Purpose and Objectives: To develop a College level plan for timelines, resource needs and actions needed to effectively and efficiently stand up the Education Center in Davis.

Concept of Operations:

In developing the letter of intent for the Davis Center, LRCCD assumed that the Davis site would tend toward an average growth of 3.5%. The actual growth has fluctuated but it tends to exceed that benchmark. Based on that data we prepared and submitted a Needs Study in support of center status. That was submitted in 2007 and official Center status was granted after action by the Chancellor’s Office and CPEC in 2008.

The Davis Center offers classes at a number of locations around the city, but the program is broken into two primary elements: Davis and UC Davis (Workload). The Davis classes are offered primarily through the site in south Davis and they reflect the general plan of SCC and Los Rios to offer a mix of courses focused primarily on transfer. The UC Davis (Workload) courses are developed in response to basic skills requirements for UC Davis students. Enrollment in those courses grows or shrinks in line with the characteristics of each entering class at UC Davis.
This year the Davis courses offerings have decreased by 4%, but WSCH has continued to grow at about 4%; the UC Davis classes are contracting by perhaps 5%. For the next few years those two numbers will tend to remain constant, depending on the available budget for FTE (UC Davis will tend to decrease, SCC Davis will stay in sync with LRCCD growth).

The Davis site growth has created real space needs. We currently lease 9,200 square feet on Galileo Court for the office, eight classrooms, and rooms for student services and faculty offices. In addition we have rental arrangements with Davis Joint Unified School District for space at Valley Oak and two local high schools. We are at capacity for our peak times, and we are nearing capacity for off-peak times. Additionally, PE activity classes have been offered in marginal spaces that do not allow for standard size courses.

The current lease at Galileo Court will be in force until we move—we have a lease through 2010 and then options for renewal. The space in other locations is all short term rental and subject to changes. The four classrooms are available at UCD for the foreseeable future, but only for evenings (and they have an implicit assumption that courses in those classrooms will primarily serve a population of UCD students).

Education Center Timelines:

The architects have completed the design process and contracts should be arranged for construction beginning spring 2010. We are very close to the schedule below.

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<th>Project</th>
<th>2009</th>
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<tr>
<td>SCC Land and Site Development for Davis Center</td>
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<td>SCC Davis Center Phase 1 and TAP 1</td>
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We had anticipated 24% growth between 07-08 and the opening of the Center (with a onetime increase that goes with the new site). With budget constraints, that growth will be considerably less, and any growth will need to be supported by an increase in FTEF and in the Center budget (OCB).

Programs & Services:

Curriculum for the new Davis Center

2
The curriculum for the new Davis Center has evolved through active partnerships with UC Davis, the Davis Joint Unified School District, and the business community (especially the Chamber of Commerce). The plan for expanded curriculum is based on the outreach center elements of the Los Rios Community College District Strategic Plan (2008). Through the Davis Center we will offer students access to all of the programs available in the Los Rios CCD. At the core of the program is a complete General Education and transfer program. We also offer targeted basic skills classes and we are expanding career programs in response to regional economic need and opportunities. The Center will continue with the unique partnership we have in providing basic skills courses for UC Davis in English writing, mathematics, and chemistry. We will also continue to build innovative partnerships with DaVinci High School (a new technology high school).

Sacramento City College’s outreach to Davis began in 1966 with evening classes at the high school. The first physical presence was established in 1978 with a trailer at Holmes Junior High School. We have since expanded through a partnership with UC Davis that started with shared classroom space in 1989 and expanded into SCC providing courses that support UCD’s basic skills needs in 1993. By fall of 2003 SCC was located south Davis with 9,200 square feet of educational space that allowed for more than seventy sections of General Education courses. At the same time, the collaboration with UCD had grown to more than thirty sections of basic English, ten sections of basic mathematics, and twenty sections of basic chemistry. We also continue to offer evening courses on campus at UCD, mostly in languages that have special demand from UCD students (Mandarin, Korean, Farsi, Arabic, and Punjabi, for example). For spring 2010 the general education program at the Davis outreach center includes 118 sections.

