

Schools and Divisions Program Review 2019/20 UPDATE

Dean, Business and Technology Office

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General Information (Schools and Divisions Program Review 2019/20 UPDATE)

2019/20 Schools and Divisions Program Review

SUBMISSION INFORMATION AND UPDATES (REQUIRED)

Lead Writer: Danene Brown

Participants: Susan Gregory, Department Chairs - Mark Abajian, Tara Maciel, Carlos Toth, and Duane Wesley

Liaison: Ashanti Hands

Manager/Supervisor: Isabel O'Connor

This year we have not made any changes to our mission statement. There are no major changes with our strengths and challenges. However, this fall our CACM/HOSP ILT resigned. We are in the process of hiring a replacement.

OUTCOMES AND ASSESSMENT (REQUIRED)

Form: 2019/20 Program Review Outcomes and Assessment Section (See appendix)

PROGRAM ANALYSIS FOR EQUITY AND EXCELLENCE (REQUIRED)

Form: 2019/20 Program Review Schools and Divisions Analysis Section (See appendix)

PROGRAM GOALS (REQUIRED)

2018/2019 Goals for Dean, Business and Technology Office

2018-2019 Dean, Business and Technology Office AUOs

AUO #1 Communication

Utilize appropriate communication strategies to ensure information is disseminated in a clear, efficient, and timely manner.

Mapping

CA- Mesa College Strategic Directions and Goals: Strategic Goal 2.2, Strategic Goal 2.4, Strategic Goal 4.1, Strategic Goal 4.3, Strategic Goal 5.1, Strategic Goal 5.2,

Institutional Learning Outcomes 2016/17: Communication, Global Consciousness, Information Literacy, Professional & Ethical Behavior

AUO#2 Equitable Environment

The School of Business & Technology will cultivate an environment that encourages and promotes equity-minded discussions and practices.

Mapping

CA- Mesa College Strategic Directions and Goals: Strategic Goal 1.1, Strategic Goal 1.2, Strategic Goal 1.3, Strategic Goal 4.1, Strategic Goal 5.1,

Institutional Learning Outcomes 2016/17: Communication, Global Consciousness, Information Literacy, Professional & Ethical Behavior

AUO #3 Professional Development

The School of Business & Technology will promote and encourage faculty and staff to participate in professional development activities.

Mapping

CA- Mesa College Strategic Directions and Goals: Strategic Goal 1.1, Strategic Goal 1.3, Strategic Goal 1.6, Strategic Goal 2.1, Strategic Goal 2.2, Strategic Goal 2.3, Strategic Goal 4.1, Strategic Goal 4.2, Strategic Goal 4.3, Strategic Goal 5.1, Strategic Goal 5.2,

Institutional Learning Outcomes 2016/17: Communication, Critical Thinking, Global Consciousness, Information Literacy, Professional & Ethical Behavior

ACTION PLANS FOR GOALS (REQUIRED)

Actions

2018/2019 Goals for Dean, Business and Technology Office

Goal

Goal: Communication

Action: Faculty Assignments	
Describe the actions needed to achieve this objective:	Inform faculty of their teaching assignment prior to the schedule posting
Who will be responsible for overseeing the completion of this objective:	Department Chairs and Dean
Provide a timeline for the actions:	On-going
Describe the assessment plan you will use to know if the objective was achieved and effective:	Feedback from faculty, reduction in overall schedule errors, and corrections regarding assignments made prior to the beginning of the term
List resources needed to achieve this objective and associated costs (Supplies, Equipment, Computer	None

Equipment, Travel & Conference, Software, Facilities, Classified Staff, Faculty, Other):

Action: Inform faculty and staff of campus supports and resources

Describe the actions needed to achieve this objective:	Educate faculty and staff regarding various campus supports and resources for faculty, staff, and students
Who will be responsible for overseeing the completion of this objective:	Dean
Provide a timeline for the actions:	On-going
Describe the assessment plan you will use to know if the objective was achieved and effective:	Feedback from faculty; School Meeting agendas
List resources needed to achieve this objective and associated costs (Supplies, Equipment, Computer Equipment, Travel & Conference, Software, Facilities, Classified Staff, Faculty, Other):	None

