LAS POSITAS COLLEGE

# College Council

Thursday, February 21, 2013
2:30 p.m., Room 4129

## AGENDA

1. Call to Order — Walthers
2. Review and Approval of Agenda — Walthers
3. Review and Approval of Minutes – November 29, 2012 — Walthers
4. Old Business
   a. Planning Task Force Report — Thompson/D'Elena
      i. Proposed Mission/ Vision/ Values Statements
5. New Business
   a. Accreditation - Substantive Change Proposal — Noble
   b. Program Review — Henson
   c. Active Shooter Update — Walthers
   d. Budget/DBSG — Walthers
   e. IEC Recommendation to Eliminate 94 KPIs — Samra
6. Area Reports and Decisions
   a. Academic Services — Noble
   b. Administrative Services — Walthers
   c. Student Services — D. Rodriguez
   d. College Enrollment Management Committee (CEMC) — Orf
   e. Facilities Committee — Walthers
   f. Institutional Effectiveness Committee (IEC) — Samra
   g. Tangible Resources and Allocation Committee (TRAC) — D'Elena

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LAS POSITAS COLLEGE

**College Council**
Thursday, February 21, 2013
2:30 p.m., Room 4129

| | | |
|---|---|---|
| h. | Staff Development Committee | Sato |
| i. | Sustainability Committee | Ansell |
| j. | Academic Senate | Thompson |
| k. | Classified Senate | DeNisco/Steffan |
| l. | Student Senate | Aboud |
| m. | Faculty Association | McCoy |
| n. | SEIU | Eddy |

7. Equity Perspective & Reflection: CCN Equity Point Person Questions
   a. How did the decisions we made impact various members of our community? Consider matters such as equitable distribution of resources, student access to services, barriers related to language, economic status, transportation, and literacy level, etc
   b. In what ways has the meeting process been equitable? Were all constituencies heard from? Were there voices that were not considered?
   c. Do we need more information or support related to this dialogue? What additional information or support is needed to assist the decision-making process?

8. Adjournment

***Next Regular Meeting: March 21, 2013***
*Room 4129*
*2:30 p.m.*

Draft 1

LAS POSITAS COLLEGE

# College Council

November 29, 2012
2:30 p.m., Room 4129

## MINUTES

Voting Members Present (co-chairs receive 1 total vote/ not 2):

| Position | Name | Present | | Position | Name | Present |
|---|---|---|---|---|---|---|
| **President** (Chair, Non-Voting) | Kevin Walthers | X | | **VP Academic Services** | Janice Noble | X |
| **VP Administrative Services** | (vacant) | | | **VP Student Services** | Diana Rodriguez | X |
| **Academic Senate President** | Sarah Thompson | X | | **Academic Senate Vice President** | Elena Cole | X |
| **Classified Senate Co-President** | Frances DeNisco | X | | **Classified Senate Co-President** | Todd Steffan | X |
| **Student Senate President** | Christina Aboud | | | **Student Senate Vice President** | Cherry Bogue | X |
| **Planning&Budget Comm. Chair** | Bob D'Elena | | | **Facilities Comm. Chair** | Scott Miner | |
| **CEMC Chair** | Thomas Orf | | | **Staff Development Comm. Chair** | Michael Sato | X |
| **Sustainability Comm. Co- Chairs** | Colin Schatz, Rita Carson | X | | **Inst. Effectiveness Comm. Chair** | Rajinder Samra | X |
| **CLP FA Site VP** | LaVaughn Hart for: Jane McCoy | X | | **LPC SEIU VP** | William Eddy | |

**Others Present:** Marilyn Flores, Sharon Gach.

1. **Call to Order** – The meeting was called to order at 2:38 by Dr. Walthers.

2. **Review and Approval of Agenda** - The agenda was approved with one change to to remove one word in item 4.b. "~~KPI~~ Recommendations from the IEC."

