2019-2020

Kern Community College District

District Office Administrative Unit Review

Educational Services

John Means
Vice Chancellor
Educational Services
Submitted by: John Means

Executive Summary

> a) **In one paragraph or with bullet points, summarize the key points learned in this evaluation.** *[list the highlights of the document]*

Educational Services is comprised of a variety of programs that are committed to providing excellent service to our customers who we identify as the district, colleges, the state, other community colleges, the region, Board of Trustees, and the public. With our customers in mind, we have focused on ensuring this division is practicing the principles of Lean Six Sigma and ensuring that information is dispersed both to the colleges and to the state. As the division continues to focus on priorities the ultimate goal is to ensure that the colleges have the resources, they need to provide excellent student services. There will be a renewed focus on advocacy, which will give a voice at the state level on the value of the community college mission. New Unit Goals were identified that will serve as the focus for Educational Services this next year.

During this evaluation period the division will accomplish the following goals:
1) Complete update Board Policies and Procedures.
2) Facilitate adoption and implementation of scheduling software

Future Directions of the Unit

a) **Provide a brief abstract of synopsis of your unit's current circumstances and future needs. Please include any college priorities that affect your unit, and the connection to college planning and priorities.**

Educational Services continues to serve the colleges primarily through collaboration with the vice presidents of instruction and student services as well as oversight of certain instructional and student services on behalf of the Chancellor who is designated for these responsibilities by the Board of Trustees. The number one priority of the colleges is student success which services as this unit's number one priority. This area needs to continue to find ways to remain informed regarding new directions of the state that affect our colleges, like the new student center funding formula and the effects it will have on future budgets and ability provide quality and timely instruction.

Section One: Unit Overview

a) **What is the purpose of the unit and what populations (internal and external) are served by the unit?** [*why does the unit exist and how does the unit support the mission and vision of the Kern Community College District; who benefits directly from the services provided by the unit*]

The unit's purpose is provide leadership and oversight for the District's instructional services and student support programs.

Educational Services purpose is to provide leadership for the development of instructional and instructional related programs, and student services. Make recommendations to Colleges and recommend course and program approvals from the District's colleges to the Chancellor for approval by the Kern Community College District Board and submission to the California Community Colleges Chancellor's Office.

- Section One: Unit Overview a) requires more details, particularly about the internal and external populations served by the unit.

*The Economic Development and Career and Technical Education functions are included in a separate district administrative unit review under the Associate Vice Chancellor of Economic and Workforce Development.

> **b) Describe how the unit supports the colleges in achieving their mission and their efforts to improve student learning and achievement.**

The Vice Chancellor provides overall leadership and utilizes data in planning, organizing, reviewing, coordinating, and evaluating district-wide instructional and student services programs and the development and implementation of policies and procedures of the District. The Educational Services Unit supports instructional and student support programs at the three colleges. In particular, the unit meets monthly with the vice presidents of instruction and student services to plan for programs and services as well as to chart new directions designed to maintain innovation and embrace cutting-edge solutions. The Vice Chancellor connects with IT and involves college stakeholders to ensure that the technology needs of the three colleges are addressed and coordinated.

Section One: Unit Overview b) needs much more careful delineation about how the Vice Chancellor is an advocate within the district office for instructional and student support programs at the three colleges. Not just with IT but with the Chancellor, IT, IR, HR, and Business Services. It is our expectation that the Vice Chancellor of Ed Services is determining gaps, solving problems, and moving projects ahead that have been discussed and green-lighted by the VP's—if not, the position facilitates solutions between these other segments and the VP's.

