

Santiago Canyon College

**Department Planning Portfolio
(DPP)**

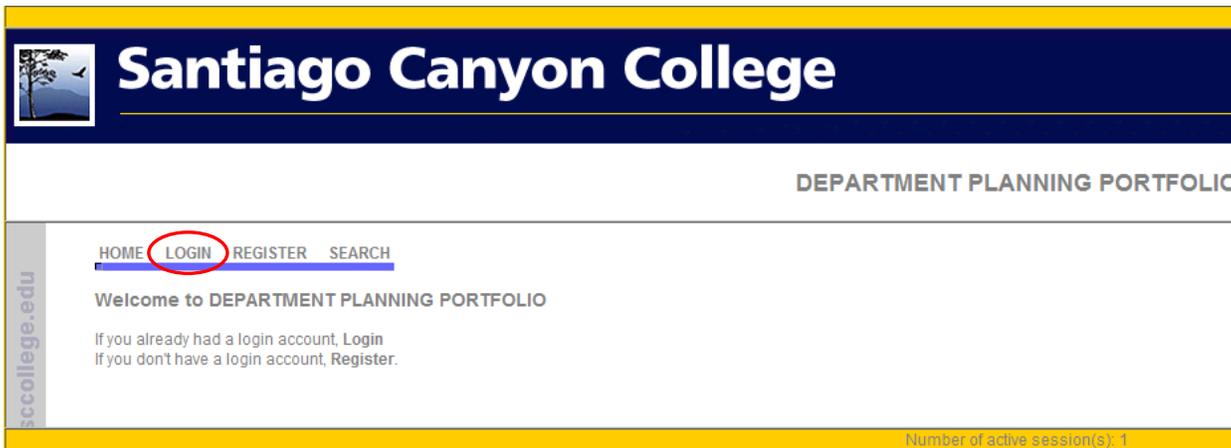
Tutorial and Guidelines

Fall 2012

Department Planning Portfolio Tutorial

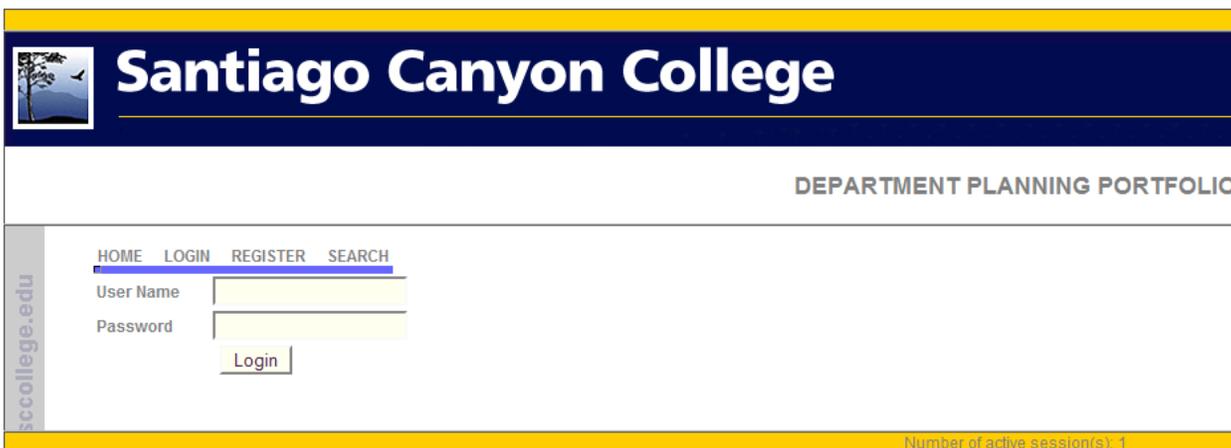
Department leaders or chairs can access their area's Department Planning Portfolio at www.sccollege.edu/portfolio

When you navigate to www.sccollege.edu/portfolio, you will see the following page:



The screenshot shows the homepage of the Department Planning Portfolio. At the top, there is a yellow header with the Santiago Canyon College logo and name. Below this is a dark blue banner with the text "DEPARTMENT PLANNING PORTFOLIO". A navigation menu includes links for HOME, LOGIN (circled in red), REGISTER, and SEARCH. A vertical sidebar on the left contains the text "sccollege.edu". The main content area says "Welcome to DEPARTMENT PLANNING PORTFOLIO" and provides instructions: "If you already had a login account, Login" and "If you don't have a login account, Register." At the bottom right, it indicates "Number of active session(s): 1".

