

Make Administrative Unit Program Review Criteria- 2018/2019

Note to Preparers:

Please complete this form that includes the Program Review criteria for an administrative program review, to be completed every other year (2 year cycle). One of the major functions of Program Review is to ensure that all work units of the Evergreen Valley College are aligned with its goals. The college's goals are set forth in its Mission and Strategic Initiatives, which are expressed in the narrative below. Additional information, including a submission timeline (**Due December 1st**) and samples of recent Program Reviews, are available on the college website

<http://www.evc.edu/discover-evc/accreditation/iec-and-program-review>. If you have any questions, please feel free to contact any member of EVC's Institutional Effectiveness Committee (IEC).

After your submission to IEC, members of the committee will provide feedback to assist you in preparing a final version. The review committee will consist of IEC members and an optional external reader of your choice. The review committee will make a recommendation and your Program Review will precede to College Council and the EVC President for his/her final approval. Completed/approved Program Reviews will be eligible to participate in resource allocation through the College Budget Committee.

Premises of Administrative Unit Outcomes Assessment Cycles

- Learning takes place every time a student comes in contact with a service or activity at Evergreen Valley College.
- AUOs are Evergreen Valley College's commitment to an ongoing, cyclical, improvement process.
- Administrative Units Outcomes (AUOs) create and sustain the learning environment.

Evergreen Valley College's Mission:

With equity, opportunity and social justice as our guiding principles, Evergreen Valley College's mission is to empower and prepare students from diverse backgrounds to succeed academically, and to be civically responsible global citizens.

Strategic Initiatives:

1. Student-Centered: We provide access to quality and efficient programs and services to ensure student success.
Areas of focus are:
 - Access
 - Curriculum and programs
 - Services
2. Community Engagement: We will transform the college image and enhance partnerships with community, business and educational institutions.
Areas of focus are:
 - Increase visibility
 - Develop strategic partnerships
 - Building campus community
3. Organizational Transformation: We create a trusting environment where everyone is valued and empowered.
Areas of focus are:
 - Communication
 - Employee development
 - Transparent Infrastructure

Administrative Unit Name:

Last Program Review: Unknown

Current Year Program Review: 2019

Preparers' Name(s): Andrea Alexander

Area Manager: Administrative Services

Department Overview

- Please describe the functions of your department. Feel free to use a bulleted list for ease of reading.
- Budgetary Office
- Business Office for all college fiscal, facilities, events, and operations
- Custodial
- CTSS
- Grounds
- Bond

- Use the table below to describe current department staffing including whether they are filled or vacant.

Position Type	# Assigned to the Department	# Actually staffed
Classified Full Time	50	45
Classified Part Time Permanent	2	2
Classified Part Time Hourly	3	3
Administrators	6	5
Other (please specify)		

- Because this is your Initial Program review you will need to first list department goals. For all follow-up Program Reviews, please provide an update on the department's progress on achieving its department goals set during the last program review cycle.
Goals –
- All business practices follow GAP, including auditing principles as established by the State of California.
- Upholding all safety and security requirements under the scope of Administrative Services and working to update those that do not meet risk management standards.
- Bond program updates, maintains, and constructs new buildings in order to service students and staff on the EVC campus based on the approved Facilities Master Plan.

If you received resource allocation for your last program review cycle, please indicate the resources you received and how these resources were utilized to impact student success and / or improve unit services. (The resources can be personnel or fiscal).

N/A

- Please state any recent accomplishments for your department; making sure to connect each accomplishment to the College's success/mission.

PART A: Administrative Unit (Department) Effectiveness

1. Administrative Unit Outcomes-

1. Use the table below to list the department Administrative Unit Outcomes. (See the supplemental guide to AUOs for information on how to create an AUO; your department should have 2 to 3 AUOs and at least one must be process outcome).

Administrative Unit Outcomes (AUOs)	Assessment method	Timeline for assessment
Business Office – Dashboards to all Budget Managers	Quarterly distribution	June 2019
Trainings – Business Office procedures	Quarterly (July 2018- June 2019)	June 2019
Trainings – Events and CTSS for AV	Yearly	June 2019

AUO results, analysis and next steps:

- The Dashboards received positive feedback. The Administrators appreciated the report as it allowed them a higher level (detailed) view of their grants and also allowed them to have a better understanding of their burn rates. The detailed report explained budget concepts, including funding for specific areas. We also received feedback from Administrators as to how we can further improve the Dashboards.

Going forward for FY19/20, Business Office will take these recommendations into consideration and make updates to our report to better assist the Administrators with their budget overview.

- The Business Office quarterly training was a success. The training was well attended and the input from all who participated, the office will make further improvements such as: having training materials available on the Administrative Services web site. By having the ongoing training and having the training materials available on the Administrative Services' website, we are able to refer new employees to the website about the college internal processes and procedures.

The next step is for the Business Office to continue to have quarterly trainings to provide updates to the college staff on new district procedure changes/requirements.

- Training on the light/sound board inside the Theater for CTSS staff was newly implemented in FY18/19. We provided two separate trainings to train the staff on different functionalities and capabilities of the new technology inside the Theater. The trainings were a success. All but one staff member was able to attend the training. This training provided the CTSS staff the experience and knowledgeable of the capabilities of

the new technology and are already applying it to support the college/departments on special events in the Theater.

The next step is to work with the CTSS Supervisor to create an annual training/refresher for the team as there will be a few new additions to the team. The Business Office will continue to support these trainings moving forward on an annual basis.

PART B: Budget Planning

1. List any changes to budget since the last program review. N/A

PART C: Technology and Equipment

1. List any changes to technology of equipment since the last program review. N/A

PART D: Additional Information

Please provide any other pertinent information about the program that these questions did not give you an opportunity to address. N/A

PART E: Future Needs and Resource Allocation Request:

<p>Based on the areas noted below, please indicate any unmet needs for the program to maintain or build over the next two years. Please provide rationale on how the request connects back to AUO assessment, strategic initiatives or student success. If no additional requests are needed in any of the areas, put N/A.</p>		
Staffing requests	<p>Ongoing Budget Needs: Staffing to include Staff Accountant and Facilities Supervisor</p> <p>One-time Expenditure:</p>	<p>Request linked to: AUO #: Strategic Initiatives (student centered, organizational transformation, community engagement): Improving Student success rates: Achievement of program set standard for student success:</p>
Facilities	<p>Ongoing Budget Needs:</p> <p>One-time Expenditure:</p>	<p>Request linked to: AUO #: Strategic Initiatives (student centered, organizational transformation, community engagement): Improving Student success rates: Achievement of program set standard for student success:</p>
<p>Technology (Considerations: keep in mind accessibility of all technology requests so that it is 508 compliant) (Also discuss how long the technology you are requesting will be viable; how frequently will this technology need to be replaced; also discuss any issues surrounding disposal of requested technology items).</p>	<p>Ongoing Budget Needs:</p> <p>One-time Expenditure:</p>	<p>Request linked to: AUO #: Strategic Initiatives (student centered, organizational transformation, community engagement): Improving Student success rates: Achievement of program set standard for student success:</p>
Equipment/Supplies	<p>Ongoing Budget Needs:</p> <p>One-time Expenditure:</p>	<p>Request linked to: AUO #: Strategic Initiatives (student centered, organizational transformation, community engagement): Improving Student success rates: Achievement of program set standard for student success:</p>