STATE CENTER COMMUNITY COLLEGE DISTRICT
FRESNO • REEDLEY • OAKHURST • MADERA • CLOVIS

DISTRICT SERVICES ADMINISTRATIVE PROGRAM REVIEW

Unit:
Contact Person:
Due:

Last Revised: December 2018

Web Resources:

CW/P

District Services Administrative Program Review

Purpose

The District Services Administrative Review is the annual program review process for District Services units and is designed to serve these purposes:

- Document the unique strategies for improvement for each District Service unit
- Align strategies for improvement with the District vision, mission, values and goals
- Collect and analyze data on District Services unit performance
- Provide an objective foundation for budget, staff, equipment, space, professional development, and other funding requests
- Demonstrate compliance with accreditation standards

This review process is designed to lead to continuous quality improvement and therefore includes the following cycle of data collection, analysis of strengths and weaknesses, development and implementation of strategies to remedy weaknesses, and re-evaluation. The steps are:

1. Describe the services provided by the District Service unit.
2. Use quantitative and qualitative data to analyze the services' strengths and weaknesses relative to meeting established standards, advancing the mission, vision, values and goals of the District.
3. Develop strategies to sustain or improve performance.
4. Implement the strategies.
5. Assess the impact of the strategies.

The final step of assessment is the starting point for the development of next year's District Services Administrative Program Review. District Services Administrative Program Review is linked to resource allocation. Requests for resources including staff, equipment, space, professional/organizational development and other needs.

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December 4, 2018

The units that complete an annual District Services Administrative Review are:

- Chancellor's Office Services
- Finance & Administration
- Human Resources
- District Operations
- Information Services
- Educational Services & Institutional Effectiveness
- Public & Governmental Affairs

Process

The graphic below depicts the process to be used is the annual program review and improvement of the District Services Administrative units:
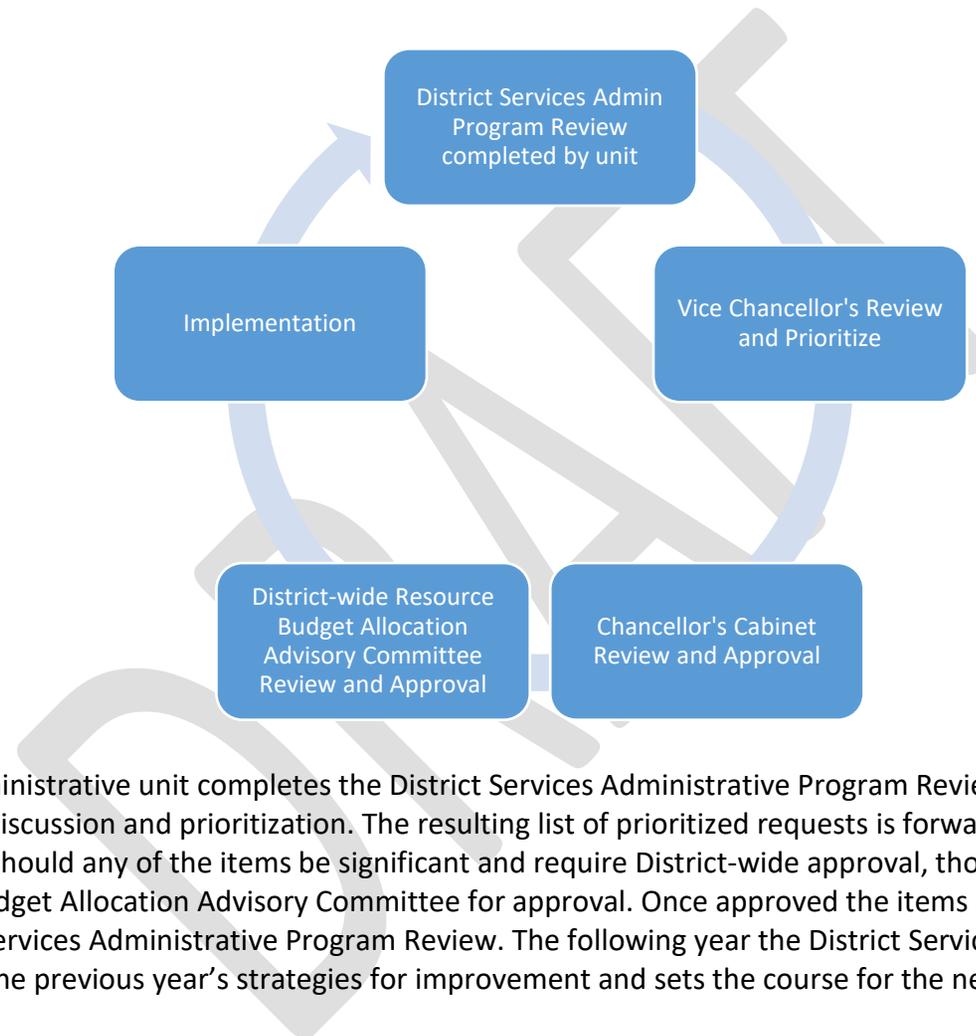
Each District Services Administrative unit completes the District Services Administrative Program Review self-assessment and presents it to the Vice Chancellor's for discussion and prioritization. The resulting list of prioritized requests is forwarded to Chancellor's Cabinet for discussion and approval. Should any of the items be significant and require District-wide approval, those items are forwarded to the District-wide Resource Budget Allocation Advisory Committee for approval. Once approved the items are funded and implemented as described in the District Services Administrative Program Review. The following year the District Services Administrative Program Review documents the status of the previous year's strategies for improvement and sets the course for the next year's strategies.

