

Hartnell College

Educational and Facilities Master Plan Goals Assessment - 2001

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Developed by:

Hartnell College Institutional Planning Committee

Volume 2 • July 2001

Hartnell College

Educational and Facilities Master Plan Goals Assessment - 2001

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Forward

In 1995-96, Hartnell College embarked on a journey to develop an institutional planning process that would assist it in planning for the 21st century. Since that time, the Hartnell internal and external communities have worked together to develop a mission statement, vision statements, and an Educational and Facilities Master Plan. These documents delineate the college's purposes and goals, as well as describe how each unit contributes to the realization of these goals.

But it is not enough to just establish goals. The college must regularly assess the degree to which it successfully implements its goals. This process enables us to determine if we're on track in meeting the needs of our students and community. It also provides information that is useful in modifying our goals.

To this end, I have asked the Institutional Planning Committee to annually summarize the accomplishments of each unit in meeting the goals specified in the Educational and Facilities Master Plan. This document represents Hartnell College's second report of its goals assessment.

I would like to express my appreciation to the Institutional Planning Committee for their work on this project, as well as to the entire Hartnell College community for transforming the Educational and Facilities Master Plan from words into action.

Edward J. Valeau
President/Superintendent

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Hartnell College
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Summary

In spring 2001, Hartnell College planning units assessed their accomplishments in meeting area goals listed in the 1999-2010 Educational and Facilities Master Plan. The purpose of this assessment was to document the college's accomplishments, as well as to provide information for modifying area goals and objectives. This report summarizes the results of that assessment.

For each area or unit, Table 1 lists (1) area goal(s), (2) activity(ies) undertaken to accomplish the goal(s), (3) accomplishment(s) achieved, and (4) the impact of the accomplishment(s). These results show that most areas realized a wide range of accomplishments, ranging from developing new courses and curriculum to enhancing technology. Similarly, the accomplishments impacted Hartnell College and its communities in numerous ways, including creating partnerships with other institutions, increasing availability of relevant instructional courses and programs for students, and facilitating greater access to current technology.

For each of the area goals listed in Table 1, Table 2 specifies the Hartnell College vision statements and college goals that

were addressed. The vision statements most often addressed included:

- Hartnell College shall anticipate and respond to change.
- Hartnell College shall seek and dedicate resources to be a technologically advanced institution.
- Hartnell College shall provide its diverse communities and student population with equal opportunities for educational access and success.

Similarly, college goals addressed most often included:

- Enhance the college's effectiveness in meeting its mission and goals.
- Continue to develop strategies and expand activities to enhance campus technology related to academic, administrative and student use.
- Expand and improve campus activities related to campus diversity, campus climate; specifically, as it relates to curriculum and staff development.

Table 1.

Goals Assessment

**Table 1. Hartnell College Educational and Facilities Master Plan
Goals Assessment - 2001**

Area Goal	Activity	Accomplishment	Impact
Office of Instruction Continue to develop an Emeritus College for older adults.	Establish, schedule, and offer Emeritus College courses.	Emeritus College has been established.	Adult seniors benefit from educational programs designed for their personal development.
Office of Instruction Train faculty in the use of modern electronic technologies, such as those that utilize the Internet.	Offer workshops in e-mail, Excel, Word, PowerPoint, and the use of the Internet.	Most faculty are able to use e-mail and Word; many can use Excel and PowerPoint; most know how to access the Internet.	Faculty are increasingly using technology as part of their courses.
Office of Instruction Increase sensitivity to and offer a broader curriculum for the Latino community.	Expand the range and number of courses taught bilingually in Spanish and English as well as courses taught in Spanish.	An increasing number of courses are being offered bilingually in Spanish and English as well as in Spanish only.	Previously under-served populations are enrolling at the college; enrollments in weak programs are improving.
Office of Instruction Increase course offerings in King City and at East Campus, including the establishment of a Business Training Center on East Campus.	Renovate a classroom at East Campus to provide for a Business Training Center.	A Business Training Center has been established.	Classes have been offered; however, enrollments have remained poor despite efforts to make services available for short term training needs.
	Develop King City Center.	A package of courses is being developed for King City Center.	Increased course offerings will become available in King City once the new center opens.

**Table 1. Hartnell College Educational and Facilities Master Plan
Goals Assessment - 2001**

Area Goal	Activity	Accomplishment	Impact
<p>Office of Instruction Develop a grant writing capability within the Office of Instruction that links itself to the Office of Institutional Advancement.</p>	<p>The Vice President for Instruction and the Deans work both cooperatively and independently to develop grant proposals with support from the Office of Institutional Advancement.</p>	<p>Many grant applications have been submitted with a very high success rate, including MESA, TRDP, Tech Prep, USDA HSI Agriculture, VTEA, and Title V.</p>	<p>Many instructional activities have benefited from support from categorical funding.</p>
<p>Office of Instruction Develop more off campus facilities in King City and Soledad.</p>	<p>Complete planning activities to construct a facility in King City.</p>	<p>The King City Center is under construction.</p>	<p>King City and South County residents will have much greater access to higher education at the new center.</p>
	<p>Complete agreement with Soledad School District to permit class offerings at Soledad High School.</p>	<p>There are increased offerings with solid enrollments in Soledad.</p>	<p>Previously unserved population is being served.</p>
<p>Office of Instruction Support efforts that result in partnerships with local businesses and industries for the delivery of educational programs that lead to gainful employment.</p>	<p>Develop classroom business partnerships as an ongoing activity.</p>	<p>Deans and instructional administrators have expanded partnerships with local industries.</p>	<p>The College has better contact with and access to local industries; the College is better positioned to secure assistance from local business and industry.</p>
		<p>Multiple disciplines have now set up internships for their students.</p>	<p>Students are receiving paid, on-the-job training, which leads to employment.</p>

**Table 1. Hartnell College Educational and Facilities Master Plan
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Area Goal	Activity	Accomplishment	Impact
<p>Office of Instruction Provide technologically equipped classrooms for students to utilize the Internet.</p>	Wire the campus with the capacity to deliver the Internet to most classrooms.	Approximately 95% of the classrooms are now wired for Internet access; fourteen “smart classrooms” exist which have built-in multiple technology capacities.	Faculty are making increased use of technology, including the Internet, in their instruction.
<p>Office of Instruction Provide modern facilities that are capable of utilizing state-of-the-art educational technologies.</p>	Design the King City Center to use state-of-the-art technology.	Completed.	The King City Center will provide a model for future college facilities and will provide the opportunity to extend many new types of delivery systems.
	Design the new library to use state-of-the-art technology.	The Library Committee has visited newly constructed libraries to gather ideas to use as models for the new Hartnell College Library.	
	Remodel classrooms around the campus to bring them up to speed technologically.	The Photo Lab, Nursing Lab, Computer Networking Lab, Geology Lab, and Natividad Center have been designed to accommodate state-of-the-art technology.	Students are accessing state-of-the-art equipment in their educational experiences.
		PA-125 can now offer satellite conferences; fourteen classrooms, including Business and CIS classrooms, are now “smart classrooms;” almost all classrooms on campus are wired for Internet capability.	

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Goals Assessment - 2001**

Area Goal	Activity	Accomplishment	Impact
Fine Arts Replace kiln.	Purchase kiln.	Completed.	Accommodation of more student work for firing.
Fine Arts Redesign and upgrade the darkroom and photography studio.	Construct a newly-designed darkroom facility.	Completed.	The photography lab now provides four times the stations as the old lab. Student activity in lab is greatly enhanced.
Fine Arts Apply sheetrock over Art Gallery walls to provide smooth, flat surface for exhibitions.	Construct newly designed Art Gallery.	Seminar Gallery completed.	Improved gallery exhibitions.
Language Arts Implement the state-validated placement test for composition courses.	Administer writing sample in STAAR testing.	Completed.	Potential for more accurate student placement.
Language Arts Complete an information booklet for adjunct faculty.	Assemble booklet with course outlines, class exit skills, writing rubric, and writing samples.	Completed.	Information assistance to part-time instructors for improvement of instruction and to counselors for improved placement.

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Area Goal	Activity	Accomplishment	Impact
<p>Language Arts Upgrade and maintain technology in the classroom.</p>	Introduction of Academic Systems.	Completed.	Alternative method of instruction for students.
<p>Language Arts Secure training in educational technology for the ESL faculty, especially in computer-assisted instruction.</p>	Provide in-service workshops.	Two sessions held.	First step in training.
<p>Language Arts Complete multi-media laboratory in C-359.</p>	Purchase and install computers.	Purchase and installation of computers.	
<p>Social Sciences Create an on-line anthropology class that is interactive.</p>	Design anthropology curriculum, gain approval and offer courses.	Completed.	A number of students (24) were able to enroll in Anthropology 2 in a different, more convenient medium.
<p>Social Sciences Provide a computer laboratory to assist students with project development and mastery of discipline material.</p>	Secure computers and staffing to supervise laboratory, as well as assisting students.	Completed.	Students have access to computer technology and assistance to enable them to work on class projects, complete homework and master discipline material.

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Area Goal	Activity	Accomplishment	Impact
Math, Engineering and Science Focus on needs of students.	Secure MESA (Math, Engineering, Science Achievement) grant.	Accomplished (math, engineering, astronomy, and physics).	Funding to support student needs in class, out of class, field trips and parent component.
	Secure ACCESS subgrant from NIH.	Accomplished (chemistry and biology).	Funding to support student needs in class, out of class, field trips and parent component.
	Establish MESA Center.	Accomplished.	<ul style="list-style-type: none"> • Center complete. • Equipment and furnishing ongoing.
	Hire MESA Director.	Accomplished with use of Partnership for Excellence (PFE) funds.	Director hired.
Math Implement computer-based instruction in Academic Systems.	Offered MAT201, 121, and 123 via Academic Systems.	Instituted Fall 1999.	<ul style="list-style-type: none"> • Enrollments low. • Low faculty/student satisfaction.
Math Focus on different approaches to teaching.	Teach courses in Spanish.	Currently MAT201, 121, 123, and 151 are offered in Spanish.	<ul style="list-style-type: none"> • MAT151 did not fill. • Remaining classes offered multiple times.
	Secure Title V grant.	Accomplished.	Funding to develop additional courses and improve math lab.

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Area Goal	Activity	Accomplishment	Impact
Engineering Work with science faculty to revitalize engineering program.	Dedicate one-half time person to engineering.	Completed.	Increasing activity and support of engineering program by many science faculty.
	Secure Title V grant.	Accomplished.	Funding to improve engineering program.
	Renovate Merrill 8.	In progress.	<ul style="list-style-type: none"> • Will result in state-of-the-art electronics lab. • Support engineering and physics.
Science Update and expand the science computer laboratories.	Install computers in MER14 and MER30.	Completed.	Excellent support for science student, tutorial and special project support.
	Improve technology (overhead projection) in MER1, MER12, and MER6.	Completed.	Improved teaching modalities.
	Provide Title V support and MESA support dollars for additional technology.	In progress.	

