

Instructional Services Division Year-End Report on Accomplishments 2016-2017

The 2016-2017 Instructional Services Division goals are mapped to the college strategic goals and noted in the table below for reference. Of particular note is the list of Instructional Services Division Highlights which serves as a summary of important accomplishments. Following are specific accomplishments related to these four Instructional Services Division goals. Finally, the accomplishments by Schools are listed.

2016-2017 Instructional Services Division Goals Mapped to College Strategic Goals

Goal 1	Develop programs and increase the number of degree and certificate completions and transfers across all schools. This applies also to Associate Degree Transfers (ADTs) and alignment with the SSSP work.	Miramar Strategic Goal 1, 2
Goal 2	Review enrollment patterns, assess student needs, and make schedule adjustments to better meet the needs of students.	Miramar Strategic Goal 1, 2
Goal 3	Guide FTES growth and FTEF budgets allocations to meet the institutional growth goals of more than 10,000 FTES by 2020 to build comprehensive college.	Miramar Strategic Goal 1, 2
Goal 4	Expand the number and quality of current partnerships with educational institutions, business, and industry in relationship to program growth.	Miramar Strategic Goal 4

Degree Comparison (duplicated)	2015-16	2016-17		
	AA/AS Degrees	AA/AS Degrees	Difference	% Change
Miramar College	758	871	113	15%

Certificate of Achievement Comparison (duplicated)	2015-16	2016-17		
<i>Note: Only State approved certificates are included</i>	Certificate	Certificate	Difference	% Change
Miramar College	492	469	-23	-5%

2016-2017 Instructional Services Division Highlights

1. Significant 15% increase in conferred degrees as compared to 2015-2016 through implementation of enhanced enrollment management strategies. (Goal 1)
2. Demonstrated 6.4% FTES growth as compared to 2015-2016; 9,322 FTES earned in 2016-2017, up from 8,770 FTES in 2015-2016. (Goal 3)
3. Greatly expanded distance education course offerings by 34% from 2015-2016 to 2016-2017 to meet needs of diverse student population. (Goal 2)
4. Instructional discretionary budgets increased 35.9% from 2015-2016 to 2016-2017, \$347,736 to \$472,782, respectively, a direct reflection of FTES growth. (Goal 3)
5. Hired 5 new teaching faculty members in History, Exercise Science, Nutrition, Math and Chemistry; and

through SWP, hired three new instructional laboratory support technicians in EMGM, AVIM, and AUTO. (Goal 1)

6. Hired new replacements for Sector Navigator and Deputy Sector Navigator in Biotechnology/Life Science, and Deputy Sector Navigator in Advanced Transportation & Renewable Energy; hired new director to manage Strong Workforce Program grant and associated activities. (Goals 1, 4)
7. Created new courses and certificates in Accounting, Aviation Operations, Aviation Maintenance, Business Management, and Fire Protection Technology; and developed first accelerated course in English for Fall 2017 offering. (Goal 1)
8. Developed and posted to college website two-year course sequences for all college programs. (Goal 2)
9. Expanded partnerships with local high schools to offer 44 college-level class sections on the high school campuses. (Goals 3, 4)
10. Received \$200,000 Institutional Effectiveness partnership Initiative grant to focus on development and implementation of enrollment management strategies to address student completion and success. (Goals 1, 2)
11. Awarded 3-Year Basic Skills and Student Outcomes Transformation Program Grant (BSSOT) in amount of \$1,386,876 to address English and Math acceleration and pathways to success. (Goal 1)
12. Awarded \$780,000 in Strong Workforce Program (SWP) funds to increase enrollment and improve program performance in areas of completion, transfer, work-based learning and employment. (Goals 1, 3)
13. Renewed the Deputy Sector Navigator (\$200,000) and Statewide Sector (\$372,500) grants each for the ATRE and Life Science/Biotechnology programs. (Goal 4)

2016-2017 Accomplishments Linked to Instructional Services Division Goals

Goal 1: Develop programs and increase the number of degree and certificate completions and transfers across all schools. This applies also to Associate Degree Transfers (ADTs) and alignment with the SSSP work.

