MISSION
West Hills College Coalinga is committed to achieving student learning through the provision of educational, cultural, and economic development opportunities to our current and future students and the local and global communities that we serve.

VISION
West Hills College Coalinga strives to become a premiere interactive learner-centered community college recognized for its contribution to educational, social, cultural, and economic vitality.

COLLEGE GOALS
1. We will maintain our focus on improving student success, improving customer service, and on being learner-centered.

2. We will develop and strengthen College and community interactions to improve access to education opportunities.

3. We will demonstrate academic quality, leadership, engagement, innovation, and creative thought.

4. We will effectively utilize existing resources and pursue additional resources to achieve the mission of the college.

MEMBERSHIP (and terms of service)

◊ CIO (permanent)
◊ Associate Vice Chancellor, Educational Planning
◊ 7 Faculty - one from each Learning Area appointed by the Faculty Academic Senate and the librarian
◊ Associate Dean of Student Learning
◊ Director, Farm of the Future (permanent)
◊ Director of Athletics, Health, and PE (permanent)
◊ Director of Health Careers (permanent)
◊ 1 DSPS Representative - selected by Associate Dean of Student Services
◊ 1 ITS Representative

Ex-Officio Membership
◊ Director of NDC (permanent)
◊ Vice Chancellor of Institutional Effectiveness & Enrollment Management (permanent)
◊ Vice Chancellor, Educational Services and Workforce Development

Term Length
Council representatives will serve a two year term unless otherwise noted.
COUNCIL RESPONSIBILITIES:

PURPOSE: To develop, implement, monitor, review, evaluate, and revise college instructional activities in accordance with the college mission, vision, and college goals.

1. ACCREDITATION
   ◦ Serve as the steering committee for the accreditation process.
   ◦ Provide leadership in the development, planning, preparation, supervision, and completion of the accreditation self study.
   ◦ Promote a campus culture that is concerned about accreditation.

2. BUDGET
   ◦ Make recommendations to the College Planning Council for the annual instructional budget including:
     o Full-time faculty
     o Adjunct/overload
     o Instructional supplies
     o Instructional equipment
   ◦ Prioritize budget requests from instructional program

3. ENROLLMENT MANAGEMENT
   ◦ Make recommendations regarding educational practices such as course cancellation protocols, minimum/maximum class size, room usage, and scheduling to respond to changing student learning needs and college FTES targets.
   ◦ Review and make recommendations regarding grants and outside funding source proposals that impact instructional areas to verify relationship to instructional needs and the college mission, vision, and goals.

4. FACULTY/STAFF NEEDS
   ◦ Make recommendations and identify priorities for new faculty positions and other instructional staffing needs annually.
   ◦ Assist with mentoring and orientation for new full-time faculty.
   ◦ Assist with orientation for adjunct faculty each semester.
   ◦ Promote staff development activities for faculty to improve their individual effectiveness consistent with the college mission, vision, and goals.
   ◦ Make recommendations for Flex/Duty Day activities related to staff and improvements in student learning.
   ◦ Assist in the improvement of communication between the instructional staff and faculty.

5. PLANNING/RESEARCH
   ◦ Review and interpret research data related to instruction.
   ◦ Promote the use and understanding of research as a basis for instructional decision-making.
   ◦ Contribute to the development, implementation, review and annual revision of the Master Education Plan.
   ◦ Assist in the development of the End-of-Year Report, which is presented to the Board of Trustees by the College President.

6. PROGRAM REVIEW
   ◦ Develop, review, and revise the instructional program review process in collaboration with the Academic Senate.
Review program review documents annually and present a summary of proposed needs, changes and problems to the College Planning Council, Curriculum Committee, and Academic Senate as appropriate.

Determine process for development and approval of new educational programs.

Determine guidelines for “at-risk” programs and assist faculty in developing action plans to strengthen “at risk” programs.

Recommend discontinuance of programs that cannot be strengthened.

7. STUDENT LEARNING OUTCOMES

Participate in the development, implementation, and assessment of student learning outcomes at the course, program, and degree levels.

Assist faculty in reviewing course outlines and syllabi for inclusion of student learning outcomes.

8. TECHNOLOGY

Make recommendations and identify priorities for technology issues related to instructional services.