

**2015-16 ADMINISTRATIVE UNIT PROGRAM REVIEW**

**UNIT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DUE DATE TO VPs/President: March 22, 2016**

**DUE DATE FOR VP/President Summaries: April 7, 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 time frame AY 2014-2015 and Fall 2015, inclusive. The planning identified is for Spring 2016 and academic year 2016-2017.

# MISSION

## State the current program mission

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

## 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.  |

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

|  |
| --- |
| 1.Produce the class schedule  |
| 2.Lead the hiring and evaluation of faculty and staff |
| 3.Submit timely reports: ACCJC, BSI, Library etc. |
| 4.Support curriculum work |
| 5.Build and support academic programs |
| 6.Maintain Advisory Boards that inform our CTE programs |
| 7. Lead broader educational initiatives, such as AEBG |
| 8. Support Program Review, SLOs and assessment, and program improvement |
| 9. Communicate to the campus community |

# GOALS AND OBJECTIVES

A. Major Goals and Objectives for Spring 2016 and AY 2016-17.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 linked to this Goal/Objective |
| 1.Improve campus communication |  | Ongoing | Additional office support |  |
| 2.Deveolop all required ADTs | Sp ‘16 | Fall ‘17 |  |  |
| 3.Ensure assessment of course and program SLOs and move toward authentic and meaningful work |  | Ongoing | Liaisons for division work | PP #2 for ‘15-17 |
| 4.Provide adequate curriculum support to faculty and college | Su ‘16 | Su ‘17 | Curriculum specialist | PP #3 for ’15-17 |
| 5.Produce an accurate catalog | Sp ‘16 | Sp ‘17 |  |  |
| 6. Grow CTE Programs |  | Ongoing | Grant staff |  |
|  |  |  |  |  |

# PROGRAM ASSESSMENT/ADMINISTRATIVE UNIT OUTCOMES

Program Assessment Planning for Spring 2016 and AY 2016-17

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 |
| Serve our faculty, staff and students from our offices in professional, knowledgeable, and productive ways | Satisfaction surveyStudent satisfaction survey/ awards | Fall 2016 |  | Implement office changes to be more efficient, professional and knowledgeable | PP # 2EMP goal D |
| Produce documents and process paperwork in a timely manner | List and tally | Spring of each year | Contribute to other workflow such as college and state | Assess our ability to meet deadlines and make changes until we are 100% | EMP Goal D |
| Ensure that faculty and staff are aware of deadlines, processes, and events | Satisfaction survey | Fall 2017 | Better communication; less frustration | Adjust until there is a measure of satisfaction | PP # 1,2,3EMP Goal D |
| Evaluate budgets and optimize fiscal stewardship and sustainability | I don’t know | We need help on this |  |  | EMP Goal C |

# STAFFING

A. Staff Profile

|  |  |  |
| --- | --- | --- |
| **Position** | **Staffing Levels for Each of the Previous Five Years** | **Anticipated total staff needed** |
| **2011** | **2012** | **2013** | **2014** | **2015** |  | **2016-2017** | **2017-2018** |
| Administration | 7 | 7 | 6 | 6 | 6 |  | 8 | 9 |
| Supervisory (OTHER – prof expert, on-call temp, etc.) |  |  | 42 | 61 |  64 |  | 66 | 66 |
| Classified Staff FT | 12 | 12 | 21 | 21 | 22 |  | 23 | 24 |
| Classified Staff PT |  |  | 16 | 16 | 16 |  | 16 | 17 |
| 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)**

|  |  |  |  |
| --- | --- | --- | --- |
| **List Staff Positions Needed for Academic Year\_\_\_\_2016-17\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**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** |
| Public Safety Programs ManagerReason: 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. | **N** |  | **EMP Goal A and C** |
| Athletics Department AssistantReason: 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.  | **N** |  | **EMP Goal C** |
| SchedulerReason: 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. | **N** |  | **EMP Goal C** |
| Instructional Lab Assistants (3)Reason: The need for support for the classroom labs has increased with additional sections being scheduled in science, computer science, and math. There are also new approaches to the teaching of math which require additional support. | **N N N** |  | **EMP Goal A** |
| Operations Coordinator for the Performing Arts CenterReason: The need for assistance with on and off campus events being held in the Performing Arts Center. | **N** |  | **EPM Goal C** |
| 5th Academic Dean 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. | **N** |  | **EMP Goal A and C** |
| Professional Development DirectorReason: New faculty with high need for pedagogy training, and seasoned faculty with a high need for innovative approaches to the classroom. | **N** |  | **EMP Goal A and D** |

# FACILITIES

A. Facilities Needs

**FACILITES NEEDS**

|  |  |
| --- | --- |
| **List the Facilities Need and the Reason** | **EMP Goals Linked to Position** |
| Office SpaceReason: 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. |  |
| Finish Building 2100 RefreshReason: The project of the building refresh may leave some loose ends such as signage and door name plates. |  |
| Use of Rooms at the District for additional Classroom space – equip rooms for use by faculty. |  |
| Consider dedicated classrooms for the Middle College Program  |  |
| Completion of the Building 700 remodel and summer Sound Abatement projectReason: These are projects underway and need to completed to be useful |  |

# TECHNOLOGY AND EQUIPMENT

A. Technology and Equipment Needs

**TECHNOLOGY AND EQUIPMENT NEEDS**

|  |  |  |  |
| --- | --- | --- | --- |
| **List the Technology and Equipment Needs**Place titles on list in order (rank) or importance. | **Indicate (N) = New or (R) = Replacement**  | **Estimated Annual Total Cost of Ownership**  | **EMP Goals or Planning Priorities Linked to Position** |
| Copier/Printer in building 2100 Reason: For use by the Academic Dean, CTE, and other office staff such as Public Safety | **N** |  |  |
| **2.**Reason: |  |  |  |
| **3.**Reason: |  |  |  |
| **4.**Reason: |  |  |  |

# PROFESSIONAL DEVELOPMENT

Professional Development Needs

|  |  |
| --- | --- |
| **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. | **Annual TC**  |
| Cost per item | Number Requested | Total Cost |
| New Academic Deans (2)Reason: With 2 new deans,  |  |  |  |
| AE/NC Program ManagerReason: This role is new to the college |  |  |  |
| New Senior Administrative Assistants (2)Reason: Smooth functioning of the  |  |  |  |
| Curriculum/SLO SpecialistReason: This role is new to the college, so the training of the person and the informing of the campus community is essential. |  |  |  |
| Public Safety Programs person (whomever will be managing this task for the 2016-17 year)Reason: As an agency  |  |  |  |
| Ongoing CTE training for DeansReason: |  |  |  |
| Ongoing SLO and assessment training for support of faculty |  |  |  |