3. **Review and Approval of Minutes –** The minutes of September 20, 2012 and October 18, 2012 were reviewed and a few changes were made on each set of minutes. It was M/S/P to accept the September 20, 2012 minutes with the changes made (DeNisco/Samra). It was M/S/P to accept the October 18, 2012 minutes with the changes made (D. Rodriguez/Samra).

4. **Old Business**

   a. **Planning Task Force Report** on Proposed Statements and Streamlining College Committees

   The Task Force will meet on November 30th after 3 weeks between meetings. They have the final feedback from Town Meetings and the Student Senate on the on the proposed Mission, Values and Vision Statements. The Academic Senate will vote on the proposed statements at their January13th meeting.

   The next work for the Task Force is to look at college strategic processes and leave the exact verbiage of the Mission, Values, Vision statements to a small group to complete. The group is asking if one administrator and one classified person would wish to be

involved and these volunteers will be chosen at the next Task Force meeting. In addition Bob D'Elena and Angella Ven John have agreed to do the final wordsmithing.

At the next Planning Task Forcemeeting the focus will be on DBSG work. There are a series of tasks from the DBSG to move toward a Revenue Based Allocation model. This activity includes looking at all areas that generate revenue, and what is allocated out and what stays at each center. This is more controversial because things are not equivalent among the site, so LPC representatives see this as a very important step.

b. **Recommendations from the I.E.C.** – Mr. Samra reported on the criteria discussed in the IEC for the charge of this Committee, saying that the proposed charge is broad enough to meet the evaluation needs of the college. The goal of the IEC is not to replicate the work of college committees but to confirm that the methodologies are valid for the evaluations done by the committees.

The proposed charge of the IEC Committee is: *The Institutional Effectiveness Committee provides ongoing and systematic evaluation of key college processes and metrics that lead to recommendations or sharing of information for improving student learning and institutional outcomes.*

**After brief discussion it was M/S/P to approve the above charge of committee (Cole/ Steffan).**

Currently the IEC is identifying what are the key processes of the college and which could change based on the needs of the college. The IEC will continue to report its work to the College Council, and to other committees as needed.

## 5. New Business

a. **Budget Current Year 2012-13** - Kevin Walthers reported that since Proposition 30 passed the District is in better shape than we expected to be. He and Administrative Services are currently monitoring the first quarter of spending and we are ahead of budget. By December 20th to mid-January the budget should be loaded into Banner. All departments are being frugal and this is good. He asked that everyone continue to have their expenditures go through the Vice President's offices, so that we don't shortchange classes or students if the money is not available for the expenditure. He anticipates that the overall operating budget will be down 15% over last year as we are creating savings by not filling positions.

In light of Proposition 30 funds coming through, the College is completing the Vice President of Administrative Services search process; six candidates are being interviewed next week. He is also collaborating with H.R. to post the 1year Interim Dean of STEMPS for February 2013, the Dean of Student Services, as well as the Executive Assistant to the President. He asked if there were any questions on the current year's budget, and there were none.

b. **Budget Planning – FY 2013-14** - Dr. Walthers informed the Council that since Prop. 30 passed, we get to keep the funds allocated by the legislature last year, which seems like one of the 'legislative tricks' that occur in some states. It will require $600,000 to catch up to the workload reduction process which will be dealt with through the DEMC and DBSG.

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He believes LPC will have to load up the summer schedule, then roll it back. There will be more information on this after next Friday's DBSG meeting.

There are a number of decisions to make to come up with funds for important big ticket items for 2013-14. The College has suspended 2 Dean positions, and we are not discussing putting the Academic Services dean back. We will probably need to post the Dean of Students and Diana Rodriguez will bring forward a proposal for how to address this.

Another large item for next year is the Child Development Center. The District covered its operation for 1 year, therefore about $350,000 will need to be located for the 2013-14 year's operation. It was asked how are the CDC finances looking this year; they are ahead in revenue, but also in expenses, overall, not a better position. We are required to put together the CDC business plan by February 2013. There will have to be a subsidy no matter what, as the cost of each fulltime child without subsidy would be $1,800 per month.

