

Fall 2012 Program Review - Annual Update Profile

As of: 3/15/2013 02:24 AM EST

Program Review - Annual Update Included in this report:

- 1. Discipline/Program/Area Name
- 2. Year
- 3. Name of person leading this review.
- 4. Names of all participants in this review.
- 5. Please review the five year headcount, FTES, and student PT/FT enrollment data provided on the web link. Comment on trends and how they affect your program.
- 6. Using the student achievement data provided by web link, please comment on any similarities or differences in success, retention, and persistence between ethnic, gender, and location/method of delivery groups. Please comment on all three (success, persistence, and retention). Identify which trends and achievement gaps will be addressed in the current academic year.
- 7. Analyze changes in student achievement and achievement gaps over the past four years. Cite examples of using additional resources (e.g. human, facilities/physical, technology, financial, professional development) or making other changes that have resulted in improvements in student achievement.
- 8. Provide examples from your program where assessment results of Student Learning Outcomes (SLOs), Program Learning Outcomes (PLOs), and/or Operational Outcomes (OOs) were discussed and used to make budget decisions. This should include brief descriptions of assessment results, when the discussions occurred, who participated, and what, if any, budget items/resources resulted.
- 9. Analyze changes in SLO, PLO and/or OO assessment results over the past four years. Cite examples of using additional resources (e.g. human, facilities/physical, technology, financial, professional development) or making other changes that have resulted in the improvement of SLOs, PLOs and/or OOs this past year.
- 10. Review the program goals and objectives related to improving outcomes and/or student achievement identified in the most recent comprehensive self study and subsequent annual update(s). List program goals and objectives for this academic year, adding new ones if needed.
- 11. Identify changes in significant resource needs since writing the comprehensive self-study report. List new needs in rank order of importance and explain the connection to outcomes and/or student achievement.

Fall 2012 Human Resources Office (PR)

1. Discipline/Program/Area Name

Human Resources

2. Year

2012

3. Name of person leading this review.

Shane Turner

4. Names of all participants in this review.

Shane Turner, Cynthia Hoover, and Judy Caban

5. Please review the five year headcount, FTES, and student PT/FT enrollment data provided on the web link. Comment on trends and how they affect your... *(The full text shows at beginning of the document)*

Since the peak of AVC's headcount in 2008-2009 there has been a 26.1% decrease in annual enrollment. This decrease in headcount is directly related to

severe budget cuts and workload reductions across the state and is not indicative of a lack of community need for education. Though resources and headcount have diminished, the workload of Human Resources has increased in due to external and internal demand for informational requests, detailed reports, meetings and presentations, in regards to the campuses change in benefit providers.

6. Using the student achievement data provided by web link, please comment on any similarities or differences in success, retention, and persistence b... *(The full text shows at beginning of the document)*

Does not apply to operational areas.

7. Analyze changes in student achievement and achievement gaps over the past four years. Cite examples of using additional resources (e.g. human, faci... *(The full text shows at beginning of the document)*

Does not apply to operational areas.

8. Provide examples from your program where assessment results of Student Learning Outcomes (SLOs), Program Learning Outcomes (PLOs), and/or Operation... *(The full text shows at beginning of the document)*

Align the disparate information systems that the District uses either through more full-scale adoption of one of the current options by other areas of campus including HR and Payroll, or through the creation of a bridge program which cross-walks the data among the various systems in a more automatic means. Either option is a costly one, however, failure to act is also costly in terms of wasted employee efforts, inability to accurately budget and plan, etc. A proposal was submitted to the Strategic Planning and Budgeting Council for consideration to approve the purchase of software and necessary technical support to implement the Finance and HR modules of the Banner Integrated System. However, the current budget climate made that proposal for an investment in excess of one million dollars unfeasible. Continue to submit request until funded.

This item has been discussed in the last comprehensive, 2011-2012 annual update and outcomes assessment. In addition it has been discussed in departmental and board level meetings.

9. Analyze changes in SLO, PLO and/or OO assessment results over the past four years. Cite examples of using additional resources (e.g. human, facilit... *(The full text shows at beginning of the document)*

Though there has been a board range of discussion and reporting in support of the action plan item, due to budgetary limitations there has been no movement in purchasing the items.

10. Review the program goals and objectives related to improving outcomes and/or student achievement identified in the most recent comprehensive self ... *(The full text shows at beginning of the document)*

Goals

- To recruit and retain a diverse, highly skilled, productive, healthy, and efficient workforce.
- Fair and lawful treatment of all employees.
- Highly effective supervisors, leaders and managers.
- Operational excellence in the delivery of all Human Resource services and functions.
- Alignment of HR and District policies and processes with the institution's needs and goals.

These goals are staying the same.

11. Identify changes in significant resource needs since writing the comprehensive self-study report. List new needs in rank order of importance and e... *(The full text shows at beginning of the document)*

There is an apparent need for staff development and EEO funding as it is lower than previous years as the impact will effect offerings to the campus.

Listed in the past comprehensive program review it was identified that there was an apparent need for a document imaging system to shift to a paperless office and increase operational efficiency.

Significant inefficiencies still exist in the operations of the Human Resources and Payroll Departments as a result of the three disparate database systems used across campus. The budget constraints imposed on the District, as a result of the "Great Recession" has put a halt on the implementation of the Banner suite of modules for HR/Payroll and Business Services. The cost to launch the program was estimated at \$1,000,000 in 2010. Because of the budget cutbacks by the state, it is forecasted that the cuts will be in effect for the next three fiscal years. Therefore, it is unlikely that the Banner system will be launched to streamline the function of inputting data in a centralized location.

