**Dean’s Summary**

The Academic Services Division, supervised by the Associate Vice President of Instruction, houses a wide array of campus-wide instructional support programs:

* Curriculum
* Office of Equity, Social Justice, Multicultural Education (Equity)
* First Year Experience (FYE)
* IMPACT AAPI
* Honors
* Learning in Communities (LinC)
* Puente
* Scheduling
* Staff and Organizational Development (OSOD)
* Student Success and Retention Services (SSRS)
* Tenure Review
* Umoja
* Vasconcellos Institute for Democracy in Action (VIDA formerly ICCE)

Historically, only five Academic Services Division programs have submitted a program review: Equity, Honors, LinC, OSOD, and VIDA. In 2014-2015, SSRS was moved from Counseling to Academic Services; as a result, SSRS and its instructional programs infused with student services (FYE, Puente, and Umoja) have submitted program reviews for the first time. Working in partnership with the Learning Resources Division, also housed under the Office of the Associate Vice President of Instruction, we have identified the following Administrative Unit Outcome (AUO):

**Work areas/programs and employees will report that Academic Services programs are serving the Instructional Divisions consistently and effectively.**

Since the last annual program review update in 2013-2014, Equity, Honors, LinC, OSOD, and VIDA have maintained robust programming for the campus. With the exception of SSRS which has a Division Administrative Assistant, Equity, Honors, LinC, OSOD, and VIDA have limited or no "administrative support.” These programs have faculty directors/coordinators (part-time or full-time) and limited or no "b" budget. However, the CA state mandated Student Equity Initiative and influx of individual donations and community partnership grants has allowed the Office of Equity, VIDA, and SSRS to increase staff capacity and program development.

Each of the programs in Academic Services continue to serve students, faculty, staff, and administrators with programs such as the Partners and Learning Conference, First Year Experience Program for new Tenure-Track Faculty, Tenure Review Training, Equal Employment Opportunity Training, the LinC Faculty Summer Institute, and Faculty Development of Honors Curriculum. All of these programs have a deep commitment to work with the Instructional and Student Services divisions to institutionalize the praxis of multicultural transformation in an effort to close the racial achievement and opportunity gap. In fact, the achievements of these programs and their impact on student success and faculty and staff development are well documented in the college's 2011-2012 Accreditation Self-Study Report. The Office of Staff and Organizational Development was even called out as an area of excellence by the Accreditation Team. SSRS programs such as Puente and FYE continue to have strong course success and retention rates for targeted populations. Additionally, the LinC program’s successful IMPACT AAPI courses, supporting underserved Asian American and Pacific Islander subgroups, has recently been highlighted in the recent 2015 report by the Campaign for College Opportunity.

The maintenance and growth Academic Services programs will be essential for the college's continued efforts to meet its mission, institutional core competencies, and strategic planning initiatives. Additionally, these programs will provide the necessary support for implementation of the CA State mandates on Student Success and Support Programs and Student Equity Planning. In this context, the Academic Services Division has prioritized the following faculty/staff and budget requests for each of the departments:

1. **Office of Equity**—Compensation for ECT program liaison members (those responsible for facilitating equity planning across the campus). This includes both Classified Professionals and Faculty.

2. **First Year Experience** (FYE)-- A “b” budget of $10,000 is requested for program maintenance and development, including university visits and professional development.

**Equipment Request:**

* 1 color printer/scanner

3. **Honors**--A college-funded Honors Coordinator position is required. The position should include at least **.333 FTE reassigned/released time with 50% reassigned/released time being optimum.** A "b" budget of $10,000 is requested for program development, including faculty compensation for professional development.

**Equipment Request:**

* 1 printer/scanner
* 1 portable whiteboard
* 2 A-frames
* 2 cashboxes with lock for fundraising

4. **LinC**—**1 FTE Counselor**. **.500 FTE Administrative Assistant** is requested. An additional .100 FTE or equivalent additional pay stipends is requested.

A $15,000 “b” budget increase for program expansion and development, including transfer pathways (AANAPISI and Student Equity grants currently augment program).

**Facilities Request**: A centralized location/office for Learning in Communities program to have an established presence and to create a cohort community.

5. **PUENTE**—Faculty compensation ($1000) for Reading Instructor, for the coordination and assessment of programs and curriculum with the Puente English Instructor. **.250 FTE Reassigned Time** for dedicated Writing Instructor and **1 FTE Counselor** for development of 2nd cohort. A “b” budget increase of $9,000 for program development of the mentoring component and operation of 2nd cohort.

6. **OSOD**—**1 FTE Administrative Assistant** that has been vacant since 2003-2004. Also, a $26,000 "b" budget increase is requested for program maintenance and development of the Instructional Skills Training and Service Excellence Programs for classified professionals.

7. **SSRS**—A $30,000 “b” budget increase for program development and growth, including career exploration opportunities.

**Equipment Request:**

* Copy Machine - new,
* Scanner-new
* Ipads-new set of 30-35
* Replacement of desktop student computers

**Facilities Request:** Additional program space that also has three offices to support expansion of computer lab for students and increase staff related to the IMPACT AAPI program.

8. **UMOJA**— A $7,500 “b” budget is requested for program development, including University field trips and participation in statewide Umoja activities.

**Equipment Request:**

* 40 ipads to be deployed for mobile classroom use and educational planning.

9. **VIDA**--A college-funded program coordinator position ($75,000) is required to sustain the development of campus and community partnerships (1 FTE). A college-funded **.500 FTE Administrative Assistant** position. **. 500 FTE Counselor** to advise students affiliated with VIDA, LEAD, and HEFAS on academic planning. Also, a "b" budget of $200,000 is requested for program maintenance and development for VIDA, LEAD, and HEFAS (these are currently grant, donation, DASB supported).

**Equipment Request:**

* 2 Desktop computers.
* 2 Widescreen monitors.
* 2 color printers.
* 2 DSL Cameras.
* 1 Scanner

**Facilities Request**: A large training room, and the ECOT classroom (ECOT-1) would be ideal because it is a contiguous space for programming work.

In summary, the Academic Services Division is requesting $308,500 in "b" budget for operational support, 3 FTEF (non-Instructional faculty), and 3 FTEF classified positions. There are also small equipment requests. Detailed Justifications for request for "b" budget and these positions can be found on the submitted APRUs/CPRs.