Social Sciences Division Office:

Date: 05/13/2016

• Program Review Non-instructional Cycle F 2015_Social Sciences Division Office

Sorted by: Program

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

Social Sciences Division Office

PR Section 1.0

Program Review Non-instructional Cycle F 2015_Social Sciences Division Office

1.0

This section provides the reader with an overview of the highlights, themes, and key segments of the self-study. It should not include new information that is not mentioned in other sections of this document.

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.

The self-evaluation process included input from the individuals with their primary assignment being with the Physical Education Division. The division office works well as a team in completing the essential tasks of the division. However, due to the high volume of physical education, dance, wellness students in addition to the high number of student-athletes, the division office can be more efficient in its day-to-day operations. More importantly, the division office needs to be more efficient in meeting the demands of the physical education, dance, and wellness instructors as well as the athletic coaches.

The previous self-evaluation provided an opportunity to identify areas in which the division office can improve. From the report short term and long term goals were identified. All of the short term goals were met. The assessment and evaluation of the short-term goal outcomes are forthcoming. A satisfaction survey was provided to faculty and staff as the assessment tool to evaluate the division's SAO. The results showed that faculty and staff are satisfied with the services provided. However, the survey results indicated an area in which improvement can be made. The results showed, even with the satisfaction of the current staff, there is a need for more administrative assistance.

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There are still crucial areas within the division where essentials need to be addressed in an effort to continue to meet the Fullerton College Mission and to provide comprehensive services to the students, staff, and the community.

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.	Provide effective support and assistance to students.	TBD	TBD	TBD	0	
2.	Provide effective support and assistance to faculty & staff.	Jan 2015	Jan-Aug 2015	Feb-present	1	
3.	Provide effective support and assistance to campus administrators.	TBD	TBD	TBD	0	

4.2 Assessment: Complete the expandable table below.

Service Area Outcomes Assessment for the Administrative/Operations Division of Fullerton College				
SAO Number	**Intended Outcomes**	**Means of Assessment & Criteria for Success**	**Summary of Data Collected**	**Use of Results**

1.	Provide effective support and assistance to faculty & staff.	Focus group discussions.	Several areas of the office operations were identified as in need of attention or can use some refinement.	Very extensive. 12 items are listed in 3.0 as examples of changes as a result of the assessment.

PR Section 6.0 SAP w/o Resource Requests

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Action Plans

SHORT TERM - GOAL #1

Identify Goal:	Select one of the office's operations based on faculty and student feedback and target it for improvement
Describe the plan to achieve the Goal (Action-Plan):	Create opportunities for formal and informal conversations regarding the division office's operations. Work with staff to target one of the office operations, analyze it, identify areas of potential improvement, and make changes as necessary. Hire an additional classified staff to assist with the implementation of this goal.
What *Measurable Outcome* is anticipated for this goal?	Improved office and division effectiveness in supporting faculty and students.
What specific aspects of this goal can be accomplished without additional financial resources?	It needs time and attention from staff (that is already stretched thin).

SHORT TERM - GOAL #2

Identify Goal:	Assess the SAO 1: Provide effective support and assistance to students.
Describe the plan to achieve the Goal (Action-Plan):	Create a survey to be handed out to students and guests at the front desk no later than Feb

	1st, 2016.
What *Measurable Outcome* is anticipated for this goal?	Creation of the survey and receipt of no less than 100 responses.
What specific aspects of this goal can be accomplished without additional financial resources?	It needs time and attention from staff (that is already stretched thin).

6.2 Long-term Goals (three to six year cycle)

LONG TERM - GOAL #1

Identify Goal:	Integrating program review as an annual, ongoing part of the office operations.
Describe the plan to achieve the Goal (Action-Plan):	Listing distinctly and in details the many processes that the office engages in and defining periods when the processes need to be examined for assessment and improvement.
What *Measurable Outcome* is anticipated for this goal?	Having a clear list of the processes. Having a calendar where each semester a process in examined for assessment and improvement Building the processes into the operations of the office by allocating attention, time, and staff to it.
What specific aspects of this goal can be accomplished without additional financial resources?	Establishing a shared understanding that the integration of the examination of the operations is an indispensible to the excellence in services we provide to students, faculty, and the college community.

LONG TERM - GOAL #2

Identify Goal:	Establishing a database of current contact information of our students so we can have easy access to them and be able to have their input when making decision as opposed to speculating as to what their needs are.
Describe the plan to achieve the Goal (Action-Plan):	Work with the IR and IT offices to explore ways to achieve the goals.

What Measurable Outcome is anticipated for this goal?	Having readily and timely access to student emails to conduct surveys.
What specific aspects of this goal can be accomplished without additional financial resources?	Not clear ye