1. Significant 15% increase in conferred degrees as compared to 2015-2016 through implementation of enhanced enrollment management strategies. (BTCWI, MBEPS, PS, LA)
2. Hired 5 new teaching faculty members in History, Exercise Science, Nutrition, Math and Chemistry; and through SWP, hired new director to manage Strong Workforce Program grant and associated activities, and three new instructional laboratory support technicians in EMGM, AVIM, and AUTO. (BTCWI, MBEPS, PS, LA)
3. Developed and implemented Local 3 year Strong Workforce (SW) Plan across CTE Programs. \$780,000 in SW funds was awarded to 11 CTE programs across Schools to increase enrollment and improve program performance in areas of completion, transfer, work-based learning and employment. (BTCWI, MBEPS, PS)
4. Completed Data Unlocked Project for the alignment of all CTE course top codes with SOC, CIP and SAM codes, with the intent to improve SW enrollment outcomes. (BTCWI, PS, MBEPS, LA)
5. Created new courses and certificates in Accounting, Aviation Operations, Aviation Maintenance, and Business Management. (BTCWI)
6. Completed Proposal for the new "Entry Level Firefighter" Certificate of Achievement including offering the FIPT 381G Skills Review and Certification Course. (PS)
7. Business Program is seeking national accreditation with the Accreditation Council for Business Schools and Programs (ACBSP). (BTCWI)
8. Completed the development the School's first accelerated course, English 29, and which will be offered in Fall 2017. This will be the beginning of our accelerated program in English at Miramar College. (LA)
9. Expanded the number and variety of course offerings and performances in the music department in anticipation of creating a Performing Arts Center. Performance-based classes such as guitar and piano have now become a focus for the department. (LA)
10. Purchased a concert piano and presented several student music recitals in Spring 2016 and Fall 2017. (LA)
11. Enhanced successful completion of math requirements for student by improving math activities, developing more math recreational workshops, implementing tutor workshops, and expanding math jam offering through the Community Colleges Basic Skills and Student Outcomes Transformation Program

- Grant (BSSOT), awarded to the college for three years. (MBEPS)
12. Continued success of the Women's Soccer team going into PCC North Championship, renewed success in Men's Basketball going into California Community College state playoff and new-found success in the Men's Volleyball by securing Co-Championship in the Pacific Coast Athletic Conference. Students-athletes are able to matriculate to four-year institutions. (MBEPS)
 13. Developed a new ADJU club (Law and Justice Society), with an inaugural student membership enrollment of 135 students. (PS)
 14. An entire cohort of Health Sciences High School students (8) who completed the course successfully completed the program in EMGM. (PS)
 15. Miramar EMT student pass rate for NREMT Cognitive Exam for the first two quarters of 2017: 94% (PS)

Goal 2: Review enrollment patterns, assess student needs, and make schedule adjustments to better meet the needs of students.

1. Developed and posted to college website two-year course sequences for all college programs. (BTCWI, MBEPS, PS, LA)
2. Greatly expanded course distance education offerings so that working students can get the majority of their general education courses covered online. (BTCWI, LA, MBEPS, PS)
3. Completion of online certification by 51 new online instructors which allowed for additional online offerings 2016-2017. (BTCWI, LA, MBEPS, PS)
4. Largest English faculty participation in BSI and BSSOT grant projects ever which greatly benefits our basic skills students. (LA)
5. Restructured the A-223 classroom to facilitate redesign of curriculum delivery to produce an enhanced interactive learning environment for ADJU students. (PS)
6. Closed the gap to ensure that courses are offered at all time periods (day and evening), and in both face-to-face and online formats. (LA, MBEPS, BTCWI, PS)

Goal 3: Guide FTES growth and FTEF budget allocations to meet the institutional growth goals of more than 10,000 FTES by the year 2020.

1. Demonstrated 6.4% FTES growth as compared to 2015-2016; 9,322 FTES earned in 2016-2017, up from 8,770 FTES in 2015-2016. (BTCWI, MBEPS, PS, LA)
2. Expanded partnerships with local high schools to offer 44 college-level class sections on the high school campuses. (BTCWI, LA, MBEPS, PS)
3. Successfully offered the largest number of sections during the academic year in the history of the School of Liberal Arts. (LA)
4. Increased the FTEF from 160 FTEF (2015-2016) to 207.28 FTEF (2016-2017); expanded course offerings 39.7% (84.8 FTEF to 117.9 FTEF) in Biology, Chemistry and Physical Sciences by continuing to grow into the S6 Science building. (MBEPS)
5. Significant funding was restored to the MBEPS discretionary budget, increasing the budget 15.7% (with the addition of 31,416\$ midyear adjustment) as compared to 2016-2017. (MBEPS)
6. Developed CTE Marketing Plan to promote CTE programs across the college. Over \$50,000 in grant funds were used to market CTE programs; and applied for and received additional \$50,000 SW regional funding for marketing purposes. (BTCWI)

Goal 4: Expand the number and quality of current partnerships with educational institutions, business, and industry in relationship to program growth.

