District Service Center Administrative Unit Program (AUP)
Review Report
2020-2021

Introduction and Directions

The Peralta Community College District has an institutional effective process which consists of the following components: a District-wide Strategic Plan which is updated every six years; Comprehensive Program Reviews which are completed every three years; and Annual Program Updates (APUs) which are completed yearly. in non-program review years. While there are individualized Program Review Handbooks for Instructional units, Counseling, CTE, Library Services, Student Services, Administrative units, and District Service Centers, there is one Annual Program Update template for use by everyone at the Colleges and the District which is completed in the Fall semester of non-program review years.

The Annual Program Update is intended to primarily focus upon planning and institutional effectiveness by requesting that everyone report upon the progress they are making in attaining the goals (outcomes) and program improvement objectives described in the most recent Program Review document. The Annual Program Update is therefore a document which reflects continuous quality improvement. Additionally, the Annual Program Update provides a vehicle in which to identify and request additional resources that support reaching the stated goals (outcomes) and program improvement objectives in the Unit's program review.

DEADLINE FOR COMPLETION: Monday February 22, 2021. Please note that you manager may set an earlier internal deadline prior to this.

PART I: ASSESSMENT

1. **Department or Administrative Unit:**

2. **Date:**

3. **Members of the Administrative Unit Program Review Team (to include those members who are outside your Unit, if applicable):**

4. **Administrative Unit Mission Statement (if applicable):**

5. **Current Organizational Chart: (cut and paste here)**

6. **Assessment:**

   - Which administrative unit outcomes (AUOs) did you assess in the past year? What were the results? Please describe the assessment methods that were used.
   - How did your work lead to program improvement, that is, the development of administrative unit outcomes (AUOs) and program improvement objectives (PIOs)?

Administrative Unit Outcomes (AUO) 2016-2017	Program Improvement Objectives (PIO)	Assessment Methods	Assessment Results and how results were used to make improvements.	PCCD Strategic Goal(s) and Objectives	Start End	End Date
1.						
2.						
3.						
4.						

7. **Major Accomplishments in the Past Year (2019-2020) Specify:**

- Please describe 1-3 major accomplishments below since completion of the previous District Service Center Administrative Review. Include start dates and when the project was finalized and/or implemented.

Major Accomplishment	Start Date	End Date	Impact to the District and/or Colleges	PCCD Strategic Goal(s)	PCCD Institutional Objective(s)

8. **Major Administrative Unit Outcomes and Program Improvement Objectives for the Next One to Two Years:**

- An Administrative Unit Outcome states what the administrative unit intends to accomplish in the next one to two years. A Performance Improvement Objective indicates the activities that will be completed in support of the AUO (here you are providing an update to your most recent Program Review).

Administrative Unit Outcome (AUO) 2017-2018	Performance Improvement Objectives (PIO) (one or more per AUO)	Timeline	Person(s) responsible	Rationale, to include specific benefits to the Colleges and/or District	Estimated Cost (attach documentation

PART II: RESOURCE NEEDS

1. **Human Resource Needs:**

- What are your most urgent Human Resource needs? Please provide evidence to support your requests.

Position	*New, Replacement or Reallocation?	Administrative Unit Outcome	Program Improvement Objectives (PIO)s	Rationale, to include specific benefits to the Colleges and/or District	Timeline	Person(s) responsible	Estimated Cost (attach documentation)
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2. <u>**Equipment and Technology Needs (<u>not covered by current budget</u>):**</u>

- What are your key equipment and technological needs for 2017-2018? Please provide evidence to support your requests and indicate which administrative unit outcome and program improvement objectives the request supports.

Equipment or Technology Request	New, Replacement or Reallocation?	Administrative Unit Outcome	Program Improvement Objectives (PIO)s	Rationale, to include specific benefits to the Colleges and/or District	Timeline	Person(s) responsible	Estimated Cost (attach documentation)

Additional Questions for Equipment and Technology Needs (not covered by current budget):
Please correspond the item number above to the item numbers here (i.e. 1, 2, 3, 4)

Anticipated Annual Maintenance Cost	Anticipated Staff/Faculty time required for Implementation (days)

3. <u>**Facility Maintenance Needs (not covered by current building or remodeling projects**</u>):

- What are your new facilities' maintenance needs for the next year? Please provide evidence to support your requests.

Facility Request	New, Replacement or Reallocation?	Administrative Unit Outcome	Program Improvement Objectives (PIO)s	Rationale, to include specific benefits to the Colleges and/or District	Timeline	Person(s) responsible	Estimated Cost (attach documentation)

4. <u>**Professional and Organizational Development Needs (not covered by current budget):**</u>

- Please describe the professional development needs of the administrative unit. Include specifics such as training in the use of technology, cultural sensitivity, mentoring, and activities that help individuals stay current with their job responsibilities or to meet state, federal or professional requirements, etc.

Professional or Organizational Development Request	New, Replacement or Reallocation?	Administrative Unit Outcome	Program Improvement Objectives (PIO)s	Rationale, to include specific benefits to the Colleges and/or District	Timeline	Person(s) responsible	Estimated Cost (attach documentation)

5. Other Needs (not covered by current budget):

- Please describe any other needs that you are certain do not fit elsewhere. Not all needs will have a direct cost, but may require reallocation of current staff time, for example.

Other Needs	New, Replacement or Reallocation?	Administrative Unit Outcome	Program Improvement Objectives (PIO)s	Rationale, to include specific benefits to the Colleges and/or District	Timeline	Person(s) responsible	Estimated Cost (attach documentation)

ADDITIONAL NOTES: