



Non-Instructional Program Review 2015-2016

Natural Science Division Office:

Date: 05/12/2016

• Program Review Non-instructional Cycle F 2015_Natural Science Division Office

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SI Section Templates: PR Section 1.0, PR Section 4.1 - 4.2, PR Section 4.3 - 4.6, PR Section 6.0 SAP w/o Resource Requests

Natural Science Division Office

PR Section 1.0

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1.0

Mission, Vision, Core Values and College Goals drive all college activities. The Program Review committee would like to understand the connection of your department/office to the Mission, Vision, Core Values and College Goals. Summarize how your department/office supports each area.

Mission: We prepare students to be successful learners by providing a sound infrastructure of support for all aspects of the division offerings. We insure that faculty have the resources they need so they can focus on their students.

Vision: The division office (Dean) promotes an atmosphere of collegiality where ideas are freely shared and opinions are freely expressed and respected. We have reinstated the departmental seminar series to encourage regular engagement with a broad spectrum of relevant scientific topics and promote conversations about these topics among students, faculty, and staff.

Core Values: While the division office strives to embody all of the College's core values, since the last program review cycle, we have been especially mindful of inclusiveness in the decision making process. From allocation of budget monies, to the scheduling and staffing of course sections, we have worked to include as many individuals (staff, faculty, and Dean) as possible. This has resulted in our ability to offer more sections, purchase more supplies, and keep the office running smoothly at all times.

College Goals: The division office supports the faculty in attaining the college goals by working with individual students that are experiencing difficulties in enrolling in classes, analyzing prerequisite challenge requests, and collaborating with local and regional entities to advance STEM opportunities for our students.

PR Section 4.1 - 4.2

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4.1 - 4.2

4.1 List your SAOs and complete the expandable table below.

	Service Area Outcomes (SAO)	Date Assessment Completed	Date(s) Data Analyzed	Date(s) Data Used For Improvement	Number of Cycles Completed
1.	Upon utilizing services provided by the Natural Sciences Division Office and Lab Support, current and potential students will receive thorough and accurate information about all aspects of college operations, especially those related to the Division				
2.	Upon utilizing services provided by the Natural Sciences Division Office and Lab Support, faculty and staff will receive assistance in support of student success.		12/2015	12/2015 - continuing	

4.2 Assessment: Complete the expandable table below.

Service Area Outcomes Assessment for the Administrative/Operations Division of Fullerton College			
Intended Outcomes	Means of Assessment & Criteria for Success	Summary of Data Collected	Use of Results
1. Current and potential students will receive thorough and accurate information about all aspects of college operations, especially those related to the Division			
2. Faculty and staff will receive assistance in support of student success.	Satisfaction Survey	December 2015	December 2015- continuing

PR Section 4.3 - 4.6

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4.3 - 4.6

4.3 How has assessment of SAOs led to improvements in services provided to the consumer by this department/office?

So far we have only worked to address faculty needs. We are in the process of devising a means to gauge student satisfaction. Improvements will be made in the Spring of 2016 and beyond.

4.4 What challenges remain to make your SAOs more effective?

Getting students to give reliable feedback.

4.5 Describe how the SAOs are linked to the college's goals. (See <http://programreview.fullcoll.edu/>)

4.6 A. What methods are used to assess the department/office's effectiveness to the population that interacts with your department/office?

Currently we have a faculty survey (administered online) and we plan to implement "suggestion/comment" boxes as well as a booth in the lobby several times a year to collect student data.

B. What do the results of the above methods of assessment indicate about the effectiveness of the department/office?

We are very effective! Yes there are some areas needing improvement, but the overall feel is one of satisfaction.

C. How were the assessment results used to make improvements to services provided by this department/office? Please provide examples.

Will make improvements in the coming year. Dean will attend department meetings in the future.

PR Section 6.0 SAP w/o Resource Requests

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Action Plans

SAPs for this three-year cycle:

STRATEGIC ACTION PLAN # 1	
Strategic Action Plan Name: (formerly called short-term goal)	Replace aging and outdated equipment
List College goal/objective the plan meets:	College Goal #:1,2, and 3 Objective #:1.2,1.3,1.4,1.5,2.5,3.2,and 3.5
Briefly describe the SAP, including title of person(s) responsible and timeframe, in 150 words or less.	We have large inventory of support equipment that is required to keep our labs functioning. Much of this equipment is old (requires constant maintenance) or outdated (no longer or soon to be no longer supported by technology upgrades, parts, or consumable supplies). As this equipment is vital to the "behind the scenes success" of our teaching labs, it is imperative that it be upgraded so that we may continue to offer the sections we do and have the capacity to expand in the future (we have added many sections in the past few years, and continue to do so in heavily impacted areas of chemistry and biology). Upgrading this equipment will allow us to serve a larger number of students giving them the opportunity to succeed and move on to a transfer institution in a timely fashion (currently students needing chemistry and biology are very unlikely to be able to complete their studies and transfer in 2 years). We also support a variety of outreach activities (open houses, kindercaminata, summer camps, etc.) related to STEM and this upgrade will enhance our ability to do so in the future.
What <i>Measurable Outcome</i> is	1: The purchase of new equipment. 2: An increase in the number of lab sections offered (especially highly

anticipated for this SAP?	impacted courses) 3: Increased number of STEM graduates
What specific aspects of this SAP can be accomplished without additional financial resources?	None

STRATEGIC ACTION PLAN # 2	
Strategic Action Plan Name: (formerly called short-term goal)	Increase support staff levels to meet current and expected (new sections/new programs) demand.
List College goal/objective the plan meets:	College Goal #:1,2,3 Objective #:1.3, 1.4, 1.5, 2.5, 3.5
Briefly describe the SAP, including title of person(s) responsible and timeframe, in 150 words or less.	We currently do not have enough support staff to meet the needs of the labs that we offer. Our physics lab technician needs to be a 12 month position, we need to add at least one more full time lab support position (lab clerk) to both chemistry and biology, and need to budget for a lab technician for the soon to be implemented (Fall 2016) biotechnology program. By filling these support positions, we can insure that we will offer enough (and more) sections of courses that are currently very difficult for students to get in which prevents them from graduating and transferring in a timely fashion. We also see the need to create a new lab support position entitled "Lab Coordinator". This person will serve as the overseer of the lab technicians/clerks in a specific area, bringing us into alignment with what is commonly done in such job settings around the state and country.

What <i>Measurable Outcome</i> is anticipated for this SAP?	<ol style="list-style-type: none"> 1. The hiring of more lab support personnel. 2. An increase in the number of lab sections we are able to offer.
What specific aspects of this SAP can be accomplished without additional financial resources?	None

STRATEGIC ACTION PLAN # 3	
Strategic Action Plan Name: (formerly called short-term goal)	Collect faculty, student, and staff data to fully assess SAO's.
List College goal/objective the plan meets:	College Goal #:1 Objective #:1.1
Briefly describe the SAP, including title of person(s) responsible and timeframe, in 150 words or less.	We plan to find creative ways to gather information (not just surveys) from all of our constituents (faculty, staff, students, and the community) so that we may better know where we are having success and may also improve our service to them.
What <i>Measurable Outcome</i> is anticipated for this SAP?	<ol style="list-style-type: none"> 1. We will have an actual set of data to analyze and act upon. 2. We will see an increase in satisfaction rating of our constituents over time as we address specific needs/concerns.
What specific aspects of this SAP can be accomplished without additional financial resources?	None

