

Schools and Divisions Program Review 2019/20 UPDATE

President's 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)

- Name of Lead Writer: Sara Beth Cain, Supervisor, President's Office
- Name of Liaison: Isabel O'Connor, Vice President of Instruction
- Name of Manager/Service Area Supervisor: Pam Luster, President

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)

2018/19

Sustain and create new opportunities.

To support collaboration, learning, growth, diversity and equity.

Mapping

CA- Mesa College Strategic Directions and Goals: Strategic Goal 1.1, Strategic Goal 1.2, Strategic Goal 1.3, Strategic Goal 1.4, Strategic Goal 1.5, Strategic Goal 1.6, Strategic Goal 2.1, Strategic Goal 2.2, Strategic Goal 2.3, Strategic Goal 2.4, Strategic Goal 2.5, Strategic Goal 3.1, Strategic Goal 3.2, Strategic Goal 3.3, Strategic Goal 4.1, Strategic Goal 4.2, Strategic Goal 4.3, Strategic Goal 4.4, Strategic Goal 5.1, Strategic Goal 5.2, Strategic Goal 6.1, Strategic Goal 6.2, Strategic Goal 6.3,

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

Communication

Sustain and create new opportunities to increase two-way communication on the San Diego Mesa College Campus

Mapping

CA- Mesa College Strategic Directions and Goals: Strategic Goal 1.1, Strategic Goal 1.2, Strategic Goal 1.3, Strategic Goal 1.4, Strategic Goal 1.5, Strategic Goal 1.6, Strategic Goal 2.1, Strategic Goal 2.2, Strategic Goal 2.3, Strategic Goal 2.4, Strategic Goal 2.5, Strategic Goal 3.1, Strategic Goal 3.2, Strategic Goal 3.3, Strategic Goal 4.1, Strategic Goal 4.2, Strategic Goal 4.3, Strategic Goal 4.4, Strategic Goal 5.1, Strategic Goal 5.2, Strategic Goal 6.1, Strategic Goal 6.2, Strategic Goal 6.3,

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

Student Pathways

Create new student pathways for success.

Mapping

CA- Mesa College Strategic Directions and Goals: Strategic Goal 1.1, Strategic Goal 1.2, Strategic Goal 1.3, Strategic Goal 1.4, Strategic Goal 1.5, Strategic Goal 1.6, Strategic Goal 2.1, Strategic Goal 2.2, Strategic Goal 2.3, Strategic Goal 2.4, Strategic Goal 2.5, Strategic Goal 3.1, Strategic Goal 3.2, Strategic Goal 3.3, Strategic Goal 4.1, Strategic Goal 4.3, Strategic Goal 4.4, Strategic Goal 5.1, Strategic Goal 5.2, Strategic Goal 6.1, Strategic Goal 6.2, Strategic Goal 6.3,

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

Professional Development

Increase opportunities for professional development for faculty and staff.

Mapping

CA- Mesa College Strategic Directions and Goals: Strategic Goal 1.1, Strategic Goal 1.2, Strategic Goal 1.3, Strategic Goal 1.4, Strategic Goal 1.5, Strategic Goal 1.6, Strategic Goal 4.1, Strategic Goal 4.2, Strategic Goal 4.3, Strategic Goal 4.4, Strategic Goal 5.1, Strategic Goal 5.2,

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

Strategic Planning

Create a strategic plan that reflects the current and future resource needs of the institution.

Mapping

CA- Mesa College Strategic Directions and Goals: Strategic Goal 1.1, Strategic Goal 1.2, Strategic Goal 1.3, Strategic Goal 1.4, Strategic Goal 1.5, Strategic Goal 1.6, Strategic Goal 2.1, Strategic Goal 2.2, Strategic Goal 2.3, Strategic Goal 2.4, Strategic Goal 2.5, Strategic Goal 3.1, Strategic Goal 3.2, Strategic Goal 3.3, Strategic Goal 4.1, Strategic Goal 4.2, Strategic Goal 4.3, Strategic Goal 4.4, Strategic Goal 5.1, Strategic Goal 5.2, Strategic Goal 6.1, Strategic Goal 6.2, Strategic Goal 6.3,

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

ACTION PLANS FOR GOALS (REQUIRED)

Actions

2018/19

Goal

Goal: Sustain and create new opportunities.

