

Annual Update #2	Academic Year: 2016-2017 (submit Oct. 2017)
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1. Progress on Service Area/Administrative Unit Outcomes (SAOs/AUOs) *(from #3A of full PR)*

A) List the Service Area Outcomes (SAOs) or Administrative Unit Outcomes (AUOs) for your unit:

In the full Program review, Outcomes were not defined. They were in the update for 2015-2016:

Please note: The Academic Affairs division acknowledges that these outcomes are insufficient and need to be strengthened or rewritten. The current pressure of the accreditation process has delayed and prevented meaningful discussion of a revision. Academic Affairs intends to do a full revision of its outcomes for the full program review in 2018-19.

Academic Affairs Outcomes

Outcome #1 - Provide scheduling to ensure a broad range of general education and discipline/degree specific pathways that meet degree requirements, transfer requirements, while still being efficient, well-rounded, and offering insight into general education areas.

Assessment:

- Review of pathways (two year plans)
- Degree completion and meeting Institutional Set Standards

Outcome #2 - Provide training and orientation for new and continuing faculty that ensure educational trends and best practices are shared as well as requirements on accreditation, curriculum, and other critical areas that require faculty involvement.

Assessment:

- Review of training and orientation

Outcome #3 -Maintain records and meet requirements for regulation from external entities including, but not limited to the California Community College Chancellor’s Office, Basic Skills, ACCJC, Ed. Code, new Legislation, and Title 5.

Assessment:

- Review requirements and not areas to improve in: missed deadlines, extensions, etc.
- Review areas for being up-to-date one area each year
 - SAMPLE Annual focus:
 - a. Program Review/Outcomes/Disproportionate data
 - b. Curriculum/ADTs/C-IDs/Partnerships
 - c. SSSP/Basic Skills – reports and all pertinent info

B) Summarize the progress your unit has made on SAO/AUO measures since the last program review:

Academic Affairs Outcome #1 - Provide scheduling to ensure a broad range of general education and discipline/degree specific pathways that meet degree requirements, transfer requirements, while still being efficient, well-rounded, and offering insight into general education areas.

Progress: In progress

Review of pathways (two year plans)

CTE has two year pathway brochures for CTE degrees and certificates. Academics has created some, but they were not used in promotion or counselor/student planning in time for the 2016-2017 academic year. They will be available for 2017-2018 in counseling and other areas.

Program Review: Academic Affairs

Academic Affairs is using new reports that track FTES, efficiency, and IGETC/CSU areas and past scheduling patterns to create more efficient schedules and specifically to review evening offerings ensuring graduation/transfer requirements are met in a cycle.

D109/Fort Irwin - Teleconference room / equipment are used more often. Overall, Video Conference and Fort enrollment are increasing (see chart below). The in-roads are not large, but this option is just beginning. Without some live-time in class, the difficulties in maintaining students is higher than other fort classes with a much higher drop rate. (See below).

(Cross-list sections are combined).

TERM	Fall 2014	Spring 2015	Fall 2015	Spring 2016	Fall 2016	Spring 2017
D109 sections	3	6	5	7	7	11
D109 Hours of use (room only NOT hybrid hours)	7.5	12	10.5	9		
D109 – Sections Video-conf.	2	5	3	3	7	11
D109 Hours of use – Video conf. (In room only Excludes hybrid hours)	4.5	10.5	4.5	6		
Enrollment 2 weeks after semester starts (18 weeks census)	3	6	8	8		
Enrollment Video -conf. EOT	3	1	4	4	7	16
Retention Rate	100%	17%	50%	50%		

Academic Affairs Outcome #2 - Provide training and orientation for new and continuing faculty that ensure educational trends and best practices are shared as well as requirements on accreditation, curriculum, and other critical areas that require faculty involvement.

Individual faculty have engaged in professional development activities on a number of occasions. Members of the faculty have attended off-campus events such as the ASCCC plenary sessions, curriculum institute, and regional meetings. Individual faculty have also attended conferences presented by discipline organizations. Best Practices meetings have included presentations on instructional issues and other matters of interest. However, a coordinated professional development program that would include all faculty has not been developed. Academic Affairs will work with the Human Resources department to develop such a program not only for faculty but also for staff.

Academic Affairs Outcome #3 -Maintain records and meet requirements for regulation from external entities including, but not limited to the California Community College Chancellor’s Office, Basic Skills, ACCJC – Accreditation, Ed. Code, new Legislation, and Title 5.

The college is compliant with Chancellor’s Office guidelines, Title 5 Regulations, an Education Code. We have taken steps to address areas where issues of that compliance could have been questioned, such as eliminating TBA scheduling for athletics courses. The college is currently in the midst of its accreditation process, and Academic Affairs areas are generally compliant, but some recommendations for improvement should be expected.

C) Describe any improvements made by your unit as a result of the outcomes assessment process:

1. *What did you learn from your evaluation of these measures?*

Program Review: Academic Affairs

The primary lesson from these outcomes is that Academic Affairs needs to be more inclusive and more forward-thinking. The outcomes offer little or no consideration of staff and seem content with compliance and status quo rather than improvement. For these reasons, the update itself was not especially meaningful.