Click LOGIN to display the login page:



The screenshot shows the login page of the Department Planning Portfolio. It features the same header and navigation menu as the homepage. The main content area contains a login form with fields for "User Name" and "Password", and a "Login" button. The sidebar on the left still displays "sccollege.edu". At the bottom right, it indicates "Number of active session(s): 1".

Access to the Department Planning Portfolio (DPP) is limited to leaders or chairs of departments or operational areas of the college.

The user name is: *lastname_firstname*

This is the same user name you use to log in to various RSCCD and SCC sites.

The default password is: **1234**

You can request a password change by contacting Alex Taber or Rosi Enriquez and it is highly recommended that you do so. Please store your new password somewhere safe. If you forget your password, either Alex or Rosi can reset it for you.

If you are a leader or chair of a department or operational area and do not have access, please contact your administrator to request access. Your administrator will either establish access for you or contact Alex or Rosi to establish access for you.

Once you have logged in, you should see a page such as the following:

Santiago Canyon College

DEPARTMENT PLANNING PORTFOLIO

LOGIN CREATE PORTFOLIO ROLLOVER PLAN **DEPARTMENT PORTFOLIO** MANAGE MY DEPARTMENT REPORTS SEARCH LOGOUT

You are logged in as: WAGNER_JOYCE

Your Access Level

- Create / Modify Portfolio: ON
- Modify Department: ON
- Modify Division: OFF
- Approve Applications / Forms: OFF
- Perform System Administration Tasks: OFF

Number of active session(s): 1

Click on DEPARTMENT PORTFOLIO. You should see a page like the following:

Santiago Canyon College

DEPARTMENT PLANNING PORTFOLIO

LOGIN CREATE PORTFOLIO **ROLLOVER PLAN** DEPARTMENT PORTFOLIO MANAGE MY DEPARTMENT REPORTS SEARCH LOGOUT

You are logged in as: WAGNER_JOYCE

DEPARTMENT	DIVISION	ACADEMIC YEAR	
Mathematics	Mathematics and Sciences	2009-2010	VIEW DETAIL
Mathematics	Mathematics and Sciences	2008-2009	VIEW DETAIL
Mathematics	Mathematics and Sciences	2010-2011	VIEW DETAIL
Mathematics	Mathematics and Sciences	2011-2012	VIEW DETAIL
Mathematics	Mathematics and Sciences	2012-2013	VIEW DETAIL

Number of active session(s): 1

Most department leaders or chairs will already have a DPP and should see a screen like this one. If you do not yet have a DPP, you can create one by clicking Create Portfolio. Most users should not have to do this.

Note that, as of this writing, Mathematics has five planning portfolios, one for each academic year from 2008-2009 to 2012-2013. As of this writing (October 2012), the Mathematics department is working with the current 2012-2013 portfolio. The earlier portfolios are historical records of the department's plans: the Mathematics department may want to refer to these portfolios, but they will not be edited or updated now that the 2012-2013 academic year is current. It will work with the 2012-2013 portfolio only.

As 2012-2013 approaches, the Mathematics department will "roll over" its portfolio. This is done by clicking ROLLOVER PLAN. This copies all of the contents of the current plan into a new academic year.

When you do this, the screen looks as follows:



Santiago Canyon College

[LOGIN](#) [CREATE PORTFOLIO](#) [ROLLOVER PLAN](#) [DEPARTMENT PORTFOLIO](#) [MANAGE MY DEPARTMENT](#) [REPORTS](#) [SEARCH](#) [LOGOUT](#)

You are logged in as: WAGNER_JOYCE

ROLLOVER DEPARTMENT PORTFOLIO PLAN TO NEW YEAR

Direction:

1. Select the Portfolio in the dropdown box below.
2. Enter the New year
3. Do you want to rollover ALL contents? Chose YES/NO
4. Click Submit

Note: If the NEW YEAR already existed for the selected department. The rollover program will skip the copy process.

