

**2011-12**  
**SSPBT Annual Program Review Update**

**GENERAL INFORMATION**

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

**Admissions and Records**

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

Kathleen Moberg, Joan Pena-Ferrick

**I. PROGRAM DESCRIPTION**

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

|                                     |                  |                                     |             |                                     |                     |
|-------------------------------------|------------------|-------------------------------------|-------------|-------------------------------------|---------------------|
| <input checked="" type="checkbox"/> | Basic Skills     | <input checked="" type="checkbox"/> | Access      | <input type="checkbox"/>            | Learning Resources  |
| <input checked="" type="checkbox"/> | Degree           | <input checked="" type="checkbox"/> | Success     | <input type="checkbox"/>            | Academic Services   |
| <input checked="" type="checkbox"/> | Transfer         | <input checked="" type="checkbox"/> | Retention   | <input checked="" type="checkbox"/> | Personal Enrichment |
| <input type="checkbox"/>            | Career/Technical | <input checked="" type="checkbox"/> | Persistence | <input checked="" type="checkbox"/> | Student Cohort      |
| <input type="checkbox"/>            | Other            | (Explain)                           |             |                                     |                     |

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

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)

**22000**

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

Admissions and Records collaborates with all other Student Services areas, especially Counseling, Assessment, and Financial Aid; Student Accounts; and Instructional divisions.

**IIA. PROGRAM SERVICES**

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

**IIB. SERVICE DESIGNATIONS**

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)

**2011-12**  
**SSPBT Annual Program Review Update**

**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?

New Census process implemented in spring 2012.

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

In Progress - results after spring 2012 quarter

**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)

Increased communication and training of faculty. Increased collaboration with ETS training and technical staff.

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

To assess the new Census process after faculty are more familiar with it. Compare prior compliance stats with new process.

**V. CURRENT TRENDS/CHALLENGES**

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

Staff reductions portend serious delays in services and accountability.

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

Reductions and their effects on students and the college. Increased student frustration and reduced services, course offerings, etc.

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

## 2011-12

### SSPBT Annual Program Review Update

Increased reliance on technology to mitigate the reductions. Closer collaborations and innovative approaches to providing services.

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

There is always change in A&R. Staff reductions and regulatory changes will be rapid.

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

Loss of 4 staff since 08-09 with potential for 5 additional reductions in 12-13. Technology use has increased/changed with Banner, Degree Works, BDMS and other "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).

There have been significant changes to how we process degree audit/grad requests and now use the audit in Financial Aid and Counseling. State regs have required new set up, monitoring, and compliance changes.

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

## VI. RESOURCE REQUESTS

**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

Staff

Administration

Full-Time

Part-Time

Est. Cost:

Priority #1 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)

**2011-12**  
**SSPBT Annual Program Review Update**

Critical                       Important                       Nice to have

**Program Position Priority #2:**(Check (x) appropriate boxes)

Faculty                       Staff                       Administration   
Full-Time                       Part-Time                       Est. Cost:

Priority #2 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

**Program Position Priority #3:**(Check (x) appropriate boxes)

Faculty                       Staff                       Administration   
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:

# 2011-12

## SSPBT Annual Program Review Update

Priority #1 item name:

Software that uploads transfer credit directly into Banner

Brief description:(new, upgrade, or replacement)

Tech upgade

**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?

Entering transfer credit data into Banner is manual and time-consuming. Delays created by backlog affect enrollment, prereq clearance, and information needed by FinAid, Vets Services, and Counseling.

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)

**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?

# 2011-12

## SSPBT Annual Program Review Update

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?

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:**

**2011-12**  
**SSPBT Annual Program Review Update**

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)

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

**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

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)

**50K** Est cost of #1       Est cost of #2       Est cost of #3

## 2011-12

### SSPBT Annual Program Review Update

**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?

This amount would be to cover the cost of OTI students working in Admissions. OTI is losing their funding and we rely on these students for clerical and front counter help.

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