Instructions for completing and submitting the
2011-2012
Student Services Annual Program Review Update (APRU) Form

About the 2012 APRU form:

The 2012 APRU form is an Excel document with green boxes for your input. The green dialogue boxes will expand as you write, however they will revert back to their original dimensions when you move on. Since the green dialogue boxes expand, there are no page numbers on 2012 APRU form so these instructions will refer to section titles and sub-titles instead of page numbers. When you have completed, renamed, saved, and submitted your 2012 APRU, the full text in each green dialogue box will be exposed. It will then be saved as a pdf document and posted to the SSPBT web site.

Who should fill out the form:

Each program will need to decide who will complete, rename, save, and submit the 2012 APRU form. This person is not necessarily the Program/Department Head. Some programs may choose to use an assigned "recorder" to fill in the APRU information. It is highly recommended that the person (or persons) that is in the lead role for SSLO in the program should be the person to complete the form or at least play an important role.

How do we define "programs":

At this time, a "program" is any area that currently submits a Program Review. If your area submitted a Comprehensive Program Review (CPR) in 2008-09 then you are a program. All programs have also submitted Annual Program Review Updates (APRU) in 2009-10 and 2010-11 that can be found on the SSPBT website. The list of Student Services programs and the pdf files of their Program Reviews can be viewed at:

http://deanza.edu/gov/SSPBT/

Why should the form be filled out:

The APRU information is used by the SSPBT in deciding how to allocate resources to Student Services programs. SSPBT defines "resources" as positions (staff, faculty, administration), equipment, facilities, professional growth, and program operations. The APRU is a critical component of the college's six-year integrated planning process. This APRU also annually documents the college's SLO/SSLO Assessment Cycle (SSLOAC) progress.

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Who will read it:

All Program Review materials are available to be read by such groups and individuals as the SLO Core Team, the SLO Steering Committee, the administration, SSPBT Program Review teams, College Council, the Accreditation Site Visit Team, and any other planning and budgeting groups as appropriate.

Time Frame:

DATE*	DESCRIPTION
March 30	APRU form and instructions are made available to Programs
April 27	Convocation Day (SLO/SSLOAC wrap up)
May 15	Final APRU due to Jim Haynes via email
Mid-May	SSPBT deliberations on resource allocation recommendations
Late-May	Final recommendations to College Council
June	Final College Council recommendations

* Dates may vary depending coordination of scheduling.

Please complete the form, rename it, save it, and submit it to Jim Haynes

(haynesjim@deanza.edu) by **noon** on **Tuesday**, **MAY 15**

How to name and save the completed form:

It is recommended that you rename and save the document early in the process of filling out the form. Rename and save the completed document by replacing the SSPBT in the original document title with your program name or initials (e.g. in the case of DSS, **SSPBT APRU Form 2012.xls** becomes **DSS APRU Form 2012.xls**)

How to submit the completed form:

Submit your saved (xls) document via an email attachment to Jim Haynes

(haynesjim@deanza.edu) by **noon** on **Tuesday**, **May 15.**

What follows are the step-by-step instructions on how to fill out each section on the 2012 APRU form. If there are any questions, please call Jim Haynes @ 8954.

FILLING IN THE 2012 APRU FORM

Fill in the green boxes with your responses by double-clicking in the appropriate box. This will allow you to type directly in the box instead of using the formula bar at the top of the window. The green dialogue boxes on the APRU form are expandable*. However, please be brief and try to stay within 30 lines of information within each green dialogue box. The green dialogue boxes will expand as you type, however when you finish and move on to the next section, the green dialogue boxes will not remain expanded. Green dialogue boxes at the bottom of pages may not expand fully; however the information you have written will be captured in the formula bar at the top of the window. It is recommended you save the document as you begin to fill it out and continue to save often. (See: **How to Name and Save** on page 2)

*Note: The green dialogue boxes of Sections IIA and IIB, "List of Services" and "Service Designations", will not expand. Please be very brief and try not to type beyond the end of the green box.

