

# NORCO COLLEGE ANNUAL ADMINISTRATIVE PROGRAM REVIEW

## Unit: Norco College Police

Please give the full title of your unit.

Contact Person: Sgt. Richard Henry

Due: AUGUST 31, 2016



Norco College

Web Resources: <http://www.norcocollege.edu/about/president/strategic-planning/programreview/Pages/index.aspx>

# Instructions

The Annual Administrative Program Review is conducted by each uni

Norco College serves our students, our community, and its workforce by providing educational opportunities, celebrating diversity and promoting collaboration. We encourage an inclusive, innovative approach to learning and the creative application of emerging technologies. We provide foundational skills and pathways to transfer, career

## Goal 2: Improve the Quality of Student Life

### Objectives:

1. Increase student engagement (faculty-student interaction, active learning, student effort) support for learners).
2. Increase frequency of student participation in co-curricular activities.
3. Increase student satisfaction and improve ratings for student support services.
4. Increase the percentage of students who consider college environment to be inclusive.
5. Decrease the percentage of students who experience unfair treatment based on diversity-related characteristics.
6. Increase current students' awareness about college resources dedicated to student success.

## Goal 3: Increase Student Access

### Objectives:

1. Increase percentage of students who are first-generation college students.

## Goal 5: Strengthen Student Learning

### Objectives:

1. 100% of units (disciplines, Student Support Service areas, administrative units) will conduct systematic program reviews.
2. Increase the percentage of student learning and service area outcomes assessments that utilize authentic methods.
3. Increase the percentage of programs that conduct program level outcomes assessment that closes the loop.
4. Increase assessment of student learning in online courses to ensure that it is consistent with student learning in face-to-face courses.
5. Increase the number of faculty development workshops focusing on pedagogy each academic year.

## Goal 6: Demonstrate Effective Planning Processes

### Objectives:

1. Increase the use of data to enhance effective enrollment management strategies.
2. Systematically assess the effectiveness of strategic planning committees and councils.
3. Ensure that resource allocation is tied to planning.
4. Institutionalize the current Technology Plan.
5. Revise the Facilities Master Plan

## Goal 7: Strengthen Our Commitment To Our Employees

### Objectives:

1. Provide professional development activities for all employees.
2. Increase the percentage of employees who consider the college environment to be inclusive.
3. Decrease the percentage of employees who experience unfair treatment based on diversity-related characteristics.
4. Increase participation in events and celebrations related to inclusiveness.
5. Implement programs that support the safety, health, and wellness of our college community.

# COLLEGE ADMINISTRATIVE UNIT ANNUAL REVIEW WORKSHEETS

## DUE: AUGUST 31, 2016

Administrative Unit: Norco College Police

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Submit only your Worksheets Do not alter the forms, or eliminate pages. If a page does not apply simply mark N/A

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### I. The Unit PROGRAM REVIEW

The Administrative (Unit Program Review) is meant to provide a broad understanding of the unit, recent trends related to the unit's mission, and how the unit serves to meet the overall mission or goals of Norco College and the Riverside Community College District.

#### 1. What is the mission of your unit?

Using the core values of honesty, loyalty, fairness and integrity provide the basis for guiding our decisions and actions. Norco College Police department is dedicated to preventing, detecting and responding to crime, disorder and the fear of crime within the college community.

