The Office of Academic Affairs Overview:

The Office of Academic Affairs is responsible for curricular courses and programs in general and is responsible for Distance Education, the Learning Center, and the Library departments in addition to the main office. Program reviews for each of these separate areas follow the review for the main office.

Porterville College Mission Statement:

With students as our focus, Porterville College provides our local and diverse communities an excellent educational experience that fosters intellectual curiosity and growth, lifelong learning, and prepares our students for personal and academic success.

In support of our values and philosophy, Porterville College will:

1. Provide quality academic programs to all students who are capable of benefiting from community college instruction.
2. Provide comprehensive support services to help students achieve their personal, vocational and academic potential.
3. Prepare students for transfer and success at four-year institutions.
4. Provide courses and training to prepare students for employment or to enhance skills within their current careers.
5. Provide developmental education to students who need to enhance their knowledge and understanding of basic skills.
6. Recognize student achievement through awarding degrees, certificates, grants, and scholarships.

Mission Statement for the Office of Academic Affairs:

The Office of Academic Affairs (OAA) at Porterville College is responsible for all aspects and all modalities of the instructional programs at the, including various support programs such as the library, learning resource center, and instructional technology/distance learning. The OAA is also responsible for ensuring curricular program compliance with the standards and policies of the State of California Educational Code, California Title 5, and the accreditation requirements of the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges.

Student Learning Outcomes:

1. Students will be enrolled in curricular courses and programs that have measurable student learning outcomes, and the College will make continuous progress in improving performance
against these student learning outcomes as measured by all courses having SLOs and all SLOs being assessed at least once every 4 years with results used for course/program improvement.

2. Faculty will assess and discuss the results of assessment of the student learning outcomes for the purpose of course and program improvement as measured by documentation of discussions of assessment results and evidence of changes in course outlines of record as a result.

3. The College will offer educational programs to meet the education and workforce needs of our region as measured by the college addressing the program needs identified by CTE business councils on an annual basis.

4. The College will comply with Education Code, Title V, and the standards of the ACCJC in all ways.

Analysis of Current Performance:

Curriculum is the purview of the Academic Senate, but the Office of Academic Affairs through the curriculum and scheduling technician organizes and records meetings of the Curriculum committee that meets on the second and fourth Tuesdays each month. The Curriculum Committee members, led by the chair, are in the midst of converting to Curricunet for tracking curriculum. The Curriculum Committee has recently eliminated inactive courses from the inventory and has ensured that all courses have defined SLOs. New courses are taking through a review process, prescribed by the Curriculum Committee, prior to their submission to the Vice President and President who then send the approved courses and programs on to the Board for approval. Note that the other campuses have two classified staff members performing scheduling and catalog functions while we have one. As a result, the Administrative Secretary for the Vice President of Academic Affairs also assists the scheduler/catalog technician with her work.

Course-level SLOS were completed as follows: 34% complete as of February, 2009; 89% complete as of May, 2009; 100% complete by fall 2010. Assessment of course-level SLOs: 75% of courses have had at least one SLO assessed, and the results have been discussed in division meetings for the purpose of course improvement.

Program-level SLOs were completed as follows: SLO’s are completed on approximately 75% of programs, and at least one SLO has been assessed for each of these programs by spring 2011.

With respect to accreditation, this office led the completion of the Midterm report September, 2009; completed update to the Board October, 2010; we are leading work on the rough draft of self-study for 2012 at this time, and a review of our course inventory for compliance has been done. Several
Program Review Report: Non-Instructional Programs

Name of Program/Operational Area: Office of Academic Affairs
Contact Person: Ann Beheler Submission Date: Completed in May, 2011/ updated in August, 2011

Program Strengths and Areas for Improvement:
Through work with a strong Division Chairs group, the faculty have made significant progress in that they have completed measurable SLOs for all courses, for 75% of programs, and for the institution as of spring 2011. Also as of spring 2011, Faculty have completed initial assessments for 75% of courses and about 75% of all programs, and they are using the information for program and course improvement.

Opportunity for improvement: Divisions need to ensure that they have documentation regarding how they use assessment data for continuous improvement. This will be a focused goal for 2011-12

This Office has created a draft Educational Master Plan in summer, 2011, now that the Vice President of Academic Affairs has a secretary. The Plan will be taken through the governance/committee process this fall for input, adjustment, and approval.

Goals

<table>
<thead>
<tr>
<th>Goal(s) (VP of Stu Learning)</th>
<th>Timetable for Completion</th>
<th>Needed resources</th>
<th>Obstacles to completion (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop an administrative reorganization plan</td>
<td>Complete during 2006-7 academic year</td>
<td>None</td>
<td>There is no obstacle to completion of the plan itself, but implementation will be dependent on budget</td>
</tr>
</tbody>
</table>

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1___ Item 2___ Item 3___ Item 4___ Item 5___ Item 6___

Progress on Goal:
_X__Completed (Date 2006-7 )
__Revised (Date )

Comments:

Goal(s) (VP of Stu Learning) | Timetable for Completion | Needed resources | Obstacles to completion (if any) |
------------------------------|--------------------------|-----------------|----------------------------------|
2. Finalize the self- | October 2006 | All necessary | There really can be no |
Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1___     Item 2___     Item 3___     Item 4___     Item 5___     Item 6___

Progress on Goal:

___X__ Completed (Date  2006-7       )

___Revised      (Date           )

Comments:

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>1. Write the Educational Master Plan for vetting by CLC</td>
<td>August, 2011</td>
<td>Demographic data and labor market data for service area</td>
<td></td>
</tr>
</tbody>
</table>

