

# ESC PROGRAM REVIEW UPDATE

**Senior Staff  
Meeting**

**Feb 23, 2015**

# UPDATES

- 2014-15 Program review cycle timeframe
- Current status of ESC program reviews
  - Intranet collaboration site
- Online program review software for ESC units
- User satisfaction survey for ESC units
- 2015-16 Program review cycle timeframe

# 2014 - 15

## ESC PROGRAM REVIEW CYCLE

Date	Activity
2/26	Draft user survey questions
3/13	Finalize questions and create survey
3/15	Final program review (includes feedback from Matthew Lee)
3/16 - 5/1	<b>User survey</b> administration period
4/30	Deployment of online program review website
5/4 - 5/15	User training for online program review (OPR) software
5/18 - 8/31	<b>Evaluation &amp; Planning</b> phase: <ul style="list-style-type: none"><li>• Units enter evaluation information into OPR website (complete evaluation mode)</li><li>• Units develop improvement objectives based on prior evaluations</li></ul>

# CURRENT STATUS OF PROGRAM REVIEWS

- Consultant Matthew Lee provided final feedback on each unit's program review
  - Units will be revising their program reviews based on his comments and suggestions
- District IT has created a collaboration site on the new SharePoint Intranet where program review files will be posted
  - IE webpage will contain subfolders for each unit's program review files
  - Each unit will need to provide IE Office with a list of authorized users
  - Each unit's program review files will be posted and accessible to designated users
  - This will provide a temporary workspace until the online program review website is ready

# INTRANET COLLABORATION SITE

<http://spidev.laccd.edu>



LOS ANGELES COMMUNITY COLLEGE DISTRICT  
EMPLOYEE INTRANET

Search the LACCD Intranet

Go!

HOME

ADMINISTRATIVE

COUNCILS & COMMITTEES

PROJECTS

CALENDARS

## PROPOSED 2014 - 2015 BUDGET PRESENTED TO BOARD OF TRUSTEES



Good afternoon Pearl,  
Maury Y.

### My Memberships

#### SharePoint Sites

[EPIE Team Site](#)

### My Applications

LACCD Homepage



Go!

### Announcements

No Items are currently available. Please check again soon.

### New Documents

No documents found in selected subsites.



### Upcoming Workshops

No Items are currently available. Please check again soon.

# INTRANET COLLABORATION SITE

<http://spidev.laccd.edu>

SharePoint

Pearl, Maury Y.  

BROWSE FILES LIBRARY

 SHARE  FOLLOW  SYNC 




EPIE Team Site  EDIT LINKS

Search this site 

## IE Research

Home

 new document or drag files here

Recent

All Documents ...  

IE Research

Budget and Management Analysis

<input checked="" type="checkbox"/>	 Name	Modified	Modified By
<input type="checkbox"/>	 Maury progam review epie research 11.14.2014 ML Comm 	... A few seconds ago	<input type="checkbox"/> Pearl, Maury Y.

Site Contents

 EDIT LINKS

# ONLINE PROGRAM REVIEW

- An online program review website for ESC units is being set up
  - Software has been and continues to be utilized at Mission and Valley
- District IT is securing server space and providing technical support
- Each unit will need to provide a list of staff members who will receive training on how to use the online program review software

# PROGRAM REVIEW USER SATISFACTION SURVEY

- A single user satisfaction survey will be administered for all 14 units in the ESC
  - 13 common questions for each of the 14 units
- Subunits will be able to include supplemental questions
  - Currently have supplemental questions from: ADA Compliance Administration, Diversity Programs, Facilities, Internal Audit, and Worker's Compensation
  - Subunits will need to compare their questions with the common questions to minimize duplication
- The Office of Institutional Effectiveness will create, administer, and monitor the online survey as well as provide a summary of results for each unit



# ESC USER SURVEY LINK

<https://survey.laccd.edu/scripts/rws5.pl?FORM=DistrictServicesSurvey2014>



## 2014-2015 Survey of District Services

Please help District Services do a better job by telling us about your experience with the service that you are receiving. Your responses are strictly confidential. Results will be used for program improvement.

### Services

\*\* Use this scale to answer the following questions: 1 = Dissatisfied to 5 = Satisfied \*\*

	I am satisfied with how your office handles my requests.					
	1	2	3	4	5	N/A
Chancellor's Office	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accounting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Budget	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Business Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CFO / Treasurer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Diversity Programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
General Counsel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Human Resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Information Technology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Institutional Effectiveness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Internal Audit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Personnel Commission	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Workforce Development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

# 2015 - 16

## ESC PROGRAM REVIEW CYCLE

Date	Activity
9/7/15 - 5/13/16	<b>Implementation</b> phase: Units implement improvement plan(s) and address ongoing SAOs and POs
1/4 - 1/29/16	Finalize survey questions
2/1 - 3/31/16	<b>User survey</b> administration period
5/16 - 8/31/16	<b>Evaluation &amp; Planning</b> phase: <ul style="list-style-type: none"> <li>• Units enter evaluation information into OPR website (complete evaluation mode)</li> <li>• Units develop improvement objectives based on prior evaluations</li> </ul>