

# 2011-12 SSPBT Annual Program Review Update

## GENERAL INFORMATION

**PROGRAM NAME:** (Double-click in the green box to enter information)

### Evaluations (Admissions and Records)

**NAME:** Name of person or persons that completed this APRU form.

Kent McGee Graduation and Evaluation Coordinator, Kathleen Moberg, Dean

## I. PROGRAM DESCRIPTION

**A.** What are the primary support purposes of this program? (Choose (x) all that apply)

<input type="checkbox"/>	Basic Skills	<input type="checkbox"/>	Access	<input type="checkbox"/>	Learning Resources
<input checked="" type="checkbox"/>	Degree	<input type="checkbox"/>	Success	<input checked="" type="checkbox"/>	Academic Services
<input checked="" type="checkbox"/>	Transfer	<input type="checkbox"/>	Retention	<input type="checkbox"/>	Personal Enrichment
<input type="checkbox"/>	Career/Technical	<input checked="" type="checkbox"/>	Persistence	<input type="checkbox"/>	Student Cohort
<input type="checkbox"/>	Other	(Explain)	Support of other Stu Svcs - Financial Aid, Counseling, EOPS.		

**B.** What is the **Mission Statement** for this program?

The Evaluators area is part of A&R. Admissions Mission Statement:  
The De Anza Admissions and Records office mission is to provide comprehensive, client sensitive, and technologically innovative and appropriate services that support student retention and success for our approximately 24,000 diverse students and staff.

**C.** How many students does this program serve? (Approx. annually unduplicated)

In the past year, we processed over 1500 degree applications and awarded 1200+ degrees. We processed just 450 certificate applications and awarded a little over 400 certificates. We verified and processed over 1400 GE certifications for transfer students. We processed and evaluated over 2400 transcripts that were generated from both evaluation and prerequisite clearance requests.

**D.** Identify and describe (briefly) this program's relationships and collaborations with other college programs:

Provide support for academic advising via Counseling Department, work in conjunction with Assessment for prerequisite clearance through transcript evaluation. Collaborate with Articulation regarding transfer, such as SB 1440 requirements, Curriculum, Financial Aid and Instructional areas.

## IIA. PROGRAM SERVICES

Click on the "List of Services" tab at the bottom of this sheet.

## IIB. SERVICE DESIGNATIONS

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Click on the "Service Designations" tab at the bottom of this sheet.

### **III. OUTCOMES ASSESSMENT - INSTRUCTION**

(Skip Section III and go to **Section IV** if there is no curriculum offered in this program)

**A.** Which SLO statements did you assess in 2011-12?

**B.** What did you learn? Briefly summarize the results of the reflection and enhancement discussions.

**C.** What additional resources are needed to implement the enhancement/improvements plans?  
(Please give a very brief overview - details will be asked for in Section VI)

**D.** What are your **SLOAC** plans for 2012-13?

### **IV. OUTCOMES ASSESSMENT - SERVICES**

**A.** Which SSLO statements did you assess in 2011-12?

Surveyed graduating students to determine their understanding of degree application process. Also surveyed Financial Aid students who had used Degree Works as part of their extension appeal process.

**B.** What did you learn? Briefly summarize the results of the reflection and enhancement discussions.

The survey enforced what we suspected which is that providing more information regarding the process of applying for a degree is needed. We are informing students during the Spring Confirmation of Enrollment email with a reminder about the pertinent dates and the process of applying for a degree. We also have graduation information posted online. For the second SSLO - additional ways of improving communication and training to those using Degree Works.

**C.** What additional resources are needed to implement the enhancement/improvements plans?  
(Please give a very brief overview - details will be asked for in Section VI)

**D.** What are your **SSLOAC** plans for 2012-13?

Determine student's comprehension and use of DegreeWorks auditing system towards their academic goal. Follow up survey to all students.

### **V. CURRENT TRENDS/CHALLENGES**

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**A.** What does the near future portend for this program?

Increased workload related to DegreeWorks degree auditing system rollout and use of online educational planner. Also changes in accountability and transfer coming from the state. Reduced staffing.

**B.** What are the challenges for this program?

Finding necessary resources to respond to increased workload and projected staff reductions.

**C.** What are the opportunities for this program?

Assist in responding to Student Success Task Force initiatives. Identify and provide outreach to students who have successfully completed degrees or certificates. Work with IR to efficiently report awards.