1. Developed CTE Employment Readiness and Job Placement Services plan to expand and improve Career Services across the college; Applied for \$200,000 Strong Workforce Program (SWP) regional funding to implement the restructuring project. (BTCWI)
2. The Aviation Maintenance Program received official designation as a training program for Delta Airlines. In year one, 3 graduates completed one-year internship and were hired into permanent full-time positions as Aviation Maintenance technicians with Hawaiian Airlines and Alaska Airlines. (BTCWI)
3. The Auto Technology program implemented new agreement with Chrysler-FIAT's CAP program in

partnership with NC3. More than 100 students have participated in the CAP Chrysler certification program. (BTCWI)

4. BTCWI School Hosted SKILLS USA Statewide Competition for Automotive and Diesel Technology; and hosted Bridging the Gap Conference for Paralegal professionals and students. (BTCWI)
5. Utilized Industry Advisory Board members to serve as job developers for students seeking internships in Business, Accounting, Paralegal, Diesel, Automotive, Aviation and Child Development programs. (BTCWI)
6. Paralegal Program partnered with Paralegal Recruitment agency to offer a job readiness seminar and placement assistance for paralegal graduates. (BTCWI)
7. Noteworthy industry and partnership achievements across the BTCWI School include the following:
 - Diesel Program achieved the National Automotive Technicians Education Foundation (NATEF) certification in Diesel Technology program.
 - Diesel student won regional and state Skills USA competition and will be competing in national competition in June 2017. Hawthorne Inc. sponsored student's travel to the national competition.
 - The Diesel Technology program received \$10,000 from Hawthorne/Caterpillar for student scholarships
 - Received the Deputy Sector Navigator (\$200,000) and Statewide Sector (\$372,500) grants for the ATRE program.
8. Hired new replacements for Sector Navigator and Deputy Sector Navigator in Biotechnology/Life Science, and Deputy Sector Navigator in Advanced Transportation & Renewable Energy. (BTCWI, MBEPS)
9. Increased the communication, structure and focus of high school partnerships to ensure that all students are being given the opportunity to participate in the dual enrollment program; expanded the variety of courses offered. (LA, BTCWI, MBEPS)
10. Math department was awarded an "Innovations of the Year Award" from the League for Innovation in the Community College. (MBEPS)
11. Awarded the 2017 California Space Grant Consortium (CaSGC) sponsored by the National Aeronautics and Space Administration (NASA) Office of Education (OE); Publication of "Analyzing the Proper Motion of Two Double Star Systems from Astrometric Measurements" and "Astrometric Measurements and Proper Motion Analysis" to a peer reviewed journal based on student participation in the Double Star Research Project (MBEPS)
12. Renewed NACCLs Certification for the MLTT Program. (MBEPS)
13. Awarded a \$500 Native Plant Grant to fund informational signage for regionally important native plants around the Miramar College Campus and \$900 PDC grant to form the Science Seminar Series. (MBEPS)
14. Partnered with the University of San Diego and San Diego State University for the Integrated Teacher Preparation Program. (MBEPS)
15. Continued sponsorship of the "9-99 Science Festival" and the "National Chem Expo Event" on campus; Hosted the chemistry faculty regional meeting that served over 50 faculty members from local 2-year and 4-year institutions; Continual growth and expansion of in the ACS (American Chemical Society) Student Affiliate Program in which students participated in outreach, seminars, and presented a professional paper at the American Chemical Society National meeting in San Francisco. (MBEPS)
16. Successful implementation of the new SFT Firefighter Testing Requirements in both the SD City Fire Academy and the Heartland Regional Fire Academy. (PS)

Accomplishments by School 2016-2017

Business, Technical Careers & Workforce Initiatives (BTCWI)