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Area Goal	Activity	Accomplishment	Impact
Science Continue to train faculty in state-of-the-art technologies.	Use Title V, MESA and ACCESS grants to fund faculty training.	In progress.	Provided additional support for faculty training.
Science Focus on different approaches to program delivery.	Use MESA, ACCESS and Title V grants to support different approaches to program delivery.	Supporting development of on-line courses, unique courses for math lab as well as variety of field trip and hands-on learning experiences.	Improved retention in division.
Science Incorporate career development and/or transfer skills into all science classes.	Use MESA grant funds to support career development and transfer in science.	In progress.	MESA Director working with faculty and division students to increase number of science majors coming to Hartnell and number of Hartnell science students transferring to 4-year colleges.
Science Support and update equipment and technologies.	Use MESA, ACCESS, and Title V grants to purchase technology equipment.	Completed.	Purchase and support of technology for ongoing classes and recruitment.
	Secure Department of Defense, Trustee, NASA, and USDA grants.	In progress.	

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Area Goal	Activity	Accomplishment	Impact
Science Focus on different approaches to teaching.	Establish geology cable course.	Accomplished.	Enrollments growing ~30 this term.
Animal Health Technology (AHT) Develop support and implement an extensive recruitment and marketing plan for the AHT program.	Develop an AHT web page with on-line application form.	Accomplished.	Over 2,000 hits as of April 1, 2001.
Physical Education Develop and improve facilities.	Add new bleachers for softball field.	Completed.	Title IX requirements fulfilled.
	Resurface the Track.	In progress (will be completed in Summer 2001).	Will provide safe running surface for students and community.
	Replace fence around baseball field.	Completed.	Increased student/community safety.
	Replace sound system in Main gym.	Completed.	Provided quality sound for events.
	Upgrade weight room	Completed.	Increased student/community safety by providing up-to-date equipment.
	Provide lane lines for pool.	Completed.	Increased safety for swimmers.

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Area Goal	Activity	Accomplishment	Impact
Occupational Education Procure funds for the Division of Occupational Education.	Prepare and submit the 2000-2004 VTEA Grant.	Received \$215,000.	Increased quality of Occ. Ed. instruction and program.
	Receive and begin implementation of USDA Agricultural implementation grant.	Received \$300,000.	Implementation of agriculture program.
	Develop Early Childhood Education (ECE) seminar Institute Grant.	Received \$104,000.	Increased quality of ECE workforce and FTES.
	Develop ECE Mentoring Grant.	Received \$11,000.	Increased number of ECE teachers and graduates.
Occupational Education Increase number of full-time equivalent students (FTES) through the development and implementation of marketing strategies.	Develop discipline brochures for ECE, ADJ, business, welding, construction, automotive technology, auto collision, drafting CAD, and electronics.	To be completed by June 2001.	Increased FTES.
	Develop Occupational Education Web site.	Completed.	Facilitated Occupational Education programs dissemination.
	Revitalize 19 Occupational Education Advisory committees.	Task completed.	Increased quality of instruction, development of new business partnerships.

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Area Goal	Activity	Accomplishment	Impact
Occupational Education Develop a Four Year Plan for the Division of Occupational Education.	Develop a four year instructional plan for the division.	Completed.	Clear direction and vision towards the improvement of every Occ. Ed. discipline.
Occupational Education Develop Occupational Education Skills Acquisition Certificates.	Develop 28 Occ. Ed. Certificates of Skills Acquisition.	Completed.	Attend to specific workforce business and industry needs.
Occupational Education Develop on-line Internet curriculum for Administration of Justice (ADJ) and begin teaching on-line classes by fall, 1999.	Develop on-line Internet curriculum.	Two on-line ADJ courses developed and submitted to curriculum committees for approval.	Increased FTES.
Occupational Education Develop paralegal degree program.	Develop paralegal degree program.	Program curriculum, survey, brochure, catalogue insert, and advisory committee have been developed.	

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Area Goal	Activity	Accomplishment	Impact
Occupational Education Convert C189 into a smart classroom for Administration of Justice.	Convert C189 into a smart classroom.	Task to be completed by June 2001.	Increased effectiveness and quality of instruction.
Occupational Education Convert C261 into a smart classroom for business.	Convert C261 into a smart classroom.	Completed.	Increased effectiveness and quality of instruction.
Occupational Education Revitalize the Students in Free Enterprise (SIFE) program.	Revitalize the SIFE program.	Completed.	Give students experience to real business world.
Occupational Education Develop Oracle and computer networks, programs, and curriculum.	Develop 20 new courses in Oracle computer networks and multimedia to include on-line instruction.	Completed.	Expansion of CIS programs, which increased FTES, certification and entry-level workforce.
Occupational Education Develop a lab for computer network instruction.	Install fully functional computer network lab.	Completed.	<ul style="list-style-type: none"> • Capacity to teach CISCO, LAND, UNIX and other network classes. • Increase in student enrollment. • Increase the number of local qualified employees.

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Area Goal	Activity	Accomplishment	Impact
Occupational Education Expand equipment and software.	Procure software for Oracle instruction.	Completed.	Capacity to teach Oracle classes.
	Procure Smart Draw software.	Completed.	Supports lab activities in system analysis and design courses.
	Procure four laptops for CIS faculty.	To be completed by June 2001.	Allows faculty to electronically mediate instruction in classrooms.
	Procure A+ certification student training stations with an instructor, tech station and support package.	To be completed by June 2001.	<ul style="list-style-type: none"> • Increase FTES. • Expand course offerings. • Increase entry level workforce.
Occupational Education Computer Information Science (CIS) faculty to acquire industry certification and enhance capability to keep abreast with evolving technologies and trends.	Maintain membership in CISCO Academy.	On going.	Commenced training in computer networking classes leading to students taking the CISCO certification program.
	Continue Oracle certification training.	In progress.	Increased offering of oracle and database classes.
	Start MOUS (Microsoft office users) Certification training.	In progress.	Workforce preparation will be enhanced.

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Area Goal	Activity	Accomplishment	Impact
Occupational Education Revitalize the Early Childhood Education (ECE) program.	ECE faculty will conduct intense research on ECE educational programs to revitalize and upgrade the Hartnell College ECE program. Faculty are researching and evaluating other ECE Community College programs.	In progress.	<ul style="list-style-type: none"> • Increase the effectiveness of the ECE program at Hartnell College. • Increase student satisfaction. • Increase ECE workforce.
Occupational Education Develop new curriculum and expand programs.	Develop four new ECE courses.	Approved by the Curriculum Committee.	Increased quality of instruction and increase FTES.
	Develop eight ECE courses in Montessori Philosophy.	Completed, pending Curriculum Committee approval.	Expanded program and increased FTES.
Occupational Education Increase Funding for ECE programs.	Submit and receive ECE Seminar Institute Grant.	The grant is in the implementation phase. Received \$104,000 for a three year period.	Increased quality of instruction, workforce and FTES.
	Submit and receive ECE Teacher Training Mentoring Grant.	Received \$11,000.	Increased the number of ECE teachers and graduates.

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Area Goal	Activity	Accomplishment	Impact
Occupational Education Expand the ECE business partnership.	Develop partnerships with local private and public schools and districts to include: <ul style="list-style-type: none"> • Alisal School District • Child Development Center (CDC) King City • Children Service International (CSI) 	New partnership in place.	<ul style="list-style-type: none"> • Hartnell continues to prepare ECE workforce for the local businesses. • Increased internships.
	Teach ECE classes at Head Start, Migrant Ed, and CDC sites in King City and Salinas.	On going.	Serving the workforce needs of the local ECE community.
Occupational Education Revise and upgrade curriculum and program for Drafting Computer-Aided Design (CAD) Technology.	Revise Drafting CAD curriculum, modularized courses and redesign degree and certificate requirements.	Completed.	<ul style="list-style-type: none"> • Increased FTES. • Increased workforce for industry.
Occupational Education Upgrade CAD Technology.	Upgrade 20 Auto CAD computer stations to Auto CAD 2000.	Completed.	<ul style="list-style-type: none"> • Achieved latest software technology to be current with industry demands. • Increased employability status of students.
	Build an ergonomically designed workstation to facilitate instruction to students with disabilities.	To be completed by June 2001.	CAD instruction accessible to students with disabilities.

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Area Goal	Activity	Accomplishment	Impact
Occupational Education Revise and upgrade curriculum and program for Drafting CAD Technology. Develop Business Partnerships, Marketing, and expansion of CAD Technology.	Develop Drafting CAD brochures.	Will be completed by June 2000.	<ul style="list-style-type: none"> • Enhanced marketing strategies. • Increased FTES.
	Develop Occ Ed/Drafting CAD website.	Preliminary program layout has been completed.	Facilitated marketing strategies.
	Develop a business partnership with City of Salinas.	Created an additional internship program.	Enriched students' real life experience.
Occupational Education Revitalize Drafting CAD Advisory Committee.	Revise membership of the Drafting CAD Advisory Committee.	Completed.	Improved quality of education, workforce and marketing strategies.
Occupational Education Revitalize the Automotive Technology program.	Upgrade five course outlines to meet CATTS and NATAF-ASE automotive industry standards.	Outlines in process review through the curriculum committee.	<ul style="list-style-type: none"> • Certification of Hartnell College Auto Tech programs with State and National standards. • Increase quality of instruction.

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Area Goal	Activity	Accomplishment	Impact
Occupational Education Upgrade the Auto Technology Equipment.	Purchase and install three above ground hoists.	Completed.	<ul style="list-style-type: none"> • Increased quality of equipment to meet industry standards. • Promote safety.
	Purchase and install Mitchell On-Demand Electronic Retrieval Repair Manual Systems.	Completed.	Increased quality of instruction to meet industry standards.
	Purchase a smoke leak detector.	Completed.	Enabled instruction to meet industry standards.
	Purchase five computers and install a network to access electronic repair manuals.	To be completed June 2001.	Enable instruction to meet industry standards.
	Purchase an electronics computer for diagnostic and troubleshooting system.	Completed.	Increased quality of instruction.
Occupational Education Develop faculty competency to teach to industry standards and qualify the Auto Collision to meet I-CAR and NAISE standards.	Faculty will attend training in the fields of frame straightening, measure, and paint application.	Made progress to become I-CAR industry standard qualified in frame and paint.	<ul style="list-style-type: none"> • Increased quality of instruction. • Developed competent workforce to meet industry needs.

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Area Goal	Activity	Accomplishment	Impact
Occupational Education Upgrade the Auto Collision instruction equipment.	Procure a computerized laser metal frame straighter from Chief Auto at no cost to Hartnell via business partnerships.	Completed.	Increased quality of instruction and workforce.
	Procure a Sherwin Williams paint mixing system at no cost to the college via business partnerships.	Completed.	Increased quality of instruction and workforce.
Occupational Education Promote the electronic program and expand business partnerships.	Develop a business partnership with Texas Instruments (TI) Corp. and Cabrillo College.	Teach electronic classes for TI employees.	<ul style="list-style-type: none"> • Access to state-of-the-art technology for instruction. • Contribution to workforce development. • Better prepared students.
	Develop brochures.	To be completed by May 2001.	Expansion of marketing tools and strategies.
	Develop Occ. Ed./Electronics website.	Preliminary program layout has been completed.	Facilitate marketing process.
	Develop a business partnership with Ray Tech corporation.	New business partnership established.	<ul style="list-style-type: none"> • Development of new internships. • Teach classes on Ray Tech site. • Increase workforce.
	Develop a web page for Electronic Technology: www.BESTTOLEARN.com	Will be connected to Hartnell College web page by May 2001.	<ul style="list-style-type: none"> • Marketing strategies/publicity. • Increase involvement. • Tool to teach on-line classes.