c) **How is the unit structured within the district?** Modify the org chart template below to illustrate the unit's organization.
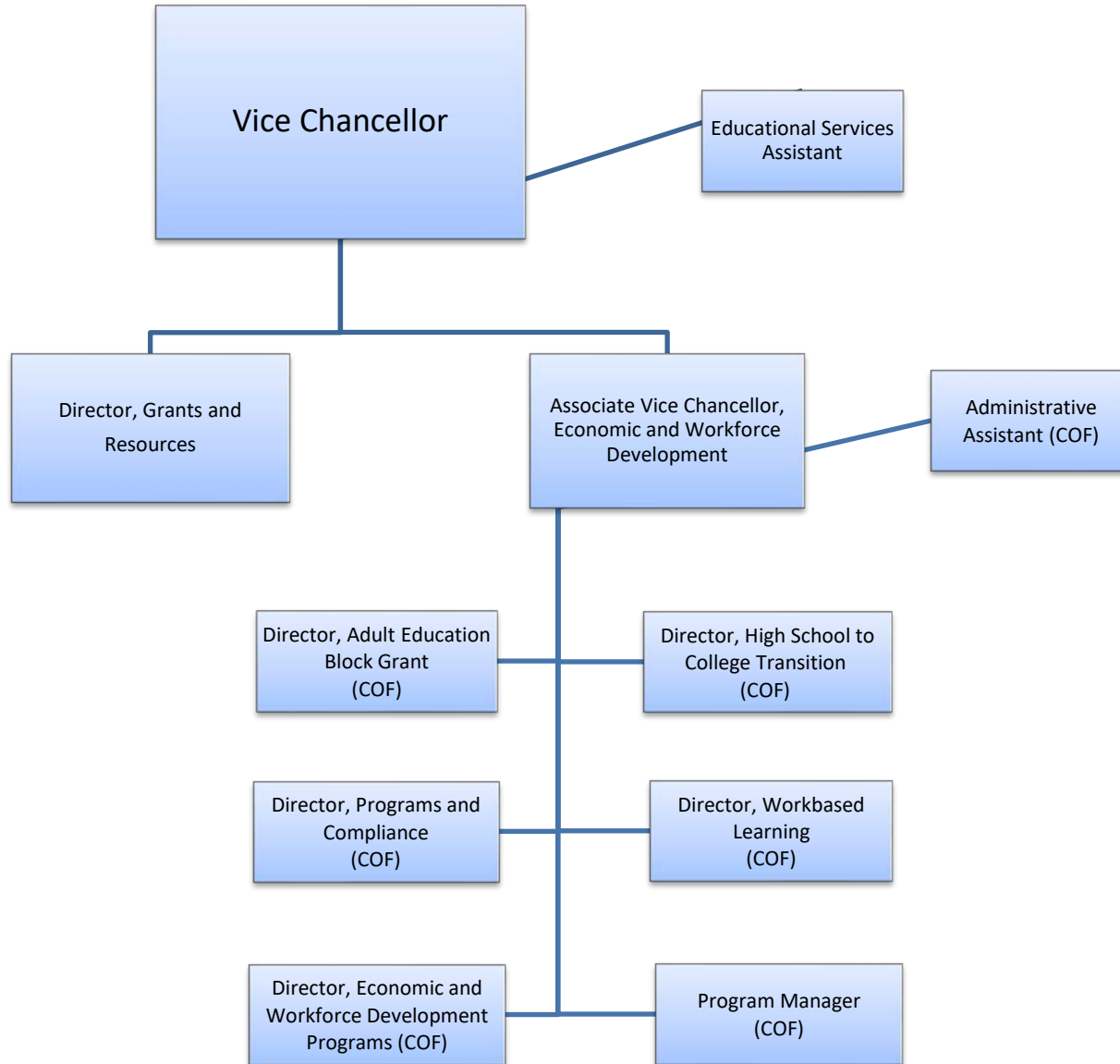
d) For the positions included in the unit's organizational chart, please provide a brief description of what primary processes or areas each position is responsible for as it relates to the work of the unit, district and colleges.

