

Academic Unit Plan

Division __Academic Affairs Office__ Academic Year _2008-2009 Vice President __Luis Rosas__

Executive Summary

The office of Academic Affairs provides support for all of the academic divisions, including the library and learning assistance center. There are increasing demands being placed on the cluster for record keeping and other support from the WASC requirements for Student Learning Outcomes and Program Review. Moreover, the demands of a growing outreach program, catalog and schedule production, and enrollment growth have overburdened the incumbent personnel.

Activities Description Narrative: please describe suggested activities, including grant proposals to be written, new course or program initiatives, or program viability studies in priority order.

- 1.) Acquire increased support for the management of Management of program review, SLOs, and six divisions. Contractually, deans should be supported by a senior secretary position.
- 2.) Engage support person to Management of outreach, teacher-prep academy, catalog and schedule production, and 2 divisions . Contractually, deans should be supported by a senior secretary position.
- 3.) Complete hiring of permanent person to manage personnel assignments for all areas of academic affairs. Currently staffed by provisional assignment; must be permanent in place once other permanent positions have been resolved.
- 4.) Four data projectors at \$1000 each to support technology in teaching at outreach locations.
- 5.) Courier (\$/hourly rate) at 20 hours per week to take rosters/enrollment sheets / paperwork to faculty members at off-site locations.

SLO Assessment Results Narrative: please describe assessment activities that support proposed unit initiatives.

N/A

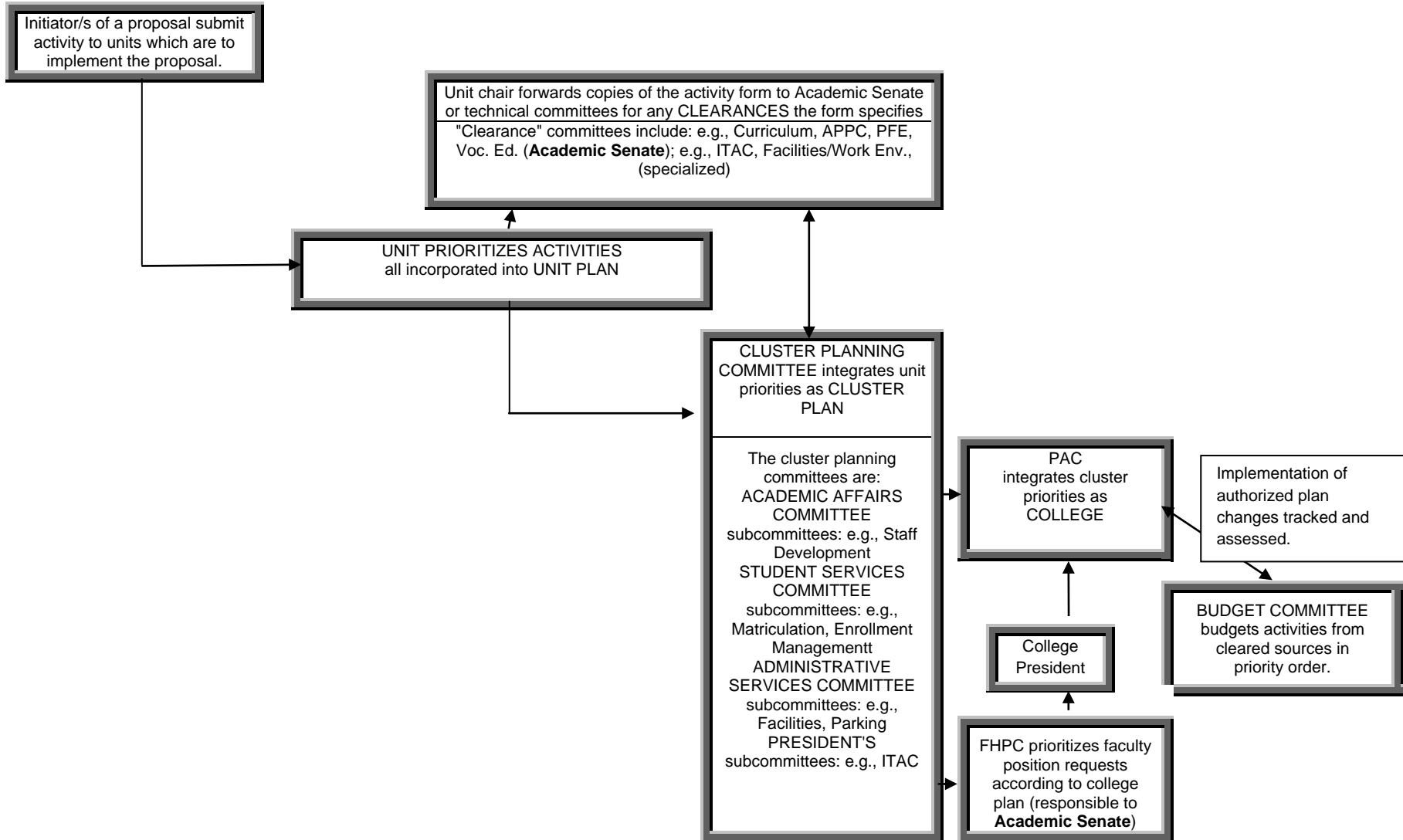
Staffing Implications: if any request will require additional classified support or training, please describe its extent.

