



2016-17 ADMINISTRATIVE UNIT PROGRAM REVIEW
UNIT: Academic Services VP Office

*****Completed Program Reviews Are Due to Carolyn Scott by 12 pm on Friday, December 2, 2016.*****

STATEMENT OF PURPOSE:

- Review and reflect on the support of student learning, with the goal of assessment and improvement of program effectiveness
- Provide a forum for each unit's findings to be included in institutional planning processes
- Create written records of what is working well, what can be improved, and specific plans for implementing chosen improvements
- Collect information that will contribute to institutional assessment and improvement

INSTRUCTIONS: This program review covers the timeframe fall 2015 and spring 2016, inclusive. The planning is identified for spring 2017 and academic year 2017-2018.

I. MISSION

A. State the current program mission

Academic Services fulfills the mission of the college by providing leadership for the planning, delivery, and support of high quality instructional programs.

B. The mission of Las Positas College is,

Las Positas College is an inclusive, student-centered institution providing learning opportunities and support for completion of transfer, degree, basic skills, career-technical, and retraining goals.

Discuss how the program/service area supports the college mission.

The Academic Services area supports the college mission by: recruiting and supporting faculty; connecting with the community and industry in appropriate ways; supporting the curriculum; supporting the Program Review and SLO assessment process; building new pathways to LPC through programs; scheduling to optimize student completion; working with student services to address the needs of diverse students with varying academic support needs.

C. List the major functions/duties of your unit.

1. Produce the class schedule and engage in enrollment management
2. Lead the hiring and evaluation of faculty and staff
3. Submit timely reports: ACCJC, BSI, Library, Professional Development, etc.
4. Support faculty in curriculum work
5. Work with faculty to build and support academic programs
6. Assist in maintaining Advisory Boards that inform our CTE programs
7. Lead broader educational initiatives, such as AEBG, SWP, Measure A, Canvas migration, etc.
8. Support Program Review, SLOs and assessment, and program improvement
9. Communicate to the campus community
10. Collaborate with Student Services and Administrative Services to serve the College
11. Represent Academic views and concerns institutionally and districtwide

II. GOALS AND OBJECTIVES

A. Since the last Administrative Unit Program Review, what objectives, initiatives, or plans have been achieved and how?

1. Improve campus communication

- Clarify accreditation concerns by updating at several Town Halls
- Umoja taskforce did extraordinary work to communicate to the campus the creation of this new learning community
- Additional communication of large grants such as HSI and BSI Transformation including opportunities for participation
- Publish timelines and tasks for the 2100 building refresh so faculty stayed aware

2. Develop all required ADTs

- Under development are: Economics, Music, Social Justice Studies, Global Studies
- Submitted for approval are: Communication Studies and Nutrition

3. Ensure assessment of course and program SLOs, and move toward authentic and meaningful work

- Review and rewriting of hundreds of course and program SLOs is evidence of engagement in course and program SLO work
- Offer multiple trainings
- Liaison assistance for each Division
- Promoting professional responsibility training and activities around SLOs for part-time faculty

4. Provide adequate curriculum support to faculty and college

- Updating of the Curriculum inventory to deactivate old and inaccurate courses and programs
- Beginning the placement of courses on the disciplines list
- Curriculum Chair and Curriculum Specialist available to assist

5. Produce an accurate catalog

- Catalog Committee was formed and meeting of stakeholders was held; timeline was developed
- Plans are in motion to update every Course Description, remove every deactivated course, have an accurate Programs page

6. Grow CTE Programs

- Increased involvement by Deans in the Advisory Groups
- Advisory Group refocus on labor market data and industry needs
- Increase the number of Advisory Boards such as Visual Communications and Piano Pedagogy
- Updating of some program curriculum such as Auto and Horticulture