Select Portfolio to COPY

Select Year (new year)

Do you want to copy the contents?

Number of active session(s): 1

Notice that the Mathematics department is asked to choose the portfolio to be copied from, the year to rollover to, and the option to copy the contents (this is recommended so that you do not have to re-type all of your goals and activities).

So what does the portfolio look like? Click Department Portfolio to get back to the list of portfolios if you are not already there. Click VIEW DETAIL for the portfolio you wish to view or edit, in this case 2012-2013.



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DEPARTMENT PLANNING PORTFOLIO

[LOGIN](#) [CREATE PORTFOLIO](#) [ROLLOVER PLAN](#) [DEPARTMENT PORTFOLIO](#) [MANAGE MY DEPARTMENT](#) [REPORTS](#) [SEARCH](#) [LOGOUT](#)

You are logged in as: WAGNER_JOYCE

DEPARTMENT	DIVISION	ACADEMIC YEAR	-
Mathematics	Mathematics and Sciences	2009-2010	VIEW DETAIL
Mathematics	Mathematics and Sciences	2008-2009	VIEW DETAIL
Mathematics	Mathematics and Sciences	2010-2011	VIEW DETAIL
Mathematics	Mathematics and Sciences	2011-2012	VIEW DETAIL
Mathematics	Mathematics and Sciences	2012-2013	VIEW DETAIL

Number of active session(s): 1

Below you can see some of the Mathematics department's portfolio:



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DEPARTMENT PLANNING PORTFOLIO

http://www.sccollege.edu

[LOGIN](#) [CREATE PORTFOLIO](#) [ROLLOVER PLAN](#) [DEPARTMENT PORTFOLIO](#) [MANAGE MY DEPARTMENT](#) [REPORTS](#) [SEARCH](#) [LOGOUT](#)

You are logged in as: WAGNER_JOYCE

DEPARTMENT PLANNING PORTFOLIO
 DEPARTMENT: Mathematics
 DIVISION: Mathematics and Sciences
 ACADEMIC YEAR: 2012-2013

Department's Vision:
The mathematics department will prepare our students to think critically and move from concrete to abstract reasoning. Our math courses will prepare students to apply these reasoning skills to solve real world situations through analytical problem solving and logical steps.

Department's Mission:
The SCC mathematics department's mission is to prepare our students to pursue their educational and professional goals, amid the rapid changing global community. Students should leave our courses with an appreciation of mathematics.

GOALS/TASKS/ACTIVITIES	WHO'S RESPONSIBLE	ESTIMATED TIMELINE/COMPLETION	RESOURCES NEEDED	STATUS
1. Obtain a committment from the administration by Spring 2012 to move the math department to a centralized, permanent location such as the D-building or comparable new structure by 2013.				
1. A. Continue discussion and development of plans to implement moving into the D-Building including evaluating the number of math classrooms available. Finalize plans for moving MaSH onto the third floor of the E-Building.	nance_craig	2013	Current plans for D-Building and third floor of E-building to begin planning for remodeling.	In Progress
ADD ACTIVITY				
2. Provide sufficient numbers of instructional aids to facilitate student demands in MaSH.				
1. Maintain sufficient numbers of instructional aides (minimum of 8) with expertise in mathematics who can facilitate study groups, offer support in MaSH, and/or aid in the classroom.	sakamoto_scott	ongoing	Aides	In Progress
ADD ACTIVITY				
3. Work with the RSCCD Research Department and SCC Assessment Office to do a longitudinal assessment that monitors and tracks selected students in an effort to quantify the impact pedagogy changes and piloted programs such as Plato and MaSH have by Spr				
1. A. Demonstrate success and persistence over time. B. Organize data. C. Generate and publish results from above.	scott_randy	Spring 2013	Data	In Progress
ADD ACTIVITY				
4. Optimize our technological resources.				
1. A. Analyze technological needs. B. Mediate all mathematics classrooms by Spring 2013.	scott_randy	Spring 2013	Technology	In Progress

Note that there is a vision statement and mission statement and a list of goals. Each goal is supported by a list of activities that support the goal.

