

The Basics:

Column 1 indicates the information being requested for the **2012-13 APRU**.

Column 2 is where your program information should be recorded. The APRU is a Word document, so you will be able to copy and paste or type in your information into the center column. Word wrap is turned on so the box will expand with your typing.

Column 3 contains the instructions for responding to the requested information.

When completed, save this Word doc and name it: sspbt13apru_ *Evaluations(A&R)*. E-mail the completed APRU and any supporting documents as attachments to < haynesjim@fhda.edu >. It is a good practice to upload a copy to the program's TracDat Documents Repository and keep a soft copy for your files to ensure that your work is not lost. Please contact: Jim Haynes < haynesjim@fhda.edu > or ext. 8954 if you have questions.

Getting Started: Review your 2011-12 Annual Program Review Update posted on the SSPBT website:
<http://deanza.edu/gov/SSPBT>

Column 1	Column 2	Column 3
Information Requested for the 2012-13 SSPBT - APRU	Input your answers in this column. Word wrap is turned on so the box will expand with your typing. Please provide brief responses. Note: Reference documents can also be attached, i.e. TracDat reports. Make sure to note the name of any reference documents in your explanations.	Instructions:
Program Name:	Evaluations (Admissions and Records)	Enter the name of the program being reviewed.
Name(s) of the author(s) of this report:	Kent McGee Graduation and Evaluation Coordinator	Enter the name or names of those who wrote this APRU.

What is the program's Mission Statement?	As part of the Admissions and Records office our Admissions Mission statement is as follows: The De Anza Admissions and Records Office mission is to provide comprehensive, client sensitive, and technologically innovative and appropriate services that support student retention and success for our approximately 24,000 diverse student and staff.	Enter (or cut and paste) your most current Mission Statement. Please highlight changes, if any, to the Mission Statement that was posted in your 2011-12 APRU
Have you made any significant changes in your program based on the feedback you received from the SSPBT's review of your 2011-12 APRU?	The feedback was to demonstrate our need for additional staffing, which is covered below.	Include anything done in direct response to the SSPBT feedback on the 2011-12 APRU. NOTE: If no feed back was received move to the next question.
Have there been any other significant changes to your program since the 2011-12 APRU?	The Student Success Task Force initiatives approved by the State Senate will require increased responsibilities, primarily in programming the Degree Works auditing system, to provide support services to A&R and Counseling to satisfy new regulations. New transfer degree requirements are also creating new demands requiring coordination with other departments and working within shorter and different deadlines.	Please explain any significant changes in: Staffing, equipment, facilities, operational costs, organizational alignment, State/Federal regulations or laws, other?
What Impact have these significant changes had on your program?	Impact will begin Spring 2013, and staff reductions effective June 2013 will further impact the department.	Please explain how these significant changes have impacted your program. What is now different?
What Impact have these significant changes had on your students?	Impact for students will begin Fall 2014. Reduced staff and increased demands and regs, will delay response to students requests. In the worst case, it will also impact graduation and transfer rates if work cannot be completed on time.	Please explain how these significant changes have impacted your students, including any positive or negative consequences.

<p>Have you initiated anything new to your program since the 2011-12 APRU?</p>	<p>This is the first year of transfer degrees (SB 1440). There were 99 transfer degree requests. The IGETC form in Degree Works should be finalized by spring. And major upgrade, testing, training, and work with Ellucian occurred to expand and improve the use of Degree Works.</p>	<p>This is similar to the above question about significant changes but is meant to single out any new initiatives.</p>
<p>Is there anything else the SSPBT should know about what has happened in your program since the 2011-12 APRU?</p>	<p>We have had one person working out of class in an Eval vacancy, and one person on the position elimination list. This position has prereq clearance review responsibility, and the loss of this position will impact Assessment as it reduces the number of prereq clearances they receive.</p>	<p>Briefly described anything else the SSPBT should know about your program including any trends, future concerns, things on the horizon, etc.</p>
<p>Common and Unique Services</p>		
<p>Are there any additions/deletions /edits to the list of common or unique services identified in your 2011-12 APRU?</p>	<p>An addition: Educational Planner management, including development and maintenance of program templates for use in Degree Works.</p>	<p>The 2011-12 APRU asked your program to, list any common or unique services provided to students. Please briefly explain any changes to that list?</p>
<p>Are there any changes to the common or unique service designations listed in your 2011-12 APRU?</p>	<p>No</p>	<p>The 2011-12 APRU asked your program to designate the direction you believe each of your common or unique services need to move towards. As you recall the choices were to: Grow, Maintain, Enhance, Change Direction, Reduce, or Discontinue. Are there any changes to these designations for a specific service?</p>
<p>SERVICES:</p>	<p>Student Services Learning Outcomes Assessment Cycle</p>	