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Area Goal	Activity	Accomplishment	Impact
Occupational Education Enhance classroom facility, and procure new electronic equipment.	Procure new lab equipment: 100mhz scope, electronic development boards, multimedia and PC interfaces.	Completed.	Improved quality of instruction.
	Install a computer network for 8 computers in the electronics lab.	Network completed.	Enhanced quality of electronic and computer maintenance instruction.
Occupational Education Develop an Associate of Science Degree and Certificate Program in Agriculture Production.	Develop the curriculum for an AS degree and certificate program in Agriculture Production.	Courses to be approved by the Curriculum Committee during May 2001.	<ul style="list-style-type: none"> • Increase FTES. • Provide comprehensive training for local agriculture employees. • Increase the numbers of transfers to four year educational institutions.
Occupational Education Promote the Agriculture Program with local agricultural business and feeder schools.	Establish business partnerships with the major processing and agriculture local firms.	Strong business partnerships in place.	Increase the quality of the workforce for agriculture business.
	Modularize agriculture and industrial mechanics courses and presently teach five courses at industry sites.	On going.	Meet industry workforce needs.
	Implement a number of outreach activities and inform all local high schools of the Agriculture Program.	The local high school teachers are members of the Ag Curriculum Advisory Committee.	<ul style="list-style-type: none"> • Public awareness. • Increased FTES. • Building partnerships.

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Area Goal	Activity	Accomplishment	Impact
Occupational Education Procure equipment for the agriculture program.	Purchase equipment for soil science class.	Completed.	Increased readiness to implement the Ag program.
	Purchase PowerPoint instruction technology for agriculture production program.	Completed.	Increased readiness to implement the Ag program.
Occupational Education Obtain accreditation and implement the Construction Academy.	Develop the Construction Academy jointly with Mission Trails ROP program.	Completed.	<ul style="list-style-type: none"> • Increase FTES. • Improve articulation. • Local industry recognition.
	Apply for and receive accreditation from the Associated General Contractors of America.	Completed.	<ul style="list-style-type: none"> • National program recognition. • Student certificate nationally recognized. • Improve business partnerships.
Occupational Education Develop a certificate program in Building Inspection.	Develop new curriculum and obtain approval from the curriculum committee.	The curriculum has been processed and approved by the curriculum committee.	<ul style="list-style-type: none"> • Increase FTES. • Able to meet local workforce for industry needs. • Future development of internship programs.
	Develop the certificate program jointly with local building officials.	Completed.	Increase business partnerships.

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Area Goal	Activity	Accomplishment	Impact
Workforce & Community Development Add fee-supported, prevocational training programs.	Promote on-line courses packaged as complete certificate programs.	Offer the following fee-supported training programs on-line: Microsoft Office, Paralegal, A+ Certification, Webmaster, Computer Repair Technician.	Provide training to students who might not otherwise complete traditional classroom or lab training.
	Expand Supervisory Academy.	A second series of twelve modules added.	Strengthen the leadership and supervisory skills of employees of local businesses.
	Offer Contractor's Academy.	Partnered with Fort Ord Reuse Authority to develop and offer training for new building contractors.	Trained 26 contractors on skills necessary to build and expand their business.
	Schedule Pharmacy Technician Training Program to start May 8, 2001.	Program is offered every other year to avoid saturating job market.	Train and help place Pharmacy technicians in local hospital and retail pharmacies.
	Schedule Human Resources Management Program, Spring 2001.	Program is offered every other year to avoid saturating job market.	Train and help place Human Resources technicians in local businesses and agencies.
	Develop Medical Coding Specialist Certificate program.	Advisory group of medical and hospital professionals met on April 5, 2001 to begin planning process.	Train and help place Medical Coding Specialists in local medical offices and hospitals.

**Table 1. Hartnell College Educational and Facilities Master Plan
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Area Goal	Activity	Accomplishment	Impact
Workforce & Community Development Publish and distribute class schedules that emphasize business courses and services.	Print and distribute Training Source schedule for fall and spring terms.	Ongoing.	
	Promote business courses and services on Hartnell's web site.	Completed.	Students are able to find professional development courses through the internet and web site.
	Expand promotion of on-line courses.	Produced and distributed on-line Training Source schedule of on-line classes.	
	Distribute Pathways and Training Source to local medical offices, retail stores, malls, and restaurants.	Ongoing.	
	Develop "Workforce and Community Development Center – Your Source for Education and Training" brochure.	Completed.	Brochure describes programs and services provided by WaCD.
	Develop Employer Source brochure with other members of Workforce Taskforce.	Completed.	Brochure describes business and employer services and programs offered by Hartnell College.

**Table 1. Hartnell College Educational and Facilities Master Plan
Goals Assessment - 2001**

Area Goal	Activity	Accomplishment	Impact
Workforce & Community Development Present courses through alternative delivery systems, including Internet, teleconference, and home study.	Expand promotion of on-line courses.	Produce and distribute on-line Training Source schedule of on-line classes.	Reach students who might not enroll in traditional instructional programs.
	Foster and Kinship Care Education program will host teleconferences.	Teleconferences on topics such as reducing teen pregnancy and mental health issues in the juvenile justice system are offered for foster parents and social service and justice system personnel.	Develop the knowledge and skills of local foster parents and the professionals that assist them.
	Establish alternative registration procedure.	Registration process now on-line through secure site.	Reduce staff time required for registration.
Workforce & Community Development Make Emeritus College self-supporting through growth and grant funding.	Develop, schedule, and offer non-credit Emeritus classes.	Emeritus total enrollments increased from Spring 1999 through Spring 2000 before leveling off.	Review the efficiency of the program due to high class cancellation rate.

**Table 1. Hartnell College Educational and Facilities Master Plan
Goals Assessment - 2001**

Area Goal	Activity	Accomplishment	Impact
Student Services Support outreach and recruitment.	Administer the CalWORKs program, which includes counseling, childcare, career and employment services, work-study, and curriculum development.	Completed.	Retain 100 to 125 students a year in this program, providing an education that leads to self-sufficiency.
	Utilize Work-based Learning Grant, \$200,000, to develop faculty-training program that prepares faculty to conduct needs assessments for business and industry and develop related work-based learning curriculum. This project is accomplished in coordination with Community and Workforce Development.	Grant provides for faculty training and development, outreach, technology development, and coordination.	Fourteen faculty members have participated in training related to forming business/education partnerships and integrating work-based learning into the curriculum.
	Develop a brochure "Employer Source" to cross-market business and employee development programs such as the Career Center, Contract Education, Career Education, and the Business Outreach Center.	Completed in coordination with the Workforce Development Task Force.	Feedback not available at this time.

**Table 1. Hartnell College Educational and Facilities Master Plan
Goals Assessment - 2001**

Area Goal	Activity	Accomplishment	Impact
Student Services Support outreach and recruitment (continued).	Implement Job Shadow program.	Completed yearly. Assessment of educational programs and services, information workshops, Financial Aid workshops and Parent Information Sessions are conducted at all feeder high schools.	This activity has contributed to the increased enrollments that Hartnell College has experienced over the past five years.
	Conduct high school counselors and agencies directors' breakfast.	Completed yearly.	
Counseling Support outreach and recruitment.	Conduct high school visits and adult school recruitment.	Completed yearly. Assessment of educational programs and services, information workshops, Financial Aid workshops and Parent Information Sessions are conducted at all feeder high schools.	Increased community awareness of Hartnell College programs and services. All of these activities have contributed to the increased enrollments that Hartnell College has experienced over the past five years.

**Table 1. Hartnell College Educational and Facilities Master Plan
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Area Goal	Activity	Accomplishment	Impact
Counseling Implement retention activities.	Implement Early Alert program to detect potential academic/attendance problems.	Notification to students in academic difficulty assists them in availing themselves of resources needed for college success.	This service contributes to student success and therefore to the retention, graduation and transfer of Hartnell College students.
	Implement probation letters, group meetings, and probation counseling.	Group and one-on-one counseling provided to students on probation assists them in availing themselves of resources and strategies needed for college success.	This service contributes to student success and therefore to the retention, graduation and transfer of Hartnell College students.
	Provide crisis counseling and crisis management.	Group and one-on-one counseling provided to students experiencing psychological difficulties assists them with proper planning and helps them manage their personal and academic difficulties.	This service contributes to student success and therefore to the retention, graduation and transfer of Hartnell College students.
	Provide sports counseling.	Group and one-on-one orientation and counseling provided to student athletes assists them in availing themselves of resources and strategies needed for college success.	This service contributes to student success and therefore to the retention, graduation and transfer of Hartnell College students.

**Table 1. Hartnell College Educational and Facilities Master Plan
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Area Goal	Activity	Accomplishment	Impact
Counseling Improve ratio of counselors to students.	Hire a full-time counselor that has split duty between the Transfer Center and the Career Center.	Completed.	Group and one-on-one counseling available to students has increased. These added services assist them in availing themselves of resources and strategies needed for college success.
	Transfer a full-time counselor from coordinating matriculation to providing services to students.	Completed.	Group and one-on-one counseling available to students has increased. These added services assist them in availing themselves of resources and strategies needed for college success.
	Increase the EOP&S program counseling faculty from two to three full-time counselors.	Completed.	Group and one-on-one counseling available to students has increased. These added services assist them in availing themselves of resources and strategies needed for college success.
	Increase the current pool of part-time counselors to seven.	Completed.	Group and one-on-one counseling available to students has increased. These added services assist them in availing themselves of resources and strategies needed for college success.

**Table 1. Hartnell College Educational and Facilities Master Plan
Goals Assessment - 2001**

Area Goal	Activity	Accomplishment	Impact
Student Services Improve ratio of counselors to students (continued).	Hire two full-time and one part-time EOP&S counselor.	Completed. Hired two full time counselors in Fall 1998 and Fall 2000 and a part-time counselor during the Fall 2000 term.	The two full-time and one part-time EOP&S counselors have assumed the responsibility for counseling over 600 unduplicated students during the 2000-2001 academic year.
	Create a new EOP&S/CalWORKs counselor position.	Position was approved in Spring 2000.	A shared (EOP&S-CalWORKs) full-time counselor will help serve the growing academic and referral needs of EOP&S, CARE and CalWORKs students.
	Hire full-time DSPS counselor.	Completed. Full-time counselor hired for 2001.	Expanded and improved services for students by consolidating part-time counselors into full-time counselor.

