

COMPTON CCD/EL CAMINO CCD
2016-2021 PARTNERSHIP TRANSITION PLAN

Focused Area	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<p>Partnership Transition</p> <p><i>Lead:</i> Dr. Keith Curry</p>	<p>Request and received approval for transition funding from the State of California in the amount of \$11.3 million to Compton Community College District.</p> <p>Accept Fiscal Crisis Management Assistance Team management letter recommendations as it relates to the \$11.3 million transition funding. Status Report: Compton District Board Accepted recommendations at their June 20, 2017, board meeting.</p>	<p>Initial planning meeting for Compton College separation from El Camino Community College District. Status Report: Meeting scheduled for Tuesday, July 11, 2017.</p> <p>Transition committees established and meet throughout the 2017-2018 year</p> <p>California Community College Board of Governors resolution recognizing Compton College as the 114th California Community College – July 17, 2017</p> <p>AB 1299- Compton Community College District – 75/25 and 50% law protection</p> <p>Outsource scanning of the Compton Center and Compton College records from fall 2006 through December 31, 2017 – Need funding</p>	<p>Compton College fall/spring registration available – spring 2019</p> <p>Continue with transition meetings throughout the 2018-2019 year.</p> <p>Submit Substantive Change Proposal – Change of Control to ACCJC by June 20, 2018</p> <p>California Community Chancellor Office Executive Order recognizing Compton College as a college under the authority of Compton Community College District effective June 7, 2019 at 11:59 p.m.</p> <p>Partnership with El Camino Community College District ends June 7, 2019, 11:59 p.m.</p>	<p>Compton College opens under the authority of Compton CCD – June 8, 2019.</p>	

		Prepare Substantive Change Proposal – Change of Control			
<p>Admissions and Records</p> <p><i>Lead: Richette Bell</i></p>	<p>International Student Program is currently offered through El Camino College</p>	<p>In the middle of the application cycle for Fall 2017 Compton received accreditation as a college. The CCCApply application remains separate. Application material on the Compton web and corresponding letters and emails must reflect the change at a certain point.</p> <p>Academic transcripts for student work completed between Fall 2006 and Spring 2019 inclusive will continue to be issued by El Camino College. In Spring 2018 Compton College should complete the layout, legend, and overall desired output of its official and unofficial academic transcripts. Also, a decision needs to be made if transcripts will be 1) printed in house or via a vendor and 2) mailed from Compton College or a vendor.</p> <p>Compton College should have a protocol in place for verification of enrollment for all Compton students enrolled in the old</p>	<p>Compton College CC Apply Application Available</p> <p>If Compton College decides to contract with a vendor for official transcripts, then in the Fall 2018 term Compton should select a vendor. All data elements, specifications, and desired electronic and paper output must be included in the contract. By the Spring 2019 semester, implementation by the vendor must occur with Compton’s A&R and ITS department’s alpha and beta testing both the paper and electronic transcripts.</p> <p>Compton College should establish a protocol to verify student academic records that are 1) pre August 2006 and post Spring 2019. Unless already in place, training should take place for primary and secondary personnel to perform the verification duty.</p> <p>By the end of Spring 2018 Compton College should have a task force in place to recommend the “look and layout” of Compton College degrees and certificates. This would include the</p>	<p>Effective Summer 2019, Compton College is able to issue official and unofficial academic transcripts in both paper and electronic formats.</p> <p>In Spring 2019 Compton College will need to contract with a vendor for verifications of enrollment.</p> <p>If Compton College choses to contract with a vendor to print degrees and certificates, consideration should also be given to have the vendor mail them to students. The entire process of preparing for degrees and certificates, regardless through a vendor or in house, must be finalized by the end of Spring 2019. At the end of Summer 2019 Compton College shall be issuing degrees and certificates.</p> <p>Effective by no later than Summer 2019 El Camino College will be responsible for responding to subpoenas or other legal external requests (court orders,</p>	<p>Compton College CCCApply Application has been and continues to be available online.</p> <p>Academic transcripts are issued by El Camino College.</p> <p>Verifications of Enrollment</p> <p>Degrees and Certificates are awarded by El Camino College</p> <p>Records are currently kept separately on the two campuses.</p> <p>Grade Changes are processed separately by El Camino and Compton.</p>

