PPU DIVISION SUMMARY WORKSHEET FALL 2014

Dean/Administrator	Other Readers
Barbara Morrissey	Robin Roy

Division/Area	IPPUs (List Each Program)	NPPUs (List Each Program)
Student Services	PSCN Tutorial LRNS Learning Skills	Articulation Counseling Puente Transfer Program Student Health and Wellness

This summary should capture the key aspects of the Instructional Program Planning Updates (IPPU) and Non-Instructional Program Planning Updates (NPPU) in your division or area. This summary will be used for institutional planning purposes, as well as for general campus information.

INSTRUCTIONS:
- All PPU readers (including deans) for the division/area should fill out the PPU Reader Worksheet before beginning this summary.
- All PPU readers (including deans) for the division/area should meet to compare their worksheets.
- Responses in the boxes below should reflect the joint responses of all PPU readers for the division (except the Executive Summary, which is written by the dean and the SLO Summary, which is written by the SLO committee). These responses will be shared with the division and posted publically.
- An asterisk indicates a question requiring a quantitative response.
- "Notable" refers to information from individual PPUs that is not captured by larger trends or themes but is important to mention because it is distinctive, impactful, or unusual.

Executive Summary: Please describe the most important themes, trends, and developments in your division or area. Your summary should identify accomplishments, objectives and barriers to success. Your summary should be approximately 250-500 words in length.

The role of the Student Servic4es Division is to facilitate and support student success. There are many diverse programs in Student Services which all serve to provide students with the tools they need to be successful while they are getting their education; and the assistance and support needed to achieve their goals and move on.

Currently, there a 3 Administrators: a Vice President of Student Services, 1 Interim Dean of Student Services and a Dean of Enrollment Services. In addition, faculty and classified staff are part of every program in the division. Each program reports to one of the Deans. Every program completed an annual Program Review. Several themes emerged from the Program Planning updates. The two predominant themes are lack of human and financial resources, and the implementation of the SSSP legislation.

1. Lack of staff to operate programs due to increased demands from students and increased mandated services required in the new SSSP legislation. In all areas there is a need for more faculty and classified.

   -Tutorial Center needs a full-time faculty coordinator and a full-time classified staff in order to meet the dramatic increase in student requests for tutoring, especially in the basic skills. Currently both faculty and staff and less than 50% load.

   - One classified staff needs to be restored to the Transfer Center. Currently, no one is available to staff the center.

   - Learning Skills (LRNS). Restore instructional assistant to help with increased LD testing.

   - Counseling. Restore the Assessment Coordinator position; increase counseling hours to accommodate students' needs for an SEP. Develop e-counseling as mandated by SSSP and college goals.

   - Student health Center. Increase MFT intern hours to provide mental health services for students. Increase Staffing.

   -Puente program is now fully implemented and the grant required the College to assume complete funding of this program.   Resources needed when grant expires in one year.

   - PSCN. With fewer counseling faculty available to teach PSCN courses, many courses are taught by part-timers and it was difficult to write and assess SLOs.

2. Concern for the impact of implementing the new SSSP mandates.
 The overarching concern in this division is the implementation of the SSSP mandates. The initial mandates most critically involve student services: admissions, orientation, assessment, Counseling, Student Educational Plans, career pathways, major choice, completion rates, and basic skills to highlight a few. Since most programs identified the lack of staffing, there is concern around who, what, when, where, and how are we going to implement these major changes, especially with no new staffing.

SLO Summary: This summary of division/area SLOs was prepared by the SLO committee. Please paste it in the box below.

