



## Administrative Program Review Template

Year :

2019-2020 ▾

Program :

Human Resources ▾

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## Assessment Data

### 2.0 Administrative Area Outcomes

**Administrative Area Outcomes** are clear and concise statements about the impact of the work performed by your program. They include events that occur c  
enhance the overall educational experience of students.

**Here are examples from a marketing, information technology, and institutional research program:**

"The community is informed about opportunities available to them...."

"Faculty are provided with the resources necessary to effectively deliver online courses..."

"Administrators will have the data they need to effectively schedule classes and ...."

**List your Administrative Area Outcomes:**

1. Professional development opportunities are available for all employee groups.
2. Employees are satisfied with available resources on the Human Resources website.
3. Employees are satisfied with the recruitment processes.

**Assessment Plan and Results.**

Provide an explanation of how you evaluated your Administration Area Outcomes last year. Describe the results of these evaluations.

1. The 2018–2019 Professional Development Survey was administered by the Professional Development Committee (Managers/Administrators, Classified, Confidential, and Faculty/Associate Faculty) to assess the quality and development activities offered, as well as to identify specific topics for future activities. One survey question was "Were you given enough opportunity to participate in professional development activities during 2018–2019?". Of the question, 76.43% stated yes, 23.53% stated no. Of those that responded they felt they weren't given enough opportunity, their comments were:

"Our department has been very short staffed and positions have had reduced hours."

"Not enough notice to attend trainings."

"Poor scheduling for any Student Services area – they are always at very busy times."

Describe any improvements that you plan to make this year as a result of these assessments.

Be sure to include these actions in the planning section.

1. The Professional Development Committee reviewed the survey results and planned for trainings according to 2018–2019 have been reviewed for comparison and feedback scores were reviewed to see which trainers were cons set up and continue to be thoughtfully planned out for the remainder of the academic year to ensure they are survey, employees were asked to "Please select the workshop topic(s) you are interested in attending next yea as follows:

\*Classified staff are seeking (in order from highest to lowest response rate):

- \*Computers and Technology (e.g. Microsoft Office Applications, Canvas, Datatel/WebAdvisor) – 36.00%
- \*CalPERS/CalSTRS Retirement Planning – 30.77%
- \*Active Shooter Training – 25.49%
- \*Leadership Development Skills – 25.49%
- \*Health, Safety, and Emergency Preparedness – 23.53%

\*Faculty are seeking (in order from highest to lowest response rate):

- \*CalPERS/CalSTRS Retirement Planning – 26.92%
- \*Distance Education Pedagogy – 23.08%
- \*Equity Training – 19.23%
- \*Grantsmanship – 19.23%

Administrators and Mangers are seeking (in order from highest to lowest response rate):

- \*Supervising and Motivating Employees – 37.50%
- \*Leadership Development Skills – 33.33%
- \*CalPERS/CalSTRS Retirement Planning – 29.17%
- \*Planning (e.g. strategic, education master plan, facilities, financial, technology) – 25.00%
- \*Cyber Security – 20.83%

2. Human Resources will work with the Web Developer to roll out a new HR webpage, one that includes a page d HR webpage will be more streamlined and easier for staff and community members alike to use and navigate.

3. Human Resources will continue to work with the EEO Advisory Committee to develop and update the strategie applicant pools. Monies awarded by the Chancellor's Office from the Multiple Methods report will be used for recruitment sources to help diversify our applicant pools. Lastly, the continued utilization of the upgraded will help HR monitor the Balanced Hiring Analytics of each posting.