

**SBCCD DISTRICT PROGRAM REVIEW  
Four-Year Program Self Evaluation**

**Program or Service Area:**

**Name:**

**Date:**

**Description of Program and Services**

**Pattern of Service**

Describe how the pattern of service and/or instruction provided by your program serves the needs of students, campuses and district. Include, as appropriate, hours of operation/pattern of scheduling, alternate delivery methods, and weekend service.

**Impact on the Colleges and the District**

Describe the most significant relationships with other District operations and College operations. What major impact does your unit have on them? What major impact do they have on your unit?

**Mission and Purpose**

*The mission of the San Bernardino Community College District (SBCCD) is to transform lives through the education of our students for the benefit of our diverse communities.*

What is the mission statement or purpose of the program?

How does this mission or purpose relate to the district mission?

How does this mission or purpose support student learning?

**Service Area Outcomes**

Please complete for as many Service Area Outcomes as your program has.

Service Area Outcome #1

*Assessment (How is this Outcome assessed?)*

*Analysis (Please provide an analysis of this assessment.)*

Service Area Outcome #2

*Assessment (How is this Outcome assessed?)*

*Analysis (Please provide an analysis of this assessment.)*

**Service Area Outcomes (Continued)**

Please complete for as many Service Area Outcomes as your program has.

Service Area Outcome #3

*Assessment (How is this Outcome assessed?)*

*Analysis (Please provide an analysis of this assessment.)*

Service Area Outcome #4

*Assessment (How is this Outcome assessed?)*

*Analysis (Please provide an analysis of this assessment.)*

**Accomplishments**

Detail department progress and accomplishments on goals and objectives. How do these accomplishments benefit students, the campuses, and the district?

**Trends**

What are the new or continuing trends affecting your program and how will these trends impact program planning?

**Opportunities and Challenges**

What are the opportunities and challenges presented by the new or continuing trends identified above? Provide any additional data or new information regarding planning for the department. In what way does your planning address these opportunities and challenges?

**Three-to-Five Year Vision**

Describe your program, as you would like it to be in three-to-five years.

## **Goals and Objectives**

Please complete for as many Goals and Outcomes as your program has.

Goal #1

Objectives for Goal #1

Goal #2

Objectives for Goal #2

Goal #3

Objectives for Goal #3

**Goals and Objectives (Continued)**

Please complete for as many Goals and Outcomes as your program has.

Goal #4

Objectives for Goal #4

Goal #5

Objectives for Goal #5

Goal #6

Objectives for Goal #6



## **Productivity**

Explain how your program defines and measures satisfaction and productivity. What do these measures reveal about your program over a three-year period?

- Average time to respond to requests for service
- Average time to respond to complaints
- Results of user satisfaction surveys
- Results of employee satisfaction/staff morale surveys
- Additional identified benchmarks of excellence for the department, and department standing relative to these benchmarks of excellence

Productivity Data

Analysis of Productivity Data

## Staffing

List the number of full and part-time employees in your area.

<b>Classification</b>	<b>Number Full-Time</b>	<b>Number Part-Time, Contract or Prof. Experts</b>	<b>Vacancies</b>
Managers			
Faculty			
Classified Staff			
Professional Experts			
<b>Total</b>			

## Analysis of Staffing Levels

What does the current staffing level data suggest about your program area? Is there a need for more employees? Is there a need for greater efficiency? Is there a need for redistribution of workload or staff? Include any data that is relevant to your program, including any staffing needs for compliance with state, local, and federal regulations.

**Where does the Program align with the Campuses and District Strategic Plans?**

Select		<b>District Wide Strategic Support Services Plan: Recommendations</b>
	<b>DR.1</b>	Complete and regularly update the three-year staffing plan and develop a process to increase the number of full-time faculty and increase the ratio of full-time to adjunct faculty in the District.
	<b>DR.2</b>	To stabilize staffing levels, the District Human Resources department must address upcoming retirements and hiring procedures that include strategies for interviewing candidates from across the country. Additionally, consider completing a market study to understand the levels of salary, compensation, and benefits that will attract highly qualified candidates.
	<b>DR.3</b>	Complete and regularly update the District Enrollment Management Plan. Support the Colleges' community outreach and marketing efforts in order to increase campus visibility, highlight instructional opportunities, and increase FTES
	<b>DR.4</b>	Support each College's effort for addressing basic skills needs.
	<b>DR.5</b>	Support the Colleges' effort to work with K-12 entities, the EDCT, adult schools, and the Inland Adult Education Consortium to become a leader in providing education to adults in the region.
	<b>DR.6</b>	Support Distance Education at each campus with the software, hardware, training, and support mechanisms as identified through local processes by the Colleges.
	<b>DR.7</b>	Continue to sustain funding for technology in order to support the needs of students, faculty, and staff.
	<b>DR.8</b>	Establish a full-time and robust facilities department within the District to secure state funding through the Capital Outlay Process, manage construction projects, oversee and integrate maintenance and operations, implement design standards, coordinate sustainability efforts, and implement a Total Cost of Ownership model for facilities.
	<b>DR.9</b>	Continue to sustain funding for site security and safety and proactively design outdoor and building spaces using best practices for creating secure environments.
	<b>DR.10</b>	Establish and maintain a cyclical process through which college planning informs the development and revision of District plans, including the Educational Master Plan, Facilities Master Plan, College Strategic Plan, and Technology Plan.

	<b>EDCT.1</b>	Each college should explore the EDCT as a resource to support grant development, contract education offerings, non-credit and not-for-credit courses and short-term vocational training opportunities.
	<b>KVCR.1</b>	Reevaluate the role and function of the radio and television station to operate as a fiscal asset that is an economically viable and self-sufficient entity. Develop a process for resource distribution between the District, EDCT, KVCR, and the Colleges.
<b>Crafton Hills College Major Strategies</b>		
	<b>CS.1</b>	Promote Student Success
	<b>CS.2</b>	Build Campus Community
	<b>CS.3</b>	Develop Teaching + Learning Practices
	<b>CS.3</b>	Expand Access
	<b>CS.4</b>	Enhance Value to the Surrounding Community
	<b>CS.5</b>	Promote Effective Decision Making
	<b>CS.6</b>	Develop Programs + Services
	<b>CS.8</b>	Support Employee Growth
	<b>CS.9</b>	Optimize Resources
<b>San Bernardino Valley College Strategic Directions + Goals</b>		
	<b>SBS.1</b>	Increase Access
	<b>SBS.2</b>	Promote Student Success
	<b>SBS.3</b>	Improve Communication, Culture + Climate
	<b>SBS.4</b>	Maintain Leadership + Promote Professional Development
	<b>SBS.5</b>	Effective Evaluation + Accountability
	<b>SBS.6</b>	Provide Exceptional Facilities