

Draft—February 5, 2002

SUMMARY EDUCATION MASTER PLAN--INSTRUCTION

INSTRUCTION		
	<p>Transfer Programs</p>	<p>Collegewide</p> <ul style="list-style-type: none"> • Investigate the feasibility of establishing an associate transfer degree to address new requirements from the CSU and UC systems; • Explore the feasibility of expanding general education core required courses to additional campuses to enable more students access to required courses for transfer and certificate completion; • Review current requirements for certificates with employers to assess whether any curriculum should be modified or redefined. <p>Math and Science</p> <ul style="list-style-type: none"> • Field experience for students in the conservation and restoration of the environment. • Bridge courses for transfer and employability. • Provide instruction in cutting edge methods and techniques from science and industry • Expand partnerships with business and industry <p>All Schools</p> <ul style="list-style-type: none"> • Plans to revise and expand various courses and programs • Plans to establish specific new courses within existing programs • Plans to establish and/or modify interdisciplinary and interdepartmental courses <p>Business</p> <ul style="list-style-type: none"> • New general business degree program • ABA approval for Paralegal/Legal Studies program <p>Liberal Arts</p> <ul style="list-style-type: none"> • Establish a design collaborative program with art, photography, graphic communications, architecture, multi-media and other departments. <p>All Campuses</p> <ul style="list-style-type: none"> • Expand and refine specific current courses and programs • Establish weekend program with existing courses and programs • Establish and/or expand core credit course offerings • Use alternate course structures including short-term, modular, and other flexible delivery systems

