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

Initiator/s of a proposal submit activity to units which are to implement the proposal.

Unit chair forwards copies of the activity form to Academic Senate or technical committees for any CLEARANCES the form specifies.

“Clearance” committees include: e.g., Curriculum, APPC, PFE, Voc. Ed. (Academic Senate); e.g., ITAC, Facilities/Work Env., (specialized)

UNIT PRIORITIZES ACTIVITIES
all incorporated into UNIT PLAN

CLUSTER PLANNING COMMITTEE integrates unit priorities as CLUSTER PLAN

The cluster planning committees are:
ACADEMIC AFFAIRS COMMITTEE
subcommittees: e.g., Staff Development
STUDENT SERVICES COMMITTEE
subcommittees: e.g., Matriculation, Enrollment Management
ADMINISTRATIVE SERVICES COMMITTEE
subcommittees: e.g., Facilities, Parking
PRESIDENT'S subcommittees: e.g., ITAC

PAC integrates cluster priorities as COLLEGE

Implementation of authorized plan changes tracked and assessed.

BUDGET COMMITTEE budgets activities from cleared sources in priority order.

FHPC prioritizes faculty position requests according to college plan (responsible to Academic Senate)

College President
## C. PLANNING TIMELINE
College Annual Planning Process

<table>
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<tr>
<th></th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
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<tbody>
<tr>
<td><strong>CAMPUS FORUMS</strong></td>
<td></td>
<td>Planning</td>
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<td><strong>PLANNING OFFICE</strong></td>
<td>Gather input from campus units and clusters via surveys or forums; Update external scans</td>
<td>Vocabulary of goals, needs, outcome assessment, etc.</td>
<td>Update KPI progress reports (Synthesize Internal/External scans; Program review reports as appropriate; Evaluation/Review of Unit Plans; Survey results as appropriate)</td>
<td>ONGOING: Communicate College Strategic Plans to the community and LACCD</td>
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<td><strong>PAC</strong></td>
<td>Plans subject to continuous updates</td>
<td>Integrate cluster priorities as college plan</td>
<td>Review and update College Strategic Master Plan</td>
<td>Recommend annual budget priorities</td>
<td>Plans subject to continuous updates</td>
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<td><strong>CLUSTERS</strong></td>
<td>Integrate unit priorities as cluster plan</td>
<td>Cluster plans forwarded to PAC</td>
<td>Plans subject to continuous updates</td>
<td>Conduct annual evaluation/review of cluster/unit plan; forward report to Planning Office and campus forum</td>
<td>Plans subject to continuous updates</td>
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<td><strong>UNITS</strong></td>
<td>Unit plans forwarded to cluster</td>
<td>Plans subject to continuous updates</td>
<td>Establish annual unit priorities and budget requests (unit plan form)</td>
<td>Conduct annual review of unit plans</td>
<td>Plans subject to continuous updates</td>
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<tr>
<td>Discipline ID#</td>
<td>Department Priority (1 to 99)</td>
<td>College Strategy Supported (separate if two)</td>
<td>Student Success Initiative</td>
<td>Department Objective (link to Program Review)</td>
<td>Proposed Activity</td>
<td>Brief Summary of SLO Assessment Results (See attached forms)</td>
<td>List Other Supporting Documents/Links Attached (E.G., WSCH, Wait Lists, Retention, Environmental Scans)</td>
<td>Resources Required (list faculty, equipment, etc.)</td>
<td>Estimated Total Cost and Source (E.G., Program 100, VTEA, etc.)</td>
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<td>Management of program review, SLOs, 6 divisions</td>
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<td>Senior Secretary (vacant) for Dean, Academic Affairs, Curriculum</td>
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<td>Management of outreach, teacher-prep academy, catalog and schedule production, and 2 divisions</td>
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<td>Senior Secretary (provisional) for Dean, Academic Affairs, Outreach—</td>
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<td>Management of personnel assignments for all areas of academic affairs,</td>
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<td>Administrativ e Aide for Schedule and Catalog Preparation/ Production (in progress).</td>
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<td>Four data projectors at $1000 each to support technology in teaching at outreach locations.</td>
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