

**PROGRAM REVIEW STEERING COMMITTEE
SPRING 2019 ANNUAL UPDATE
FEEDBACK TEMPLATE**

PROGRAM: Administrative Services

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OVERALL ASSESSMENT	
Support of College Strategic Goals:	Established
Planning:	Established
SLO/PLO Assessment Status:	Established
Data Analysis:	Established

Peer review for purposes of improvement: N/A

Commendations: The committee commends the Vice President of Administrative Services office on the following:

- Working with District Accounting to process student refunds once a month instead of 3 times later in the semester.
- Closing the 2017-2018 financial books with no audit findings.
- Overseeing the operating budget that allowed for the renovation and modernization of the LRC and the major remodel of the L Building.
- Helping to build the budget for categorical programs which included 2 new Counselors, Program Specialist and an Account clerk.
- Maximizing funding and fiscal stability, allowing for funding of student success and equity initiatives.

Recommendations: The committee recommends the following:

- It was noted that the structure of the VPA Office is not sufficient. Consider options to restructure the office in a way that can better support the college strategic goals.
- Work to communicate to the campus, the need to hire a Business/Communication Services Supervisor to oversee day to day operations so the VPA can focus more on College Strategic Priorities.

Additional Comments: The satisfaction survey will be a great tool to gather information from which to make improvements.