Fall 2023 PAR Annual Update

Student Services/Administrative Services/Office of the President

Dear Chabot Community Member,

Welcome to Fall 2023 Program and Area Review! PAR is on a three-year cycle (Fall 2021 is the comprehensive review and planning year; Fall 2022 and Fall 2023 are annual update years). This is the second "Update Year" in which you will need toreflect on aspects of your own PAR submissions and the overarching campus trends from the Fall 2021 Comprehensive PAR and Fall 2022 Update PAR Years. Please collaborate with your dean/manager to receive feedback before entering your PAR responses into Qualtrics\* (and for resource requests, enter into Cognito). The links to Qualtrics and Cognito will be posted on the PAR website in October.

Thanks,
The Program and Area Review Committee

\*Please remember that Qualtrics is not a collaboration tool and partial responses can get lost. You should only enter your PAR into Qualtrics once you have finished the steps of collaborating with your program/area teammates and/or your Dean/manager and have a final draft.

Background Information

* **Name of your Program, Discipline, Area, or Service:**

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* **What division does your Program/Area reside in?**

For Academic Services:For Administrative Services:

[ ]  Academic Pathways and Student Success [ ]  Not Applicable

[ ]  Applied Technology and Business For Office of the President:

[ ]  Arts, Media, and Communication [ ]  Not Applicable

[ ]  Health, Kinesiology, and Athletics For Student Services:

[ ]  Language Arts [ ]  Counseling

[ ]  Science and Mathematics [ ]  Special Programs

[ ]  Social Sciences [ ]  Not Applicable

[ ]  Not Applicable

* **What organizational unit does your program/area belong to?**

[ ]  Academic Services

[ ]  Administrative Services

[ ]  Office of the President

[ ]  Student Services

* **Name(s) of the person or people who contributed to this review:**

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Campus-Wide Issues

*Reflections on Annual Priority Progress in Academic Year 2022-23*

Context: The Planning and Resource Allocation Committee (PRAC) establishes [Annual Planning Priorities](https://www.chabotcollege.edu/governance/planning-resource-allocation-committee/docs/agenda-minutes/2021-2022/spring_2022/2022-05-04_handout_annualplanningpriorities_22-23.pdf)based on collegewide trends in PAR responses, experiences from grant and categorical fund managers, and issues raised in PRAC. In brief, the planning priorities for 2022-2023 were to:

1) Develop support networks to link students to Pathway Success Team members and services;

2) Expand Chabot's connection to the external community to expand students’ access to basic needs support and work-based learning opportunities and careers; and

3) Improve student interfaces (e.g., marketing, website redesign, virtual ways for students to access services).

* **What progress did you see in any of these annual planning priorities?**

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* **If you could advise college decision makers how to make better or more efficient progress on any of these annual planning priorities, what would you say?**

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Context: For 2023-24, PRAC put forward [seven recommendations](https://www.chabotcollege.edu/governance/planning-resource-allocation-committee/docs/agenda-minutes/2022-2023/spring_2023/2023-05-03_handout_pracannualplanningprioritiesay23-24.pdf) for consideration based on their analysis of the [Fall 2022 Program and Area Review Synthesis Statement](https://www.chabotcollege.edu/programreview/2022-fall/docs/synthesis-statements-reports/fall%202022%20par%20synthesis%20statement%20combined_230201.pdf), the [Mission Critical Priorities](https://www.chabotcollege.edu/planning/educational-master-plan/2021-2026/docs/emp%20final%202021-04-21.pdf) in the Ed Master Plan, experiences from grant and categorical fund managers, and the 2022-23 President’s College Planning Initiatives.

* **How important do you believe it is to address the following issues to support Chabot in carrying out our mission? (Please order them from most important (1) to least important (7) by writing the numbers before the issues.)**

 Improve student access from application to registration.

 Improve fluency with business and HR processes.

 Access and implement post-pandemic college policies and procedures to respond to the needs of students and employees.

