Non-Instructional Program Review

ANNUAL UPDATE FOR PROGRAM REVIEW
& PLANNING FOR THE FUTURE

- Beginning Monday October 21, 2013
- Closing 11:59PM on Friday November 22, 2013
Why Should We Update and Plan?

- Our plans are not static.
- Unit update provides an opportunity to review objectives and the progress made in the past year.
- To evaluate unit accomplishments and improvements of the past year.
- To develop new objectives while maintaining a focus on the College’s goals of Access, Student Success and Accountability.
- To determine program needs and related resources for the coming year.
- To comply with Accreditation requirements.
What do We do this Year?

- **Annual Update for Program Review**
  - Assess unit effectiveness 2012-2013.
  - Update unit planning for 2013-2014 and beyond.

- **Planning for the Future**
  - Review and update 2012-2013 Objectives and Resource Requests.
  - Review 2013-2014 Funding Resources (data source: Budget Office).
What’s New in the Program Review this Year!
Warning!

Please remember to save your changes before closing your browser window. You may save each page by using the individual 'Save' buttons under the response boxes. Any changes that are made and not saved will be lost upon closing your web browser.

Annual Update for Program Review & Planning for The Future

Beginning: Monday Oct 21, 2013
Closing: Friday November 22, 2013

☐ I acknowledge the closing date of the Program Review is Friday November 22, 2013

Continue
Objectives and Resource Requests: New Buttons

1. **Delete**:  
   * To delete a resource and/or an objective that you just created for this year.  
   * “Delete” will completely remove the request.

2. **Discontinue**:  
   * To remove a resource and/or an objective that was requested in a previous year.  
   * “Discontinue” will archive the request to the discontinued area.  
   * A discontinued request can be restored at any time.
• Ability to select multiple Strategic Goals.
• All areas are editable.
Service Area Outcomes (SAO): Re-Evaluation

6) **Re-evaluation** *(Discuss any improvements that have resulted from implementing the Response Plan. What further changes have been scheduled?)*

<table>
<thead>
<tr>
<th>Year</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Outcome</td>
<td>Developing technology objectives and performance measures to support LAMC strategic goals (recommendation from Accreditation visit on March 2013).</td>
</tr>
<tr>
<td>2) Related ILO</td>
<td>2) Information Competency</td>
</tr>
<tr>
<td>3) Assessment Method</td>
<td>- Develop faculty, staff and student surveys in Fall 2013 to measure and monitor the effectiveness of campus technology. - Evaluate the services and web usage through an automated service like a &quot;rate this&quot; application.</td>
</tr>
<tr>
<td>4) Results</td>
<td>(not data yet)</td>
</tr>
<tr>
<td>5) Implementation Plan</td>
<td>Based on the survey results: Technology Committee will review and revise Technology Master Plan and evaluate the need of new technology for campus.</td>
</tr>
</tbody>
</table>

**6) Re-Evaluation**

<table>
<thead>
<tr>
<th>Year</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Outcome</td>
<td>Implement SharePoint server for Accreditation Self-Study process.</td>
</tr>
<tr>
<td>2) Related ILO</td>
<td>2) Information Competency</td>
</tr>
<tr>
<td>3) Assessment Method</td>
<td>Monitor the usage of SharePoint server and sharing the resources</td>
</tr>
<tr>
<td>4) Results</td>
<td>The SharePoint server was utilized by all standard team members during the two-year self study. IT will implement the collaborative module component of SharePoint services to improve the communication within campus</td>
</tr>
<tr>
<td>5) Implementation Plan</td>
<td>IT provided several training methods including online and group training to Accreditation Self-study team on the use of collaborative features of SharePoint</td>
</tr>
</tbody>
</table>

**6) Re-Evaluation**

*Accreditation self-study members participated and used the SharePoint to upload, download, and share documents during two years of self-study.*
### Self-Assessment: Challenges, Opportunities & Strategies

A. Please present the unit's analysis of the challenges it will face over the next 3 years in light of the measures of program effectiveness, progress toward past goals, and new planning assumptions.

B. Identify unit strengths and recommendations to strengthen existing unit programs.
New Screen: Annual Planning Evaluation

Annual Planning Evaluation

1. Provide a summary statement concerning the success of the unit in meeting the objectives identified in the previous year’s program review. If budgetary recommendations were made by the Budget & Planning Committee, please include in your summary whether those recommendations have been implemented.

2. Summarize significant results/outcomes or improvements that have been implemented of any projects or improvement plans identified in the previous year’s program review, and discuss if you are going to continue these improvements or change them based on the results/outcomes. You may also discuss projects/plans/accomplishments from your unit over the past year, even if they were not mentioned in your previous program review.
New Screen: Feedback screen

Feedback

For continuous improvement, Program Review Oversight Committee takes your suggestions seriously. Please tell us which screen name(s) you would like to improve or change and how to make those changes or improvements.

Respondent(s)

Save
Allowed to upload external files on every single screen.

“Supplemental Files” screen displays all uploaded files with related areas.
New Section: Submit/Finalize

1. **Save & Continue Later:**
   Anyone working on the program review can save and come back to revise the update during the open period.

2. **Save & Submit Assessment:**
   Only the division manager can submit the final update using the assigned submission code.
   This year, program reviews can no longer be revised after submitting.
How Do I Start?

1. LAMC Faculty/Staff Portal
2. User name and Password are the same as for Outlook email
3. Click on LAMC Admin/Student Services Program Review System
4. Select your Unit Type (Admin Services, Student Services, President’s Office, or Academic Affairs), select your Unit from the dropdown, and enter your Access ID.
   Anyone working on the program review can access the PR using the same Access ID.
5. To submit the program review:
   Only the Division Manager (Vice President) can submit the program review using the submission code

Note: Contact your Division Manager to obtain the Access ID of your area.
1. LAMC Program Review:  
   http://www.lamission.edu/irp/programreview.aspx

2. College Planning Documents:  
   http://www.lamission.edu/lamcplanning/

3. Effectiveness data:  
   - Surveys:  
     http://www.lamission.edu/irp/surveys.aspx
     a. District Survey: LAMC Spring 2012 Student Survey Results
     b. Campus Survey: 2011

4. Budget questions – Contact Frances Nguyen  
   (NguyenFH@lamission.edu)

5. SAO questions – Contact Pat Flood (FloodPT@lamission.edu)

6. Program Review Access ID question – Please contact your division manager

7. Other/data questions – Contact Sarah Master  
   (MasterSL@lamission.edu)
Thank You