

## Administrative Comprehensive Program Review: SSHAPE Division Office Program Review

### Cover

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#### Division

SocSci, Humnt, Arts, & PE

#### Department

Social Science, Humanities, Arts & Physical Education Division Office

#### Subject

- SSHAPEDO Social Science, Humanities, Arts and Physical Education Division Office

#### Overview

**Title** SSHAPE Division Office Program Review

**Year of Last Administrative Unit Review** Fall 2022

**Originator** Calderon, Colleen

**Area Manager** Colleen Calderon

### Co-Contributors

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\*Co-Contributor must be chosen before proposal is launched

### Department Overview

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- **1. Please describe the functions of your department. Feel free to use a bulleted list for ease of reading.**

The SSHAPE Division Office serves the faculty who teach and the students who enroll in the following disciplines: Administration of Justice, Anthropology, Art, Communication Studies, Dance, Ethnic Studies, Geography, History, Journalism, Kinesiology, Music, Philosophy, Photography, Physical Education and Adapted Physical Education, Political Science, Psychology, Service Learning, Sociology, Theater, and Women's Studies. Additionally, we support the following Academic Programs: ASPIRE, Honors, Umoja-Affirm, Service Learning, Women and Gender Studies, as well as Athletics. In order to support the faculty, students, and additional programs, we work to:

- Develop Division schedule (course offerings) for Fall, Intersession, Spring, Summer
- Engage in strategic enrollment management
- Work collaboratively with administrators to promote programs and enact college and district policies
- Evaluate faculty and staff
- Work collaboratively to update curriculum
- Track SLO reporting
- Report Covid exposure and contact through Maxient reports (for students and faculty)
- Develop and implement budget (for Division, Academic Departments, Academic Programs, Athletics)

- Process budget paperwork
- Address faculty needs and concerns
- Regularly meet with faculty to update them and hear their concerns
- Respond to the needs and concerns of students
- Attend and participate in advisory meetings

Communicate via email, phone, Zoom meetings, and in-person meetings in a timely manner

## **2. Describe current department staffing including whether they are filled or vacant.**

Classified Full Time

**# Assigned to the Department**

1

**# Actually Staffed**

1

Classified Part Time Permanent

**# Assigned to the Department**

0

**# Actually Staffed**

0

Classified Part Time Hourly

**# Assigned to the Department**

0

**# Actually Staffed**

0

Administrators

**# Assigned to the Department**

1

**# Actually Staffed**

1

Other (please specify)

**# Assigned to the Department**

0

**# Actually Staffed**

0

- **3. List department goals. For all follow-up Program Reviews, please provide an update on the department's progress on achieving its department goals set during the last program review cycle.**
  1. Create meetings with members of each department in collaborating to create a schedule that meets student's needs
  2. Hold monthly Division meetings
  3. Respond to faculty needs and concerns
  4. Address budget concerns by following the new SSHAPE processing system

5. Attend advisory meetings with leaders of Special Programs to provide support in scheduling events or in addressing needs
  6. Attend department meetings to encourage regularly updating Curriculum
  7. Evaluate SLO reporting, moving to the goal of 100% reporting
  8. Participate in relevant training for the position (Dean or Administrative Assistant)
- **4. If you received resource allocation for your last program review cycle, please indicate the resources you received and how these resources were utilized to impact student success and / or improve unit services. (The resources can be personnel or fiscal).**

Not Applicable: This is the first Program Review for the SSHAPE Division Office.

- **5. Please state any recent accomplishments for your department; making sure to connect each accomplishment to the College's mission and strategic goals.**
  1. Developed a schedule with courses that are offered in different modalities, and included late start sections which serve the needs of students who were unable to enroll in full term courses (*Strategic Goal: Student Centered: Access, Curriculum and programs*)
  2. Increased our SLO reporting from 10% to 72% (*Strategic Goal: Student Centered: Curriculum and programs*)
  3. Collaborated with faculty to update curriculum, including deactivating courses no longer relevant to our student population, as well as developing courses to support our degrees, transfer degrees, and certificates (*Strategic Goal: Student Centered: Curriculum and programs*)
  4. Developed a new budget process used within our office to track expenses (*Strategic Goal: Organizational Transformation: Communication, Transparent Infrastructure*)
  5. Hired new faculty to meet the needs in offering late start sections (*Strategic Goal: Student Centered: Curriculum and programs*)
  6. Participated in campus wide initiatives, such as Caring Campus and Humanizing Curriculum (*Strategic Goal: Community Engagement: Building campus community; Organizational Transformation: Employee development*)
  7. Provided support to both students and faculty in by providing timely emails, phone calls, and meetings (*Strategic Goal: Student Centered: Services*)
  8. Created an inclusive and transparent process that allowed full time and adjunct faculty input in developing the schedule (*Strategic Goal: Organizational Transformation: Communication; Transparent infrastructure*)

## Service Area (Department) Effectiveness

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### Service Area Outcomes

- **List the department Service Area Outcomes. (See the supplemental guide to SAOs for information on how to create a SAO; your department should have 2 to 3 SAOs and at least one must be process outcome).**
  1. Collaborate with faculty to create a schedule that has a variety of courses offered in different modalities to meet the needs of our diverse student population

2. Communicate clearly and frequently in addressing student, faculty, and staff concerns and issues
  3. Process budgetary issues, in line with the guidelines developed within Administrative Services and the District Office, in a timely manner
  4. Empower faculty and staff to develop Academic Programs that serve our diverse student population and promote social justice
  5. Provide a support system for faculty to create new Curriculum and in evaluating student learning through Student Learning Outcomes reporting
- **Since your last program review, summarize SAO assessment activities and results. Please include dialogue regarding SAO assessment results with division/deparment/college colleagues and/or GE areas. Provide evidence of the dialogue (i.e. department meeting minutes or division meeting minutes...)**

