerns >Student was not able to communicate effectively nor express needs and concerns >Not applicable			

Fall 2019 – 62 students responded:	Spring 2020 – 48 students responded:
A) 32 (52%)	A) 18 (38%)
B) 14 (22%)	B) 22 (46%)
C) 11 (18%)	C) 4 (8%)
D) 5 (8%)	D) 4 (8%)

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Categorical/ Counseling **Counseling**	4. Student will be able to understand and empathize with diverse culture, social, religious and linguistic differences within and across societies.	ILO #3 - Community and Global Awareness: Students will understand and empathize with diverse cultural, social, religious and linguistic differences within and across societies.	>Student was able to effectively articulate their understanding by asking questions and responding effectively to counselor's inquiries >Student was able to somewhat articulate their understanding by asking questions and responding effectively to counselor's inquiries >Student was not able to articulate their understanding to counselor's inquiries >Not applicable			

Fall 2019 – 62 students responded:	Spring 2020 – 48 students responded:
A) 18 (29%)	A) 12 (25%)
B) 32 (52%)	B) 23 (48%)
C) 8 (13%)	C) 5 (10%)
D) 4 (6%)	D) 8 (17%)

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Categorical/ Counseling **Counseling**	5. Student will be able to effectively understand the use of contemporary technology relevant to their personal and career choices.	ILO #6 Technological Competency Students will effectively use contemporary technology relevant to their personal and career choices.	>Student was able to effectively articulate their understanding by asking questions and responding effectively to counselor's inquiries >Student was able to somewhat articulate their understanding by asking questions and responding effectively to counselor's inquiries >Student was not able to articulate their understanding to counselor's inquiries >Not applicable			

Fall 2019 – 62 students responded:	Spring 2020 – 48 students responded:
A) 42 (68%)	A) 26 (54%)
B) 12 (19%)	B) 11 (23%)
C) 6 (10%)	C) 6 (13%)
D) 2 (3%)	D) 5 (10%)

Categorical/ Counseling DSPS/TRIO	1. Students will learn about services available from the DSPS department.	ILO #4 - Personal and Professional Growth and Development: Students will develop personal, educational and career goals that promote self-reliance; lifelong learning; and physical, mental, and social well-being.	Students will be surveyed following orientation/disability questionnaire to gauge their understanding of services available through DSPS. 477-CVSP student (Yards A, B, C, D, M) were surveyed out of 500 surveys that were sent. Outcome of SLO #1: 95.4% of students answered and returned survey. 614-ISP students (Yards A, B, C, D) were surveyed out of 650 surveys that were sent. Outcome of SLO #1: 94.4% of students answered and returned survey.		A weakness is that the DSPS department needs a DSPS Counselor, with a Learning Disability Specialist certificate. The LD Specialist is necessary to assess students and providing adequate LD services to students who have been diagnosed and assisting LD students with skills and techniques for success. As the program numbers continue to increase, the DSPS Counselor will assist with all other support services. Need of additional tutors to assist students with specialized tutoring techniques in a distraction free area. Need of additional part-time DSPS staff. Additional part-time DSPS staff will be able to assist students with front desk (DSPS) services, assistive technology assistance and test accommodations (proctoring). Need of a Student Accommodation Management (SAM) system/software. SAM accessibility will provide DSPS efficient and effective solutions to timely accessibility of DSPS accommodations between student and instructors.	

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Categorical/ Counseling **DSPS/TRIO**	2. Students will learn whether they should utilize DSPS services.	ILO #4 - Personal and Professional Growth and Development: Students will develop personal, educational and career goals that promote self-reliance; lifelong learning; and physical, mental, and social well-being.	Students will be surveyed based on their specific disability and what limitations they currently have in order to complete their assignments. 477-CVSP student (Yards A, B, C, D, M) were surveyed out of 500 surveys that were sent. Outcome of SLO #2: 95.4% of students answered and returned survey. 614-ISP students (Yards A, B, C, D) were surveyed out of 650 surveys that were sent. Outcome of SLO #2: 94.4% of students answered and returned survey.			Increase survey participation to 100% at two local prisons.
Categorical/ Counseling **EOPS**	1. The department will support student success by identifying eligible EOPS students and provide offered services.	ILO #4 - Personal and Professional Growth and Development: Students will develop personal, educational and career goals that promote self-reliance; lifelong learning; and physical, mental, and social well-being.	EOPS examines the performance at the end of semester. EOPS did well in by capturing the number of students who petitioned to graduate. Please see graph below. **Spring 2020 AA/AS Degrees** AA Soc & Behavioral Sciences — 4 AA Arts & Humanities — 4 AST Admin of Justice for Transfer — 1 AS Child Development — 1 **Certificates** Certified Nursing Assistant — 7 Automotive Technology — 1 Building Construction Technology — 1 Child Development Assistant — 7 Graphic Design/Web Technology — 1 Nursing LVN — 2 Welding Technology — 2 American Sign Language — 1 Child Development Administration — 1 Child Development Associate Teacher — 1	Due to COVID, most of the communication with students was performed by zoom, emails, and correspondence. In previous semesters we would meet with our students face to face, so we expected to have lower numbers of Petitions to Graduate, but our students did well despite the change of communication.	The Director of EOPS/CARE makes frequent visits with the full-time Counselor and part-time Educational Advisor. Visits include the two prison sites for follow-up and registration. This creates a weakness because students are not receiving the full attention of a counseling meeting. By having additional staff, the program will be able to accommodate the students accordingly to the services that they deserve, and the Director will be able to concentrate on developing new services and concentrate on program's budget and reports.	Identifying all eligible students for EOPS and ensure that they are enrolled in order to increase completions by 2%.