At the very bottom of the portfolio (scroll all the way down), there is a link to ADD GOAL:

http://www.sccollege.edu

6. Research alternative supplemental learning systems for MaSH, Math 60L and Math 81.    	hauscarriague_anne	Spring 2013	Research	In Progress
1. A. Continue research what is in use by other colleges. B. Schedule demonstrations.   				
ADD ACTIVITY				
7. Hire 3 math faculty by Spring 2012 including a full time MaSH coordinator by Fall 2013.    	scott_randy	Spring 2013	Fall 2012 ... none. Spring 2013 ... interview room.	In Progress
1. Complete the hiring process for 3 math faculty to replace recent full-time resignations.   				
ADD ACTIVITY				
8. Appoint a faculty coordinator for MaSH    	scott_randy	ongoing	Current faculty or new hire willing to take on the MaSH coordination duties. New hires or adjunct to backfill 9 LHE.	In Progress
1. Choose a full-time math faculty member to be the MaSH coordinator for at least 60% of their base load.   				
ADD ACTIVITY				
ADD GOAL				

Number of active session(s): 1

Clicking on this link brings up the add new goal screen:

http://www.sccollege.edu

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DEPARTMENT PLANNING PORTFOLIO

[LOGIN](#) [CREATE PORTFOLIO](#) [ROLLOVER PLAN](#) [DEPARTMENT PORTFOLIO](#) [MANAGE MY DEPARTMENT](#) [REPORTS](#) [SEARCH](#) [LOGOUT](#)

You are logged in as: WAGNER_JOYCE

Goal:

Description:

Goal Type:
Career Education
Communications

To select multiple goal types,
Hold Ctrl Key and Click on the type.

Number of active session(s): 1

Note that you can name the goal, provide a description, and select the type of goal from predetermined categories. You should try to match your goal to one of the categories, but "Unspecified" is an option.

Once you have a goal or goals, you can add activities that support the goal. This is done by clicking ADD ACTIVITY at the bottom of each goal.

<p>5. Develop a computer aided instruction classroom to offer courses in Basic Skills.    </p> <p>1. A. Purchase 40 headsets. B. Wire the classroom appropriately. C. Hire an IA to work during classes to assist instruction. D. Investigate locations for computer-aided instruction in D-Building.   </p> <p>ADD ACTIVITY</p>	nance_craig	Spring 2013	Technology	In Progress
--	-------------	-------------	------------	-------------

If you wish to view more detail about a goal, edit a goal, or delete a goal, click on the colored icons next to the goal:

GOALS/TASKS/ACTIVITIES	WHO'S RESPONSIBLE	ESTIMATED TIMELINE/COMPLETION	RESOURCES NEEDED	STATUS
<p>1. Obtain a commitment from the administration by Spring 2012 to move the math department to a centralized, permanent location such as the D-building or comparable new structure by 2013.    </p> <p>1. A. Continue discussion and development of plans to implement moving into the D-Building including evaluating the number of math classrooms available. Finalize plans for moving MaSH onto the third floor of the E-Building.   </p> <p>ADD ACTIVITY</p>	nance_craig	2013	Current plans for D-Building and third floor of E-building to begin planning for remodeling.	In Progress

The first icon next to a goal (magnifying glass) allows you to view the details of that goal. The second icon (yellow pencil) allows you to edit the goal. The third icon (red circle with an X) will delete the goal. The fourth and fifth icons are not used at SCC at this time.

There are also 3 icons next to each activity. The first icon next to an activity (magnifying glass) allows you to view the details of that activity. The second icon (yellow pencil) allows you to edit the activity. The third icon (red circle with an X) will delete the activity.