		<p>Compton College courses (pre August 2006).</p> <p>Degrees and Certificates will continue to be awarded under El Camino College until Summer 2019.</p> <p>The Compton College continues to maintain all course section records: rosters, etc.</p> <p>The existing El Camino College policy and procedure will continue through the 2016-2017 academic year.</p> <p>In Spring 2018 a plan of action including target dates and steps should be completed to allow Compton College to certify veterans by Summer 2019.</p> <p>The relationship and format of the International Student Program between El Camino and Compton should not change in this year.</p>	<p>quality of paper, the font, the wording, coloring, desired signatures, logo, etc. In addition, consideration must be given whether Compton College will print its own degrees and certificates or contract with a vendor.</p> <p>A protocol is established between Compton and El Camino Colleges on the transfer of course section records from the Compton Center/ Compton College (from August 2006 through a designated date). Part of the protocol will be to account for missing records or documents.</p> <p>In 2018 a protocol between El Camino and Compton should be established on a grade change process in the post-separation era. For example, in September 2019 a student challenges a grade taken at Compton in Fall 2018. The student has 18 months to challenge. Therefore, he/she is within the 18 month period. The separation is now official and the records are now with El Camino. However, the instructor of record is contracted with Compton College. A protocol and process must be established prior to the final separation.</p>	<p>audits, research requests).</p> <p>Implementation of the protocol</p> <p>In early Spring 2019 the request for authorization to offer classes and services to veterans must be sent to the agencies. If the agencies allow for earlier submittal (Fall 2018), that should be considered. In person visits by the agencies may be required before the granting of authorization.</p> <p>During the 2019-2020 academic year Compton College should begin the process of applying for certification to offer F-1 students courses. The target first term should be Fall 2020.</p> <p>Develop Emboss diploma paper with the Compton College seal.</p>	
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			<p>In Fall 2018 preliminary contact with both the federal and state veterans agencies. This will be an initial authorization to offer veterans services and classes, not a re-authorization. Therefore, all the requirements will need to be documented and met. During Fall 2018 the research and data required by the government agencies must be collected and prepared.</p> <p>Spring 2019 will be the last semester in which an El Camino F-1 student can take classes at Compton. It is advised that Compton. Effective Summer 2019 F-1 or other related visa students will not be able to attend Compton.</p>		
<p>Academic Affairs</p> <p><i>Lead: Barbara Perez</i></p>	<p>Developed the position of Curriculum Analyst.</p> <p>Worked with the Academic Senate to establish a process for curriculum. Developed a curriculum handbook, established the parameters of the curriculum committee and elected a curriculum chair.</p> <p>Purchased and started setting up a curriculum</p>	<p>Hire a Curriculum Analyst by October 2017.</p> <p>Establish and train the Compton College Curriculum Committee.</p> <p>Divisions will identify the programs and courses that will be copied from ECC to serve as the foundation of Compton's curriculum.</p> <p>Go live on CurricUNet META.</p>	<p>Curriculum committee will begin to review new course proposals and course reviews.</p> <p>Establish schedule development timelines.</p> <p>Implement a calendar committee.</p> <p>Establish the processes necessary to clean up the curriculum inventory at the Chancellor's Office.</p>	<p>Fully independent academic operations.</p> <p>Resolve all curriculum related matters associated with separation of the partnership.</p> <p>Develop the 2020-2021 and 2021-2022 Academic Calendar.</p> <p>Develop a list of duties currently being completed by Barbara</p>	

