2023-24 ADMINISTRATIVE UNIT PROGRAM REVIEW

UNIT: __Academic Services_____

Writer: ____Nan Ho_____

Please submit your completed Program Review to Sheri Moore by 12 pm on March 1, 2024 to Sheri Moore.

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 2023 through fall 2023 and plans for spring 2024 through fall 2024.

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 equitable, high-quality, and fiscally responsible instructional 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.

Discuss how the program/service area supports the college mission.

Academic Services ensures academic excellence through institutional support, leadership, fiscal oversight, and planning for academic divisions. We support the college mission by centering equitable outcomes and student success in our work. This works includes: recruiting, supporting, and evaluating faculty and classified professionals; connecting with the community and industry in appropriate ways; supporting the curriculum process, including implementation of Credit for Prior Learning, AB 705/1705, AB928, AB111 and other mandates; supporting the Program Review and SLO assessment process; supporting the development of Guided Pathways (building new pathways to LPC through programs, supporting program maps, scheduling to optimize student completion, bolstering relationships with K-12 and 4-year transfer institutions); supporting Career Education, Adult Education, and dual enrollment programs; supporting strategic enrollment management efforts, supporting equity initiatives such as ZTC/LTC; working with Student Services to address the needs of diverse students with varying academic support needs, and collaborating with Administrative Services to support the academic programs and personnel of the college.

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

1. Ensure academic excellence through institutional support, leadership, fiscal oversight, and planning for academic divisions
2. Student Learning Outcomes Assessment
3. Schedule Development
4. Develop connections and initiatives with educational, community, and employment partners
5. Lead accreditation efforts
6. Strategic Enrollment management
7. Curriculum Development processes
8. Support Guided Pathways through program mapping maintenance and administrative support
9. Evaluation and professional development of faculty, classified professionals, and administrators

10. Contribute to oversight, management, and development of facilities related to academic and learning support programs
11. Provide oversight and direction to learning support programs
12. Catalog development
13.
14.
15.

II.   GOALS AND OBJECTIVES

A. Since the last Administrative Unit Program Review, what objectives, initiatives, or plans have been achieved?

These are goals from 21-22 program review. The program review for 22-23 was not completed.

(1) Continue Implementation of Ad Astra software: pilot group of faculty and administrators began to use As Astra and provided feedback. This is ongoing and will need to increase collaboration with District to improve the usability and training.

(2) Improve the discipline plan process and CEMC FTEF allocation based on more metrics: Process has been improved to set aside FTEF for key initiatives (FCI, dual enrollment, noncredit). Moved to update the DEMC allocation sheet to more accurately represent LPC needs. Modality column was added to discipline plans spreadsheets to provide more information on enrollment management strategies.

(3) Support post pandemic teaching strategies. Assist with the build out of post pandemic classrooms: Lectures rooms and new buildings were identified and equipped with OWL systems to support Hyflex sections. OCDP training (or equivalent training or DE course review) is required for faculty teaching online and continues through Instructional Designer. Artificial Intelligence training begins in Spring 2024.

(4) Bring PT employees that are critical to FT status (Wanda and Danielle): completed

(5) Bring faculty staffing levels in alignment with capital investments (e.g. fully staffed public safety and FT horticulture): will begin recruitment in spring 2024 for public safety program manager.

B. Major Goals and Objectives for Spring 2024 through Fall 2024.

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)	Educational Master Plan (EMP) Goals or Planning Priorities linked to this Goal/Objective
1. Lead and support efforts to reduce equity gaps in instructional outcomes (success, persistence, completions, Perkins outcomes, institutional set standards)		ongoing		EMP goals A, B, C, D, E; PP equity and success/completion
2. Expand Strategic Enrollment Management practices with equity, pathways, SCFF metrics-attainment, and fiscal responsibility lenses		ongoing		EMP goals A, B, C, D, E; PP equity and success/completion
3. Provide leadership and support to implement and address impacts of legislative initiatives (e.g., SCFF, AB 705/1705, 928, 1111)		ongoing		EMP goals A, B, C, D, E; PP equity and success/completion
4. Build capacity and strategically expand offerings through dual enrollment and CCAP		ongoing		EMP goals A, B, C, D, E; PP equity and success/completion
5. Build capacity and strategically expand offerings through noncredit and not-for-credit (Community Education), with equity, fiscal responsibility, and pathways lenses		ongoing		EMP goals A, B, C, D, E; PP equity and success/completion
6. Build capacity and strategically expand offerings through apprenticeships		ongoing		EMP goals A, B, C, D, E; PP equity and success/completion
7. Build capacity and strategically expand offerings through non-traditional partnerships (e.g., Instructional Service Agreements, justice-impacted students, industry trainings and continuing education)		ongoing		EMP goals A, B, C, D, E; PP equity and success/completion
8. Build capacity and improve opportunities for Credit for Prior Learning (CPL) and ZTC/LTC		ongoing		EMP goals A, B, C, D, E; PP equity and success/completion