To support collaboration, learning, growth, diversity and equity.

Action: Supporting collaboration, learning, growth, diversity and equity.

Describe the actions needed to achieve this objective:

Continue to support conferences, retreats, workshops, such as:

- 1) Classified Development Conference
- 2) NCORE
- 3) New Faculty Institute
- 4) Equity Taskforce

Actions include the support of major college initiatives and planning, such as:

- 5) Mesa Pathways
- 6) Resiliency Fund Campaign
- 7) Master Plan 2030

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

President's Office

Provide a timeline for the actions:

Ongoing

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

Surveys (President's Office Interaction surveys with groups/individuals we interact with on a regular basis, also follow-up surveys following Classified Development Conference, Convocations, and annually to members and attendees of President's Cabinet.)

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

Staff time, staff support and collaboration with office of IE

Goal: Communication

Sustain and create new opportunities to increase two-way communication on the San Diego Mesa College Campus

Action: Increasing two-way communication

Describe the actions needed to achieve this objective:

The President's Office will continue to provide opportunities for colleagues to meet and collaborate on ideas to develop ongoing and new ideas on learning, growth, increasing two-way communication, new student pathways for success, and professional development.

These opportunities will include:

- 1) Fall and Spring Convocations
- 2) Fall and Spring President's Cabinet Retreats
- 3) President's Community Breakfast Meetings
- 4) Classified Development Conference
- 5) Executive Staff meetings,

- 6) Classified and Academic Senate Officer meetings with the President
- 7) Administrators' meetings

Another tool for communication is the President's Office webpage on the San Diego Mesa College website to post meeting notes, meeting documents, upcoming events and deadlines, policies and updates related to students, faculty, staff and the community.

The president publishes a monthly newsletter (while classes are in session). "First Mondays on the Mesa" is an electronic newsletter to inform campus of new hires, important meetings/conferences, student achievements, facility/campus updates.

The president also uses social media such as the Mesa College Facebook page and Twitter to relay information on college announcements.

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

President's Office

Provide a timeline for the actions:

Ongoing

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

Surveys with questions that focus directly on how the President's Office communicates, what is working, and how we can improve the two-way communication on the campus.

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

Staff time and staff support

Goal: Student Pathways

Create new student pathways for success.

Action: Creating new pathways

Describe the actions needed to achieve this objective:

- 1) Support the advancement of the HIM baccalaureate degree, including the local and state support need to continue the pilot program past the current sunset date.
- 2) Sponsor, lead and participate in the work of Mesa Pathways to provide Mesa College's diverse student population with clear educational direction and support for their educational journey so each student may achieve their educational, career, and life goals.
- 3) Sponsor, lead and participate in the work of the Mesa College Educational and Facilities Mesa Plan 2030.

Who will be responsible for

President's Office

overseeing the completion of this objective:	
Provide a timeline for the actions:	Ongoing
Describe the assessment plan you will use to know if the objective was achieved and effective:	Cohort end-of-year reports
List resources needed to achieve this objective and associated costs (Supplies, Equipment, Computer Equipment, Travel & Conference, Software, Facilities, Classified Staff, Faculty, Other):	Staff time for Collaboration with IE, Student Services, Professional Development Coordinator/LOFT, Mesa Pathways Committee, Master Planning Task Force.

Goal: Professional Development

Increase opportunities for professional development for faculty and staff.

Action: Maintain and Create professional development opportunities for faculty and staff

Describe the actions needed to achieve this objective:	<ol style="list-style-type: none"> 1) Increase and encourage participation of San Diego Mesa College faculty and staff to attend professional development programs, trainings, workshops and conferences. 2) Provide and support work skills training (i.e., customer service, computer office software, student engagement), and multiple-focused workshops throughout the year. 3) Collaboration with Professional Development Coordinator / LOFT.
Who will be responsible for overseeing the completion of this objective:	President's Office
Provide a timeline for the actions:	Ongoing
Describe the assessment plan you will use to know if the objective was achieved and effective:	Surveys from participants following trainings, conferences.
List resources needed to achieve this objective and associated costs (Supplies, Equipment, Computer Equipment, Travel & Conference, Software,	Staff time for Collaboration with IE, Student Services, Professional Development Coordinator/LOFT, and Instruction departments.

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

Goal: Strategic Planning

Create a strategic plan that reflects the current and future resource needs of the institution.

Action: Create Strategic Plans

Describe the actions needed to achieve this objective:	Schedule work sessions, events, retreats with staff from different areas of expertise staff to create strategic plans to guide current and future decision-making, including the Educational Facilities Master Plan, District Facilities Master Plans, and Mesa Pathways.
Who will be responsible for overseeing the completion of this objective:	Collaboration of Mesa College students, staff, faculty and administrators and district staff.
Provide a timeline for the actions:	Ongoing
Describe the assessment plan you will use to know if the objective was achieved and effective:	Updated information to be provided to President's Cabinet on a regular basis with opportunities provided for open discussion and feedback. Surveys sent at intervals of the planning process and opportunities to participate in work sessions.
List resources needed to achieve this objective and associated costs (Supplies, Equipment, Computer Equipment, Travel & Conference, Software, Facilities, Classified Staff, Faculty, Other):	Staff time, staff support and collaboration of Mesa College and District staff.

GOAL STATUS REPORT (REQUIRED)

Action Statuses

2018/19

Goal

Goal: Sustain and create new opportunities.

To support collaboration, learning, growth, diversity and equity.

Action: Supporting collaboration, learning, growth, diversity and equity.

Describe the actions needed to achieve this	Continue to support conferences, retreats, workshops, such as: 1) Classified Development Conference
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objective:	2) NCORE 3) New Faculty Institute 4) Equity Taskforce
	Actions include the support of major college initiatives and planning, such as: 5) Mesa Pathways 6) Resiliency Fund Campaign 7) Master Plan 2030
Who will be responsible for overseeing the completion of this objective:	President's Office
Provide a timeline for the actions:	Ongoing
Describe the assessment plan you will use to know if the objective was achieved and effective:	Surveys (President's Office Interaction surveys with groups/individuals we interact with on a regular basis, also follow-up surveys following Classified Development Conference, Convocations, and annually to members and attendees of President's Cabinet.)
List resources needed to achieve this objective and associated costs (Supplies, Equipment, Computer Equipment, Travel & Conference, Software, Facilities, Classified Staff, Faculty, Other):	Staff time, staff support and collaboration with office of IE

Status for Supporting collaboration, learning, growth, diversity and 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:	The goal of supporting collaboration, learning, growth, diversity and equity is ongoing and is the focus of all planning of the President's Office. Areas of new opportunities include the ongoing improvement of the Mesa College website.

Goal: Communication

Sustain and create new opportunities to increase two-way communication on the San Diego Mesa College Campus

Action: Increasing two-way communication

Describe the actions The President's Office will continue to provide opportunities for colleagues to meet

needed to achieve this objective:

and collaborate on ideas to develop ongoing and new ideas on learning, growth, increasing two-way communication, new student pathways for success, and professional development.

These opportunities will include:

- 1) Fall and Spring Convocations
- 2) Fall and Spring President's Cabinet Retreats
- 3) President's Community Breakfast Meetings
- 4) Classified Development Conference
- 5) Executive Staff meetings,
- 6) Classified and Academic Senate Officer meetings with the President
- 7) Administrators' meetings

Another tool for communication is the President's Office webpage on the San Diego Mesa College website to post meeting notes, meeting documents, upcoming events and deadlines, policies and updates related to students, faculty, staff and the community.

The president publishes a monthly newsletter (while classes are in session). "First Mondays on the Mesa" is an electronic newsletter to inform campus of new hires, important meetings/conferences, student achievements, facility/campus updates.

The president also uses social media such as the Mesa College Facebook page and Twitter to relay information on college announcements.

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

President's Office

Provide a timeline for the actions:

Ongoing

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

Surveys with questions that focus directly on how the President's Office communicates, what is working, and how we can improve the two-way communication on the campus.

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

Staff time and staff support

Status for Increasing two-way communication

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:

The goal of sustaining and creating new opportunities to increase two-way communication is a main focus of all planning of the President's Office. Areas of new opportunities include the ongoing improvement of the Mesa College website and include Canvas "shells" for a more interactive way for information to communicated and provide a means for feedback for Committees.

Goal: Student Pathways

Create new student pathways for success.

Action: Creating new pathways

Describe the actions needed to achieve this objective:

- 1) Support the advancement of the HIM baccalaureate degree, including the local and state support need to continue the pilot program past the current sunset date.
- 2) Sponsor, lead and participate in the work of Mesa Pathways to provide Mesa College's diverse student population with clear educational direction and support for their educational journey so each student may achieve their educational, career, and life goals.
- 3) Sponsor, lead and participate in the work of the Mesa College Educational and Facilities Mesa Plan 2030.

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

President's Office

Provide a timeline for the actions:

Ongoing

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

Cohort end-of-year reports

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

Staff time for Collaboration with IE, Student Services, Professional Development Coordinator/LOFT, Mesa Pathways Committee, Master Planning Task Force.

Status for Creating new pathways

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:

The goal of creating new student pathways for success is a main focus of all planning of the President's Office. Areas of new opportunities include the collaboration with the Mesa College Foundation on providing Innovation grants, student scholarships, and the Resiliency Fund Campaign.

Goal: Professional Development

Increase opportunities for professional development for faculty and staff.

Action: Maintain and Create professional development opportunities for faculty and staff

Describe the actions needed to achieve this objective:

- 1) Increase and encourage participation of San Diego Mesa College faculty and staff to attend professional development programs, trainings, workshops and conferences.
- 2) Provide and support work skills training (i.e., customer service, computer office software, student engagement), and multiple-focused workshops throughout the year.
- 3) Collaboration with Professional Development Coordinator / LOFT.

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

President's Office

Provide a timeline for the actions:

Ongoing

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

Surveys from participants following trainings, conferences.

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

Staff time for Collaboration with IE, Student Services, Professional Development Coordinator/LOFT, and Instruction departments.

Status for Maintain and Create professional development opportunities for faculty and staff

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:

The goal of increasing opportunities for staff and faculty professional development is a main focus of all planning of the President's Office. Areas of ongoing and new opportunities include ongoing collaborations with the Professional Development Coordinator and the LOFT.

Goal: Strategic Planning

Create a strategic plan that reflects the current and future resource needs of the institution.

Action: Create Strategic Plans

Describe the actions needed to achieve this objective:

Schedule work sessions, events, retreats with staff from different areas of expertise staff to create strategic plans to guide current and future decision-making, including the Educational Facilities Master Plan, District Facilities Master Plans, and Mesa Pathways.

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

Collaboration of Mesa College students, staff, faculty and administrators and district staff.

Provide a timeline for the actions:

Ongoing

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

Updated information to be provided to President's Cabinet on a regular basis with opportunities provided for open discussion and feedback. Surveys sent at intervals of the planning process and opportunities to participate in work sessions.

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

Staff time, staff support and collaboration of Mesa College and District staff.