 Dedicate resources for implementation of impending mandates, such as Cal-GETC, AB705/1705, etc.

 Scale successful practices from grants, categorical endeavors, and learning communities.

 Affirm and improve program and area review resource requests to reduce inappropriate or duplicate resource requests.

 Build an accountability structure for recommendations that have college-wide scope to ensure continuous improvement.

* **If you believe there is an important issue to address to carry out the college mission that is NOT mentioned in the previous list, please describe below (optional).**

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Reflections on Goals Established in Fall 2021 PAR

Context: In Fall 2021 PAR (the last comprehensive PAR year), after reflecting on data, you established program/area goals to support continuous program improvement and/or the college mission. This [spreadsheet](https://docs.google.com/spreadsheets/d/1rLHCG6KcA6Dl1JecmsHf8RyxVzCqS1nNb9Se7Zjnd6E/edit#gid=0) lists the goals that you first established in Fall 2021 and updated or confirmed in Fall 2022. (If link does not open, then try copy pasting the URL below into an open browser: <https://docs.google.com/spreadsheets/d/1rLHCG6KcA6Dl1JecmsHf8RyxVzCqS1nNb9Se7Zjnd6E/edit#gid=0>)

* **Keeping in mind, you only have one year left in this PAR cycle to accomplish these goals, please take a look at your goals to determine:**

[ ]  All goals are still relevant and nothing needs to be changed or added.

[ ]  All goals are still relevant, but I would like to add an additional goal. (Please fill in your new goal, so we can update the spreadsheet.)

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[ ]  Some goals are relevant and some need to be changed. (Please explain below, so we can update your goals in the spreadsheet.)

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[ ]  None of our goals are still relevant. We need to update all of them. (Please provide us with your new goals, so we can update your goals in the spreadsheet.)

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Context: You established goals in Fall 2021 and presumably are well underway in working on these goals. You will be asked to report on the outcomes of these goals in the first year (Fall 2024) of the next comprehensive PAR cycle (PARs submitted in Fall 2024-Fall 2026).

* **What are the statuses of your program's/area's goals right now?**

[ ]  All goals are achieved.

[ ]  Some goals are achieved and some are in progress.

[ ]  All goals are in progress.

[ ]  Some goals are in progress and some are not started.

[ ]  No goals are started because... (please explain in the space below).

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Context: To assess how well you are doing with respect to meeting your program's/area's goals, you included and/or updated [expected goal outputs and outcomes](https://docs.google.com/spreadsheets/d/1rLHCG6KcA6Dl1JecmsHf8RyxVzCqS1nNb9Se7Zjnd6E/edit#gid=0) in your Fall 2021 and Fall 2022 PARs. (If link does not open, try copy-pasting: <https://docs.google.com/spreadsheets/d/1rLHCG6KcA6Dl1JecmsHf8RyxVzCqS1nNb9Se7Zjnd6E/edit#gid=0>)

"Outputs" are direct short-term results like # of students served, workshops held, etc. Longer-term goals might also have expected *outcomes*. "Outcomes" are longer-term results, like course success rates or degrees earned. Goals are often measured by whether "outputs" or “outcomes” are achieved. The Office of Research, Planning and Institutional Effectiveness (ORPIE) posts a variety of data for programs/areas to assess goal "outcomes": [enrollments and success rates](https://public.tableau.com/app/profile/chabot.institutional.research/viz/Fall2023PAR-EnrollmentsandSuccessRates/ProgramReview), [enrollment management](https://public.tableau.com/app/profile/chabot.institutional.research/viz/EnrollmentManagementData_16601677452410/EnrollmentManagementData?publish=yes), [success rates of online vs hybrid vs face-face-classes](https://www.chabotcollege.edu/programreview/2023-fall/data.php#DE_SuccessRates), [degree and certificate awards](https://public.tableau.com/app/profile/chabot.institutional.research/viz/DashboardonAwardsAY13-14toAY22-23/Awards), and [more](https://www.chabotcollege.edu/programreview/2023-fall/data.php).  To request additional data for goal assessment, please fill out a [research request form](https://docs.google.com/forms/d/e/1FAIpQLScRs0X7CQhmn9QMRA1u1_wiKNMxjdbJp5H3egtnZMeKyK-LaQ/viewform) by **Friday September 22, 2023**. ORPIE will let you know whether they have the requested data and/or how your program/area could collect your own.