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1_X__     Item 2_X__     Item 3_X__     Item 4_X__     Item 5_X__     Item 6_X

Progress on Goal:

___Completed (Date          )

___Revised (Date            )

Comments:
Name of Program/Operational Area: Office of Academic Affairs  
Contact Person: Ann Beheler  
Submission Date: Completed in May, 2011/ updated in August, 2011

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</thead>
<tbody>
<tr>
<td>2. Lead the writing of the Accreditation Self-Evaluation Report for the Accreditation Evaluation in 2012</td>
<td>April, 2012</td>
<td>Cooperation and input from committees and leaders from across campus</td>
<td></td>
</tr>
</tbody>
</table>

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1_X__ Item 2_X__ Item 3_X__ Item 4_X__ Item 5_X__ Item 6_X__

Progress on Goal:

___Completed (Date ___)

___Revised (Date ___)

Comments:

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<tbody>
<tr>
<td>3. Manage progress on assessment of Student Learning Outcomes so that 100% of all active courses and programs have had at least 1 SLO assessed and 100% of all active courses and programs have a schedule for completion of assessment of all SLOs. Ensure that divisions have minutes of their assessment discussions.</td>
<td>June 2012</td>
<td>Faculty must complete assessments and discuss at Division meetings; division meeting discussions must be documented</td>
<td></td>
</tr>
</tbody>
</table>
PORTERVILLE COLLEGE
PROGRAM REVIEW REPORT: NON-INSTRUCTIONAL PROGRAMS

Name of Program/Operational Area: Office of Academic Affairs
Contact Person: Ann Beheler               Submission Date: Completed in May, 2011/updated in August, 2011

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1_X__     Item 2__     Item 3_X__     Item 4_X__     Item 5_X__     Item 6_X__

Progress on Goal:

____ Completed (Date )
____ Revised (Date )

Comments:

<table>
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<th>Needed resources</th>
<th>Obstacles to completion (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Complete implementation of Curricunet</td>
<td>Spring, 2012</td>
<td>Technical support and cooperation from Curricunet and our liaisons</td>
<td></td>
</tr>
</tbody>
</table>

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1_X__     Item 2_X__     Item 3_X__     Item 4_X__     Item 5_X__     Item 6_X__

Progress on Goal:

____ Completed (Date )
____ Revised (Date )

Comments:
### Staff Resources:

<table>
<thead>
<tr>
<th>Current Staffing Levels</th>
<th>Part-time Staff (FTE)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full-time Staff (FTE)</strong></td>
<td><strong>Faculty</strong></td>
</tr>
<tr>
<td>Faculty</td>
<td>Faculty</td>
</tr>
<tr>
<td>Temporary</td>
<td>Temporary</td>
</tr>
<tr>
<td>Classified</td>
<td>4 (3 Admin secretaries and 1 Instructional Technician)</td>
</tr>
<tr>
<td>Management</td>
<td>3 (VP and 2 deans)</td>
</tr>
</tbody>
</table>

### Request for New/Replacement Staff

Use one line for each position requested. Justify each position in the space below.

<table>
<thead>
<tr>
<th>Title of Position</th>
<th>Classification (Faculty, Classified, or Management)</th>
<th>Full or Part Time</th>
<th>New or Replacement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position 1</td>
<td>We are currently staffed appropriately</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position 3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Justification: (Address each position requested)*
BUDGET REQUEST

<table>
<thead>
<tr>
<th>Current Budget</th>
<th>Amount of Increase</th>
<th>Revised Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1310 (Adjuncts)</td>
<td>1095000</td>
<td>1095000</td>
</tr>
<tr>
<td>1320 (Intersession)</td>
<td>320000</td>
<td>-70000 250000</td>
</tr>
<tr>
<td>1330 (Overload)</td>
<td>395754</td>
<td>-25754 370000</td>
</tr>
<tr>
<td>2000 (Student)</td>
<td>4000</td>
<td>2735 3715.00 6450</td>
</tr>
<tr>
<td>4000</td>
<td>2735</td>
<td>3715.00 6450</td>
</tr>
<tr>
<td>5000- 5220</td>
<td>21500</td>
<td>1100 22600</td>
</tr>
<tr>
<td>Other 6412 computers</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Justification:
(Include justification for each amount of increase requested.)

I am lowering Intersession and Overload to reflect what I believe we need in these areas.

The State no longer covers staff development, and the VPAA budget has to pick up coverage for food for Flex Days at a cost of $3400. Additionally, Office supplies, especially printer cartridges are quite expensive and justify a supplies budget of $2500. The VPAA budget also covers some instructional supplies – a total of about $550.

The VPAA’s budget needs to have travel sufficient enough to allow 2-3 faculty yearly to attend professional development events 3-4 days in length. Estimated $5,000.00 per year given increased costs for registrations (typically $600-700), airfare, hotel. Current budget of $3000 covers CIO conferences fall and spring. Also, we must cover travel to the Curriculum Institute for the Curriculum chair, the Instructional technician, and the VP for a total of an additional $3300. Additionally, we have mileage charges to send faculty and administrators to meetings such as SB1440 and regional consortium meetings totaling about $600. Total Travel = $11,900

Postage is $200, and no increase is needed.

We have software licensing for Turnitin.com per year of about $5500.

Additionally, conservatively I believe we need a $5000 for miscellaneous items that have historically come up such as a software update that was unanticipated (cost was over $15k one year), the need for temporary staff for a particular short-term project (did not occur last year, but likely will to handle accreditation editing), or additional travel for student success initiatives (already has come up this year with a cost of about $2200.)