Status for Create Strategic Plans

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,

The goal of creating strategic plans to support the current and future resource needs of the institution is a main focus of all planning of the President's Office.

**what are the implications
and next steps:**

Areas of ongoing and new opportunities include collaboration with the Mesa Pathways Committee to continue to improve student pathways to their education goals and the Master Planning Task Force that is creating the Mesa 2030 Master Plan.

Request Forms

CLASSIFIED POSITION, BARC AND FACULTY POSITION REQUEST

File Attachments:

1. Attachment for CHP and FHP position requests.docx

Reviewers

LIAISON'S REVIEW

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

MANAGER'S REVIEW

Appendix

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

Form: "2019/20 Program Review Outcomes and Assessment Section"

Created with : Taskstream

Participating Area: President's Office

(REQUIRED) Program name

President's Office

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

The **President's Office Administrative Unit Outcomes in the Comprehensive Program Review** are:

- 1) Sustain and create new opportunities to support collaboration, learning, growth, diversity, and equity.
- 2) Sustain and create new opportunities to increase two-way communication on the San Diego Mesa College Campus.
- 3) Create new student pathways for success.
- 4) Increase opportunities for professional development for faculty and staff.
- 5) Create a strategic plan that reflects the current and future resource needs of the institution.

Assessment Schedule: The President's Office assessment plans for the 2018-2019 academic year are ongoing for the 2019-2020 academic year, and includes the following updated information:

1) Assessment of goal to Sustain and create new opportunities to support collaboration, learning, growth, diversity, and equity. Assessment Schedule in Process.

A President's office survey will be sent in the 2019-2020 academic year to assess the President's Office processes and procedures, collaboration, communication, and opportunities for the professional development of faculty and staff.

2) Assessment of goal to Sustain and create new opportunities to increase two-way communication on the San Diego Mesa College Campus. Assessment Schedule in Process.

An expanded President's Cabinet Retreat was held in the Fall 2019 Semester President's Cabinet Retreat that invited participants from a wide range of groups: President's Cabinet members, administrators, classified professionals, faculty and students, as well as members of Mesa Pathways Committee and the Master Planning Task Force. It was held on October 29, 2019 and focused on three main topics: Governance, Master Plan, and Mesa Pathway.

A review of a governance survey was presented which was in response to an accreditation recommendation to evaluate the governance process. The survey, conducted by the Institutional Effectiveness Department, reviewed how the governance process was functioning, was it functioning as intended, and was it evolving as our governance system evolves. The survey was administered to the governance groups in Spring 2019 and represent aggregate-level results from members of 15 different committees and a total of 67 responses. Three areas were assessed: Integration, Culture, and Operations, and the feedback was generally positive, with key findings related to communication and orientation. The action items resulting from the survey: 1) A recommendation was made for a campus-wide orientation for Committee Chairs, and 2) Developing a template reporting tool for committees to send to their constituency groups, and utilizing/updating templates in Fall 2019.

The Master Plan presentation was led by consultants Deborah Shepley and Eva Conrad, the Mesa Pathways presentations was led by VPI Isabel O'Connor. Each covered the current status of each project with action items and next steps.

The retreat was interactive and gave all participants an opportunity to ask questions, hold dialogue with colleagues and respond with recommendations providing an excellent opportunity for communication within the retreat and also for the attendees to bring the information back to their constituents. Attendees were given information on what committee their comments and recommendations would be forwarded to as well as confirming these presentations on Governance, Master Planning and Mesa Pathways would be updated at future President's Cabinet meetings.

In advance of this recommendation presented in the Governance Survey, it is noted that the President's Cabinet recorder has been sending Follow-Up reports immediately following each President's Cabinet meeting with links to presentation documents and webpages featured in the meeting. This has made the information and action items available to the voting members of President's Cabinet to immediately send forward to their constituents. A more in-depth agenda with notes document of each cabinet meeting is then prepared and saved on the President's Office website.

