

2018-19 Annual Update Review and Feedback

Program Name: Administrative Office Assistant

Section	Feedback
<p>College Mission</p> <p>A. Is the discussion of how the program supports the college mission clear?</p>	<p>Yes. CTE is primary focus of this program</p>
<p>Progress of Goals</p> <p>A. Is the discussion of the program’s progress and changes in goals clear and complete?</p> <p>B. Is the action plan to reach the program’s goals for the future clear and complete?</p>	<p>The two ongoing goals are just descriptions of the work of the program.</p> <p>The future goal of investigating the new C-ID is good. Timeline would be helpful.</p>
<p>List of Degrees and Certificates</p>	<p>JSC, CA, AA</p>
<p>Program Analysis</p> <p>Did the program’s analysis of trend data address the following:</p> <ol style="list-style-type: none"> 1. How does your trend data (or other data your area collects) impact your decision making process for your program? 2. Evidence of Program Dialog of data 3. Changes to student demographics (age, gender, or ethnicity) 4. Equity gaps 5. Recent achievements, awards or distinctions, new projects implemented, professional development work, professional conference presentations or recently published work. 6. Description of program/department/office is doing to contribute to Guided Pathways, affinity groups and completion coaching communities. 	<p>Data is not disaggregated. Unable to assess.</p> <p>No evidence of dialog, but it is taking place.</p> <p>No achievements noted.</p> <p>Currently working the Dean to establish a pathway.</p> <p>Involved in Dual enrollment</p>

<p>7. Explanation of role if involved in Dual Enrollment, Inmate Education, or Rural Initiatives.</p>		
<p>Resource Request and Analysis A. Were discussions for resources received from previous program review cycle included for each applicable section?</p>	<p>None noted</p>	
<p>Conclusion A. Does the conclusion provide a clear overview of the program?</p>	<p>The conclusion briefly discusses the overall goals, accomplishments, and feedback received about the program.</p>	
<p>Have all the appropriate forms been completed? A. Human Resources a. Additional positions —with form(s) B. Resource Requests a. Request—with form</p>	<p>No requests for this cycle</p>	
<p>Assessment</p>	<p>Form is not complete.</p>	
<p>Certificate Form: A. Have programs with stackable Certificates of Achievement completed Certificate Forms?</p>	<p>Form is complete.</p>	

ADDITIONAL COMMENTS:

CTE form is included but not complete.