

ENHANCED SELF-STUDY REPORT for the SELF-STUDY

The Enhanced Self-Study, a joint project of the Chancellor's Office and the Academic Senate, initiated an intensive examination of the factors promoting and inhibiting student success at City College. The overall goal of the initiative was to increase our contribution to student achievement and persistence, achieving higher levels of satisfaction as a result. With over 170 faculty, staff, students, and administrators involved on its five Ad Hoc Committees, the Enhanced Self Study produced 38 recommendations, all of which were reviewed by the Ad Hoc Coordinating Council co-chaired by the Chancellor and the President of the Academic Senate. Of those presented, 34 were approved by the Council and forwarded to the Academic Senate, while the balance were either merged with another recommendation, withdrawn, or returned to the subcommittee for further consideration.

Status of the Recommendations

Pre-Registration and Matriculation, co-chaired by Nick Chang and Toni Hines, developed recommendations addressing such issues as the development of an outreach and recruitment plan, the computerization of assessment and the redesign of orientation, the development of an early intervention program, and the revision of registration holds and failing students' registration. Specific recommendations developed by Pre-Registration and Matriculation, approved by the Council and Shared Governance and implemented include:

- Outreach and Recruitment (PRM3)

- Holdings on Registration (PRM4)

Recommendations on Assessment (PRM1), Orientation (PRM2), and Failing Students' Registration (PRM6) are still moving through Shared Governance review.

Pre-College Learning, co-chaired by Ann Clark, Suzanne Korey and Lorena Navas-O'Brien, addressed the reduction of the matriculation threshold, the provision of early intervention for basic skills students, the expansion of English Lab coordination, the development of a mentoring program, and the promotion of academic literacy for ESL students through staff development. Recommendations developed by Pre-College Learning, approved by the Council and Shared Governance and implemented include:

- Early Intervention for Pre-Collegiate Basic Skills Students (PCL1)

- Advisors and Mentors (PCL2)

- Promoting Academic Literacy for ESL Students through Staff Development (PCL3)

- English Lab Coordination (PCL4)

- Extending Matriculation Support (PCL5)

All recommendations from the Ad Hoc Committee are approved and implemented.

College Level Learning, co-chaired by Becky Chan, Madeline Mueller, and Bruce Smith, addressed the development of a transfer associate degree, the provision of counseling for continuing students at key points in their tenure with the College, and the development of a student Information Center.

Recommendations developed by College Level Learning, approved by the Council and Shared Governance and implemented include:

Transfer Associate Degree (CLL1)

Discipline Majors Option (CLL8)

Recommendations on Scheduled Counseling (CLL2), Student Information (CLL3), Student Services Orientations (CLL4), Skills across the Curriculum Advisories (CLL5), Uniform AA Written Composition Requirement (CLL6) and Center for Teaching Excellence (CLL7) are still moving through Shared Governance review.

Enrollment Management Tools, co-chaired by Terry Hall and Agatha Panday, addressed the development of a team to address Banner users' needs, the implementation of a web portal, the smart card, and degree audit; the development of computerized tools to support non-credit and automated attendance reporting; the design of the alternative semester calendar; the development of electronic class bulletin boards and electronic faculty profiles; the printing of pre-requisites in the schedule; the use of the class waiting list; intervention in student absences and support for attendance awareness. Recommendations developed by Enrollment Management Tools, approved by the Council and Shared Governance and implemented include:

Banner Users' (EMT1)

CCSF Web Portal (EMT2)

Student ID Smart Card (EMT3)

DAR: Degree Audit Report (EMT4)

Non-credit Improvement (EMT5)

Print Pre-requisites in Time Schedule (EMT9)

Follow-up on Absences (EMT10)

Faculty Profiles (EMT12)

One recommendation, the Waiting List (EMT11), was not approved by Shared Governance, while two additional recommendations, the Alternative Semester Calendar (EMT6) and Automated Attendance Reporting (EMT7) are continuing through Shared Governance review.

Student Outcomes, co-chaired by Alma Soto and Marguerite Versher, addressed the expansion of short-term courses and a weekend college, the refinement of course pre-requisites, the sharing of data with local state universities, the creation of a student outcomes research and development program, and the expansion of staff development initiatives focused on student success. Recommendations developed by Student Outcomes, approved by the Council and Shared Governance and implemented include:

Sharing Data with Local CSU's (SO3)

Student Outcomes (SO4)

A single recommendation addressing Staff Development and Student Success (SO5) is continuing through Shared Governance review.

Assessment of the Implementation Process

During the spring of 2002, 170 surveys were sent to the faculty, staff, and students participating in the Enhanced Self-Study to elicit their comments on the implementation process; five were returned as undeliverable and thirty were completed and returned, resulting in an 18% response rate.

The responses indicated that Interest in improving success was the prime motivating factor for participation, with respondents satisfied that the five Ad Hoc Committees represented a fairly comprehensive examination of the attendant issues. To that end, they also indicated that the initial orientation was quite helpful, that the issue papers and library resources provided were only somewhat useful, and that other materials located during the deliberations were somewhat more useful.

