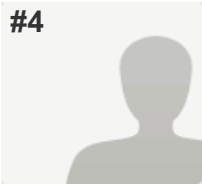


Administrative Unit Program Plan 2013-14

#4



COMPLETE

Answers Entered Manually

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Q1: Name of Unit

VPSS Office

Q2: Completed by (Writing Team)

Richards, Robin

Q3: List of Staff/Personnel in Unit with titles

Respondent skipped this question

Q4: Unit Mission. Describe the purpose of the unit, its objectives, goals and connection to the Mission of Cañada College.

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Purpose: To provide overall coordination and support for the student services division.

Goals: To provide leadership and vision for the student services area. To facilitate the delivery of student support services on campus. To coordinate the annual planning/program review functions of the student services programs. To monitor progress on the implementation of the Educational Master Plan. To effectively collaborate with the instructional area and the two other colleges in the district. "

Q5: Explain to what extent your Unit supports other programs and/or units at this institution. Please include any student and/or staff demographics relevant to your Unit and its purpose.

Quality of Academic Life; #Diverse Culture; #Personal Support and Development of Students; #Student Success Programs; #Innovative Programs Preparing Students for the University; #Innovative Programs Preparing Students for the Modern Workforce; #Innovative Programs Preparing Students for the Global Community

Q6: Assessment of last year's plan and the impact that your efforts had toward achieving your objectives and outcomes – and ultimately the mission of the institution.

Respondent skipped this question

Q7: Identify the sufficiency of the physical, financial and personnel resources available to support your unit this past year.

Moved A2B to the student services area. Created a collaboration between TRiO/A2B/BTO by moving the programs in close proximity. Provided a much stronger sense of student support services on campus and will continue to work on this.

Q8: Unit Action Plan for 2013/14

Have significant strong relationships with the feeder high schools. Begin setting up a process for assisting our most vulnerable students (low income) through the WFSN.

Q9: Personnel

Respondent skipped this question

Q10: Professional Development

None required. Will work with staff to determine their needs.

Q11: Supplies and Equipment

Respondent skipped this question

Q12: Facilities

Respondent skipped this question

Administrative Unit Program Plan 2013-14

Q13: Other

Continue to evaluate how well we are doing in our student services programs.

Q14: Administrative Unit Outcomes: List the administrative unit outcomes for the administrative dept/area.

"The overall goal this past year has been on improving communication and teamwork among the various student services departments. To accomplish this, communication was enhanced through division meetings and email news. The following data were collected: Number of Division meetings - 6 (25-30 individuals attending each) Number of Student Services News Briefs - 10

"
1.4 Student engagement

2.1 Connections and outreach; #2.4 Student pathways; #2.3 Orientation; #2.6 Intentional counseling; #2.12 Monitor student success; #2.2 Assessment testing

Q15: Assessment results

The data collected are process measures. We may need to conduct a survey of the student services staff in the upcoming year to determine if communication was indeed enhanced.

Q16: Summary of dialogue about results:

Completed revision of the Chapter 7 Board Policies and Procedures (approved by the Board in late summer 2013) Conducted professional development activities with student services staff members. Worked to assure the student services areas met all of the accreditation standards. Created a draft student engagement plan and high school recruitment/connections plan to be a part of the actions associated with the Strategic Enrollment Plan.

Q17: Commentary: Other thoughts regarding your administrative unit you would like to be included in future planning or decision making

"2013-14 VPSS Objectives

1. To assure all student services programs continue at the proficiency level.

This task was completed. All SS programs have SLOs, assess them and they are discussed at the SSPC meetings.

2. To revise the student services (Chapter 7) policies and procedures.

All of the policies and procedures for Student Services were reviewed, revised and approved by the Board of Trustees.

3. To improve communication and create a strong cohesive student services team.

This is a work in progress. Communication activities have continued throughout the year. Meetings are conducted with the departments. A survey will be conducted during 2014-15 to determine how well the changes made are working.

4. To promote professional development for the student services staff.

The division meetings conducted had speakers and were primarily professional development. The Strengthsfinder was completed by SSPC and will be completed by A&R, Financial Aid, Cashier's Office, Welcome Center, and Counseling over the next month.

5. To coordinate the student conduct and grievance processes.

Working with the VPSS Assistant, these processes have been functioning very well.

"

"Implement the high school recruitment plan to increase the number of students who attend Canada College. Implement the student engagement plan to improve success rates among students. Improve relationships with the feeder high schools. Develop the Working Families Support Network.

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