* **So far, what is going well regarding completing your program's/area's goals? Please include reflections on achievement of outputs or outcomes.**

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* **What are some challenges regarding completing your program's/area's goals? Please include reflections on challenges with producing outputs or outcomes so far.**

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Service Area Outcomes (SAOs)

Context: At least two Service Area Outcomes (SAOs) should be assessed once every five years. Please take a look at the [SAO 2022 Assessment Update Spreadsheet](https://docs.google.com/spreadsheets/d/1-NEEF-ObcGBiuHKYuUMmar7rqAGlIQLn/edit#gid=534718710) to answer the following. (If link does not open, try copy-pasting: <https://docs.google.com/spreadsheets/d/1-NEEF-ObcGBiuHKYuUMmar7rqAGlIQLn/edit#gid=534718710>)

* **Please check the statement that best describes your program's/area's SAO assessments.**

[ ]  We have assessed two SAOs in the past five academic years (AY 2018-19; AY 2019-20; AY 2020-21; AY 2021-22; AY 2022-23) and assessment results have been recorded in the SAO 2022 Assessment Update Spreadsheet (link above).

[ ]  We have assessed two SAOs in the past five academic years, but one or more of those assessments has not been recorded in the SAO 2022 Assessment Update Spreadsheet. We plan to enter our assessment results in the [SAO 2023 Assessment Updates Survey](https://chabotcollege.qualtrics.com/jfe/form/SV_bsxQMptE58WA8Tk) by (fill-in Date MM/DD/YYYY)

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[ ]  Our program/area has not assessed two SAOs in the past five academic years; therefore, we plan to complete the remaining SAO assessments and enter the results into the [SAO 2023 Assessment Updates Survey](https://chabotcollege.qualtrics.com/jfe/form/SV_bsxQMptE58WA8Tk) by (fill-in Date MM/DD/YYYY)

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[ ]  Other (fill-in)

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From Goals and SLO/PLO/SAO Continuous Improvement Plans to Resource Requests

Context: The basis for Chabot's resource allocation process is grounded in reflections on: 1) PAR goals, 2) plans for improving student learning that are grounded in SLO and PLO assessment results, and 3) SAO assessment results. Please consider what augmentations or new resources might be needed to achieve: 1) your PAR goals, 2) plans to improve student learning, and/or 3) reach SAOs.

* **Which of your PAR goals, plans for improving student learning, and/or plans for reaching SAOs will need augmented or new resources?
\*\*Note you will still need to enter resource requests into Cognito after submitting your PAR on Qualtrics.**

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Optional: Campus-wide Reflection on Current Issues

This optional section of the update-year PAR contains question(s) on current issues impacting our campus.

* **Though slowly improving, Chabot's enrollment is far from reaching pre-COVID-pandemic levels. This impacts our funding. What are your thoughts on how we should respond? (e.g., ensuring smooth process for students from application to enrollment, mass retention campaign, mass marketing, planning for a smaller college, providing in-person/hybrid/hyflex course instruction and service delivery, other?)**

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* **As you know, President Cooks assumed the role of Chabot’s 10th College President on August 1, 2023. If your program/area could tell President Cooks one thing he needs to know about your program/area, what would it be?**

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Resource Requests

**Categorical Funding Application:** Some requests can be funded through categorical funds; however, this year, neither SASE nor CE is ready to open up their application process yet. Please refer to the notes below for more detailed information.

