

**COMPREHENSIVE SUMMARY OF RECOMMENDATIONS****SECTION I****No Recommendations****SECTION II****No Recommendations****SECTION III****No Recommendations****SECTION IV**

- 1. The committee recommends that the College ensure that policies, procedures, and evaluation processes for awarding credit for experiential learning are accurately described in appropriate College publications and that these policies, procedures, and evaluation processes are appropriately implemented.**
- 2. The committee recommends that the College establish an effective orientation program for all students.**
- 3. The committee recommends that the College take steps to assure that both full-time and part-time faculty meet all criteria in Section 4.8.2 of the 1998 Criteria for Accreditation.**
- 4. The committee recommends that the College establish ongoing procedures adequate to assure that credentials are reviewed regularly**

and that all exceptions to standards be noted, documented and corrected in a timely fashion.

5. The committee recommends that the College develop and clearly state and publicize procedures that guarantee access of students to adjunct faculty.
6. The committee recommends that policies be written and published that adequately define the “extent of the participation and jurisdiction of the faculty” in academic affairs.

#### SECTION V

1. The committee recommends that the College develop a plan to provide access to a library collection that is adequate to support the educational, research, and public service programs of the College.
2. The committee recommends that the College take steps to ensure that the Library is staffed by professionals who hold graduate degrees in library science or a related field.
3. The committee recommends that the College take steps to ensure that the Library support staff is adequate.
4. The committee recommends that the College systematically evaluate the intercollegiate athletics program to ensure that it is an integral part of the education of athletes and that it is in keeping with the purpose of the institution.

5. **The committee recommends that the College provide for appropriate administrative oversight of the intercollegiate athletics program and for appropriate faculty and student participation in its direction.**

#### **SECTION VI**

1. **The committee recommends that the College develop a process whereby the preparation and execution of its detailed annual budget be preceded by sound educational planning.**
2. **The committee recommends that the College develop procedures for regular evaluation of the budget planning process.**

## COMPREHENSIVE SUMMARY OF SUGGESTIONS

### SECTION I

**No Suggestions**

### SECTION II

- 1. The committee suggests that the Adjunct Faculty Web site be updated to reflect the current “Expanded Mission and Goals.”**

### SECTION III

- 1. The committee suggests the College substantially increase resources for the IR and P Office. These resources should include the addition of a full-time secretary who could input data, answer phones, process requests for research, and retrieve information for clients (responsibilities now performed by the Assistant Dean). A secretary would enable the Assistant Dean to focus more time on the gathering, analysis and dissemination of data.**

## SECTION IV

- 1. The committee suggests that members of the Academic Support Division, the Learning Assistance Center, and the Health Center work with one of the licensed professional counselors on campus to formulate a plan for a referral system for students who are not being appropriately served by Eastfield's programs.**
- 2. The committee suggests that the College establish a standing advisors' task force/council made up of advisors, administrators, faculty, and student representatives. This task force/council would meet regularly to identify issues and concerns related to advising, to plan remedies, and to make subsequent recommendations to the Vice President of Instruction.**
- 3. The committee suggests that the College publish a student advising handbook and a directory of advisors.**
- 4. The committee suggests that the College give a monthly report of advising activities to the College community.**
- 5. The committee suggests that Eastfield College support the adoption of the three recommendations of the DCCCD Counseling and Advisement Council:**
  - The position description of Academic Advisor (TK8) be revised, and be moved from a level 6 to a level 8 on the PSS salary scale.**
  - A new position (Academic Advisor II), which requires advanced advising skills, responsibilities and credentials, be created at level 9 on the PSS salary scale.**

- **The position of Coordinator of Academic Advising (TH3) move from level 7 to level 9 on the PSS salary scale. [\(SD 24\)](#)**
- 6. The committee suggests that the College add an appropriate number of full-time advisors to the Advisement Center staff in order to bring the advisee/advisor ratios to within the range of 350/1 to 450/1.**
  - 7. The committee suggests that the College develop more sophisticated evaluation instruments to measure the effectiveness of its advisement and orientation programs.**
  - 8. The committee suggests that the College establish a central clearinghouse for proofing and approving all the format of publications prepared for the public.**
  - 9. The committee suggests that the Marketing and Communications department should be designated as that central clearinghouse.**
  - 10. The committee suggests that written guidelines for the format of publications be distributed to all departments and divisions.**
  - 11. The committee suggests that these written guidelines be updated regularly.**
  - 12. The committee suggests that additional permanent classrooms be provided to the Criminal Justice Program as well as adequate storage facilities.**
  - 13. The committee suggests that a Continuing Education secretary be hired.**
  - 14. While the committee concludes that the college is in compliance with the criteria stated above, it suggests that efforts be continued to hire additional**

full-time faculty, with a goal of having two-thirds of the contact hours taught by full-timers. The committee further suggests that the contentious issue of “Teaching Administrators” be revisited. It appears likely that the College is creating a “second class” of faculty that, given the college’s diversity goals, may turn out to be mostly minority. The prospects for ill feelings between the two faculty groups, and between each group and the College administration are great.

