



Welcome to Program Review

Merritt College - 2019

Merritt Business Office - Mailroom/Production APU - Administrative Unit

Program Review

Program Overview

Please verify the mission statement for your program. If your program has not created a mission statement, provide details on how your program supports and contributes to the College mission.

Our program supports and contributes to the college mission by being first hand support to Faculty and staff by ensuring the receipt and distribution of incoming and outgoing prioritized mail, packages, legal documents, time sensitive materials, perishables as well as providing their security until they reach their intended recipient, internally as well as externally, internationally, etc.. In production our program supports faculty directly with the safe handling, distribution and reproduction of course materials, exams, required forms and applications for various student service departments, etc.

Program Total Faculty and/or Staff

Full Time

Stephanie Bunn
Salvador Perez

Part Time

The Program Goals below are from your most recent Program Review or APU. If none are listed, please add your most recent program goals. Then, indicate the status of this goal, and which College and District goal your program goal aligns to. If your goal has been completed, please answer the follow up question regarding how you measured the achievement of this goal.

Safety and Security of mailroom and production floor for STAFF.

Status
Select Status...

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

College Goal
Select College Goal...

District Goal
Select District Goal...

Describe your current utilization of facilities, including labs and other space

We do not have sufficient space to utilize to achieve our department goals as needed.

Assessments and Major Accomplishments

Assessment

Which Administrative Unit Outcomes (AUO) did you assess in the past year? What were the results? Please describe the assessment methods used. How did your work lead to program improvement, that is, the development of Program Improvement Objectives (PIO's) as a result of your assessment?

Administrative Unit Outcomes (AUO)	What were the assessment results? How were the results used to make improvements?	Program Improvement Objectives (PIO)	PCCD Strategic Goal(s) and Objectives	Timeline
			Select Goal...	
			Select Goal...	
			Select Goal...	

What Administrative Unit Outcomes (AUO) and program improvement objectives (PIO) do you plan to work on in the next 2 years?

Administrative Unit Outcomes (AUO)	Program Improvement Objectives (PIO)	What were the assessment results? How were the results used to make improvements?	Timeline and Person(s) responsible

Major Accomplishments

Please describe 1-3 major accomplishments below since completion of the previous program review.

Major Accomplishment	Impact to the College and/or District	College Goals	PCCD Strategic Goal(s)	Timeline
		Select College Goal...	Select Goal...	
		Select College Goal...	Select Goal...	
		Select College Goal...	Select Goal...	

Engagement

How have the administrators and staff in this area been engaged in institutional efforts such as committees, presentations, and department activities? Please list the committees your staff participate in.

No

Discuss how the administrators and staff have engaged in community activities, partnerships and/or collaborations.

None

In the boxes below, please add improvement actions and resource requests that are directly related to the questions answered in this section. If there are no improvement actions or resource requested in this area, leave blank.

Improvement Action

Improvement Actions

Improvement Action

Action Item	Description	To be completed By	Responsible Person
Safety and Security of staff	Security		

Resource Request

Facilities	Other	Estimated Cost
Description/Justification Storage space		

Resource Request

Professional Development	Individual/personal PD needed	Estimated Cost
Description/Justification Paid training , time off , " release time"		

Resource Request

Supplies	Noninstructional Supplies and Materials	
Description/Justification		Estimated Cost

Resource Request

Facilities	Other	
Description/Justification		Estimated Cost
Security measures to cover us		

Resource Request

Technology and Equipment	New	
Description/Justification		Estimated Cost
ALL EQUIPMENT in MAILROOM AND PRODUCTION		

Improvement Action

Action Item	Description	To be completed By	Responsible Person
Staff demands of us	We cannot be in one place all the time with the expectation of achieving all that needs to be done.		

Resource Request

Choose an Option

Resource Request Summary

Total Cost: \$0
 Total Resource Request: 6
 District Service Area
 Personnel
 No Resources found for this category
 Professional Development

Type	Description/Justification	Estimated Cost
Individual/personal PD needed	Paid training , time off , " release time"	
Sub-Total: \$0		

Technology and Equipment		
Type	Description/Justification	Estimated Cost
New	ALL EQUIPMENT in MAILROOM AND PRODUCTION	
Sub-Total: \$0		

Supplies		
Type	Description/Justification	Estimated Cost
Noninstructional Supplies and Materials		
Sub-Total: \$0		

Facilities		
Type	Description/Justification	Estimated Cost
Other	Storage space	
Other	Security measures to cover us	
Sub-Total: \$0		

Library
No Resources found for this category

Other
No Resources found for this category

Sign and Submit

Please provide the list of members who participated in completing this program review.

Salvador Perez
Stephanie Bunn

Please enter the name of the person submitting this program review.

Stephanie Bunn