Position	Primary Functions/Processes	Supplemental Functions/Processes	Additional notes
Vice Chancellor	Coordinates and Communicates Districtwide, Program and Course Approvals, Student Success Initiatives, Enrollment Management, Strategic Planning, Board Review and Update, Academic Calendar, Faculty Evaluations		
Educational Services Assistant	Supports the Vice Chancellor		
Director, Grants and Resources	Plans and assists in writing grants for economic and workforce development. Provides technical assistance on grant opportunities, assistance in understanding grant application guidelines and technical assistance on guidelines for effective grant writing to the colleges. Assist with the grant approval process.		
Associate Vice Chancellor, Economic and Workforce Development	Provide overall leadership in the planning, organization, administration, evaluation, policy development, and implementation for all CTE and Economic and Workforce Development programs and initiatives throughout the District.	Manage, coordinate, and provide leadership for the District economic and workforce development programs and initiatives to assure the viability and legality of the programs, improve processes, maintain established academic and legislative standards, maximize the Career and Technical Education Opportunities for students and facilitate economic development in the many communities served by the Kern Community College District. Serve as a liaison between the District and agencies administering Districtwide economic development and Career and Technical Education areas.	Serve as a catalytic force in formulating and implementing, collaborating, promoting, and implementing Career and Technical Education and economic development throughout the District and regionally.

Administrative Assistant (COF)	Provide support and technical assistance to the Associate Vice Chancellor and the Economic & Workforce Development division directors supervising Adult Education, the CCPT grant, the CTE Transitions program, and Contract and Community Education.	Assist in the implementation of goals and objectives. Monitor, control and process expenditures and budget accounts. Organize and maintain filing. Coordinate and participate in a variety of meetings and conferences.	Provide support and technical assistance to the Associate Vice Chancellor and the Economic & Workforce Development division directors.
Program Director Adult Education (COF)	Fiscal reporting, budgeting, planning, support, consortium management, ensuring we are in alignment with state requirements, program area reporting.	Develop programs, conduct outreach and alignment of programs and data. Assist Adult Education principals, directors, and managers on program implementation.	Provide support / professional development in fiscal reporting, student data management, testing, program alignment, and any Adult Education related area.
Program Director Projects and Compliance (COF)	Provides oversight to various grant funded projects and implements operational systems to ensure contractual, fiscal and operational compliance with all department, district, state and federal grants management and reporting policies and procedures.	Provides program and fiscal support and technical assistance. Prepares program reports, manages fiscal expenditures, and prepares program data reports.	Provide support / professional development regarding fiscal process, federal & state grant policies, career pathways, and component elements.
Director, Economic and Workforce Development Programs (COF)	Provides strategic leadership and administrative oversight for the Clean Energy Center related to clean energy training programs, clean energy technical assistance, and clean energy program and curriculum development. *Regional Resource for Energy, Construction, and Utility Sectors role:* Technical Assistance to colleges and K12 partners including program and curriculum development and employer and stakeholder partnerships.	Employer Engagement, Customized Training Planning, budgeting, Program and Fiscal reporting. Contract development. Stakeholder Engagement. Provide support for the BC Launchpad. Professional Development events, Career Exploration events.	Provide support / technical assistance on leveraging noncredit and contract education.
Director, Workbased Learning (COF)			
Program Manager	Manage implementation of assigned program activities and budgets. Ensure program compliance with GAAP, BAM and agency regulations.	Participate in meetings and conferences related to the assigned programs, coordinate projects, develop and complete reports, as needed.	Market the assigned program(s) and participating colleges to the community and the general public.

a) **List all the AUOs for the unit.** AUOs describe what a customer or end-user will understand, experience or obtain as a result of the service the unit provides to the colleges and other internal stakeholders. Describe the method of assessment and the criteria used to determine success in the service provided. The assessment method should include some way of measuring college, internal or external stakeholders' demand or need for and satisfaction with the service (add additional rows as necessary.)

Administrative Unit Outcomes (AUOs)	Strategic Plan Alignment	Review Period	Method of Assessment	Criteria for determining success in service provided
1. All instructional programs are reviewed and recommended for approval to the Chancellor and Board of Trustees	Goal #5: Strengthen Organizational Effectiveness - Meet and Exceed Internal and External Standards and Requirements	2019-2020	Personnel who receive information will review in a timely manner and provide recommendations to the Chancellor for the Board of Trustees approval.	Colleges are providing students the most appropriate and timely instruction to ensure student success.
2. All new and revised Title 5 regulations from the CA Board of Governors are incorporated into the KCCD Policies within 60 days of receipt. Section Two: Administrative Unit Outcomes item 2 needs to be revised. There is no way new regulations make their way into Board Policy within 60 days. If it's received the day after a VP meeting, we don't have another one for a month and then it has to wait to go onto	Goal #5: Strengthen Organizational Effectiveness - Meet and Exceed Internal and External Standards and Requirements	2019-2020	KCCD policies will be reviewed upon published state regulations to assess needed changes.	100% KCCD policies are in compliance with Title 5 rules, formatted into KCCD format and adopted by the Board of Trustees within 60 days.

