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I. Administrative Unit Area Mission

<p>1. State the name for the administrative unit area and provide a brief description of core activities and scope of service.</p>	<p>Middlefield Campus & Community Programs Serve 4,000 students each quarter with academic and student services, manage facilities and provide extracurricular activities. Manage workforce grants, supervise Noncredit Division, coordinate FC classes at high schools.</p>
<p>2. State the area's mission. If you don't have one, create one.</p>	<p>Middlefield Campus is committed to student access and success, and in aligning itself with the College mission, strives to provide outstanding service to all students and support to faculty teaching on-site with a holistic approach in an effort to create a seamless experience and promote positive student outcomes.</p>
<p>3. Explain how the area mission is aligned with the college mission.</p>	<p>As a satellite campus, Middlefield Campus supports the mission and goals of the college.</p>

II. Administrative Unit Area Description & Data

1. Indicate all locations served by this administrative unit area.	Locations offered: <input type="checkbox"/> FH Main Campus <input checked="" type="checkbox"/> Middlefield <input type="checkbox"/> Off campus		
2. List current positions and descriptions for all personnel in your area on the chart below (include position titles only, not individual names).			
Faculty Positions	Full-time Headcount	Part-time Headcount	Brief Description of duties
NC Parenting Education		1	NC Parenting Ed Instructor
NC Workforce Development		3	Job Readiness Instructors
NC ESL Bridge to College		1	Bridge to College Instructor
Management Positions	Full-time Headcount	Part-time Headcount	Brief Description of duties
Associate Vice President	1		Middlefield Campus & Community Programs: MC, Noncredit Division, High School Classes, Emergency Preparedness, Professional Development, SB 70 grants, Foundation grants.
Classified Positions	Full-time Headcount	Part-time Headcount	Brief Description of duties
MC Supervisor	1		Responsible for day to day operations of the MC including liaisioning with entities within the college and well as in the community, enrollment management and class scheduling, supervision of student services and budget and support for faculty and students.

Program Coordinator	1		Coordinates programs for the Biology & Health Division, specifically Pharmacy Technician, Paramedic and Emergency Medical Technician. Coordinates programs for Veterans and assists students in the programs and supports faculty.
A & R Coordinator	1		Responsible for the running of the registration area of the campus. Assists students and general public. Processes and maintains student records. Collects student fees. Ensures that state and college policies and procedures are adhered to.
Admin Assistant I	1		Assists students in the student services area, monitors the computer lab, maintains and places A/V and computer equipment in classrooms.
Admin Assistant I	1		Provides office support for faculty and staff interacts with staff, faculty, students and the general public, ensuring excellent customer service. Manages budgets, coordinates professional development, maintains room scheduling book and key control. (Office Manager/Exec Asst to AVP)
Instructional Computer Tech	1		Maintains 4 campus computer labs.
Project Director	1		Manages three SB 70 SVCC Grants work Career and Workforce

			Development, supervises MC Career and College Connections with 6 student assistants.
Student Worker Positions	Hours per Week	Months per Year	Brief Description of duties
Student Assistant 4-8	3-20	10-12	MCCCC support staff, student leaders, student services assistance and student retention.

<p>3. Internal trends: Describe any trends which impact the provision of services to the college. Are there changes in demand or organization? Have services been expanded, reduced, added or removed? What are the implications for your administrative unit area? Where available, provide related data.</p>	<p>Enrollment has grown from 2,800 students to 4,000+ in 2009. MC Career & College Connections office opened in 2009 to support students. Services have been expanded to include a Spanish hotline. Management of two Silicon Valley Community Collaboration grants have been added for career development programs. We now have the Noncredit Division and Foothill classes provided at high schools.</p> <p>Child Development class offerings and enrollments have greatly increased. This increase has altered classroom usage, with one classroom being dedicated to the program, and an additional classroom being needed three times a week. The program also offers Saturday classes, periodic seminars, and an annual conference, all which involve the staff of the Campus.</p> <p>The dean's position has been changed to Associate Vice President and many additional duties have been added that require more time at the main campus.</p>
<p>4. Scheduling of services: Describe any patterns in usage (times of day, times of year, weekend usage) that impact your area. Have there been changes in usage? What are the implications for your administrative unit area?</p>	<p>The Center is most highly utilized for late afternoon and evening programs. In the past two years we have added many more general education classes. During the day, the majority of our classrooms are in use, serving our programs and being leased by our partner, Palo Alto Adult School, mostly for ESL</p>

	classes.	
5. Optional: Provide any additional data relevant to your program. (Indicate the source of the data).		
6. Optional: Are you seeing trends that are not reflected in the items cited above, such as external trends in education or the environment, which are likely to impact your area or its services? If yes, please explain.	<p>As with the main campus, Middlefield Campus is experiencing the results of the poor economy, increased enrollments coupled with decreased revenue.</p> <p>A major issue is the possible physical relocation or rebuilding of the campus. There has sometimes been a reluctance to invest funds in a physical location that may not be occupied in the near future by Foothill College. Additionally, Measure C funds cannot be used to upgrade a rented facility, thereby limiting what can be done. The uncertainty of not knowing where the campus will be in a few years does create a certain amount of angst among faculty, students, staff and the community.</p>	

