



2016-17 ADMINISTRATIVE UNIT PROGRAM REVIEW
UNIT: Academic Services VP Office

*****Completed Program Reviews Are Due to Carolyn Scott by 12 pm on Friday, December 2, 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 timeframe fall 2015 and spring 2016, inclusive. The planning is identified for spring 2017 and academic year 2017-2018.

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,

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.

IV. STAFFING

A. Staff Profile

Position	Staffing Levels for Each of the Previous Five Years					Anticipated total staff needed	
	2012	2013	2014	2015	2016	2017-2018	2018-2019
Administration	7	6	6	6	6	9	9
Supervisory: NONE (past years, total of the 3 following groups)			42	61		none	none
Professional Experts					30	30	30
Temp On-call, students					18	20	20
Volunteers					28	30	30
Classified Staff FT		21	21	22	31	33	34
Classified Staff PT		16	16	16	12	12	14
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)

<p>List Staff Positions Needed for Academic Year _____ 2017-18 _____</p> <p>Place titles on list in order (rank) or importance.</p>	<p>Indicate (N) = New or (R) = Replacement</p>	<p>Estimated Annual Total Cost</p>	<p>EMP Goals or Planning Priorities Linked to Position</p>
<p>1. Public Safety Programs Manager <u>Reason: 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.</u></p>	<p>New</p>		
<p>2. Athletics Department Assistant <u>Reason: 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</u></p>	<p>Replace</p>		
<p>3. Scheduler <u>Reason: 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.</u></p>	<p>New</p>		