2018-19 ADMINISTRATIVE UNIT PROGRAM REVIEW
UNIT: <u>Academic Services Unit Program Review</u>

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 2017 and spring 2018, inclusive. The planning is identified for spring 2019 and academic year 2019-2020.

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 the following:

> *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 process, including implementation of AB 705 and other mandates; supporting the Program Review and SLO assessment process; supporting the development of Guided Pathways (building new pathways to LPC through programs, scheduling to optimize student completion, bolstering relationships with K-12 and 4-year transfer institutions); 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. Prepare the class schedule for each term, produce it in collaboration with Student Services, and engage in comprehensive enrollment management each term.
2. Manage curricular processes and documentation, and produce the college academic catalog.
3. Lead the hiring and evaluation of faculty and staff.
4. Support the submission of timely reports such as: BSI, BSSOT Grant, FON, Library, Professional Development (Flex Activities), Guided Pathways, etc.
5. Support all aspects of the documentation requirements and processes for ACCJC and program-level accreditation.
6. Support faculty in curriculum development, revision, articulation, and improvement of curriculum processes.
7. Work with faculty and staff to build and support academic programs.
8. Assist in maintaining Advisory Boards that inform our CTE programs
9. Lead broader educational initiatives, such as AEBG, SWP, Measure A, Canvas migration, Guided Pathways, etc.

II.   GOALS AND OBJECTIVES

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

1. Continue the advancement of the SLO work in each Division The divisions continue to engage in ongoing review each term of SLOs on syllabi; faculty are required to include SLOs for review through the SLO Committee as they create new curriculum; a reduced number of SLO liaisons (currently 2) support the SLO work of all academic programs of the college; programs are moving forward on PSLO work.	
2. Finish the catalog update and address remaining accuracy concerns Academic Services in cooperation with all college divisions has continued to update, improve user-friendliness, and correct all aspects of the academic catalog; major work has occurred to update curriculum, change major sections of the catalog, match formatting in each academic program area, etc.	
3. Continue to strengthen campus communication Academic Services, through campus-wide and division meetings, has communicated changes in its programming and course offerings, Measure A conversations, and documentation in development of the following: Facilities Master Plan; Guided Pathways; AB705; professional development opportunities through grant funding like BSSOT/HIS/SWP, etc.	
4. Increase number of and maintain program-level accreditations, (i.e. Paramedic, Auto, Business, Fire Academy, etc.). Academic Services has re-hired a Public Safety Manager who worked with faculty, appropriate deans, and VP of Academic Services on all aspects of the Public Safety Program, including the accreditation of a new Fire Academy. Deans and the CTE project manager have written the self-study for the Auto NATEF accreditation, and the Business program has joined the Accreditation Council of Business Schools and Programs (ACBSP).	
5. Increase involvement by Deans in ACCJC work Don Carlson received training this year and is serving on the accreditation steering committee; Nan Ho and Amir Law continue to seek, and Stuart McElderry has volunteered for opportunities for accreditation training for next year; the IVPAS serves on the Accreditation Steering Committee and the IVPAS has been assigned to work with District on the district-level recommendations.	
6. Continue work for Measure A Implementation and participate in all aspects of 2018 Facilities Master Plan Deans worked with departments and project management consultants to develop and revise square footage estimates for Board approved priority projects. Academic Services participated in Admin level meetings with MIG to monitor progress and provide feedback through the FMP development process.	
7. Increased collaboration and engagement with Student Services projects and processes	

Academic Services has worked consistently over the course of the year to improve collaboration with Student Services; the VPSS and VPAS meet to discuss all areas of student and academic services support, planning and personnel needs; meetings have occurred with SS and AS to address AB 705	
8. Explore opportunities with Dual Enrollment, Adult Education, Non-credit, Tri-Valley Partnership Project, and Guided Pathways Guided Pathways work is underway across campus. The VPAS and Academic Deans have met with the assistant superintendents of the 3 feeder K-12 systems in the partnership project. The horticulture and math programs have developed multiple non-credit courses, and numerous areas are exploring this option. The Adult Education Manager continues work with the Mid Alameda County Consortium.	

B. Major Goals and Objectives for Spring 2019 and AY 2019-20.

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 or Board Priorities linked to this Goal/Objective
1. Continue the advancement of the SLO work in each Division, and move forward on PSLO assessment support and integration with Program Review.	F 18	Fall 2018, ongoing	Keep liaisons in place and fund liaison work to support evening part-time faculty with SLO work	BP 1a, b PP # 3 EMP A1
2. Finish the 2019-20 catalog update and address remaining accuracy concerns.	F 18	Fall 2018, ongoing	Cooperation of all divisions and Student Services areas.	PP # 1, 2 EMP A1,2,7, B4, D1, 2; BP 1b
3. Continue to strengthen campus communication	F 18	Fall 2018, ongoing	Continual campus discussions of major issues	PP # 1; EMP C.3, D1, 2; BP 1c
4. Increase and maintain program level accreditations (i.e. Paramedic, Auto, Business, Fire Academy, etc.)	F 18	Fall 2018, ongoing	Clerical/administrative support (fund request for administrative assistant shared by divisions.	PP # 2, EMP A.2, B.2; BP 1.c
5. Increase involvement by Deans in ACCJC work	F 18	Fall 2018, ongoing	Professional dev. funding	PP #1; BP 1.c; EMP D.3, 4

