Student Health & Psychological Services Program Review
2011-2012

1. Program Description

A. Description

The Student Health and Psychological Services Office provides on-campus accident insurance, free medical care appointments and personal counseling to students who have received specific waivers, or have paid the mandatory health fee. Medications, lab work, procedures, and physicals are also available at a low cost. Health services include diagnosis and treatment of acute illness and general medical problems, personal counseling, women's and men's health care, skin disorders, musculoskeletal problems, immunizations, and health education. Students are also referred to outside resources when appropriate.

B Service Unit Outcomes:

1. Ventura College students will be able to identify the Student Health Center as a place for Sexually Transmitted Information (STI) prevention and treatment and will make an appointment for STI screening.
2. Ventura College students will be aware of the college smoking regulations and cessation services offered at the health center..

C. College Level Student Learning Outcomes:

1. Information Competency
2. Critical Thinking and Problem Solving
3.   Social Interaction and Life Skills

D. Vision
Ventura College will be a model community college known for enhancing the lives and economic futures of its students and the community.

E. Mission
Ventura College, one of the oldest comprehensive community colleges in California, provides a positive and accessible learning environment that is responsive to the needs of a highly diverse student body through a varied selection of disciplines, learning approaches and teaching methods including traditional classroom instruction, distance education, experiential learning, and co-curricular activities. It offers courses in basic skills; programs for students seeking an associate degree, certificate or license for job placement and advancement; curricula for students planning to transfer; and training programs to meet worker and employee needs. It is a leader in providing instruction and support for students with disabilities. With its commitment to workforce development in support of the State and region's economic viability, Ventura College takes pride in creating transfer, career technical and continuing education opportunities that promote success, develop students to their full potential, create lifelong learners, enhance personal growth and life enrichment and foster positive values for successful living and membership in a multicultural society. The College is committed to continual assessment of learning outcomes in order to maintain high quality courses and programs. Originally landscaped to be an arboretum, the College has a beautiful, park-like campus that serves as a vital community resource.

F. Core Commitments
Ventura College is dedicated to following a set of enduring Core Commitments that shall guide it
through changing times and give rise to its Vision, Mission and Goals.
- Student Success
- Respect
- Integrity
- Quality
- Collegiality
- Access
- Innovation
- Diversity
- Service
- Collaboration
- Sustainability
- Continuous Improvement

G. What services are provided by the program?

   Basic health services: first aid, blood pressure readings, vision testing, blood tests, tuberculin skin
tests, pregnancy test, immunizations, health education, nutritional counseling, tobacco education and
cessation. Physician or Nurse Practitioner services: diagnosis and treatment of acute, episodic illnesses
and general medical problems, physicals, skin disorders, musculoskeletal problems, women's and men's
health care, cardio risk assessment, "Get Fit" program, and crisis intervention. Counseling interns:
provide 4-6 short term counseling sessions per semester. In addition, we offer referrals to the
community for all health services that SHPS is unable to provide.

H. What are the strengths, successes, and significant events of the program?

   SHPS provide care that is developmentally appropriate, medically and psychologically expert,
accessible, convenient, and focused on individual needs. College health can be defined as the caring
intersection between health and education. The student health center helps each student achieve
maximum physical and emotional health so that each may participate fully in the education and
personal growth opportunities available at Ventura College. The health center offers a wide range of
preventive and health maintenance programs as well as outreach to the campus community. The health
center has a collaborative relationship with Ventura County Medical Center and the Ventura County
Public Health Department.
Strengths of the program:
1.   Satisfaction survey of spring 2011: 92% responded "very satisfied".
2. VC staff verbalizes their satisfaction of our assistance in dealing with difficult students on
   campus, including medical emergencies and psychological crises.
3. The coordinator and nurse practitioner are active members for the BICT. (behavior intervention
   care team)
4. SHPS works together with all departments, as needed, especially campus police, EAC, athletics,
   health sciences, and the Assistant Dean of Student Discipline.

5. The SHPS website is continually updated to include healthy internet resources for students to access quality information. In addition, multiple health education pamphlets and community resources are available in the health center.
6. Provide flu shots for staff and students.
7. Provide free smoking cessation program which is sponsored by the Ventura County Public Health Department.
8. Monthly health education focus on bulletin board near the health center along with handouts and free grab bags.
9. Participation in outreach activities on campus.
10. Created a college focus cardiovascular risk screening and "get moving" program for students.
11. Ongoing distribution of "Easy Access" cards for students and staff that contain important college and community health related phone numbers.
12. SHPS staff promoted the new smoking regulations for the campus.