Section Two: Administrative Unit Outcomes item 2 needs to be revised. There is no way new regulations make their way into Board Policy within 60 days. If it's received the day after a VP meeting, we don't have another one for a month and then it has to wait to go onto BoardDocs—right there is two months minimum; never mind routing through consultation council and going out to the colleges, etc.

Section Two: Administrative Unit Outcomes needs all items to be reformatted to start with a verb—i.e. Review and Recommend all instructional programs for approval to the Chancellor and Board of Trustees

3.	College and District reports regarding instruction, student services, and funding within those areas required by the State, will be submitted on time.	Goal #5: Strengthen Organizational Effectiveness - Meet and Exceed Internal and External Standards and Requirements	2019-2020	Assess whether colleges and district are in compliance with state agency's reporting requirement, and that the District office and College Staff understand the reporting process.	Colleges and Districts stay in compliance with state reporting requirements. District Staff and College Staff are aware of their role in the collection of information for accurate reporting for the state compliance process.
4.	Common student services policies and practices across the Districts colleges will be aligned. Section Two: Administrative Unit Outcomes item 4 speaks about student services … wouldn't there be a complementary item for instructional services?	Goal #5: Strengthen Organizational Effectiveness - Increase Trust and Create a Collaborative Culture	2019-2020	Vice Presidents meetings, Admissions and Records and Financial Aid Directors meeting agendas will include review of practices with Student Services that facilitate student success.	Listing of common student services and procedures.

Administrative Unit Outcomes item 4 speaks about student services … wouldn't there be a complementary item for instructional services?

5.	Student fees will be aligned with all three colleges and reviewed each year. Section Two: Administrative Unit Outcomes item 5 would fall under a new instructional services item (see above)	Goal #5: Strengthen Organizational Effectiveness - Meet and Exceed Internal and External Standards and Requirements	2019-2020	All Student fees are reviewed. All student fee approvals are submitted to Board.	Increased student, faculty, and community clarity of fees and calendars resulting in increased participation and success.

: Administrative Unit Outcomes item 5 would fall under a new instructional services item (see above)

6.	The draft revisions to the Student Equity and Achievement funding formula will be reviewed by KCCD VPs and input provided to the state SEA workgroup.	Goal #4: Reduce Equity Gaps	2019-2020	Vice Presidents meetings will include review of Student Equity and Achievement funding. State SEA workgroup meeting minutes include VP input.	List of revisions.

- Section Two: Administrative Unit Outcomes item 6 is a goal not an AUO

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7. Information Technology work plan is developed by IT Vice Chancellor in collaboration with the Vice Presidents. Section Two: Administrative Unit Outcomes item 7 is a goal not an AUO	Goal #5: Strengthen Organizational Effectiveness - Increase Trust and Create a Collaborative Culture	2019-2020	Adoption of new Informational Technology work plan as identified.	Completed work plan.
			Section Two: Administrative Unit Outcomes item 7 is a goal not an AUO	
8. Increased information to three colleges regarding state legislation that affects community colleges and increased advocacy back to our state legislators and decision-making entities.	Goal #5: Strengthen Organizational Effectiveness - Increase Trust and Create a Collaborative Culture	2019-2020	Compile list of meetings held with local, regional, and state agencies. Compile list of legislation that KCCD provided input.	District Staff and College Staff have the knowledge of state legislation and understanding of potential impacts.
9. Incorporate principals of Lean Six Sigma within the division to improve efficiencies and reduce redundancy. Section Two: Administrative Unit Outcomes item 9 is a goal not an AUO	Goal #5: Strengthen Organizational Effectiveness - Meet and Exceed Internal and External Standards and Five Imp O...	2019-2020	Division meeting minutes and professional development records.	Implement 2 Lean Six Sigma process improvements
			Section Two: Administrative Unit Outcomes item 9 is a goal not an AUO	

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b) Summarize the results from any AUOs evaluated during the past year, including feedback on services rendered during the past year. Provide details regarding findings and plans for change or improvement of service, if needed.