6. Continue work for Measure A planning implementation and participate in all aspects of the development of the 2018 Facilities Master Plan.	F 18	Fall 2018, ongoing	Clerical/administrative support (fund request for administrative assistant shared by divisions).	EMP C
7. Increased collaboration and engagement with Student Services projects and processes	F 18	Fall 2018, ongoing	Coordination with other offices	PP # 4, EMP A.1, D.2; BP 1.c
8. Continue to develop and support efforts in Dual Enrollment, Adult Education, Noncredit, Tri-Valley Partnership Project, AB705, Guided Pathways	F 18	Fall 2018, ongoing	Clerical/administrative support (fund request for administrative assistant shared by divisions).	EMP A all; B all BP 1.a, 2.a

III.   PROGRAM ASSESSMENT VIA ADMINISTRATIVE OFFICES USER SURVEY (please fill out this section only if your program was listed in the survey)

A. Program Assessment via the Fall 2018 Administrative Offices User Survey.

What results did you get from the survey?	If applicable, how will you address any challenges identified in the results?	Educational Master Plan Goals or Planning Priorities Linked to How You Will Address the Results.
BHAWK – 78% of those surveyed were satisfied or very satisfied with services provided in this division. While 81% percent of respondents were satisfied or very satisfied with the timeliness of services. A&H – 86% of those surveyed were satisfied or very satisfied with services provided in this division. While 84% percent of respondents were satisfied or	All division Deans are committed to working to improve over the previous year by 1% - 5%.	EMP 1, 2,

very satisfied with the timeliness of services. SLPC (CATSS) – 91% of those surveyed were satisfied or very satisfied with services provided in this division. While 90% percent of respondents were satisfied or very satisfied with the timeliness of services. STEM (MSEPS) – 91% of those surveyed were satisfied or very satisfied with services provided in this division. While 94% percent of respondents were satisfied or very satisfied with the timeliness of services.		

IV.   STAFFING

A. Staff Profile

Position	Staffing Levels for Each of the Previous Five Years					Anticipated total staff needed	
	2014	2015	2016	2017	2018	2019-2020	2020-2021
Administration	6	6	6	9	9	10	10
Supervisory	1	1	1	1	1	1	1

Classified Staff FT	21	21	31	34	33	37	37
Classified Staff PT	16	16	12	9	9	14	14
Confidential Staff FT	1	1	1	1	1	1	1
Total Full Time Equivalent Staff	45	45	51	54	53	63	63

B. Staffing Needs

NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)

List Staff Positions Needed for Academic Year: 2019-2020 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. Academic Scheduler 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.	N	$54,000 + benefits	

List the Facilities Need and the Reason			
2. Administrative Assistant 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.		$47,000 + benefits	
3. Performing Arts Center Operations Coordinator Reason: The need for supervision and assistance with on and off campus events being held in the Performing Arts Center.	N	$56,000 + benefits	
4. STEM Coordinator/Student Support Specialist Reason: Work supports the engineering technology learning community, the veterans engineering tech cohort, organizes internships, Math Jam, seminar series, poster sessions, etc.	R	$58,000 + benefits	
5. Fifth Academic Dean Reason: This position was being considered prior to the downturn 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	$125,000 + **benefits**	

V.   FACILITIES

A. Facilities Needs

FACILITIES NEEDS

List the Facilities Need and the Reason **This section is best informed by the draft of the Facilities Master Plan currently in development for Las Positas College.**	**EMP Goals or Planning Priorities Linked to Projects**

VI.   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. Institutional Dropbox or access to shared drives for sharing campus documents while off site. Reason: To increase effectiveness, efficiency and ability of management to access necessary files and complete work while off campus at conferences, weekends/nights.	**N**		**Board Priority 2c**
2. Electronic HR/Payroll signature systems (document routing, timesheets, hiring, etc.) Reason: To increase effectiveness, efficiency and ability of management to access necessary files and complete work while off campus at conferences, weekends/nights.	**N**		**Board Priority 2c**
3. Reason:			

VII. 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. **ACCJC Involvement** Reason: Send deans to Annual ACCJC Conference for accreditation awareness and preparation to serve on visiting teams	**$1,110**	**3**	**$3,330**	
2. **ACCCA Admin 101 or Mentoring program** Reason: Need to train relatively new deans in the overall California Community College administrative practices, state policies, mandates, laws and procedures. Support needed for Stuart McElderry	**$2,000**	**1**	**$2,000**	
3. **Training and workshop attendance for: Noncredit, Guided Pathways, Dual Enrollments, etc.** Reason:Given all the new initiatives at the state, regional and district/college level, the deans and VP need to be prepared and trained in all aspects of the academic work of the college to meet the needs of the new initiatives.	**$5,000** **Local and regional**	**1**	**$5,000**	
4.				

Reason:				