See above

Technology Implications: if any request involves technology, please describe its impact on the network, licensing, repair, training and support.

N/A

B. PLANNING FLOW CHART



C. PLANNING TIMELINE
College Annual Planning Process

	September	October	November	December	January	February	March	April	May	June	July	August
CAMPUS FORUMS	Opening Day Planning Forums				Planning Progress Forums			Planning Progress Forums				
PLANNING OFFICE	Gather input from campus units and clusters via surveys or forums; Update external scans		Vocabulary of goals, needs, outcome assessment, etc.		Update KPI progress reports (Synthesize Internal/External scans; Program review reports as appropriate; Evaluation/Review of Unit Plans; Survey results as appropriate)			ONGOING: Communicate College Strategic Plans to the community and LACCD				
PAC	Plans subject to continuous updates				Integrate cluster priorities as college plan		Review and update College Strategic Master Plan	Recommend annual budget priorities		Plans subject to continuous updates		
CLUSTERS		Integrate unit priorities as cluster plan		Cluster plans forwarded to PAC	Plans subject to continuous updates			Conduct annual evaluation/review of cluster/unit plan; forward report to Planning Office and campus forum		Plans subject to continuous updates		
UNITS	Unit plans forwarded to cluster	Plans subject to continuous updates				Establish annual unit priorities and budget requests (unit plan form)			Conduct annual review of unit plans		Plans subject to continuous updates	

LA Harbor College

Unit Plan Activity Summary Sheet

Division Academic Affairs Office

Academic Year 2008-2009

Vice President Luis Rosas

Discipline ID#	Department Priority (1 to 99)	College Strategy Supported (separate columns if two)		Student Success Initiative	Technology Access	Department Objective (link to Program Review)	Proposed Activity	Brief Summary of SLO Assessment Results (See attached forms)	List Other Supporting Documents/Links Attached (E.G., WSCH, Wait Lists, Retention, Environmental Scans)	Resources Required (list faculty, equipment, etc.)	Estimated Total Cost and Source (E.G., Program 100, VTEA, etc.)
	1						Management of program review, SLOs, 6 divisions			Senior Secretary (vacant) for Dean, Academic Affairs, Curriculum	
	2						Management of outreach, teacher-prep academy, catalog and schedule production, and 2 divisions			Senior Secretary (provisional) for Dean, Academic Affairs, Outreach—	
	3						Management of personnel assignments for all areas of academic affairs,			Administrative Aide for Schedule and Catalog Preparation/ Production (in progress).	
	4						Four data projectors at \$1000 each to support technology in teaching at outreach locations.				\$4,000 Program 100

	5						Courier (\$/hourly rate) at 20 hours per week to take rosters/enrollment sheets / paperwork to faculty members at off-site locations.				
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