

I.A.2. AMT Degree Action Plan Tracking 10.30.15.docx

	Item	Person Responsible	Timeline/Update
	Accreditation		
1.	Substantive Change – ACCJC Accreditation allows community colleges to offer one BS degree	Bonnie	ACCJC meets once in fall (Nov) and twice in spring – submitted 9/7/15
2.	Library/research requirements	Van R, Carolyn B	Program faculty met on 8/17/15; Library faculty identified need for additional resources in book collection & library databases; COST?
	Academics including Senate		
3.	Mission statement change needed?	Bonnie S/SPC	Fall—Agendized for CCC on 8/5? For Board policy; AP&P discussed @ 9/10 mtg
4.	AP&P approval process	Maria, Ty, Jack, Susan, Bassam, Zia, Ken, Irit	Curriculum entered; Need to adjust for CSU or IGETC & AFMT course changes; Need to get degree into catalog for fall 2016; Melissa has a draft
5.	Program decision: 2+2 or enter directly into BS degree	Maria/Ty	2+2 seems to be direction to get students matriculated by fall 2016
6.	Curriculum: writing and approval, degree approval	Maria, Ty, AP&P	COMPLETED
7.	Prerequisites for classes	Maria	COMPLETED
8.	Upper division General Education	Ty/Jack	Pending CCCCCO guidelines August 7 th ; ASCCC made decision that either CSU or IGETC GE must be followed; AVC using CSU pattern; Dr. Ed Beyer presenting an Academic Senate resolution about the high # of GE units
9.	Transfer and articulation of upper division courses	Maria/Ty/Lee	Summer/fall
10.	Catalog update – <i>Addendum</i>	Bonnie/Maria	Fall/December; Melissa has a draft of catalog pgs.
11.	CSU/UC curriculum involvement/approval/CIP curriculum designation (CSU memo)	Ed, or Maria & KC will contact SJS	Maria met with SJSU & CSULA; discussions ongoing
12.	EMP Update	Meeta, SP	Maria will submit consulting group's form for degree for EMP
	AFAB-AFMT Program Specifics		

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13.	Advisory Board & CSU/UC relations	Maria, Ed	Advisory mtg held on 10/1; On-going
14.	Start date for program – timeline of offerings	Maria, Karen	Classes targeted for first offering – fall 2016
15.	Program budget	Karen, Bonnie	\$400K minus state costs (reduced to \$350K); Northrop will supply what they can; caution about reassigned time (in formula for dept chair); Need to work on budget for \$350K Maria & Karen will meet
16.	Staffing, including instructional assistants, adjunct faculty	Karen, Bonnie, Maria	2 nd FT AFAB faculty requested at 9/18 AAAC; Working on IA position (pending as of 10/27)
17.	Program capacity	Maria, Karen, Bonnie	Pending course sequence decision; target is 20-24/yr
18.	Course schedule template for entire program	Maria	AP&P approval date 10/22; Dr. Suderman's approval date 10/27/15.
19.	Verify requirements for common Master's programs for possible inclusion into BS program	Karen Ed open up discussion with CSULA and San Jose State	Maria discussed with SJSU & CSULA , Karen discussed with U of Phx. None had issues with curriculum as prereq for master's level
20.	Identify equipment and supplies needed	Maria	December
	Registration/Application/Admissions		
21.	MIS coding, incl. CIP federal numbers	Karen, Melissa and Kyle, Bonnie, Laura Coleman	
22.	Recruitment	Michelle Hernandez, Maria, Karen	Maria making visits to NGC & LMC for info sessions; Maria & Liz created flyer; Info sessions/orientation planned for Nov.; letter to prospective students; inreach & outreach; next step is to work on brochure for program
23.	Application process	Maria, Karen, Erin, LaDonna	Maria & Karen discussed using enrollment form similar to resp care on 9/14; Maria reviewed RCP enrollment form & made draft; BOG is deciding on application and admissions; LaDonna—no decision yet
24.	Waiting list process	Maria, Karen, Erin, LaDonna	November; 1 st come-1 st served discussed on 9/14; AP&P approved limitations on

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			<i>enrollment on 10/22; CCCCCO still working on this.</i>
25.	Getting students ready for entry (matriculation/orientation)	Maria, Karen, Gary	November; need meeting with Gary & Rosa Fuller about counseling concerns; Rosa Fuller visited NGC—no time effective to provide counseling at the site at this time; Rosa is seeing students by appt; program information is also on Facebook
26.	Financial aid	Erin, Michelle, Jill	November
27.	Student fee collection	LaDonna, Diana	November
28.	Transfer admission: students and courses	Maria, Counseling	Ongoing; Maria has been POC for transferring students.
	Recruit/Publicity		
29.	Informational website and handouts	Liz Diachun/Stephen Burns	Liz has photo & tag line ready to go on 9/16; Banner ad is on the website, collecting emails from students who identify interest
30.	High school outreach – career pathways	Michele H, Diane Walker	
31.	Brochure development	Liz Diachun, Maria, Karen	Bonnie will follow up. Maria is working on it.
	BOT/President		
32.	Board of Trustee updates	Ed, Bonnie, Maria, Maren	November, late September? Ed will plan status update
33.	AP/BP revision	Ed, Bonnie	End of summer
34.	CBA implications/ collective bargaining	Ed, Bonnie, Mark, Karen	Faculty load, dept chair issues?
	Chancellor's Office		
35.	Questions for CCCCCO – biweekly conference calls	Bonnie, Karen, Maria	10/28 call was cancelled; Next call scheduled for 11/25
36.	BOG final approval	DONE	3/19/15
37.	CCCCCO program approval	CCCCCO	?

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	<i>Other</i>		
37	Banner Distinguishing between upper and lower division, finance, student, course	Rick, Bonnie	Rick to follow up with Katherine Mergliano; sees no problems as Banner is used by 4 yr colleges
38	Facilities Master Plan update	Doug	How will CCCC give credit for this program's enrollment?