<p>INSTRUCTION</p>	<p>Occupational</p>	<p>Collegewide</p> <ul style="list-style-type: none"> • Investigate the feasibility of establishing an associate transfer degree to address new requirements from the CSU and UC systems; • Explore the feasibility of expanding general education core required courses to additional campuses to enable more students access to required courses for transfer and certificate completion; • Review current requirements for certificates with employers to assess whether any curriculum should be modified or redefined. <p>All Schools</p> <ul style="list-style-type: none"> • Plans to revise and expand various courses and programs • Plans to establish specific new courses within existing programs • Plans to establish and/or modify interdisciplinary and interdepartmental courses <p>Math and Science</p> <ul style="list-style-type: none"> • Modular technical skills for employability <p>Social/Behavioral Studies</p> <ul style="list-style-type: none"> • Establish new certificate programs in Human Services; Sexual Health Educator; Speech Therapy Assistant • New credit programs in Animation (MM); Fast Track Web Production (MM) <p>Health/PE</p> <ul style="list-style-type: none"> • Establish certificate programs in Physical Therapy Assistant; Fitness Instruction; Dance; Geriatric Home Aide; Home Care Provider; Psychiatric Technician; <p>Business</p> <ul style="list-style-type: none"> • New e-commerce certificate • New Retail management certificate • New MOUS certification program <p>Liberal Arts</p> <ul style="list-style-type: none"> • Establish a design collaborative program with art, photography, graphic communications, architecture, multi-media and other departments. <p>Applied Science/Technology</p> <ul style="list-style-type: none"> • Development Transportation Academy to include Aeronautics, Automotive, Engineering, Maritime, Mass Transit and Rail • Develop curriculum and programs based upon input from employers in Mass Transportation in areas including Electronic Technology, Transit Safety and Health based upon CAL/OSHA standards, basic computer instruction, ESL for drivers, including English for non-native speakers and Foreign language aids for drivers, Advanced Transportation Technology, including Intelligent Transportation Systems,
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		<p>Geographic Information Systems, Alternative Energy, Global Position Systems, and Customer Service</p> <ul style="list-style-type: none"> • Develop Public Safety Academy to include Administration of Justice, Fire Science, Emergency Communications/911, and Probation • Develop curriculum based upon input from employers in Police, Fire, Emergency Communications, and Probation Departments • Develop concurrent enrollment or articulation agreements with San Francisco and Bay High Schools and School Programs • Develop placement services for students in occupational programs • Develop follow-up services for graduates of occupational programs • Hotel and Restaurant Department hopes to develop a Hospitality Information System Program and get approval for the existing three track program, which includes Culinary, Restaurant Management, and Hotel Management • Fire Science Department has an affiliation with SFFD Academy, including Paramedic Training through School of Health – possible locations Treasure Island and the Presidio • Consumer Arts and Sciences Department and Fashion Merchandising from the School of Business to discuss collaboration on production certificate • Expand the California Resource Center for Occupational Program Design and Evaluation to provide DACUM facilitation <p>All Campuses</p> <ul style="list-style-type: none"> • Expand and refine specific current courses and programs • Establish weekend program with existing courses and programs • Establish and/or expand core credit course offerings • Use alternate course structures including short-term, modular, and other flexible delivery systems <p>Mission Campus</p> <ul style="list-style-type: none"> • Establish bilingual medical interpreter program • Work with BEMA to establish Electronic Media Center • Establish a pre-biotech one year credit program • Develop multi-media program at campus <p>John Adams Campus</p> <ul style="list-style-type: none"> • Establish an Internet and new Media Institute to promote existing business, CIS and library courses
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INSTRUCTION	Global Education	<p>Institute for International Students</p> <ul style="list-style-type: none"> • Administer the Institutional TOEFL twice a semester • Explore ways of improving student transfer into the college credit program and success rates • Develop a timeline for transition from the Institute to the credit program • Offer computer support program for TOEFL testing and language learning • Provide computer assisted learning opportunities • Identify and develop new short term courses • Increase college community awareness of Institute and its programs • Increase recruiting efforts in non-Pacific Rim areas to develop a more diverse student body in the program <p>Credit International Student Program</p> <ul style="list-style-type: none"> • Improve utilization of counseling services by first maximizing use of existing resources followed by an increase in availability of services • Revise job description for Activities Coordinator • Explore, develop and offer a mandatory credit student success course • Seek to offer mandatory health insurance • Expand activities available to students • Provide more information in written form for students (ie. INS regulations, reinstatement procedures) • Expand the types of information students can access in the international office • Formalize the PEERS International program under a program staff person • Address housing issues for international students • Increase publication of the newsletter and put it online as one form of communication • Evaluate use of email as a regular form of communication with international students • Streamline office practices and communication between units working with F1 students • Conduct focus group feedback of program and services • Explore and evaluate possibility of hiring international students as peer advisors <p>Study Abroad</p> <ul style="list-style-type: none"> • Work towards offering increased services via the Internet, such as program registration and orientation • Increase communication with students via email while they are studying abroad • Increase financial aid and scholarship services for Study Abroad participants • Increase program offerings, both short and long term • Develop and conduct outreach activities in area of faculty development opportunities including exchanges, teaching abroad, travel abroad, etc. • Explore and participate in international education opportunities especially as they relate to CCID
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	ESL	<ul style="list-style-type: none"> • Improve instructor evaluation process • Maintain and improve department website to promote information exchange on department activities and programs and to advertise our programs to the public • Explore and implement flexible delivery systems • Linking noncredit VESL with credit child development class • Offering more weekend classes in noncredit • Scheduling classes at times to meet the changing demands of students • Revise credit ESL curricula to better meet needs of students • Identify and develop new curricula to meet needs of students • Review requiring orientation and minimal attendance requirements for non-credit • Develop a technology plan for the department including plans for hardware and software acquisitions • Seek funding for an additional computer lab in the LAC for credit ESL to support proposed lab hours in revised curriculum • Add information technology literacy objective to core credit courses • Complete development of non-credit promotion and placement test
	Pre-Collegiate and ABE	<p>Expand pre-college learning programs</p> <ul style="list-style-type: none"> • Expand the number of sections of credit classes in subject areas where demand is greater than supply; • Expand the capacity of the academic support programs throughout the college. • Explore establishment of additional collaborations among departments to promote links between college level and developmental programs; • Explore the establishment of linkages between credit and non-credit remedial programs; • Investigate the establishment of new pre-collegiate programs based upon models of exemplary practice including those that increase the intensity of basic skills coursework; provide opportunities to accelerate work in basic skills study; • Establish a special task force on pre-collegiate learning assistance programs to provide continuous oversight to the College on improving student success in pre-collegiate programs. <p>Math and Science</p> <ul style="list-style-type: none"> • Introductory, pre-collegiate and skills upgrade courses at out-lying campuses (SMS) <p>Social/Behavioral Science</p> <ul style="list-style-type: none"> • New GED program at Phelan/Ocean campus • Redesigned high school diploma program <p>All Campuses</p> <ul style="list-style-type: none"> • Expand and/or modify existing non-credit courses • Expand offerings to weekends • Expand non-credit job readiness and training classes