I. Organizational Structure

President: Robin Calote
    Executive Vice President: Ramiro Sanchez
        Dean: Victoria Lugo

Instructors and Staff

Name	Elaine Tennen
Classification	Professor, Coordinator, Student Health and Psychological Services
Year Hired	1986
Years of Industry Experience	
Degrees/Credentials	B.S.N., 1973, M.N., 1979, University of California, Los Angeles

Name	Brenda Be
Classification	Student Health Center Assistant II
Year Hired	2007
Year of Industry Experience	
Degrees/Credentials	Certified Medical Assistant

Name	Irma Lopez
Classification	Student Health Center Assistant II
Year Hired	2006
Years of Industry Experience	
Degrees/Credentials	Certified Medical Assistant

Name	Beverly Saastimoinen
Classification	Student Health Center Assistant II
Year Hired	2007

Years of Industry Experience	
Degrees/Credentials	Certified Medical Assistant

Name	Marianne Moise
Classification	College Nurse
Year Hired	2011
Years of Industry Experience	
Degrees/Credentials	RN, BSN

2. Performance Expectations

A. Service Unit Outcomes

Students utilizing this service will be able to:

1. Ventura College students will be able to identify the Student Health Center as a place for Sexually Transmitted Information (STI) prevention and treatment and will make an appointment for STI screening.

    Performance indicator: 75% or higher will indicate awareness of STI care at the SHPS

2. VC students will be aware of the college smoking regulations and smoking cessation services offered at the student health center.

    Performance indicator: 90% or higher will demonstrate awareness of the smoking cessation services at the health center and of the college smoking regulations.

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B. Program Operating Outcomes (Budget, Facilities, scheduling, equipment and technology – hardware/software)

1. The hours of operation are adequate to allow access for students each semester.

    Performance indicator: The SHPS will survey the students to determine if operational hours are adequate to meet their health needs.

2. The health center medical equipment and computer hardware and software is current, functional, or otherwise adequate to ensure quality care of the student.

    Performance indicator: An inventory of all equipment will be maintained to include annual maintenance cost and replacement or upgrade.

3. The SHPS will optimize the use of its facility and current staff to meet the health care needs of the students.

    Performance indicator: The SHPS staff will survey the students to determine if the facility and the staff are adequate to meet their needs.

3. Operating Information

A1: Budget Summary Table
To simplify the reporting and analysis of the Banner budget detail report, the budget accounts were consolidated into nine expense categories. The personnel categories include employee payroll expenses (benefits). The "3 Year Average" was computed to provide a trend benchmark to compare the prior three year expenses to the FY11 expenses. The "FY11 College" expense percentages are included to provide a benchmark to compare the program's expenses to the overall college expenses.

