2021-22 ADMINISTRATIVE UNIT PROGRAM REVIEW
UNIT: Academic Service

Please submit your completed Program Review to Sheri Moore by 12 pm on January 20th, 2022 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 2021 through fall 2021 and plans for spring 2022 through fall 2022.

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 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 Credit for Prior Learning, 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, supporting program maps, scheduling to optimize student completion, bolstering relationships with K-12 and 4-year transfer institutions); supporting Career Education and Adult Education programs, supporting strategic enrollment management effects, 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. Develop connections and initiatives with educational, community and employment partners
5. Lead accreditation efforts
6. Enrollment management
7. Curriculum Development processes
8. Support Guided Pathways through program mapping maintenance.
9. Evaluation and professional development of faculty

II.   GOALS AND OBJECTIVES

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

Goal #1 advanced through campus-wide discussion arising out of accreditation reflections. ILOs were discussed as unevenly capturing the learning work of the college. ILOs were reviewed at Fall Town Meeting and discussion about the process for revising and measuring ILO learning continues in the SLO Committee and IPEC.

Goal #2 advanced. The scheduling software Ad Astra Align-Predict-Monitor was recommended by the District Technology Committee and purchased. After some delays, the data streams feeding the software have been established. The Monitor portion of the scheduling software had a soft launch at the end of the 2021.

Goal #3 continues to be an opportunity for growth. Academic Services purchased ThankView and had some promising success but the lack of an appropriate champion, the use of the communication tool was anemic and the contract was not renewed.

Goal #4 saw significant progress. Academic services administratively supported budgeting and the implementation of Academic and Career Pathways and student-facing program maps. Worked with GP leads to institutionalize the process for maintaining maps.

Goal #5 Equity considerations were added to Curricunet to support an analysis of equity during the modification and development of curriculum

Goal #6 progress was made through program manager projects. A CTE grant for Youth Build was acquired. A dual enrollment relationship with Livermore High was established and a robust relationship around alternative credits was established with Dublin JUSD with a program launch scheduled in summer 2022.

B. Major Goals and Objectives for Spring 2022 through Fall 2022.

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.Continue Implementation of Ad Astra software	Jan 2022	6 months	District coordination support	Ensure excellence in student learning by strengthening fiscal stability, providing appropriate staffing levels, meeting evolving technology needs, and expanding or updating facilities. C4. Optimize the use of technology in college processes, practices, and facilities to meet student learning needs and support institutional effectiveness.
2. Improve the discipline plan process and CEMC FTEF allocation based on more metric	Summer/Fall 2022	8 months	Working with Rajinder Samra and Stuart McElderry, discipline plan productivity targets by discipline/division	Ensure excellence in student learning by

				strengthening fiscal stability,
3. Support post pandemic teaching strategies. Assist with the build out of post pandemic classrooms	Spring 22/Summer 22	End of summer and then on-going through assessment	District PD/IT committee and Steve Gunderson and Scott Vigallon	Ensure excellence in student learning by strengthening fiscal stability, providing appropriate staffing levels, **meeting evolving technology needs, and expanding or updating facilities.** D4. Provide ongoing training and support to promote the design of distance education courses and support services that are user-friendly, accessible, equitable, inclusive, and pedagogically excellent.

				Ensure excellence in student learning by strengthening fiscal stability, providing appropriate staffing levels
4. Bring PT employees that are critical to FT status (Wanda and Elle)	Spring 22/Summer 22			Ensure excellence in student learning by strengthening fiscal stability, providing appropriate staffing levels
5. Bring faculty staffing levels in alignment with capital investments (e.g. fully staffed public safety and FT horticulture).				Ensure excellence in student learning by strengthening fiscal stability, providing appropriate staffing levels

III. STAFFING

A. Staff Profile

Position	Staffing Levels for Each of the Previous Five Years						Anticipated total staff needed	
	2017	2018	2019	2020	2021		2022-2023	2023-2024
Administration	9	9	8	7	6		8	9
Supervisory	1	1	1	1	1		2	2

Classified Staff FT	31	34	33	32	30		32	32
Classified Staff PT	12	9	9	13	15		14	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)

List Staff Positions Needed for Academic Year_____4_____ 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. Dean, PATH Reason: Division vacancy	**R**	**180,000**	A8. Engage in efforts to safeguard continuity of instruction in career education programs aligned with industry demands or designated as critical infrastructure programs.
2. Public Safety Manager Reason: Vacancy; new building coming on line. Service agreements and clinical replacements	**R**	**140,000**	A8. Engage in efforts to safeguard continuity of instruction in career education programs aligned with industry demands or designated as critical infrastructure programs.

3. Instructional Service/ Apprenticeship Supervisor <u>Reason:</u> 3 new ISA and 5 apprenticeships coming in Fall	N	90,000	A8. Engage in efforts to safeguard continuity of instruction in career education programs aligned with industry demands or designated as critical infrastructure programs. C2. Develop processes and institutional supports to pursue, coordinate and manage alternative revenue sources.

4. Curriculum Specialist & Scheduler <u>Reason:</u> Workload requires OT from existing staff. Staffing not on par with FTES	N	**90,000**	A2. Design course offerings, class schedules and modalities, and support services that are accessible and inclusive for all students and promote timely completion of transfer, degree, and career-technical goals C3. Evaluate and ensure staffing levels that support student needs and institutional effectiveness. C4. Optimize the use of

			technology in college processes, practices, and facilities to meet student learning needs and support institutional effectiveness.
5. FT Status of Administrative assistant for CTE, Adult Ed and Guided Pathways <u>Reason:</u>	**R**	**90,000**	A4. Provide students with the knowledge and skills necessary for career readiness and advancement
6. <u>Reason:</u>			

IV.   FACILITIES

A. Facilities Needs

FACILITIES NEEDS

List the Facilities Need and the Reason	EMP Goals or Planning Priorities Linked to Position
1. Reason:	
2. Reason:	
3. Reason:	
4. Reason:	
5. Reason:	
6. Reason:	

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. 12 classroom equipped for HyFLEX teaching Reason:	N	$500,000	C4. Optimize the use of technology in college processes, practices, and facilities to meet student learning needs and support institutional effectiveness.
2. Reason:			
3. Reason:			
4.			

Reason:			
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. Hiring for Diversity Training—Focus on Faculty Hiring Reason:	**1,000**	**60**	**60,000**	E3. Identify, assess and work to eliminate inequities associated with racism and implicit bias in hiring, promotions, and employee experience
2. Reason:				
3. Reason:				
4. Reason:				
5. Reason:				
6. Reason:				