**Table 1. Hartnell College Educational and Facilities Master Plan
Goals Assessment - 2001**

Area Goal	Activity	Accomplishment	Impact
<p>Student Services Increase management support for Student Services.</p>	<p>Improve management support.</p>	<p>A manager was hired to lead and direct the development and management of CalWORKs, Cooperative Work Experience, Internships, School-to- Career, Career and Employment Services, involvement with the business community, and work-based learning strategies related to curriculum integration and faculty development.</p>	<p>These offerings have contributed to student success particularly in the areas of retention, graduation and transfer.</p>
		<p>A manager was hired to coordinate outreach and recruitment efforts for the whole service area.</p>	<p>These offerings have contributed to student success particularly in the areas of retention, graduation and transfer.</p>
		<p>A manager was hired through external funding to support transfer activities such as develop workshops that assist students in developing competencies to pass the CBEST and CSU English Placement tests, to develop comprehensive transfer handbook to assist faculty, students and parents, and a tracking mechanism for transfer students.</p>	<p>These offerings have contributed to student success particularly in the areas of retention, graduation and transfer.</p>

**Table 1. Hartnell College Educational and Facilities Master Plan
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Area Goal	Activity	Accomplishment	Impact
Counseling Develop and utilize high technology in service delivery.	Offer college orientation on the web.	Access of information to students on a variety of resources and strategies that contribute to college success is available through electronic means.	Students are able to access needed resources and strategies at their convenience from any computer.
	Produce a multi-media presentation to use in recruitment.	Access of information to students on a variety of resources and strategies that contribute to college success is available through electronic means.	Students are able to access needed resources and strategies at their convenience from any computer.
	Produce a job search course on the web.	In progress. Access of information to students on a variety of resources and strategies that contribute to college success is available through electronic means.	Students are able to access needed resources and strategies at their convenience from any computer.
	Develop an internet based lab for DSPS/EOP&S and general use.	Completed. Established center with 12 internet ready computers.	Workshops have been scheduled for transfer/access technology and student internet access.

**Table 1. Hartnell College Educational and Facilities Master Plan
Goals Assessment - 2001**

Area Goal	Activity	Accomplishment	Impact
<p>Student Services Develop and utilize high technology in service delivery (continued).</p>	Counselors will use Project ASSIST as a transfer tool.	Access of information to students on a variety of resources and strategies that contribute to college success is available through electronic means.	Students are able to access needed resources and strategies at their convenience from any computer.
	Make Eureka Software available at all counselor stations.	Completed. Access of information to students on a variety of resources and strategies that contribute to college success is available through electronic means.	Students are able to access needed resources and strategies at their convenience from any computer.
	Put Matriculation PowerPoint presentation on the web.	Completed. Access of information to students on a variety of resources and strategies that contribute to college success is available through electronic means.	Students are able to access needed resources and strategies at their convenience from any computer.
	Put web-based application for EOP&S, CARE, and Connect for Success on-line.	EOP&S and CARE web pages were created in English and Spanish. The Connect-for-Success web page was created in English with links to local community referral services. An update to the EOP&S and CARE web pages to include electronic versions of program applications was created. Translation of the Connect-for-Success web page into Spanish will be completed by Summer 2001.	The ability to read and access information regarding EOP&S and CARE services along with Connect for Success curricular features allows individuals to learn more about our programs and apply, if desired.

**Table 1. Hartnell College Educational and Facilities Master Plan
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Area Goal	Activity	Accomplishment	Impact
<p>Student Services Maintain or enhance professional or personal growth for faculty, managers and staff.</p>	<p>Provide administrators, faculty and staff with resources necessary to perform their duties with optimum efficiency.</p>	<ul style="list-style-type: none"> • Purchase of ergonomically correct stations for almost all of the Student Services workforce. • Purchase of Pentium II computers at every desktop for all Students Services workforce. • Provision of all of the necessary software and training for scheduling, word processing and administrative functions. • Provision of adequate resources such as college catalogs, supplies and other tangible resources to counselors, managers and staff. • Provision of training through attendance at conferences, workshops and interactive hands-on informal training sessions so that administrators, faculty and staff can utilize equipment and software necessary to perform their duties. 	<p>Improved efficiency in the provision of services to students.</p>

**Table 1. Hartnell College Educational and Facilities Master Plan
Goals Assessment - 2001**

Area Goal	Activity	Accomplishment	Impact
Student Services Expand the Hartnell's job training, internship and placement services.	Revise course outlines and market in the class schedule for Occupational, General, and Internship Work Experience.	Completed.	Register 150 students a semester in this program, increasing the participation from 15 to 35 to 150, which results in increased FTES.
	Develop Student Success through Education and Experience program to administer subsidized training for on and off-campus placements for CalWORKs Work Study, Federal Work Study, and Internships.	Completed.	<ul style="list-style-type: none"> • 18-20 students have been placed in off-campus career, related subsidized internships. • 15 on campus placements, including 3 students' participation in America Reads.
	Obtain a \$50,000 grant to expand and institutionalize discipline-directed internships campus wide and to provide subsidized training for students not eligible under CalWORKs.	Grant is available for the next three years. First year of grant will be completed 6/30/2001. Grant paid for Faculty Internship Coordinator and for 10 students to be placed in career-related interns.	10 students participated in off-campus internships.
	Obtain a \$200,000 grant to institutionalize work-based learning. Includes developing pre-employment curriculum and to develop on-line courses to reach East Campus, North and South County with student Career and Employment Services.	Grant is in its first 7 months of a 3-year project. Grant provides for faculty training and development, outreach, technology development, and coordination.	Fourteen faculty members have participated in training related to forming business/education partnerships and integrating work-based learning into the curriculum.
	The DSP&S will host an annual Employment Fair for the WorkAbility Program.	Over 30 employers attend this Job Fair and students obtain employment.	WorkAbility has increased from 144 to 165 students being served, and has placed 18 student this year.

**Table 1. Hartnell College Educational and Facilities Master Plan
Goals Assessment - 2001**

Area Goal	Activity	Accomplishment	Impact
Student Services Expand the Hartnell's job training, internship and placement services. (continued)	The Career Center will host the biannual Nontraditional Career Fair.	Institutionalized.	Hartnell College hosted 1,100 secondary students this year and provided outreach to the high schools and exposed both college and high school students to 50 local employers and related career opportunities.
	Hartnell College will purchase software to track and manage its placement services.	In-progress.	The goal is to organize the placement program based on college majors and be able to increase the number of career –related placement opportunities. We also plan to post the placements on the Web.

**Table 1. Hartnell College Educational and Facilities Master Plan
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Area Goal	Activity	Accomplishment	Impact
<p>Student Outreach and Recruitment Promote the Hartnell's programs and services for outreach and recruitment.</p>	Provide mentoring to elementary students.	Completed yearly. AmeriCorps members provide one-to-one reading tutoring.	<ul style="list-style-type: none"> • Over 100 AmeriCorps members. • Over 7,700 hours of reading tutoring at 14 sites.
	Facilitate "Adelante Mujer Hispana" Conference.	Completed yearly. This is the 13th annual conference.	Over 430 middle school students and their mothers attended the conference. Approximately 40 community leaders provided workshops for participants.
	Facilitate "College Making It Happen" Conference.	First year. An inter-segmental partnership created the conference for countywide middle school students.	Over 150 middle school students and their parents attended the conference. The students represented 6 middle schools.
	Implement GEAR UP Partnership Grant.	This is the second year of a \$3.4 million year grant that was awarded to Hartnell College, El Sausal Middle School, Alisal High School, Tanimurra and Antle, and The Boys and Girls Club.	This year the grant provided for 3 math teachers, an additional parent tech, an eight week parent program, numerous staff development activities, resources to train faculty to align and develop curriculum, approximately 12 faculty to provide GEAR UP tutorials, and allowed over 350 students to attend the GEAR UP after school program.

**Table 1. Hartnell College Educational and Facilities Master Plan
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Area Goal	Activity	Accomplishment	Impact
<p>Student Outreach and Recruitment Promote the Hartnell's programs and services for outreach and recruitment (continued).</p>	Promote tours of Hartnell College.	Each year Outreach, DSPS and others provide prospective students with tours of Hartnell College.	To-date over 1,600 prospective students toured Hartnell College.
	Develop services to East Campus.	This year East Campus provides assessment, counseling, and registration services to students.	East Campus has become an enrollment center for East Campus and Main Campus classes.
	Provide services at the One Stop center.	The Monterey County One Stop is staffed two days per week.	To-date this has yielded approximately 62 tracked enrollments, linkage with One Stop agencies, and 250 potential students have met with faculty and staff.
	Provide outreach for East Campus.	Promoted East Campus through community forums, newsletters, radio and print ads, presentations and connecting with area businesses. East Campus has developed into an enrollment center for the East Salinas community.	There is a continued awareness of sources and services offered at East Campus. Over the last three years enrollments at East Campus have increased from 148 in 1998, to 438 in 1999 and approximately 350 in 2000. Also, many new students receive assessment, advising and registration services at East Campus, but take classes at Main Campus or South County.

**Table 1. Hartnell College Educational and Facilities Master Plan
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Area Goal	Activity	Accomplishment	Impact
Student Activities Develop student activities that will increase campus life, awareness of programs, promote involvement in student government and campus governance	Support Club Day.	Completed.	Allows students to recruit others into their clubs increasing student involvement in campus life.
	Support Holiday Food Drive.	Completed.	Increase involvement with campus and community.
	Support Festival of Trees.	Completed.	Increase involvement with campus and community.
	Support Black History Month Events.	Completed.	Celebrate and educate the campus community about Black History.
	Support the Diversity Conference.	Completed.	Involve the complete campus and community on issues of Diversity.
	Support Women's History Month.	Completed.	Encourage and promote the importance of higher education to the females in middle schools, high schools, and on our campus.
	Support Cinco de Mayo.	Completed.	Celebrate and educate the campus community about Mexican culture.
	Support Student Elections.	Completed.	Student Involvement in campus life and the governance of the school.
	Support Leadership Retreat.	Completed.	Develops leadership skills.

**Table 1. Hartnell College Educational and Facilities Master Plan
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Area Goal	Activity	Accomplishment	Impact
Veterans Programs Develop and implement certification procedures that are in compliance with Veterans Affairs.	Learn and Implement VACERT – Electronic Certification of veteran students for VA Educational Benefits.	Completed.	Students receive their benefits 2-3 weeks earlier than if they were certified by mail. This eases the financial burden for students while they are enrolled.
	Develop a new Educational Plan that is in compliance with VA regulations.	Completed.	Students have a better understanding of what VA will accept in their certification for their VA Educational Benefits, including what courses they need to enroll in to complete their educational goals.
	Update Veterans Benefits Brochure.	Completed.	This brochure outlines VA regulations to students receiving educational benefits. Students are more likely to complete their courses if they understand the regulations and are in compliance.
	Attend workshops sponsored by Veterans Administration.	Completed.	To be up to date on all the VA regulations for certifying students for their educational benefits.

**Table 1. Hartnell College Educational and Facilities Master Plan
Goals Assessment - 2001**

Area Goal	Activity	Accomplishment	Impact
<p>Financial Aid Support outreach and recruitment.</p>	<p>Conduct Financial Aid workshops at multiple sites (high schools, career fairs, Northridge Mall, in-house).</p>	<p>Completed yearly.</p>	<p>The Financial Aid office has been able to recruit and successfully facilitate financial aid assistance to those eligible students.</p>
<p>Extended Opportunity Program & Services (EOP&S) Promote outreach and recruitment.</p>	<p>Expand the EOP&S Summer Bridge Program to incorporate a learning community model for EOP&S and CARE students.</p>	<p>The expanded Summer Bridge Learning Community will be piloted during the Summer 2001 term.</p>	<ul style="list-style-type: none"> • Targets high school seniors to attend Hartnell College through the Office of Student Outreach and Recruitment. • Course offerings and sequencing as well as curriculum planning is impacted by the unique design of the learning community model. • Field trips provide an enriching out-of-class experience for students.

