



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.

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 process, including implementation of AB 705 and other mandates; supporting the Program Review and SLO assessment process; supporting the development of Guided Pathways, in particular program maps, scheduling to optimize student completion, and forging relationships with K-12 and 4-year transfer institutions); working with Academic Services to support the academic programs and personnel of the college; working with Student Services to address the needs of diverse students with varying academic support needs, and collaborate with Administrative Services to support the academic programs and personnel of the college.

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

1.	Schedule Development
2.	Student Learning Outcomes Assessment
3.	Institutional support and leadership for academic divisions
4.	Development connections and initiatives with educational, community, and employment partners
5.	Lead accreditation efforts
6.	Enrollment management
7.	Curriculum Development Process
8.	Manage instructional loads according to regulation and contract
9.	Ensure the accuracy and integrity of public facing representations of academic programs

II. GOALS AND OBJECTIVES

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

Goal #1: Focus on assessment of ILOs

While the college did not focus on ILOs there was extensive improvements made in the planning and implementation of a program-level assessment process whereby program were instructed to take a meaningful inquiry based approach to assessment of programs and completed three year planning templates that are transparent and posted.

Goal #2: Improve consistency and efficiency of operations.

A SEM SCFF project was submitted and approved. In the Fall of 2020 a cross functional District team reviewed vendors to provide the Colleges with analytical data for better scheduling. The team will make a final recommendation to the District Technology Committee at the end of March 2021.

Goal #3. Strengthen campus communication

Convened program coordinators to ideate and provide feedback to scheduling related to the pandemic. Academic Services purchased ThankView, a platform to better communicate the events and community partnerships in academic programs. It has also been a outreach and communication tool for use during the pandemic.

Goal #4: Deepen Commitment to Guided Pathways

Supported Guided Pathways by providing administrative support to the hiring and on-boarding of student interns. Hired a Clerical assistant. Worked to purchase and implement, and create SOP for Program Mapper. Served a key role in writing and editing the California Guided Pathways Demonstration Project in which LPC was one of 20 schools selected.

Goal #5: Support and antiracist classroom climate.

Worked moved into the Presidential Taskforce

Goal #6: Reconnect and reestablish educational partners

Hired Educational Partnership projects manager that established better transition processes. Continued to host Tri-Valley Project meetings with Assistant Superintendents; launching CCAP agreement in engineering.

B. Major Goals and Objectives for Spring 2021 through Fall 2021.

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
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				to this Goal/Objective
I. Focus on ILO assessment Emphasize the need to revisit and revise ILOs given new educational master plan.	Fall 2021	Spring 2022	Work with SLO Committee	Goal 1
II. Improve the efficiency of operations Create schedule change form with MicroSoft forms; Implement and train office staff, deans, and coordinators on new scheduling software Fully move into new office configuration for Academic Services Update Governet CurricUNET to latest version and improve operations between curriculum and student learning outcomes systems Create an enrollment management plan to guide allocations to disciplines	Summer 2021	Summer 2021 Summer 2022 Summer 2021 Spring 2022 Fall 2021	Training for new software and new curriculum specialist Support for team to attend Enrollment Management Academy	Goal 3
III. Develop partnership and plans to position LPC for health post pandemic Create SOP for employer contacts Develop a Workforce and Economic Development Plan and stage implementation Continue to provide quality professional development for distance education	Spring 2021	Spring 2021 Fall 2021 Summer 2021 and on-going	Compensation for faculty work on plan Instructional designers, increase to FT status instructional assistant in TLC.	Goal 2
IV. Partnership and industry agreements				Goal 2

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>
Empty space for listing staff positions			

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>	N	35,000	Goal 1
2. Academic Dean (PATH) <u>Reason: Interim position will need to recruit for permanent</u>	R	Cost neutral	Goal 1
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>		54,000	Goal 1
4. <u>Reason:</u>			
5. <u>Reason:</u>			
6. <u>Reason:</u>			

VI. FACILITIES

A. Facilities Needs

FACILITIES NEEDS

List the Facilities Need and the Reason	EMP Goals or Planning Priorities
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	Linked to Position
<u>NONE</u>	
3. <u>Reason:</u>	
4. <u>Reason:</u>	
5. <u>Reason:</u>	
6. <u>Reason:</u>	

VII. TECHNOLOGY AND EQUIPMENT

A. Technology and Equipment Needs

TECHNOLOGY AND EQUIPMENT NEEDS

<p>List the Technology and Equipment Needs</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 of Ownership</p>	<p>EMP Goals or Planning Priorities Linked to Position</p>
<p>1. Scheduling Software <u>Reason: provide predictive analytics that will result in more data-driven and student centered schedule</u></p>	<p>N</p>	<p>½ of 125,000</p>	<p>SCFF goals</p>
<p>2. Upgrade of CurricUNET to Meta <u>Reason: current product may no longer be supported without upgrade</u></p>	<p>R</p>	<p>0</p>	<p>Goal 1</p>
<p>4. Continuation of ThankView <u>Reason:</u></p>	<p>N</p>	<p>15,000</p>	<p>Goal 3</p>
<p>4. <u>Reason:</u></p>			
<p>5. <u>Reason:</u></p>			
<p>6. <u>Reason:</u></p>			

VIII. PROFESSIONAL DEVELOPMENT

Professional Development Needs

<p>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.</p>	Annual TC			<p>EMP Goals or Planning Priorities Linked to Position</p>
	Cost per item	Number Requested	Total Cost	
<p>1. ACCCA Admin 101 Reason:</p>	2,000	1	2,000	2
<p>2. Equity-minded online instruction/Support for faculty in Persistence Project Reason:</p>	1,5000	30	60,000	5
<p>3. Enrollment Management Academy Reason:</p>	1,000	4	4,000	1 & SCFF goals
<p>4. Reason:</p>				
<p>5. Reason:</p>				
<p>6. Reason:</p>				

