



2020-21 ADMINISTRATIVE UNIT PROGRAM REVIEW
UNIT: Academic 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

Provides leadership for the planning, delivery, and support of high quality programs

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.

Leverage not-for-credit and noncredit to grow opportunities for underserved communities				
Implement CCAP agreements				
Continue to explore credit recovery for Tri-Valley high school students				
5.				

V. 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	6	6	9	9	8	9	9
Supervisory	1	1	1	1	1	1	1
Classified Staff FT	21	31	34	33	32	31	33
Classified Staff PT	16	12	9	9	13	13	12
Confidential Staff FT	1	1	1	1	1	1	1
Total Full Time Equivalent Staff	45	51	53	54	55	55	56

B. Staffing Needs

NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)

<p>List Staff Positions Needed for Academic Year _____</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>
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<p>1. Instructional Technology Specialist (FT) <u>Reason: The pandemic has placed the preponderance of instruction in the distance education format with only an expired temp upgrade in staffing. Chabot has multiple instructional technology specialist</u></p>	N	35,000	Goal 1
<p>2. Academic Dean (PATH) <u>Reason: Interim position will need to recruit for permanent</u></p>	R	Cost neutral	Goal 1
<p>3. Academic Scheduler <u>Reason: LPC does not adequately staff the operations of a mid size college. Staff routinely must work overtime to meet the base needs of the college. Chabot has 3 schedulers and is not 3X as big as LPC.</u></p>		54,000	Goal 1
<p>4. <u>Reason:</u></p>			
<p>5. <u>Reason:</u></p>			
<p>6. <u>Reason:</u></p>			

VI. FACILITIES

A. Facilities Needs

FACILITIES NEEDS

List the Facilities Need and the Reason	EMP Goals or Planning Priorities
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