# NORCO COLLEGE ANNUAL ADMINISTRATIVE PROGRAM REVIEW

**Unit : Instructional Support Services, Academic Affairs**

**Library Services, Learning Resource Center, Grants and Student Equity Initiatives, STEM, and CA Career Pathways Trust Grant (CCPT)**

**Contact Person and Organization**

**Due: AUGUST 31, 2016**

Form Last Revised: JUNE 2016

**Norco College**

# Annual Administrative Program Review Update

# Mission

# Vision

# Educational Master Plan/Strategic Goals and Objectives 2013-2018

## Goal 1: Increase Student Achievement and Success

Objectives

1. Increase the number of students who achieve a 2.0 GPA or higher
2. Increase by 10% or 5 [illegible]
3. [illegible]

## Goal 5: Strengthen Student Learning

Objective

1. 100% of [illegible]
2. [illegible]
3. [illegible]
4. [illegible]

## Goal 6: Develop Effective Planning Process

Objective

1.

# COLLEGE ADMINISTRATIVE UNIT ANNUAL REVIEW WORKSHEETS
# DUE: AUGUST 31, 2016

. **List the major functions of your unit.**

| |
|---|
| 1. |
| 2. |
| . |
| 4 |
| 5 . |

4 **Briefly comment on the status of your 2016 goals and objectives.**

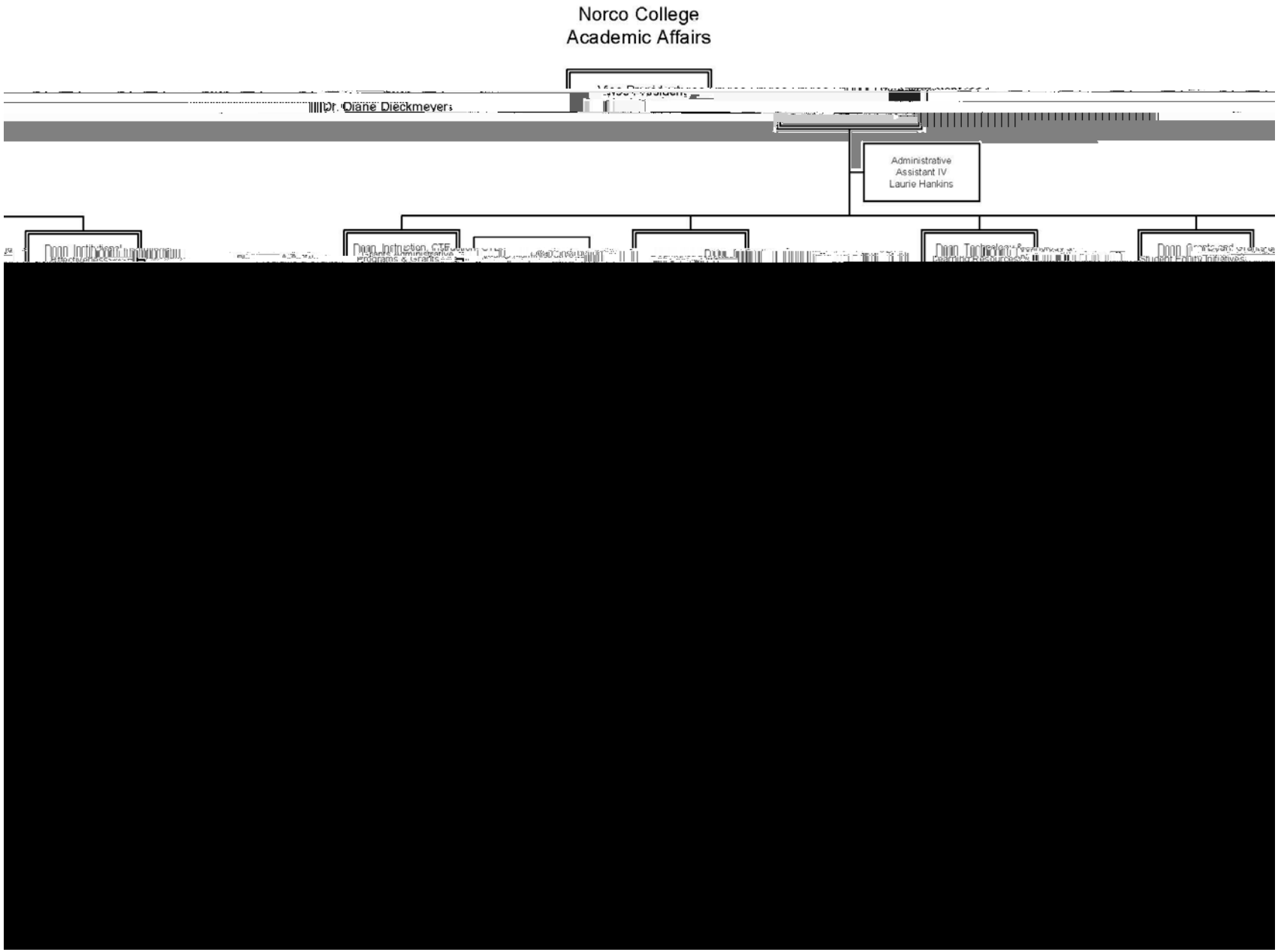
**Direction** : T

**Provide the official Organizational Chart for the unit which includes all levels of services and jobs** *If necessary, provide very brief narrative descriptions by numbering the chart and including a numbered list with clarifications on a subsequent page. The official chart can be obtained from Human Resources.*

*If you wish make this an appendix item*

6 **Staffing Profile (Please indicate the number in terms of FTE. Indicates a full time staff person is 1, and a half time person is .5)**

| | Staffing Level for Each of the Previous Five Years | | | | | | Anticipated total staff needed | |
|---|---|---|---|---|---|---|---|---|
| Position | 2012 | 2013 | 2014 | 2015 | 2016 | | 2017-2018 | 2018- |


Norco College
Academic Affairs
Dr. Diane Dieckmeyer
Administrative
Assistant IV
Laurie Hankins

## 7. Staff Needs

**NEW OR REPLACEMENT STAFF (Administrative, Faculty, Classified)** [1]

| List Staff Positions Needed for Academic Year 2016-2017<br>Please list in priority order | Indicate (N) = New (R) = Replacement | Annual TCO* | EMP GOALS |
|---|---|---|---|
| **1. Part-time College Receptionist - STEM Center (STEM)**<br>Request Approved | | | |

**6. Associate Dean, STEM Initiatives and Community Partnerships (STEM Grant )**

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*Unit Name: Instructional Support Services*

10. **Professional and Organizational Development Needs** [4]

**List Professional Development Needs** Rationale

12. **Long Term Planning Needs** [6]

| **If your unit anticipates significant additional needs for personnel, equipment, facilities, or curriculum in the next five years, please list them here.*** | | |

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