AUOs #1-#3 are ongoing and department effectively delivers these outcomes.   AUO 7 was effectively accomplished
AUO 4 is ongoing but service wasn't optimal and no list compiled   AUO # 8-11 are ongoing and effectively accomplished
AUO 5 and 6 are ongoing and outcomes met effectively   AUO # 12 outcome wasn't completely accomplished

Section Two: Administrative Unit Outcomes b) needs to be entirely supported with data to demonstrate the results, not just have the results stated. Just one example: I do not believe that AUO #3—the department of Ed Services ensures that college and district reports are submitted on time—is true. What details or data can the DAUR show me that convinces me otherwise? In general, the problem is really with the section above, where "Method of Assessment" should be far more specific and detailed. It should state the details or data that is reviewed to determine if the outcomes are effectively met. That "Personnel who receive information will review in a timely manner and provide recommendations to the Chancellor and for the Board of Trustees' approval" is not an assessment plan. That just describes what the core function is. An assessment plan would be what data is being tracked (or what periodic basis) to demonstrate that the unit is being effective in achieving its outcome.

Section Two: Administrative Unit Outcomes needs all items to be reformatted to start with a verb—i.e., Review and Recommend all instructional programs for approval to the Chancellor and Board of Trustees

Section Two: Administrative Unit Outcomes b) needs to be entirely supported with data to demonstrate the results, not just have the results stated. Just one example: I do not believe that AUO #3—the department of Ed Services ensures that college and district reports are submitted on time—is true. What details or data can the DAUR show me that convinces me otherwise? In general, the problem is really with the section above, where "Method of Assessment" should be far more specific and detailed. It should state the details or data

a) List the KPIs for the unit along with the relevant outcomes for the last 3-5 years. KPI data tracks process efficiency and demand for services. Examples of KPIs include a count of customers served, a count of services performed, the average time to complete a service, etc. They are closely related to the AUOs and should reflect the unit's core function or purpose.

Key Performance Indicators (KPIs)	2016-17	2017-18	2018-19
1. Number of board policies and procedures created and/or updated Chapter 4	Completed	Completed	70*
2. Number of faculty evaluations reviewed	252	359	378
3. Number of Confidential /Management Employee Evaluations		9	15
4. Number of special compensation agreements approved	218	164	241
5. 5.Number of New Courses reviewed and approved	53	61	76
6. Number of Course Revisions or Modifications reviewed and approved	376	333	198
7. Number of Course Deletions, Discontinuations or Deactivations reviewed and	164	278	53
8. Number of Program Revisions or Modifications reviewed and approved	17	33	14
9. Number of New Programs evaluated and approved	24	26	2
10. Number of Programs, Deletions, Discontinuations or Deactivations evaluated and	40	15	2
11. Number of meetings with vice presidents	7	9	9
12. Number of meetings with software district/college teams (BSC, A&R, Financial	9	16	
13. Number of grants awarded		20 Total: $4,295,000	12 (New) Total: $2,280,783
14. Other Categorical Grants			Total $1,025,783

b) What unexpected changes or challenges did your unit encounter this cycle? How does your trend data impact your decision-making process for your unit?

*New policies, procedures with revisions are currently in progress.

- Section Three: Key Performance Indicators would be the data required from above as a baseline. As a baseline. At least that But there may be additional performance indicators that the unit wants to track and analyze for its own purposes (number of faculty evaluations, for instance, or special compensation agreements reviewed which is not a metric required by any of the AUOs' Methods of Assessments).

Section Three: Key Performance Indicators would be the data required from above as a baseline. As a baseline. At least that. But there may be additional performance indicators that the unit wants to track and analyze for its own purposes (number of faculty evaluations, for instance, or special compensation agreements reviewed which is not a metric required by any of the AUOs' Methods of Assessments).