The following sections describe current and planned course offerings, division by division.

**Advanced Technology**

General Education: These programs are largely career oriented, so the GE options are developed within specific career courses. As we develop career programs (see the next section) the GE requirements will continue to be satisfied primarily by basic courses in English, mathematics, the sciences, and the social sciences.

Career and technical: This is the most exciting division for expanding the Center’s career programs. We have begun by offering introductory courses in computer skills, such as computer aided drafting, Photoshop, and graphics for the Web. Those classes are established and we are building the course patterns. Those courses can be taught using our computer lab, but we are also planning
new partnerships with local schools where programs can expand (especially DaVinci High School)

The Sacramento metropolitan region and the Davis area in particular have developed a culture supporting urban planning, transportation efficiency, and the value of “green” development.1 The new building will be certified “silver” for LEED and we will be sited within a development, West Village, that will be built for a zero energy footprint. The Davis Center may have many options exploring new programs in a variety of related areas that fall within energy efficiency and transportation programs. Any programs we develop will be introductory and will be coordinated with our neighbors at Woodland Community College and with the other Los Rios CCD colleges.

The Mechanical-Electrical Technology program is currently developing course and program proposals for building efficiency (‘building conditioning’) that will take advantage of current course curriculum in heating and air conditioning, and could build from collaborative relationships with the U.C. Davis Energy Efficiency Center.

In Advanced Technology we also have begun to expand graphic communications course offerings. Although the market potential for jobs in those areas seems small, collaboration with DaVinci High School may create an uncommonly sophisticated program.

Behavioral and Social Sciences

General Education: The center has successfully maintained general education courses in all of the following departments: Anthropology, Early Childhood Education, Family and Consumer Science, History, Political Science, Psychology, and Sociology. We are currently maintaining or expanding our offerings in all those areas. Those courses generally fulfill the general education requirements for social sciences, but Physical Anthropology is important because it fulfills the requirement for a laboratory science. With the new center building we will expand the number and variety of courses to offer students the option of complete A.A. programs in these transfer degrees: Anthropology, History, International Studies, Liberal Studies for Elementary Teachers, Political Science, Psychology, and Sociology. All of those degrees equip students for transfer to Sacramento State University (the Liberal Studies degree is a “blended program” in cooperation with Sacramento State University), and all of the degrees provide students with appropriate transfer courses in preparation for UC Davis.

Career: The Early Childhood Education market is small but well defined, and the center has helped to develop a new plan coordinating all of the ECE classes at community colleges in Yolo County (Including those offered at the SCC outreach center in West Sacramento and Yuba Community College’s outreach center in

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Woodland). With that planning in place, we have been able to begin to expand course offerings and we offer all of the courses necessary for certificates. We are planning that expansion in cooperation, also, with the Yolo County Board of Education, Head Start in Yolo County, Child Care Services for the City of Davis, and the child care providers on campus at UC Davis. With our new building we will be better able to cooperate with those entities in placing our students for mentorship opportunities, especially at UC Davis.

**Business**

Transfer: Multiple sections of the basic economics courses (Macro and Micro) have been offered consistently as part of the transfer pattern. They will continue. The basic accounting courses (Financial and Managerial) are also established and have a dependable audience. Other programs with transfer level courses have been attempted (Real Estate and Computer Information Science, especially), but there was no demand for the classes.

Career and technical: The accounting courses provide a core for pursuing business; students who are interested in specific business programs move to the main campus for additional coursework.

**Counseling and Student Success**

Transfer: College success (HCD 310) and Transfer: Making It Happen (HCD 318) are occasionally offered (mostly online). With a permanent location those classes will become a part of the regular schedule, along with Life and Career Planning (HCD 330).

Career and technical: Workplace Success (HCD 99) is now available online and will remain an online offering, along with the work experience and internship courses (WEXP 198, 298, and 498).