The one thing you cannot do from the Department Portfolio page is edit your vision statement and mission statement. To do this, click on MANAGE MY DEPARTMENT:



Santiago Canyon College

[LOGIN](#)
[CREATE PORTFOLIO](#)
[ROLLOVER PLAN](#)
[DEPARTMENT PORTFOLIO](#)
[MANAGE MY DEPARTMENT](#)
[REPORTS](#)
[SEARCH](#)
[LOGOUT](#)

You are logged in as: HAUSCARRIAGUE_ANNE

YOUR DEPARTMENT LIST:

DEPARTMENT	-
Mathematics	EDIT

Number of active session(s): 1

Click on EDIT to edit the vision statement and mission statement.



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[LOGIN](#) [CREATE PORTFOLIO](#) [ROLLOVER PLAN](#) [DEPARTMENT PORTFOLIO](#) [MANAGE MY DEPARTMENT](#) [REPORTS](#) [SEARCH](#) [LOGOUT](#)

You are logged in as: HAUSCARRIAGUE_ANNE

http://www.sccollege.edu

Department Name	Mathematics
Mission Statement	<div style="border: 1px solid black; padding: 2px;">The <u>SCC</u> mathematics department's mission is to prepare our students to pursue their educational and professional goals, amid the rapid changing global community. Students should leave our courses</div>
Vision Statement	<div style="border: 1px solid black; padding: 2px;">The mathematics department will prepare our students to think critically and move from concrete to abstract reasoning. Our math courses will prepare students to apply these reasoning skills to</div>
<input type="button" value="SAVE"/>	

Number of active session(s): 1

So far, this document has explained how to access, navigate, edit and update your Department Planning Portfolio (DPP).

What follows will provide some guidelines for creating vision and mission statements, goals, and activities and will provide some insights into how the DPP is used to prioritize and evaluate your activities.

DPP Guidelines

Below are some guidelines for department members to consider when updating their DPP (Department Planning Portfolio) at www.sccollege.edu/portfolio . Please remember that requests for resources that are not backed up by goals in your DPP will not be approved.

Members of the EMPC are available to help you get started or answer any questions you may have. Please contact professor Alex Taber at taber_alex@sccollege.edu.

Mission and Vision Statements

Your department's mission statement is a brief description of the role your department fulfills to support student learning within the college and the operations you want your department to focus on and to accomplish in the near future. Your department's mission should align with the missions of the College, the District, and the Board of Trustees.

Your department's vision statement is an idealized description of what you see your department becoming that inspires you to take actions to realize this outcome.

Goals

Goals are broad targets to accomplish that support your mission. Please keep in mind that your department's goals should include

- Facilities
- Curriculum
- Technology
- Equipment, and
- Personnel

in addition to other goals that enhance student learning.

A request for financial resources, in and of itself, is not a goal. Rather, what you aim to accomplish with the resources is a goal. (The request for financial resources to accomplish the goal will be an Activity in support of this goal in your DPP.)

As you create and enter goals, keep the acronym S.M.A.R.T. in mind in the sense that you should strive to make your department's goals:

- **S**pecific (well defined: who, what, when, where, which, why?)
- **M**easurable (how will you know when you have accomplished your goal?)
- **A**ttainable (is the goal realistic and achievable?)
- **R**elevant (does the goal support the mission of the department and college?)
- **T**imeline (how much will be accomplished by when?)

Below are some example goals from the fictitious Department of Generic Studies at SCC that are not SMART and reworked versions of the same goals that are SMARTer:

1. NOT A SMART GOAL: Hire an additional full time faculty member.

SMARTer GOAL: Hire one additional full time faculty member with expertise in the field of generic analysis who will develop curriculum for a sequence in generic quantitative methods to be offered beginning fall 2013.

2. NOT A SMART GOAL: Improve student success rates.

SMARTer GOAL: Beginning spring 2013, faculty will intervene in cases where students score less than 70% on the first exam by emphasizing student services and resources available to help students succeed.

3. NOT A SMART GOAL: Increase distance education offerings.

SMARTer GOAL: Offer one ticket of Generic Studies 120 in online distance education mode every fall and spring semester beginning fall 2013.

4. NOT A SMART GOAL: Build relationships with nearby universities.

SMARTer GOAL: During fall 2013, collaborate with the department of Generic Studies at CSUF to ensure that student learning outcomes are consistent with what transfer students are expected to be able to do in upper division courses.