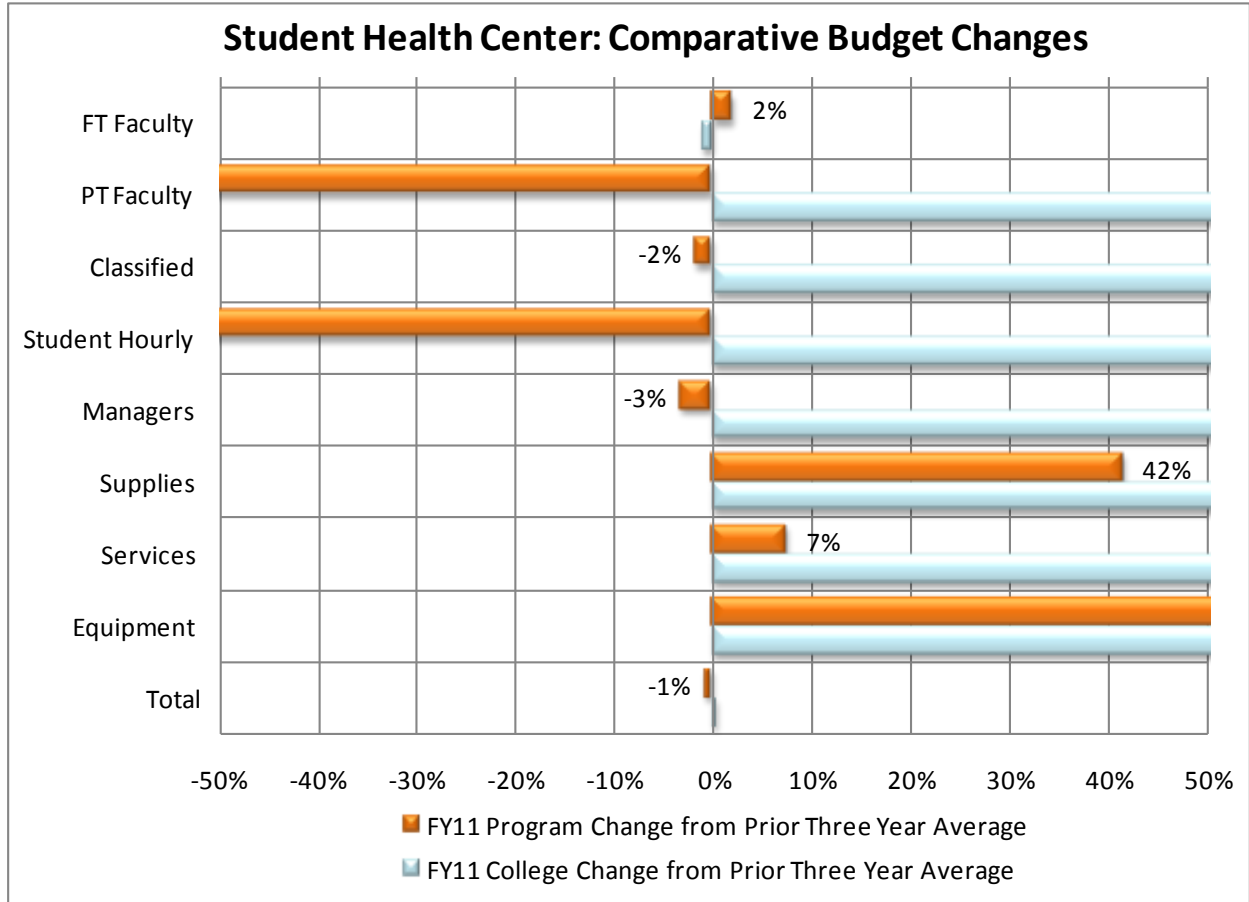| Category	Title	FY08	FY09	FY10	3 Year Average	FY11	FY11 Program	FY11 College
1	FT Faculty	135,080	141,897	144,317	140,431	143,307	2%	-1%
2	PT Faculty	22,535	20,699	22,991	22,075	-	-100%	99%
3	Classified	258,468	317,994	252,840	276,434	271,622	-2%	199%
4	Student Hourly	4,204	310	-	2,257	658	-71%	299%
6	Managers	5,882	6,068	5,722	5,891	5,700	-3%	399%
7	Supplies	28,157	25,643	28,396	27,399	38,793	42%	499%
8	Services	70,863	73,679	82,614	75,719	81,395	7%	599%
9	Equipment	1,334	1,049	911	1,098	4,858	342%	699%
	Total	526,523	587,339	537,791	550,551	546,333	-1%	0%