**D.** Does this program anticipate rapid change, slow change, no change, or other?

Rapid change due to DegreeWorks implementation, additional pressures from the state regarding accountability and transfer/graduation rates greater demand for transfer credit review from "swirling" students closed out of repeats at other colleges.

**E.** Are there any amendments to this program's 2008-09 Comprehensive Program Review? (CPR)

Yes, staff reductions and additional technology applications.

**F.** Explain what changes or revisions you have made, if any, to your services based on results of last year's program review update (2010-11).

We are providing more training to Counseling and other support services for Degree Works, doing more testing and debugging of the technology, and working with other colleges and IT to enhance technology to reduce workload.

**G.** Explain anything that should be known about this program that hasn't been asked.

The evaluations department provides critical support for students to achieve their goals whether it is for transfer or the completion of a De Anza program. By utilizing our degree auditing system the student is provided accurate academic information presenting a clear path towards their goal, in many cases eliminating confusion which might lead towards taking unnecessary courses. In the past year, we processed over 1500 degree applications and awarded 1200+ degrees. We processed just 450 certificate applications and awarded a little over 400 certificates. We verified and processed over 1400 GE certifications for transfer students. We processed and evaluated over 2400 transcripts that were generated from both evaluation and prerequisite clearance requests.

## **VI. RESOURCE REQUESTS**

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**A. Personnel Requests:** Please submit the **top three** personnel requests in ranked order: (If there are more than three personnel requests, maintain a separate prioritized list using the same justification categories as in the APRU. If resources are available the SSPBT may ask for more items to be submitted.)

**Program Position Priority #1:** (Check (x) appropriate boxes)

Faculty <input type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Administration <input type="checkbox"/>
Full-Time <input checked="" type="checkbox"/>	Part-Time <input type="checkbox"/>	Est. Cost: <input type="text" value="\$65,000"/>

Priority #1 position name:

Evaluations Specialist

Brief description: (new or replacement from retirement or resignation)

Currently vacant, and planning to be eliminated due to budget reductions. Would like to keep this position or restore it in better budget times.

**Rationale:** How will this person enhance or maintain your program's plans to improve outcomes? What specific SLOAC/SSLOAC results support this program's need for this position?)

Maintain as it is a current position.

Based on the needs of this program, check (x) whether this request is considered to be "Critical", "Important", or "Nice to have". (Check only one)

<input checked="" type="checkbox"/> <b>Critical</b>	<input type="checkbox"/> <b>Important</b>	<input type="checkbox"/> <b>Nice to have</b>
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**Program Position Priority #2:** (Check (x) appropriate boxes)

Faculty <input type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Administration <input type="checkbox"/>
Full-Time <input checked="" type="checkbox"/>	Part-Time <input type="checkbox"/>	Est. Cost: <input type="text" value="\$65,000"/>

Priority #2 position name:

Sr. Degree Audit Specialist

Brief description: (new or replacement from retirement or resignation)

This is a current position that may be eliminated as part of budget reductions.

**Rationale:** How will this person enhance or maintain your program's plans to improve outcomes? What specific SLOAC/SSLOAC results support this program's need for this position?)

Maintain - loss of this position will result in reduction of services.

Based on the needs of this program, check (x) whether this request is considered to be "Critical", "Important", or "Nice to have". (Check only one)

<input type="checkbox"/> <b>Critical</b>	<input checked="" type="checkbox"/> <b>Important</b>	<input type="checkbox"/> <b>Nice to have</b>
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**Program Position Priority #3:** (Check (x) appropriate boxes)

Faculty <input type="checkbox"/>	Staff <input type="checkbox"/>	Administration <input type="checkbox"/>
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Full-Time  Part-Time  Est. Cost:

Priority #3 position name:

Brief description:(new or replacement from retirement or resignation)

**Rationale:** How will this person enhance or maintain your program's plans to improve outcomes? What specific SLOAC/SSLOAC results support this program's need for this position?)

Based on the needs of this program, check (x) whether this request is considered to be "Critical", "Important" , or "Nice to have". (Check only one)

**Critical**       **Important**       **Nice to have**

**B. Equipment Requests:** Please submit the top three program equipment requests in ranked order: (If there are more than three equipment requests, maintain a separate prioritized list using the same justification categories as in the APRU. If resources are available the SSPBT may ask for more items to be submitted.)