Most of those who responded were fairly active in their respective Ad Hoc Committees. As such, they considered the process of identifying priorities to be both comprehensive and effective, with ample opportunity to share and to hear points of view, most of which were incorporated into the recommendations developed. As a result, respondents felt that the recommendations developed by their respective committees responded to the priorities identified by the members based on their analysis of the issues.

On the whole, most felt that student participation and input was invaluable, and longed for more. Additionally, while efforts to communicate the progress of the initiative collegewide were perceived to be only moderately effective, responses indicated that the Enhanced Self-Study process has raised institutional awareness of the issues affecting student success, and taught us that we can establish priorities and move forward as a group despite the size of the institution.

As the recommendations continue to make their way through the shared governance review, several respondents noted that the Enhanced Self-Study demonstrated that, though major change is slow, we all want success for students.

Further Information

Attached is the current audit of the status of the recommendations. As the review continues, specific information on the Enhanced Self-Study and the recommendations is available on the ESS web site with additional materials available through the Enhanced Self-Study Coordinator, Dr. Katherine German.

Approved Enhanced Self-Study Recommendations

Catalog #	Title	Shared Governance Committee(s)	Status
PRM3	Outreach and Recruitment	Student Prep Success	Approved and Implemented
PRM4	Holds on Registration	Registration	Approved and Implemented
PRM5	Early Intervention	Merged with PCL1	Merged
PCL1	Early Intervention for Pre-Collegiate Basic Skills Students	Student Prep Success (Approved)	Approved
PCL2	Advisors and Mentors	Noncredit Issues (Approved) Student Prep Success(Approved)	Approved and Implemented
PCL3	Promoting Academic Literacy for ESL Students Through Staff Development	Staff Development Academic Policies	Approved and Implemented
PCL4	English Lab Coordination	Planning and Budgeting	Implemented
PCL5	Extending Matriculation Support	Matriculation Student Prep Success	Approved
PCL6	Transitioning to College	Withdrawn	Withdrawn
CLL1	Transfer Associate Degree	Bipartite Academic Policies	Approved
CLL8	Discipline Majors Option	Academic Policies	Approved
SO1	Short-Term Courses and Weekend College	Not Approved	Not Approved by AHCC
SO2	Completion of Course Prerequisites and Its Effect on Student Outcomes	Not Approved	Not Approved by AHCC
SO3	Sharing Data with Local CSU's	Research Advisory	Approved and Implemented
SO4	Student Outcomes	Student Prep Success	Approved
EMT1	Banner Users' Needs Team	Information Technology Policies	Approved and Under Development
EMT2	CCSF Web Portal	Information Technology Policies Communications	Approved and in Technology Plan
EMT3	Student ID Smart Card	Information Technology Policies Academic Senate	Approved and in Technology Plan
EMT4	DAR: Degree Audit Report	Information Technology Policies	Approved and in Student Development Technology Plan
EMT5	Noncredit Improvement	Noncredit Issues	Approved and Under Development
EMT8	Electronic Class Bulletin Boards	Tabled	Tabled by AHCC

EMT9	Print prerequisites in Time Schedule	Done	Approved and Implemented
EMT10	Follow-up on Absences	Student Prep Success	Approved
EMT12	Faculty Profiles	Done	Approved and Implemented
EMT13	Attendance Awareness	Not Approved	Not Approved by AHCC

Not Approved

Catalog #	Title	Shared Governance Committee(s)	Status
EMT11	Waiting List	Registration (Rejected) Academic Policies	Not Approved

Pending Enhanced Self-Study Recommendations

Catalog #	Title	Shared Governance Committee(s)	Status
PRM1	Assessment	Student Prep Success	Academic Senate
PRM2	Orientation	Matriculation	Academic Senate
PRM6	Failing Students' Registration	Academic Policy	Academic Policy
CLL2	Scheduled Counseling Meetings for Students Upon Completion of 20, 40, and 60 Units of Coursework	Student Prep Success	Tabled by Academic Senate
CLL3	Student Information	Communications Noncredit Issues	Communications/Noncredit Issues Committees
CLL4	Student Services Orientations	Student Success Prep	Student Success Prep
CLL5	Skills Across the Curriculum Advisories	Academic Policies	On Hold in Academic Policies
CLL6	Uniform A.A. Written Composition Requirement	Academic Policies	In Progress in Academic Policies
CLL7	Center for Teaching Excellence	Staff Development Academic Senate	Staff Development
SO5	Staff Development and Student Success	Staff Development Student Prep Success Grading Policies	Academic Senate
EMT6	Alternative Semester Calendar	Academic Senate, AFT, SEIU, Classified Senate, Associated Students, Academic Policies	Working group formed to investigate possibilities
EMT7	Automated Attendance Reporting	Noncredit Issues (Approved) Academic Policies (Pending)	Academic Policies

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