Section Four: Progress on Unit Goals

a) **List the unit's current goals**. For each goal, discuss progress and changes. Provide an action plan for each goal that gives the steps to completing the goal and the timeline. If unit goal is for service to a group outside of the unit, indicate which group in the last column. (Add additional rows as necessary.)

Unit Goal	Which institutional goals from the KCCD Strategic Plan will be advanced upon completion of this goal?	Progress on goal achievement (choose one)	Status Update — Action Plan	Colleges requesting accomplishment of this goal or colleges' planning indicating this need. (Include supporting documentation.)	Other group (besides ones of the colleges) requesting accomplishment of this goal. (Include supporting documentation.)
1. Consistency and conformance with Education Code, Title 5 and Board policy on behalf of the Chancellor and Board of Trustees for all new programs and new courses, programs, and deletions	Goal #5: Strengthen Organizational Effectiveness	☐Completed: _____ (Date) ☐Revised: _____ (Date) ☒Ongoing: 6/30/19	Ongoing unit goal that the department effectively delivers the annual outcomes	Bakersfield College Cerro Coso Community College Porterville College	
2. All programs and student services Goal 5 comply with Title 5 and California	Goal #5: Strengthen Organizational Effectiveness	☐Completed: _____ (Date) ☐Revised: _____ (Date) ☒Ongoing: 6/30/19	Ongoing unit goal that the department effectively delivers the annual outcomes	Bakersfield College Cerro Coso Community College Porterville College	
3. Colleges and district will enhance mandated reporting procedures, Education Code, Title 5 changes, and enhanced district wide project resolution	Goal #5: Strengthen Organizational Effectiveness	☐Completed: _____ (Date) ☐Revised: _____ (Date) ☒Ongoing: 6/30/19	Ongoing unit goal that the department effectively delivers the annual outcomes	Bakersfield College Cerro Coso Community College Porterville College	

4. Coordinate the common student services policies and practices across the Districts colleges to ensure student success in completion, transfer, job readiness	Goal #5: Strengthen Organizational Effectiveness	☐ Completed: _____ (Date) ☐ Revised: _____ (Date) ☒ Ongoing: 6/30/19	Ongoing unit goal that was not accomplished last reporting period and in the new reporting period will be reviewed for barriers to completion	Bakersfield College Cerro Coso Community College Porterville College	
5. Ensure timely and accurate reporting for colleges for district wide reports to the state Community College Chancellor's Office	Goal #5: Strengthen Organizational Effectiveness	☐ Completed: _____ (Date) ☐ Revised: _____ (Date) ☒ Ongoing: 6/30/19	Ongoing unit goal that the department effectively and the outcomes are effectively met and will continue this time period with support from the colleges	Bakersfield College Cerro Coso Community College Porterville College	
6. Student fees and academic calendars are coordinated and identical for all three colleges and submitted to the Board in a timely fashion	Goal #5: Strengthen Organizational Effectiveness	☐ Completed: _____ (Date) ☐ Revised: _____ (Date) ☒ Ongoing: 6/30/19	Ongoing unit goal that the department effectively and the outcomes are effectively met and will continue this time period with support from the colleges	Bakersfield College Cerro Coso Community College Porterville College	
7. Direct the development and implementation of the District Strategic Plan and collaborate with the colleges in the development of the colleges Strategic Plans and the Student Success Plans	Goal #5: Strengthen Organizational Effectiveness	☒ Completed: 6/30/19 ☐ Revised: _____ (Date) ☐ Ongoing: _____ (Date)	Accomplished	Bakersfield College Cerro Coso Community College Porterville College	
8. Represent the District to local, state, and federal governmental agencies, businesses and agencies involved in creating, developing,	Goal #1: Maximize Student Success	☐ Completed: _____ (Date) ☐ Revised: _____ (Date) ☒ Ongoing: 6/30/19	Ongoing unit goal that the department effectively delivers the annual outcomes	Bakersfield College Cerro Coso Community College Porterville College	

