

Executive Summary

Q: A brief recap or highlights of the entire program review document. (500 words or less)

- Highlight major strengths and weakness.
- Highlight areas for improvement over the next 3-6 years.

Response:

The Academic Affairs Office relocated in August of 2014 to a temporary trailer due to future plans for the construction of the Administration and Career Advancement Building. The department is temporarily located in the Admin 1 Trailer and shares space with the President's Office. Visibility and physical limitations have been an issue. It is expected that the move into the new building in 2016 will remedy visibility and space concerns raised in the Facilities module. It is additionally anticipated that this move will address concerns about technology equipment raised in the Technology module as funds available to furnish the new building will allow for the purchase of much needed computers and equipment.

Services provided by the Academic Affairs Office have expanded over time, including growth in distance education, the Continuing Ed Program, and a proliferation of grants (LA Hi Tech, Career Pathways Advanced Manufacturing Trust, CTE Enhancement Project, EDD LA FELLOWS, and LAHC3, among others). For these reasons, the creation of a new administrative position to oversee grants and . . . is needed.

The major strength of the Academic Affairs Office remains its dedicated staff. The department continues to make efforts to ensure that customer service remains a priority. Outcomes assessment results indicate that these efforts have been successful. Goals for the coming year include process mapping and cross training of staff.

Participants

Q: Please indicate the individuals that participated in the completion of this program review.

Response:

Validation & Feedback

Validation Comments for Program

Q:

Response:

Agree with the information contained in this summary. KD

Comments for Review Committees

Q:

Response:

