

We thank you for your time spent taking this survey.
Your response has been recorded.

Below is a summary of your responses

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Welcome to COA's online portal for completing your Annual Program Update (APU) for 2018-19. Your work will be saved at the end of each section. If you partially complete a section, that section's responses will not be saved. Prior sections will be saved, should you need to stop and leave the portal for a period of time and then come back to it.

If you have any questions about the portal during the process, please email Dominique Benavides, District Research Analyst, at dbenavides@peralta.edu

You may also contact your dean for support regarding the process or timeline as you are completing your APU.

Thank you!

Please select the discipline, department or program:

Admissions & Records



Please provide the names of the Program Review Team who participated completing this Program Review:

Marcean Bryant & Munira Ahmead

Characters remaining: 0

The mission of College of Alameda is to serve the educational needs of its diverse community by providing comprehensive and flexible programs and resources that empower students to achieve their goals.

The mission of College of Alameda Student Services Division is committed to guiding, empowering, and inspiring students to achieve their academic, career and personal goals through a student centered and caring approach.

Please enter your department or unit purpose statement:

The Office of Admissions and Records is committed to the values by welcoming and admitting diverse population from the community we serve. We provide face to face and online service to ensure students continue there success with achieving there certificate or degree.

Please specify the date of your program's last Comprehensive Program Review (month and year):

5/2017

Cut and paste the program goals from your program's most recent Program Review documents. Program goals can be found on the Student Services Program Reviews & Units Plan page <http://alameda.peralta.edu/planning-documents/sample-page/student-services/>

A&R will continue to post important deadlines & dates around campus such as add/drop W dates and degree petition dates. We are still developing an survey students can take online.

Please discuss the relationship and engagement with other support services, programs, and/or administrative units and any influences these relationships have on the ability of the department, program or administrative unit to meet its goals.

We collaborate with other Student services areas (Assessment, Financial Aid ,Veterans, Counseling to ensure that all prospective and current students receive a quality experience for there education needs.

Please review and reflect upon the data for your program using the [Student Services Dashboard](#). Then describe any significant changes and discuss what the changes mean to your program. Focus on the most recent year and/or the years since your last comprehensive program review.

We have seen an increase with our student population that they are using there student center to navigate how to add/drop though there student portal.

Using the [Student Services Dashboard](#), please review the completion rates for your program and comment upon it. Do performance gaps exist in the completion rates for disproportionately impacted students, including African-American, Hispanic/Latino, Filipinos/Pacific Islanders, foster youth, veterans, students with disabilities or other groups not listed here? Note: groups whose completion rate is 3% or less than the College completion rate reflect a disproportionate impact.

N/A

If differences exist, please detail the differences and describe the activities your program is making to address the differences. How will your program evaluate the effectiveness of these activities?

N/A

Please evaluate your program's progress on assessment. What are the plans for further assessments in the upcoming academic year? Please include a timeline and/or assessment plan for the future.

Students will meet Degree/Certificate petition requirements by the end of each semester.

What does your program do to ensure that meaningful dialogue takes place in both shaping and assessing course and program level outcomes? Where is there evidence of this dialogue?

Our department will continue to provide professional service to our faculty and staff and we will continue to support our Outreach and counseling department.

For all programs with Counseling: What has the department done to improve course completion and retention rates? What is planned for the future?

Our evaluator Connie Wu has attended some meeting to assist and answer questions if our counselors have any.

What is the department planning to do to improve course completion and retention rates in the future?

Have evaluator attend more meetings.

Personnel: If you are requesting new or additional positions, in any job classification, please explain how new positions will contribute to increased student success:

| | Already requested in recent program review? | Program goal (cut and paste from program review) | Connected to assessment results and plans? |
|---|---|--|--|
| Request 1: Maintain funding for permanent evaluator due to increase of students applying for AA T & AS T degree. | no | | |
| Request 2: maintain funding for an hourly staff | yes | | |
| Other: <input type="text"/> | | | |

| | Contribution to student success | Alignment with college goal (#) | Alignment with PCCD goal (letter) |
|---|---------------------------------|---|---|
| Request 1: Maintain funding for permanent evaluator due to increase of students applying for AA T & AS T degree. | | | |
| Request 2: maintain funding for an hourly staff | | | |
| Other: <input type="text"/> | | | |

Technology and Equipment: Please explain how the new technology or equipment will contribute to increased student success:

Already requested in recent program review?

Program goal (cut and paste from program review)

Connected to assessment results and plans?

Request 1:

Touchpad computer at all work stations so students can complete online survey and outside service to print our diplomas

| | | |
|-----|--|--|
| yes | | |
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Request 2:

scanners at all work stations

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| no | | |
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Other:

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Contribution to student success

Alignment with [college goal](#) (#)

Alignment with [PCCD goal](#) (letter)

Request 1:

Touchpad computer at all work stations so students can complete online survey and outside service to print our diplomas

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Request 2:

scanners at all work stations

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Other:

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Facilities: How will this facilities request contribute to student success? Indicate whether and how facilities maintenance and repair affected your program in the past year with your request.

| | Already requested in recent program review? | Program goal (cut and paste from program review) | Connected to assessment results and plans? |
|----------------------------------|---|--|--|
| Request 1: | | | |
| <input type="text" value="N/A"/> | | | |
| Request 2: | | | |
| <input type="text"/> | | | |
| Other: | | | |
| <input type="text"/> | | | |

| | Contribution to student success | Alignment with college goal (#) | Alignment with PCCD goal (letter) |
|----------------------------------|---------------------------------|---|---|
| Request 1: | | | |
| <input type="text" value="N/A"/> | | | |
| Request 2: | | | |
| <input type="text"/> | | | |
| Other: | | | |
| <input type="text"/> | | | |

Professional Development or Other Requests: How will the professional development (PD) activity contribute to student success? What PD opportunities and contributions will your program make to the college in the future?

PLEASE NOTE: this is the last question. Once you select "Submit - Go to the Next Section" your form will be submitted and locked. Please be sure you have reviewed everything and are done, before moving to the next section.

Already requested in recent program review?

Program goal (cut and paste from program review)

Connected to assessment results and plans?

Request 1:

We would like to have all staff attend more Caacro and professional development meeting as a team to insure all are receiving accurate and updated information.

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Request 2:

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Other:

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Contribution to student success

Alignment with [college goal](#) (#)

Alignment with [PCCD goal](#) (letter)

Request 1:

We would like to have all staff attend more Caacro and professional development meeting as a team to insure all are receiving accurate and updated information.

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Request 2:

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Other:

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Congratulations! You have completed your Annual Program Update for 2018-19.

Please go to the next section to see a summary of your answers and to export a PDF.
Send the PDF to your dean or VP.

Thank you!

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