INSTRUCTION	Teaching/Learning	<p>Collegewide</p> <ul style="list-style-type: none"> • Expand scope of student assessment activities to enhance student learning and teaching excellence • Explore feasibility of using more extensive data collection methods with a wider variety of assessment instruments. • Review type and extent of college assessment data collected and where needed broaden and deepen collection efforts. • Review and consider increasing the array of professional development opportunities on student assessment open to faculty. • Provide faculty with adequate time to learn about and develop new assessment techniques. • Distribute student assessment reports to a wide range of constituents including students, the general public and employers. • Institute regular evaluation of the effectiveness of assessment plans and policies • Consider involving student in assessment planning groups. • Expand discipline and subject matter based professional development activities. • Expand opportunities for faculty to study workplace-related skills and competencies. • Expand opportunities for faculty and staff to learn more about the application of the technology to student learning. • Expand professional development opportunities for faculty and staff within the areas of student development. <p>Social/Behavioral Studies</p> <ul style="list-style-type: none"> • Continue integration of SCANS competencies in to curricula • Continue Asian infusion integration in to curricula • Investigate projects for infusion of African-American and Latino perspectives in to curricula.
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INSTRUCTION	Instruction and Technology	<p>Collegewide</p> <ul style="list-style-type: none"> • Inventory how technology is being applied by instructors, counselors and librarians in programs throughout the college. • Investigate exemplary practices using technology among community colleges throughout the country. • Establish an incentives program for faculty to encourage the development of innovative uses of the Internet for courses. • Establish electronic student support services including an electronic education planning system; a computerized testing center; a “smart-card” student ID system; a web-based student information database for students to access their student records. • Expand opportunities for staff development in the use of diverse technologies to promote teaching excellence and higher level of student learning. • Expand, where feasible, interactive television classrooms to enlarge student access to core college courses. • Expand technical support within the College to ensure continuous access to technology-supported programs. <p>All Schools</p> <ul style="list-style-type: none"> • Develop technology to support instruction • Develop on-line courses <p>Select Campuses</p> <ul style="list-style-type: none"> • Establish “smart” classrooms to link students at various campuses in to one class (also see CCSF Tech Plan Summary).
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INSTRUCTION		
	Partnerships: Business/Industry	Math and Science <ul style="list-style-type: none"> • Expand partnerships with business and industry (SMS) • Expand internships with industry for math/science students (SMS) • Expand partnerships with business and industry (SMS) Health/PE <ul style="list-style-type: none"> • Establish Nursing Asst. program with Seton Hospital Business <ul style="list-style-type: none"> • Develop partnerships with Bay Area high-tech companies • Work with the Small Business Development Center, with its focus on technology in the formation and growth of small business • Provide counseling and training to Bayview/Hunters Point small business owners and would-be owners All Campuses <ul style="list-style-type: none"> • Provide job training classes in collaboration with businesses and industries in the area
	Partnerships: Education Institutions	Math and Science <ul style="list-style-type: none"> • Workshops for high school teachers and students (SMS) Health/PE <ul style="list-style-type: none"> • Extend collaboration with SFUSD and SFSU with health programs All Campuses <ul style="list-style-type: none"> • Expand collaborations with specific SFUSD schools
	Partnerships: Community Organizations	Health/PE <ul style="list-style-type: none"> • Extend collaboration with JVS with health programs • Establish collaboration with Treasure Island Job Corps