9. Develop plan for long-term realignment of Academic Services structures and staffing.		ongoing		EMP goals A, B, C, D, E; PP equity and success/completion
10. Collaborate to implement and support professional development around new technology platforms related to instruction (e.g. CurriQunet and AdAstra).		ongoing		EMP goals A, C, D, E; PP equity and success/completion
11. Strategically consider capacity and alignment with missions and values in considering goals and emerging opportunities		ongoing		EMP goals A, B, C, D, E; PP equity and success/completion

III. STAFFING

A. Staff Profile

Position	Staffing Levels for Each of the Previous Five Years						Anticipated total staff needed	
	2019	2020	2021	2022	2023		2024-2025	2025-2026
Administration	8	7	6	?	8		9	10
Supervisory	1	1	1	1	1		1	1
Classified Staff FT	33	32	30	?	42		47	50
Classified Staff PT	9	13	15	?	19		19	19
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_____24-25_____ 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
1. Curriculum and Scheduling Specialist Reason: To increase capacity to respond to curriculum, scheduling, and enrollment management demands which have expanded greatly yet are insufficiently staffed	N	$128,783 (as per RAC request)	EMP goals A, C, D; PP equity and success/completion
2.Public Safety Program Manager Reason: To lead expansion and develop opportunities and partnerships in public safety sectors, and to manage the complex and unique demands of the public safety programs	R		EMP goals A, B, C, D; PP equity and success/completion
3.Tutoring Center Instructional Assistant (change 10 to 12 month) Reason: To provide tutoring in the summer for our students	N	$10,098 (as per RAC request)	EMP goals A, C, D, E; PP equity and success/completion
4. Early college specialist Reason: To expand dual enrollment and CCAP, and support other early college programs	N		EMP goals A, B, C, D, E; PP equity and success/completion
5. PE/Athletic Technician Reason: To restore technical support to the physical education and athletic programs	R		EMP goals A, C, D; PP equity and success/completion

6. Tutorial Center Instructional Assistant (12 month) Reason:	N	$120.032 (as per RAC request)	EMP goals A, C, D, E; PP equity and success/completion

IV.   FACILITIES

A. Facilities Needs

FACILITIES NEEDS

List the Facilities Need and the Reason	EMP Goals or Planning Priorities Linked to Position
1. HVAC improvements and controls (Buildings 2400 and 4000) Reason: Students and employees benefit from comfortable learning and working environments	EMP goals B, C, D; PP equity and success/completion
2. Reliable classroom and lab key/keycard access for instruction and employee access Reason: Students and faculty need timely access to classrooms in order to create a caring, welcoming learning space.	EMP goals A, C, D, E; PP equity and success/completion
3. STEAM facility continued development Reason: To meet the needs of students and community due to growth and development of STEAM programs and workforce needs	EMP goals A, B, C, D, E; PP equity and success/completion
4. MESA move into Building 1000 after completion of Cultural Community Center Reason: To provide a permanent, welcoming, and effective space for the MESA program, as per state MESA program compliance	EMP goals A, B, C, D, E; PP equity and success/completion
5.Resolve Building 4000 exterior access	EMP goals A, B, C, D, E; PP equity and success/completion

<u>Reason</u>: Need reliable, efficient, and timely access to this building	
6. Facilities Support for weekend and night events <u>Reason:</u> To meet the needs of events and activities of both internal and external stakeholders	EMP goals A, B, C, D, E; PP equity and success/completion

V.   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
1.Finalize technology upgrades as per usual cycle <u>Reason</u>: Instructional and student access to teaching and learning technology resources	R		EMP goals A, C; PP equity and success/completion
2. <u>Reason:</u>			
3. <u>Reason:</u>			
4. <u>Reason:</u>			

5. Reason:			
6. Reason:			

VI.   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**			**EMP Goals or Planning Priorities Linked to Position**
	Cost per item	Number Requested	Total Cost	
1. Professional Development around Legislative mandates Reason: Develop knowledge base and experience for employees to effectively respond to mandates				EMP goals A, B, C, D, E; PP equity and success/completion
2.Expansion of Equity training for all employees Reason: Develop knowledge base and experience for employees to continue to advance efforts to eliminate equity gaps				EMP goals A, D, C, D, E; PP equity and success/completion
3. Professional Development around SCFF metrics and strategies to incorporate SCFF into decisions and planning				EMP goals A, D, C, D, E; PP equity

Reason: Develop knowledge base and experience for employees to develop and implement efforts to incorporate SCFF into decisions and planning				and success/completion
4. Reason:				
5. Reason:				
6. Reason:				