



2018-19 Program Review – Administrative Unit

Program Overview

Please verify the mission statement for your program. If there is no mission statement listed, please add it here.

Laney College educates, supports, and inspires students to excel in an inclusive and diverse learning environment rooted in social justice.

List your Faculty and/or Staff

Vice President of Instruction Dr. Rudy Besikof, Academic Support Services Specialists Iolani Sodhy-Gereben and Derek Lee, Deans Denise Richardson, Peter Crabtree, Chuen Chan and Mark Fields, Staff Assistants Casey Frahm, Wen Wen Zhou, Mayra Arevalo-Agyapong, Fang Huang, Stephanie Le, and Karen Tellegen. Also reporting directly to the Vice President of Instruction are faculty and staff of the library and Distance Education. Various faculty and classified professionals report to the four instructional deans.

The Program Goals below are from your most recent Program Review or APU. If none are listed, please add your most recent program goals. Then, indicate the status of this goal, and which College and District goal your program goal aligns to. If your goal has been completed, please answer the follow up question regarding how you measured the achievement of this goal.

Not applicable

Describe your current utilization of facilities, including labs and other space

The Office of Instruction is housed on the 7th floor of the Laney Tower. Additionally, the library has its own dedicated facility. The Distance Education (D.E.) operations are centralized at the district. However, the D.E. coordinator, Chelsea Cohen, is also an ESOL instructor and has an office on campus.

Assessment

Which Administrative Unit Outcomes (AUO) did you assess in the past year? What were the results? Please describe the assessment methods used. How did your work lead to program improvement, that is, the development of Program Improvement Objectives (PIO's) as a result of your assessment?

We assessed the scheduling process and beta-tested 25 Live. The schedule development process was supported by a scheduling tool that projects enrollment. Survey data indicated that, on the whole, it was effective for chairs, but did not necessarily address other issues, including errors in the schedule. To address this additional concern, the Office of Instruction is implementing a 48-hour error checking period prior to the schedule release that will involve the Department Chairs, Deans, staff, and the Vice President of Instruction.

What Administrative Unit Outcomes (AUO) and program improvement objectives (PIO) do you plan to work on in the next 2 years?

The Office of Instruction will be focusing on four objectives over the next two years. They include the process of faculty evaluations, establishing a procedure for accreditation, schedule development, and the efficiency of operations, including budgetary and hiring approvals, curriculum, and the catalog.

Major Accomplishments

Please describe 1-3 major accomplishments below since completion of the previous program review.

While previous Administrative Unit Program Reviews cannot be located, we have accomplished the following this year: we now have a permanent Vice President of Instruction and we have a completely staffed Office of Instruction (administrators and classified professionals).

Engagement

How have the administrators and staff in this area been engaged in institutional efforts such as committees, presentations, and department activities? Please list the committees your staff participate in.

Several of the administration and staff that comprise the Office of Instruction participate in committees or similar groups. These committees are Council on Instruction, Planning and Development (CIPD), Curriculum and Instructional Council (CIC), Planning and Budgeting Committee (PBC), Strategic Enrollment Management (SEM), Participatory Governance Council (PGC), District Academic Affairs and Student Services Committee (DAASSC), the Scholarship Committee, and the Noncredit workgroup.

Discuss how the administrators and staff have engaged in community activities, partnerships and/or collaborations.

The administrators and staff of the Office of Instruction engage in community activities by participating in the following: by working at the Welcome table during the first week of class, by walking students to classes, departments, and instructor offices, and by attending the Graduation dinner. The administrators and staff of the Office of Instruction also collaborated with the Oakland Unified School District to develop and utilize dual enrollment as well as built relationships with East Bay Mud, Kaiser Permanente, Alameda County, and Union Bank to develop curriculum that will best serve our students.

Prioritized Resource Requests Summary

In the boxes below, please add resource requests for your program. If there are no resource requested, leave the boxes blank.

Resource Category	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs	Total Estimated Cost
Personnel: Classified Staff	Convert staff assistant position that is currently classified/hourly to a permanent, full-time staff assistant for the following: <ul style="list-style-type: none"> • oversee faculty evaluation schedule and completion • staff support for curriculum specialist • staff support for scheduler support 	\$43,500	\$14,300	\$57,800
Personnel: Student Worker				
Personnel: Part Time Faculty				
Personnel: Full Time Faculty	0.5 release time for a full-time faculty member to work as the accreditation co-chair for the college.	\$39,000		\$39,000

Resource Category	Description/Justification	Total Estimated Cost
Professional Development: Department wide PD needed	Yes; Professional Development funds needed for Office of Instruction staff to attend conferences on curriculum updates and accreditation.	\$10,000

Prioritized Resource Requests Summary - Continued

Resource Category	Description/Justification	Total Estimated Cost
Supplies: Software	Not applicable	
Supplies: Books, Magazines, and/or Periodicals	Not applicable	
Supplies: Instructional Supplies	Not applicable	
Supplies: Non-Instructional Supplies	Office supplies: copy paper, pens, pencils, folders, staples, white out and envelopes	\$6000
Supplies: Library Collections	Not applicable	

Resource Category	Description/Justification	Total Estimated Cost
Technology & Equipment: New	-New filing system for Casey's office -New cabinet for the curriculum committee	\$300
Technology & Equipment: Replacement	-update on Dr. Besikof's desktop and Mac laptop -update on lolani's Surface and desktop -update on Derek's desktop -update on Casey's desktop and Mac laptop	\$600

Prioritized Resource Requests Summary - Continued

Resource Category	Description/Justification	Total Estimated Cost
Facilities: Classrooms	Not applicable	
Facilities: Offices	Not applicable	
Facilities: Labs	Not applicable	
Facilities: Other	Not applicable	

Resource Category	Description/Justification	Total Estimated Cost
Library: Library materials	Not applicable	
Library: Library collections	Not applicable	

Resource Category	Description/Justification	Total Estimated Cost
OTHER	Two shredders: one for the curriculum specialist and one for the schedule specialist	\$300