Another means of assessing two-way communication processes and ways to improve will be made via a survey in the 2019-2020 academic year to President's Cabinet members and meeting attendees to assess the process and procedures of both the regular meetings and the Spring and Fall semester President's Cabinet Retreats

3) Assessment of goal to create new student pathways for success. Assessment Schedule in Process.

Submit a President's Office Interaction Survey to individuals and groups to assess the interactions of the President's Office and gather feedback on communication/programs/workshops/procedures that support maintaining and creating new student pathways for success. This interaction survey will be provided in the 2019-2020 academic year.

Another means of feedback is to submit a survey following Convocations and Forums.

It is noted that the Fall 2019 Semester Convocation featured a special keynote speaker, Tim Wise, who spoke on "The Privilege of Serving Mesa College Students and Our Community" to provide insight on the issue of privilege to the administrators, faculty, staff, and students. The president created this opportunity to create dialogue at San Diego Mesa College on how to identify ways to provide new pathways for students and how we provide the services to the diverse students attending the College.

4) Assessment of goal to Increase opportunities for professional development for faculty and staff. Assessment Schedule in Process.

The President's Office collaborates with the Professional Development Coordinator, Janue Johnson, coordinators of the New Faculty Institute, and members of the Equity Task Force to create and maintain opportunities for professional development. Currently in process is a series of supervisors meeting with the President for 2020, New Faculty Institutes for the 2019-2020 academic year, and discussions from the Equity Task Force on providing orientations and other opportunities to new classified professionals.

The President's Office has a timeline of standard operating policies and procedures as well as a monthly guide of project deadlines and bi-annual and annually occurring special programs/conferences.

Assessment will include an Interaction Survey to individuals and groups that collaborate with the President's Office to gather feedback on communication/services/overall level of satisfaction on the professional development opportunities at San Diego Mesa College.

5) Assessment of goal to create a strategic plan that reflects the current and future resource needs of the institution. Assessment Schedule: Beginning Stages of this goal.

The President's Office is part of the Mesa Master Plan project - Mesa 2030 which is in the consultant stage and information gathering from the staff, faculty and students at San Diego Mesa College.

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

The assessment received from the Governance Survey that was provided at the October 29, 2019 President's Cabinet Retreat revealed key findings for communication. The results showed that a majority of those surveyed felt comfortable contributing ideas, that members are given adequate information to make decisions and recommendations, that the work of the committee is regularly communicated with the campus at large, and that composition of the their committee is appropriate. One area that showed 49% disagreement was "orientations are available for new committee members." A discussion at the retreat resulted in the suggestion that not only Committee Chairs, but also all new members of committees be given an orientation and also a site (e.g. Canvas Shell) for them to review past practices, past agendas/meeting notes, membership roster, etc. to acclimate them and bring them up to date on committee obligations and action items.

President Luster stated at the retreat that this feedback and the recommendations from the October 29, 2019 President's Cabinet Retreat will be moved backed to the PIE Committee for review and to a future President's Cabinet meeting.

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

Based on current assessments, the overall impact identified is the necessity for all departments, schools and staff to collaborate and communicate effectively to assure that Mesa College remains inclusive and continues to improve two-way communication. To achieve this, processes and procedures should be reviewed and updated as necessary to provide new opportunities to support collaboration, learning, growth, diversity, and equity, develop more effective two-way communication, create new student pathways for success, increase opportunities for professional development for faculty and staff and create a strategic plan that reflects the current and future resource needs of the institution.

Please provide any other comments.

No answer specified

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

Created with : Taskstream

Participating Area: President's Office

School/Division Name

(REQUIRED) Type your School/Division name.

President's Office

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?

