



**Administrative Program Review  
Template**

Year :  Program :

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- Program Information
- Critical Reflection of Assessment Activities
- Evaluation of Previous Plans
- Planning
- Resource Requests
- Author Feedback
- PRC Response

**3.1 Describe plans/actions identified in the last program review and their current status. What measurable outcomes were achieved due to actions completed? Include the impact of completed and uncompleted plans. Action plans may encompass several years; an update on the current status, or whether the plan was discarded and why.**

Number	Program Plans	Current Status	Describe Impact of Action	
1	Increase number of professional development opportunities and offer professional development opportunities that match the needs identified by each classification in the Fall 2018 Professional Development	Completed	The overall number of professional development opportunities have increased. In the 2017-2018 academic year there were 53 trainings provided to staff. In the 2018-2019 academic year there were 69 trainings provided to staff, an overall increase of 30%. There has also been an increase in the number of attendees to the trainings overall. In the 2017-2018 academic year 658 employees attended trainings. In the 2018-2019 academic year 1010 employees attended trainings, for an overall increase of 53%. The Professional	<input type="button" value="Edit"/>

	Survey.		Development Committee attributes the increases in trainings and attendees to following the feedback provided in the surveys.	
2	Update Human Resources website for a greater Payroll presence.	In Progress	Human Resources is currently working with the Web Developer to create a new HR web page that will be easier to navigate and find information for both staff and the community. We are adding a separate page specifically for the Payroll Department as requested in the HR/Payroll Annual Survey.	<a href="#">Edit</a>
3	Develop strategies to increase diversity within applicant pools.	In Progress	Working in conjunction with the EEO Advisory Committee, Human Resources is developing updated strategies for the EEO Plan geared specifically for increasing diversity in the applicant pools. In the 2018-2019 academic year Human Resources utilized the PeopleAdmin recruiting software to monitor trends in Balanced Hiring Analytics for specific time frames and recruitments to ensure we are not having an adverse impact on any group , and if so, we are able to determine why. This practice will continue ongoing in conjunction with the updated strategies in the EEO Plan.	<a href="#">Edit</a>

### 3.2 Describe how resources provided in support of the plan(s) contributed to program improvement:

In 2018 Human Resources completed the Chancellor's Office Multiple Methods Report. By completing this report

\*Outreach and recruitment;

\*In-service training on equal employment opportunity;

\*Accommodations for applicants and employees with disabilities pursuant to title 5, section 53025;

\*Activities designed to encourage students to become qualified for, and seek, employment as community college

\*Other activities to promote equal employment opportunity.

Human Resources utilizes the majority of these funds to pay for recruitment sites that specialize in diversity where we purchase Diversity & Inclusion Email packs. The email is sent weekly to over 300,000 job seekers, from colleges and universities that are actively recruiting candidates in accordance with diversity, inclusion. Our job posting will indicate it was included in their Diversity and Inclusion Email, reinforcing our commitment to letting all qualified candidates know they are welcome at our school.

The funds received by the Chancellor's Office were also used to offer unconscious bias related training through training funded by the Multiple Method Funds was:

\*October 3, 2018, Thomas Brown provided the training, "Enhancing Cultural Competence Reducing Bias". There was training. Feedback from the attendees included:

\*More like this would be great. Valuable content."

\*Part 2? This was awesome. Fantastic course that was very informative and created a comfortable environment."

\*I think Tom Brown's presentations and materials content are excellent!" Great workshop."

Human Resources will continue to use these funds to diversify our applicant pools as well as bring presenters