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Categorical/ Counseling **EOPS**	2. EOPS students understand their rights and responsibilities in both the academic and professional settings, personal responsibilities, and the general education requirements which are in alignment with their career interests and abilities.	ILO #4 - Personal and Professional Growth and Development: Students will develop personal, educational and career goals that promote self-reliance; lifelong learning; and physical, mental, and social well-being.				
Categorical/ Counseling **EOPS**	3. EOPS students are aware of the resources and organizations that enhance their connection to the college experience.	ILO #4 - Personal and Professional Growth and Development: Students will develop personal, educational and career goals that promote self-reliance; lifelong learning; and physical, mental, and social well-being.				
Correspondence Education	1. Acquire understanding of the services, policies and procedures of correspondence education.	ILO #5 -Information Competency: Students will identify and collect information effectively from a variety of sources and analyze, evaluate and apply information appropriately.				Continue efforts with faculty, students, CDCR officials and others to produce ongoing improvement in the management of the correspondence program, with emphasis on quality education and student success.

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Correspondence Education	2. Acquire understanding of the personal requirements needed to be successful in correspondence education classes.	ILO #4 - Personal and Professional Growth and Development: Students will develop personal, educational and career goals that promote self-reliance; lifelong learning; and physical, mental, and social well-being.				
Financial Aid	1. Students to have a better comprehension of the federal rules and regulations pertaining to their federal awards. Decrease in the number of students that are processed for Return to Title 4	ILO #5 -Information Competency: Students will identify and collect information effectively from a variety of sources and analyze, evaluate and apply information appropriately.			• The COVID-19 Pandemic decreased student enrollment, impacting the number of students eligible for Financial Aid. • Workspace environment – Shortage of space within the department. • Privacy - Lack of student privacy when meeting with students regarding certain matters. • Lack of funding - due to lack of funding the staff is not able to attend many of the trainings and conferences to help with professional development.	Implement Campus Logic, financial aid software that impacts access, enrollment and retention rates by providing resources to streamline efficiencies, secure financial aid data and simplify compliance.

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Financial Aid	2. Financial Aid Department will provide services to the maximum number of eligible students. Number of students filtered through the PVC Choice program, number of students ISIR records downloaded, number of students awarded FA, total annual amount of financial aid awarded within the district.	ILO #4 - Personal and Professional Growth and Development: Students will develop personal, educational and career goals that promote self-reliance; lifelong learning; and physical, mental, and social well-being.				Implement Campus Logic to make the financial aid verification process more accessible for students.
Fiscal Services	1. Fiscal Services maintains balanced budgets for general, categorical, capital outlay, insurance, and bond funds as well as managing an allocation for one-time and ongoing funds.		Number of completed departmental budget forms received through annual allocation process = 45 Ending Balance/Budget reserve percentage = 28.34% Number of BERF forms processed = 6	The Fiscal Services Specialist has work with individual departments on the Galaxy Financial System and assisted them with the creation of purchase requisition. Ms. Tautala has also attended contract training with CAPPO which allows her to review contract more efficiently.	• Lack of consistent training for external departments. • Training materials provided to college departments regarding utilizing Fiscal Services needs to be improved.	
Fiscal Services	2. Fiscal Services provides managed and centralized purchasing and contractual services for all college departments.		Number of Purchase Orders Created = 1,428 Number of contracts processed/reviewed = 59			Increase training to college personnel on use of fiscal services as a way of providing students with improved educational resources.

