

2018-19 Annual Update Review and Feedback

Program Name: **[Human Resources]**

Section	Feedback
<p>College Mission</p> <p>A. Is the discussion of how the program supports the college mission clear?</p>	<p>No discussion was provided.</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>A. Although the amount of recruitments is pertinent information, without knowing more information (i.e. attempts vs successes, typical timeframe vs how much it has improved) it is difficult to see a measured progress. Be sure to frame your goals as something that can be measured and report on the outcomes. Also, clearly delineate between what has been done (“progress”) and what is left to be done or where you are headed (status update/action plan) by placing information in the correct area.</p> <p>B. Limited action plan for goal #1 and limited progress on reported on goal #2. The text under Action Plan for goal #1 is currently focused on listing the improvements since the last review period, but it is lacking a clear detailed plan for this year. The only action plans listed are “continues to assess hiring processes and practices” and “continue to review and improve upon their current hiring process,” both of which are vague. What is the tool used for assessment, and what review processes are used to ensure improvement?</p> <p>Action plan for goal #2 “provide 2-year data trend on completion of employee evaluations at next Program Review” is clear, measurable, and reportable.</p>
<p>List of Degrees and Certificates</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. 7. Explanation of role if involved in Dual Enrollment, Inmate Education, or Rural Initiatives. 	<ol style="list-style-type: none"> 1. Summaries of the trend data were provided, but no discussion about how it impacts decision making processes were provided. 2. None provided 3. N/A 4. No discussion provided 5. Great idea! Where appropriate, opening it up to faculty might also be beneficial. 6. No description provided 7. Provided. <p>Please offer the answer of N/A in lieu of leaving answers blank. This helps to ensure that the question was not overlooked.</p>	
<p>Resource Request and Analysis</p> <ol style="list-style-type: none"> A. Were discussions for resources received from previous program review cycle included for each applicable section? 	<p>This area was to discuss Received Requests, not future requests.</p>	
<p>Conclusion</p> <ol style="list-style-type: none"> A. Does the conclusion provide a clear overview of the program? 	<p>Clearly, Human Resources is very busy! The numbers in the conclusion do not comport with the numbers offered in the status update earlier listed in the document, or at least it is not clear how they differ. For example, what is the difference between a “recruitment campaign” and “unsuccessful searches”?</p> <p>The hiring workshops that were offered would have been appropriate to include in the Progress on your Recruitment goal and more would have been great to include as part of the action plan.</p>	

	Consider incorporating your requests into your goal action plans or conclusion to help demonstrate their need.	
<p>Have all the appropriate forms been completed?</p> <p>A. Human Resources</p> <p> a. Additional positions —with form(s)</p> <p>B. Resource Requests</p> <p> a. Request—with form</p>	<p>A. n/a</p> <p>B. Although Space Allocation was mentioned as being needed, only a facilities request for new paint and carpet was provided.</p>	
Assessment	Nothing provided	
<p>Certificate Form:</p> <p>A. Have programs with stackable Certificates of Achievement completed Certificate Forms?</p>	n/a	

ADDITIONAL COMMENTS: