**Program Review Highlights**

**2017-2018**

**Institutional Recommendations**

Professional Development: The College should provide ongoing, sustainable, meaningful, and differentiated campus-wide staff/professional development in all area, including both academic and service programs.

Expand and institutionalize college-wide orientation and training for all new employees.

Full-time/Part-time Ratio: The College should support individual academic departments’ need in achieving and maintaining an appropriate full-time to part-time faculty ratio.

Technology and Equipment: The College should develop, implement, and faithfully adhere to a technology rotation/replacement plan that is fair and equitable across campus, taking into consideration the intended uses of equipment and computers.

The College should consider leasing computers on a college-wide basis in order to keep up with technological advancements while reducing overall costs.

Audio-Visual: Increase the audio-visual staff to accommodate the increasing demand for its services: off-site service calls, repairing and servicing aging equipment.

Non-Credit Options: The College should explore non-credit options for expanding opportunities for students to work in collaborative settings.

The College needs to invest considerably in the Continuing Education program in order to make it relevant, viable, income-producing, and competitive. (2016-2017)

The College should seriously consider the future of the Contract Education program, and should it continue, the College should invent considerable energy and funds to bring the program into the competitive market with other community colleges. (2015-2016)

College should provide locations and extended hours for student to stay on campus to study and learn together, including night, Fridays, and weekends.

Facilities: Increase support for facilities: increased custodial hours/personnel; upgrade, replace, and increase equipment; ensure health and safety standards of restrooms; and across campus.

The College should regularly review and inventory campus facilities to determine areas of need, i.e. repainting, re-carpeting, re-flooring, upgrading the restroom facilities, increased custodial services and staff.

The College needs to provide more custodial services to improve the appearance of learning spaces. (2015-2016)

The College should increase support to Maintenance & Operations in light of aging infrastructure and off-site responsibilities: additional full-time HAVC mechanic, locksmith, plumber, appropriate machinery, preventative maintenance provisions. (2013-2014)

SLOs/SAOs: The College should continue in its efforts of creation, collection, measurement, and data analysis of SLOs and SAOs.

Health and Safety

* Identify and attend to safety hazards throughout the campus.
* Repair the hole in the wall of the Physical Education Building. (2017-2018)
* Install/repair the air conditioning in the gymnasium, as the temperature can reach 115 degrees, a health and safety issue. (2017-2018)
* Maintain the walkway to the observatory, include signage and a guardrail. (2017-2018)
* Repair the boiler to provide heat to the campus. (2017-2018)
* Address safety issues at the warehouse, especially in the storage of paper. (2017-2018)
* Identify spaces on campus that need additional security and provide appropriate security. (2017-2018; 2015-2016))
* In light of recent and increasing violence on school campuses, the College should consider a blended security program, with a permanent armed security guard, who, in turn, would be responsible for training other campus security personnel. (2016-2017)
* Initiate campus-wide training to ensure all employees and students know the protocol for each emergency scenario, such as active shooter, fire, earthquake, loss of power, etc. (2016-2017; 2015-2016)
* Address the serious safety issues plaguing the Wray Theatre (i.e. fire code violations, student safety hazards, water damage, rigging system damage, etc.) (2016-2017)
* Ensure that chemical usage/storage meets appropriate standards. (2013-2014)
* Hire lab technicians as appropriate to ensure safety standards and increase student success. (2014-2015)