2. *What improvements have you implemented as a result of your analysis of these measures?*

An Enrollment Management Committee has been approved by the President's Shared Governance Council and will begin work in Spring 2018 on an enrollment management plan. This action will help to address Outcome #1. The vice-president has also transferred significant funding into the conference travel accounts for both the academic senate and the instruction office. The Quality Focus Essay for the Institutional Self-Evaluations Report also includes a professional development plan that would impact Outcome #2.

3. *What improvements do you plan* to implement as a result of your analysis of these measures?*

(*List any resources required for planned implementation in #3: Resources.)

Academic Affairs intends to form an ad hoc committee to work on a full revision of its AUOs throughout the spring of 2018. This process will allow for a more thoughtful, inclusive, and aspirational set of outcomes that will then be entered into the full program review in 2018-19.

2. GOALS AND OBJECTIVES (Taken From #9--Action Plan--of FULL Program Review)					
	GOAL		OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#1	Post a complete semester schedule one month prior to registration.	#1	Create a work flow that enables staff to work efficiently building the schedule in Banner.	Faculty will work with the Instructional Deans and the Enrollment Management Committee to recommend a semester schedule six months in advance of registration.	Work flow will be established by the Instruction Office Coordinator, the Instructional Deans and VP.
		#2	Work with consultants to discover efficiencies. Establish a calendar of deadlines and hold to them.	VP will notify faculty and staff of deadlines and the fact that there will be no exceptions.	Faculty and staff will meet deadlines.
		#3	Restrict changes to those initiated by management to meet unforeseen circumstances.	Only managers will request schedule changes after April 1 for fall terms, and September 1 for spring terms.	A complete semester schedule will be posted one month prior to registration.

Goal #1 Annual Update: (Assess progress made toward goal attainment)

The fall schedule was published in April, roughly a month before early registration. The schedule for spring was posted a week before registration began. The deans and the vice-president have established a timeline for the development of the summer and fall 2018 schedules that will allow for their publication approximately one month before priority registration is to begin in April.

	GOAL		OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#2	Establish an enrollment management plan with FTES goals that leads to the establishment of a one-year schedule of classes.	#1	Allow faculty and students to plan a year in advance.	Complete elements of an enrollment management plan. Faculty to create one and two-year plans for their disciplines.	The publishing of a one-year schedule in spring of each year.
		#2	Allow Business and Finance to make fiscal projections.	Complete elements of an enrollment management plan.	The publishing of a one-year schedule in spring of each year.
		#3	More efficient use of rooms and room usage.	- Convert unused area in S Building to classroom - Include in schedule planning room schedule, not classes to offer (but plan out rooms for most efficiency)	Planned out space, less short term or chunks of time in rooms unused Fall 2016

Goal #2 Annual Update: (Assess progress made toward goal attainment)

An Enrollment Management Committee has been approved by the President's Shared Governance Council and will begin work in Spring 2018 on an enrollment management plan.

2. GOALS AND OBJECTIVES (Taken From #9--Action Plan--of FULL Program Review)					
	GOAL		OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#3	Post upcoming year College Catalog in June of prior academic year.	#1	Create a work flow that enables faculty and staff to complete the approval process in a timely fashion	Establish deadlines, enhance Tech Committee thoroughness, more fully utilize CurricUNET, work with Chancellor's Office to verify currency of offerings.	The College catalog will be complete and posted in June each year.
		#2			
		#3			
Goal #3 Annual Update: (Assess progress made toward goal attainment)					
This goal was met but is insufficient. The catalog should be published at approximately the same time as the fall schedule or at least by the beginning of early registration.					
	GOAL		OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#4	Improve policies and training in online strategies for improving effective contact, use of new technology, and retain test integrity	#1	Training for best online pedagogies	Clear understanding of proctoring, new technology, and better student success	Faculty attendance, improved online testing policy statements, online success and retention
		#2	Use existing or new test technology for improved integrity (considering changes in e-books, and other possible proctoring vulnerabilities)	Look at and adopt any appropriate software for testing integrity and train more faculty using randomized quiz/test options	Less impact on proctoring and improved test integrity
		#3	Regularly review policies for off-site and on-site proctoring	Review policies, take to appropriate groups for input, change if needed	Up-to-date policies with campus input
Goal #4 Annual Update: (Assess progress made toward goal attainment)					
Currently 90 faculty members have completed the Introduction to Canvas course and another 22 are currently taking the course. These numbers mean that more than 70% of the faculty will have completed the course at the conclusion of the current session. Academic Affairs is also working to create online orientation modules for new faculty hires for both online and face-to-face teaching.					

2. GOALS AND OBJECTIVES (Taken From #9--Action Plan--of FULL Program Review)				
	GOAL	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT

3. Resources Required

List all significant resources needed to achieve the objectives shown in your action plan, including personnel, training, technology, information, equipment, supplies, and space. Every request for additional resources must support at least one objective.

Also list any resources required to implement planned improvements.

IMPORTANT: A BUDGET ALLOCATION PROPOSAL must be completed and submitted for **EACH** new resource requested.

Goal #	Objective #	Resource Required	Estimated Cost	BAP Required? Yes or No	If No, indicate funding source