Mission, Vision, Values and Goals of the District

The District Services Administrative Program Review identifies how the unit will meet the Mission, Vision, Values and Goals of the District. They are listed below for reference in completing the review.

Mission Statement

State Center Community College District (SCCCD) is committed to empowering our colleges in their efforts to promote exemplary educational opportunities and to provide safe, inclusive, and supportive learning environments leading to student success and global competitiveness which will transform our region.

Vision Statement

Empowering through Educational Excellence

Core Values

STEWARDSHIP

We are committed to the enhancement, preservation, conservation, and effective utilization of our resources.

COLLABORATION

We are committed to fostering a spirit of teamwork internally with our students, faculty, classified professionals and administrators while expanding our external partnerships with education, industry, and our community.

INTEGRITY

We are accountable, transparent and adhere to the highest professional standards.

INNOVATION

We are committed to an educational environment promoting actions and processes that create new methods, ideas, or products.

INCLUSIVITY

We are committed to and intentional in creating an environment that cultivates, embraces, and celebrates diversity.

Goals

EXCELLENCE IN EDUCATION

SCCCD is committed to empowering our colleges to cultivate excellence in educational programs and student support services.

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INSTITUTIONAL EFFECTIVENESS

SCCCD is committed to data-informed but people-driven continuous quality improvement of processes and resources.

LEADER IN HIGHER EDUCATION AND COMMUNITY COLLABORATION

SCCCD is committed to being a force for positive change by expanding partnerships in education and workforce development.

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The questions and forms on the subsequent pages are intended to assist you in completing a self-assessment for the administrative unit. The forms that follow are separated into pages for ease of distribution to relevant subcommittees. **Please keep the pages separated** if possible (though part of the same electronic file), **with the headers as they appear**, and be sure to include your unit identification on each page.

DISTRICT SERVICES ADMINISTRATIVE PROGRAM REVIEW SELF-ASSESSMENT

District Services Unit: _____

Prepared by: _____

Date: _____

Description

1. What is the **mission** of the District Services Administrative unit?

2. **Identify or outline how your unit serves the mission, vision, values and goals of State Center Community College District.** *Please limit to a single paragraph.*

3. **Function**: List no more than 10 bullet points to summarize the services provided by the unit.

4. Provide the official **Organizational Chart of the unit** which includes all levels of services and positions. *If necessary, provide very brief narrative descriptions by numbering the chart and including a numbered list with clarifications on a subsequent page.*

Assessment

5. **Assessment of prior year Strategies for Improvement** (not to be completed in the first year). Briefly describe the outcome for each goal and/or objective and attach data representing the outcome where possible.

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6. **Data**: Provide quantitative and qualitative data related to the District Service.

7. **Data Analysis**: Link the data presented above to established standards for the service, ACCJC standards for this service, the District Mission, Vision, Values and Goals.

