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: 2022-2023   Division: Mailroom   Date: 11/22/23

☐ 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: Layna Santana
Date: 11/22/23

Manager or dean Signature: Printed Name: Henry Hua
Date: 12/04/2023

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?

Part 2: Additional Resource Request Reasoning and Support

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

Step A: Briefly describe the request.

> FC Mailroom needs two new black and white copy machines. Both machines hit over 5 million copies this year and are due to be replaced. Would like new ones before the two machines start to break down and cause a setback on production jobs due to down time of machines unable to function.

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?

   > Yes, it is imperative that the Mailroom purchase two new copier machines in this comprehensive program review year. As you are aware, the two Toshiba 1057 machines are critical for our department, and the two current machines limit our ability to achieve our daily goals. We currently have two obsolete Studio1057 Toshiba machine with over 5 million copy clicks per machine. The machines are completely inoperable for a couple of weeks due to trying to find parts which sets the operators back on completing the jobs for the day when the machine breaks down for service.

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.

   > The new equipment will increase efficiency and improve quality time for the two operators and instructors submitting job request for their classes to continue and improve student learning and achievements.

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?

   > We will maintain our status in excellent customer service with the purchase of the two new machines. We can continue our services by completing production requests within a twenty-four-hour period without the down time due to waiting for the machine parts to be found or made.

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	60,000 est.	General Fund
Supplies		
Computer Hardware		
Computer Software		
Training		
Other		
Total Requested Amount:	60,000 est.	General Fund