**Table 1. Hartnell College Educational and Facilities Master Plan
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Area Goal	Activity	Accomplishment	Impact
<p>Extended Opportunity Program & Services (EOP&S) Support graduation and transfer functions.</p>	<p>Facilitate four-year college and university site visits.</p>	<ul style="list-style-type: none"> • Completed 7 site visits to SJSU, Cal Poly SLO, UCLA, UCSC, San Francisco State University, UC Berkeley, and CSUMB during the Summer 2000 term. • Completed 2 site visits to SJSU and UC Davis during the fall 2000 term. • Will conduct 2 site visits to UCSC and San Francisco State University in spring 2001. • Will conduct 4 site visits to CSUMB, Santa Clara University, UC Berkeley, and Cal Poly SLO in summer 2001. 	<p>Many students who have enrolled in EOP&S and attended campus tours of four-year colleges and universities have transferred to those institutions upon completion of their Hartnell educational plan.</p>
<p>Weekend College/Transfer Services/Counseling Support graduation and transfer functions.</p>	<p>Organize UC Transfer Admission Agreement (TAA) Training for Counseling faculty department.</p>	<p>Completed.</p>	<p>141 UC Transfer Admission Agreements were written by Hartnell Counseling Faculty and approved during priority admission period (fall 2000).</p>
	<p>Develop UC Santa Cruz/Hartnell College Dual Admission Program and marketing brochure.</p>	<p>Completed</p>	<p>Seven (7) Hartnell students denied UCSC admission as Freshman are guaranteed UC admission at the completion of GE studies with Junior classification.</p>

**Table 1. Hartnell College Educational and Facilities Master Plan
Goals Assessment - 2001**

Area Goal	Activity	Accomplishment	Impact
Weekend College/Transfer Services/Counseling Support graduation and transfer functions (continued).	Coordinate and sponsor bus trip to Bay Area Historically Black College and University (HBCU) Transfer Day at City College of San Francisco.	Completed.	Thirty-two (32) Hartnell, Gavilan, and Monterey Peninsula Colleges; Monterey and Everett Alvarez High School students and parents participated.
	Develop and coordinate Weekend College Program with courses to satisfy the requirements of an Associate of Arts, General Education (transfer), or Liberal Studies degree.	Program pilot is in the first term. Area Deans have scheduled two (2) Weekend courses for summer term and fifteen (15) for fall semester.	Seventeen (17) General Education courses were offered Spring 2001 and enrolled 302 students.
	Develop draft of Transfer Services web page. Request that finalized Transfer Services web page be added to HC Student Services web page.	Completed.	
	Develop draft of Weekend College Student Handbook, Elicit feedback from Area Deans and Counseling Faculty.	To be completed July 2001 through January 2002.	
Library, Distance Learning, Multimedia, Learning Centers, and Audio Visual/Network Services Develop quality collections of print and non-print materials.	Develop collection.	Upgraded and expanded library collection – particularly in the reference area.	Provided students and faculty with up-to-date materials. Usage has increased significantly.

**Table 1. Hartnell College Educational and Facilities Master Plan
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Area Goal	Activity	Accomplishment	Impact
Library, Distance Learning, Multimedia, Learning Centers, and Audio Visual/Network Services Implement Authority Control System.	Implement Authority Control. Essential for the movement to a web-based library automation system.	Completed.	Allowed students increased access points to library information.
Library, Distance Learning, Multimedia, Learning Centers, and Audio Visual/Network Services Upgrade Computer Classrooms C211, C217, C219.	Upgrade obsolete computers in C217 and C219.	In-progress.	Provide current technology in classrooms to support instruction.
	Upgrade obsolete computers in C211.	Completed.	Provide current technology in classrooms to support instruction.
Library, Distance Learning, Multimedia, Learning Centers, and Audio Visual/Network Services Provide faculty and staff technology training.	Provide technology instruction to faculty and staff.	Over 50 courses in the use of technology have been provided to faculty and staff during this reporting period in areas such as PowerPoint, Excel, Web-design, Authorware and other related software packages.	Staff and faculty are provided needed instruction on technology in order for them to improve instruction and job efficiency. Student access and success has been improved because of the technology training provided.

**Table 1. Hartnell College Educational and Facilities Master Plan
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Area Goal	Activity	Accomplishment	Impact
Library, Distance Learning, Multimedia, Learning Centers, and Audio Visual/Network Services Continue the work of the Library Resource Center design team.	Submit the FPP to the Chancellor's Office.	Completed.	
	Select an architect for the project.	Completed.	
	Develop campus-wide building plan.	Ongoing.	Determines likely building site for the new LRC.
Library, Distance Learning, Multimedia, Learning Centers, and Audio Visual/Network Services Provide on-line access.	Continue to expand the on-line access to reference material.	Several new electronic databases have been obtained. They are Gale, Encyclopedia of Life Sciences, Informe, Rand California, Books in Print and CQ Researcher.	Remote access to on-line resources by staff and students.
Library, Distance Learning, Multimedia, Learning Centers, and Audio Visual/Network Services Promote collection.	Promote collection.	Prepared/developed on-line and print instructional materials.	<ul style="list-style-type: none"> • Aids and expands student access to information resources. • Students can now access these material via the web and other formats.

**Table 1. Hartnell College Educational and Facilities Master Plan
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Area Goal	Activity	Accomplishment	Impact
Institutional Advancement/Foundation Support fund raising for the South County Center in King City.	Write a "Case for Support" to be used by the Capital Initiatives Committee for the South County Center by February 15, 2001.	Completed in early February 2001 and given to the Capital Initiatives Committee for review and input.	
	Provide support in effective fund raising methods for the Capital Initiatives Committee in King City.	Completed. On February 26, 2001, Fund Raising Consultant Ms. Kay Grace, presented a workshop on "The Art of Asking" to the Capital Initiatives Committee.	The workshop was extremely well received and Ms. Grace will be invited back for an additional training session in the fall of 2001.
Institutional Advancement/Foundation Design an effective College marketing and public information program.	The Marketing and Public Information Assistant will write an average of 4 press releases each week and one in-depth interview each month.	Ongoing. A new Marketing and Public Information Assistant will begin work on April 2, 2001. Her accomplishments will be evaluated on June 1, 2001.	Additional press releases and interview articles will provide a more positive image of the College in the community.
	The Hartnell College Annual Report and the Linking Up Newsletter will be enlarged by two pages each.	Ongoing. These accomplishments will take place (funds permitting) beginning in Spring 2001.	Additional information about the College will provide a more positive image of the College in the community.

**Table 1. Hartnell College Educational and Facilities Master Plan
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Area Goal	Activity	Accomplishment	Impact
Institutional Advancement/Foundation Increase grant proposals.	The Office of Institutional Advancement will write an average of three grants per month.	Ongoing. On June 1, 2001, the number of grants will be tallied and the results will be reported.	Grant funding increases the number of innovative projects and expands services to students.
Institutional Research & Planning Integrate institutional planning, institutional research, and budgeting.	Facilitate development of institutional planning and budgeting priorities using input from the campus community.	Completed.	Hartnell College has priorities that may be used by the Budget Committee to make decisions about budget augmentation requests.
	Budget Committee will use established priorities to make decisions about funding budget augmentation requests.	Completed.	Budget decisions are based upon institutionally established priorities, which are linked to the college's mission, vision statements, and goals.
Institutional Research & Planning Train Institutional Research and Planning staff to use current computer hardware and software in research methodology and in accessing data.	Learn NCS Design Expert software for developing scannable surveys.	Institutional Research Analyst learned to use software.	Staff can utilize this technology when developing surveys.
	Develop scannable survey using NCS Design Expert software.	Scannable questionnaire was developed for Accreditation Community Survey.	Reduce time for inputting survey responses into computer files for analysis.

**Table 1. Hartnell College Educational and Facilities Master Plan
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Area Goal	Activity	Accomplishment	Impact
<p>Institutional Research & Planning Develop an Institutional Research and Planning procedures manual.</p>	<p>Produce written procedures related to office operations, human resources, developing reports, using computer hardware and software, committees, and major institutional research and planning projects.</p>	<p>Completed approximately 60% of procedures in both hard copy and electronic form.</p>	<p>Provides reference for standardizing procedures and training new employees.</p>
<p>Institutional Research & Planning Facilitate development and implementation of an institutional effectiveness plan through shared governance.</p>	<p>Establish shared governance committee to develop and monitor an Institutional Effectiveness Assessment Plan.</p>	<p>The Institutional Effectiveness Assessment Subcommittee, a standing subcommittee of the Institutional Planning Committee, was established and began monthly meetings in Spring 2000.</p>	<p>When finalized and implemented, the plan will enable Hartnell College to determine how well it is fulfilling its mission, vision statements, and goals, as well as provide guidance for improving programs and services for students.</p>
	<p>Develop Institutional Effectiveness Assessment Plan.</p>	<p>A draft plan was developed in Spring 2001 for review by the Institutional Planning Committee and the campus community.</p>	

**Table 1. Hartnell College Educational and Facilities Master Plan
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Area Goal	Activity	Accomplishment	Impact
Business Services Implement processes such as the on-line materials ordering and purchasing system to reduce paperwork and increase efficiency.	Centralize Office supply purchasing through Home-Depot on-line ordering.	Completed.	Efficiency and accuracy of supply orders greatly improved, more cost effective shipping, increased efficiency in vendor payment.
	Institute a centralized purchasing process.	Director of Purchasing has been hired; however, centralized purchasing has only been partially accomplished.	On-line purchasing will provide cost efficiency and time savings.
Business Services Expand the functions and staffing of the Business Office to improve services.	Increase part-time Accounting Assistant in Cashier's Office to full time.	Completed.	Better coverage providing evening hours to serve students, faculty & staff.
	Change activity from increasing part-time employee to full-time to eliminate the part time position for the switchboard.	Completed.	By using the automated system, the Clerical Assistant answers only incoming calls needing assistance. Frees up time for other mailroom activities.
Business Services Eliminate manual warrant and check processing by providing electronic transfers of funds to employees and students' bank accounts.	Provide electronic transfer of funds to part-time employees bank accounts.	Completed.	Providing service to our employees for efficiency and convenience.

**Table 1. Hartnell College Educational and Facilities Master Plan
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Area Goal	Activity	Accomplishment	Impact
Reprographics Ensure customer service and satisfaction.	Implement shorter turn around on jobs printed.	Allow the instructors to have their jobs printed on a as needed emergency procedure.	Instructors are allowed a shorter turn around service on emergency jobs, especially instructors who are part-time and work at night.
Reprographics Improve procedures to increase quality and efficiency. Continue to upgrade software.	Upgrade software.	Upgraded to PageMaker 6.5. Upgraded to Word 2000.	The ability to do more in-house projects.
	Design a new proof reading document for special jobs.	Put into practice a new proof reading document that must be signed and returned before printing special projects.	This has speeded up the procedure in getting quality jobs done on time and correctly.
	Check other sources for supplies.	Change to other paper suppliers.	Reduce the cost for paper supplies by 2-3 dollars a case.
	Design a new in-house check list.	Put into practice a new job check list.	The ability to track down jobs efficiently and to be presented in a timely manner.
	Maintain off-set machines.	Repair machines in-house when able to do so. The ability to repair machines and maintain them without going to outside sources whenever possible.	Save money in repair to the off-set machines.