5. NOT A SMART GOAL: Purchase a generic spectrometer.

SMARTer GOAL: Purchase a generic spectrometer by spring 2013 so that students can complete the 40 hours of training in generic measurement necessary to apply for the State of California Generic Lab Tech Certificate.

6. NOT A SMART GOAL: Assess program student learning outcomes.

SMARTer GOAL: Work with the RSCCD Research department to develop a database of graduates and a post-graduation survey assessing program outcomes for Generic Studies major students that have transferred.

Activities That Support Your Goals

Each goal should have activities that support it. Activities are specific tasks: a to-do list to accomplish your goals. Requests for resources are activities. Activities should also be “S.M.A.R.T.”. For each DPP activity in the database, a newly created drop down menu* will allow the originating department to prioritize the activity according to the following three “department priority” selections:

- (1) *Critical* (the entire program will fail or cease to function if the activity is not accomplished or the need is not met)

- (2) *Necessary* (important aspects of the program will fail or be compromised, but the program will still function if the activity is not accomplished or the need is not met)

- (3) *Enhancement and Improvement* (completion of the activity or funding of the need will enhance, grow, or improve the program but is not essential to its basic functioning)

*Until the DPP website has been updated with this functionality, please use the following worksheet.

DPP Activity Prioritization Report

Department:

Division:

Semester:

	Please list all activities that require funding this budget cycle (add more rows if necessary)	Please indicate by checking the appropriate column if the activity is ... (check only one column)		
		1 Critical	2 Necessary	3 Enhancement and Improvement
1				
2				
3				
4				
5				

Assessment of Planned Activities

As activities are accomplished, you will complete the following activity evaluation report for each activity once you have had sufficient time to evaluate the impact of the activity. This may help you plan and design new goals and activities.

DPP Activity Evaluation Report

For DPP activities that have been funded or completed and for which the department has had sufficient time to assess the impact of the activity.

Department:

Semester:

Funded or completed DPP activity:

What was the DPP goal that the funded or completed activity supported?

When was the activity completed?

(If the activity was a request for funding for a need, when was the need funded and put into use? If the activity is ongoing, when was it first initiated?)

What was the impact on your program of the funded or completed activity*?

Did your evaluation lead you to make changes to your DPP planning and, if so, how?

*Please include or cite data or evidence to support your evaluation.

DPP: Checklist of Data

The following checklist of data can help you in your planning.

- College and District/Board mission, goals, and objectives
- Departmental vision and mission statement
- Departmental outcomes
- Printouts of pages from DPP website www.sccollege.edu/portfolio
- DPP narrative from last published EMP book
- Previous program review documents
- College Catalog and Schedule of Classes
- Catalog course & degree info, other affected programs (required, electives)
- Course syllabi
- Curriculum course outlines
- Program SLOs
- Course SLOs
- Assessment results
- Mapping from course SLOs to General Education SLOs from course outlines
- Minutes from department meetings
- Department and instructors' websites
- Community and student demographics and trends
- Student surveys
- Graduate surveys
- Course sequence chart
- Articulation agreements with high schools
- Articulation agreements with colleges (assist.com)
- Data on enrollment, excess demand, retention, cancelled classes
- Scheduling matrix
- Equipment request forms
- Department accomplishment List
- Coordinator and committee List
- Department Flex schedule

The following are available for all departments as paper printouts at the office of the Vice President of Academic Affairs and also as electronic documents at <https://intranet.rscdd.edu> (log in and click on Research under Department Information at left).

- Eight-year history of certificates and degrees awarded by major
- Enrollment data (most recent three semesters)
- FTES by course and LOAD per full time faculty (most recent three semesters)
- Student Characteristics and Demographics (most recent semester only)
- Grade distributions by course (most recent semester only)
- Five-year history of grade distributions by course

The RSCCD Research department is available to help departments construct student surveys and graduate surveys. The RSCCD Research department can also furnish other data specific to your program. Please contact Nga Pham at (714) 480-7467 or email Pham_Nga@rscdd.edu.