modifying, and evaluating programs and services for community college students					
9.District Leadership Academy will be offered each year with active participation from all employee groups	Goal #5: Strengthen Organizational Effectiveness	☐Completed: _____ (Date) ☐Revised: _____ (Date) ☒Ongoing: 6/30/19	Ongoing unit goal that the department effectively delivers the annual outcomes	Bakersfield College Cerro Coso Community College Porterville College	
10. Direct district legislative activities to address state and federal legislation impacting our colleges	Goal #5: Strengthen Organizational Effectiveness	☐Completed: _____ (Date) ☐Revised: _____ (Date) ☒Ongoing: 6/30/19	Ongoing unit goal that the department effectively delivers the annual outcomes	Bakersfield College Cerro Coso Community College Porterville College	
11.Increased level of collaboration with area Adult Schools	Goal #1: Maximize Student Success	☐Completed: _____ (Date) ☐Revised: _____ (Date) ☒Ongoing: 6/30/19	Ongoing unit goal that the department effectively delivers the annual outcomes	Bakersfield College Cerro Coso Community College Porterville College	
12.College faculty and administration will be informed regarding best practices focuses on current issues of student success.	Goal #1: Maximize Student Success	☐Completed: _____ (Date) ☐Revised: _____ (Date) ☒Ongoing: 6/30/19	Outcome was started but not completed a renewed effort will occur in new reporting period	Bakersfield College Cerro Coso Community College Porterville College	

Section Four: Progress on Unit Goals a) needs to be pretty thoroughly revisited. Most of these goals seem to be AUO's with no clear timeline or action plan. Goals are special projects you are doing now in order to move your department ahead in improving achievement of your AUO's. "Consistency and conformance with education code, title 5 and board policy on behalf of the Chancellor and the Board of Trustees for all new programs and new courses, programs, and deletions" are things that the department is ALWAYS doing. So it's not a goal. Now the goals listed under Section Five: New or Revised Goals are truly and clearly goals—these are delimited-time projects that the department is gearing up to accomplish and then be done with. That's the difference between a goal and an AUO.

Section Five: New or Revised Goals

a) List new or revised goals, if applicable. (Add additional rows as necessary.)

Replacement Goal	Which institutional goals from the KCCD Strategic Plan will be advanced upon completion of this goal?	Status Update — Action Plan	Colleges requesting accomplishment of this goal or colleges' planning indicating this need. (Include supporting documentation.)	Other group (besides ones of the colleges) requesting accomplishment of this goal. (Include supporting documentation.)
1. Complete update Board Policies and Procedures.	Goal #5: Strengthen Organizational Effectiveness			Chancellor
2. Facilitate adoption and implementation of scheduling software	Goal #2: Ensure Student Access	Ongoing meetings with the Vice Presidents	Bakersfield College Cerro Coso Community College Porterville College	
3. Facilitate VP role in working with Vice Chancellor of IT the development of an IT Plan	Goal #5: Strengthen Organizational Effectiveness	Ongoing meetings with the Vice Presidents	Bakersfield College Cerro Coso Community College Porterville College	

Section Six: Current Unit Resources

> **a)** List the unit's current resource levels by outlining existing staff, listing (major) technology/equipment the unit uses, describing the space the unit occupies, and the unit's current budget.

Resources	Current Level		
Staffing (list current staffing levels)	▪ 1.0 FTE Vice Chancellor ▪ 1 FTE Director, Grants and Resources ▪ 1.0 FTE Educational Services Assistant		
Technology / Equipment	•	•	•
Space / Facilities	•		
Budget (Unrestricted) Total	$	**Notes** (if any)	
1000 (Academic Salaries)	$ 190,724.92		
2000 (Classified Salaries)	$ 187,913.40		
3000 (Employee Benefits)	$ 155,561.87		
4000 (Supplies & Materials)	$ 2,600.00 Library/Magazines – Non-Instructional Supplies/Supplies		
5000 (Operating Expenses and Services)	$ 28,600.00 Consulting, Employee Travel, Dues & Memberships		
6000 (Capital Outlay)	$ 5,000.00		
7000 (Other Outgo)	$ 0.00		
Budget (Restricted) Total	$ 0.00		
Budget (Contract/Community Ed) Total	$ 0.00		

