

Schools and Divisions Program Review 2019/20 UPDATE

Vice President of Administrative Services Office

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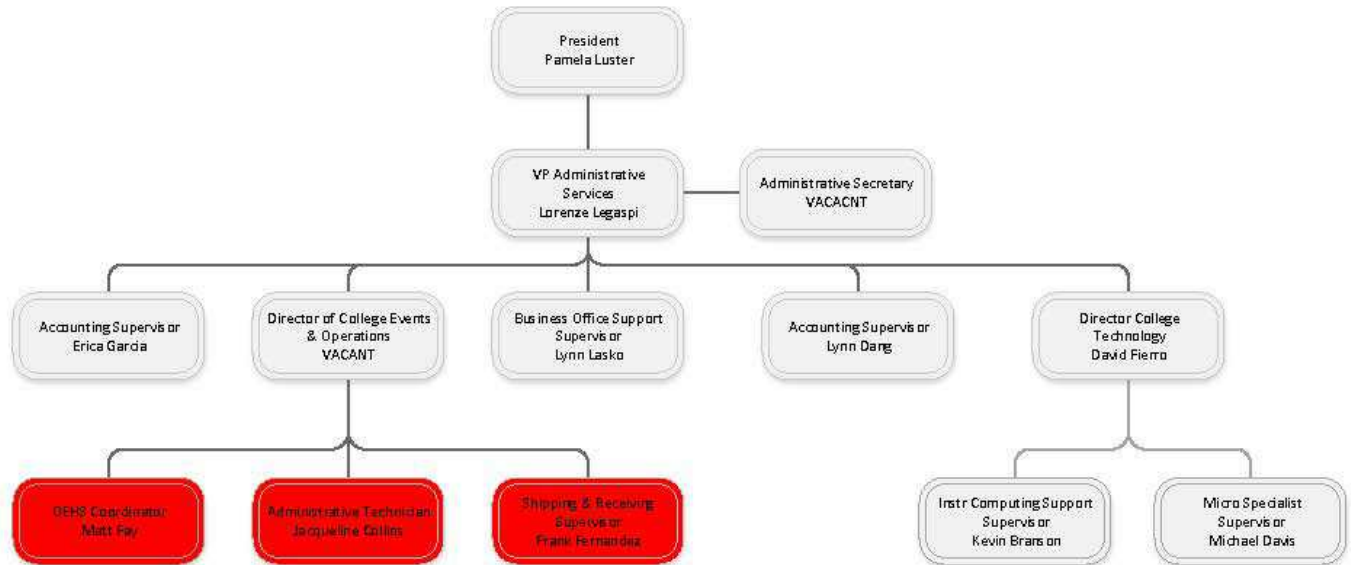
General Information (Schools and Divisions Program Review 2019/20 UPDATE)

2019/20 Schools and Divisions Program Review

SUBMISSION INFORMATION AND UPDATES (REQUIRED)

San Diego Mesa College Administrative Services

Proposed



6/21/18

Name of Lead Writer: Lorenze Legaspi

- Name of Liaison: Ailene Crakes
- Name of Manager/Service Area Supervisor: Pamela Luster

Departmental Updates:

Hired Administrative Secretary - Carla Grossini-Concha

Created College Events and Operations Department, hired Administrator - Jacqueline Collins

Re-organized direct reports, see attached.

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)

No outcome sets attached

ACTION PLANS FOR GOALS (REQUIRED)

GOAL STATUS REPORT (REQUIRED)

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

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: Vice President of Administrative Services Office

(REQUIRED) Program name

Vice President of Administrative Services

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

Yes. In the summer of 2019, we held the first Administrative Services Retreat, focused on bringing all the departments together to help foster community and connectiveness. At the end of the retreat, we sent out our first survey to assess three things:

- The perceived usefulness of the retreat
- Areas of change
- Desired and improvements for future retreats

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

From the survey and subsequent Administrative Services Leadership meetings, the staff communicated a need for dedicated time together. During that time, it was also revealed that the departments liked:

- Getting to interact with colleagues/ coworkers
- Team bonding
- Discussing successful communities
- Ability to share thoughts

The assessments also led to suggestions for future meetings, including:

- More collaboration between departments
- Need for more time spent together both discussing day-to-day items, and engaging in professional learning

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

We have identified our needs to be:

- dedicated time on task, and
- a commitment to collective professional learning

Dedicated Time on Task: With the hopes of affording the opportunity to include the entirety of the Administrative Services team, we would need to identify a time each semester to close all business units to participate in a retreat.

Commitment to Collective Professional Learning: A need we have identified is the facilitation of professional learning by those trained and dedicated to professional learning.

Please provide any other comments.

No answer specified

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

Created with : Taskstream

Participating Area: Vice President of Administrative Services Office

School/Division Name

(REQUIRED) Type your School/Division name.

Vice President of Administrative Services

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?

Budget Management through Accounting Staff

Facilities Improvement through College Events and Operations and liaison between facilities

Participate in HSI grant draft writing review

General contract support

Attending events

(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.

Looking campus-wide..

(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.

LEEP

Supervisor's Learning

Master Planning intentionality of equity..

BARC and CHP question/rubric updates

API Panel, Present members of the community

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

Conversations regarding the reports..

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

We add HSI in our email signatures, we have assisted in contract support for HSI grants.

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 the development of an over-arching plan to bring collegiality, thoughtfulness, and intentionality in communications between Administrative Services and our interactions across the college. To that end, this past year, we held our first retreat that included topics such as finding our why, social identity theory, and the importance of a focus on our own connectivity. Additionally, we've implemented biweekly one-on-one meetings with direct reports, to allow for communication and to foster relationship building. Moreover, we have established an Administrative Services Leadership Team, which includes all of the VP's direct reports, and supervisors within Administrative Services. During these leadership meetings we have further discussed social identity theory and how it relates to leadership, departmental goals, and intersectionality of our work.