The President's Office overall goal is to create and nurture a culture that recruits, advances, and retains an outstanding and diverse faculty and staff, and promotes a respectful, supportive, and participatory campus climate of faculty, staff, and student engagement. **In terms of the Student Success Metrics and Goals, which has goals in five areas for Vision for Success: Degree completion, transfer, unit accumulation, employment, and Equity, the President's Office focuses on areas of equity, access, and support of students attaining their educational goal.**

A campus slogan was adapted by President Luster for the College: "The Leading College of Equity and Excellence" that is used to express how highly San Diego Mesa College holds the mission of equity and excellence. This theme is posted on walls and used regularly on many forms of communication to express to the faculty, staff, students and the community the importance of not just receiving an excellent education at San Diego Mesa College, but that the College also fosters equity, diversity and inclusion.

Examples of how the President's Office fosters equity, diversity and inclusion and contributes to the College's identity of being a Hispanic-Serving Institution:

1) The President directly supports and guides the work, events, and workshops of individuals and committees that advance diversity, inclusion and equity at San Diego Mesa College and assists in providing the expertise needed to help each staff member contribute to create an inclusive learning community that strives for equity and excellence. One example in support of this mission is the keynote speaker invited to the Fall 2019 Semester Convocation who spoke on "The Privilege of Serving Mesa College Students and Our Community." Mr. Tim Wise held two open forums as well as a workshop with administrators, faculty, staff and students.

2) The President's Office supports CDAIE's events and workshops; President Luster is a consultant to CDAIE meetings. CDAIE is given the opportunity to present to President's Cabinet at least annually to provide an update and their future goals.

3) The president sponsors a group of San Diego Mesa College representatives across many schools/departments to attend the National Conference on Race and Ethnicity in American Higher Education (NCORE). This is an annual conference which provides a multicultural forum on issues of race and ethnicity and focuses on the complex task of creating and sustaining comprehensive institutional change designed to improve racial and ethnic relations on campus, expand opportunities for education access and success for traditionally underrepresented populations. Attendees from NCORE present to President's Cabinet as well as back to their constituency groups.

4) President Luster sponsors Mesa College staff to attend the Asian Pacific Americans in Higher Education Conference (APAHE) conference each year which provides an opportunity to share skill-building strategies for increasing educational opportunities for students, as well as promoting and supporting the hiring, retention and advancement of qualified Asian and Pacific American leaders, faculty, staff, and administrators. The attendees are then asked to present their information and experience from the conference to President's Cabinet.

5) The New Faculty Institute (NFI) is a mentorship program, developed under the direction of President Luster to orientate

new faculty at the beginning of their first semester. It is led by Deans and professors who hold workshops, discussions and team building activities focused on the mission of equity, diversity and inclusion for staff, faculty and students.

6) The President supports the Classified Professionals Equity Taskforce - a mentorship program for classified professionals that encourages equity mindfulness and equitable practices across units at San Diego Mea College. The taskforce currently has classified representation from all departments to ensure that all classified professionals are represented and provided equitable campus opportunities, trainings, resources and contacts. The work of the Equity Taskforce is currently accomplished through the Classified Professional Institute (CPI) and supported by the President's Office. This taskforce will present their equity inquiry work to President's Cabinet on an annual cycle.

7) The President supports the work on campus and in the community/state for career technical education to provide services and funding to assist students in career training and certification. Career Technical Education is one of the major focuses at San Diego College as more students enter the system wanting technical and occupational training that prepares them for a job/career. President Luster serves as the chair for SDICCCA, San Diego and Imperial Counties Community Colleges Association, that supports a taskforce that examines and provides current data on the Strong Workforce taskforce. Community Colleges are becoming essential catalysts for job preparation at the local, regional and state levels. Strong workforce's goal is to provide career technical education to increase social mobility and fuel regional economies with skilled workers. The Strong Workforce program focuses on data-driven outcomes where colleges can be more responsive to labor market conditions and student outcomes.

(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.

Equity Gaps have been identified in the Student Success Metrics dashboards including enrollment trends, HSI & Equity, and the student success scorecard that tracks retention of students, job training programs, and completion rates.

