



## 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](mailto:mbogan@fullcoll.edu)) and Bridget Kominek ([bkominek@fullcoll.edu](mailto:bkominek@fullcoll.edu))
    - Manager and classified professional representatives on the [Program Review and Planning Committee](#)
  - [Office of Institutional Effectiveness](#)

### SUBMISSION:

Program: Facilities

Division: VPAS

Date: 11/22/2023



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:

Date: 11/22/2023

Printed Name: Larry Lara

Manager or dean Signature:

Date: 12/04/23

Printed Name: Henry Hua

## Part 1: Review of Data

List the outcomes from your Fall 2022 self-study.

1. Maintain service request response time on service requests.
2. Increase frequency of carpet and floor cleaning.

Which outcomes has your program assessed in the last year and/or which do you plan to assess in the coming year?

1. Re-establishing baseline service request response time levels at this time.
2. Although custodial staffing work productivity is improving, we have no mechanism to measure overall floor care. However, with the introduction of the robots, floor care cleaning frequency has increased to daily in those buildings that have the machines.

What changes, if any, have been made to your program or outcomes as a result of outcomes assessment?

Possibly to re-evaluate floor care outcome to see if a more quantitative method of measuring cleaning is available.

## 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	<b>Potential Funding Source</b> 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		
<b>Total Requested Amount:</b>		