Administrative Units Program Review Year Five Update - Business Services Office Latest Version

This cycle is for Administrative Units to complete the Year Five Update of the Program Review cycle.

Administrative Units Program Review Year Five Update

1. Program Update : Version by **Tharchin, Jinpa** on **11/17/2021 01:01**

1a. Describe any important changes or updates within your program since the *2019-2020 Program Review Year 3 Update*. **(staffing changes, program changes, etc.)**

Business Services Office staff and leadership. The following positions have experienced a change in personnel:
Staffing Changed since last CPR:
Vice President, Business and Administrative Services : No change.
Business Service Supervisor : No change
Accountant: No change
Payroll: Vacant
Human Resources: New hired

1b. Provide a brief update on the timeline for your program's goals as listed in your Program Review Year Three Update. If your program's goals are in progress or modified, please be sure to include action steps and responsible parties.

Goals	Completed/ Abandoned/ In Progress/ Modified	Impact/ Explain/ Action Steps	Timeline/ Responsible Parties
Goal 1: Business Services information distribution (webpage)	Completed / Ongoing	Completed design and content. Yearly update links and other information on business services webpage are ongoing.	November 02,2021 By Jinpa Tharchin
Goal 2: Business process improvement and documentation	Completed / Ongoing	Training provided for all Personnel processing through DO Purchasing and Accounting Department on business process and documentation.	Provided on 06/21/2021 Business Office & DO Purchasing / Accounting
Goal 3: Refine resource allocation process to improve efficiency and effectiveness	Completed / Ongoing	FY 2020-21 Resource Allocation Process (RAP) was done in Spring 21(One Time). Yearly Fall RAP process completed through Shared Governing Council- SGC.	**Business Office**
Goal 4: Improve budget reporting and analysis	In Progress	Quarterly Budget and Expense Report distribution has started from FY 20-21 for college's cabinet members and management councils members (Managers and Supervisors of LMC) as a tools to monitoring Budget and Expense on a timely manner.	Quarterly Reports Jinpa Tharchin Melissa Inzunza
Goal 5: Streamline/align college human resource and payroll functions	In Progress	Continuous iterative improvements have been made in HR and Payroll. Can be seen in recruitment efforts and paying employees in a timely manner.	Ongoing HR and Payroll Dept.

Goals and Objectives	Modified	In Progress	Abandoned	Completed
Goal 1. Strengthen a culture of equity, diversity, inclusion, and racial justice. (District #2 and #4)				
Goal 2. Increase and maximize equitable opportunities for students to successfully complete courses and programs. (District #1 and #2)				
Goal 3. Increase opportunities that will prepare students to enter high-demand and living-wage occupational fields. (District #3)				
Goal 4. To better support students in accomplishing their academic and career goals – from entry to completion/transition – and to enhance course-level and program-level achievement, expand and deepen educational, workforce, and community partnerships. (District #3)				
Goal 5: Effectively utilize institutional resources to meet the needs critical to the College mission. (District #4 and #5)				

Goals and Objectives			Modified	In Progress	Abandoned	Completed
Recommended Actions	Goal 1: Business Services information distribution (webpage) Completed design and content. Yearly update links and other information on business services webpage are ongoing.	0 linked SLOs 0 resource requests				
	Goal 2: Business process improvement and documentation Training provided for all Personnel processing through DO Purchasing and Accounting Department on business process and documentation.	0 linked SLOs 0 resource requests				
	Goal 3: Refine resource allocation process to improve efficiency and effectiveness FY 2020-21 Resource Allocation Process (RAP) was done in Spring 21(One Time). Yearly Fall RAP process completed through Shared Governing Council- SGC.	0 linked SLOs 0 resource requests				
	Goal 4: Improve budget reporting and analysis Quarterly Budget and Expense Report distribution has started from FY 20-21 for college's cabinet members and management councils members (Managers and Supervisors of LMC) as a tools to monitoring Budget and Expense on a timely manner.	0 linked SLOs 0 resource requests				
	Goal 5: Streamline/align college human resource and payroll functions Continuous iterative improvements have been made in HR and Payroll. Can be seen in recruitment efforts and paying employees in a timely manner.	0 linked SLOs 0 resource requests				

2. Vision for Success Goals Update : Version by **Tharchin, Jinpa** on **11/22/2021 18:13**

2a. The following table lists the *Vision for Success* indicators that we must align to as a College and as a District. Please look at your program data (Tableau) for each of the following *Vision for Success* indicators. Please address all indicators that are relevant to your program and provide a status update on your program goals from your Program Review Year Three Update. Please include action steps if your goal(s) has been modified and an explanation if your goal(s) has been abandoned. *

NOTE - Please copy and paste the table below in your response and complete accordingly.

Vision for Success Indicators and ACCJC Indicator	Program Set Goals (from PR Year 3 Update)	Status (Indicate Modified, Completed, or Abandoned)	Timeline	Responsible Parties	Action Steps/ Explanation
Course Success					
Degrees (AA, AS, ADT)					
Certificates of Achievement					
Unit Reduction					
CTE Jobs					

Same response as VP BAS would give as a standard one.

2b. The *Vision for Success Goal 5 - Equity* is designed to reduce the equity achievement gap on course seuccess for disproportionately impacted (DI) student populations. The College has identified the following three disproportionately impacted (DI) populations: African-American, economically disadvantage students (low income), and foster youth students.

Please review your program data (Tableau) for each of the aforementioned DI populations, and provide a status update on your program goal(s) for your previously selected DI population(s) in your Program Review Year Three Update. If your goal(s) has been modified please include action steps and if your goal(s) has been abandoned please provide an explanation.*

NOTE - Please copy and paste the table below in your response and complete accordingly.

Course Success by DI Population	Program Set Goals (PR Year 3 Update)	Status (Indicate Modified, Completed or Abandoned)	Timeline	Responsible Parties	Action Steps/ Explanation
African American					
Low Income					
Foster Youth					

LMC Business Services Office support and serve all students from any ethnicity, gender and social- economic backgrounds. This section doesn't apply to Business Services office.

Impact of Resource Allocation