## 6. Area Reports and Decisions

a. **Academic Services** – Janice Noble shared that there has been quite a bit of work for the Curriculum Committee lately, much to do with repeatability. They are still in the process of implementing the CurricUNet software and glitches are being repaired as they come up.

   She is also happy to report that the new Scheduler has started work, Andrea Migliaccio. Sarah Aubert is on campus assisting in her training and they are just about ready to roll the schedule for next year.

   For Accreditation we are working on the DE Substantive Change courses, and plan to get the internal and District processes complete by March, and then send to ACCJC in May. Soon they will start the Substantive Change Document for the Surgical Technologist and Paramedic Programs also.

b. **Administrative Services** – Dr. Walthers reported that Steve Gunderson now reports to CTO Janine Methe, however all budgets, activities and responsibilities remain at LPC.

c. **Student Services** – Diana Rodriguez advised the Council on a number of matters:

   - A joint-use form for Program Review is being created with Academic Services and Student Services.
   - Student Services is working with instruction on the Livermore Valley Charter Prep High School initiative to make for a smoother process next year.
   - The One-Stop Center will be moving to the LPC campus in Spring, 2013, however no specific date is available yet.
   - A new location for the Veteran's Center is in discussion and Todd and Diana will be discussing this with the District.
   - It is predicted that departments will move into the new SSA building during mid-Spring term 2013
   - Student Services is discussing with the Academic Senate how best to implement SB1440, especially with a new definition of matriculation.
   - The Scholarship Review Committee is already busy with applications.
   - Diana has made contact with the Hispanic Community Affairs Council (HCAC). They provide thousands of scholarships to Alameda County students and she will work to get more LPC students involved with the HCAC.
   - Diana is serving on the VP of Administrative Services Hiring Committee.

d. **College Enrollment Management Committee (CEMC)** – Dr. Walthers said that Dr. Orf is teaching a class at this time. At the CEMC next week there will be discussion of a task force to create a base for how to add or reduce classes. It is expected that there will be a long dialogue about this and it is hoped a useful process will come of this work. Dr. Walthers has asked Mr. Samra and both VPs to create historical documents of our FTEF and FTES information for next Friday's meeting.

e. **Facilities Committee** - Dr. Walthers mentioned that Scott Miner, Facilities Chair is also teaching a class at this time. The Facilities Committee is happy to report that about $21 Million left from the Measure B funds will be available for capital projects on the LPC campus. Doug Horner from District is creating a process for how to request some of those funds. We will definitely have to find locations for the Veterans Center, Ricoh Copy Center, Mail Room, and the One-Stop Center. If you know of a group that needs space please send your information to Renee Pegues for the Facilities Committee. The Facilities Committee has heard from programs that need space, including the Library expansion/renovation (which is in the current Master Plan), and programs that could possibly grow with additional space, such as the Honors or Math Programs.

f. **Institutional Effectiveness Committee (IEC)** – Mr. Samra reported that there are now a total of 116 KPIs, after cleaning up and re-grouping the list. The IEC members voted to review the KPI list 1 more time to determine if they are SMART, and whether they can be accomplished by June 1, 2013.

g. **Resource Allocation Committee (formerly PBC)** – Dr. Walthers shared that the Tangible Resource Allocation Committee has shortened its name to the Resource Allocation Committee (RAC). This Committee reviewed the instructional equipment requests and approved every item, for a total of $200,000. The fact that all were approved shows that departments submitted a well thought-out and quality list.

h. **Staff Development Committee**– Michael Sato said that the Committee is determining a Flex Program for the 2013-14 year including the number of flex days, how many set or variable, including Convocation and College day. The Committee has asked Academic Senate if they would like to participate in the planning and he invites the College Council to participate also. There will be request for funding brought in the Spring of 2013.

i. **Sustainability Committee**– Rita Carson mentioned that the 2010 Climate Action Plan is ongoing, and is prepared annually by consultants. Our progress reports show that we are reducing our carbon footprint at LPC. It may require another consultant to complete the larger projects. All this information is on the Green Page of the LPC website.

j. **Academic Senate** – Ms. Thompson said the Senate is working on demands from the State regarding curriculum, and considering the LPC Committee structure, and the Mission, Values and Vision statements. She showed on-screen the directive from the State Chancellor's Office – a set of goals for the number of transfer degrees to be done by the end of this year, and for the following year.

