

Administrative Comprehensive Program Review: MSE Division Office

Cover

Program Review Year

2024

Division

Math, Sci. & Engineering

Department

Math, Science & Engineering Division Office

Subject

- MSED0 Math, Science & Engineering Division Office

Overview

Title MSE Division Office

Year of Last Administrative Unit Review Fall 2024

Originator Herrera, Antoinette

Area Manager Antoinette Herrera

Co-Contributors

*Co-Contributor must be chosen before proposal is launched

- Nazarov, Vera
- Pouncil, Matais

Department Overview

- **1. Please describe the functions of your department. Feel free to use a bulleted list for ease of reading.**

The Division Office of Math, Science, and Engineering (aka STEM) serves the faculty who teach in the division and the students who enroll in the following disciplines: Biology, Environmental Science, Oceanography, Mathematics, Chemistry, Physics, Astronomy, Engineering, and Computer Science. In order to support the faculty, staff, students, and the community at-large, we work collaboratively to:

- Develop course schedules for Summer, Fall, Intersession, and Spring
- Participate in strategic enrollment management
- Promote programs
- Abide by district policies and procedures
- Support the college's mission, vision, and values; and institutional goals
- Provide instructional tools for faculty
- Track classroom and building work orders for repairs including technology
- Address faculty and staff needs and concerns

- Conduct monthly division meetings to share information, discuss, problem solve, and project build
- Create a safe space for all individuals
- Orient new faculty and staff to their position, the department, the division, and the college
- Evaluate faculty and staff
- Meet SLO and PLO assessment requirements
- Update curriculum
- Develop and implement budget for division and departments
- Process critical paperwork including budget, attendance and absences, reimbursements, hiring, and key requests
- Address inquiries and requests received from students and visitors
- Participate on campus committees

2. Describe current department staffing including whether they are filled or vacant.

Classified Full Time

Assigned to the Department

1

Actually Staffed

1

Classified Part Time Permanent

Assigned to the Department

0

Actually Staffed

0

Classified Part Time Hourly

Assigned to the Department

0

Actually Staffed

0

Administrators

Assigned to the Department

1

Actually Staffed

1

Other (please specify)

Assigned to the Department

0

Actually Staffed

0

- **3. 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.**

1. To provide clear information, directions, and support services in an efficient, friendly, and timely manner.
 2. To communicate and collaborate with individuals within and outside the division to address the needs of our students, faculty, staff, and visitors.
 3. To provide support services for our faculty and staff in order to conduct classes as scheduled in a safe, learning environment.
 4. To work with faculty and staff to create course schedules and academic yearly budgets that support our programs.
 5. To coordinate and conduct faculty and staff evaluations.
 6. To ensure that faculty and staff participate in SLO/SAO assessment and reporting.
 7. To support curriculum development and regular curriculum updates.
 8. To provide training, equipment/supplies, and information to division personnel that supports a safe working environment.
- **4. 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

- **5. Please state any recent accomplishments for your department; making sure to connect each accomplishment to the College's mission and strategic goals.**
 - jj
 - In support EVC's guided pathways, the division office created a schedule of courses per term in order to upload onto EVC's college website
 - Developed a schedule with courses that are offered in different modalities, including 8-week accelerated courses (aka Late/Early start), which responds to the needs of our diverse student population
 - Offered division orientation to all new faculty and staff
 - Increased our SLO reporting
 - Collaborated with faculty to update curriculum and deactivate courses no longer relevant to our programs
 - Collaborated with faculty and staff, within and outside the division, to address AB705 and AB1705 state requirements
 - Refined our forms and processes to better monitor and close requests such as course substitutions, prerequisite verifications, and work orders
 - Hired new faculty and staff to meet the needs of our students and daily operations
 - Refined our process in faculty course assignments
 - Raised our standards in offering friendly customer services
 - Broad participation in campus-wide initiatives such as Caring Campus, Humanizing the Curriculum, and DEIA
 - Continual efforts to create and maintain a safe, caring, and inclusive working/learning environment

Service Area (Department) Effectiveness

Service Area Outcomes

- **List the department Service Area Outcomes. (See the supplemental guide to SAOs for information on how to create a SAO; your department should have 2 to 3 SAOs and at least one must be process outcome).**
 1. Address all inquiries, including questions and phone calls, in a caring, respectful, and timely manner
 2. Disseminate information appropriately and collect feedback as needed when making division-wide decisions
 3. Communicate and collaborate with faculty and staff to create and evaluate programs and services
- **Since your last program review, summarize SAO assessment activities and results. Please include dialogue regarding SAO assessment results with division/deparment/college colleagues and/or GE areas. Provide evidence of the dialogue (i.e. department meeting minutes or division meeting minutes...)**

This is the MSE Division Office's first program review. Data collection and assessment will be concluded at the end of the 2023-2024 academic year.

- **What plans for improvement or changes have been implemented to your program as a result of SAO assessment? Please share one or two success stories about the impacts of SAO assessment on student learning.**

N/A

Budget Planning

Part E: Budget Planning

- **1. List any changes to budget since the last program review.**

This is the MSE Division Office's first program review. Our budget allocation has not changed for over a decade, even though our division has grown in personnel, programs, and services.

Our Division Office Supply Budget (Account 10-21-6050-00000-53400) is \$500. We use these funds to purchase general supplies for the office and paper for our copy machine / printer.

Technology and Equipment

Service Area Outcomes and Assessment

Related Assessments

MSE Division Office Program Review (/Form/Module/Index/5125) Created: 12/01/2023 **New Service Area Outcome (SAO) Report Originator: Vera Nazarov**

Additional Information

Future Needs and Resource Allocation Request

1. Equipment

Ongoing Budget Needs

500.00

One-Time Expenditure

1,600.00

Request linked to SAO #

Strategic Initiatives (student centered, organizational transformation, community engagement)

Yes

Improving student success rates

No

Achievement of program set standard for student success

No

Total Cost

Equipment

Ongoing Budget Needs: 500.00

One-Time Expenditure: 1,600.00

Attach Files

Attached File

IEC Reviewers

IEC Mentor

Robert Brown

IEC Second Reader

Fahmida Fakhruddin