### **Program Equipment Priority #1:**

Est. Cost:

Priority #1 item name:

Brief description:(new, upgrade, or replacement)

**Rationale:** How will this resource enhance this program's plans to improve outcomes? What specific SLOAC/SSLOAC results support the program's need for this item?

Based on the needs of this program, check (x) whether this request is considered to be "Critical", "Important" , or "Nice to have". (Check only one)

**Critical**       **Important**       **Nice to have**

### **Program Equipment Priority #2:**

Est. Cost:

Priority #2 item name:

Brief description:(new, upgrade, or replacement)

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**Rationale:** How will this resource enhance this program's plans to improve outcomes? What specific SLOAC/SSLOAC results support the program's need for this item?

Based on the needs of this program, check (x) whether this request is considered to be "Critical", "Important", or "Nice to have". (Check only one)

**Critical**       **Important**       **Nice to have**

**Program Equipment Priority #3:**

Est. Cost:

Priority #3 item name:

Brief description:(new, upgrade, or replacement)

**Rationale:** How will this resource enhance this program's plans to improve outcomes? What specific SLOAC/SSLOAC results support the program's need for this item?

Based on the needs of this program, check (x) whether this request is considered to be "Critical", "Important", or "Nice to have". (Check only one)

**Critical**       **Important**       **Nice to have**

**C. Facility Requests:** Please submit the top three facilities resource requests in ranked order:(If there are more than three facilities requests, maintain a separate prioritized list using the same justification categories as in the APRU. If resources are available the SSPBT may ask for more items to be submitted.)

**Program Facilities Priority #1:**

Est. Cost:

Priority #1 project name:

Brief description:(new, remodel, relocation)

**Rationale:** How will this resource enhance this program's plans to improve outcomes? What specific SLOAC/SSLOAC results support the program's need for this item?

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Based on the needs of this program, check (x) whether this request is considered to be "Critical", "Important", or "Nice to have". (Check only one)

Critical                       Important                       Nice to have

### **Program Facilities Priority #2:**

Est. Cost:

Priority #2 project name:

Brief description:(new, remodel, relocation)

**Rationale:** How will this resource enhance this program's plans to improve outcomes? What specific SLOAC/SSLOAC results support the program's need for this item?

Based on the needs of this program, check (x) whether this request is considered to be "Critical", "Important", or "Nice to have". (Check only one)

Critical                       Important                       Nice to have

### **Program Facilities Priority #3:**

Est. Cost:

Priority #3 project name:

Brief description:(new, remodel, relocation)

**Rationale:** How will this resource enhance this program's plans to improve outcomes? What specific SLOAC/SSLOAC results support the program's need for this item?

Based on the needs of this program, check (x) whether this request is considered to be "Critical", "Important", or "Nice to have". (Check only one)

Critical                       Important                       Nice to have

**D. Professional Growth Resource Requests:** In the space below, identify any professional growth initiatives that need additional funding. Include whether the needs are related to technology (hardware/software), the discipline, legal matters, District/College operations, Research/Innovations in the classroom, office, operations, etc. (List in ranked order)

Degree Works Summit and other related conferences

Est cost of #1

Est cost of #2

Est cost of #3

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**Rationale:** How will each professional growth initiative resource enhance this program's plans to improve outcomes? What specific SLOAC/SSLOAC results support the program's need for each item?

Conference and travel fees related to degree audit, transfer, etc.

Based on the needs of this program, check (x) whether each of the **top three** requests are considered to be "Critical", "Important" , or "Nice to have". (Check only one per request)

**Professional Growth Initiative request #1:**

Critical       Important       Nice to have

**Professional Growth Initiative request #2:**

Critical       Important       Nice to have

**Professional Growth Initiative request #3:**

Critical       Important       Nice to have

**E. Operating Resource Requests ('B' augmentations):** In the space below identify any additional operational funding needs. (List in ranked order)

Est cost of #1       Est cost of #2       Est cost of #3

**Rationale:** How will each additional operational resource enhance this program's plans to improve outcomes? What specific SLOAC/SSLOAC results support the program's need for each item?

Based on the needs of this program, check (x) whether each of the **top three** requests are considered to be "Critical", "Important" , or "Nice to have". (Check only one per request)

**Operational budget request #1:**

Critical       Important       Nice to have

**Operational budget request #2:**

Critical       Important       Nice to have

**Operational Budget request #3:**

Critical       Important       Nice to have