GENERAL INFORMATION (To begin inputting information double-click in the desired green dialogue box)

Program Name: Use the most current name of your program. (Please reference a previous name if applicable)

Name: Name the person(s) who is filling out this APRU form. (See: **Who should fill out the Form** on page 1)

I. PROGRAM DESCRIPTION

    A. **What is the primary support purpose of this program?** Choose all that apply from the categories listed that best describes the primary purpose for this program. Choose by putting an x in the appropriate green box. If you select "other", please define by giving it a title.

    B. **What is the Mission Statement for this program?** Type in, or cut and paste, this program's Mission Statement into the green dialogue box.

    C. **How many students does this program serve?** If this program does not have hard data, insert an estimation of the number of unduplicated students served in this program in an academic year.

D. Identify and briefly describe this program's relationships and collaborations with other college programs. This does not need to be an extensive list, but just the programs that this program regularly interacts with.

IIA. PROGRAM SERVICES

Click on the "List of Services" tab at the bottom of the sheet. This will take you to the "List Services" sheet where you can record the services this program offers and relate each one to the college goals they support. The green dialogue boxes of Sections IIA, "List of Services", will not expand. Please be very brief and try not to type beyond the end of the green dialogue box.

Step 1: Identify the **common services** offered in this program. Put an **'x'** in the green box next to the common services that are offered in this program. Common services are those offered in other programs on campus besides this program. Explain the nature of the common service in this program. If appropriate, briefly explain this program's role or approach to each common service. (i.e. "EDC provides an orientation for students with disabilities and their parents")

Step 2: Identify the **formal instruction** that is offered through this program. Put an **'x'** in the green box next to the kind of instruction that is offered through this program. For courses, name each course owned by this dept. (e.g. PEA 1). For Workshops, give examples of the names of workshops offered through this program. For Trainings, give examples of the names of trainings offered through this program. For Seminars, give examples of the names of seminars offered through this program. For other, please define and briefly explain.

Step 3: Identify the **unique services** offered in this program. Along the top of the green chart, name the services offered that are unique to this program only (limit nine). (For example, "test accommodation" is a unique service offered only through the DSS program.) Another way to identify a unique service is whether or not that service has a specific outcome that is periodically assessed though this program's SSLO process.

Step 4: Relate the **unique services** offered in this program to the top 5 areas that it supports or addresses. For each unique service named across the top of the green chart, put an **'x'** in the corresponding green box that identifies the top five areas that each service supports or addresses.

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IIB. SERVICE DESIGNATIONS

Click on the "Service Designation" tab at the bottom of the sheet. This will take you to the "Service Designation" sheet where this program will recommend to the SSPBT the direction each service should take. The green dialogue boxes of Sections IIB, "Service Designations", will not expand. Please be very brief and try not to type beyond the end of the green dialogue box.

The designations for each service:

- **M**aintain: The program should continue its effective and efficient service to students. This might be done with the program's existing resources or SSPBT could allocate additional resources as needed for the program to maintain its level effectiveness and efficiency of this service. ("Maintain" is considered by SSPBT as the default designation as it is expected that most services will fall into this category.)

- **G**row: The program should expand its service to effectively and efficiently serve more students. This might be done with the program's existing resources or SSPBT could allocate additional resources as needed for the program to grow this service.

- **E**nhance: The program should improve the effectiveness and efficiency of its service to students. This might be done with the program's existing resources or SSPBT could allocate additional resources as needed for this service to become more effective and efficient.

- **C**hange **D**irection: This program believes this service needs further examination to understand the implications and to determine what recommendations, resources, and time-lines will be needed to implement a move in another direction or change the method of delivery for this service.

- **R**educe: This program believes this service needs further examination to understand the implications and to determine what recommendations, resources, and time-lines will be needed to implement the reduction of this service.