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Human Resources	1. The Human Resources Department provides and coordinates benefits, payroll, and professional development services to all employees.		Number of district employees: 40 – Faculty 70 – Adjuncts 37 – FT Classified 15 – PT Classified 15 – Management/Confidential 10 – Administrators 31 – Student Workers		The biggest challenge Palo Verde Community District faces regarding recruitment and retention is the District's remote location. It is hard to keep external applicants at this remote, rural community with an extreme desert environment and very little entertainment.	
Human Resources	2. The Human Resources Department provides advertising, application tracking, and hiring processing for district recruitment activities.		Number of job opportunities posted via NeoGov: Fiscal Year 2019/2020 = 28 Number of job applications received: Fiscal Year 2019/2020 = 289			
Human Resources	3. The Human Resources Department has contracted with NeoGov for a better application process.		Able to attract an increased amount of applicants that are more qualified and diverse.			Improve recruitment procedures to attract larger and better applicant pools by an average of 5%.
Human Resources	4. The Human Resources Department enhances the onboarding process.		Provides onsite fingerprinting and one-on-one orientation to explain each new employee's benefits, time keeping, and resources.			
Human Resources	5. The Human Resources Department improves the hiring process.		A compensation and reclassification study for Administrative, Management, and Confidential positions was completed to remain competitive with other Districts.			

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Instruction and Student Services	1. Instruction and Student Services will provide annual presentation and analysis of Student Success data, including performance gaps that will assist in improving course scheduling to better serve student needs.	ILO #4 - Personal and Professional Growth and Development: Students will develop personal, educational and career goals that promote self-reliance; lifelong learning; and physical, mental, and social well-being.		PVC successfully transitioned to a remote instruction modality due to the pandemic while maintaining the same quality learning experience and supported by comparable student services.	• The SLO component of eLumen implementation is on course to be implemented FA 21. • Instructional Services is understaffed and needs reorganization. • Program Review and SLO Assessment require updating.	
Instruction and Student Service	2. Instruction and Student Services will provide annual presentation and analysis of Student Achievement data.	ILO #4 - Personal and Professional Growth and Development: Students will develop personal, educational and career goals that promote self-reliance; lifelong learning; and physical, mental, and social well-being.				Identify DI populations through the analysis of student achievement data to increase course completion by 2%.
Instruction and Student Services	3. Instruction and Student Services will provide annual presentation and analysis of Student Enrollment data.	ILO #4 - Personal and Professional Growth and Development: Students will develop personal, educational and career goals that promote self-reliance; lifelong learning; and physical, mental, and social well-being.	See program reviews for all eleven service areas.			

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Instruction and Student Services	4. Creation and distribution of information items for current and future students including Catalog, Schedule, Student Handbook, and marketing campaigns.	ILO #4 - Personal and Professional Growth and Development: Students will develop personal, educational and career goals that promote self-reliance; lifelong learning; and physical, mental, and social well-being.	PVC 2019-20 Catalog, schedule, and handbook.			

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Information Technology	1. The IT Department will provide ongoing support regarding the usage and proper functioning of the technology resources that support District and instructional operations.	ILO #6 - Technological Competency Students will effectively use contemporary technology relevant to their personal and career choices.	The number of helpdesk support tickets serviced/events supported during the annual review period. Helpdesk tickets are not an accurate assessment of tasks complete because the helpdesk system is not the only way to contact IT.	Few of the changes we intended to make were made due to the demands COVID placed on the department.	Better disaster recovery capabilities. • We currently back up critical files and store them off-site, but we do not have a "Disaster Recover Site" to maintain the continuity of business in the event of the total loss of the main server room or Administration building. We will be building a "Cold" (the normal state is off) standby recovery site in Microsoft Azure. We plan on building a standby recovery site in Azure that would allow us to have business-critical services up and running quickly. • Add immutable storage and backups to be better prepared for Ransomware. • We have been migrating servers and services to the cloud and need to continue.	
Information Technology	2. The IT Department will maintain appropriate and current technology resources for the District in accordance with a standardized replacement methodology.	ILO #6 -Technological Competency Students will effectively use contemporary technology relevant to their personal and career choices.	The percentage/number of desktop computers, servers, network/ infrastructure devices replaced or upgraded/ refreshed within the annual review period.			Track computer upgrades to ensure all equipment for use by students and college personnel is up-to-date.