Summary of Planning Goals & Action Plans				
7. Identify 1-3 operational goals for the next 3 years and link them to one or more college strategic initiatives or to your operations.				
Admin. Unit Operational Goals	College Strategic Initiatives			
Identify 1-3 operational goals	Building a Community of Scholars	Putting Access into Action	Promoting a Collaborative Decision-making Environment	Operations Planning
Encourage all staff to work together to direct the course of the campus.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work closely with faculty and staff to identify areas where the campus can realistically improve.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Improve student services and student life on the Middlefield Campus.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. What is your plan for accomplishing your goals?				
Admin. Unit Operational Goals	Activities	Measures	Timeframe	
Encourage all staff to work together to direct the course of the campus.	Monthly staff meetings with updates of critical information. Open communication with the District Facilities Team.	Letter of Interest from District Negotiations for property Determination of building new facility at 4000 Middlefield	2010-2012	
Work closely with faculty and staff to identify areas where the campus and programs can realistically improve.	Direct contact with faculty to obtain ideas in an informal manner. Survey to address long range equipment needs	Survey faculty and staff.	2010-12	
Improve student services and student life on the Middlefield Campus.	Increase outreach activities including fairs and heritage month activities.	Survey students.	2010-12	
9. Are additional resources needed to accomplish your operational goals? If yes, identify the resource, as well as the purpose and rationale for each resource.				
Identified Resource	Purpose	If requesting funding, provide a rationale of how each request supports one or more college strategic initiative and/or supports student learning & success.		
Measure C \$40M for new campus center	Purchase land and build new center	This supports all initiatives as it provides a satellite campus in Palo Alto serving populations in East Palo Alto and Mountain View who have difficulty reaching		

		the main campus.	
College, Workforce Grants, Parenting Education Grants, Community Partners	Add more noncredit classes for career development and job readiness; add a parenting educator certificate program for teachers, provide more opportunities and support for student success.	Providing free classes with no residency requirement provides an opportunity to students through noncredit classes to start on the college track or prepare for a job. This is putting access into action and building a community of scholars.	
ASFC	Develop more activities and events and create a centralized gathering area for activities for students.	This promotes building a community of scholars as it provides a collaborative-community environment for students. As well, it puts access into action, through the creation of a welcoming of students of all backgrounds through informal activities.	

III. Administrative Unit Area Evaluation

Administrative Unit Area Evaluation Overview

*Please note: "Evaluation" refers to a review of the activities and outcomes related to the area mission and area goals.
"Evaluation" does not refer to an evaluation of any personnel.*

1. "Internal" Evaluation: Is there currently an internal evaluation of your area from the faculty, staff, and administrators who work in the area? If yes, describe any trends with respect to internal perceptions of area effectiveness. Are there changes over time? What are the implications for your department/program?	2009 survey of all faculty and staff about what should be a part of a new Middlefield Campus
2. "External" Evaluation: Is there currently an external evaluation of your area from faculty, staff, and administrators who work outside the area? If yes, describe any trends with respect to external perceptions of area effectiveness. Are there changes over time? What are the implications for your department/program?	No
3. Optional: Provide any additional data relevant to service satisfaction or perceived effectiveness of your area. (Indicate the source of the data).	
4. Optional: Are you seeing trends in service satisfaction or perceived effectiveness that are not reflected in the data cited above? If yes, please explain.	There is a high level of satisfaction among faculty teaching at MC due to the superior staff support, physical accessibility and sense of community with colleagues.

Summary of Planning Goals & Action Plans			
5. Identify any goals for the next 3 years related to service evaluation and provide action plans for accomplishing your goals.			
Admin. Unit Operational Goals	Activities	Measures	Timeframe
Encourage all staff to work together to direct the course of the campus.	Monthly staff meetings with updates of critical information. Open communication with the District Facilities Team.	Letter of Interest from District Negotiations for property Determination of building new facility at 4000 Middlefield	2010-2012
Work closely with faculty and staff to identify areas where the campus and programs can realistically improve.	Direct contact with faculty to obtain ideas in an informal manner. Survey to address long range equipment needs	Survey faculty and staff.	2010-12
Improve student services and student life on the Middlefield Campus.	Increase outreach activities including fairs and heritage month activities.	Survey students.	2010-12
6. Are additional resources needed to accomplish your evaluation goals? If yes, identify the resource, as well as the purpose and rationale for each resource.			
Identified Resource	Purpose	If requesting funding, provide a rationale of how each request supports one or more college strategic initiative and/or supports student learning & success.	