   By the end of June 2013, 80% of degrees must be AAT or AST degrees. However there are 2 memos from the State with different language, which is a challenge for all the community colleges. There is no clarification available from the State on this; and a report is due to Sacramento by January 31st. Sarah and Jeremiah Bodnar, Curriculum Committee Chair, worked on this and came up with 3 possible options of how this could play out. Sarah showed these on-screen. They will send this information to the Divisions for further discussion and input. Going forward all individual courses must match the CID numbers or go through a rigorous process in Curriculum Committee.

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k. **Classified Senate** – Todd Steffan recognized the work Frances DeNisco is doing to build morale through the Senate. There have been Senator visits to staff members' desks, a potluck will be held next week and a film shown. The Senate is working on Flex Day for late February. He also thanked the students and Veterans for all their great work on Prop 30.

l. **Student Senate–** Cherry Bogue said the Senate is wrapping up the semester and planning how to continue to best represent the students and also rethinking EPP questions. They are becoming more focused as a body, how they do things, and how they vote. The Senate Legislature Committee is working on talking points for the post-holiday legislature regarding Prop 30. Also a committee is setting up in the Tutorial center for the Prep to Pass, 3 days of free tutoring.

Dr. Walthers Walthers congratulated the Student Senate on all its work for Measure I and Prop 30. They had a voter registration drive on campus which contributed to the last day of State electronic voter registration when 250,000 people were registered. In addition, Dr. Walthers thanked Cherry herself for visiting over 70 classes for voter registration and Prop. 30 education.

m. **Faculty Association (FA)** – No report

n. **SEIU -** No representative present.

7. **Next Steps** (no items)

8. **Equity Perspective & Reflection: CCN Equity Point Person Questions**
   a. How did the decisions we made impact various members of our community? Consider matters such as equitable distribution of resources, student access to services, barriers related to language, economic status, transportation, and literacy level, etc...
      ***Discussion were held with all members of the community in mind.***
   b. In what ways has the meeting process been equitable? Were all constituencies heard from? Were there voices that were not considered?
      ***The Council inquired several times to make sure all constituencies were heard from.***
   c. Do we need more information or support related to this dialogue? What additional information or support is needed to assist the decision-making process?
      ***For ongoing projects additional information will be brought to the Council as needed.***

9. **Adjournment**
   The meeting was adjourned at 3:42 PM.

Respectfully submitted,

Sharon Gach
Administrative Assistant, Office of the President

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**LAS POSITAS COLLEGE – LIVERMORE, CA**
**Existing**

MISSION STATEMENT:

Las Positas College is an inclusive, learning-centered institution providing educational opportunities that meet the academic, intellectual, career-technical, creative, and personal development goals of its diverse students. Students develop the knowledge, skills, values, and abilities to become engaged and contributing members of the community.

VISION STATEMENT:

Las Positas College meets our students and community where they are and creates experiences for them that build their capacity, speak to their potential, and transform their lives.

VALUES STATEMENT:

Las Positas College thrives as a teaching and learning community committed to integrity and excellence. To nourish this environment and the communities served, we:

- promote and celebrate lifelong learning;
- anticipate and meet the needs of the ever-changing workplace;
- demonstrate social and environmental responsibility;
- promote tolerance and mutual respect in a diverse community;
- foster a climate of discovery and creativity; and
- hold firm to the belief that each of us makes an astonishing difference.

