

Administrative Units Program Review Year Five Update - President's 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 Adams, Jennifer on 02/04/2022 08:48

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

Aside from the transition to remote operations in March 2020, and the return to in-person/hybrid operations in August 2021, there haven't been significant staffing or programmatic changes for the President's Office since the 2019-20 Program Review "Year 3" Update. Just as with departments and programs across the College, the President's Office team has made operational adjustments to accommodate the remote environment and safety mandates/protocols (e.g. converting in-person college-wide meetings and events to a remote/online format, developing alternative practices for processing/routing materials, etc.).

President's Office staffing remains the same, and the President has the same number of direct reports [9] as outlined in the "Year 3" Update:

- 1 Senior Executive Assistant
- 3 Vice Presidents
- 1 Senior Dean of Planning & Institutional Effectiveness
- 1 Dean of Equity & Inclusion
- 2 classified professionals in Marketing & Media Design (with Director vacancy)
- 1 Director of College Advancement (was previously Foundation Development Officer)

The Director of Marketing & Media Design position has remained vacant since XXXXXXXXXX 2017. This intentional approach was utilized to leverage the salary savings, and the position's key functional responsibilities have been taken on by the Graphic Designer (administrative and marketing elements) and Senior Executive Assistant (communications and public information). However, with the increased/enhanced marketing activities and student-facing communications related to enrollment boost efforts and the district-wide enrollment recovery campaign, it is likely that the recruitment to fill the vacant (and already funded) Director of Marketing & Media Design position will be launched in late 2021-22 or early 2022-23.

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.

All five unit goals are in progress and ongoing.

Goals and Objectives		Modified	In Progress	Abandoned	Completed
Goal 1. Strengthen a culture of equity, diversity, inclusion, and racial justice. (District #2 and #4)					
Recommended Actions	Unit Goal 1: Communication, Campus Climate & Community Engagement The President's Office will respond to the need for better communication within the College, enhanced efforts to link the community with the College, and ensuring a safe and pleasing environment for students and employees. (aligned with EMP Objectives 1.2, 1.3, 1.5 & 1.6) Status: In Progress Timeline: Ongoing Responsible Parties: President, Senior Executive Assistant Anticipated Outcome: Improved bi-directional communication, increased community engagement, and enhanced campus climate with greater sense of safety and inclusion	0 linked SLOs 0 resource requests			
Goal 2. Increase and maximize equitable opportunities for students to successfully complete courses and programs. (District #1 and #2)					
Recommended Actions	Unit Goal 3: Student Success & Engagement The President's Office will: direct efforts and resources toward activities that increase student success rates and improve student outcomes; reinforce the importance of completion to students, employees, and the community; and promote the enhancement of student engagement. Status: In Progress Timeline: Ongoing Responsible Parties: President Anticipated Outcomes: Improved student success rates and completion outcomes, enhanced understanding (internal and external) about the importance/impact of strong completion culture, and expanded / enhanced student engagement activities	0 linked SLOs 0 resource requests			
Goal 3. Increase opportunities that will prepare students to enter high-demand and living-wage occupational fields. (District #3)					

Goals and Objectives			Modified	In Progress	Abandoned	Completed
Recommended Actions	Unit Goal 3: Student Success & Engagement The President's Office will: direct efforts and resources toward activities that increase student success rates and improve student outcomes; reinforce the importance of completion to students, employees, and the community; and promote the enhancement of student engagement. Status: In Progress Timeline: Ongoing Responsible Parties: President Anticipated Outcomes: Improved student success rates and completion outcomes, enhanced understanding (internal and external) about the importance/impact of strong completion culture, and expanded / enhanced student engagement activities	0 linked SLOs 0 resource requests				
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)						
Recommended Actions	Unit Goal 3: Student Success & Engagement The President's Office will: direct efforts and resources toward activities that increase student success rates and improve student outcomes; reinforce the importance of completion to students, employees, and the community; and promote the enhancement of student engagement. Status: In Progress Timeline: Ongoing Responsible Parties: President Anticipated Outcomes: Improved student success rates and completion outcomes, enhanced understanding (internal and external) about the importance/impact of strong completion culture, and expanded / enhanced student engagement activities	0 linked SLOs 0 resource requests				
Goal 5: Effectively utilize institutional resources to meet the needs critical to the College mission. (District #4 and #5)						
Recommended Actions	Unit Goal 2: Governance, Planning & Institutional Effectiveness As key components of leadership for the College, the President's Office will ensure that effective mechanisms are in place related to participatory governance, effective planning, and an environment of continuous improvement. Status: In Progress Timeline: Ongoing Responsible Parties: President, Senior Executive Assistant Anticipated Outcomes: Improved effectiveness of shared governance system, demonstrated institutional commitment to continuous improvement	0 linked SLOs 0 resource requests				
	Unit Goal 4: Resource Development & Allocation The President's Office will provide appropriate leadership and stewardship in formulating a comprehensive and stable resource development and allocation strategy for the College. Status: In Progress Timeline: Ongoing Responsible Parties: President Anticipated Outcomes: Effective implementation of RAP; clear, consistent, and equitable allocation of resources aligned with institutional priorities	0 linked SLOs 0 resource requests				
	Goal 5: Unit Assessment: Service and Support, Sustainable Operations & Continuous Improvement With a focus on continuous improvement and meeting institutional needs, the President's Office will conduct an informal "self-evaluation" to determine opportunities for enhancing/streamlining operations. Status: In Progress Timeline: Ongoing Responsible Parties: President, Senior Executive Assistant Anticipated Outcomes: Identify opportunities and strategies for improved effectiveness, efficiency, and enhanced operations	0 linked SLOs 0 resource requests				

