



Non-Instructional Program Review 2015-2016

Physical Education Division Office:

Date: 05/12/2016

- Program Review Non-instructional Cycle F 2015_Physical Education Division Office

Sorted by: Program

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

Physical Education Division Office

PR Section 1.0

Program Review Non-instructional Cycle F 2015_Physical Education Division Office

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.

The physical education division supports the Mission of Fullerton College by providing a broad range of services that support students becoming successful learners which include, but are not limited to, exposure to the following areas: application for admission, assessment, counseling, enrollment services, financial aid, EOPS, DSPS, ASG, career and transfer, CCCAA, NCAA, and NAIA rules and eligibility. The Physical Education supports the Fullerton College Vision through courses and programs that promote personal growth and life-long appreciation for the power of learning. The Physical Education Division supports the Fullerton College Goals by supporting student success and reducing the achievement gap, connecting with the community through the Athletic Hall of Fame, recruitment of student-athletes, and continued contacts within business and industry for sponsorships and fundraising for physical education and athletics, as well as advisory for the CTE certificate programs.

PR Section 4.1 - 4.2

Program Review Non-instructional Cycle F 2015_Physical Education Division Office

4.1 - 4.2

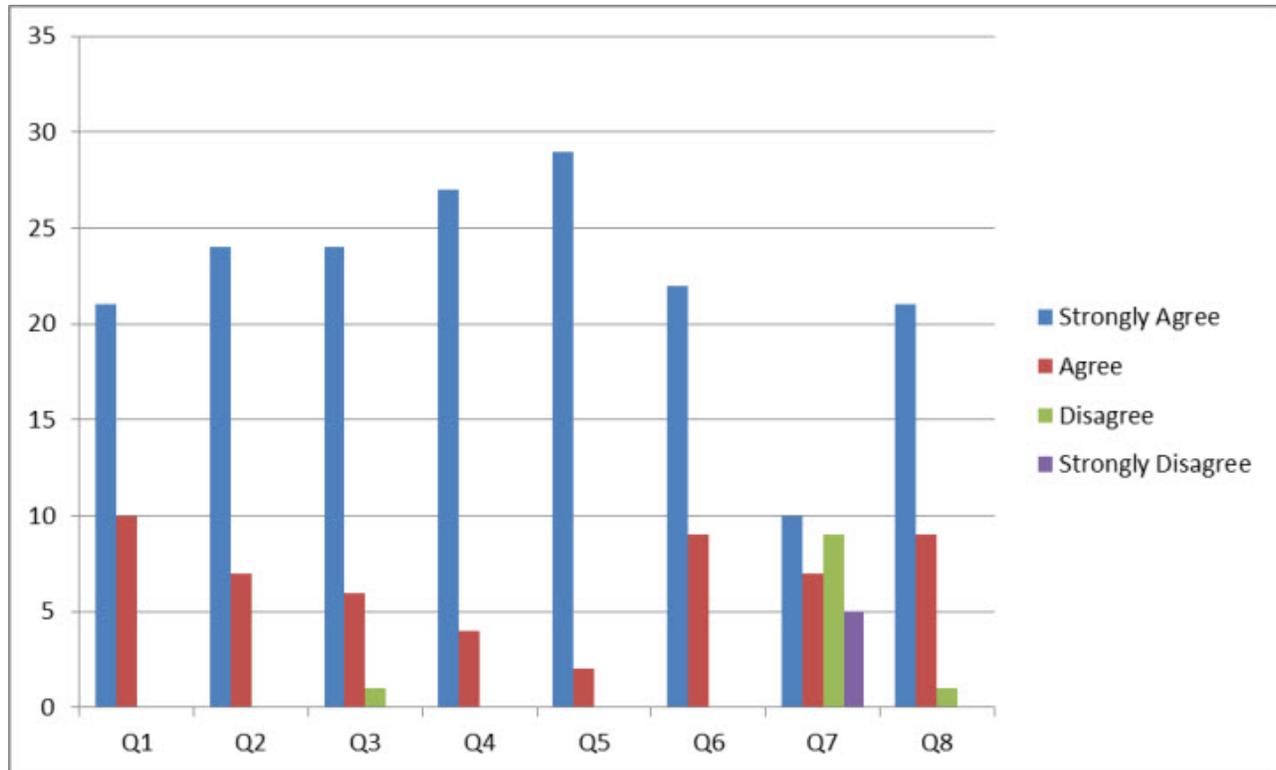
4.1 List your SAOs and complete the expandable table below.