Fall 2012 Payroll (PR)

1. Discipline/Program/Area Name

Payroll

2. Year

2012

3. Name of person leading this review.

Shane Turner

4. Names of all participants in this review.

Shane Turner, Cynthia Hoover, Judy Caban, Tina Wilson, and Vicky Remp

5. Please review the five year headcount, FTES, and student PT/FT enrollment data provided on the web link. Comment on trends and how they affect your... (The full text shows at beginning of the document)

Since the peak of AVC's headcount in 2008-2009 there has been a 26.1% decrease in annual enrollment. This decrease in headcount is directly related to severe budget cuts and workload reductions across the state and is not indicative of a lack of community need for education. Though resources and headcount have diminished, the workload of payroll has increased due to the increase of adjustments and modifications in adjunct and overload mandatory state reporting, changes in pay cycles for classified staff and employee requests, which has highly impacted the workload of the staff to effectively meet deadlines.

6. Using the student achievement data provided by web link, please comment on any similarities or differences in success, retention, and persistence b... (The full text shows at beginning of the document)

Not applicable, payroll is an operational function of the campus.

7. Analyze changes in student achievement and achievement gaps over the past four years. Cite examples of using additional resources (e.g. human, faci... (The full text shows at beginning of the document)

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8. Provide examples from your program where assessment results of Student Learning Outcomes (SLOs), Program Learning Outcomes (PLOs), and/or Operation... (The full text shows at beginning of the document)

Align the disparate information systems that the District uses either through more

full-scale adoption of one of the current options by other areas of campus including HR and Payroll, or through the creation of a bridge program which cross-walks the data among the various systems in a more automatic means. Either option is a costly one, however, failure to act is also costly in terms of wasted employee efforts, inability to accurately budget and plan, etc. A proposal was submitted to the Strategic Planning and Budgeting Council for consideration to approve the purchase of software and necessary technical support to implement the Finance and HR modules of the Banner Integrated System. However, the current budget climate made that proposal for an investment in excess of one million dollars unfeasible. Continue to submit request until funded.

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- Alignment of HR and District policies and processes with the institution's needs and goals.

These goals are staying the same.

11. Identify changes in significant resource needs since writing the comprehensive self-study report. List new needs in rank order of importance and e... *(The full text shows at beginning of the document)*

Listed in the past comprehensive program review it was identified that there was an apparent need for a document imaging system to shift to a paperless office and increase operational efficiency.

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Fall 2012 Risk Management & Environmental Health (PR)

1. Discipline/Program/Area Name

Risk Management and Environmental Health

2. Year

2012

3. Name of person leading this review.

Terry Cleveland

4. Names of all participants in this review.

Terry Cleveland

5. Please review the five year headcount, FTES, and student PT/FT enrollment data provided on the web link. Comment on trends and how they affect your... (The full text shows at beginning of the document)

Since the peak of AVC's headcount in 2008-2009 there has been a 26.1% decrease in annual enrollment. This decrease in headcount is directly related to severe budget cuts and workload reductions across the state and is not indicative of a lack of community need for education. Though resources and headcount have diminished, the workload of Risk Management and Environmental Health has increased as the director has taken on the registrar duties for adjunct and full-time faculty online safety and health classes for FLEX credit, assumed the role as lead of emergency drill preparations, implementations and exercises and conducts health and safety training seminars for AVC staff, which make up nearly 25% of the director's workload. In addition, the director serves as a tri-chair for two standards for the accreditation steering committee.

6. Using the student achievement data provided by web link, please comment on any similarities or differences in success, retention, and persistence b... (The full text shows at beginning of the document)

Not applicable.

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Not applicable.

8. Provide examples from your program where assessment results of Student Learning Outcomes (SLOs), Program Learning Outcomes (PLOs), and/or Operation... (The full text shows at beginning of the document)

Though OO standards have been met, the department has discussed a need for technology upgrades and additional staff. This has been outlined in the 2010 educational master plan and found in the fall 2012 outcome assessment action plans. However, no decisions have been made.

9. Analyze changes in SLO, PLO and/or OO assessment results over the past four years. Cite examples of using additional resources (e.g. human, facilit... (The full text shows at beginning of the document)

Currently, no budget requests from outcome assessment have been made.

10. Review the program goals and objectives related to improving outcomes and/or student achievement identified in the most recent comprehensive self ... (The full text shows at beginning of the document)

Key Goals:

- To protect the District's assets and resources by minimizing the internal and external exposures and associated risks.

Objectives:

- Continue to provide direction and assistance to all departments to facilitate the review and revision of their accident prevention plan effectiveness.
- Coordinate and/or provide training and development activities to enable

supervisors and employees to improve their skills and abilities in carrying out their present roles and ensure safe and effective work and health habits.

No change to be made.

11. Identify changes in significant resource needs since writing the comprehensive self-study report. List new needs in rank order of importance and e... *(The full text shows at beginning of the document)*

Though OO standards have been met, the department has discussed a need for technology upgrades and additional staff. In addition, there is an apparent need for increased funding for professional development to attend seminars and conferences in order to stay abreast on current trends and developments of risk and safety strategies. This has been outlined in the 2010 educational master plan and found in the fall 2012 outcome assessment action plans.