

Education Division
Department Action Plan 2007-2008
October 1, 2007

Initiative 1 Excellence in Education

Yavapai College is dedicated to excellence in teaching and learning. As the number one priority of the institution, comprehensive instruction and student support planning ensures an environment for successful student learning and the documentation of student learning in transfer/general education, career/technical, basic skills/developmental education, and lifelong learning programs.

Strategic Priority: Develop a culture of customer service to support student recruitment and retention and effective internal operations.

- Department Action:
1. Maintain accurate ECE and EDU student AOS (Area of Studies) codes to create listings of active students' email and surface mail addresses and phone numbers for the purpose of communicating program information via newsletters, group mailings and the like. (Barbara)
 2. In partnership with the Advising Center, promote the new "Transfer Day" in education courses by offering an additional Transfer Day focusing on current and prospective Education students only during the second half of Spring semester. (Gennie)
 3. Monitor and adjust enrollment management plan to enhance student success by preparing course sequences, delivery modes and cycles. (Barbara)
 4. Travel to the Verde campus regularly to meet with ECE students in order to increase student/instructor contact, improving student attendance while increasing retention and recruitment for future semesters. (Leanne)
 5. Explore the potential of creating an Education Steering/Advisory Committee to inform and provide input regarding department initiatives. (Barbara)

Strategic Priority: Encourage and support scholarly inquiry. Implement initiatives emanating from Centers for Excellence and Learning.

- Department Action:
1. Review programs to evaluate effectiveness, research new areas of program development and phase out programs that are no longer viable. (Barbara)

2. Research staff development needs in K-12 school districts throughout the county and in the Phoenix area to determine potential course offerings for school personnel. (Barbara)
3. Assist in articulation initiative with NAU by participating in meetings, contributing ideas and seeking input from faculty, especially in relation to teacher preparation programs. (Barbara)
4. In the course “Introduction to Education” (EDU 200) proceed “deeper, not wider” by providing opportunities for students to assess the effectiveness of their teaching activities designed to meet specific learning outcomes in peer teaching lessons. (Gennie)
5. Teach the integrated language arts course for NAU, bridging Yavapai College students to the NAU teacher education program and continue to participate in articulation efforts that support students at YC completing a bachelor’s degree from NAU. (Leanne)
6. Expand knowledge of current best practices and research related to teaching early childhood education by participating in the NAEYC Professional Development Institute. (Leanne)
7. Share personal teaching resources with the library. (Anne)
8. Participate on the national board of the National Coalition for Campus Children’s Centers (NCCCC) and serve on the steering committee and the community assessment team of Yavapai Communities for Young Children. (Anne)
9. Strengthen skills and abilities in the area of early childhood programs and teacher preparation by participation in community, county and state groups, by presenting at the Verde Valley Early Childhood Conference in Spring 2008, and by attending the National Coalition for Campus Children’s Centers Conference in Spring 2008. (Vickey)

Strategic Priority: Strengthen and develop intervention programs and services to increase student retention to assist students in completing a degree or achieving their individual academic and/or social goals.

Department action: 1. Increase faculty and staff opportunities to interact with ECE and EDU students in order to foster a stronger connection with the Division by investigating means and methods of implementing a

Division student advising process for ECE and EDU students.
(Barbara)

2. Improve instruction by utilizing data, providing instructional resources, continuing to research best practices and consulting with colleagues. (Barbara)

3. Schedule Future Teachers Club meetings in advance of Spring and Fall registration dates, invite member(s) of the Advising Center to attend, and provide handouts/flyers highlighting Education course offerings for current and prospective majors.
(Gennie)

4. Serve as advisor of the Future Teachers Club, sponsoring and participating in county wide programs to encourage literacy and school readiness. (Leanne)

5. Implement an Academic Service Learning strand in the ECE 216 class which increases student/community interaction.
(Leanne)

Strategic Priority: Provide leadership for the Dual Enrollment program.

Department action: 1. Oversee functioning of key program processes: clarify procedures for instructor hiring, billing, payroll, and facilitating the process for adding additional courses. (Barbara)

2. Serve as the primary liaison with all county K-12 school districts, fostering collegial interactions between school district and college personnel by regularly communicating with school district administrators and teachers and Yavapai colleagues. (Barbara)

3. Direct efforts of the Dual Enrollment Advisory Committee.
(Barbara)

Strategic Priority: Implement outcomes assessment plan for division.

Department action: 1. Review program outcomes and revise as needed in accordance with established standards of professional associations. (Barbara)

2. Develop assessment rubrics for assignments that are aligned with best practices in areas such as differentiated instruction.
(Leanne)

Strategic Priority: Monitor and adjust functioning of the Family Enrichment Center throughout its first year in operation.

- Department action:
1. Manage all procedures and practices to ensure a high quality educational program and a safe, healthy environment for children, including oversight of budget, maintenance, scheduling, curriculum and compliance with regulatory agencies. (Vickey)
 2. Lead instructional program in the areas of staff supervision, Center accessibility and availability to students, parental education and input, and outreach to faculty and other members of the campus community to provide information. (Vickey)
 3. Promote awareness of the FEC and maximize enrollment by marketing and advertising efforts targeting various constituencies (campus, community, county, state) and by continuing participation in the Yavapai Communities for Young Children collaborative. (Vickey)