

## Annual Program Review: Office of the Superintendent/President

Review period: July 1, 2019 to June 30, 2020

### 1. Purpose of the Program

- a. State the purpose of program, area, or unit.

*The purpose of this program is guided and subsumed by the mission statement of the college: "Palo Verde College provides opportunities for personal and professional growth to a diverse and unique community of learners in an academic environment committed to student success and equity by supporting student achievement of basic skills, certificate, degree, university transfer, and career goals."*

- b. How does the program, area or unit support the College Mission?

*The Office of the Superintendent/President is aligned with the district goals by providing leadership and coordinating the primary governing groups of the college including the Board of Trustees, College Council, and the Strategic Planning Committee.*

### 2. Population(s) Served

- a. Describe the populations served by the program, area, or unit, identifying special populations, if any.

*The populations served include the communities of Blythe, Needles, and California's Colorado River region, as well as instructional service students, around the state. Special populations include incarcerated, non-credit, and adult education students.*

- b. Describe other populations that should be served by the program, area or unit and identify plans to implement.

*N/A.*

### 3. Accomplishments in Achieving Goals

- a. List area related Strategic Planning Goals and program, area or unit specific goals, and describe progress in achieving each goal, strategy, objective, and appropriate task.

Strategic Planning Goals:

Task #	Task	Progress Report
5.1.1.1	Update Administrative Procedures to incorporate current policies and procedures. Complete initial update by June 30, 2018. Review for updates in even numbered fiscal years.	<i>The Office of Superintendent/President oversees the incorporation of new and updated policies and procedures as provided by the Community College League of California as well as federal, state, and local regulations and policies.</i>
5.1.1.2	Publish internal policies and procedures for consistency. Initial publication by June 30,	<i>The Office of Superintendent/President continues to publish Board policies and procedures on BoardDocs.</i>

	2018. Update as changes are needed/required.	
6.1.2.1	Define roles and responsibilities of committees by June 30, 2018.	<i>The Office of Superintendent/President initiated a review of Administrative Procedure 2510 and presented to BOT at their December 13, 2019 meeting.</i>
6.1.2.2	Create and publish a master calendar for committees by June 30, 2018.	<i>The Office of Superintendent/President creates and distributes the Organizations and Committees List, which includes the membership of each committee and the frequency of meetings.</i>
8.2.1.1	Revisit the "Code of Civil and Collegial Conduct" with all constituency groups and revise as necessary (2017-18).	<i>The Office of Superintendent/President has arranged for the publication and posting of the revised "Code of Civil and Collegial Conduct."</i>
8.2.1.2	Publish and post the revised "Code of Civil and Collegial Conduct" widely throughout the organization (2017-18).	<i>The Office of Superintendent/President has engaged in bringing all constituency groups together to discuss improvements to our "Code of Civil and Collegial Conduct."</i>
8.2.2.1	Provide opportunities for people to try new things without the fear of failure or ridicule.	<i>The Office of Superintendent/President has consistently encouraged and influenced districtwide innovation from college constituents while supporting a variety of levels of success.</i>
8.2.2.2	Celebrate "failures" as much as "successes" as a way to encourage risk taking and encourage "failure" as a means to innovation.	<i>The Office of Superintendent/President has consistently encouraged and influenced districtwide innovation from college constituents while supporting a variety of levels of success.</i>
9.1.2.1	Sponsor participation of administrators and managers in annual focused professional development conferences and workshops through ACCCA.	<i>The Office of Superintendent/President consistently identifies and promotes the participation of managers and administrators in professional development conferences and workshops.</i>
9.1.2.2	Create a succession plan for the college administration by June 2018, and review and update annually.	<i>Board Policy 2432 provides a succession plan for the district.</i>

b. Explain modifications, if any, of goals.

N/A.

#### 4. Strengths, Weaknesses & Accomplishments/Activities

a. List and comment on the major strengths of the program, area or unit.

- *The Superintendent/President maintains a strong and effective working relationship with the Board of Trustees.*
- *The Office of Superintendent/President provides outstanding leadership as chair of the primary college governance committees, including College Council, providing a forum in which ideas and recommendations may be heard and evaluated on a college-wide basis.*
- *The Office of Superintendent/President provides leadership and collaboration with state, regional, and local government entities.*

b. List and comment on the major weaknesses of the program, area or unit.

N/A.

c. List activities and discuss accomplishments during review period.