B. Major Goals and Objectives for Spring 2017 and AY 2017-18.

Major Goals and/or Objectives	Start Date	Status: Ongoing, date completion anticipated	Need Assistance in order to complete goal or objective (reference applicable resource request page)	EMP Goals or Planning Priorities or Board Priorities linked to this Goal/Objective
1. Continue the advancement of the SLO work in each Division	Sp '17	ongoing	Keep liaisons in place	BP 1a, b PP # 3 EMP A1
2. Finish the catalog update and address remaining accuracy concerns	Sp '17	Spring 2018	Cooperation of other offices	PP # 1, 2 EMP A1,2,7, B4, D1, 2; BP 1b
3. Continue to strengthen campus communication	Sp '17	ongoing	Additional office support	PP # 1; EMP C.3, D1, 2; BP 1c
4. Increase program level accreditations, ie. Paramedic, Auto	Sp'17	Spring 2018 and ongoing	Public Safety Program Manager	PP # 2, EMP A.2, B.2; BP 1.c
5. Increase involvement by Deans in ACCJC work	S '17	Ongoing	Professional dev. funding	PP #1; BP 1.c; EMP D.3, 4
6. Begin work for Measure A Implementation	S '17	Spring 2018		EMP C
7. Increased collaboration and engagement with Student Services projects and processes	Sp '17	Ongoing	Coordination with other offices	PP # 4, EMP A.1, D.2; BP 1.c
8. Explore opportunities with Dual Enrollment, Adult Education, non-credit, and Guided Pathways	S '17	Spring 2018	Adult Ed Manager; Additional office support	EMP A all; B all BP 1.a, 2.a

III. PROGRAM ASSESSMENT/ADMINISTRATIVE UNIT OUTCOMES

A. Program Assessments for spring 2016 and fall 2016, (please include the results of the fall 2016 Administrative Offices User Survey).

Administrative Unit Outcome that was Assessed	What assessment methods did you use?	What result did you get?	How will you use the results of the assessment?	Educational Master Plan Goals or Planning Priorities Linked to AUOs
Serve our faculty, staff and students from our offices in professional, knowledgeable, and productive ways	Campus survey	A baseline for reflecting on the whole campus and the specific offices	Because these are the previous 3 Division Units, and we now have 4, we will reflect in general, and take the survey again next year for more specific data.	
Produce documents and process paperwork in a timely manner	Campus Survey	The survey was directed at "timely service"	We will look at the feedback and make adjustments to how we want to direct this question in the future for usefulness in our offices.	ACCJC Processes Planning Priority

B. Program Assessment Planning for fall 2016 and AY 2017-18

Administrative Unit Outcome to be Assessed	What assessment methods do you plan to use?	When will assessment be conducted and reviewed?	What result, target, or value will represent success at achieving this outcome?	How do you anticipate using the results from the assessment?	Educational Master Plan Goals or Planning Priorities Linked to AUOs

Produce documents and process paperwork in a timely manner	Office list of due dates	Summer each year	Contract due dates are upheld; state report submitted on time	Determine any office changes that need to be made to uphold contract and state deadlines	
Ensure that faculty and staff are aware of deadlines, processes, and events	Coordinating Division Agendas and possible monthly updates	Talk with Rajinder	Improving communication is one of our goals	Keep adjusting our communication efforts to meet the campus needs	

IV. STAFFING

A. Staff Profile

Position	Staffing Levels for Each of the Previous Five Years					Anticipated total staff needed	
	2012	2013	2014	2015	2016	2017-2018	2018-2019
Administration	7	6	6	6	6	9	9
Supervisory: NONE (past years, total of the 3 following groups)			42	61		none	none
Professional Experts					30	30	30
Temp On-call, students					18	20	20
Volunteers					28	30	30
Classified Staff FT		21	21	22	31	33	34
Classified Staff PT		16	16	16	12	12	14
Confidential Staff FT	1	1	1	1	1	1	1
Total Full Time Equivalent Staff							

B. Staffing Needs

NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)

<p>List Staff Positions Needed for Academic Year _____ 2017-18 _____</p> <p>Place titles on list in order (rank) or importance.</p>	<p>Indicate (N) = New or (R) = Replacement</p>	<p>Estimated Annual Total Cost</p>	<p>EMP Goals or Planning Priorities Linked to Position</p>
<p>1. Public Safety Programs Manager <u>Reason: With the loss of Division staff support, all public safety program are struggling to keep up with required agency and institutional paperwork, including hiring professional experts etc. The addition of the EMS program in the regular credit arena brings added stress to the Division office.</u></p>	<p>New</p>		
<p>2. Athletics Department Assistant <u>Reason: LPC has increased the number of student sports programs and the need to support that effort has increased though the number of staff has decreased. This has put additional pressure on the Division office, and some regular tasks are not able to be performed. This would include some that support the full and part-time faculty such as Division meeting minutes etc</u></p>	<p>Replace</p>		
<p>3. Scheduler <u>Reason: As LPC has increased in size by the number of full and part-time faculty and the section count scheduled; there has been no increase in assistance to the scheduling process. To increase efficiency, accuracy, and load concerns, there is a need for additional support. Chabot currently has 3 schedulers and is not 3Xs the size of LPC.</u></p>	<p>New</p>		