	Service Area Outcomes (SAO)	Date Assessment Completed	Date(s) Data Analyzed	Date(s) Data Used For Improvement	Number of Cycles Completed

1.	Provide effective and efficient administrative support for faculty and staff by disseminating thorough and accurate information concerning regulations, policies, and procedures	Fall 2015	Fall 2015	Spring 2016	1
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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. Provide effective and efficient administrative support for faculty and staff by disseminating thorough and accurate information concerning regulations, policies, and procedures	Survey 67% of respondents answered strongly agree or agree for all 8 questions.	Seven of the eight questions met the criteria for success. Question 7 did not meet the success threshold.	The results will be used to evaluate and assess the adequacy of the current staff to support the department and program operations.



See Appendix A for survey instrument.

PR Section 4.3 - 4.6

Program Review Non-instructional Cycle F 2015_Physical Education Division Office

4.3 - 4.6

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

This was the first semester for assessment of SAOs.

4.4 What challenges remain to make your SAOs more effective?

The challenge that remains is to add an additional administrative staff member in an attempt to meet the needs of the division.

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

The SAOs link to all the college goals. If the division is providing the administrative support that faculty and staff need, then we are providing assistance across the broad spectrum of goals and objectives.

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

The Division developed an eight question survey instrument to assess faculty and

staff perception of effectiveness.

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

Overall, the results show that the division office is effective in meeting the needs of the faculty and staff.

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

The assessment results confirmed the decision to request an additional administrative assistant. An administrative assistant I was requested and approved. At the time this report was written, the hiring process had begun and interviews were being scheduled.

PR Section 6.0 SAP w/o Resource Requests

Program Review Non-instructional Cycle F 2015_Physical Education Division Office

Action Plans

SAPs for this three-year cycle:

STRATEGIC ACTION PLAN # 1	
Strategic Action Plan Name: (formerly called short-term goal)	Increase the efficiency and comprehensiveness of the athletic training room.
List College goal/objective the plan meets:	College Goal #: Goal 1 and Goal 2 Objective #: Goal 1-Objective 2, Objective 6/Goal 2-Objective 2, 3, 4
Briefly describe the SAP, including title of person(s) responsible and timeframe, in 150 words or less.	With over 400 student-athletes to serve and the addition of one men's program and the probability of an additional women's program, a 75% Athletic Therapist (NATA certified trainer) will fill the need for coverage and workload to insure student-athletes have the adequate coverage for prevention, evaluation, treatment, and rehabilitation of athletic injuries. Athletic injuries directly affect a student's retention, success, and persistence. Comparable colleges, with football, have gone to the 2 FT, 1 PT athletic training model (Golden West College, Orange Coast College, and Santa Ana College, while Riverside City College has 3 FT athletic trainers). Provide data that supports this plan. Go through the approval process to get the position approved. Advertise the position, interview for the position, select and hire the most qualified individual. The Dean of Physical Education and the Athletic Director are the responsible individuals. The timeframe will be to have this position approved for implementation fall 2016.

What <i>Measurable Outcome</i> is anticipated for this SAP?	The college to approve and allocate resources to meet the SAP.
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)	Reconfigure current work stations to provide for increased privacy, security, and safety.
List College goal/objective the plan meets:	College Goal #: Goal 1 and Goal 3 Objective #: Goal 1, Objective 3 and 4/Goal 3, Objective 5
Briefly describe the SAP, including title of person(s) responsible and timeframe, in 150 words or less.	Maintaining a safe and secure environment, for current and new classified staff, because of the sensitive nature of information that is accessed daily as part of their job responsibilities. The current work space needs to be configured to provide an increase in privacy, security, and safety. The classified staff works directly with students, faculty/staff, and the community in which sensitive information needs to be protected. The Dean of Physical Education is the responsible person with a spring 2016 as the timeframe in which to get this plan implemented. The plan will be discussed with the appropriate Vice President; get approval for the plan; have Maintenance and Operations design and complete the project.
What <i>Measurable Outcome</i> is anticipated for this SAP?	Allocation of the resources to meet and complete the plan.
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)	Upgrade technology and equipment for division classified staff.
List College goal/objective the plan meets:	College Goal #: Goal 1 and Goal 3 Objective #: Goal 1, Objective 3 and 4/Goal 3, Objective 5
Briefly describe the SAP, including title of person(s) responsible and timeframe, in 150 words or less.	The technological and equipment needs of division classified staff are not adequate for the amount of work that is required to support Physical Education, Dance, Wellness, and Athletics. Each division classified staff member needs upgrades to computer hardware, software, and accessories. In addition, athletic training staff needs new injury rehabilitation equipment and machines. The Dean of Physical Education is the responsible person. The timeframe for approval for implementation is fall 2016.
What <i>Measurable Outcome</i> is anticipated for this SAP?	Allocation of resources to meet the SAP.
What specific aspects of this SAP can be accomplished without additional financial resources?	None