**Humanities and Fine Arts**

Transfer: Transfer courses in this area often serve, also, as continuing education opportunities for the community. We have a very successful art program, for instance, with regular offerings of: ART 300 and 302, Elementary Drawing and Composition, ART 304, Figure Drawing and Composition, ART 310, Pen and Ink Drawing, ART 312 Portrait Drawing, ART 320, 322, and 323, Design, ART 332 and 334, Oil Painting and Acrylic Painting, and ART 336 Watercolor Painting. With new budget priorities, those lab courses have, however, been strictly limited. We also will have the cycle of courses in art history, so students can complete a transfer degree in that area at our center.

The discipline of Communication is growing very quickly. We now have one full time faculty member who teaches his whole load here and is building ties to UCD
and Sacramento State University. The Center will offer all the courses required for the transfer AA degree in Communication.

We are particularly proud of the range and quality of the foreign language offerings at our Center. We currently offer Chinese (Mandarin), Farsi (these courses will be renamed, “Persian”), Korean, American Sign, Spanish, and Punjabi. Vietnamese has been offered regularly, but demand has dwindled, so it will be offered every other year. We have just begun offering Arabic and the demand is very high. All of those courses, except for American Sign and Spanish, are offered offsite in classrooms at UC Davis. Our language classes are generally a mix of regular Sacramento City College students, advanced education students (especially in Spanish and American Sign), community members, and UC Davis students. UC Davis provides us with information about student demand on their campus and that information has been instrumental in building this program. With new budget policies, the language program will be limited to key languages.

The college offers a limited humanities program. At the Davis Center we have integrated the basic survey courses (HUM 300 and 310) with the art history courses on a cyclical schedule. We will continue that pattern.

The Davis Center has limited facilities for music, but has developed a regular cycle of courses in music appreciation (MUFHL 305 Music Appreciation, MUFHL 309 Introduction to American Popular Music, MUFHL 315 Jazz History, and MUFHL 330, 331, 332 World Music). We also offer weekend classes in performance that provide students with the opportunity to work with one of the region’s premier folk musicians, Robert Wrenn, and to perform in public as part of a folk ensemble. That program will remain stable.

Philosophy courses are a stable part of the curriculum at the Center. PHIL 300 Introduction to Philosophy and PHIL 352 Introduction to World Religions fulfill general education requirements in the humanities and multicultural areas. PHIL 320 Logic and Critical Reasoning fulfills languages and rationality. Over the next three years we will be adding regular offerings that build on those general courses with a two year cycle to include PHIL 310 Introduction to Ethics, PHIL 330 and 331 History of Philosophy, PHIL 353 Religions of the Far East, and PHIL 317 Global Ethics and Environmental Ecology (that last to accompany the expanding emphasis on energy efficiency in the Advanced Technology programs).

Theater Arts is an area for which there is potential. There is community interest in theater courses, as well as film, and students have expressed some interest in film production courses. Hard to say where this might fit as the new budget policies establish more narrow priorities.
Career and technical: Although many of these classes might lead to careers, particularly in performance or film production, the markets for those skills are relatively limited. Thus these areas are not actively marketed as career programs at the center.

Languages and Literature

Transfer: Our primary offerings for this division are English courses that prepare students for college writing (ENGWR 100) (see also the SCC/UCD cooperative program discussed below) or provide the elements of general education for transfer (ENGWR 300, 301, and 302). Historically there has been little or no demand for basic skills courses or for ESL classes, although we may offer one or more higher level ESL classes in response to a growing need to support students at UCD. ENGWR 384 Mass Media and Society is offered every semester, also, and fulfills the general education category for social sciences.

Career and technical: We do not offer the basic classes for the journalism certificate, but we have offered JOURN 340 Writing for Publication.

Learning Resources

Transfer: The only library courses available currently are online. With the new Center building and access to the main library at UCD, we will expand to offer onsite classes. The Addition of Jeff Karlsen as Outreach Librarian has added immeasurably to our students’ access to research information and research guidance.