**Note on Student Success and Equity (SASE) funding:** SASE is still in process of determining the amount of funding available for the year of 2023-24. Once they are ready to open up the application process, SASE will inform the campus. If you have any questions, please contact administrative Tri-Chair of the SASE Committee Saleem Gilmore sgilmore@chabotcollege.edu.

**Note on Career Education (CE) Funding:** CE funds are fully committed for the year of 2023-24 and not available for new requests. Should funds become available later in the year, the CE committee will notify departments. If you have any questions, please contact administrative tri-chair of the Career Education Committee Christina Read cread@chabotcollege.edu.

**For the rest of resource requests,** programs should fill out the charts below so that your dean/manager can provide feedback on your resource requests when you submit this PAR template to them on 10/06/23. The charts will also allow you to easily rank the priority of your request. When you submit your final PAR (before or on 10/23/23), you will submit these resource requests in Cognito. The link will be provided on the PAR website.

Criterion for distributing funding vary by committee, but are consistently based on the “Key Documents for Planning and Resource Allocation” posted on the [Planning and Resource Allocation Committee’s website](https://www.chabotcollege.edu/governance/planning-resource-allocation-committee/index.php) (e.g., the [Educational Master Plan](https://www.chabotcollege.edu/planning/educational-master-plan/2021-2026/docs/emp%20final%202021-04-21.pdf) and [the PRAC Annual Planning Priorities](https://www.chabotcollege.edu/governance/planning-resource-allocation-committee/docs/agenda-minutes/2022-2023/spring_2023/2023-05-03_handout_pracannualplanningprioritiesay23-24.pdf)) and the [President’s College Goals](https://www.chabotcollege.edu/programreview/2023-fall/docs/president%20goals%20and%20college%20planning%20priorities%20for%202023-2024.pdf).

\*Note: If your requests are part of a larger project, please name the project and use the same project name for all requests related to the project so that committees can see the total cost of the project.

**Contracts and Services Requests:** Contracts and Services include things like equipment maintenance contracts, food vendors, external consultants or speakers.

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|  | Project NameUse the same project name for all requests related to a large project or put ‘individual request’ | Rank(1, 2, 3, etc. after all requests have been entered) | Brief Item Description | JustificationBRIEFLY justify how this spending relates to the EMP, College's Annual Planning Priorities and/or President’s Goals (2-3 sentences). | Year(s) Needed | Estimated Cost Per Year |
| Item 1 |  |  |  |  | [ ]  Annual[ ]  2023-24[ ]  2024-25[ ]  2025-26 |  |
| Item 2 |  |  |  |  | [ ]  Annual[ ]  2023-24[ ]  2024-25[ ]  2025-26 |  |
| Item 3 |  |  |  |  | [ ]  Annual[ ]  2023-24[ ]  2024-25[ ]  2025-26 |  |

**Equipment Requests:** Equipment includes items that generally cost more than $200 and last longer than short-term items/supplies that get used up.

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|  | Project NameUse the same project name for all requests related to a large project or put ‘individual request’ | Rank(1, 2, 3, etc. after all requests have been entered) | Quantity Needed | Brief Item Description | JustificationBRIEFLY justify how this spending relates to the EMP, College's Annual Planning Priorities and/or President’s Goals (2-3 sentences). | Year(s) Needed | Estimated Cost Per Year |
| Item 1 |  |  |  |  |  | [ ]  Annual[ ]  2023-24[ ]  2024-25[ ]  2025-26 |  |
| Item 2 |  |  |  |  |  | [ ]  Annual[ ]  2023-24[ ]  2024-25[ ]  2025-26 |  |
| Item 3 |  |  |  |  |  | [ ]  Annual[ ]  2023-24[ ]  2024-25[ ]  2025-26 |  |