	management system – CurricUNET META	<p>Establish curriculum review timelines.</p> <p>Begin the process of developing a college catalog for Compton.</p> <p>Work with the College to evaluate and select a student information system to meet the needs of the college</p> <p>Determine subscriptions/ software needs for the academic programs.</p> <p>Hire a Manager of Institutional Research for Compton College.</p>	<p>Spring 2019 – publish 2019-20 Compton College Catalog for summer 2019.</p> <p>Develop the appropriate processes for 320, FON, MIS and enrollment reports and determine office responsible.</p> <p>Establish course management system for distance education – CANVAS</p> <p>Form a distance education advisory committee</p> <p>Faculty Contracts</p> <p>Evaluate status of nursing transition</p>	<p>Perez and assign those duties to Compton College employees prior to March 31, 2020.</p>	
<p>Student Services</p> <p><i>Lead: Elizabeth Martinez</i></p>		<p>(ITS& SS) ERP (Enterprise Resource Planning) - Banner, Colleague, Peoplesoft? By Oct. 2017 – decide on ERP and initiate contract process;</p> <p>By Summer 2018: Contract in place, roles and permissions, curriculum (comprehensive – rules, course description, load), in system – 1 year (so we can PPA for Financial aid and start building summer 2019 schedule)</p> <p>Organization/structure</p>	<p>Board Policy and Procedure review</p> <p>Determine which BP/AP need to be revised or drafted (both ECC and CC); create timeline for updates by July 2018.</p> <p>(Financial Aid) Establish a Veterans Program (VRC).</p> <p>Start process Spring 2018.</p> <p>(ITS & SS) Establish a Student Portal</p>	<p>MIS Reporting & Audits (SSSP and categorical-SRC, EOPS/CARE, CalWORKs, Student Equity). Must decide ERP system; map and align contacts to MIS data element dictionary, align in system and train staff to input and report; QA – reports. To be in place by Summer 2019.</p> <p>Create post-separation protocols for all departments by Summer 2019. (A&R Specifically-</p>	<p>(Communications & SS) TeachOut for students Timeline--waves</p>

		<p>Create a 3 year staffing grid/timeline; develop reporting structure in Student Services, reporting for curriculum, articulation, ITS, etc.; examine 50% law; tiered leads for transition planning and ongoing operations; compliance. Decide by December 2017.</p> <p>Articulation officer /designee to be added to continue pathways for transfer. Position to be filled after curriculum is agreed upon.</p> <p>(A&R) Academic and Production calendar. Decide by Sept 2017 for the 2019-2020; determine timeline for CO approval;</p> <p>(Financial Aid) Establish CC PPA for financial aid by September 1 - phone calls; next steps determined by SIS selection</p> <p>(Communication & SS) Student Communication keep our FTES, student and community informed</p>	<p>Change Management /surviving and thriving through the process Ongoing.</p> <p>Develop a plan to handle Title 9.</p>	<p>handling grade change requests, subpoenas, academic renewal, transcript requests, audits)</p> <p>A&R processes - degrees, transcripts, application processing fall 2018 - accept applications for Summer 2019 start Oct. 2018. (Communications & SS) TeachOut for students Timeline—waves</p> <p>(Communication & SS) Student Communication keep our FTES, student and community informed</p> <p>Change Management /surviving and thriving through the process Ongoing</p>	
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		Change Management /surviving and thriving through the process Ongoing			
<p>Business Services</p> <p><i>Lead:</i> Keith Curry</p>		<p>Work with LACOE to implement PeopleSoft for Compton College Budget, Purchasing and Accounts Payable.</p> <p>Obtain quote for services- compare to Banner option</p> <p>Board approve contract Plan training of requisition input</p> <p>Plan training of requisition approvers</p> <p>Plan training of business office Purchasing and Accounts Payable staff.</p> <p>Board approve tentative budget, then convert to PSFS format.</p> <p>Upload 2018-2019 Final Budget</p> <p>Train Vice President on RAD</p> <p>Train business office staff on RAD.</p> <p>Review Compton College existing Bookstore contract with El Camino College.</p>	<p>Plan training for RAD access (Report Access Distribution).</p> <p>Create training plan for report access.</p> <p>Implement plan for training staff on Report Access.</p> <p>Follow up with VP's and Managers to help them to implement change.</p> <p>Plan board reporting of Purchase orders and budget transfers.</p> <p>Issue RFP, select vendor, contract with vendor for January 2019 start date in accordance with plan in RFP.</p>		

