

Program Coordinator was created dedicated solely to Classes for Older Adults. Since the last accreditation, all course outlines have been reviewed and many rewritten under the direction of the Program Coordinator. The vocational education program regularly reviews the kinds of software and instructional activities in the computer applications program and clerical skills program in order to offer instruction in the latest releases of the most popularly used software.

3. That the school administration investigates ways to improve communication with all staff members at all sites in order to carry out the adopted philosophy and goals of the school.

The current administration is committed to being more accessible for staff and students. Weekly staff meetings with all program coordinators are held to review current goals and to discuss strategies for communicating with staff and students. There are plans to continue many of the regular meetings of committees that were part of the process of the current self-study, including regular student council meetings to enable dialogue between students and administration.

The current Program Developer/Coordinator of the secondary/GED/basic skills program has regular contact with all instructors in the department and produces a weekly newsletter addressing school philosophy and departmental goals. The ESL Program Coordinator, in addition to ongoing communication with day and evening faculty, regularly visits the two major branches where ESL classes are held. Since the last accreditation, the position of Coordinator for Older Adult Programs/Substantially Handicapped was created, and regular visits are made to the over 30 sites where these classes are held. The administration also has an increased presence at night. Communication has improved markedly.

4. That the school administration and staff establish an academic assessment and counseling center to serve all students in order to provide necessary student support services.

The opening of the SMART Center has facilitated the focus of these support services for selected groups of students (see above #1).