**Facilities Requests**

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|  | Project NameUse the same project name for all requests related to a large project or put ‘individual request’ | Rank(1, 2, 3, etc. after all requests have been entered) | Does your request involve additional/​expanded physical space? | Brief Item Description | JustificationBRIEFLY justify how this spending relates to the EMP, College's Annual Planning Priorities and/or President’s Goals (2-3 sentences). | Year(s) Needed | Estimated Cost Per Year |
| Item 1 |  |  | [ ]  Yes[ ]  No |  |  | [ ]  Annual[ ]  2023-24[ ]  2024-25[ ]  2025-26 |  |
| Item 2 |  |  | [ ]  Yes[ ]  No |  |  | [ ]  Annual[ ]  2023-24[ ]  2024-25[ ]  2025-26 |  |
| Item 3 |  |  | [ ]  Yes[ ]  No |  |  | [ ]  Annual[ ]  2023-24[ ]  2024-25[ ]  2025-26 |  |

**Human Resource Requests** (e.g., Faculty, Classified, Administrative, Student Workers, etc.)

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|  | Project NameUse the same project name for all requests related to a large project or put ‘individual request’ | Rank(1, 2, 3, etc. after all requests have been entered) | Classification of Position Requested | Position Title | Avg. hours per week | **Justification**BRIEFLY justify how this spending relates to the EMP, College's Annual Planning Priorities and/or President’s Goals (2-3 sentences). | Year(s) Needed | Estimated Cost Per Year |
| Position 1 |  |  | [ ]  Administrator[ ]  Full-Time Classified[ ]  Part-Time Classified[ ]  Hourly Classified[ ]  Full-Time Faculty[ ]  Part-Time Faculty[ ]  Faculty F-hour/for pay[ ]  Faculty Reassign/for load[ ]  Student Worker[ ]  Other |  |  |  | [ ]  Annual[ ]  2023-24[ ]  2024-25[ ]  2025-26 |  |
| Position 2 |  |  | [ ]  Administrator[ ]  Full-Time Classified[ ]  Part-Time Classified[ ]  Hourly Classified[ ]  Full-Time Faculty[ ]  Part-Time Faculty[ ]  Faculty F-hour/for pay[ ]  Faculty Reassign/for load[ ]  Student Worker[ ]  Other |  |  |  | [ ]  Annual[ ]  2023-24[ ]  2024-25[ ]  2025-26 |  |
| Position 3 |  |  | [ ]  Administrator[ ]  Full-Time Classified[ ]  Part-Time Classified[ ]  Hourly Classified[ ]  Full-Time Faculty[ ]  Part-Time Faculty[ ]  Faculty F-hour/for pay[ ]  Faculty Reassign/for load[ ]  Student Worker[ ]  Other |  |  |  | [ ]  Annual[ ]  2023-24[ ]  2024-25[ ]  2025-26 |  |

* The Faculty Prioritization Committee requires a completed [**Faculty Prioritization Form**](https://www.chabotcollege.edu/governance/faculty-prioritization-committee/) if you are requesting a full-time faculty position. Please submit the completed draft of your faculty prioritization form(s) to your dean/manager when you turn in this PAR template on **10/06/23**. When you submit your final PAR (before or on **10/23/23**), please email your faculty prioritization form(s) directly to cmanicki@chabotcollege.edu.
* The Classified Prioritization Committee requires a completed [**Classified Professional Prioritization Form**](http://www.chabotcollege.edu/governance/classified-senate/docs/prioritization/classifiedprofessionalstaffingrequestform.pdf) if you are requesting a full-time or part-time classified position. Please submit the completed draft of your classified prioritization form(s) to your dean/manager when you turn in this PAR template on **10/06/23**. When you submit your final PAR (before or on **10/23/23**), you will submit your resource requests in Cognito. There will be a spot in the HR requests section in Cognito to upload your completed classified prioritization form(s).

