

SAN DIEGO
MESA COLLEGE



Program Review

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

Administrative Services - College Events and Operations

Executive Summary

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

Success:

2022-23 Event Planning Calendar

The Events & Operations team has implemented an online event planning process, beginning with Spring 2023. This new online format replaces a hard copy process in which department/program representatives had to physically visit the President's Office in order to view/add to the event calendar for the year. The online format now improves accessibility, campuswide, and gives requestors the opportunity to view calendar updates live, in consideration of major events that they are planning for the year. This format also improves communication between the President's Office, the Events & Operations team, and the campus as a whole, as it provides an at-a-glance view of the entire year to allow for scheduling conflicts to be addressed early, and equitable opportunities for use of space and resources. Transparency is increased, allowing the campus to see how spaces and resources are being used to support student engagement, success, and retention.

Departmental Re-Org

Events & Operations has added a new position of Administrative Technician, reporting to the Director of College Facilities and Operations. This change allows the Director to have a greater focus on operations, construction-related projects, safety and emergency planning, and long-term facilities planning. The Administrative Technician supports both internal and external events, coordinates day-to-day operations with Facilities, and has begun working to increase and document revenue generated from Civic Center rentals on campus. The has also allowed an opportunity to begin to streamline processes for events, site improvements, and other areas in Operations.

Admin. Services/Facilities Communication/System Building

The Events & Operations team has worked closely with Facilities Services, a District function, to improve communication and processes for coordinated efforts between the two teams. Through these efforts, Mesa College has benefited from faster response times, increased efficiency, and collaboration.

Facilities/Affinity Space Request Process

Events and Operations is engaging in a collaborative effort with the campus community, particularly Administrative Services, to identify and renovate areas for approved campus-wide facilities and requests for affinity spaces.

Challenges:

Staffing Levels

There has been a decrease in personnel on our Shipping and Receiving team due to retirement. An increase in campus events related to campuswide efforts to enroll, engage, and retain students has also created a higher demand for resource setup for events. Event setup requests pull custodians from their regular duty, including cleaning and maintaining the campus, leading to the need for personnel dedicated to setting up for campuswide events.

Technology Planning

Summary and Reflection

The large-scale computer rotation project has highlighted the need for comprehensive technology planning and project execution. The division of authority and labor between district and campus employees will need to be addressed.

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.

Departmental Re-Org

The addition of an Administrative Technician in Events & Operations has allowed an opportunity to begin to streamline processes for events, site improvements, and other areas in Operations. This change allows the Director to have a greater focus on operations, construction-related projects, safety and emergency planning, and long-term facilities planning.

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.

Increased Events

Post-pandemic, there have been an increasing number of events on campus. Though there has been some staffing augmentation, the increase of events is reaching an unsustainable level. Concerns include staff for event set up, AV, and availability of event space.

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

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

Summary and Reflection

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?

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

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

Summary and Reflection

Culture Assessment and Implementation

Unit Goal: Culture Assessment and Implementation: In agreement with Administrative Services, Events and Operations will contribute to the advancement of activities, spaces, and programs that foster a sense of inclusivity, with a particular emphasis on promoting equity and addressing the needs of historically marginalized groups.

Goal Status: Active

Beginning Year: 2023 - 2024

Projected Completion Year: 2025 - 2026

Mapping

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

- Community - Objective 1: X
- Community - Objective 2: X
- Community - Objective 3: X
- Community - Objective 4: X
- Community - Objective 5: X
- Completion - Objective 1: X
- Completion - Objective 2: X
- Completion - Objective 3: X
- Completion - Objective 4: X
- Pathways and Partnerships - Objective 1: X
- Pathways and Partnerships - Objective 2: X
- Pathways and Partnerships - Objective 4: X
- Pathways and Partnerships - Objective 5: X
- Scholarship - Objective 1: X
- Scholarship - Objective 2: X
- Scholarship - Objective 3: X
- Scholarship - Objective 4: X
- Scholarship - Objective 5: X
- Stewardship - Objective 1: X
- Stewardship - Objective 2: X
- Stewardship - Objective 3: X
- Stewardship - Objective 4: X
- Stewardship - Objective 5: X
- Stewardship - Objective 6: X

Action Plans	Action Plan Update
Action Plan Status: Active	

Summary and Reflection

Action Plans	Action Plan Update
<p>Action Plan: Develop Goals for Events and Operations to continue to improve efficiency and streamline processes.</p> <p>Action Plan Cycle: 2022 - 2023, 2023 - 2024, 2024 - 2025</p>	

Increase Access to Funding

Unit Goal: Make recommendations to eliminate barriers to year-end funding through the BARC process. Revamp the process timeline and award guidelines to increase access to funding to the campus community.

Goal Status: Active

Beginning Year: 2023 - 2024

Projected Completion Year: 2025 - 2026

Mapping

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

- Community - Objective 4: X
- Community - Objective 5: X
- Completion - Objective 4: X
- Pathways and Partnerships - Objective 2: X
- Pathways and Partnerships - Objective 3: X
- Scholarship - Objective 5: X
- Stewardship - Objective 5: X

Action Plans	Action Plan Update
<p>Action Plan Status: Active</p> <p>Action Plan: Work with Admin Services and the BARC Committee to eliminate barriers to funding.</p> <p>Action Plan Cycle: 2022 - 2023, 2023 - 2024, 2024 - 2025</p>	

Revenue Generation

Unit Goal: The objective is to implement and improve existing programs with the aim of generating unrestricted funding that can be utilized to provide support for the campus

Goal Status: Active

Beginning Year: 2023 - 2024

Projected Completion Year: 2025 - 2026

Mapping

Summary and Reflection

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

- Community - Objective 5: X
- Scholarship - Objective 5: X

Action Plans	Action Plan Update
<p>Action Plan Status: Active</p> <p>Action Plan: Develop an outreach program to increase Civic Center rental interest.</p> <p>Action Plan Cycle: 2022 - 2023, 2023 - 2024, 2024 - 2025</p>	

Revenue Generation (Copied on 02/02/2024, 09:22:17)

Unit Goal: The objective is to implement and improve existing programs with the aim of generating unrestricted funding that can be utilized to provide support for the campus

Goal Status: Active

Beginning Year: 2022 - 2023

Projected Completion Year: 2025 - 2026