<p>List all of your current and active Student Services Learning Outcome Statements as they are numbered and recorded in your TracDat account.</p>	<p>Financial Aid students who request an extension will be able to use Degree Works as part of their petition and review process.</p> <p>Students will be able to identify the process for petitioning for graduation and the courses necessary for meeting degree requirements.</p>	<p>You may cut and paste your SLO statements here or attach a document to this APRU and be sure to indicate the name of the document.</p>
<p>What is or has been your SSLOAC activity for 2012 -13?</p>	<p>Currently developing SSLOAC to measure student's comprehension and use of DegreeWorks auditing system towards the development of academic goals and ed plans. Follow up survey to students will be developed in conjunction with Institutional Research department.</p>	<p>Please summarize all Student Services Learning Outcomes Assessment Cycle activities since the 2011-12 APRU, including any work in progress.</p>
<p>Have you completed a SSLOAC in 2012 – 13?</p>	<p>Currently developing SSLOAC to measure student's comprehension and use of DegreeWorks auditing system towards the development of academic goals and ed plans. Follow up survey to students will be developed in conjunction with Institutional Research department.</p>	<p>If yes, please summarize the results, discussions, analyses, and any improvement plans that do not involve any new resources to implement.</p> <p>If no, please give an update of your progress or future assessment plans.</p>
<p>Have you identified any enhancement plans for which additional resources will be needed in order to achieve a desired or improved outcome?</p>		<p>If yes, please summarize the results, discussions, analyses, and any improvement plans that will require new resources to implement.</p>
<p>RESOURCE REQUESTS</p>		
<p>Are there any deletions/edits to the resource requests listed in your 2011-12 APRU?</p>		<p>Review your resource requests form your last APRU in 2011-12.</p> <p>NOTE: Resources include: Staffing, equipment, facilities, staff development, operational costs, other.</p>

<p>Are there any additions to the resource requests listed in your 2011-12 APRU?</p>	<p>Staffing Addition: Evaluations Support Services Clerk Transfer Degree Eval Specialist</p> <p>These requests are directly related to new state mandates (SB1440, Student Success Act and Campus Scorecard), the Strategic Initiatives (Retention and Student Success), and the ICCS (Critical Thinking and Global Awareness)</p>	<p>If adding new resource requests, please provide a brief explanations to the following criteria for each new request (see attached "ICC_SI_SSPBT_Values information sheet"):</p> <ol style="list-style-type: none"> 1. Is the request linked to any of the Institutional Core Competencies? 2. Is the request linked to any of the Strategic Initiatives? 3. Is the request linked to any of the Core Values? 4. Is the request linked to any SSLO Assessment Cycle findings? 5. Is the request linked to your CPR 5-year plan? 6. How many times has this request appeared on an APRU? 7. Is the request linked to any of the SSPBT priorities? 8. What are the plans to assessment the effectiveness of this request if granted? 9. Is there anything innovative, unique, or cutting edge about this request? 10. Other information in support the resource request. <p>OR</p> <p>For each new request, attach a detailed document that addresses the 10 criteria listed above – be sure to indicate the name of the document.</p>
---	--	--

DRAFT