

Q1. Dear Deans and Vice Presidents,

This is where you enter the data from your Deans/VP PAR template. **Please plan to enter your data all at once!** We do not have control over the Qualtrics server and do not want you to lost your work!

Please reach out to the PAR Co-Chairs if you have any questions:  
Deonne Kunkel Wu [dkunkelwu@chabotcollege.edu](mailto:dkunkelwu@chabotcollege.edu) and  
Cynthia Gordon da Cruz [cgordondacruz@chabotcollege.edu](mailto:cgordondacruz@chabotcollege.edu).

Q2. Name of Your Area/Division:

Office of Academic Services

Q3. Your Name:

Jamal A. Cooks, Ph.D.

Q4.

## 1. Campus-Wide Issues

Programs in your division/area were asked to reflect on the results of last year's comprehensive PAR regarding infrastructure or college-wide issues needing immediate attention. Please review your **"Summary Data Report"** from Qualtrics (these reports aggregate all responses from programs in your division/area). Based on their responses and your own experiences, in ranked order, what do you believe are the top 3-5 infrastructure or college-wide issues that deserve immediate attention?

Issue # 1

Staffing / Hiring – We need a number of mid-level administrators, more faculty, and administrative assistants in order to help the college operate at a higher level.

Issue # 2

Student Registration / Application Process- There are a number of policies that create additional barriers for students to enroll at Chabot that are rooted in registration issues, cccapply, W#'s, and "red tape".

Issue # 3

Tech Systems & Training- The technology for curriculum, instruction, and assessment. In addition, we need access to the latest technology (programs, apps, etc) and training on incorporating into our classrooms.

Issue # 4 (optional)

Access to Counseling- Students have a difficult time seeing counselors. We might consider various ways to maximize the access to counselors.

Issue # 5 (optional)

Q5.

## 2. Service Area Outcomes

2.1. Are there any programs/services/areas with **service area outcomes** in your division/area?

Yes No

Q6. 2.2. Please refer to your Summary Data Report from Qualtrics posted on [2022 Fall PAR Reports & Synthesis Statement](#) website. Service areas were asked the status of their SAO assessments. Have all service areas within your division/area filled out the [SAO Assessment Updates Survey](#) in Qualtrics OR assessed two SAOs in the past five years, *in which assessments included plans for continuous improvement*?

Note: To directly look up a service area's SAO assessment results, use this [SAO 2022 Assessment Update SPREADSHEET\\*](#)

Yes No N/A

Q7. 2.3. If not, by when do you believe you can support the service areas in your division/area with filling out the [SAO Assessment Updates Survey](#) in Qualtrics?

All but one...In October, we had a transition of a new Interim Lab School Director, Carmen Ortiz. She was not familiar with assessing SAOs and will need some guidance in completing the assessment. We can work with her on updating this by end of the term. Also: RISE is no longer in Social Science but reports to APSS effective July 1, 2022 and needs to be updated on the SAO sheet

Q8.

## 3. Learning Outcomes Assessment Results

Please refer to your Summary Data Report from Qualtrics and the [SLO Assessment Report\\*](#) to answer the following questions.

Q29. 3.1. Are there any programs/services/areas with **student learning outcomes (SLOs)** in your division/area?

Yes No

Q25. 3.2. Is assessment for all SLOs in your division/area up to date?

Yes No N/A

Q9. 3.3. If not, by when do you anticipate being able to support faculty in your division/area with completing this process? (Or for VPs, how will you support the Deans to get this task completed?) Do you have concerns you would like to share?

Q30. 3.4. Do you have any **program learning outcomes (PLOs)** in your division/area?

Yes No

Q27. Please refer to your Summary Data Report from Qualtrics posted on [2022 Fall PAR Reports & Synthesis Statement](#) website and the [PLO Assessment Completion Report](#)\* to see how many Certificates and Degree Programs in your division assessed PLOs in the 5-year cycle on CurricUNET. Programs who did not submit a complete PLO assessment are highlighted in pink.

Q28. 3.5. Is assessment for all PLOs in your division/area up to date?

Yes No N/A

Q29. 3.6. If not, by when do you anticipate being able to support faculty in your division/area with completing this process? (Or for VPs, how will you support the Deans to get this task completed?) Do you have concerns you would like to share?

Q11.

## 4. Reflections on Goals & Future Planning

**Context:** In their Fall 2021 PARs, programs in your division/area established goals to support continuous improvement in SLOs, PLOs, SAOs, meeting the college mission, or long-term strategic planning in the Educational Master Plan. Please review the Summary Data Report to see how programs in your division/area responded to the question: what is going well and what are some challenges regarding completing your programs/area's goals?