2. Vision for Success Goals Update : Version by Adams, Jennifer on 02/04/2022 08:48

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	Timeline	Responsible Parties	Action Steps/ Explanation
Course Success	College Goal (ACCJC Institution-Set Standard): Increase overall course success rate by 2%	In Progress	Ongoing	President's Cabinet, SEM Com., Deans, Academic Senate, program faculty, instructional support and student services teams	<ul style="list-style-type: none"> Continue to promote tools and resources that support course success (directly and indirectly) Provide support and resources (financial, human, facilities, technology) – e.g., SEM/GP, professional learning, support services, etc. Support efforts related to QFE Projects 1 & 2: Completion of transfer-level English/math courses and effective outreach and scheduling for Gateway English/ Transfer-level math courses
Degrees (AA, AS, ADT)	College Goal (Vision for Success): Increase # of students earning a degree (AA, AS, or ADT) by 20%	In Progress	Ongoing	President's Cabinet, SEM Com., Curriculum Com., SGC, Academic Senate	<ul style="list-style-type: none"> Based on relevant data and SEM principles/priorities, support creation of new degrees being offered to students Via SGC, approve new degrees (ADT, AA, and AS)
Certificates of Achievement	College Goal (Vision for Success): Increase # of students earning a certificate by 20%	In Progress	Ongoing	President's Cabinet, SEM Com., Curriculum Com., SGC, Academic Senate	<ul style="list-style-type: none"> Based on relevant data and SEM principles/priorities, support creation of new certificates being offered to students Via SGC, approve new certificates
Unit Reduction	College Goal (Vision for Success): Decrease average # of units accumulated by 10% [from 88 to 79]				
CTE Jobs	College Goal (Vision for Success): Increase # of students working in their field of study				

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	Timeline	Responsible Parties	Action Steps/ Explanation
African American	College Goal (based on Institution-Set Standard): Increase course success rate among African American students by approx. 12%	In Progress	Ongoing	President's Cabinet, Office of Instruction, instructional faculty, student support services, learning communities, Student Life, Library and instructional support services	<ul style="list-style-type: none"> Promote/support activities serving and improving success outcomes for African American students (e.g. Umoja Scholars, BOEP, Equity in Action/All in Equity workshops, equity-focused/inclusive practices and pedagogy, Equity & Inclusion Office, etc.) Support efforts related to QFE Projects 1 & 2 (see Goals 1b): Completion of transfer-level English/math courses and effective outreach and scheduling for Gateway English/ Transfer-level math courses
Low Income	College Goal (based on Institution-Set Standard): Increase course success rate among Low Income students by approx. 4%	In Progress	Ongoing	President's Cabinet, Office of Instruction, instructional faculty, student support services, learning communities, Student Life, Library and instructional support services	<ul style="list-style-type: none"> Promote/support activities serving and improving success outcomes for low income students (e.g. EOPS, LMC Marketplace, Financial Aid, Dreamers: Cash for College, public transportation, community partnerships for external resources/services, Equity & Inclusion Office, etc.)

<p>Foster Youth</p>	<p>College Goal (based on Institution-Set Standard): Increase course success rate among Foster Youth students by approx. 11%</p>	<p>In Progress</p>	<p>Ongoing</p>	<p>President's Cabinet, Office of Instruction, instructional faculty, student support services, learning communities, Student Life, Library and instructional support services</p>	<ul style="list-style-type: none"> Promote/support activities serving and improving success outcomes for Foster Youth (e.g. BRAVO Scholars, community partnerships for external resources/services, Equity & Inclusion Office, etc.)
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Impact of Resource Allocation