



Student Services and Administrative/Operational Annual Program Review and Planning Update Form Fall 2023

BACKGROUND:

Program review is an integral part of the campus planning process. As programs and areas monitor their progress on the current comprehensive four-year program review, changes in need and scope can be expected. This Annual PR Update form is designed to outline and request modifications to the current program review that occur between comprehensive four-year review cycles, as needed.

Examples of a requested change include new information such as action plans, outcomes modifications, personnel changes, technology needs, and capital expenditures requirements. As programs and areas monitor their progress on the previous comprehensive four-year program review, the form provides the basis to suggest a change in plans and processes to improve student success and institutional effectiveness.

DIRECTIONS:

This form shall be completed annually by **all** student services programs and administrative/operational offices.

- Programs or offices must submit their Annual Program Review Update form to their manager or dean by 5pm, Monday, November 27, 2023.
- Managers or deans will forward the completed form to the Program Review and Planning Committee Chairs by 5pm, Monday, December 4, 2023.
- Questions or concerns?
 - Committee contacts:
 - Co-chairs Mary Bogan (mbogan@fullcoll.edu) and Bridget Kominek (bkominek@fullcoll.edu)
 - Manager and classified professional representatives on the [Program Review and Planning Committee](#)
 - [Office of Institutional Effectiveness](#)

SUBMISSION:

Program:

Division:


Date:



We have reviewed our most recent self-study and **have not identified** any significant changes that necessitate resource requests for the upcoming academic year. *(Complete part 1 only)*



We have reviewed our most recent self-study and **have identified** significant changes that necessitate additional resource requests, which are attached in our submission. *(Complete parts 1 and 2)*

Principal Author Signature: 

Printed Name: Jorge Arredondo

Date:

Nov 20, 2023

Manager or dean Signature: 
oscar.saghieh (Nov 20, 2023 13:56 PST)

Printed Name: oscar.saghieh

Date:

Nov 20, 2023



Henry Hua

Part 1: Review of Data

List the outcomes from your Fall 2022 self-study. Which outcomes has your program assessed in the last year and/or which do you plan to assess in the coming year? What changes, if any, have been made to your program or outcomes as a result of outcomes assessment?

All previously reported outcomes in 2022 continue to be assessed in 2023 as well in 2024 with on-going progress, implementation & continuous evaluation with no change or additional resources needed.

- Coordinate with District departments, Campus Maintenance & Operations department, architects and Engineers, DSA inspectors, and contractors to ensure projects are delivered in an effective, timely and responsible manner and are in compliance with District standards, applicable laws, codes, rules, and Regulations.
- Confers with District and campus administrators regarding the building construction program and Projected occupancy of facilities; serves as liaison between District administrators, construction Personnel and governmental agencies staff and provide communication and feedback during the design, construction, and warranty phases of projects.
- Oversees and coordinates teams of outside consultants including architects, engineers, inspectors, program and/or construction management consultants, during the design and construction process to ensure projects are delivered in an effective, timely and responsible manner and are in compliance with District standards, applicable laws, codes, rules, and regulations.
- Develops and prepares the annual preliminary budgets for assigned programs; monitors and controls budget expenditures; directs the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities; assures the timely preparation, maintenance, and distribution of various reports and records as required by federal, state, local and district regulations or as required by the District.
- Establish document control protocols for all facilities projects, from inception through design, construction, close out, and audit. Update and maintain campus and facility site and building plans for inventory purposes and annual space planning.
- We continue to provide excellent services regarding design and construction projects while effectively coordinating communicating with external and internal stakeholders.

Part 2: Additional Resource Request Reasoning and Support

For each request, complete steps A, B, and C.

Step A: Briefly describe the request.

Step B: Answer the following questions:

1. Is it imperative that this resource request be processed now rather than during the next comprehensive program review? Why?
2. How will this additional resource allocation specifically enhance your program's services, activities, processes, etc. to continue or improve student learning and achievement?
 - Is the resource request personnel-related? If so, please provide evidence to justify the requested positions such as retirements, program or office growth, or increased demand.
3. How will this additional resource allocation help you serve the college mission or strategic initiatives, and/or your program's goals for improvement, as stated in your last program review?

Step C: Complete this chart with details of the request:

Type of Resource	Requested Dollar Amount	Potential Funding Source It is only necessary to list potential funding forces if you are aware of specific grants/program funds appropriate to the request, such as Strong Workforce.
Personnel		
Facilities		
Equipment		
Supplies		
Computer Hardware		
Computer Software		
Training		
Other		
Total Requested Amount:		










Student Services and Admin Ops Annual Program Review Update Form 2023 (MP)

Final Audit Report

2023-11-20

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