#### 2. Identify or outline how your unit serves the mission



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

Increase police staffing presence sworn and non- sworn



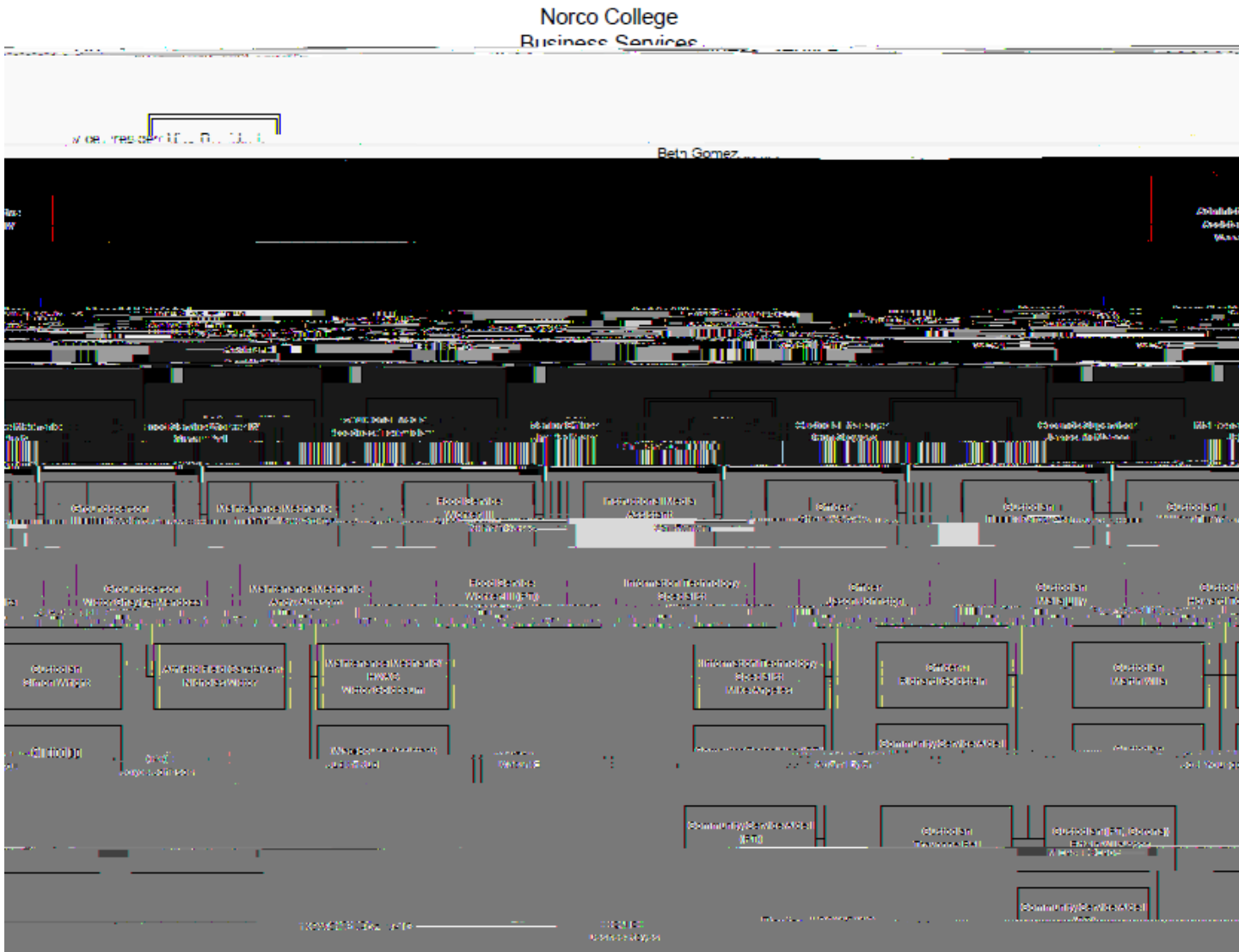
## Previous Year's Assessment

SAO Assessed:	Assessment method used	What was your target or benchmark?	What were the results?	How do you anticipate using these results?
An increase in uniformed police presence on campus	Increase in Budget allocation or positions assigned to the College	Weekend and evening coverage	Increase in	

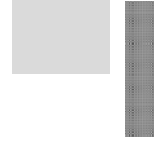
Directions: The primary purpose of this update is to provide an overview of your unit's assessment activities (plans, data, responses, data, etc.) for the previous academic year as well as your plans for assessment in the upcoming academic year. If you have any questions regarding the assessment process on this aspect of the report, please contact your vice president, or the Assessment Co-chair, Sarah Burnett at

In support of Student  
Learning, Norco  
College will update  
signage and policies

Provide the official Organizational Chart of your unit which includes all levels of services and positions. 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.



AUGUST 2016

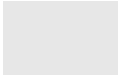




7. Equipment (including technology) Needs Not Covered by Current Budget<sup>2</sup>

List Equipment or Equipment Repair & Technology Needed for Academic Year 2016-2017 Please be as specific and as brief as possible. Place items on list in order (rank) or importance.

Annual TCO**			
Cost per item	Number Requested	Total Cost of Ownership	



8. Space Needs Not Covered by Current Building or Remodeling Projects\*<sup>3</sup>

	Annual TCO*
List Space Needs for Academic Year <u>2016-2017</u> (Office space, storage, etc.) Place items on list in order (rank) or importance.	Total Cost of Ownership
1. <u>Reason:</u>	
2. <u>Reason:</u>	
3. <u>Reason:</u>	
4. <u>Reason:</u>	

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Professional or Organizational Development Needs<sup>4\*</sup>

Professional Development Needs Reasons might include in response to assessment findings or the need to update skills to comply with state, federal, professional organization requirements or the need to update skills/competencies. Please be as specific and as brief as possible. Some items may not have a direct cost, but reflect the need to spend current staff time differently. Place items on list in order (rank) or importance.

- 1. Advanced officer training

Reason:

Maintain compliance with state mandated training standards and to allow officers attend educational law enforcement specific trainings.

Annual TCO		
Cost per item	Number Requested	Total Cost of Ownership

<sup>4</sup> If your SERVICE AREA OUTCOMES (SAO) assessment results make it clear that particular resources are needed to more effectively serve students please be sure to note that in the "reason" section of this form.

10. OTHER NEEDS<sup>5</sup>

List Other Needs that you are certain do not fit elsewhere. Please be as specific and brief as possible. Not all needs will have a cost, but may require a reallocation of current staff. Place items on list in order (rank) or importance.	Annual TCO*		
	Cost per item	Number Requested	Total Cost of Ownership
1. <u>Reason:</u>			
2. <u>Reason:</u>			
3. <u>Reason:</u>			

<sup>5</sup> If your SERVICE AREA OUTCOMES (SAO) assessment results make it clear that particular resources are needed to more effectively serve students please be sure to note that in the "reason" section of this form.



## Assessment

Why Administrative Units Conduct Assessments: Research indicates that collecting and analyzing evidence leads to improvement of institutional or unit level effectiveness. In addition it:

- Ensures units are examining their services and programs
- Documents outcomes assessment and internal improvement efforts
- Allows each unit to demonstrate

2. Unit defines how it will assess progress (non-evaluative) towards the outcomes. The unit might consider keeping an inventory of current tools being used. For example:
- What information is being collected already?
  - What assessment are you already using?

Methods that can be used to measure progress include, for example:

- Student satisfaction surveys
- Number and type of complaints
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