# LAS POSITAS COLLEGE – LIVERMORE, CA
**Proposed**

## MISSION STATEMENT:

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

Glossary of terms –the multiple meanings of the terms used in the mission statement are below:

1. Inclusive – welcoming of a diverse group of students including but not limited to DSPS, EOPS, Cal Works, International, Multicultural, various Economic Backgrounds, Distance Education, and Life Long Learners; all with varying skill levels and learning styles.

2. Learning- centered – refers to courses, programs, disciplines, modes of delivery, learning communities, accounting for varying skill levels, creative and critical thinking, and having necessary and specialized facilities.

3. Educational opportunities – include but are not limited to classroom instruction, DE instruction, field trips, guest speakers, student government, cultural opportunities, clubs, labs, internships, tutorial services, workshops, library research and mentoring.

4. Support – includes tutorial center, writing center, counseling, office hours, ILC, Admission and Records, advisory boards, LapTechS, health center, financial aid, Blackboard, technology, enrollment management, assessment, tutorial services, library, computer center, student services, administrative services; all provided by a dedicate group of administrators, faculty and classified professionals.

## VISION STATEMENT:

Las Positas College strives to be California's premier Community College, setting the standard through opportunities for developing knowledge, skills, values, and abilities that foster engaged and contributing members of the society.

## VALUES STATEMENT:

Las Positas College thrives as a collaborative teaching and learning community committed to integrity and excellence by:

1. Encouraging and celebrating lifelong learning
2. Responding to the needs of the ever-changing workplace
3. Demonstrating civic, social and environmental responsibility
4. Promoting ethical behavior, tolerance and mutual respect in a diverse community
5. Fostering a climate of discovery, creativity and personal development
6. Holding firm to the belief that each of us makes an astonishing difference.

## COLLEGE GOALS: To be developed using the SMART model

- Specific – detailed, unambiguous and clear; state what is expected and why
- Measurable – how much or how many; how will I know that I have accomplished it
- Achievable – not extreme; states how the goal can be accomplished
- Relevant – supports or aligns with other goals; is it worthwhile to measure?
- Time related – should have a time-frame or target date

COLLGE COUNCIL – Feb. 21, 2013

Item 5.a. ACCREDITATION – Substantive Change Proposal

Please see separate attachment of 40+ pages.

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| AY 2013-2014 Program Review Cycle (for 2014-2015 Budget Cycle) | | |
|---|---|---|
| March 2013 | Annual Program Review process and template introduced | Spring Variable Flex workshop on program review |
| March 2013 – September 2013 | Instructional programs and Student Services engage in writing program review.<br>Completed program reviews due to Program Review Committee at end of September. | Program Review Committee available to provide help for writers.<br>Possible mandatory flex day in early September to work on program review. |
| October- November 2013 | Program Review Committee reads and responds to faculty and staff, providing mentoring and opportunity for revision of Program Reviews | Program Review Committee reads all Instructional and Student Services Program Reviews and writes a summary. |
| December 2013 | Faculty and Staff submit Program Reviews to Deans by the end of fall semester.<br>Program Review Committee conducts survey to evaluate program review process. | |
| December 2013-<br>February 2014 | Deans create summary of Division Programs Reviews and present it at the Feb Division Meeting for discussion. Deans submit their summaries to Vice Presidents by end of Feb | |
| March- April 2014 | Vice Presidents write summaries using Dean's summaries and Program Review Committee's summaries. VPs submit to Planning Committee in April. | VPs meet with PRC co-chairs to discuss findings. Summary sent to Planning and Prioritization Committee to use as part of planning, prioritization and budgeting for AY 2014-15. |

PROGRAM REVIEW AND PLANNING CYCLE

KICK-OFF YEAR

| TIME FRAME | ACTIVITY |
|---|---|
| March 2013-September 2013* | Annual Program Review of AY 2011-12 (APR 2011-12) written (Instructional and Student Services) |
| Spring 2014 | APR 2011-12 used by Planning Committee in writing AY 2014-15 Plan |