**Professional Development, Travel, and Conferences**

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|  | Project NameUse the same project name for all requests related to a large project or put ‘individual request’ | Rank(1, 2, 3, etc. after all requests have been entered) | Professional Development Type | Brief Item Description | JustificationBRIEFLY justify how this spending relates to the EMP, College's Annual Planning Priorities and/or President’s Goals (2-3 sentences). | Year(s) Needed | Estimated Cost Per Year |
| Request 1 |  |  | [ ]  In-person conference with travel[ ]  Online conference/webinar[ ]  On campus training[ ]  On campus Speaker[ ]  Flex Day Time[ ]  Inquiry Group[ ]  Train-the-Trainer[ ]  Other |  |  | [ ]  Annual[ ]  2023-24[ ]  2024-25[ ]  2025-26 |  |
| Request 2 |  |  | [ ]  In-person conference with travel[ ]  Online conference/webinar[ ]  On campus training[ ]  On campus Speaker[ ]  Flex Day Time[ ]  Inquiry Group[ ]  Train-the-Trainer[ ]  Other |  |  | [ ]  Annual[ ]  2023-24[ ]  2024-25[ ]  2025-26 |  |
| Request 3 |  |  | [ ]  In-person conference with travel[ ]  Online conference/webinar[ ]  On campus training[ ]  On campus Speaker[ ]  Flex Day Time[ ]  Inquiry Group[ ]  Train-the-Trainer[ ]  Other |  |  | [ ]  Annual[ ]  2023-24[ ]  2024-25[ ]  2025-26 |  |

**Supplies and Software Requests:** Supplies are items that get used up and generally cost less than $200 per item. Additionally, software is considered a “supply” and should be requested in this category (i.e., software does NOT go under equipment, nor technology).

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|  | Project NameUse the same project name for all requests related to a large project or put ‘individual request’ | Rank(1, 2, 3, etc. after all requests have been entered) | Brief Item Description | JustificationBRIEFLY justify how this spending relates to the EMP, College's Annual Planning Priorities and/or President’s Goals (2-3 sentences). | Year(s) Needed | Estimated Cost Per Year |
| Item 1 |  |  |  |  | [ ]  Annual[ ]  2023-24[ ]  2024-25[ ]  2025-26 |  |
| Item 2 |  |  |  |  | [ ]  Annual[ ]  2023-24[ ]  2024-25[ ]  2025-26 |  |
| Item 3 |  |  |  |  | [ ]  Annual[ ]  2023-24[ ]  2024-25[ ]  2025-26 |  |

**Technology Requests:** Technology items include laptops, printers, desktops, OWLs, and other hardware maintained by IT. Requestors are encouraged to speak with IT before making a request in program and area review. Technology requests are evaluated by the Instructional and Services Technology Committee (IST).

\*Note: Not all requests related to “technology” should be made in this category. For example, a request for a full computer lab would be made in three places: 1) laptops, printers, and desktops should be requested under “Technology Requests;” 2) the space for the lab should be requested under “Facilities Requests” and would be evaluated by the Facilities and Infrastructure Technology Committee (FIT); and 3) software for the lab should be requested under “Supplies and Software Requests.”

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|  | Project NameUse the same project name for all requests related to a large project or put ‘individual request’ | Rank(1, 2, 3, etc. after all requests have been entered) | Was the feasibility of the request discussed with IT? | Brief Item Description | JustificationBRIEFLY justify how this spending relates to the EMP, College's Annual Planning Priorities and/or President’s Goals (2-3 sentences). | Year(s) Needed | Estimated Cost Per Year |
| Item 1 |  |  | [ ]  Yes[ ]  No |  |  | [ ]  Annual[ ]  2023-24[ ]  2024-25[ ]  2025-26 |  |
| Item 2 |  |  | [ ]  Yes[ ]  No |  |  | [ ]  Annual[ ]  2023-24[ ]  2024-25[ ]  2025-26 |  |
| Item 3 |  |  | [ ]  Yes[ ]  No |  |  | [ ]  Annual[ ]  2023-24[ ]  2024-25[ ]  2025-26 |  |