This is the first program review for the SSHAPE Division office. Having said that, there is a clear need for additional staff support in the SSHAPE Division Office. Our office serves the needs of 21 Academic Departments, 5 Academic Programs, and Athletics. These programs are staffed by 22 full time faculty (and an additional 2 being added for Fall 2022), 61 adjunct faculty, 5 Coordinators, 2 Program Specialists, 1 Instructional Lab Technician II, 1 Athletic Trainer and 1 Athletic Director. By Fall 2022, we will have increased our full time positions by 5 faculty, and our adjunct faculty by 10. The increase of faculty reflects our commitment to offering more courses, in varied modalities, to meet the needs of our diverse student population. In order to meet faculty and student needs, we have greatly increased the number of emails, phone calls, and meetings that occur each day within this office. We need an additional staff member to help us to respond to phone calls (faculty and students), respond to walk in traffic (faculty and students), help organize and provide inventory for supplies and our storage rooms, post classes, and collect syllabi from all courses that we offer each semester. Additionally, as we grow our sports from 2 sports to 4 sports in the next two years, we need an addition of one staff member to help us support the increase in paperwork, budgetary items, events, and other coordination with memberships (such as CCCAA) to support our Athletics Program. It is unheard of to have an Athletics Program without a staff member to serve that area. Our Senior Administrative Assistant must fulfill the needs of the Division as well as Athletics, without any support at all. If we are to support student success, having another staff member in this office is paramount.

- **What plans for improvement or changes have been implemented to your program as a result of SAO assessment? Please share one or two success stories about the impacts of SAO assessment on student learning.**

We have created new SAOs. All outcomes will be assessed every semester beginning in Spring 2022.

## Budget Planning

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### Part E: Budget Planning

- **1. List any changes to budget since the last program review.**

This is the first program review for the SSHAPE Division office. Even though this is our first year in Program Review, it is clear that we need an increased budget for supplies. This reflects the increase of full time and adjunct faculty, and for the support that we must provide the Athletics department. Our supplies budget needs to increase and would include all office supplies for all 5 Programs, Athletics, and 83 SSHAPE Division faculty.

## Technology and Equipment

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- **1. List any changes to technology of equipment since the last program review.**

This is the first program review for the SSHAPE Division office. We are currently requesting the following to meet the needs of our office and our full-time faculty: Webcams (26 for our faculty), desktop Dell computer, speaker for computer (2), and tablets (4.)

## Additional Information

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- **Please provide any other pertinent information about the program that these questions did not give you an opportunity to address.**

In addressing the needs of our SSHAPE Division Office, it is critical that we have a Staff Assistant II join us to provide staffing support to our Senior Administrative Assistant. In addressing the needs of 21 Academic Departments, 5 Academic Programs, Athletics, 22 full time faculty (and an additional 2 being added for Fall 2022), 61 adjunct faculty, 5 Coordinators, 2 Program Specialists, 1 Instructional Lab Technician II, 1 Athletic Trainer and 1 Athletic Director, we simply do not have enough staffing to meet their needs. In order to meet the SAO outlined in this report, we have to have adequate staffing. It is difficult to be effective and responsive to students and faculty needs, when the Senior Administrative Assistant receives anywhere from 100 to 200 emails daily. We typically have 20 people come into our office, faculty, students, and staff, needing immediate assistance. We have reports that have to be filed to comply with state and local organizations for Athletics that are sometimes derailed by the avalanche of work within this office. Growing our departmental offerings, degrees, certificates, Academic Programs, and Athletics serves our diverse community of learners and is the right thing to do to meet their needs. However, our growth is hampered by a lack of support on a staffing level. We want to do more for students, but that means more support for our office. There a difference between doing something, and doing it well. It should be our goal to serve the students at the highest level of quality.

## Future Needs and Resource Allocation Request

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Based on the areas noted below, please indicate any unmet needs for the program to maintain or build over the next two years. Please provide rationale on how the request connects back to SAO assessment, strategic initiatives or student success. If no additional requests are needed in any of the areas, put N/A.

### 1. **Staffing Request**

#### **Ongoing Budget Needs**

Staff Assistant II

**One-Time Expenditure**

**Total Expenses (Staffing and Faculty Requests include Salary and Benefits)**

71000.000

**Request linked to SAO #**

SAO # 2, 3, 4, 5

**Total Cost**

**Strategic Initiatives (student centered, organizational transformation, community engagement)**

Yes

**Improving Student success rates**

Yes

**Achievement of program set standard for student success**

Yes

2. **Technology**

**Ongoing Budget Needs**

**One-Time Expenditure**

4500

**Request linked to SAO #**

# 2 and 3

**Total Cost**

**Strategic Initiatives (student centered, organizational transformation, community engagement)**

Yes

**Improving Student success rates**

No

**Achievement of program set standard for student success**

Yes

3. **Equipment/Supplies**

**Ongoing Budget Needs**

4000

**One-Time Expenditure**

**Request linked to SAO #**

#2 and 3

**Total Cost**

79500.000

**Strategic Initiatives (student centered, organizational transformation, community engagement)**

Yes

**Improving Student success rates**

Yes

**Achievement of program set standard for student success**

Yes

## Attach Files

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Attached File

## IEC Reviewers

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### **IEC Mentor**

Antoinette Herrera

### **IEC Second Reader**

Fahmida Fakhruddin