

# Peralta Community College District

## STUDENT SERVICES ANNUAL PROGRAM UPDATE

Academic Year 2013-2014

This presents the common elements to be addressed by each student services unit/area in its annual program update. Depending on College preferences, elements may be formatted or addressed slightly differently.

### I. OVERVIEW

		<b>Date Submitted:</b>	[date]
<b>College</b>	[college]	<b>Administrator:</b>	[name of administrator]
<b>Unit/Area</b>	[unit/area]		
<b>Completed By:</b>	[name]		
<b>Mission/History and Description of Service Provided</b> <i>Brief, one paragraph.</i>	[text]		
<b>Student Learning Outcomes (SLOs)</b> <i>(or Service Area Outcomes-SAOs, or Program Learning Outcomes-PLOs)</i>	[text]		
<b>SLO/SAO/PLO Mapping to Institutional Learning Outcomes (ILOs)</b>	[text]  <i>Example: SLO/SAO/PLO #1 is mapped to College ILO #1: Academic Excellence</i>		

## II. ASSESSMENT, EVALUATION AND PLANNING

Quantitative Assessments	
<p><i>Include service area data such as number of students served by your unit/area. Include data and recommendations from program review.</i></p> <p><i>Include data used to assess your SLO/SAO/PLOs.</i></p>	<p>[text]</p> <p><b>NOTE: Given the different type of units/areas under Student Services, each of the VPSS and Student Services Deans will come up with the basic quantitative elements which will be used by each particular Student Services unit/area.</b></p>

Qualitative Assessments	
<p><i>Present evidence of community need based on advisory committee input, student surveys, focus groups, etc.</i></p> <p><i>Include data used to assess your SLO/SAO/PLOs.</i></p>	<p>[text]</p>

### Identifying Strengths, Weaknesses, Opportunities, and Limitations

<b>Strengths</b> <i>What are the STRENGTHS of your unit/area?</i>	<p>[text]</p>
<b>Weaknesses</b> <i>What are the current WEAKNESSES of your unit/area?</i>	<p>[text]</p>
<b>Opportunities</b> <i>What are the OPPORTUNITIES in your unit/area?</i>	<p>[text]</p>
<b>Limitations</b> <i>What are the current LIMITATIONS of your unit/area?</i>	<p>[text]</p>

## **Action Plan for Continuous Improvement**

*Please describe your plan for the continuous improvement of your unit/area.*

[text]

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## Additional Planned Educational Activities Towards FTES, Student Success, Persistence, and Completion

Describe your unit/area's plan to meet district FTES target and address student success, persistence, and completion, especially for unprepared, underrepresented, and underserved students. (see Student Success Scorecard-<http://scorecard.cccco.edu/scorecard.aspx>)

<b>Meet District FTES Target for AY2013-2014 of 18,830</b>	[text]
<b>Increase Student Success</b>	[text]
<b>Increase Persistence</b> <i>Percentage of degree and/or transfer-seeking students who enroll in the first three consecutive terms. This metric is considered a milestone or momentum point, research shows that students with sustained enrollment are more likely to succeed.</i>	[text]
<b>Increase College Completion</b> <i>Percentage of degree and/or transfer-seeking students who complete a degree, certificate or transfer related outcomes.</i>	[text]

### III. RESOURCE NEEDS

#### Human Resource/Personnel

*Please describe any human resource/personnel needs for your unit/area.*

Current Staffing Level:		Headcount	FTE Equiv.
	Faculty (Permanent)	[#]	[#]
	Faculty (PT/Adjunct)	[#]	[#]
	Classified Staff (Permanent)	[#]	[#]
	Classified Staff (Hourly)	[#]	[#]
	Students	[#]	[#]
	ICC/Consultant/Other	[#]	[#]

<p><b>Narrative:</b> <i>Describe the current staffing level in relation to the relative need for effective delivery of your unit/area's programs and services.</i></p> <p><i>Discuss any current position vacancies, the need for additional personnel, the need for permanent faculty/staff instead of adjunct/hourly personnel, etc.</i></p> <p><i>Describe implications of the current staffing level in your unit/area to overall service delivery.</i></p>	[text]
<p><b>Human Resource/Personnel Requests</b> <i>List your human resource/personnel requests in prioritized/ranked order.</i></p> <p><i>Human resource/personnel requests will go through the established College and District planning and budgeting process.</i></p>	[text]

## Facilities/Infrastructure

*Please describe any facilities/infrastructure needs for your unit/area.*

<p><b>Narrative:</b> <i>Describe the current facilities/infrastructure of your unit/area in relation to the relative need for effective delivery of programs and services.</i></p> <p><i>Describe implications of the current state of facilities/infrastructure in your unit/area to overall service delivery.</i></p>	[text]
<p><b>Facilities/Infrastructure Requests</b> <i>List your facilities requests in prioritized/ranked order.</i></p> <p><i>Facilities requests will go through the established College and District planning and budgeting process.</i></p>	[text]

## Technology

*Please describe any technology needs for your unit/area.*

<p><b>Narrative:</b> <i>Describe the technology needs of your unit/area in relation to the relative need for effective delivery of programs and services.</i></p> <p><i>Describe implications of the current state of technology in your unit/area to overall service delivery.</i></p>	[text]
<p><b>Technology Requests</b> <i>List your technology requests in prioritized/ranked order.</i></p> <p><i>Technology requests will go through the established College and District planning and budgeting process.</i></p>	[text]

#### **IV. OTHER**

*Please feel free to provide any additional information about your unit/area below.*

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