*Should have been started in late fall of 2012, concluded in spring 2013

THREE-YEAR CYCLE BEGINS

| TIME FRAME | ACTIVITY |
|---|---|
| January-April 2014 | APR 2012-13 written (Instructional and Student Services)<br>One third of programs will write Triennial Program Review (TPR, covering AY 2010-11, 2011-12, 2012-13) |
| Spring 2015 | APR 2012-13 and TPR used by Planning Committee in writing AY 2015-16 Plan |
| December 2014-March (April?) 2015 | APR 2013-14 written (Instructional and Student Services)<br>One third of programs will write Triennial Program Review (covering AY 2011-12, 2012-13, 2013-14) |
| Spring 2016 | APR 2013-14 and TPR used by Planning Committee in writing AY 2016-17 Plan |
| December 2015-March (April?) 2016* | APR 2014-15 written (Instructional and Student Services)<br>One third of programs will write Triennial Program Review (covering AY 2012-13, 2013-14, 2014-15) |
| Spring 2017 | APR 2014-15 and TPR used by Planning Committee in writing AY 2017-18 Plan |

*As of Spring 2016, all programs will have written a three-year program review and the three-year cycle will start to repeat in AY 2016-17. Those programs which wrote a TPR in spring 2014 will write their next TPR in spring 2017.

# DRAFT

ANNUAL PROGRAM REVIEW TEMPLATE

**STATEMENT OF PURPOSE:**

- Review and reflect on student learning, with the goals of
  - assessing and improving student learning and achievement
  - assessing and improving program effectiveness.
- Provide a forum for each program's findings to be communicated to Administration
- 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 time frame AY 2011-2012, inclusive. The planning should be for the academic year 2014-2015.

## I. MISSION

A. State the current program mission

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.*

(NOTE: this is the draft mission statement, currently under review.)

Discuss how the program supports the college mission.

## II. PROGRAM ANALYSIS

A. Courses (***For Instructional Programs Only***)

1. Will any course outlines be revised or updated in the academic year 2014-2015?

Yes ☐ No ☐

**If yes**, in the table below, please list which courses will be revised or updated and the reason for the revision.

| Course(s) | Reason for Revision |
|---|---|
| | |
| | |

2. Will new curriculum (*e.g.*, course outlines, degrees) be submitted to the Curriculum Committee for the academic year 2014-2015?

Yes ☐ No ☐

If yes, please describe briefly what new curriculum is planned.

B. New Initiatives (AY 2014-15)
(*Examples of new initiatives include, but are not limited to: new degrees or certificates, new pathways, new outreach efforts.*)

Are any new initiatives planned for the academic year 2014-15?

Yes ☐ No ☐

If yes, please describe briefly what new initiatives are planned.

C. SLOs/SAOs

1. Status of course SLOs and assessments as of the end of AY 2011-12.

| Number of Courses Offered (AY 2011-12) | Number of Courses with SLOs (AY 2011-12) | Number of Courses Assessed within the last TWO years (AY 2010-11, AY 2011-12) |
|---|---|---|
| | | |

How frequently have course SLOs been assessed? *(Eg: every semester, every other semester, once a year.)*

2. Status of program-level SLOs/SAOs and assessments as of the end of AY 2011-12.

| Number of degrees/certificates offered | Number of degrees/certificates with SLOs | Number of program level SLOs/SAOs |
|---|---|---|
| | | |

3. Analysis of SLO/SAO data for AY 2011-12.
(Attach a summary of the program's AY 2011-12 SLO/SAO data as an appendix.)

a) Please describe the program-wide dialogue on assessment results, including assessment of distance education courses. Where would one find evidence of this dialogue?

b) Please summarize what was learned from the assessments, including distance education courses. How will these results be used for improvement/s?

c) To what extent, and how, do assessment results support resource requests for AY 2014-15?

d) What are the plans for further assessment in the upcoming academic year AY 2014-15 (i.e. additional assessments or reassessment)?