Physical Education, Health, and Athletics

Transfer: The great majority of our offerings in this area have been basic transferable fitness classes, especially Yoga and Pilates.

We also offer the basic course in health education: HEED 300 Health Science.

Mathematics/Statistics & Engineering

Transfer: The Center offers a regular series of skills classes that support eventual transfer to Sacramento State College or UC Davis. We offer a limited, one semester per year section of MATH 27 Self-Paced Basic Skills Mathematics. We offer MATH 34 Pre-Algebra every semester, as well as multiple sections of MATH 100 Algebra and MATH 120 Intermediate Algebra. We also offer multiple sections of STAT 300 Introduction to Probability and Statistics. The Center will continue to gradually expand the number of sections of MATH 335 Trigonometry and MATH 350, 351 Calculus for the Life and Social Sciences. There is little demand for standard calculus courses currently.
Career and Technical: We are working with the Davis Joint Unified School District to build career and technical links for engineering design. Those links will create connections from junior high school classes through to the SCC programs. The Davis Center will offer introductory college courses, with further education offered on the main campus.

Science and Allied Health

Transfer: The Center is limited by the lack of laboratory space (and equipment), but several science courses have been offered regularly and the Center has been able to fulfill the GE laboratory science requirement. PHYS 310 Conceptual Physics, ASTR 310 The Solar System, ASTR 320 Stars, Galaxies, and Cosmology, and BIOL 100 Introduction to Concepts of Human Anatomy and Physiology, all are offered every semester. BIOL 323 Ethnobotany, BIOL 342 The New Plagues, BIOL 464 Dinosaurs and the Science of Life, GEOL 302 Physical Geology is offered once a year. Through heroic efforts from the Chemistry department (Bruce Zenner, esp.) and with the cooperation of DaVinci High School, we have been able to offer CHEM 305, a lab course, this spring. After this term we will evaluate the course success, but this may be a model that will allow us to offer more science lab courses.

Career and technical: the allied health department offers a cycle of courses that serve primarily as continuing education. Of those courses, we offer the medical terminology course and we will continue with that offering.

SCC/UCD Cooperative Program

Since 1993 the Davis Outreach Center for SCC has proved basic skills classes for UCD programs. The initial offerings were English 57 (now ENGWR 100) to help students who had not passed their Subject A requirements. The Center has since taken on basic skills instruction for Chemistry and for Mathematics. This last fall the SCC/UCD cooperative program offered 45 sections of ENGWR 100, 22 sections of CHEM 110, and 10 sections of MATH 170. That number will probably stabilize (and the numbers of sections decrease dramatically after the fall quarter) because UCD has reached a growth target, but we will continue to refine the classes offered.

The Center has developed an effective transfer program of general education for UC. The majority of our students are in transfer courses. In cooperation with UCD faculty, the Center will continue to expand and refine transfer offerings, and we will continue to expand our transfer agreement program with UCD.

Support Services:

Student–related Administrative Services and Student Support Services Planned for the Davis Center
1. Administrative

The Davis Center is organized to provide basic administrative support for faculty and students. The administrative office provides staff services such as mail, reprographics, and support for faculty needs (basic human resources support). The following student-related administrative services and functions have also been developed:

- **Bookstore** – Space will be provided in the new site for bookstore functions. The SCC College Store currently provides full service through an outreach store open for the first week of classes. We are negotiating with UCD’s bookstore to provide as complete service as is possible through a store across the street from our new building. Routine student supplies (bluebooks and scantron forms, e.g.) will be available at the shopping center immediately adjacent to the Center.
- **Fiscal Services** – Fiscal functions will remain at the main SCC campus, but the Davis Center will have the necessary secure facilities (safe; secure procedures) for any special services required.
- **Security** – The Sacramento City College division of the Los Rios Police Department will continue to provide security, in collaboration with the UCD Police Force, the City of Davis Police, and the Davis Joint Unified School District. (This may be subject to future negotiations with UCD.)
- **Student Business Office** – Student business will continue to be managed through the Business Office on the SCC main campus. Necessary support services will be facilitated on location at the Davis Center.
- **Food Services** – Limited food services (vending machines) are currently available and are planned for the new site for the student areas. The neighborhood for the new Center is designed for student and faculty life, including fast food and basic groceries in the immediate neighborhood.
- **Transportation** – The current Center has limited parking and limited access to public transportation (bikes are a good connection to the Davis culture, though). The new Center will be an integral part of the Unitrans bus system and the neighborhood is part of the bicycle path network for UC Davis and the city of Davis. The current Davis Center campus has more than twenty feet of bike racks that are used regularly. Yolo Bus also is expanding the number of routes that will tie that neighborhood to West Sacramento and to regional transit. Mass transit will be emphasized, although parking is also part of the plan.
- **Institutional Development and Technology** – Computer support services and management information services will continue to be managed at the SCC main campus, but a technician will be available for support at the Center.
- **Facilities Planning and Maintenance** – Planning, construction, and maintenance will be provided as part of Los Rios district and Sacramento City College operations.
• Human Resources – Recruiting and hiring faculty and staff will continue to be managed through Los Rios Community College District and Sacramento City College processes.
• Public Information, Marketing, and Communications – These services will continue to be handled through the Public Information Office on the SCC main campus.

2. Student Services

The full range of student services that SCC offers and which will be available to students directly or through referral include:

• Assessment – Assessment for basic skills in writing and mathematics is currently available and will continue to be available to all students at the Center. Additional assessment will be available for special needs (especially for disabilities) by appointment. As the center grows, regular testing will be provided for disabilities and for a range of other needs, for instance for English as a Second Language and for career guidance.
• CalWORKS Support Services – the Center will continue to provide CalWORKS support as an extension of the program on the main SCC campus.
• Counseling – The counseling program will continue to expand in line with the state mandated ratios of students to counselors. Counselors maintain regular hours on a rotating basis, allowing for evening appointments as well as appointments during standard business hours.
• DSP&S – As mentioned under assessment, above, we provide assessment testing by appointment at the Center, and the Center provides, through the main campus, access to a full range of support services for students with disabilities. Support technology has expanded dramatically with new computer resources for sight impaired students and faculty; we expect those resources to continue to expand with the Center.
• Financial Aid and Scholarships – The Center provides basic services for financial aid applicants (applications for BOG waivers, for instance), along with regularly scheduled financial aid workshops. As the Center grows we will increase the number of opportunities students have for financial aid counseling until we can have a permanent office.
• Health – The Center maintains basic first aid equipment. The new Center will have access to a range of medical and emergency resources in cooperation with UCD. Basic health questions and concerns will continue to be served through the health center on SCC’s main campus.
• Career and Job Opportunities – Students can get basic career information through the counselors. More extensive career planning and job search information will continue to be an extension of Career Planning Services and Job Services on the SCC main campus. Internships will continue to be an extension of the Work Experience and Internship programs on the
main campus, although the Center has begun working with them more extensively with online classes and counseling.

- Transfer Center – Transfer Center activities will continue to be an extension of the services provided on the main campus, but the Davis Center does have a special relationship with UC Davis and benefits from monthly visits from a transfer specialist. The counselors also regularly arrange transfers to Sacramento State University and they write transfer agreements with colleges across the state.
- Tutoring – The Center provides regular tutoring, both in-person and online, as a part the tutoring program developed on the main campus. That tutoring includes mathematics, English writing, and a variety of content areas, depending on demand.
- EOP&S – EOP&S counseling will continue to be available as an extension of the program on the main campus.

Many student services will continue to be available through the Web—application, registration, orientation, and student access to their files, all those are currently available and the Center maintains computers in a public area where students can access information as well as request services. That access will continue.

We will continue regular student service “fairs” that introduce students to the range of resources and options available to them.