- **D**iscontinue: This program believes this service should no longer be offered. However, discontinuance should only be implemented with the full knowledge of the implications and impact on De Anza's students (and Foothill's students as appropriate).

Steps: It is only necessary to type in the corresponding designation initial (**M G E CD R** or **D**). (Sometimes when you type in the initial, your computer's version or set-up of Excel may offer a suggestion word or sentence for you to chose instead of the initial. Please ignore the suggestion and input only the initial.) Leave the green box empty if the common service or formal instruction is not offered. The explanation of the designation chosen should be a brief statement of why the program is making the recommendation (i.e. G = increased student demand or emerging student population).

1. For each **common service** offered in this program, put a Designation Initial (**M G E CD R** or **D**) in the green box along with a very brief explanation in the corresponding green dialogue box.

2. For each **formal instruction** offered through this program, put a Designation Initial (**M G E CD R** or **D**) in the green box along with a very brief explanation in the corresponding green dialogue box.

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3. **List** the **unique services** (from the "List of Services" sheet) offered in this program along the left column of the green chart.

4. For each **unique service** that is offered through this program, put a Designation Initial (**M G E CD R** or **D**) in the green box along with a very brief explanation in the corresponding green dialogue box.

III. OUTCOMES ASSESSMENT - INSTRUCTION

(Skip Section III and go to **Section IV** if there is no curriculum offered in this program)

Section III is intended to be a snapshot of where you are in the SLOAC process at the end of the 2011-12 academic year and to describe what your SLOAC plans are for 2012-13.

This section is critical for program and college planning and is the most important area of interest to the SSPBT, College Council, and the Accreditation process.

A. **Which SLO statements did you assess in 2011-12?** Write in the SLO statement number or write in the SLO statement(s) that this program assessed in 2011-12.

B. What did you learn? Briefly summarize the results of the reflection and enhancement discussions for each SLO that was assessed in 2011-12. If you are still in the SLOAC process before this APRU is due, when will this program complete the SLOAC and be able to send the information to amend to your 2012 APRU?

C. **What additional resources are needed to implement the enhancement /improvements plans?** (Please give a very brief overview - details will be asked for in Section VI)

D. What are this program's SLOAC plans for 2012-13? (Please give a very brief overview of what SLO statements will be assessed next year or any other outcomes/assessment plans for 2012-13.)

IV. OUTCOMES ASSESSMENT - SERVICES

Section IV is intended to be a snapshot of where you are in the SSLOAC process at the end of the 2011-12 academic year and to describe what your SSLOAC plans are for 2012-13.

This section is critical for program and college planning and is the most important area of interest to the SSPBT, College Council, and the Accreditation process.

A. **Which SSLO statements did you assess in 2011-12?** Write in the SSLO statement number or write in the SLO statement(s) that this program assessed in 2011-12.

B. What did you learn? Briefly summarize the results of the reflection and enhancement discussions for each SSLO that was assessed in 2011-12. . If you are still in process before this APRU is due, when will this program complete the SSLOAC and be able to send the information to be added to your 2012 APRU?

C. **What additional resources are needed to implement the enhancement /improvements plans?** (Please give a very brief overview - details will be asked for in Section V)

D. What are this program's SSLOAC plans for 2012-13? (Please give a very brief overview of what SSLO statements will be assessed next year or any other outcomes/assessment plans for 2012-13.)

V. CURRENT TRENDS / CHALLENGES

- **A.** What does the near future portend for this program? (Please be brief)

- **B.** What are the challenges for this program? (Please be brief)

- **C.** What are the opportunities for this program? (Please be brief)

- **D.** Does this program anticipate rapid change, slow change, no change, or other? (Please be brief)

- **E**. Are there any amendments that need to be made to this program's 2008-09 Comprehensive Program Review (CPR). Use the green dialogue box to explain any amendments you are adding to your CPR and the reasons for those additions. (i.e. College/District policies, state or federal laws and regulations, external agencies regulations or requirements, budget cuts, personnel decisions, etc.) Please be brief.

