

SAN DIEGO
MESA COLLEGE



Program Review

Summary and Reflections with Unit Goals, Action Plans, and Updates

Administrative Services - Business Office Support

Executive Summary

Describe the successes and challenges your unit has faced since the last comprehensive review.

Successes:

1. The Business Office Support unit was able to immediately transition from working on campus to working remotely for 2.5 years due to COVID-19.

Challenges:

1. One of the major challenges facing the unit is the communication on changes to policy, procedures and forms from the District Office.

2. Meeting the District's deadlines is also a challenge when the campus' departments submit their hiring paperwork late and expect to have their hires start work right away.

If applicable, describe any major curricular or service changes your unit has engaged in and the impact of those changes since the last comprehensive review.

N/A

If applicable, describe the impact of any new resources (human, fiscal, etc) on the unit and/or action plan implementation.

N/A

If you assess OUTCOMES, please confirm that the outcomes have been reviewed for accuracy. If you do not assess Outcomes, skip this question.

Related Documents for Charts and Graphs

Executive Summary Complete

Yes

Data Reflection

Trends observed in program/service area's data.

With additional funding being requested by the campus, there is an increase in hiring of NANCE, adjuncts, contract classified, faculty, supervisors and managers. This puts a greater workload on the unit.

Describe any equity gaps in the data. Are there differences and/or patterns observed by demographics (e.g. race/ethnicity, gender, age, etc.)

N/A

Describe the discussion(s) that took place about the unit's learning outcomes assessment data.

N/A

Related Documents for Charts and Graphs

Data Reflection Complete

Yes

Summary and Reflection

Practice Reflection

Describe current practices your program/service area has engaged in that you believe impact the above data trends and equity gaps.

N/A

What other factors (internal or external) might also impact the above data trends and equity gaps?

N/A

Related Documents for Charts and Graphs

Practice Reflection Complete

Yes

Mid-Cycle Updates

Are there any edits or updates to the Executive Summary above?

No

Are there any edits or updates to the Data Reflection above?

No

Are there any edits or updates to the Practice Reflection above?

No

Summary and Reflection

Campus Trainings

Unit Goal: Outreach to the campus, via zoom or in person meetings, on various topics related to employment, payroll and related topics.

Goal Status: Active

Beginning Year: 2022 - 2023

Projected Completion Year: 2025 - 2026

Mapping

Mesa College Strategic Plan: Roadmap to Mesa2030: (X - Highlight the X to Align)

- Community - Objective 1: X

Action Plans	Action Plan Update
<p>Action Plan Status: Active</p> <p>Action Plan: Goal 1 Action List</p> <ol style="list-style-type: none">1. Setup meetings every semester with campus departments to dialogue and answer questions regarding employment, payroll and other related topics.2. Conduct survey(s) to departments to focus on topics that are most important to the campus. <p>Action Plan Cycle: 2022 - 2023, 2023 - 2024, 2024 - 2025, 2025 - 2026</p>	

Website Updates

Unit Goal: Improve Business Office Support website with updated forms, hiring procedures, job aids and other related material.

Goal Status: Active

Beginning Year: 2022 - 2023

Projected Completion Year: 2025 - 2026

Mapping

Mesa College Strategic Plan: Roadmap to Mesa2030: (X - Highlight the X to Align)

- Community - Objective 1: X

Action Plans	Action Plan Update
<p>Action Plan Status: Active</p>	

Summary and Reflection

Action Plans	Action Plan Update
<p>Action Plan: Goal 2 Action List:</p> <ol style="list-style-type: none"> 1. As our office is informed of changes, update the website with the latest information. 2. Conduct survey(s) to gather information on what the campus needs most on the website. <p>Action Plan Cycle: 2022 - 2023, 2023 - 2024, 2024 - 2025, 2025 - 2026</p>	

Communication

Unit Goal: Transparency in communication with district

Goal Status: Active

Beginning Year: 2024 - 2025

Projected Completion Year: 2026 - 2027

Mapping

Mesa College Strategic Plan: Roadmap to Mesa2030: (X - Highlight the X to Align)

- Community - Objective 3: X
- Stewardship - Objective 5: X

Action Plans	Action Plan Update
<p>Action Plan Status: Active</p> <p>Action Plan: More meetings with district to clarify new and existing policy</p> <p>Action Plan Cycle: 2024 - 2025</p>	