D. Student Data

1. Analyze the student data provided by IR.
Attach a summary of your student success data as an appendix.

a) Please describe the program's dialogue about the student data. Where would one find evidence of this dialogue?

b) Please summarize what the program learned from the student data. How will the results be used for improvement/s and planning?

c) To what extent, and how, do the student data results support resource requests?

2. Enrollment Management (***Instructional programs only***)
Complete the table for each course taught during AY 2011-12.

| Course | FTES | FTEF | WSCH/FTEF | % taught by full-time | Fill Rate |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| TOTAL | | | | | |

What total FTEF was approved for the program in 2012-13? If this amount differs from 2011-12, describe what changes have occurred.

Describe how this data will affect decision-making about course offerings for the academic year 2014-15.

E. Human Resources (as of the end of AY 2011-12)

1. Please complete the following table:

| **Faculty** | Number | % of FTEF |
|---|---|---|
| full-time faculty | | |
| adjunct faculty | | |

| Type of Personnel | Number | Shared? With whom? If shared, state % of time assigned to the program | No. of hrs/wk | No. of mo/yr |
|---|---|---|---|---|
| full-time classified staff* | | | | |
| | | | | |
| | | | | |
| regular hourly classified staff** | | | | |
| | | | | |
| student assistants | | | | |

*full-time: 20 hrs/wk (50%) to 40 hrs/wk (100%)

**regular hourly: 18 or fewer hrs/wk (45% or less)

2. Will human resources be adequate for the academic year 2014-15?

Yes ☐ No ☐

If not, briefly describe. Provide any data which support these needs.

3. Are there Staff Development needs for the academic year 2014-15?

Yes ☐ No ☐

If yes, elaborate. Provide any data which support these needs.

F. Technological Resources

Are there any **new** technological needs for the academic year 2014-15?

Yes ☐ No ☐

If yes, briefly describe. Provide any data which support these needs.

G. Facilities, Equipment, and Supplies Resources

Are there any **new** facility, equipment, or supply needs for the academic year 2014-15?

Yes ☐ No ☐

If yes, briefly describe. Provide any data which support these needs.

H. Financial Resources

1. Is there a Program budget for the academic year 2014-15?
(Include any co-curricular funds) Yes ☐ No ☐

If yes, please briefly describe amount and general uses.

2. Are there any **new** financial needs for the academic year 2014-15?

Yes ☐ No ☐

If yes, briefly describe. Provide any data which support these needs.

I. Other information pertinent to the program.
In the space below, discuss any other information which is pertinent to the program. Examples include

- Internal or external impacts on program
  (*e.g.*, mandates from state, curriculum changes in one program that impact another, loss of resources due to budget cuts, changes in college mission, goals, etc.)
- Other internal or external data
  (*e.g.*, customized data provided by IR, Library database usage, surveys)

## III. SUMMARY

A. Summarize objectives accomplished since the program review update (2012)

B. Summarize objectives not accomplished since the program review update (2012) and why not.

C. What are the objectives for the academic year 2014-15? (*Summarize objectives here. Describe the plan to implement/achieve these objectives in the Program Effectiveness Plan.*)

D. For all needs identified in Part II, summarize how these needs will affect student learning/achievement and impact the program.

DRAFT

**PROGRAM EFFECTIVENESS PLAN**

Instructions: in the table below, indicate how you plan to measure the effectiveness of each objective summarized in Part III and the resources needed.

Suggested: 0-5 (focus on a few)

| Rank | Priority (1=essential, 2=important 3=nice to have) | Objective | SLO's/SAO's linked to objective | College goal(s) linked to objective‡ | How will effectiveness be measured? | Category* | Resources needed | Committee |
|---|---|---|---|---|---|---|---|---|
| 1 | | *Offer workshops to provide training in effectively using technology as an instructional tool* | | | *Surveys, student "before and after" success data* | *Human?* | *Stipends for adjunct attendees; variable flex credit for FT* | *Staff Development* |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |

*human, technological, facilities/supplies, financial, other

‡When College Goals become available, this column will be activated.