- **F**. Explain what changes or revisions have you made, if any, to your services based on results of last year's program review? Use the green dialogue box to explain any services this program has changed or revised based on the 2010-11 APRU. (Please be brief.)

- **G**. Explain anything you want the SSPBT to know about this program that hasn't been asked. (Please be brief.)

VI. RESOURCE REQUESTS

(Use this section if you have new or continuing resource requests)

- **A.** As a program, identify and prioritize three new or continuing** allocation requests for personnel **positions**. (If there are more than three personnel requests, maintain a separate prioritized list using the same justification categories as in the APRU. If resources are available the SSPBT may ask for more items to be submitted.)
    a. Check (x) the appropriate work unit
    b. Check full-time or part-time
    c. Insert the estimated cost
    d. Name the position requested
    e. Briefly describe the position and how the request originated (new, retirement, resignation, etc.)
    f. Provide a brief justification for this request with specific references to outcomes/assessment information (if any) that indicate how this position will improve student success, learning, achievement, etc.
    g. Indicated whether the need for this request is critical, important, or just nice to have.

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B. As a program, <u>identify</u> and <u>prioritize</u> three new or continuing allocation requests for **equipment**. (If there are more than three equipment requests, maintain a separate prioritized list using the same justification categories as in the APRU. If resources are available the SSPBT may ask for more items to be submitted.)
   a. Insert the estimated cost
   b. Name the equipment requested
   c. Briefly describe what the equipment will do and how the request originated (new, upgrade, replacement, etc.)
   d. Provide a brief justification for this request with specific references to outcomes/assessment information (if any) that indicate how this equipment will improve student success, learning, achievement, etc.
   e. Indicated whether the need for this request is critical, important, or just nice to have.

C. As a program, <u>identify</u> and <u>prioritize</u> three new or continuing allocation requests for **facilities**. (If there are more than three facility related requests, maintain a separate prioritized list using the same justification categories as in the APRU. If resources are available the SSPBT may ask for more items to be submitted.)
   a. Insert the estimated cost
   b. Name the facility project requested
   c. Briefly describe what the facility project will do and how the request originated (new, remodel, relocation, etc.)
   d. Provide a brief justification for this request with specific references to outcomes/assessment information (if any) that indicate how this facility project will improve student success, learning, achievement, etc.
   e. Indicated whether the need for this request is critical, important, or just nice to have.

D. As a program, <u>identify</u> and <u>prioritize</u> any **professional growth** initiatives that need additional funding. Include whether the needs are related to technology (hardware/software), the discipline, legal matters, District/College operations, Research/Innovations in the classroom, office, operations, etc. (List in ranked order)
   a. List (in ranked order) any professional growth initiatives
   b. Estimate the cost of the top three initiatives
   c. Briefly describe what each of professional growth initiatives will do with specific references to outcomes/assessment information (if any) that indicate how each initiative will improve student success, learning, achievement, etc.
   d. Indicated whether the need for each of the top three initiative requests are critical, important, or just nice to have.

E. As a program, <u>identify</u> and <u>prioritize</u> any additional **operational funding** needs. (List in ranked order)
   a. List (in ranked order) any operational budget increase needs
   b. Estimate the cost of the top three
   c. Briefly describe what each budget increase will do with specific references to outcomes/assessment information (if any) that indicate how each request will improve student success, learning, achievement, etc.
   d. Indicated whether the need for each of the top three requests is critical, important, or just nice to have.

**Note: Continuing allocation requests are items that were in past Program Reviews that are still needed yet remain unfunded.

Submit your completed and saved 2011-12 APRU Form to Jim Haynes
(haynesjim@deanza.edu) by **<u>noon</u>** on **Tuesday**, **May 15, 2012**