



Administrative Planning Council Agenda

Wednesday, December 7, 2016
8:00 A.M. – 9:00 A.M.
Building 8, Room 110

AGENDA ITEM	FACILITATOR	TIME
1. Review agenda and minutes	Michelle	1 min
2. Program review a. Feedback form and template alignment	Michelle	10 min
3. IEPI team visit	Michelle	20 min
4. Educational Master Plan update	Chialin	5 min
5. New position proposals a. Process/timeline	Michelle	5 min
6. Planning and Budgeting Council topics a. Future topics APC would recommend to PBC?	Michelle	5 min
7. Future agenda items a. Spring meeting dates	Michelle	2 min

Future Agenda Items (Nov):

1. Educational Master Plan update
2. Program review
3. APC website
4. New position proposals
5. ???

Administrative Planning Council (APC) Membership 2016-2017		
Name	College Role	Representation (Department)
Jamillah Moore, Ed.D	President	Administrator (Office of the President)
Gregory Anderson, Ed.D	Vice President, Instruction	Administrator (Office of Instruction)
Kim Lopez	Vice President, Student Services	Administrator (Student Services)
Michelle Marquez (Chair)	Vice President, Administrative Services	Administrator (Administrative Services)
Chialin Hsieh, Ed.D	Dean, Planning, Research, & Institutional Effectiveness (PRIE)	Administrator (PRIE)
Megan Rodriguez	Director, Marketing, Communications, and Public Relations	Classified (Marketing and Outreach)
Tracy Huang	Research Analyst	Classified (PRIE)
Barbara Bucton	Executive Assistant to the President	Classified (Office of the President)
Sarita Lopez	Executive Assistant, Office of Instruction	Classified (Office of Instruction)
Debbie Joy	Executive Assistant, VP Student Services	Classified (Student Services)
Mary Chries Concha Thia	Interim College Business Officer	Classified (Administrative Services)

Administrative Program Review Template

Executive Summary

0. Executive Summary: Summarize your program's strengths, opportunities, challenges, and action plans.

Program Context

1. Mission: How does your program align with the college's mission? If your program has a mission statement, include it here.
2. Program Description: Program Description.
3. Community & Labor Needs: Describe how changes in community needs, employment needs, technology, licensing, or accreditation affect your program.

Looking Back

4. Major Accomplishments: Describe major accomplishments.
5. Impact of Resource Applications: Describe the impact to date that each new resource (staff, non-instructional assignment, equipment, facilities, research, funding) has had on your program/department/office and measures of student success or client satisfaction.

Current State of the Program

- 6A. State of the Program – Observation: Describe the current state of the program (include strengths and challenges).
- 6B. State of the Program – Evaluation: What changes could be implemented to improve your program?
- 7A. SAO Assessment Plan: Describe your program's SAO assessment plan.
- 7B. SAO Assessment Results and Impact: Summarize the findings of your program's SAO assessments. What are some improvements that have been, or can be, implemented as a result of SAO assessment?

Looking Ahead

8. Program Improvement Initiatives: How will you address the opportunities for improvement that you identified throughout the prior sections of this Program Review? What research or training will you need to accomplish these plans? What supplies, equipment, or facilities improvements do you need? Please do not include a written response here. Rather, use the Planning module of SPOL to create your Strategic Action Plans.

PLANNING MODULE

Note: Program Improvement Initiatives from the Looking Ahead section of Program Review are entered into SPOL through the Planning module. The following three generic "Objectives" have been created for each of the programs. Users should be able to add "Action Plans" to each objective. They can then request budget resources and assign responsible parties to the action plans.

Objective: Equipment, technology and facilities requests: Use this objective to request supplies, equipment, technology or facilities improvements. To request equipment, Edit the "Purchase equipment" Action Plan and click the "Request Resources" button to enter the details of your equipment request. Be sure to indicate whether additional space will be needed to accommodate the requested equipment, or whether it will require maintenance agreements and or support personnel. Facilities requests may be for changes to custodial services, maintenance, remodeling, or new construction. Create a new Action Plan for each facilities request. In the description/justification be sure to indicate whether the request is for ADA or safety-related concerns.

Objective: Personnel Requests: Use this objective to submit your New Position Proposal. Upload your proposal to the document directory.

Objective: Strategic Action Plans: Use this objective to describe the action plans that your program intends to implement. Scroll to the "Action Plan and Required Resources" section and click the Add button. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.