A2: Budget Summary Chart
This chart illustrates the program's expense trends. The data label identifies the FY11 expenses (the last bar in each group). The second-to-last bar is the program's prior three year average.
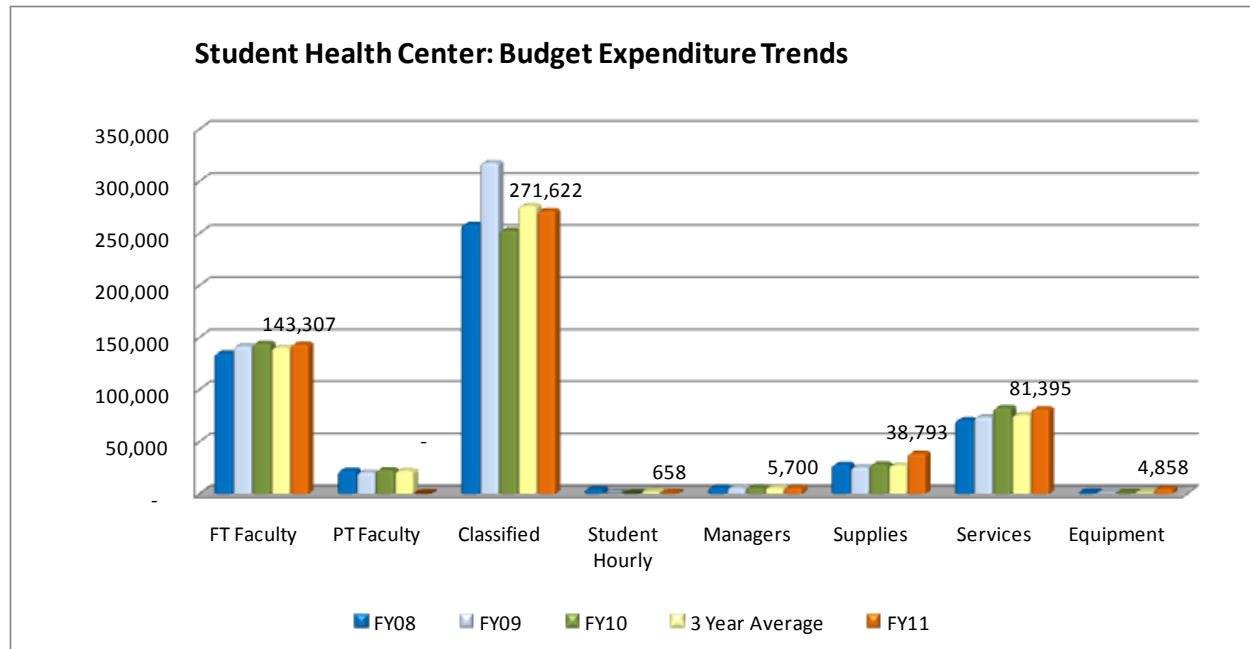
A3: Comparative Budget Changes Chart

This chart illustrates the percentage change from the prior three year average expense to the FY11 expenses. The top bar for each budget category represents the program's change in expenses and includes the data label. The second bar represents the college's change in expenses.

Student Health Center: Comparative Budget Changes

Category	FY11 Program Change
FT Faculty	2%
PT Faculty	
Classified	-2%
Student Hourly	
Managers	-3%
Supplies	42%
Services	7%
Equipment	
Total	-1%

■ FY11 Program Change from Prior Three Year Average
■ FY11 College Change from Prior Three Year Average

A4: Program Staffing

The following table shows the staffing for the FY12 budget.

Student Health Center							
Fund Org Account	**Title**	**Name**	**Months**	**Pos%**	**Assign%**	**Total%**	**FTE**
133329051220	Coord., Std Hlth Serv	Tennen, Elaine G	11	1.000	1.000	1.000	1.000
133329052121	College Nurse	VACANT	10	0.400	1.000	0.400	0.333
133329052121	Stdt. Hlth. Ctr. Asst. II	Saastamoinen, Beverly I	11	0.800	1.000	0.800	0.733
133329052121	Stdt. Hlth. Ctr. Asst. II	Lopez, Irma A	11	1.000	1.000	1.000	0.917
133329052121	Stdt. Hlth. Ctr. Asst. II	Be, Brenda Mireya	11	1.000	1.000	1.000	0.917
133329052826	0	Mora, Eileen L	0	-	-	-	-
133329052827	0	Routh, Kristen L	0	-	-	-	-
133329052827	0	Flanagan, Deanna L	0	-	-	-	-
						4.200	**3.900**

A5: Budget Detail Table

The program's detail budget information is available in *Appendix A – Program Review Budget Report*. This report is a PDF document and is searchable. The budget information was extracted from the District's Banner Financial System. The program budget includes all expenses associated to the program's Banner program codes within the following funds: general fund (111), designated college equipment fund (114-35012), State supplies and equipment funds (128xx), and the technology refresh fund (445). The *Program Review Budget Report* is sorted by program (in alphabetical order) and includes the following sections: total program expenses summary; subtotal program expenses for each different program code; detail expenses by fund, organization and account; and program inventory (as posted in Banner). To simplify the report, the Banner personnel benefit accounts (3xxx) were consolidated into employee type benefit accounts (3xxx1 = FT Faculty, 3xxx2 = PT Faculty, 3xxx3 = Classified, etc.).