<p>Communication</p> <p><i>Lead: Heather Parnock</i></p>		<p>Compton College Community Relations/Foundation Director hired</p> <p>Casual employee clerical support hired</p> <p>Develop Transition timeline for transferring Community Relations/PRM responsibilities from ECC to CC Community Relations Dept. Final transfer of duties no later than June 30, 2018.</p> <p>Review complete Transition Plan to identify Internal Communications vs. External Communications vs both for activities/tasks throughout the transition process</p> <p>Complete Compton College Communications Guide</p> <p>Conduct audit of CC website to determine pages that refer back to ECC website pages.</p> <p>Communicate Substantive Change Proposal submission</p>	<p>Develop protocols for depts./programs to use for internal communications throughout the transition process</p> <p>In conjunction with appropriate depts./programs, develop a timeline to transition all pages to CC website only</p> <p>Promote CC Veterans program</p> <p>Promote CC student portal</p> <p>Communicate status of CC nursing program</p> <p>Work with AA to publish a CC catalog for 2019-2020 year.</p>	<p>Develop degree template for CC degrees</p> <p>Communicate A&R processes and changes from ECC to CC</p> <p>Communicate FA processes and changes from ECC to CC.</p> <p>Update Compton College Communication Guide.</p>	<p>With SS develop and communicate a teach out timeline for students</p>
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<p>Financial Aid</p> <p><i>Lead: Dr. Keith Cobb</i></p>		<p>Review and planning call with CCC Chancellors Office</p> <p>Conference call with Department of Ed to review steps required for Title IV participation</p> <p>Conference call with CSAC to review steps required for Cal Grant participation</p> <p>Develop detailed timeline/action plan with subcommittee</p> <p>Provide cost estimates for Financial Aid Vendors</p> <p>Coordinate data base requisites for prospective Financial Aid Vendors</p>	<p>Certification training for CEO and FAO Director</p> <p>Submit application for participation in Title IV (include loan participation)</p> <p>Submit application for participation in Cal Grant</p> <p>Apply for campus based funds</p> <p>System set-up/ rules forms, etc for 2019-2020 by December 2018</p> <p>Begin awarding students</p> <p>Enterprise system must be set up and functional prior to the awarding process. The awarding process should begin by January 2019</p> <p>Contract approvals for Financial Aid Vendors:</p> <ul style="list-style-type: none"> • Campus Logic (Verification) • FATV- Consumer Info Videos • Next Gen – Scholarship App • BankMobile – Disbursements • Test for Ability to Benefit (Accuplacer) • National Student Loan ClearingHouse- 		
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			<p>Enrollment Reporting</p> <ul style="list-style-type: none"> • Singularity/Hershey (Scanning) • Cue-less automated cuing software • Default Management 		
<p>Information Technology Systems</p> <p><i>Lead: Dr. Andrei Yermakov</i></p>		<p>Implement Compton.edu network with user accounts and MS Office365.</p> <p>Advertise RFP. Collect responses and select the vendor.</p> <p>Purchase Compton College Enterprise Resource Planning System. Start system implementation and user training.</p> <p>Switch to LACOE financial on July 1, 2018.</p>	<p>Complete system configuration and user training.</p> <p>Compton College ERP System available – October 2018</p> <p>Implement Canvas LMS. Acquire all academic and administrative software.</p> <p>Implement network and system security. Install portal.</p> <p>Design and implement new www.compton.edu website.</p>	<p>Continue with user trainings. Optimize business processes.</p> <p>Project Glue – multiple interface between college systems and state systems.</p>	<p>Implement LACOE CGI Advanced financial, payroll, and HR systems.</p>