1. Developed and implemented Local 3 year Strong Workforce Plan (SWP) across CTE Programs. \$780,000 in SWP funds was awarded to 11 CTE programs across Schools to increase enrollment and improve program performance in areas of completion, transfer, work-based learning and employment. (Goals 1, 3)
2. Used SWP funds to recruit and hire AVIM and AUTO Instructional Lab Techs. (Goal 1)
3. Established new management position for Strong Workforce Program (SWP) Director. (Goals 1, 4)

4. Developed CTE Employment Readiness and Job Placement Services plan to expand and improve Career Services across the college; Applied for \$200,000 SW regional funding to implement the restructuring project. (Goal 4)
5. Developed CTE Marketing Plan to promote CTE programs across the college; Over \$50,000 in grant funds were used to market CTE programs; and applied for and received additional \$50,000 SW regional funding for marketing purposes. (Goals 3, 4)
6. Completed Data Unlocked Project for the alignment of all CTE course top codes with SOC, CIP and SAM codes, with the intent to improve SWP enrollment outcomes. (Goal 1)
7. Developed new courses and programs across the BTCWI School (Goals 1, 3, 4)
 - Accounting: New Certificate of Achievement and Associate Degree- Enrolled Agent /Tax Preparer.
 - Aviation Operations: New Certificate of Performance in Unmanned Aerial System Program in progress.
 - Aviation Maintenance: New courses in Advanced Composites.
 - Business Management: New courses in Personal Financial.
8. Implemented two-year scheduling tracks across the CTE programs. (Goals 1, 2)
9. Business Program is seeking national accreditation with the Accreditation Council for Business Schools and Programs (ACBSP) (Goals 1, 4)
10. The Aviation Maintenance Program received official designation as a training program for Delta Airlines. In year one, 3 graduates completed one-year internship and were hired into permanent full-time positions as Aviation Maintenance technicians with Hawaiian Airlines and Alaska Airlines. (Goals 1, 4)
11. The Auto Technology program implemented new agreement with Chrysler-FIAT's CAP program in partnership with NC3. More than 100 students have participated in the CAP Chrysler certification program. (Goals 1, 4)
12. BTCWI School Hosted SKILLS USA Statewide Competition for Automotive and Diesel Technology; and hosted Bridging the Gap Conference for Paralegal professionals and students. (Goal 4)
13. Utilized Industry Advisory Board members to serve as job developers for students seeking internships in Business, Accounting, Paralegal, Diesel, Automotive, Aviation and Child Development programs. (Goal 4)
14. Paralegal Program partnered with Paralegal Recruitment agency to offer a job readiness seminar and placement assistance for paralegal graduates. (Goal 4)
15. Noteworthy industry and partnership achievements across the BTCWI School include the following:
 - Diesel Program achieved the National Automotive Technicians Education Foundation (NATEF) certification in Diesel Technology program. (Goal 4)
 - Diesel student won regional and state Skills USA competition and will be competing in national competition in June 2017. Hawthorne Inc. sponsored student's travel to the national competition. (Goal 4)
 - The Diesel Technology program received \$10,000 from Hawthorne/Caterpillar for student scholarships. (Goal 4)
 - Received the Deputy Sector Navigator (\$200,000) and Statewide Sector (\$372,500) grants for the ATRE program. (Goal 4)

Liberal Arts (LA)

1. Successfully offered the largest number of sections during the academic year in the history of the School of Liberal Arts. (Goal 3)
2. Completed the development the School's first accelerated course, English 29, and which will be offered in Fall 2017. This will be the beginning of our accelerated program in English at Miramar College. (Goal 1)
3. Expanded the number and variety of course offerings and performances in the music department in anticipation of creating a Performing Arts Center. Performance-based classes such as guitar and piano have now become a focus for the department. (Goals 1, 2)
4. Purchased a concert piano and presented several student music recitals in Spring 2016 and Fall 2017.
5. Expanded courses and number of sections offered at local high schools. (Goal 1)
6. Increased the communication, structure and focus of high school partnerships to ensure that all students are being given the opportunity to participate in the dual enrollment program. (Goal 4)
7. Greatly expanded course distance education offerings so that working students can get the majority of their general education courses covered online. (Goal 2)

8. Completion of online certification by 24 new online instructors which allowed for additional online offerings in Fall 2016, Spring and Summer 2017. (Goals 1, 2)
9. Largest English faculty participation in BSI and BSSOT grant projects ever which greatly benefits our basic skills students. (Goals 2, 3)

