**Harriett J. Robles**
**Goals 2007-08**

**District/West Valley College Relations ~** Work collaboratively with the West Valley College President and the Executive Management Team to achieve the Chancellor's and the District's goals, specifically

- Organizational review of District/College's management structure
- Strategic planning process
- Emergency preparedness
- Implementation of recommendations from the Technical Assistance Review Team and FCMAT
- Enrollment management
- Long-term facility needs

**College Resources, Organization and Planning ~** Provide leadership to ensure

- Completion of the College's administrative team by filling vacant positions
    - Vice President of Instruction
    - Dean of Workforce Development & Continuing Education
- Achievement of the College's 07-08 enrollment goal
- A successful accreditation visit in March 2008
- Completion of the College's educational plan in Fall 2007
- Completion of the College's facilities master plan in Spring 2008
- Strengthening of the College's fiscal processes and funding sources, for example
    - Converting from a roll-over budget strategy to a cost-based approach
    - Implementing regular administrative monitoring of all funds
    - Reducing annual carryover
    - Reviewing and revising as necessary Fund 17 practices
    - Developing plans for elimination of program deficits
    - Pursuing new sources of revenue
    - Developing new programs and enrollment management initiatives that increase FTES
- Timely completion of evaluations
- Completion and implementation of the emergency plan
- Procurement of on-going support for the emergency textbook fund
- Establishment of a Mission College Alumni/Friends group
- Clarification of roles and responsibilities of Governance & Planning Committee
- Development of a research agenda, including a systematic means of assessing and evaluating institutional effectiveness

**College Programs and Services ~** Provide leadership that leads to

- Improvement of the College's transfer rate
- Development and implementation of student learning outcomes, including the hiring of an assessment coordinator
- Improvement of internal College processes with emphasis on curriculum approval and schedule production

**College Faculty and Staff Relations ~** Provide leadership that results in an improved campus climate and strengthened working relationships with

- Academic Senate
- Classified Senate
- Associated Student Body
- All management groups, including Division Chairs

**Community Relations ~** Actively participate in community groups, activities and events to enhance the College's visibility and lay the foundation for partnerships that are mutually beneficial to the College and community, for example

- Identification of off-campus locations for course offerings
- Expanded participation in Santa Clara City activities and initiatives

**Professional Development ~** Sustain and **s**eek additional opportunities to

- Participate in statewide and regional organizations that strengthen leadership skills and knowledge
- Participate in the Leadership Development Academy