**Table 1. Hartnell College Educational and Facilities Master Plan
Goals Assessment - 2001**

Area Goal	Activity	Accomplishment	Impact
<p>Human Resources and Staff Development</p> <p>Create and maintain a visible personnel system that best serves the employees. Streamline personnel action procedures. Disseminate information that affects personnel processes and employee benefits.</p>	<p>Implement Datatel Colleague System HR, PR, PC Management Communications.</p>	<p>HR/PR benefits are on-line and normalized. Position control and management communications are the next step.</p>	<p>The HR/PR modules have forced standardization, shifted responsibility and control to the office of primary responsibility, and have resulted in a more thorough understanding of our business.</p>
	<p>Provided training for managers and staff who are Colleague users.</p>	<p>Assist users to adjust to the changing technological environment. Ongoing training.</p>	<ul style="list-style-type: none"> • Enable staff to effectively use the system. Lateral benefit has been that users understand our interdependence. • The standard operations for payroll, leave and time keeping, and scheduling is better understood.
	<p>Convert forms to electronic documents.</p>	<p>Completed.</p>	<ul style="list-style-type: none"> • Economy of paper. • Instant access to customers. • Ease of filling out. • More timely submission.

**Table 1. Hartnell College Educational and Facilities Master Plan
Goals Assessment - 2001**

Area Goal	Activity	Accomplishment	Impact
<p>Human Resources and Staff Development Diversify the faculty and staff through continual outreach. Provide leadership support to the hiring process. Streamline personnel action procedures.</p>	<p>Put Human Resources and Staff Diversity Employment Application on-line.</p>	<p>Completed. Additionally, value-partnered with 9 community colleges to use same application and link with the 9 community colleges.</p>	<p>Potential candidates for faculty positions can use one application to apply for several community college openings.</p>
	<p>Establish a cooperative with regional community college districts for recruitment.</p>	<p>Nine community college district cooperative established.</p>	<p>Increased our outreach by pooling some advertising money. Enables Hartnell to afford more attractive ads at a low cost.</p>
<p>Human Resources and Staff Development Continuously enhance the image, credibility, and acceptance of the department. Provide sensitivity training. Manage the training and related activities funded by Staff Development and Trustee Innovation incentives.</p>	<p>Support the 2nd Annual Diversity Conference.</p>	<p>Successful event produced by the student government and supported by Staff Diversity, Staff Development and other college entities.</p>	<p>Has enhanced the image of Hartnell as a leading institution in cultural diversity and has educated many of our own employees, students and local community members.</p>
	<p>Sponsor multicultural socially significant film series for faculty, staff and students.</p>	<p>Ongoing and well attended.</p>	<p>Reach an appreciation for cultural differences through popular film.</p>
	<p>Partner with the Museum of Tolerance.</p>	<p>Begin to build a core of training advocates for the tolerance of difference within the campus.</p>	<p>Future change. Infuse acceptance of diversity and understanding of its strengths.</p>

**Table 1. Hartnell College Educational and Facilities Master Plan
Goals Assessment - 2001**

Area Goal	Activity	Accomplishment	Impact
<p>Human Resources and Staff Development Create new employee orientation program, electronic, self-paced, personal presentation and socializing.</p>	Develop web based orientation program.	To be completed by August 2001.	To socialize new employees and acclimate them to their new working environment.
<p>Human Resources and Staff Development Create and maintain a visible personnel system that best serves the employees.</p>	Initiate a Staff Diversity web page.	Completed. Update and revise as appropriate.	Easy, wide access for all employees to events, committee agendas and minutes.
	Initiate a Staff Development web page.	Completed. Update and revise as appropriate.	Greater internal access to statewide staff development activities. Ease of research of available workshops and events.
<p>Human Resources and Staff Development Assume responsibility for all personnel actions for all employees including student workers and short term employees.</p>	Provide electronic paper processing for student and short term employees.	Completed.	Satisfied a longstanding audit exception. Standardized all employment processing.

**Table 1. Hartnell College Educational and Facilities Master Plan
Goals Assessment - 2001**

Area Goal	Activity	Accomplishment	Impact
Administrative Information Systems Automate and improve support to the Human Resources staff.	Provide programming support.	Re-programmed the ACCESS database in support of MIS reporting to the state.	Improved accuracy of MIS reporting and improved reliability of the HR MIS database.
		Supported the successful implementation of the HR module of the DATATEL Colleague system.	HR data will now be maintained in a centralized and integrated database for the first time. Ultimately will facilitate increased efficiency of management.
Administrative Information Systems Support the information needs of all facets of Student Services.	Provide programming and systems administration support.	Supported the successful implementation of the Student Module of the DATATEL Colleague system.	Student data is being accumulated in a single integrated database. This integrated database will allow more efficient management when completely populated with historical data.
Administrative Information Systems Install a student e-mail system with appropriate gateways to the faculty and staff and Internet e-mail systems.	Coordinating process to establish an Internet e-mail system for students and faculty.	Purchased interface between "Campus Cruiser" and DATATEL Web Advisor. Contracted with Time Cruiser to use their "Campus Cruiser" product as the WEB portal to Hartnell College.	Integration of "Campus Cruiser" will allow all students to have an e-mail account. In addition, they will be able to register, check grades, and conduct other business via e-commerce.

**Table 1. Hartnell College Educational and Facilities Master Plan
Goals Assessment - 2001**

Area Goal	Activity	Accomplishment	Impact
Technology Master Plan Develop microwave LAN to King City and Natividad.	Connect Hartnell College's main campus data and video network to Natividad using microwave technology.	Expected completion by 5/30/01.	Natividad will have full data, video and telephone connections to Hartnell College's main campus.
	Purchase a microwave connection to south county with MCOE.	Hartnell College's board was briefed of this effort in the February meeting.	King City will have full data, video and telephone connections to Hartnell College's main campus.
Technology Master Plan Increase from one to two the number of Instructional Technologists.	Increase the number of Instructional Technologists from one to two.	Completed.	
Technology Master Plan Support King City project.	Develop smart classrooms in King City.	Ongoing.	All classrooms in the King City facility will be capable of supporting computer and video technologies. All the desks will have the capability of supporting computer and power connections.

**Table 1. Hartnell College Educational and Facilities Master Plan
Goals Assessment - 2001**

Area Goal	Activity	Accomplishment	Impact
Technology Master Plan Continue to support Academic Systems.	Install additional Internet Browser software to enhance the performance of the Academic Systems software.	Completed.	Enhance performance of software.
	Coordinate with Academic Systems and Information Systems to transfer licenses on server.	Completed.	Provided necessary licenses needed to continue with course offerings for the English discipline.
	Coordinate with Academic Systems representative to renegotiate contract and purchase site licenses.	Ongoing.	Allow continued use of interactive program used to teach English.
Technology Master Plan Upgrade Operating System used in Computer Classrooms C209, C211, C213, C215, C217, C219.	Upgrade operating system on computers in Computer Center from Windows 3.1 to Windows 95.	Completed.	Provide current technology in classrooms to support instruction.

**Table 1. Hartnell College Educational and Facilities Master Plan
Goals Assessment - 2001**

Area Goal	Activity	Accomplishment	Impact
Technology Master Plan Provide technology training.	Provide technician training for Novell.	Completed.	Three technicians received several weeks of Novell training on-site.
	Provide technician training for Xylan.	Being arranged for spring 2001.	
	Provide user training for web designing of courses.	Ongoing.	
	Provide training on the Video Bridge.	Completed.	
	Provide training on Blackboard.	Ongoing.	Instructional Technologist trained.
	Provide training for staff and faculty.	Ongoing.	Improving innovation in the classroom and efficiency.
Technology Master Plan Develop Technology Master Plans.	Develop Technology Master Plans.	Accomplished for Library, Oc Ed, Science, Math and Community Development.	
	Conduct a survey of computers and capabilities to support the technology plan.	Ongoing.	

**Table 1. Hartnell College Educational and Facilities Master Plan
Goals Assessment - 2001**

Area Goal	Activity	Accomplishment	Impact
Technology Master Plan Develop video network – cable delivered video and audio.	Develop video backbone on Hartnell College’s campus.	Completed.	Provides video, cable TV, satellite and distant learning capabilities to all classrooms and selected offices.
	Develop a building by building coax infrastructure that connects the video backbone to classroom TVs and projectors.	Ongoing.	
	Connect the video network to large classrooms such as PA 125, M1, M12, College Center and Boardroom.	Ongoing.	PA 125 is fully operational.
	Connect the video network to microwave WANs to King City, East Campus and Natividad.	Ongoing.	
Learning Skills Center Hire a half-time Instructional Technologist for the LSC.	Hire a half-time Instructional Technologist for the LSC.	Discussion held over feasibility.	
Learning Skills Center Acquire and install faculty computer systems with authorware software and multimedia peripherals (scanner, recordable CD drives) for LSC basic skills curriculum development.	Acquire and install faculty computer systems with authorware software and multimedia peripherals (scanner, recordable CD drives) for LSC basic skills curriculum development.	Discussed feasibility. Decided to use faculty resource center.	

**Table 1. Hartnell College Educational and Facilities Master Plan
Goals Assessment - 2001**

Area Goal	Activity	Accomplishment	Impact
<p>Learning Skills Center Develop and produce original CAI/multimedia curriculum and instructional software programs for basic skills instruction.</p>	<p>Develop and produce original CAI/multimedia curriculum and instructional software programs for basic skills instruction.</p>	<p>Discussed feasibility. Decided to pursue on-line courses and drop original production aspect.</p>	
	<p>Develop on-line English 176 & 186 courses.</p>	<p>Curriculum approved.</p>	
	<p>Pilot course on-line.</p>	<p>Pilot course offered via Blackboard during the Spring.</p>	
<p>Learning Skills Center Expand after-school high school enrichment programs to include employability and workforce skills improvement and SCANS participants.</p>	<p>Develop GED, ESL Basic Skills curriculum.</p>	<p>Ongoing.</p>	<p>Increase in ESL enrollment at East Campus.</p>
<p>Learning Skills Center Establish access to LSC instructional software from all off-campus sites (Soledad and King City).</p>	<p>Establish access to LSC instructional software from all off-campus sites.</p>	<p>Reviewed and not recommended.</p>	

**Table 1. Hartnell College Educational and Facilities Master Plan
Goals Assessment - 2001**

Area Goal	Activity	Accomplishment	Impact
Learning Skills Center Establish LSC programs at Hartnell Off-Campus sites in Soledad and King City.	Establish a basic skills lab with Internet access and multimedia capability in Soledad.	No facility has been proposed though a site has been suggested.	Soledad is a rapidly growing community. Enrollment is expected to be high.
	Construction of Hartnell College campus at King City.	Construction has begun. Projected Spring 2002 campus opening.	King City is a rapidly growing community. Enrollment is expected to be high due to the commuting distance faced by King City students.
	Establish a basic skills lab with Internet access and multimedia capability in King City.	In progress.	
Learning Skills Center Install direct Internet and Hartnell library on-line resources access to Math lab computers via Title V.	Upgrade desktop on network and servers to lab.	In progress.	