8. **Strategies for Improvement**: Identify strategies to be implemented in the next year to sustain or improve performance (do not include normal functions of your unit) in order from 1 – 5, with 1 as the most important. Before writing your strategies be sure to review other Program/Unit Review documents and analysis provided in this self-assessment related to your unit.

Strategies for Improvement	Start Date	Status: ongoing, completed, or date completion anticipated	Resources needed to complete goal or objective (reference applicable resource request page)	District Goal(s) Addressed
1.				
2.				
3.				
4.				
5.				

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9. **Staffing Profile** (Please indicate the number in terms of FTE. In other words a full time staff person is a 1, and a half time person is a .5)

Positions	Staffing Levels for Each of the Previous Five Years						Anticipated total staff needed	
	2012	2013	2014	2015	2016		2017-2018	2018-2019
Administration								
Classified Staff FT								
Classified Staff PT								
Confidential Staff FT								
Faculty Reassigned FTE Full time								
Faculty Reassigned FTE Part time								
Total Full Time Equivalent Staff								

Complete the Management and/or Staff request form that follows if new employees are needed.

*When filling out the form on the <u>next</u> page please **consider** the following in framing your "reason:"*

a. *Has the workload of your unit increased in recent years?*
b. *Has technology made it possible to do more work with the same staff? Or, has technology increased your work load (adding web features which need updating for example)?*
c. *Does the workload have significant peaks and valleys during the fiscal year that would be best filled by part time staff?*

Resource Requests

Identify additional staff, equipment, space, professional or organizational development or other needs required to implement the Strategies for Improvement in the following forms. If the unit has no additional needs in a particular area please indicate with N/A.

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District Services Administrative Unit Name: _____

10. **Staff Needs**

NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)

List Staff Positions Needed for Academic Year_____ Place titles on list in order (rank) or importance.	**Indicate (N) = New or (R) = Replacement**	**Annual Cost**	**Unit Strategies for Improvement To Be Met**
1. Justification: Impact to Student Learning: District Mission, Vision, Values, Goals Met:			
2. Justification: Impact to Student Learning: District Mission, Vision, Values, Goals Met:			
3. Justification: Impact to Student Learning: District Mission, Vision, Values, Goals Met:			

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11. **Equipment (including technology) Needs <u>Not</u> Covered by Current Budget**

List Equipment or Equipment Repair & Technology Needed for Academic Year. Please be as specific and as brief as possible. Place items on list in order (rank) or importance.	**Annual TCO**			
	Cost per item	Number Requested	Total Cost of Ownership	Unit Strategies for Improvement to be Met
1. Justification:				
2. Justification:				
3. Justification:				
4. Justification:				
5. Justification:				

** TCO = "Total Cost of Ownership" for one year is the cost of an average cost for one year.

District Services Administrative Unit Name: _____

12. **Space Needs Not Covered by Current Building or Remodeling Projects**

List Space Needs for Academic Year_____ **(Office space, storage, etc.,)** Place items on list in order (rank) or importance.	**Annual TCO****
1. Justification:	
2. Justification:	
3. Justification:	
4. Justification:	
5. Justification:	
6. Justification:	

** TCO = "Total Cost of Ownership" for one year is the cost of an average cost for one year.

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13. **Professional or Organizational Development Needs**

List Professional Development Needs. Reasons might include in response to assessment findings or the need to update skills to comply with state, federal, professional organization requirements or the need to update skills/competencies. Please be as specific and as brief as possible. Some items may not have a direct cost but reflect the need to spend current staff time differently. Identify if one-time or an annual/ongoing need. Place items on list in order (rank) or importance.	Annual TCO**		
	Cost per item	Number Requested	Total Cost of Ownership
1. Justification:			
2. Justification:			
3. Justification:			
4. Justification:			
5. Justification:			
6. Justification:			

** TCO = "Total Cost of Ownership" for one year is the cost of an average cost for one year.

District Services Administrative Unit Name: _____

14. **Other Needs**

List Other Needs that you are certain do not fit elsewhere. Please be as specific and as brief as possible. Not all needs will have a cost but may require a reallocation of current staff time. Place items on list in order (rank) or importance.	Annual TCO**		
	Cost per item	Number Requested	Total Cost of Ownership
1. Justification:			
2. Justification:			
3. Justification:			
4. Justification:			
5. Justification:			
6. Justification:			

** TCO = "Total Cost of Ownership" for one year is the cost of an average cost for one year.