Section Seven: Resource Request Analysis

Discuss the impact of new resources your unit is requesting for next year's cycle that are in addition to what your unit currently has in this cycle. Indicate the expected cost along with the rationale. If a college is not requesting the new resource, leave the "College(s) requesting" column blank. Rank the proposals in order of their importance to the unit ("1" is most important; "5" is least important)

Resource Category	Resource Requested (*Include Cost*)	Discuss how the new resource will impact your unit's effectiveness in providing service to the colleges or other groups and what college planning reflects or suggests this need.	College(s) requesting this new resource to your unit. *(Leave blank if no college requests the new resource.)*	Rank
Positions: *Discuss the impact new and/or replacement management and/or staff will have on your unit's service to the colleges.*	☐ 1: Classified Staff ☐ 2: Administrator			
Professional Development: *Describe briefly, the effectiveness of the professional development your unit will be engaged in (either providing or attending) during the next cycle*	☐ 1: Provide Professional Development ☐ 2: Attend Professional Development			
Facilities: *If your unit receives a building remodel or renovation, additional furniture or beyond routine maintenance, explain how this request or requests will impact your unit's service to the colleges.*	☐ 1: Space Allocation ☐ 2: Renovation ☐ 3: Furniture ☐ 4: Other ☐ 5: Beyond Routine Maintenance			
Technology: *If your unit receives technology (audio/visual – projectors, TV's, document cameras) and computers, , explain how this request or requests will impact your unit's service to the colleges.*	☐ 1: Replacement Technology ☐ 2: New Technology ☐ 3: Software ☐ 4: Other_____			

Section Seven: Resource (cont.)

Discuss the impact of new resources your unit is requesting for next year's cycle that are in addition to what your unit currently has in this cycle. Indicate the expected cost along with the rationale. If a college is not requesting the new resource, leave the "College(s) requesting" column blank. Rank the proposals in order of their importance to the unit ("1" is most important; "5" is least important)

Resource Category	Resource Requested (*Include Cost*)	Discuss how the new resource will impact your unit's effectiveness in providing service to the colleges or other groups and what college planning reflects or suggests this need.	College(s) requesting this new resource to your unit. *(Leave blank if no college requests the new resource.)*	Rank
Other Equipment: *If your unit receives equipment that is not considered audio/visual or computer equipment technology, , explain how this request or requests will impact your unit's service to the colleges.*	☐ 1: Replacement ☐ 2: New ☐ 3: Other_____			
Total cost of resource needs over and above current budget allocation:	$			

Section Eight: Conclusions

Present any conclusions and findings about the unit and its connection to the work of the colleges. (ACCJC Std IV.D.2, IV.D.5, IV.D.7):

Educational Services continues to support the three colleges and the district in the coordination of district-wide instructional and student services programs and services to enhance articulation, matriculation and student learning outcomes. The primary focus is to ensure the colleges have the tools to ensure quality in both instruction and student services programs. An equal focus will continue to be the efforts to support the work of the three colleges through legislation advocacy work. With the change to the new state Student centered Funding Formula and the increase emphasis on student success the goals of the unit remain fairly consistent but with a renewed focus on serving the unit's varied and numerous customers.

The focus on timely and accurate data to measure the increase in student outcomes requires an increase in collaboration and communication between the colleges, Informational Technology, Institutional Research, admissions and records and financial aid directors at the colleges. This unit will continue working closely with the vice presidents as the oversight group to follow-through and problem solve gaps in accurate reporting, submission of reports, and communication between all areas. Through requests from the colleges and the vice presidents, Educational Services works closely with the Office of Information Technology in the planning and selection of technology that will improve processes and district wide coordination through the implementation of various software programs.

Submitter's Name: <u>John Means</u>

Title: <u>Vice Chancellor, Educational Services</u>

Submitter's Signature: _____

Date Submitted: October 7, 2019

Submitter's Immediate Supervisor: _____

Date of Review: _____

Chancellor's Signature: _____

Date of Review: _____

Date of Presentation to Administrative/Consultation Council:_____