IV. Administrative Unit Outcomes

Administrative Unit Outcome Assessment

1. **Note: Administrative Unit Outcomes will be developed in Winter/Spring 2010. As a part of this process, administrative units will be asked to complete outcomes and begin an ongoing cycle of assessment. In future program reviews and program review updates, administrative units will refer to their AUOs to complete this section, but not-relist the AUOs themselves.**

For 2009-2010, Please leave this section blank.

2. Are additional resources needed to accomplish your administrative unit outcome goals?
If yes, identify the resource, as well as the purpose and rationale for each resource.

Identified Resource	Purpose	If requesting funding, provide a rationale for how each request supports one or more college strategic initiative and/or supports student learning & success.

V. Resource Planning: Personnel, Technology, Facilities, and Budget	
Faculty	
1. What staffing needs do you anticipate over the next four years. (Consider: retirements , PDL , reassigned time , turnover , growth or reduction of the program)	None. Noncredit will grow when the State budget improves.
Classified Staff	
2. What staffing needs do you anticipate over the next four years. (Consider: retirements, PDL, reassigned time, turnover, growth or reduction of the program)	Admin Assistant I position reclassified to Executive Assistant to reflect the higher level of duties performed for the AVP due to the significant expansion of duties.
Technology and Equipment <i>(see definitions below)</i>	
3. Are the existing equipment and supplies adequate for meeting the needs of the program? If no, explain.	Yes, at this time.
4. Do you have adequate resources to support ADA needs in your physical and/or online services? If no, explain.	Yes.
Technology & Equipment Definitions	
<ul style="list-style-type: none"> • Non-instructional Equipment and Supplies: includes equipment for “office use” that is non-instructional and that is not used in a lab or classroom – it includes non-programmatic equipment for individual instructors and staff, such as a desktop computer for office use. Desktop technology (computers, printers, scanners, faxes) and software requests are processed through your Dean or Director. 	
<ul style="list-style-type: none"> • Instructional Equipment and Supplies: includes technology, software, and supplies used in courses or labs, including occupational program equipment. Instructional program equipment requests are prioritized by the department and then by the Dean or Director. 	
<ul style="list-style-type: none"> • Durable Equipment and Furniture: includes non-instructional, non-technology equipment (chairs, tables, filing cabinets, vehicles, etc.) necessary to improve the operational functioning of the program/department. 	
<ul style="list-style-type: none"> • Note: It is recommended that divisions perform and maintain an inventory of all their technology and equipment. 	
Facilities	
5. Are your facilities accessible to students with disabilities? If no, explain.	Yes

6. List needs for upgrades for existing spaces.	We rent space at a 1955 former high school owned by the PAUSD and managed by the City of PA. Significant upgrades are needed to the Cubberley Center, including our leased space (60K sf)
7. List any new spaces that are needed.	Space needs would be assessed as part of designing a new Middlefield Campus Building.
8. Identify any long-term maintenance needs.	Significant. See #6.
9. Are available general use facilities, such as student spaces and office/work space adequate to support the program? Please explain.	There is currently dedicated space for students including a lounge, computer lab and outdoor areas.
10. Are work orders, repairs, and support from district maintenance adequate and timely? Please explain.	Most of the time. We realize they have suffered cuts in personnel that has affected their ability to process and complete work orders.
Budget	
11. Are the A-budget and B-budget allocations sufficient to meet service needs in your department/program?	Yes, at this time.
12. Describe areas where your budget may be inadequate to fulfill program goals and mission.	Noncredit FTEF allocation.
13. Are there ways to use existing funds differently within your department/program to meet changing needs?	Yes, we are already doing this.
Summary of Planning Goals and Action Plans	
14. What are your goals with respect to resource planning and how will those goals be measured?	Our goals reflect those of the college and resource planning for MC would be needed only utilizing the Measure C Bond funds for a new campus.
15. Are additional resources needed to accomplish your resource planning goals? If yes, identify the resource, as well as the purpose and rationale for each resource.	

Identified Resource	Purpose	If requesting funding, provide a rationale for how each request supports one or more college strategic initiative and/or supports student learning & success.	

VI. Final Summary of Goals, Commitments to Action, and Resource Requests

1. Upon completion of this program plan, provide a brief summary of your goals and action plans for the next 3 years.

Our goals focus on making MC operationally effective, fully student service oriented, with a developed and supported sense of community in anticipation of building a new campus on the Cubberley Center site (identified 8 acres).

2. Final Resource Request Summary: **When the program planning and review form is online – the section below will automatically fill in with your responses from each section. Until this is ready, these sections will be cut and pasted from previous sections.**

Note: If you are requesting resources this year, these items have to be included in your current program review. If you want the college to understand your full range of need, then list every current and upcoming resource need in each section above.

Resource	Purpose	Rationale	Estimated Cost
Measure C	New Middlefield Campus	Currently on month to month contract in facilities in need of significant remodeling.	\$40M
Supervising Administrator Signature <i>Denise Swett, EdD</i>		Completion Date <i>January 22, 2010</i>	