



**2019-20 ADMINISTRATIVE UNIT PROGRAM REVIEW**  
**UNIT: Academic Services**

**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 between fall 2018 and fall 2019. The planning is identified for spring 2020 and academic year 2020-2021.

**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 the following:

*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 process, including implementation of AB 705 and other mandates; supporting the Program Review and SLO assessment process; supporting the development of Guided Pathways (building new pathways to LPC through programs, scheduling to optimize student completion, bolstering relationships with K-12 and 4-year transfer institutions); working with Student Services to address the needs of diverse students with varying academic support needs, and collaborate with Administrative Services to support the academic programs and personnel of the college.

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

1. Schedule Development
2. Student Learning Outcomes Assessment
3. Institutional support and leadership for academic divisions
4. Develop connections and initiatives with educational, community and employment partners
5. Lead accreditation efforts
6. Enrollment management
7. Curriculum Development processes

## II. GOALS AND OBJECTIVES

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