



Program Review Request

Administrative Services – President’s Office

Program Review Purpose

“Program review is the process through which constituencies (not only faculty) on campus take stock of their successes and shortcomings and seek to identify ways in which they can meet their goals more effectively. It is important to note here that the task of identifying evidence-based successful practices, and sharing these practices college-wide, is far more important than the negative perspective of trying to ferret out ineffective practices” –Academic Senate for California Community Colleges, 2009

DATA

Number of staff in wing:	13
Number of faculty in wing:	0
Number of administrators in wing:	5

KPIs: Include data for 2022-2023 and goals for 2023-2024

Total FTES:	Click or tap here to enter text.
Total LHEs:	Click or tap here to enter text.
Efficiency (FTES to LHE ratio):	Click or tap here to enter text.
Enrollment count:	Click or tap here to enter text.
Course Success Rate:	Click or tap here to enter text.
Number of Certificates Awarded:	Click or tap here to enter text.
Number of Associate Degrees Awarded:	Click or tap here to enter text.
Number of ADTs Awarded (subset of above):	Click or tap here to enter text.
Number of dual enrollment students:	Click or tap here to enter text.
Number of first-time students who completed English and math in their first year:	Click or tap here to enter text.
9+ CTE Units:	Click or tap here to enter text.

<p>List the Administrative Service Outcomes (ASOs) for President’s Office : <i>If you have not defined your ASOs, please describe how you will define them in 2023-2024.</i></p>	<p>These have not been defined, partly because the President is in an interim role. However, my goals during this period have been:</p> <ul style="list-style-type: none"> Improved Communication Across Campus Transparency of Budgeting and Other Collegewide Decisions Support of Shared Governance and the SG Structure Improvement of the Student and Employee On-Campus Experience Strategic Investment in High-Impact Projects Improvement of Safety on Campus Progress on DEIA Goals
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	In addition, it is the President's responsibility to ensure that the campus continues to focus on the Strategic Plan.
Describe how you assessed your ASOs this year? (e.g., survey, document review) <i>If you have not assessed ASOs, describe your plan to assess in 2023-2024.</i>	We did not formally assess these goals. In 2023-24, I would like to establish some benchmarks and design a survey for students and employees to see how we have done on these issues. Our DEIA goals will be determined by the plans that should be completed this year.
What were the findings of your ASO assessment?	Not completed.
How do you plan to strengthen practices/policies to improve your outcomes?	Click or tap here to enter text.

Outside of hiring new faculty or staff, please discuss the data trends above, and your plans for serving more stakeholders (students, employees) or improving your outcomes.

Particularly given the unlikelihood of hiring more staff, I have focussed on helping the areas under the President's Office (Foundation, Research and Promotions/Marketing) prioritize projects that will assist with critical areas (enrollment, fiscal stability and the student experience). If I continue as President, my goal will be to assist in creating multi-year plans for each area with benchmarks. Generally, as President, it is a daily task to remain focussed on the most important goals for the college.

PROGRAM-SPECIFIC QUESTIONS

Describe the functions of President’s Office?

Most important, the President and her Executive Assistant serve as a "hub" that provides information, direction and leadership for the campus and its many projects. The Office itself should be seen as inviting and supportive. It also serves as a connection to the community and the President has a role in building relationships with the K-12 system, area non-profits, employers and legislators. She also represents college interests at District meetings.

What does President’s Office do exceptionally well?

I give us high marks for communication and being engaged with the campus. My Executive Assistant is always available to assist other employees and provide information; she is also creative in finding ways to reach goals, such as communication of campus events.

How does President’s Office help GWC meet its mission?

Golden West College provides an intellectually and culturally stimulating learning environment for its diverse student population. The College provides enriching and innovative programs that help students: transfer to four-year institutions, earn associate degrees, complete certificates in career and technical education, advance their careers, and demonstrate college readiness. The College is committed to continuous assessment and improvement of student learning and institutional effectiveness.



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Generally, the President's Office is the primary unit that helps the college stay focused on its mission. The President and staff support others in achieving their goals.

How can President’s Office adapt to handle the increased volume in programs requiring additional tracking and reports?

Click or tap here to enter text.

What are the most impactful changes in processes to the President’s Office that can improve service to students and the campus community?

Click or tap here to enter text.

What are the biggest challenges facing the President’s Office in completing its role?

Planning and assessing where we are with the Strategic Plan. Assisting the campus in creating plans for enrollment and other areas. When the college has a permanent president, these challenges will remain, but there will be more stability to support these projects.

GOALS AND REQUESTS FOR FUNDING

Requests – If you are requesting any of the following, they MUST be addressed within your goals. These forms must be submitted separately from the Program Review.

- Faculty
- Equipment, Facilities, Technology
- Support Staff

GWC Strategic Plan Goals Legend

1. **Enrollment:** GWC will increase credit and noncredit enrollment while providing efficient academic programs and student services.
2. **Equity and Success:** GWC will support, enhance, and develop equity-minded services and academic programs that lead to student success.
3. **Completion:** GWC will ensure students’ timely completion of degrees and certificates by providing high quality academic programs and student services.
4. **Workforce Preparation:** GWC will support student success by developing and offering academic programs and student services that maximize career opportunities.
5. **Facilities:** GWC will provide flexible, accessible, and sustainable learning environments that support the success of students, faculty, staff, and communities.
6. **Professional Development:** GWC will support the success of all employees by providing professional development opportunities that focus on the achievement of the College Goals.
7. **Communication:** GWC will effectively communicate and collaborate within the College and its communities.



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GOALS FROM PREVIOUS PROGRAM REVIEW CYCLE

Please refer to your previous Program Review cycle and summarize all outcomes for each goal.

Summary and Outcomes of Previous Goals (from the last Program Review) including resource requests and if they were funded or not.

N/A

GOALS FOR CURRENT PROGRAM REVIEW CYCLE

Current goals should be connected to GWC’s Strategic Plan Goals.

GOAL 1 (Required)

Description of goal:

Develop long-term plan for fiscal stability, as requested by the District

What actions will be taken to accomplish the goal?

Continued education of campus; consideration of ideas from campus; work with VPAS and Fiscal Director to identify areas of both savings and increased revenue

What metric will you use to measure your goal?

Balanced budget by 2026

Which of the College’s missions and goals does this goal support? (check all that apply)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

GOAL 2 (Required)

Description of goal:

Support and find resources for equity plans created by campus



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What actions will be taken to accomplish the goal?

Dissemination of plans; workshops to review them; work with DEIA Committee on implementation

What metric will you use to measure your goal?

Progress reports on identified actions and measures in the plans

Which of the College’s missions and goals does this goal support? (check all that apply)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

GOAL 3 (Required)

Description of goal:

Continue improvement of safety on campus

What actions will be taken to accomplish the goal?

Working with VPAS, implement recommendations from Dolores Stafford as we can afford

What metric will you use to measure your goal?

Assessment of safety measures implemented and campus satisfaction with progress

Which of the College’s missions and goals does this goal support? (check all that apply)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

OTHER INFORMATION



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What additional information would you like to share about your program?

Whether I continue as President or not, I would like to see the President's Office remain accessible, helpful and informative. Also, the President needs to represent the college in a consistently positive and constructive manner.

Submitter’s Signature: *Meridith Randall*

Date: 11/28/2023

Supervisor’s Review

As the supervisor of this program, I have reviewed this request.

- No concerns
- I have concerns

Comments: Looks great to me!

Supervisor’s Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Vice President’s Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.