- *The Office of Superintendent/President is integrally involved with all district activities. The attached College Council and Board of Trustees minutes best serve to illustrate activities and accomplishments both internal and external.*
- *See attached College Council minutes.*
- *Board of Trustee meeting minutes: <https://go.boarddocs.com/ca/pvccd/Board.nsf/Public#>*

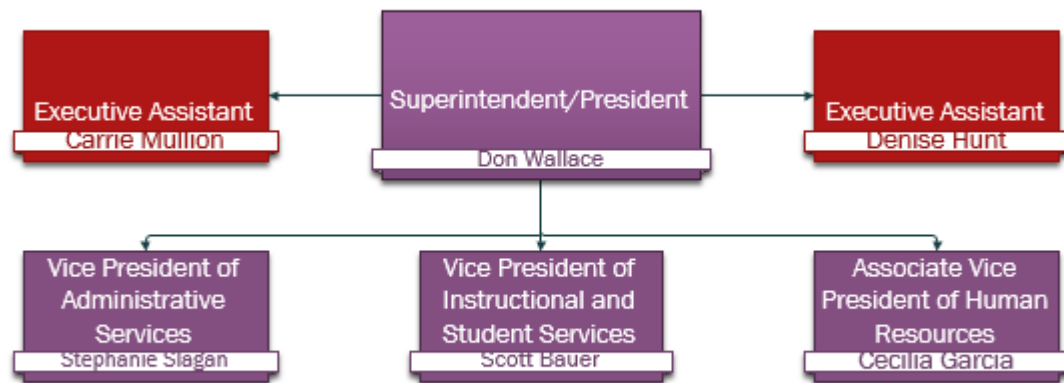
**5. Service Area Outcomes (SAO)**

Appropriate Student learning Outcomes will be developed by each non-instructional area to reflect appropriate outcomes including Program Area Outcomes and/or Service Area Outcomes (SAO).

Service Area Outcomes	SAO Metrics
SAO #1: The Superintendent/President and support staff promote communication among the Board of Trustees, college personnel and the community.	<p><i>The Superintendent/President advises the Board of Trustees on District policies and practices through regular, public Board meetings.</i></p> <p><i>The Superintendent/President presides over meetings of the College Council and monthly All Staff meetings.</i></p> <p><i>Districtwide communication via print and electronic media.</i></p>
SAO #2: The Superintendent/President provides leadership for ongoing accreditation re-affirmation.	<p><i>The Superintendent/President oversees meetings and activities related to accreditation and plays an active role in communications with the ACCJC.</i></p> <p><i>The Office of Superintendent/President oversees all processes related to accreditation including appointment of ALO and college accreditation team.</i></p>
SAO #3: The Superintendent/President provides leadership for instructional, student support services and operational integrity through transparent and shared decision-making processes.	<p><i>The Superintendent/President oversees revision of AP 2510 and shared governance processes.</i></p> <p><i>The Superintendent/President Chairs College Council, Strategic Planning Committee, and primary governance committees.</i></p>

## 6. Human Resources and Staff Development

- a. Provide current organization chart of the program, area, or unit, showing key functions and responsibilities.



- b. Are current management and staff adequate to perform functions and responsibilities satisfactorily and to achieve program, area, or unit goals? Explain.

Yes.

- c. Describe specific professional development activities in which program, area or unit members participate and explain how such activities benefit or enhance the program and support and facilitate student learning.

*The Office of Superintendent/President leads the cabinet in the planning, coordination and delivery of district professional development opportunities and activities for faculty, staff and managers and ensures that such activities benefit all areas of the college.*

- d. Describe areas of unmet professional development needs among personnel in this program, area, or unit, if applicable, and outline plans to address these needs.

*The Office of Superintendent/President actively pursues new and innovative professional development opportunities for all employees of the college as well as Board of Trustees in order to fill such needs on a continual basis.*

- e. Describe organizational changes that would improve program, area or unit performance. Provide timelines for the achievement of such changes and describe measures that assess the effectiveness of such changes.

*The Office of Superintendent/President continues to review all options to better meet the needs of the District.*

## 7. Facilities

- a. Are current facilities adequate to support the program, area or unit? Explain.

*Yes. The Office of Superintendent/President leads the process of planning to ensure current facilities needs are met as well as identifying upcoming needs. The Office is ultimately responsible for ensuring the District facilities Master Plan is updated to address needs identified via such planning processes.*

- b. Describe plans for future changes to support facilities.

*See Facilities Master Plan.*

## 8. Technology and Equipment

- a. Is the current technology and equipment adequate to support the program, area, or unit? Explain.

*See Technology Master Plan.*

- b. Describe plans for future changes to support technology or equipment.

*See Technology Master Plan.*

## 9. Financial Resources

- a. Provide an appropriate financial report for program, area or unit during reporting period. Explain any significant deviations from previous reporting period.

*See approved College Budget.*

- b. Describe whether the current budget is adequate to carry out the responsibilities of the program, area or unit or operation.

*Yes.*

- c. Describe plans for future budget changes, if any.

*N/A.*

## 10. Four-year plan

- a. Place future request for resources (human, financial, facilities, technology, and equipment) in a four-year matrix to facilitate future planning.

*The Office of Superintendent/President is charged with approving all recommendation for all departments and resources.*