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Library	1. Resources: All students will have ample access to library information and technological resources, both in the physical library and online, that support and supplement the college curriculum, course assignments, student success, and lifelong learning. In addition, the library provides physical spaces that support both collaborative and independent research and learning.	ILO #1 - Critical and Creative Thinking: Students will identify problems and collect data in order to analyze, interpret, explain and evaluate texts, ideas, works of art and scientific and mathematical problems. ILO #5 -Information Competency: Students will identify and collect information effectively from a variety of sources and analyze, evaluate and apply information appropriately. ILO #6 -Technological Competency: Students will effectively use contemporary technology relevant to their personal and career choices.	Library information is provided in a variety of ways to students, including online subscription resources, print resources, and through the use of subject guides developed by the librarian. Electronic subscription resources include the EBSCOhost databases (supplied to all California Community Colleges through the Chancellor's Office), a variety of electronic magazines, pro- con databases as well as history databases. The library maintains 14 computers with Microsoft software that are available for students to use while in the library as well as provides access to the Internet to students, along with Wi-Fi availability. Students can access the library resources on campus and when off-campus by the use of a proxy that enables students to enter their same Canvas credentials and be able to access the subscription resources 24/7 from anywhere, anytime. The guides developed by the librarian include the subscription resources, e-books, e-magazines and websites along with some print resources. In addition, the library provides large tables for group study projects as well as individual spaces and carrels for those students who wish to study independently	This is the first program review where the library is implementing SAO's instead of SLO's. The SLO's only dealt with workshops SLO's, whereas the SAO's will give an overview of the library services.	More tutors are needed as the college opens up, peer and/or adjunct, especially for Writing. A part-time librarian would be helpful so that we could do more outreach to faculty and do more workshops, plus the research requests from Rising Scholars could have been completed much sooner if there had been additional help during some years. Also, a PT librarian, along with the librarian, could develop online information literacy modules and do more outreach. We have many more faculty now, and it would be helpful to have some part-time librarian support.	Offer an MLA workshop(s) to all students campus-wide next academic year in conjunction with an English faculty member. This action plan supports ILO #5 (Information Competency).

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Library	2. Services: The library will support student success by providing all students with appropriate library services, both in-person and online, to meet students' academic needs.	ILO #5 -Information Competency: Students will identify and collect information effectively from a variety of sources and analyze, evaluate and apply information appropriately. ILO #6 -Technological Competency: Students will effectively use contemporary technology relevant to their personal and career choices.	The library provides the following services to students: laptop loans for the entire semester, (as well as this semester laptops available to use while in the library, enabling students to sit anywhere they choose), fulfillment of research requests by the librarian for Rising Scholar students, proctoring of exams for Correspondence students, and peer and online tutoring services. In addition, the library tech helps students with technical needs while they are using the library lab computers. The librarian is available to help students with their research needs; this includes Rising Scholar students.			
Maintenance & Operations	1. Students derive the educational benefit of studying and taking classes in a clean, safe, well-lighted and aesthetically appealing campus environment	ILO #4 - Personal and Professional Growth and Development: Students will develop personal, educational and career goals that promote self-reliance; lifelong learning; and physical, mental, and social well-being.	Number of work orders processed = 233	The M&O department has implemented more cleaning and sanitizing in order to keep everyone safe and healthy from COVID-19.	Need Custodians to be full time.	Ensure classrooms are clean and well-lighted and that chairs and desks are in good condition as determined by frequent walk-throughs.

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Needles Educational Center	1. Needles students attain their educational goals as a result of appropriately scheduled courses, taught by highly qualified faculty.	ILO #4 - Personal and Professional Growth and Development: Students will develop personal, educational and career goals that promote self-reliance; lifelong learning; and physical, mental, and social well-being.	Number of certificates and degrees earned by Needles students: 3 certificates and 2 degrees were awarded to Needles students in 2019-20. 2020-21 data will be provided upon availability.	Increased outreach to local population, better communication with the unified school district, work closely with the local City Manager to address the needs of the changing demographics.		Implement Building Trades Program at the Needles High School CTE facility to complement the Automotive and Welding programs already in place. Re-establish the EMT certificate program.
Needles Educational Center	2. Generate sufficient FTE to maintain funding for college center status.		Meet or exceed the required 100 Annual FTE. | Academic year	Credit	Non-Credit	Total
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2019-20	160.39	2.72	163.11
2020-21	TBA	TBA					Schedule regular outreach and counseling events at the Center for Needles residents. Increase dual enrollment with regularly scheduled counseling events for planning, registration and financial aid at the high school.
Office of the Superintendent/ President	1. The Superintendent/President and support staff promote communication among the Board of Trustees, college personnel and the community.		The Superintendent/President advises the Board of Trustees on District policies and practices through regular, public Board meetings. The Superintendent/President presides over meetings of the College Council and monthly All Staff meetings. Districtwide communication via print and electronic media.			Ensure that all policies and administrative procedures that affect students are well publicized and accessible to students.

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Office of the Superintendent/ President	2. The Superintendent/President provides leadership for ongoing accreditation re-affirmation.		The Superintendent/President oversees meetings and activities related to accreditation and plays an active role in communications with the ACCJC. The Office of Superintendent/President oversees all processes related to accreditation including appointment of ALO and college accreditation team.			
Office of the Superintendent/ President	3. The Superintendent/President provides leadership for instructional, student support services and operational integrity through transparent and shared decision-making processes.		The Superintendent/President oversees revision of AP 2510 and shared governance processes. The Superintendent/President Chairs College Council, Strategic Planning Committee, and primary governance committees.			