

Administrative Units Program Review Year Five Update - Office of Business & Administrative Services 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 Montoya, Carlos on 01/16/2022 01:53

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

The Office of Business & Administrative Services consists of the following staff:

- Vice President of Business & Administrative Services
- Administrative Assistant, Senior

The following departments report to the Office of Business & Administrative Services:

- Business Services
- Building and Grounds
- Bookstore/Central Services
- Information Technology Services

Since the last program review, the Office of Business & Administrative Services coordinated a number of operational changes and assisted with the institutional response to Covid-19.

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.

This is the first year that the Office of Business & Administrative Services is completing a program review. During the last cycle, the efforts of the Office of Business & Administrative Services were incorporated in the Business Office program review. Therefore there are no linked goals, however the following are goals for the Office of Business & Administrative Services:

Goal 1: Coordinate and improve operational processes and documentation across the division departments.

Goal 2: Refine resource allocation process to improve efficiency and effectiveness.

Goal 3: Develop and implement budget, technology, and facilities planning processes.

Since the last program review the Office of Business & Administrative Services has continued to focus on the above goals. Measured progress toward these goals include documentation training provided by the business office on budget development and reporting. In addition, the office has led the facilitation and development of the technology master plan process which is still in process.

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)				
Recommended Actions				
Goal 1: Coordinate and improve operational processes and documentation across the division departments.	0 linked SLOs 0 resource requests			
Goal 2: Refine resource allocation process to improve efficiency and effectiveness.	0 linked SLOs 0 resource requests			
Goal 3: Develop and implement budget, technology, and facilities planning processes.	0 linked SLOs 0 resource requests			

2. Vision for Success Goals Update : Version by Montoya, Carlos on 01/16/2022 01:53

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					

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	75.5% Goal 3: Develop and implement budget, technology, and facilities planning processes.	Completed/Ongoing	June 2022	VP of Business & Admin Svc	Still need to complete the Technology Master Plan. In addition, will need to start the Facilities Master Plan process. The development of quarterly budget reporting has been completed and will continue to be refined.
Degrees (AA, AS, ADT)					
Certificates of Achievement					
Unit Reduction					
CTE Jobs					

2b. The *Vision for Success Goal 5 - Equity* is designed to reduce the equity achievement gap on course success for disproportionately impacted (DI) student populations. The College has identified the following three disproportionately impacted (DI) populations: African-American, economically disadvantaged 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					

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	NA				
Low Income	NA				
Foster Youth	NA				

The Office of Business and Administrative Services provides and coordinates operational support for the entire college including all facilities, students, and employees. As such, much of the work indirectly supports the goals in this section.

Therefore, it is proposed that during the next program review the form is revised to exclude section 2a. and 2b. for Admin units and either replaced or expanded to include a method for allowing operational units to describe their work that supports the overall college goals.

Impact of Resource Allocation