**Table 1. Hartnell College Educational and Facilities Master Plan
Goals Assessment - 2001**

Area Goal	Activity	Accomplishment	Impact
<p>Learning Skills Center Identify, acquire and install a comprehensive Math program for the math lab to consolidate the CAI curriculum offered to many students.</p>	<p>Change text for beginning algebra (MAT121) to one that is accompanied by software that can track and keep records of student use and performance.</p>	<p>Will be implemented in fall 2001.</p>	<p>Students in both lab and lecture courses will have access to software and videos.</p>
	<p>Change MAT123 and MAT25 curriculum.</p>	<p>In progress. Plan is to remove partial content of MAT123 and increase content of MAT25.</p>	<p>More students will succeed in MAT 123 due to the change.</p>
	<p>Get software that tracks student progress and use for intermediate algebra (MAT123).</p>	<p>Will be implemented in Fall 2001.</p>	<p>Students in lecture and lab will have access to software and multimedia support.</p>
<p>Learning Skills Center Upgrade individual software licenses to site licenses as necessary to comply with curriculum changes.</p>	<p>Identify and acquire network licenses for most used instructional software.</p>	<p>Ongoing. Have purchased and installed "Basic Skills Interactive", Focus on Grammar (EC); "Tell Me More."</p>	<p>More students have access to and use instructional software.</p>
	<p>Seek software that "counts" simultaneous program logins to insure compliance to network license restrictions.</p>	<p>In progress. Forwarded to Hartnell tech support.</p>	<p>The software would provide an added measure of security against violations of licensing restrictions campus-wide.</p>

**Table 1. Hartnell College Educational and Facilities Master Plan
Goals Assessment - 2001**

Area Goal	Activity	Accomplishment	Impact
<p>Learning Skills Center Establish open, general student-use lab hours for composing papers, studying independently, or researching on-line when active instruction is not underway on Monday evenings and weekend afternoons.</p>	<p>Establish open, general student-use lab hours for composing papers, studying independently, or researching on-line when active instruction is not underway on Monday evenings and weekend afternoons.</p>	<p>Discussed feasibility.</p>	
<p>Learning Skills Center Upgrade the status of the 30 hour Instructional Specialist in reading to full-time.</p>	<p>Upgrade 30 hour Instructional Specialist to full-time.</p>	<p>Not done.</p>	
<p>Learning Skills Center Hire a half-time Computer/Network Technician.</p>	<p>Hire a half-time Computer/Network Technician.</p>	<p>In progress. Discussion held to realize the position through Title V.</p>	
	<p>Hire computer/network technician.</p>	<p>In progress. Budget has been allocated for the position.</p>	
<p>Learning Skills Center Install an air conditioning ventilation system to provide an optimal learning environment for the students, and create optimal operating conditions for LSC computers.</p>	<p>Submit capital expenditure request via proper channels.</p>	<p>Under consideration – in facilities planning.</p>	<p>Potentially impacts as many as 1,600 students per semester, 50 computers and 5 printers. Prevents premature computer hardware breakdowns.</p>

**Table 1. Hartnell College Educational and Facilities Master Plan
Goals Assessment - 2001**

Area Goal	Activity	Accomplishment	Impact
Learning Skills Center Hire a full-time writing instructor for the Reading & Writing Lab.	Initiate request for hire through appropriate channels.	In progress.	Instruction & curriculum development.
Learning Skills Center Hire two half-time clerical assistants to support students and instructional staff in the Math and Reading & Writing Labs.	Seek additional funding through grants and tutorial funding assistance.	Currently employing several part-time student workers.	Assist faculty with curriculum development. Improved service for students.
Learning Skills Center Upgrade Clerical Assistant part-time position to a full-time Division Administrative Assistant.	Upgrade Clerical Assistant position from part-time to full-time.	Completed.	
	Upgrade Clerical Assistant position to Division Administration Assistant.	Completed.	Increase in logistical support. Improved data input and processing via Datatel & legacy.

Table 2.

Vision Statements and Goals Addressed

**Table 2. Hartnell College Vision Statements and Goals
Addressed by Educational and Facilities Master Plan**

Area Goal	College Vision Statement(s) Addressed ¹									College Goal(s) Addressed ²													
	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9	10	11	12	13	
Office of Instruction Continue to develop an Emeritus College for older adults.	X	X																X					X
Office of Instruction Train faculty in the use of modern electronic technologies, such as those that utilize the Internet.				X	X	X												X			X		
Office of Instruction Increase sensitivity to and offer more curriculum for the Latino community.	X	X			X	X	X	X	X									X					X
Office of Instruction Increase course offerings in King City and on the East Campus, including the establishment of a Business Training Center on East Campus.	X			X	X	X		X				X		X				X					
Office of Instruction Develop a grant writing capability within the Office of Instruction that links itself to the Office of Institutional Advancement.				X	X							X	X						X		X	X	
Office of Instruction Develop more off campus facilities in King City and Soledad.	X			X		X	X			X				X			X					X	
Office of Instruction Support efforts that result in partnerships with local businesses and industries for the delivery of educational programs that lead to gainful employment.		X				X		X			X	X		X				X	X				
Office of Instruction Provide technologically equipped classrooms for students who utilize the Internet.	X			X	X	X				X								X			X	X	

**Table 2. Hartnell College Vision Statements and Goals
Addressed by Educational and Facilities Master Plan**

Area Goal	College Vision Statement(s) Addressed ¹									College Goal(s) Addressed ²												
	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9	10	11	12	13
Office of Instruction Provide modern facilities that are capable of utilizing state-of-the-art educational technologies.	X			X	X	X	X			X				X		X	X	X				
Fine Arts Replace kiln.	X	X				X	X		X									X				X
Fine Arts Redesign and upgrade the darkroom and photography studio.	X	X			X	X			X	X								X				
Fine Arts Apply sheetrock over Art Gallery walls to provide smooth, flat surface for exhibitions.	X	X			X	X			X	X								X				
Language Arts Implement the State-validated placement test for composition courses.	X	X		X	X	X			X									X			X	X
Language Arts Complete an information booklet for adjunct faculty.	X	X		X	X	X			X									X			X	X
Language Arts Upgrade and maintain technology in the classroom.	X	X		X	X	X			X									X			X	X
Language Arts Secure training in educational technology for the faculty, especially in computer-assisted instruction.	X	X	X	X	X	X												X			X	X

**Table 2. Hartnell College Vision Statements and Goals
Addressed by Educational and Facilities Master Plan**

Area Goal	College Vision Statement(s) Addressed ¹									College Goal(s) Addressed ²													
	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9	10	11	12	13	
Language Arts Complete multi-media laboratory in C-359.	X	X		X	X	X			X									X				X	X
Social Sciences Create an on-line anthropology class that is interactive.	X	X		X	X	X			X									X				X	X
Social Sciences Provide a computer laboratory to assist students with project development and mastery of discipline material.	X	X		X	X	X			X									X				X	X
Math, Engineering and Science Focus on needs of students.	X	X		X					X	X								X					
Math Implement computer-based instruction in Academic Systems.	X			X														X				X	
Math Focus on different approaches to teaching.	X	X																X					X
Engineering Work with science faculty to revitalize engineering program.				X		X			X	X			X					X				X	
Science Update and expand the science computer laboratories.				X	X													X					
Science Continue to train faculty in state-of-the-art technologies.				X														X					

**Table 2. Hartnell College Vision Statements and Goals
Addressed by Educational and Facilities Master Plan**

Area Goal	College Vision Statement(s) Addressed ¹									College Goal(s) Addressed ²												
	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9	10	11	12	13
	Science Focus on different approaches to program delivery.	X	X		X					X									X			
Science Incorporate career development and/or transfer skills into all science classes.	X							X	X	X								X				
Science Support and update equipment and technologies.				X		X	X		X	X			X	X				X				
Science Focus on different approaches to teaching.	X	X																X				X
Animal Health Technology (AHT) Develop support and implement an extensive recruitment and marketing plan for the AHT program.									X		X											
Physical Education Develop and improve facilities.		X				X			X			X										X
Occupational Education Procure funds for the Division of Occupational Education.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X			X	X
Occupational Education Increase number of full-time equivalent students (FTES) through the development and implementation of marketing strategies.	X	X	X		X	X	X	X	X	X	X	X						X			X	X

**Table 2. Hartnell College Vision Statements and Goals
Addressed by Educational and Facilities Master Plan**

Area Goal	College Vision Statement(s) Addressed ¹									College Goal(s) Addressed ²												
	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9	10	11	12	13
Occupational Education Develop a Four Year Plan for the Division of Occupational Education.	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X		X	X
Occupational Education Develop Occupational Education Skills Acquisition Certificates.	X	X	X	X	X	X	X	X	X	X	X	X		X				X	X		X	X
Occupational Education Develop on-line Internet curriculum for Administration of Justice (ADJ) and begin teaching on-line classes by fall, 1999.				X		X	X	X	X									X			X	X
Occupational Education Develop paralegal degree program.					X	X	X		X									X				X
Occupational Education Create C189 into a smart classroom for Administration of Justice.	X			X		X	X											X			X	X
Occupational Education Create C261 into a smart classroom for business.	X			X		X	X											X			X	X
Occupational Education Revitalize the Students in Free Enterprise (SIFE) program.					X	X	X	X										X				X
Occupational Education Develop Oracle and computer networks, programs and curriculum.	X	X		X		X	X	X						X				X			X	X

**Table 2. Hartnell College Vision Statements and Goals
Addressed by Educational and Facilities Master Plan**

Area Goal	College Vision Statement(s) Addressed ¹									College Goal(s) Addressed ²													
	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9	10	11	12	13	
Occupational Education Develop a lab for computer network instruction.	X	X		X		X	X	X										X				X	X
Occupational Education Expand equipment and software.	X	X		X		X	X	X										X				X	X
Occupational Education Computer Information Science (CIS) faculty to acquire industry certification and enhance capability to keep abreast with evolving technologies and	X	X		X		X	X	X										X				X	X
Occupational Education Revitalize the Early Childhood Education (ECE) program.	X	X		X		X	X	X		X								X				X	X
Occupational Education Develop new curriculum and expand programs.	X	X		X		X	X	X		X								X				X	X
Occupational Education Increase Funding for ECE programs.	X	X		X		X	X	X		X			X	X				X				X	X
Occupational Education Expand the ECE business partnership.	X	X		X		X	X	X															
Occupational Education Revise and upgrade curriculum and program for Drafting Computer-Aided Design (CAD) Technology.	X	X		X		X	X	X	X		X	X						X				X	X

**Table 2. Hartnell College Vision Statements and Goals
Addressed by Educational and Facilities Master Plan**

Area Goal	College Vision Statement(s) Addressed ¹									College Goal(s) Addressed ²												
	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9	10	11	12	13
Occupational Education Enhance classroom facility, and procure new electronic equipment.	X	X		X		X	X	X		X			X	X				X			X	X
Occupational Education Develop an Associate of Science Degree and Certificate Program in Agriculture Production.	X	X		X	X	X	X	X										X	X		X	X
Occupational Education Promote the Agriculture Program with local Agricultural Business and feeder schools.	X	X		X	X	X	X	X										X	X		X	X
Occupational Education Procure equipment for the agriculture program.	X	X		X	X	X	X	X										X	X		X	X
Occupational Education Obtain accreditation and implement the Construction Academy.	X	X		X	X	X	X	X										X				X
Occupational Education Development of a certificate program in Building Inspection.	X	X		X	X	X	X	X										X				X
Workforce & Community Development Add fee-supported, prevocational training programs.	X				X	X	X	X	X			X						X				X
Workforce & Community Development Publish and distribute class schedules that emphasize business courses and services.	X	X			X	X	X		X	X	X							X				X