15. One section of the online guide for adjunct faculty contains a “Profile of Eastfield’s Student Body” based on information that is five years old. The committee suggests that the guide be updated annually, with responsibility for the updating clearly assigned to some staff member. Looking to the future, the committee further suggests that each division provide a place where adjunct faculty have access to a telephone and computer as well as a reasonably private place for meeting with students.
16. The committee suggests that the College form a blue-ribbon task force to develop unambiguous policies regarding these issues of faculty identity.

#### SECTION V

1. The committee suggests that Eastfield College increase the Library budget to provide sufficient funds to obtain professional coverage throughout the hours of operation.
2. The committee suggests that the Eastfield College Library closely examine the issue of extended library hours.
3. The committee suggests that the College take immediate steps to address the problem of media equipment in need of replacement.

- 4. The committee suggests that the fees reimbursed to the College for lost books and materials be remitted to the Library and not to the general fund.**
- 5. The committee suggests that the Instructional Support Services budget be increased to provide an increase in the number of skilled staff in ratio to the College's higher student enrollment to provide the support materials necessary for academic instruction, and to upgrade computers and other technological equipment on a timely basis.**
- 6. The committee suggests that the College be brought into compliance with the ACRL standards and with the Texas Higher Education Coordinating Board Site Review 2000.**
- 7. The committee suggests that the College hire two professional librarians as suggested in 5.1.6A.**
- 8. The committee suggests that the College plan for the initiation of Sunday hours and the concomitant part-time staff needed to staff the Library adequately during those hours.**
- 9. The committee suggests that the College administration, faculty, and staff seek ways to encourage awareness of the Student Code of Conduct.**
- 10. The committee suggests that the College provide a secretary/receptionist for the Health Center who could keep the Center open. This would improve availability of care and thus access to care.**
- 11. The committee suggests that the College consider extending the Health Center's hours so that they coincide with class schedules, including**

Saturdays.

12. The committee suggests that the Athletics Advisory Council be reinstated and include as one of its duties the review of the Policies and Procedures Manual.
13. The committee suggests that the College establish an Athletics Advisory Council to provide appropriate direction, evaluation, and input.
14. The committee further suggests that this Council consist of two students (one male and one female), two Faculty Association members, the Vice President of Instruction, the Dean of Science, Math, and Physical Education Division, the Athletics Director, and the President.
15. The committee also suggests that the Council meet each semester with the Athletics Director giving a summary report of each sport.

#### SECTION VI

1. The committee suggests that the College make a more concerted effort to maintain ties to its graduates.
2. The committee suggests that the two processes of budget and institutional effectiveness and planning be more closely tied together.
3. The committee suggests that the College develop written procedures for the evaluation of budget planning and distribute them to all employees.
4. The committee suggests that the College develop written procedures relating to budget planning and evaluation.

5. The committee suggests that the business officer render interim budget statements on a periodic basis to department heads for their guidance in staying within budgetary allocations.
6. The committee suggests that the Vice President of Business Services, working with Cost Center Managers, produce a well-thought-out business procedures manual to be distributed to all employees.
7. The committee suggests that the DCCCD Business Procedures Manual, specifically Sections 4.2.0 and 4.3.0 be updated to coincide with the new financial system (Colleague). Currently the procedures refer to the old financial system – Opera.
8. The committee suggests that law reference (Section 21.901 of the Texas Education Code) be changed to refer to the Texas School Law Bulletin under the Education Code Section 21.901.
9. The committee suggests that information about the bonding policy be published and all employees be made aware of the policy.
10. The committee suggests that the College try to find space for the instructional services areas (Learning Assistance Center, Media and Production, and the Assessment Center) and discipline-related classroom/labs (ceramics/jewelry/sculpture and developmental math) that are in critical need of expansion.

**COMPREHENSIVE SUMMARY OF COMMENDATIONS****SECTION V**

- 1. The Librarian III and other District personnel are commended for writing a grant proposal that awarded District libraries a sum of \$720,000 under the Telecommunications Infrastructure Fund (TIF) the technology capabilities of the Library. Because of the Eastfield Library's budget constraints, the materials acquired through this grant enabled the Library to meet students' needs for current information to support the College curriculum.**
- 2. The achievement of the high level of patron satisfaction and the Library staff's dedication to service are commended.**
- 3. The Library staff is to be commended for their demonstrated competence and professional work.**