Action: Leadership Meetings

Describe the actions needed to achieve this objective:	Establish formal leadership meetings with department chairs
Who will be responsible for overseeing the completion of this objective:	Dean
Provide a timeline for the actions:	Fall 2019
Describe the assessment plan you will use to know if the objective was achieved and effective:	Regularly, calendared leadership meetings
List resources needed to achieve this objective and associated costs (Supplies, Equipment, Computer Equipment, Travel & Conference, Software, Facilities, Classified Staff, Faculty, Other):	

Faculty, Other):

Action: Safety Plan

Describe the actions needed to achieve this objective:	Establish a Safety Plan for the Center for Business & Technology building
Who will be responsible for overseeing the completion of this objective:	Dean and Department Chairs
Provide a timeline for the actions:	Spring 2020
Describe the assessment plan you will use to know if the objective was achieved and effective:	Complete Safety Plan
List resources needed to achieve this objective and associated costs (Supplies, Equipment, Computer Equipment, Travel & Conference, Software, Facilities, Classified Staff, Faculty, Other):	Faculty, Staff, Risk Management, Campus Police

Goal: Equitable Environment

Action: Course Mapping and Sequencing

Describe the actions needed to achieve this objective:	Create course mappings and sequencing to assist students with education planning
Who will be responsible for overseeing the completion of this objective:	Dean, Department Chairs, and School Faculty
Provide a timeline for the actions:	June 2020
Describe the assessment plan you will use to know if the objective was achieved and effective:	Completion of maps and sequences
List resources needed to achieve this objective and associated costs (Supplies, Equipment, Computer Equipment, Travel & Conference, Software, Facilities, Classified Staff, Faculty, Other):	Faculty participation

**Facilities, Classified Staff,
Faculty, Other):**

Action: Promote Equity

Describe the actions needed to achieve this objective:	Maintain Equity as a topic at our biannual School meetings and support other equity related activities and professional development workshops.
Who will be responsible for overseeing the completion of this objective:	Dean
Provide a timeline for the actions:	On-going
Describe the assessment plan you will use to know if the objective was achieved and effective:	Feedback from faculty and staff
List resources needed to achieve this objective and associated costs (Supplies, Equipment, Computer Equipment, Travel & Conference, Software, Facilities, Classified Staff, Faculty, Other):	None

Goal: Professional Development

Action: Promote Professional Development

Describe the actions needed to achieve this objective:	Share professional development opportunities with faculty and staff
Who will be responsible for overseeing the completion of this objective:	Dean
Provide a timeline for the actions:	On-going
Describe the assessment plan you will use to know if the objective was achieved and effective:	Feedback from faculty and staff
List resources needed to achieve this objective and associated costs (Supplies, Equipment, Computer Equipment, Travel &	Information regarding professional development activities and events and referral to appropriate funding sources

Conference, Software,
Facilities, Classified Staff,
Faculty, Other):

GOAL STATUS REPORT (REQUIRED)

Action Statuses

2018/2019 Goals for Dean, Business and Technology Office

Goal

Goal: Communication

Action: Faculty Assignments

Describe the actions needed to achieve this objective:	Inform faculty of their teaching assignment prior to the schedule posting
Who will be responsible for overseeing the completion of this objective:	Department Chairs and Dean
Provide a timeline for the actions:	On-going
Describe the assessment plan you will use to know if the objective was achieved and effective:	Feedback from faculty, reduction in overall schedule errors, and corrections regarding assignments made prior to the beginning of the term
List resources needed to achieve this objective and associated costs (Supplies, Equipment, Computer Equipment, Travel & Conference, Software, Facilities, Classified Staff, Faculty, Other):	None

Status for Faculty Assignments

Current Status: In Progress

If the Current Status was marked Completed, what was the impact of the completed objective on your program:

If the Current Status was

**not marked Completed,
what are the implications
and next steps:**

Action: Inform faculty and staff of campus supports and resources

Describe the actions needed to achieve this objective:	Educate faculty and staff regarding various campus supports and resources for faculty, staff, and students
Who will be responsible for overseeing the completion of this objective:	Dean
Provide a timeline for the actions:	On-going
Describe the assessment plan you will use to know if the objective was achieved and effective:	Feedback from faculty; School Meeting agendas
List resources needed to achieve this objective and associated costs (Supplies, Equipment, Computer Equipment, Travel & Conference, Software, Facilities, Classified Staff, Faculty, Other):	None

