Peralta Community College District
STUDENT SERVICES ANNUAL PROGRAM UPDATE
Academic Year 2013-2014

This presents the common elements to be addressed by each student services unit/area in its annual program update. Depending on College preferences, elements may be formatted or addressed slightly differently.

I. OVERVIEW

		Date Submitted:	[date]
College	[college]	**Administrator:**	[name of administrator]
Unit/Area	[unit/area]		
Completed By:	[name]		
Mission/History and Description of Service Provided *Brief, one paragraph.*	[text]		
Student Learning Outcomes (SLOs) *(or Service Area Outcomes-SAOs, or Program Learning Outcomes-PLOs)*	[text]		
SLO/SAO/PLO Mapping to Institutional Learning Outcomes (ILOs)	[text] *Example: SLO/SAO/PLO #1 is mapped to College ILO #1: Academic Excellence*		

II. ASSESSMENT, EVALUATION AND PLANNING

Quantitative Assessments	
Include service area data such as number of students served by your unit/area. Include data and recommendations from program review. *Include data used to assess your SLO/SAO/PLOs.*	[text] *NOTE: Given the different type of units/areas under Student Services, each of the VPSS and Student Services Deans will come up with the basic quantitative elements which will be used by each particular Student Services unit/area.*

Qualitative Assessments	
Present evidence of community need based on advisory committee input, student surveys, focus groups, etc. *Include data used to assess your SLO/SAO/PLOs.*	[text]

Identifying Strengths, Weaknesses, Opportunities, and Limitations

Strengths *What are the STRENGTHS of your unit/area?*	[text]
Weaknesses *What are the current WEAKNESSES of your unit/area?*	[text]
Opportunities *What are the OPPORTUNITIES in your unit/area?*	[text]
Limitations *What are the current LIMITATIONS of your unit/area?*	[text]

Action Plan for Continuous Improvement

Please describe your plan for the continuous improvement of your unit/area.

[text]

Additional Planned Educational Activities Towards FTES, Student Success, Persistence, and Completion

Describe your unit/area's plan to meet district FTES target and address student success, persistence, and completion, especially for unprepared, underrepresented, and underserved students. (see Student Success Scorecard-http://scorecard.cccco.edu/scorecard.aspx)

Meet District FTES Target for AY2013-2014 of 18,830	[text]
Increase Student Success	[text]
Increase Persistence *Percentage of degree and/or transfer-seeking students who enroll in the first three consecutive terms. This metric is considered a milestone or momentum point, research shows that students with sustained enrollment are more likely to succeed.*	[text]
Increase College Completion *Percentage of degree and/or transfer-seeking students who complete a degree, certificate or transfer related outcomes.*	[text]

III.   RESOURCE NEEDS

Human Resource/Personnel

Please describe any human resource/personnel needs for your unit/area.

Current Staffing Level:		Headcount	FTE Equiv.
	Faculty (Permanent)	[#]	[#]
	Faculty (PT/Adjunct)	[#]	[#]
	Classified Staff (Permanent)	[#]	[#]
	Classified Staff (Hourly)	[#]	[#]
	Students	[#]	[#]
	ICC/Consultant/Other	[#]	[#]

Narrative: *Describe the current staffing level in relation to the relative need for effective delivery of your unit/area's programs and services.* *Discuss any current position vacancies, the need for additional personnel, the need for permanent faculty/staff instead of adjunct/hourly personnel, etc.* *Describe implications of the current staffing level in your unit/area to overall service delivery.*	[text]
Human Resource/Personnel Requests *List your human resource/personnel requests in prioritized/ranked order.* *Human resource/personnel requests will go through the established College and District planning and budgeting process.*	[text]

Facilities/Infrastructure

Please describe any facilities/infrastructure needs for your unit/area.

Narrative: *Describe the current facilities/infrastructure of your unit/area in relation to the relative need for effective delivery of programs and services.* *Describe implications of the current state of facilities/infrastructure in your unit/area to overall service delivery.*	[text]
Facilities/Infrastructure Requests *List your facilities requests in prioritized/ranked order.* *Facilities requests will go through the established College and District planning and budgeting process.*	[text]

Technology

Please describe any technology needs for your unit/area.

Narrative: *Describe the technology needs of your unit/area in relation to the relative need for effective delivery of programs and services.* *Describe implications of the current state of technology in your unit/area to overall service delivery.*	[text]
Technology Requests *List your technology requests in prioritized/ranked order.* *Technology requests will go through the established College and District planning and budgeting process.*	[text]

IV. OTHER

Please feel free to provide any additional information about your unit/area below.