Overall, student services are projected to expand proportionately as the campus grows.

Resource Requirements:

The Center is currently staffed by a Dean III, Educational Center Supervisor, SPA, and Outreach Clerk. The three staff positions are funded through admissions and records. We also have a counselor 3 days per week (approximately .8) and a financial aid representative who comes for one day per week. We also have temporary staff and student workers who provide A/R services. The college has a plan in place to gradually increase staffing in line with the Centers Staffing Plan (appended below) so the Center will be fully staffed for the new building and increased numbers of students and faculty.

The budget (OCB) will need to expand with the number of students and faculty, as well as with the increased size of the facility, the expansion of services, and expansion of hours. On the other hand, the addition of permanent staff will cut back on our need for temporary staff (see the center staffing plan). We are projecting the need for an OCB of $45,305. That includes classified temp and student help, supplies (instructional and non-instructional), travel and mileage, local dues and memberships, and other local operational expenses.
For the new building there will be high demand for FTEF. We could potentially will expand from 25 in the fall and 26 in the spring to 31 and 32 respectively. By any measure, the budgeting for that FTEF will be difficult. (This does not include the UCD/SCC cooperative program, for which the FTEF will decrease very slightly.)

IT will expand significantly. There will be one computer lab/classroom (similar to the current arrangement), and there will be an additional LRC area with computer stations for students and a station for staff. All of the classrooms should be “Smart.” Additionally, current plans include six stations for adjunct faculty and space for six permanent faculty (we currently have computers for five adjunct stations and five faculty). We will continue to provide a station for ADA students and faculty. Student services will require six stations for registration, along with two for counseling and financial aid and one for reception. The office staff (including dean) will require six stations. The total number of computer stations will increase from approximately 55 to approximately 100. The site should be wireless. We currently have nine printers and we will need twelve (with three printers tied to GoPrint).

Furniture and other “type 2” expenses will be itemized as the building design and type 2 budget become clear.

MEASURES OF MERIT:

We could track measures for student success (instruction) and for student services (numbers served), as well as gross statistics for growth.

DATE: 2/2010

REVIEW: Annually as needed.

Appendix: Centers Staffing Plan

SCC Education Center Staff Plan
May 2008

Assumptions:

1. West Sac Ed Center, Phase 1 (10,500 ASF) on line Spring 2010 (Jan 2010).
   - Downtown outreach center terminates leased operations after fall 2009 semester
   - West Sac outreach center terminates leased operations after fall 2009 semester
2. Davis Ed Center, Phase 1, (14,000 ASF) on line Summer 2011/Fall 2011 (NLT Aug 2011).
   - Estimate lease termination for Davis Outreach center Aug 2011 (possible use of leased space for summer program).
3. Current staffing at West Sac, Downtown and Davis consolidated to create the most efficient staffing plan for the two new Education Centers.
4. With West Sac coming on line first, priority for new classified positions will be afforded to West Sac.
5. New Classified Staffing requests for AY 08-09, 09-10, and 10-11 MUST include consideration for Education Center staffing needs.
6. Where possible, and if feasible, shared FTE will be considered. e.g. IT tech, police support.

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<th>Position</th>
<th>Current FTE</th>
<th>West Sac Education Center Total @ Open</th>
<th>Davis Education Center</th>
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Notes:
1. Year 08 reflects AY07-08, current allocation of FTE at each existing center.
2. West Sac Education Center reflects a combination of current Downtown and West Sac Outreach Staffing.
3. When Education Center status is achieved, dean position upgraded to AVP level.
4. Search for West Sac Center Supervisor must occur NLT fall 2009 with position to begin Jan 2010. Sooner preferred.
5. Police: TBD staffing concept
6. IT Tech: Combination IT Tech and AV tech position.
7. Custodial support: TBD staffing concept.
8. Total FTE: 21.32, 2 Management/existing; 19.32 classified staff/6 existing; 13.32 net new classified staff positions.

Rev. 2/2010