Status for Inform faculty and staff of campus supports and resources

Current Status: In Progress

If the Current Status was marked Completed, what was the impact of the completed objective on your program:

If the Current Status was not marked Completed, what are the implications and next steps:

Action: Leadership Meetings

Describe the actions needed to achieve this objective:	Establish formal leadership meetings with department chairs
Who will be responsible for overseeing the completion	Dean

of this objective:

Provide a timeline for the actions: Fall 2019

Describe the assessment plan you will use to know if the objective was achieved and effective: Regularly, calendared leadership meetings

List resources needed to achieve this objective and associated costs (Supplies, Equipment, Computer Equipment, Travel & Conference, Software, Facilities, Classified Staff, Faculty, Other):

Status for Leadership Meetings

Current Status: In Progress

If the Current Status was marked Completed, what was the impact of the completed objective on your program:

If the Current Status was not marked Completed, what are the implications and next steps:

Action: Safety Plan

Describe the actions needed to achieve this objective: Establish a Safety Plan for the Center for Business & Technology building

Who will be responsible for overseeing the completion of this objective: Dean and Department Chairs

Provide a timeline for the actions: Spring 2020

Describe the assessment plan you will use to know if the objective was achieved and effective: Complete Safety Plan

List resources needed to achieve this objective and associated costs (Supplies, Equipment, Computer Faculty, Staff, Risk Management, Campus Police

Equipment, Travel & Conference, Software, Facilities, Classified Staff, Faculty, Other):

Status for Safety Plan

Current Status: In Progress

If the Current Status was marked Completed, what was the impact of the completed objective on your program:

If the Current Status was not marked Completed, what are the implications and next steps:

Goal: Equitable Environment

Action: Course Mapping and Sequencing

Describe the actions needed to achieve this objective: Create course mappings and sequencing to assist students with education planning

Who will be responsible for overseeing the completion of this objective: Dean, Department Chairs, and School Faculty

Provide a timeline for the actions: June 2020

Describe the assessment plan you will use to know if the objective was achieved and effective: Completion of maps and sequences

List resources needed to achieve this objective and associated costs (Supplies, Equipment, Computer Equipment, Travel & Conference, Software, Facilities, Classified Staff, Faculty, Other): Faculty participation

Status for Course Mapping and Sequencing

Current Status: In Progress

If the Current Status was marked Completed, what was the impact of the completed objective on your program:

If the Current Status was not marked Completed, what are the implications and next steps:

Action: Promote Equity

Describe the actions needed to achieve this objective: Maintain Equity as a topic at our biannual School meetings and support other equity related activities and professional development workshops.

Who will be responsible for overseeing the completion of this objective: Dean

Provide a timeline for the actions: On-going

Describe the assessment plan you will use to know if the objective was achieved and effective: Feedback from faculty and staff

List resources needed to achieve this objective and associated costs (Supplies, Equipment, Computer Equipment, Travel & Conference, Software, Facilities, Classified Staff, Faculty, Other): None

Status for Promote Equity

Current Status: In Progress

If the Current Status was marked Completed, what was the impact of the completed objective on your program:

If the Current Status was not marked Completed, what are the implications and next steps:

Goal: Professional Development

Action: Promote Professional Development

Describe the actions needed to achieve this objective:	Share professional development opportunities with faculty and staff
Who will be responsible for overseeing the completion of this objective:	Dean
Provide a timeline for the actions:	On-going
Describe the assessment plan you will use to know if the objective was achieved and effective:	Feedback from faculty and staff
List resources needed to achieve this objective and associated costs (Supplies, Equipment, Computer Equipment, Travel & Conference, Software, Facilities, Classified Staff, Faculty, Other):	Information regarding professional development activities and events and referral to appropriate funding sources

Status for Promote Professional Development

Current Status:	In Progress
If the Current Status was marked Completed, what was the impact of the completed objective on your program:	
If the Current Status was not marked Completed, what are the implications and next steps:	

Request Forms

CLASSIFIED POSITION, BARC AND FACULTY POSITION REQUEST

Reviewers

LIAISON'S REVIEW

Form: Schools and Divisions Liaison's Review 2019/20 UPDATE

MANAGER'S REVIEW

Form: Schools and Divisions Manager's Review 2019/20 UPDATE

Appendix

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- A. **2019/20 Program Review Outcomes and Assessment Section** (Form)
 - B. **2019/20 Program Review Schools and Divisions Analysis Section** (Form)
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Form: "2019/20 Program Review Outcomes and Assessment Section"

Created with : Taskstream

Participating Area: Dean, Business and Technology Office

(REQUIRED) Program name

School of Business & Technology

(REQUIRED) Are you on target with your assessment schedule?