(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.

The President's Office continues to work closely with the Institutional Effectiveness department and campus researchers on reviewing current data that identifies equity gaps. This data is presented at President's Cabinet meetings, PIE Committee, and Committee on Outcomes and Assessments.

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

The President's Office continues to work closely with the Institutional Effectiveness department and campus researchers on reviewing current data that identifies equity gaps. This data is presented at President's Cabinet meetings, PIE Committee, and Committee on Outcomes and Assessments.

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

The President directly supports the work, events, and workshops of individuals and committees that advance diversity, inclusion and equity at San Diego Mesa College.

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?

The President's Office overall focus is to create and nurture a culture that recruits, advances, and retains an outstanding and diverse faculty and staff, and promotes a respectful, supportive, and participatory campus climate of faculty, staff, and student engagement.

Examples of how this focus continues to be developed, supported and maintained:

1. Increasing opportunities for professional development, such as:

*NCORE – The National Conference on Race and Ethnicity in American Higher Education is an annual conference which provides a multicultural forum on issues of race and ethnicity and focuses on the complex task of creating and sustaining comprehensive institutional change designed to improve racial and ethnic relations on campus, expand opportunities for education access and success for traditionally underrepresented populations. President Pam Luster sponsors a group of staff, faculty and administrators to attend this conference each year. In 2019, she will expand this to offer partial scholarships so that more may attend from San Diego Mesa College. Following the conference, each attendee is asked to present the information they received to President's Cabinet and share their experience.

*New Faculty Institute (Spring and Fall Semester): A two-day orientation and mentor program held on the first two days of instructional improvement week for the newly hired faculty. This event is sponsored by President Luster who also participates in the program.

*Convocation (Spring and Fall Semester): A campus-wide meeting coordinated by the President's Office for faculty and staff for College and District updates, and information on status of facilities and hiring. Each Convocation has the addition of a key note speaker, panel or workshop added to the event to provide interactive participation.

* Chancellor and Board of Trustees: The president of Mesa College fulfills a critical communication structure with her meetings with the Chancellor and SDCCD Colleagues (Chancellor's Cabinet), Board of Trustees (BOT meetings) and regular meetings with governance groups (Academic Senate, Classified Senate, Associated Students) and Executive Staff. These interactions and decisions are the communication that President Luster brings back to the campus to voice both the directives of the District and the goals and needs of San Diego Mesa College.

2. Create and support new areas, processes, and funding to enhance teaching and focus on student success and equity. These programs and committees include:

LOFT: Learning Opportunities for Transformation, led by Janue Johnson, Professional Learning Coordinator.

Mesa Pathways Committee: Led by VPI Isabel O'Connor, Howard Eskew and Michelle Toni Parsons.

San Diego Promise: A program that provides funding for first time, full-time students for two years of community college education.

San Diego Mesa College Resilience Fund: A program created in August 2019 in collaboration with the Mesa College Foundation to support students with food and housing insecurities. The Resiliency Fund raises funds to provide one-time emergency loans and grants to students experiencing financial setbacks that put them at risk of dropping out.

3. Create and support new ways to address housing and food insecurities of student. In addition to the Resiliency Fund Campaign, ongoing programs of support include:

Monthly Free Farmer's Market

The Stand: provides clothing and food to students.

4. Events/meetings to support student scholarships and other means of student support, such as:

President's Breakfast Meeting

Principal's Breakfast Meeting

Scholarship Awards

5. Safety

C-CERT Training: The President's Office supports C-CERT which works in collaboration with the Safety Committee to provide training and information in areas critical to safety and compliance.

Next steps: The President's Office will continue to improve and expand professional development, support programs/committees/task forces that support the student success and equity, and continue to address and find means to support students with food and housing insecurities.

Another main focus in the 2019-2020 academic year will also be the Master Education and Facilities Plan for San Diego Mesa College.