# ADMINISTRATIVE SERVICES COMPREHENSIVE PROGRAM PLANNING AND REVIEW (CPPR) FOR 2019

This Comprehensive Program Planning and Review document is only to be completed by programs in the following areas scheduled for the year, according to the institutional comprehensive planning cycle (i.e. every five years):

- 1) The President's Cluster including Human Resources, Institutional Advancement and the District Centers; and
- 2) The Administrative Services Cluster including Bookstore, Computer Services, Fiscal Services, General Services, Maintenance and Operations, Facilities, and Public Safety.

Program:	Planning Year:	Last Year CPPR Completed:
Unit:	Cluster:	

### NARRATIVE: ADMINISTRATIVE SERVICES CPPR

- I. GENERAL PROGRAM INFORMATION
  - A. Program mission (optional).
  - B. Brief history of the program.
  - C. Current status of service including changes and improvements since last program review.
  - D. Reference to relevant statutory authority/program regulation and related compliance issues.
  - E. Description of primary relationships, internal and external to the District.

# II. PROGRAM SUPPORT OF DISTRICT'S <u>MISSION STATEMENT</u>, <u>INSTITUTIONAL GOALS</u>, INSTITUTIONAL OBJECTIVES, AND/OR INSTITUTIONAL LEARNING OUTCOMES

- A. Identify how your program addresses or helps to achieve the District's Mission Statement.
- B. Identify how your program addresses or helps the District to achieve its Institutional Goals and Objectives, and/or operational planning initiatives.

# III. PROGRAM DATA ANALYSIS AND PROGRAM-SPECIFIC MEASUREMENTS This should be an update on the data analysis from the last CPPR.

Program data is available on the <u>SLOCCCD Institutional Research and Assessment website</u>. Your program may need information about institutional enrollment trends, which can be found here.

- A. Data Summary Relevant Comments and Analysis
  - May include program data that demonstrates the level and kind of effort or volume produced in the previous year.
  - May include other pertinent information.
- B. Give interpretations of Data and Identify Areas for Change to Facilitate Program Quality and Growth

#### IV. PROGRAM OUTCOMES, ASSESSMENT AND IMPROVEMENTS: NARRATIVE

- A. Summarize assessment results for program outcomes.
- B. Describe improvement efforts that have resulted from ASO assessment.
- C. Recommend additional improvements to the program based on assessment of outcomes and progress towards Institutional Goals and Objectives and/or Institutional Learning Outcomes.
- D. Recommend changes and updates to program funding based on assessment of program outcomes.
  - For elements that require funding, complete the Resource Plan Worksheets.

# V. ANTICIPATED SERVICE CHALLENGES/CHANGES Suggested Elements:

- A. Regulatory changes
- B. Internal and external organizational changes
- C. Student demographic changes
- D. Community economic changes workforce demands
- E. Role of technology for information, service delivery and data retrieval
- F. Distance Education impact on services
- G. Providing service to multiple off-campus sites
- H. Anticipated staffing changes/retirements

#### VI. PROGRAM DEVELOPMENT FORECAST

#### **Suggested Elements:**

- A. Description of forecasted program development and objectives, based on information collected in I-IV
- B. Plans for improvement
- C. Support for Institutional Goals and Objectives
- D. Student and program outcomes evaluation
- E. Recommendations from external agencies
- F. New service coordination and collaboration internal and external programs
- G. Anticipated job description revisions based on program changes
- H. Staff training/professional development needs

#### VII. OVERALL BUDGET IMPLICATIONS

Will be reflected in District planning and budget process Elements:

- A. Personnel
- B. Equipment/furniture (other than technology)
- C. Technology
- D. Facilities

#### SIGNATURE PAGE

Faculty, Director(s), Manager(s), and/or Staff Associated with the Program

Instructional Programs: All full-time faculty in the program must sign this form. If needed, provide an extra signature line for each additional full-time faculty member in the program. If there is no full-time faculty associated with the program, then the part-time faculty in the program should sign. If applicable, please indicate lead faculty member for program after printing his/her name.

Student Services and Administrative Services Programs: All full-time director(s), managers, faculty and/or classified staff in the program must sign this form.

Division Chair/Director Name	Signature	Date
Name	Signature	Date

# MANAGER'S ANALYSIS OF COMPREHENSIVE PROGRAM PLANNING & REVIEW (CPPR)

Pro	gram:	Planning Year:	Last Year CPPR Completed:
Un	it:	Cluster:	
A.	Chair/Director/designee a CPPR prior to the comple	and the program faculty and/ tion of the review documents cument and expectations of w	d/or Dean meet with Division or staff involved in preparing the S. The discussion should include an what should be considered and
	If a Pre-CPPR meeting occannd a summary of what w	· •	endance, when the meeting occurred
В.	Narrative Analysis of CPF Please provide an analysis sections below.		natic information for each of the CPPR
	<ul> <li>General Information Services/Administrat</li> </ul>	•	uired for Instruction/Student
	•		tives, and/or Institutional Learning ices/Administrative Services):
	-	is and Program-Specific Mea Services/Administrative Serv	• •
	<ul> <li>Curriculum Review (R Services):</li> </ul>	Required for Instruction and I	may be Applicable to Student
	<ul> <li>Program Support of I</li> </ul>	nstitutional Goals and Objec	tives and Student Learning Outcomes

(Required for Instruction/Student Services/Administrative Services):

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•	Program Data Analysis, Assessment and Improvements (Required for Student
	Services/Administrative Services):

- Program Outcomes, Assessments and Improvements (Required for Instruction/Student Services/Administrative Services):
- Anticipated Service Challenges/Changes (Required for Student Services/Administrative Services):
- Program Development Forecast (Required for Instruction/Student Services/Administrative Services):
- Overall Budget Implications (Required for Student Services/Administrative Services):
- End Notes/Additional Comments (Required for Instruction/Student Services/Administrative Services):

### C. Commendations/Considerations

Please provide a list of commendations and considerations based on the CPPR.

#### **Commendations:**

Comments in this area summarize how the program has demonstrated its effectiveness.

### **Considerations:**

Comments in this area constitute advice to help the program meet or surpass expectations for effectiveness.

D. Applicable Signatures:	
/ice President/Dean	Date
Division Chair/Director/Designee	 Date
Other (when applicable)	 Date
The above-signed individuals have read and discussed this revite program involved in the preparation of the CPPR acknowle	ew. The Director/Coordinator, Faculty, and staff dge the receipt of a copy of the Vice President/
the above-signed individuals have read and discussed this revulation has been decided in the preparation of the CPPR acknowless.	ew. The Director/Coordinator, Faculty, and staff dge the receipt of a copy of the Vice President/
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