



2020-21 ADMINISTRATIVE UNIT PROGRAM REVIEW
UNIT: Student 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

Timeframe: This program review reflects on the time period between spring 2020 through fall 2020 and plans for spring 2021 through fall 2021.

I. MISSION

A. State the current program mission

Student Services departments, offices, and programs have been established to help students attain their educational goals and add value to the college experience. Each Student Services entity is designed to assist students in the decision-making process by helping them identify and clarify academic, career, and personal goals. It is our hope that students will seek Student Services assistance throughout their educational journey at Las Positas College.

B. The mission of Las Positas College is the following:

Las Positas College provides an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

III. STAFFING

A. Staff Profile.

Position	Staffing Levels for Each of the Previous Five Years					Anticipated total staff needed	
	2016	2017	2018	2019	2020	2021-2022	2022-2023
Administration	3	4	5	5	5	6	6
Supervisory	35	40	1	2	2	2	1
Classified Staff FT	25	29	30	31	30	33	33
Classified Staff PT	8	8	1	1	1	1	1
Confidential Staff FT	1	1	1	1	1	1	1
Total Full Time Equivalent Staff	64	74	37	40	39	43	43

B. Staffing Needs

NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)

List Staff Positions Needed for Academic Year <u>2021-2022</u> Place titles on list in order (rank) or importance.	Indicate (N) = New or (R) = Replacement	Estimated Annual Total Cost	EMP Goals or Planning Priorities Linked to Position

<p>1. Director of Financial Aid (administrative position)</p> <p><u>Reason:</u> Reorganization of Financial Aid Office due to new Student Centered Funding Formula and the need to have equal representation to Chabot College which employs a Director of Financial Aid</p>	<p>N</p> <p>Fall 2021</p>	<p>\$165,437</p>	<p>EMP A1, A2, A3, A4, A5, A6, B1, B4, C2, D1</p>
<p>2. International Student Specialist (classified professional position)</p> <p><u>Reason:</u> Need to replace the vacant Admissions Specialist position within the International Student Program to provide administrative support to the International Student Program Coordinator and approximately 130 international students.</p>	<p>N</p> <p>Fall 2021</p>	<p>\$79,139</p>	<p>EMP A1, A2, A3, A7, B4, C1, D2</p>
<p>3. Admissions & Records Assistant II (classified professional position)</p> <p><u>Reason:</u> Need to replace the vacant Admissions & Records Assistant II position due to the resignation and the position has gone unfilled ever since. The Admissions & Records Assistant II would be assigned to address the ever-growing demand/need to respond to concurrent enrollment, incarcerated students, and Middle College.</p>	<p>N</p> <p>Fall 2021</p>	<p>\$69,972</p>	<p>EMP A1, A2, A3, A7, B4, C1, D2</p>
<p>4. Counselor Assistant I (classified professional position)</p> <p><u>Reason:</u> This is a replacement position to support critical front line coverage that provides student screening for services, checks in appointments, provides referrals as needed, schedules appointments, processes petitions, and provides general support to the counseling division.</p>	<p>R</p> <p>Fall 2021</p>	<p>\$67,909</p>	<p>EMP A1, A2, A3, A7, B4, C1, D2</p>
<p>5. DSPS Counselor</p> <p><u>Reason:</u> This is a replacement position that provides critical services and counseling to students with disabilities. The counselor also ensures compliance with ADA regulations and laws by developing accommodation plans and referrals to adaptive technology as needed by students.</p>	<p>R</p> <p>Fall 2021</p>	<p>\$93,052</p>	<p>EMP A1, A2, A3, A4, A5, A7, B1, C1, C4, D1, D3</p>