



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.

The Office of the Dean of Student Services mission is to lead and support the Counseling, Health & Wellness, DSPS, Transfer Center and KASH departments to enhance services and courses that will assist students in their educational journey.

List your Faculty and/or Staff

Dean of Student Services- Vacant
Staff Services Specialist- Vacant

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.

The unit does not have a recent Program Review or APU. Therefore, newly developed Program Goals include:

1. Provide efficient service to all
2. Support departments in marketing their services to students and the campus community.

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

The Office of the Dean of Student Services utilizes conference rooms for meeting space.

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?

N/A

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

1. Streamline processes and procedures in targeted areas
2. Market services to the campus and local community
3. Identify & implement innovative counseling initiatives to support students on and off campus; Respond to State AB705.

Major Accomplishments

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

Major Accomplishments for the unit include:

1. Collaboration with fellow deans in the coordination of the Part-Time Faculty Orientation
2. Coordinated a customer service and communication workshop for Classified Staff, facilitator Mary Denise Jackson.
3. Host a Technical Assistance Visit (DSPS) & Department of Rehabilitation Collaboration.

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.

Although the Dean of Student Services position became vacant as of August 30, 2018, the previous dean participated in shared governance committees, departmental and divisional meetings. See below:

1. College Council
2. SSSP Committee
3. Guided Pathway Work Group
4. Student Services Division Meeting

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

The previous dean engaged in events and activities such as:

1. Super Saturday
2. Athletic events
3. Peralta African American Association Scholarship Ceremony
4. Inside Track Classified Professional Development trainings
5. CTE Open House
6. Coordinate partnerships to target high school 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	Currently filling the Staff Services Specialist position (formerly Staff Assistant position)	\$ 52,500.00	\$ 34,246.00	\$ 86,746.00
Personnel: Student Worker	Need one Student Worker for 20 hours per week to assist with office clerical support.	\$15,000	\$0	\$15,000
Personnel: Part Time Faculty	N/A			
Personnel: Full Time Faculty	N/A			

Resource Category	Description/Justification	Total Estimated Cost
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Professional Development: Department wide PD needed	N/A	
Professional Development: Personal/Individual PD needed	Conferences/Trainings related to athletics, health services and/or DSPS, Transfer and Leadership Academy to cover conference registration and travel expenses (local/non-local)	\$5,000

Prioritized Resource Requests Summary - Continued

Resource Category	Description/Justification	Total Estimated Cost
Supplies: Software	N/A	
Supplies: Books, Magazines, and/or Periodicals	N/A	
Supplies: Instructional Supplies	Office supplies to support the unit and other programs	\$1,000
Supplies: Non-Instructional Supplies	Regular office supplies to support unit and non-instructional departments	\$1,000
Supplies: Library Collections	N/A	

Resource Category	Description/Justification	Total Estimated Cost
Technology & Equipment: New	N/A	
Technology & Equipment: Replacement	N/A	

Prioritized Resource Requests Summary - Continued

Resource Category	Description/Justification	Total Estimated Cost
Facilities: Classrooms	N/A	
Facilities: Offices	N/A	
Facilities: Labs	N/A	
Facilities: Other	N/A	

Resource Category	Description/Justification	Total Estimated Cost
Library: Library materials	N/A	

Library: Library collections	N/A	

Resource Category	Description/Justification	Total Estimated Cost
Outreach/Marketing Materials	The need to enhance publications highlighting the programs and services of the unit. For example, brochures, flyers and banners.	\$1,000