Q12. 4.1. What trends in their accomplishments stand out?

As a campus, there were many accomplishments as a college. We increased the SLO, SAO, and PLO's to close to 1000% in each area. The SLO's are clearly stated on each course syllabi and match the information in Curricunet, and are assessed by faculty at the end of the semester. During the past year, the PLO's were reviewed and updated across campus. Although they are more general, all of the SAO's were complete at the end of Fall 2022.

Q13. 4.2. What trends regarding challenges stand out?

The challenges associated with the SLO, SAO, and PLO's were around time. We needed time to identify the areas that were missing SLO, SAO, and PLO's. Then we needed time to work with faculty to create or revise SLO, SAO, and PLO's. In addition, we revised all the questions for the SLO assessments for faculty, created a tracking system with each division dean, and followed up with faculty who needed to complete the assessment after the stated deadline. Finally, the most important time was spent continuing to verify that the SLO, SAO, and PLO's were complete in all areas in order for us to claim that we are close to 1000% completion rate in SLO, SAO, and PLO's.

Q14. **Context:** Last year, your office also established goals, please look here to see the [goals you established in your Fall 2021 PAR](#)\*

Q15. 4.3. So far, what is going well and what are some challenges regarding completing your office's goals? You could include reflections on: achievement of outputs or outcomes and/or challenges with producing outputs or outcomes so far.

Q16. \*Note: if you need to amend one of your office's PAR goals, please email the adapted goals to Cynthia Gordon da Cruz [cgordondacruz@chabotcollege.edu](mailto:cgordondacruz@chabotcollege.edu)

Q17.

## 5. Program Maps

Program Maps will launch later this fall. Please consult the [Program Map Tracking Spreadsheet](#).

\*If link does not open,

try: <https://clpccd.org.sharepoint.com/:x:/s/ChabotGPprogrammapping/EYNtlwpHRiFAnSMAyqbqmEMBv4omShNxMfbOugYdFDJsIA?e=EgdEaO>

Q18. 5.1. Have all programs in your division/area completed program maps?

Yes No N/A

Q20. 5.2. If not, by when do you believe you can support the programs in your division/area in completing their maps? Please remember that if faculty members need support, they can reach out to Heather Oshiro [hoshiro@chabotcollege.edu](mailto:hoshiro@chabotcollege.edu).

We are working with the division deans, faculty, and the Guided Pathways team to create maps for all areas on campus.

Q21.

## 6. Summary Analysis

6.1. Please provide a summary of your division's/area's **key contributions/ major achievements** since the last comprehensive PAR cycle. (300 words)

Academic Services has many strengths in the work for Chabot College. As a college during the accreditation process, we worked with the district to create technology plan, revised the curriculum handbook, improved our evaluation process, and continued to strengthen our tri-chair shared governance model. In addition, we are creating a wide variety of programs and courses for degrees and certificates, increasing the amount of ZTC offerings, non-credit courses, and dual enrollment classes. Moreover, the deans have worked diligently on offering courses in a variety of modalities (online, synchronous, a synchronous, F2F, hybrid, etc.) for students to have multiple access points to higher education. The OAS supports deans to manage course scheduling, to support the faculty evaluations are completed by the assigned deadlines, working to meet AB 1705/705, and gathering resources for faculty to positively impact the teaching and learning of Chabot students.

Q22. 6.2. Please provide a summary of your division's/area's **greatest challenges** since the last comprehensive PAR cycle. (300 words)

Academic Services has experienced challenges in maximizing effectiveness and efficiency. A major challenge is maintaining consistency with administrators, especially at the dean level. We currently have three interim deans, and some divisions have had multiple deans in the past 2 years. The constant of carousel administrators impacts the support classified professionals. We need to explore how to maximize the effective use of administrative assistants. There are a number of policies that create additional barriers for students to enroll at Chabot that are rooted in registration issues, ccapply, W#'s, and "red tape". We must continue to continue examine how to streamline policies and procedures in order for the college to function at an even higher level.

Q23.

## 7. Resource Requests for Your Dean's/VP's Office

You will need to enter resource requests for *your own Dean's/VP's offices* into [Fall 2022 Resource Request Submissions](#).

Q24. 7.1. How do these requests support the goals in your division/area?

Q25. 7.2. I have entered any resource requests for my Dean's/VP's office into [Fall 2022 Resource Request Submissions](#)

Yes No N/A

### Location Data

Location: [\(37.6403, -122.0667\)](#)

Source: GeoIP Estimation