<p>Nursing</p> <p><i>Lead: Dr. Abiodun Osanyinpeju</i></p>	<p>Operated a program of ECC Registered Nursing (RN) on Compton Center campus Managed by ECC Nursing Director with the help of an Assistant Director located at the Compton Center campus</p> <p>Taught ECC Registered Nursing (RN) curriculum</p>	<p>Operate a program of ECC Registered Nursing on Compton College campus</p> <p>Managed by ECC Nursing Director with the help of an Assistant Director located at the Compton College campus</p> <p>Teach ECC Registered Nursing curriculum</p>	<p>Compton College Nursing Director implements strategies to improve program quality and NCLEX pass rates Work with a Nursing Consultant to examine areas in teaching structures that strengthen or weaken the student learning experience and environment.</p> <p>Work with a Nursing Consultant to identify positive nursing curriculum</p>	<p>Fully independent Registered Nursing program at Compton College.</p> <p>Hire Associate Dean of Nursing for Compton College.</p> <p>Implement recommendations from the BRN as it relates to the Compton College Nursing Program.</p>	<p>Start to offer Compton College LVN and CNA programs</p>

	<p>Developed, submitted, and approved Certified Nursing Assistant/ Home Health Aide (CNA/HHA) curriculum by ECC Curriculum Committee</p> <p>Started the development of the Vocational Nursing (VN) curriculum</p>	<p>Initiate programs and processes to ensure a continuous achievement of 75% NCLEX pass rate of Compton Registered Nursing graduates from 2016/17 and beyond.</p> <p>Ensure the nursing transition team/advisory committee meets once a month and is dedicated to reviewing and providing deliverable outcomes of nursing curriculum and RN/NCLEX program and examination readiness.</p> <p>Start pre-licensure activities with CA Department of Public Health to approve Compton College CNA/ Home Health Aide program</p> <p>Complete the development and approval of the Vocational Nursing curriculum by ECC Curriculum Committee</p> <p>Develop the job description and hire a Associate Dean of Nursing for Compton College</p>	<p>changes that will improve classroom and clinical learning experience in line with BRN guidelines and nursing program approval requirements.</p> <p>Work with a Nursing Consultant to establish proactive measures relating to early intervention and/or remediation for students currently accepted into the nursing program</p> <p>Work with an NCLEX professional expert to ensure the NCLEX-RN testing of all students that completed the nursing program at Compton College from June 2016 to December 2017 and have not taken the BRN NCLEX Examination.</p> <p>Work with an NCLEX professional expert to increase NCLEX pass rates for first-time test taking students who completed the nursing program at the Compton College between June 2017 and December 2017.</p> <p>Work with an NCLEX professional expert to assist in scheduling BRN NCLEX testing for graduating students covering the period December 2017 to achieve testing within a 90-day window after graduation.</p>		
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			Start pre-licensure activities with BVNPT for VN program		
			Start to offer Compton College CNA/HHA program		
<p>Police Services</p> <p>Lead: Chief Ramund Box</p>	<p>Payroll-complete Police Cadets Investigations EPCD Cleary Parking Machines Emergency contact number Property and evidence & establish another contract with the phoenix group for CCCD Arrest and booking LASD</p>	<p>Hire Police Chief Compton College Police Department</p> <p>Develop and implement plan to transfer police services from El Camino Community College District to Compton Community College District.</p> <p>CCCD Board Resolution for Police Department.</p> <p>MDC funding for 3 MDC/3 portable radios Arbitrator systems and modems</p>	<p>Nixle account 2018 New ORI/Clets/DOJ</p> <p>Backgrounds/2018-2019 Issued equipment Policy manual Towing Contract Dispatchers/cellular contracts 911 transfer & paper work to LASD-Compton & State officer of 911 EOS. Transfer DMV paper work and insurance paper work</p> <p>All weapons Side arms Shotguns MP5 Tasers Bean bag shotguns HR Transfer issues with POA & ECC Classified and other</p>	<p>Transfer Police Services effective June 8, 2019</p> <p>Post Training Records/2019</p> <p>Life-Scan 2019/2020 Reports Tiburon UCR-Stats Hate Crimes New moving tickets/parking ticket rolls Old crime data/Hawthorne PD on flash drive Transfer employee vehicle confidentiality to CCCD Gas cards transferred new decals for cars Funding source ECC Badges & ID transfer</p> <p>Open new Police Facility on July 2019</p>	<p>Payroll-complete</p> <p>Police Cadets Investigations EPCD Cleary Parking Machines Emergency contact number Property and evidence & establish another contract with the phoenix group for CCCD Arrest and booking LASD</p>