Rev. 11/09/13

PPU Section	Questions	Response
Data Review IPPU II.A NPPU II.A	1. What overall themes appear in the data reviews? 2. Describe any notable changes identified by particular programs.	1. Data reviews almost always indicate a lack of resources available to operate programs due to increase demands from the students, increased mandated services required in the new SSSP legislation, and at the same time, no increase in the amount of staff in each program. 2. SAO's often indicate the need to change a program in order to improve it but they are unable to do so because of lack of funding. The question in many cases asks what are the college funding priorities and how and when will the college fund these priorities? Many programs identified improved and some new services in the PPU's but only some of them are possible without additional staff. For example Tutorial Center and Transfer Services.
Program-Set Standard IPPU II.B NPPU N/A	1. How many IPPUs met their program-set standard for course success in 2012-13? * 3. How many programs met their program-set standard for course success in 2013-14? * 3. What reasons were given (if any) for why programs did not meet their program-set standards?	1. 1 2. 2 3. n/a
Curriculum Review IPPU	1 .How many programs indicated impacts to their curriculum? * 2. What trends appeared in these impacts?	1. Three programs indicated impacts to curriculum. PSCN, LRNS, and Puente. 2. The major trend is SSSP legislation requiring a College Success Class. Puente also mandates the same class. In this case,

II.C NPPU N/A	3. Describe any notable impacts identified by particular programs.	one class will fulfill both requirements. The other issue impacting curriculum was the elimination of the Internship class which was part of the Health and Human Services certificate and the proposed degree. This change necessitates revising the certificate and/or creating a new class to meet the internship component. LRNS is greatly impacted by the current revision of the LRNS curriculum and will require substantive review including questions such as " Is this an instruction program or a student service program?" In the future, development of an ADT in Social Work to update the Human Services Certificate or degree.
Human Resources IPPU II.D NPPU II.B	1. Based on the PPUs you read, have numbers of full-time and part-time faculty increased, decreased, or remained consistent overall? 2. Have numbers of full-time and part-time classified staff increased, decreased, or remained consistent? 3. What trends appear in how changes have affected the student experience?	1. remained consistent over all. 2. Classified staff decreased by 1 full time person: no Assessment Coordinator position. 3. Vacant Assessment position negatively impacts every incoming student who needs testing. We reduced the number of testing sessions due to lack of staffing.
Planning Update IPPU III.A NPPU III.A	1. What trends appear in program plans, initiatives and objects accomplished in 2012-13 and 2013-14? 2. Describe any notable accomplishments identified by particular programs.	1.New ADT's were developed . We are seeing more growth in the number of students using counseling services. Puente is full and operating at full capacity. 2. Programs accomplished what they said they were going to do in the program plans. Trend: lack of enough staff to meet student needs. Need for more classified and faculty.
SLO/SAO Assessments	1. What trends appear in how programs will use SLOs/SAOs to improve student learning or	1. Some programs will reassess same SAO and others will write new SAO's. New SAO's for Puente and Articulation only began in

IPPU III.B.1	services?	2014-15. Trend: we are assessing SLO's and making changes as needed.
NPPU III.B.1	2. How many PPUs indicated that they will write new SLOs/SAOs?*	2. 4 programs will write new SAO's.
	3. How many total SLOs/SAOs will be written?*	
	4. Approximately how many part-time faculty plan to participate in the SLO process? *	
Curriculum	1. How many programs intend to make changes to existing curriculum?*	1. 2 programs intend to change curriculum: PSCN (and Puente) addition of College Success Class; and LRNS one class LRNS 116
IPPU III.B.2	2. How many programs intend to submit proposals for new curriculum?*	2. One program will submit new curriculum.
NPPU N/A	3. What trends appear in programs' plans to create or change curriculum?	3. Biggest change is new SSSP legislation mandates focusing on college success; and Puente requiring a similar course for Puente students.
	4. Describe any notable curriculum changes or new curriculum proposals identified by particular programs.	4. PSCN certificate needs to be revised reflecting the removal of the Internship class which was part of the certificate. Possibility of writing a new similar class for Health and Human Services Certificate. Also, the new ADT in Social Work when state approves it.
General Program Planning	1. What overall themes appear in the program plans?	1. One of the main themes is lack of personnel. In some cases, programs are only asking to restore personnel. With documented increased demands in Student Services, we cannot keep pup with student demand. For example:
IPPU III.B.3	2. Describe any notable plans, initiative or objectives identified by particular programs.	- Transfer – restore classified staff. Currently the new transfer center must remain closed and students do not have access to transfer information or resources. The new ADTs, SSSP, focus on completion and transfer from
NPPU		