Math, Biological, Exercise & Physical Sciences (MBEPS)

1. Increased degrees and certificate awards across School disciplines. (Goal 1)
2. Increased the FTEF from 160 FTEF (2015-2016) to 207.28 FTEF (2016-2017). (Goal 1)
3. Hired one new Exercise Science, one new Nutrition, one new Math and one new Chemistry faculty members; hired new Sector Navigator and Deputy Sector Navigator in Biotechnology/Life Science. (Goal 1)
4. Expanded course offerings 39.7 % (84.8 FTEF to 117.9 FTEF) in Biology, Chemistry and Physical Sciences by continuing to grow into the S6 Science building. (Goals 2, 3)
5. Continued to develop and implement partnership with Mira Mesa High School, Scripps Ranch High School, University City High School and Serra High School to offer college-level math, health and nutrition classes on their campus. (Goal 4)
6. Significant funding was restored to the MBEPS discretionary budget, increasing the budget 15.7% (with the addition of 31,416\$ midyear adjustment) as compared to 2016-2017. (Goal 3)
7. Enhanced successful completion of math requirements for student by improving math activities, developing more math recreational workshops, implementing tutor workshops, and expanding math jam offering through the Community Colleges Basic Skills and Student Outcomes Transformation Program Grant (BSSOT), awarded to the college for three years. (Goal 1)
8. Math department was awarded an "Innovations of the Year Award" from the League for Innovation in the Community College. (Goal 4)
9. Continued success of the Women's Soccer team going into PCC North Championship, renewed success in Men's Basketball going into California Community College state playoff and new-found success in the Men's Volleyball by securing Co-Championship in the Pacific Coast Athletic Conference. Students-athletes are able to matriculate to four-year institutions. (Goal 1)
10. Awarded the 2017 California Space Grant Consortium (CaSGC) sponsored by the National Aeronautics and Space Administration (NASA) Office of Education (OE). (Goals 1, 2, 4)
11. Publication of "Analyzing the Proper Motion of Two Double Star Systems from Astrometric Measurements" and "Astrometric Measurements and Proper Motion Analysis" to a peer reviewed journal based on student participation in the Double Star Research Project (Goals 2, 4)
12. Renewed NACCLs Certification for the MLTT Program. (Goal 4)
13. Awarded a \$500 Native Plant Grant to fund informational signage for regionally important native plants around the Miramar College Campus, and \$900 PDC grant to form the Science Seminar Series. (Goals 2, 4)
14. Partnered with the University of San Diego and San Diego State University for the Integrated Teacher Preparation Program. (Goals 1, 2, 4)
15. Continued sponsorship of the "9-99 Science Festival" and the "National Chem Expo Event" on campus. (Goal 4)
16. Hosted the chemistry faculty regional meeting that served over 50 faculty members from local 2-year and 4-year institutions. (Goals 2, 3, 4)
17. Continual growth and expansion of in the ACS (American Chemical Society) Student Affiliate Program in which students participated in outreach, seminars and presented a professional paper at the American Chemical Society National meeting in San Francisco. (Goal 4)
18. Received renewals for the Deputy Sector Navigator (\$200,000) and Statewide Sector (\$372,500) grants for the Life Sciences & Biotechnology program. (Goal 4)

Public Safety (PS)

1. Restructured the A-223 classroom to facilitate redesign of curriculum delivery to produce an enhanced interactive learning environment for ADJU students. (Goal 2)
2. Developed a new ADJU club (Law and Justice Society), with an inaugural student membership enrollment of 135 students. (Goal 1)

3. The entire cohort of Health Sciences High School students (8) who completed the course successfully completed the program in EMGM. (Goal 1)
4. Miramar EMT student pass rate for NREMT Cognitive Exam for the first two quarters of 2017: 94% (Goal 1)
5. Hired one of two EMGM ILT positions who began work in June. (Goal 1)
6. Successful implementation of the new SFT Firefighter Testing Requirements in both the SD City Fire Academy and the Heartland Regional Fire Academy. (Goals 3, 4)
7. Completed Proposal for the new "Entry Level Firefighter" Certificate of Achievement including offering the FIPT 381G Skills Review and Certification Course. (Goals 1, 3, 4)