**Table 2. Hartnell College Vision Statements and Goals
Addressed by Educational and Facilities Master Plan**

Area Goal	College Vision Statement(s) Addressed ¹									College Goal(s) Addressed ²													
	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9	10	11	12	13	
Workforce & Community Development Present courses through alternative delivery systems, including Internet, teleconference, and home study.	X	X		X	X	X	X		X	X	X		X	X	X	X	X						
Workforce & Community Development Make Emeritus College self-supporting through growth and grant funding.	X	X	X		X		X	X	X		X	X						X					X
Student Services/Counseling Support outreach and recruitment.	X	X							X									X					X
Counseling Implement retention activities.	X	X			X	X	X		X									X				X	X
Student Services/Counseling Improve ratio of counselors to students.	X	X	X		X	X	X	X	X									X				X	X
Student Services Increase management support for Student Services.				X	X	X	X		X		X		X	X				X				X	X
Student Services/Counseling Develop and utilize high technology in service delivery.	X	X		X	X	X	X	X	X		X							X				X	X
Student Services Maintain or enhance professional or personal growth for faculty, managers and staff.			X	X	X	X	X											X				X	

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Addressed by Educational and Facilities Master Plan**

Area Goal	College Vision Statement(s) Addressed ¹									College Goal(s) Addressed ²												
	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9	10	11	12	13
Student Services Expand the College's job training, internship and placement services.	X			X	X	X	X	X	X			X	X	X				X			X	X
Student Outreach and Recruitment Promote the Hartnell's programs and services for outreach and recruitment.	X	X							X									X				X
Student Activities Develop student activities that will increase campus life, awareness of programs, promote involvement in student government and campus governance.	X				X	X			X									X				X
Veterans Programs Develop and implement certification procedures that are in compliance with Veterans Affairs.	X				X	X			X									X				
Financial Aid Support outreach and recruitment.	X			X				X	X						X			X				X
Extended Opportunity Program & Services (EOP&S) Promote outreach and recruitment.	X				X				X									X				X
Extended Opportunity Program & Services (EOP&S)/ Support graduation and transfer functions.	X				X			X	X									X				
Weekend College/Transfer Services/Counseling Support graduation and transfer functions.	X				X			X	X									X				

**Table 2. Hartnell College Vision Statements and Goals
Addressed by Educational and Facilities Master Plan**

Area Goal	College Vision Statement(s) Addressed ¹									College Goal(s) Addressed ²												
	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9	10	11	12	13
Library, Distance Learning, Multimedia, Learning Centers, and Audio Visual/Network Services Develop quality collections of print and non-print materials.	X			X	X	X	X			X						X						X
Library, Distance Learning, Multimedia, Learning Centers, and Audio Visual/Network Services Implement Authority Control System.	X			X	X	X	X			X						X						X
Library, Distance Learning, Multimedia, Learning Centers, and Audio Visual/Network Services Upgrade Computer Classrooms C211, C217, C219.	X			X	X	X	X			X						X						X
Library, Distance Learning, Multimedia, Learning Centers, and Audio Visual/Network Services Provide faculty and staff technology training.	X			X	X	X	X			X						X						X
Library, Distance Learning, Multimedia, Learning Centers, and Audio Visual/Network Services Continue the work of the Library Resource Center design team.	X	X		X	X	X	X			X						X					X	X
Library, Distance Learning, Multimedia, Learning Centers, and Audio Visual/Network Services Provide on-line access.	X	X		X	X	X	X			X						X					X	X
Library, Distance Learning, Multimedia, Learning Centers, and Audio Visual/Network Services Promote collection.	X	X		X	X	X	X			X						X					X	X

**Table 2. Hartnell College Vision Statements and Goals
Addressed by Educational and Facilities Master Plan**

Area Goal	College Vision Statement(s) Addressed ¹									College Goal(s) Addressed ²												
	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9	10	11	12	13
Institutional Advancement/Foundation Support fund raising for the South County Center in King City.	X			X		X	X	X	X					X			X	X				X
Institutional Advancement/Foundation Design an effective College marketing and public information program.							X	X		X												
Institutional Advancement/Foundation Increase grant proposals.				X		X	X	X					X									
Institutional Research & Planning Integrate institutional planning, institutional research, and budgeting.	X					X						X						X				
Institutional Research & Planning Train Institutional Research and Planning staff to use current computer hardware and software in research methodology and in accessing data.			X	X		X															X	
Institutional Research & Planning Develop an Institutional Research and Planning procedures manual.						X																
Institutional Research & Planning Facilitate development and implementation of an institutional effectiveness plan through shared governance.	X	X	X	X		X	X	X	X									X			X	X
Business Services Implement processes such as the on-line materials ordering and purchasing system to reduce paperwork and increase efficiency.				X	X																X	

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Addressed by Educational and Facilities Master Plan**

Area Goal	College Vision Statement(s) Addressed ¹									College Goal(s) Addressed ²													
	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9	10	11	12	13	
Business Services Expand the functions and staffing of the business office to improve services.				X	X																		
Business Services Eliminate manual warrant and check processing by providing electronic transfers of funds to employees and students' bank accounts.				X																		X	
Reprographics Ensure customer service and satisfaction.			X			X															X	X	
Reprographics Improve procedures to increase quality and efficiency. Continue to upgrade software.				X																	X	X	
Human Resources and Staff Development Create and maintain a visible personnel system that best serves the employees. Streamline personnel action procedures. Disseminate information that affects personnel processes and employee benefits.				X		X															X		
Human Resources and Staff Development Diversify the faculty and staff through continual outreach. Provide leadership support to the hiring process. Streamline personnel action procedures.			X																			X	

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Addressed by Educational and Facilities Master Plan**

Area Goal	College Vision Statement(s) Addressed ¹									College Goal(s) Addressed ²												
	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9	10	11	12	13
Technology Master Plan Develop microwave LAN to King City and Natividad.	X			X	X	X	X	X						X			X	X				X
Technology Master Plan Increase from one to two the number of Instructional Technologists.	X			X	X	X	X											X				X
Technology Master Plan Support King City project.	X	X		X	X	X	X							X			X				X	X
Technology Master Plan Continue to support Academic Systems.				X	X	X																X
Technology Master Plan Upgrade Operating System used in Computer Classrooms C209, C211, C213, C215, C217, C219.	X			X	X	X	X															X
Technology Master Plan Provide technology training.				X	X	X	X															X
Technology Master Plan Develop a Technology Master Plan.	X			X	X	X	X			X												X
Technology Master Plan Develop video network – cable delivered video and audio.				X	X	X	X															X

**Table 2. Hartnell College Vision Statements and Goals
Addressed by Educational and Facilities Master Plan**

Area Goal	College Vision Statement(s) Addressed ¹									College Goal(s) Addressed ²													
	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9	10	11	12	13	
Learning Skills Center Hire a half-time Instructional Technologist for the LSC.				X		X																X	X
Learning Skills Center Acquire and install faculty computer systems with authorware software and multimedia peripherals (scanner, recordable CD drives) for LSC basic skills curriculum development.				X	X													X				X	
Learning Skills Center Develop and produce original CAI/multimedia curriculum and instructional software programs for basic skills instruction.	X			X	X													X				X	
Learning Skills Center Expand after-school high school enrichment programs to include employability and workforce skills improvement and SCANS participants.					X	X		X										X				X	
Learning Skills Center Establish access to LSC instructional software from all off-campus sites (Soledad and King City).	X			X	X	X		X		X						X		X					
Learning Skills Center Establish LSC programs at Hartnell Off-Campus sites in Soledad and King City.	X	X		X	X		X	X		X						X		X					
Learning Skills Center Install direct Internet and Hartnell library online resources access to Math lab computers via Title V.	X			X						X						X							

**Table 2. Hartnell College Vision Statements and Goals
Addressed by Educational and Facilities Master Plan**

Area Goal	College Vision Statement(s) Addressed ¹									College Goal(s) Addressed ²												
	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9	10	11	12	13
Learning Skills Center Identify, acquire and install a comprehensive Math program for the math lab to consolidate the CAI curriculum offered to many students.	X			X	X													X				X
Learning Skills Center Upgrade individual software licenses to site licenses as necessary to comply with curriculum changes.	X			X	X	X	X	X			X							X				
Learning Skills Center Establish open, general student use lab hours for composing papers, studying independently, or researching online when active instruction is not underway on Monday evenings and weekend afternoons.				X	X													X				X
Learning Skills Center Upgrade the status of the 30 hour Instructional Specialist in reading to full-time.			X			X												X				X
Learning Skills Center Hire a half-time Computer/Network Technician.				X		X															X	X
Learning Skills Center Install an air conditioning ventilation system to provide an optimal learning environment for the students, and create optimal operating conditions for LSC computers.	X	X	X			X					X					X		X				
Learning Skills Center Hire a full-time Writing instructor for the Reading & Writing Lab.	X		X								X							X				

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Addressed by Educational and Facilities Master Plan**

Area Goal	College Vision Statement(s) Addressed ¹									College Goal(s) Addressed ²													
	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9	10	11	12	13	
	Learning Skills Center Hire two half-time clerical assistants to support students and instructional staff in the Math and Reading & Writing Labs.	X		X															X				
Learning Skills Center Upgrade Clerical Assistant part-time position to a full-time Division Administrative Assistant.			X	X		X												X					X
Total	92	63	20	90	73	98	67	50	47	31	21	14	12	21	5	14	8	91	7	0	77	71	

¹ **Hartnell College Vision Statements**

- Hartnell College shall provide its diverse communities and student population with equal opportunities for educational access and success.
- Hartnell College shall implement programs and services that recognize its culturally diverse community, and provide fair and ethical treatment of its entire population.
- Hartnell College shall actively recruit, support and retain the best personnel.
- Hartnell College shall seek and dedicate resources to be a technologically advanced institution.
- Hartnell College shall support a learning environment that rewards creativity, innovation, and risk-taking.
- Hartnell College shall anticipate and respond to change.
- Hartnell College shall be a valuable resource and a facilitator of change for its communities.
- Hartnell College shall enhance its local and global community partnerships and outreach activities.
- Hartnell College shall excel in the recruitment, retention, and placement of students.

² **Hartnell College Goals**

- Promote the development of the District Educational Master Plan to meet state requirements and address the needs of Hartnell Community College.
- Promote the development of instructional and student services programs that enhance student learning, improve faculty competency, and increase FTES while maintaining quality.
- Design an effective College marketing and public information program.
- Continue to insure fiscal stability in the District.
- Encourage and support grant development activities across the campus.
- Create a division in the College called Economic Development and Community Services.
- Develop Hartnell College's technology infrastructure.
- Facilitate the effectiveness of the Board of Trustees in meeting its legal responsibilities.
- Enhance the College's effectiveness in meeting its mission and goals.
- Continue to enhance and improve the College's Agricultural Program.
- Design and recommend strategies to develop a district bond campaign.
- Continue to develop strategies and expand activities to enhance campus technology related to academic, administrative and student use.
- Expand and improve campus activities related to campus diversity, campus climate; specifically, as it relates to curriculum and staff development.