III.B.3		state Chancellor's office; and LPC President's goals for transfer. - Articulation: SLO is new and will be assessed. More hours are needed due to C-ID,major curriculum changes for all faculty., and curricunet. Articulation in increasingly more labor intensive. - Counseling: on going implementation of SSSP. - Tutorial: updated Tutor Training class.
Enrollment Management IPPU IV.A NPPU N/A	1. How many programs plan to request new FTEF?* 2. How much total FTEF is being requested? * 3. What trends and/or notable examples appear in the rationale for FTEF requests?	1. 4 programs 2. 3.2 FTEF 3. Trends: restoration of former staff; increasing percentage of current positions to full time to meet new mandates; increasing student demand; inadequate current staffing levels to meet student demand; and curricular changes. 4. Puente wants to talk the administration about making this program sustainable when the grant ends.
Human Resources IPPU IV.B NPPU IV.B	1. How many programs plan to request new or replacement faculty positions?* 2. How many total new/replacement faculty will be requested?* 3. How many programs plan to request new or replacement classified positions?*	1.Five programs plan to request faculty positions. Two new FT Counselors, Assessment Coordinator, one faculty suggested 50% Release time for PSCN Coordinator, and Transfer restoring classified coordinator. 2. 3.4 FTEF 3. two programs request replacement positions

	4. How many total new/replacement classified positions will be requested? * 5. What trends and/or notable examples appear in the rationale for human resources requests?	4. two classified positions are replacements 5. Human resource requests are primarily for faculty replacements.
Financial IPPU IV.C NPPU IV.C	1. How many PPUs plan to request maintained budgets?* 2. How many PPUs plan to request increased budgets?* 3. What trends and/or notable examples appear in the rationale for financial resources requests?	1. Puente is grant funded but the College must assume entire cost next year when the grant ends. 2. Articulation no budget increase 3. The following 5 programs will request increased budgets: Counseling, Transfer, PSCN, Student Health Center, LRNS, an Tutorial
Technology IPPU IV.D NPPU IV.D	1. How many PPUs plan to request software upgrades? * 2. How many PPUs plan to request new software? * 3. What trends and/or notable examples appear in the rationale for technology requests?	1. -0- 2. One program 3. Tutorial center has reached capacity in the ability to schedule students for tutoring in a timely fashion. The program operates with 2 part time staff who cannot meet the demand. We have continuously requested 'Tutor Trac' which will allow students to schedule themselves. Using this software would result in improving access to tutoring. The need for faculty and classified staff are primarily replacements.
Facilities, Equipment and Supplies	1. How many PPUs plan to request renovations or upgrades of existing facilities?* 2. How many PPUs plan to request new	1. Two programs are requesting to upgrade existing facilities: 1) Tutorial – upgrade 2401L to a smart classroom; and 2) Health center requests a furnished office space for new MFT intern.

IPPU IV.E NPPU IV.E	facilities?* 3. How many PPUs plan to request upgrades to equipment?* 4. How many PPUs plan to request new equipment?* 5. How many PPUs plan to request new supplies?* 6. What trends and/or notable examples appear in the rationale for facilities, equipment and supplies requests?	2. None 3. One 4. 3: Transfer 2 printers for existing offices; Health Center one TV monitor for Center; Health Center needs office furnishing for ne MFT intern. 5. 5 PPU's. *Tutorial Center* (toner, white board markers, and other gen. office supplies). *LRNS* needs new versions of LD Psychological tests. *Counseling* (furnish 2 empty offices with computers, printers, phones, etc). *Transfer* Center (2 printers for existing offices, general office supplies for daily operations and special transfer events). *Health Center* (office furnishings). 6. The trend is to upgrade existing rooms/facilities and also to upgrade old equipment. These requests will simply raise standards to the current level of operation. In two cases, the addition of one monitor and 2 printers are basic technology requests that were unfilled in past years. We also need to fund basic office supplies such as computer toner. All programs in Student Services are high volume with respect for copying information for students