<p>4. Instructional Lab Assistants/Technicians (3) <u>Reason: The need for support for the classroom labs has increased with additional sections being scheduled in science, computer science, math, and unmet needs in forensics, and music. There are also new approaches to the teaching of math which require additional support. With additional lab section, technicians are also needed.</u></p>	<p>New</p>		
<p>5. Theater Manager <u>Reason: The need for supervision and assistance with on and off campus events being held in the Performing Arts Center.</u></p>	<p>New</p>		
<p>6. 5th Academic Dean <u>Reason: This position was being considered prior to the down turn in the economy to accommodate the growth and provide faculty support. It could include the academic support services that are now spread throughout the campus.</u></p>	<p>New</p>		
<p>7. Professional Development Director <u>Reason: New faculty with high need for pedagogy training, and seasoned faculty with a high need for innovative approaches to the classroom.</u></p>	<p>New</p>		

V. FACILITIES

A. Facilities Needs

FACILITIES NEEDS

<p>List the Facilities Need and the Reason</p>	<p>EMP Goals or Planning Priorities Linked to Position</p>
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<p>1. Office Space <u>Reason: As we welcome the new dean and the new faculty in the fall of 2016, we will be out of office space. In addition, we will need to more permanently locate the Adult Education Non-Credit Program Manager. So, preparation will need to be made for expansion such as Public Safety Programs Manager etc.</u></p>	
<p>2. Consider dedicated classrooms for the Middle College Program <u>Reason: The program is growing and it would give the HS students a place to consider as their learning community space.</u></p>	
<p>3.Refer to Measure A Planning: List our priorities <u>Reason: As listed in the Measure A documents</u></p>	
<p>4. <u>Reason:</u></p>	

VI. TECHNOLOGY AND EQUIPMENT

A. Technology and Equipment Needs

TECHNOLOGY AND EQUIPMENT NEEDS

<p>List the Technology and Equipment Needs Place titles on list in order (rank) or importance.</p>	<p>Indicate (N) = New or (R) = Replacement</p>	<p>Estimated Annual Total Cost of Ownership</p>	<p>EMP Goals or Planning Priorities Linked to Position</p>
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<p>1. New Office Tech Set-Up <u>Reason: Accommodating new employees, such as the new Public Safety Programs Manager</u></p>	<p>new</p>		
<p>2. <u>Reason:</u></p>			

VII. PROFESSIONAL DEVELOPMENT

Professional Development Needs

<p>List Professional Development Needs. Reasons might include in response to assessment findings or the need to update skills to comply with state, federal, professional organization requirements or the need to update skills/competencies. Please be as specific and as brief as possible. Some items may not have a direct cost, but reflect the need to spend current staff time differently. Place items on list in order (rank) or importance.</p>	<p>Annual TC</p>			<p>EMP Goals or Planning Priorities Linked to Position</p>
	<p>Cost per item</p>	<p>Number Requested</p>	<p>Total Cost</p>	

<p>1. ACCJC Involvement <u>Reason:</u> Broaden the experience of the Deans in leadership in this area.</p>	<p>varies</p>	<p>2</p>		
<p>2. ACCCA Admin 101, Mentoring program and/or Chair Academy <u>Reason:</u></p>	<p>As needed</p>	<p>2 or 3</p>		
<p>3. Guided Pathways Initiative exploration <u>Reason:</u></p>				
<p>4. Dual Enrollment exploration <u>Reason:</u></p>				
<p>5. Non-credit initiatives exploration <u>Reason:</u></p>				
<p>6. Adult Education pathways exploration <u>Reason:</u></p>				