We are on target to meet our assessment schedule. Last year, we distributed a faculty survey. Based on the feedback from the survey, we are making changes to our Administrative Outcomes.

(REQUIRED) What have your assessments revealed about your courses/programs/service area/school/division/office?

The major themes revealed in last year's survey were communication, equity, and professional development. These themes were addressed in our School outcomes, however, this year we will be revising our outcomes to further address feedback from the survey results.

(REQUIRED) Based on your assessments, what resource needs have you identified?

Budget and time are resources needed to address our outcomes.

Please provide any other comments.

No answer specified

Form: "2019/20 Program Review Schools and Divisions Analysis Section"

Created with : Taskstream

Participating Area: Dean, Business and Technology Office

School/Division Name

(REQUIRED) Type your School/Division name.

School of Business & Technology

Part A: In this section, please analyze your School or Division in terms of student success metrics as well as your contribution to the College's identity of being an Hispanic Serving Institution.

(REQUIRED) A1. What metric(s) are you following most closely?

Enrollments, student course completion, retention, and awards are the metrics we review most frequently. However, in recent discussion we have begun to look at who is not on our courses/programs. Students cannot complete or receive an award if they never enroll. We are discussing ways in which to recruit underrepresented groups into our courses/programs.

(REQUIRED) A2. Have you identified any racial/ethnic groups that are experiencing equity gaps in any of these metrics?

Equity Gap: When a group of students who share a common characteristic (e.g. race/ethnicity) have lower access and/or outcome rates than their peers. The size of the equity gap along with the size of the group determine whether that gap is significant. Larger groups should, statistically, have smaller gaps and therefore when gaps are present (even small ones) they may be significant. Smaller groups will see wider variation in outcomes, therefore gaps should be seen consistently over time and/or reviewed by looking at multiple years in aggregate to determine if they are significant.

Faculty have identified groups that are experiencing equity gaps along the different metrics.

(REQUIRED) A3. What action, if any, has been taken to address these equity gaps?

Equity Gap: When a group of students who share a common characteristic (e.g. race/ethnicity) have lower access and/or outcome rates than their peers. The size of the equity gap along with the size of the group determine whether that gap is significant. Larger groups should, statistically, have smaller gaps and therefore when gaps are present (even small ones) they may be significant. Smaller groups will see wider variation in outcomes, therefore gaps should be seen consistently over time and/or reviewed by looking at multiple years in aggregate to determine if they are significant.

Faculty are participating in various professional development activities to learn ways to mitigate the equity gaps. Some workshops are hosted internally through the LOFT, like Leaders Engaging in Equity Practice (LEEP) and Catalyst!. Other faculty are participating in the Strong Workforce Faculty Institute, where faculty will work with a

researcher to understand their data and make informed decisions where change/improvement is needed.

(REQUIRED) A4. What actions, if any, have you taken as a result of the School Equity Reports?

We are supporting faculty efforts through Professional Development opportunities and resources.

(REQUIRED) A5. How does your School or Division contribute to the College's identity of being a Hispanic Serving Institution (HSI)?

We attempt to create an environment that fosters equity and diversity in a variety of ways. First, anyone who contacts our office is treated with respect and dignity. During our School meeting, time is designated to presentations related to equity and diversity. Faculty and classified professional staff are encouraged to participate in professional development activities related to equity and diversity. The dean, faculty, and classified professional serve on committees and attend events that support equity and diversity initiatives and programs. Lastly, we are intentional when marketing and recruiting students to our programs. This applies to Latinx students, as well as other students of color, and females.

Part B: In this section, look at the area of focus you identified in last year's program review and answer the following questions.

(REQUIRED) B1. How have you developed this focus? Are you seeing any results? What are your next steps?

Last year, our focus was on transitioning into the new building; continue our efforts to improve communication with faculty and the public, office effectiveness, school productivity, and equitable environment. We have successfully moved into the new building. While there are a few issues with the job system, the move was relatively smooth. We are continuing to improve our communication, office effectiveness, productivity, and creating/maintaining an equitable environment.