Added information for the staffing for FY12 budget:

Marianne Moise: College Nurse

Eileen Mora: Provisional for 2 months and student worker the rest of the fiscal year.

Kristin Routh: counseling intern, professional expert

Joanna Evans: counseling intern, professional expert

Deanna Flanagan: Nurse practitioner, professional expert

Joan Storz: Nurse practitioner, substitute professional expert

Dr. Ray Nickel: independent contractor

VCMC Residency program: independent contractor

Amy Balchum: Counseling Intern Supervisor, independent contractor

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FOAP	Title	FY08	FY09	FY10	3 Year Average	FY11
133 32905 1220 644000	Faculty -Non-Instructional	97,881	104,441	104,441	104,441	105,809
133 32905 1420 644000	Faculty -Non-Instructional - Hourly	4,806	-	22,527	-	-
133 32905 1442 644000	Faculty - Coordinators	17,271	20,274	-	-	-
133 32905 2121 644000	Classified Regular	128,636	166,377	126,928	127,721	203,532
133 32905 2130 644000	Classified - Vacation Payout	-	-	348	-	-
133 32905 2530 644000	Student Hourly-Non-Instructional	4,121	304	-	647	500
133 32905 2826 644000	Provisional, Ltd Term-NonPos Cntrl	2,704	-	-	3,305	-
133 32905 2827 644000	Other Compen (Spec Sev, Prof Exp)	57,781	62,279	58,943	55,470	60,000
133 32905 3XXX1 644000	Benefits FT Faculty	37,199	37,456	39,876	38,866	46,823
133 32905 3XXX2 644000	Benefits PT Faculty	458	424	464	-	-
133 32905 3XXX3 644000	Benefits Classified	69,346	89,338	66,621	85,125	108,313
133 32905 3XXX4 644000	Benefits Student Hourly	83	5	-	11	9
133 32905 3XXX6 644000	Benefits Managers	5,882	6,068	5,722	5,700	6,576
133 32905 4100 644000	Instructional Supplies and Material	-	-	-	300	-
133 32905 4200 644000	Office Supplies and Material	2,239	2,217	1,245	4,521	5,000
133 32905 4800 644000	General Supplies & Materials	2,905	2,603	3,820	4,035	5,000
133 32905 4810 644000	Medical Supplies	23,013	20,824	23,331	29,937	30,000
133 32905 5140 644000	Training And Instruction	-	-	25	100	-
133 32905 5150 644000	Medical/Professional	15,210	21,200	22,264	19,894	20,000
133 32905 5211 644000	Employee Travel	347	75	-	-	-
133 32905 5220 644000	Mileage Reimbursement	214	158	204	88	200
133 32905 5241 644000	Faculty Travel ($100 Per Contract)	100	100	100	-	100
133 32905 5242 644000	Other Faculty Travel	3,277	2,585	369	1,468	2,000
133 32905 5300 644000	Dues & Memberships	600	455	400	273	500
133 32905 5430 644000	Student Insurance	35,455	32,925	43,076	43,283	43,283
133 32905 5622 644000	Maint/Repair-Equipment	609	858	695	299	1,000
133 32905 5820 644000	Fees For Health Services	13,156	12,772	14,236	15,272	17,000
133 32905 5822 644000	Licenses And Fees	465	935	580	327	600
133 32905 5830 644000	Fingerprinting	-	61	-	-	-
133 32905 5850 644000	Postage/Shipping	16	27	-	18	-
133 32905 5870 644000	Printing And Duplicating	1,143	1,037	666	372	1,250
133 32905 5890 644000	Other Expense & Services	270	450	-	-	21,593
133 32905 6421 644000	Equip-Non InstrucComputer-$200-$	-	-	911	-	5,000
133 32905 6423 644000	Equip-Non Instruc Equip $200-$999	1,334	1,049	-	465	-
133 32905 6425 644000	Equip-Non Instruc Furni $200-$999	-	-	-	1,927	-
133 32905 6453 644000	Equip-Non Instruc Equip $1000+	-	-	-	2,466	-
133 32905 7300 731000	Interfund Transfer Out-Must = 8982	-	40	-	-	-
	Total	**526,521**	**587,337**	**537,792**	**550,550**	**684,088**

A6: Interpretation of the Program Budget Information

The budget is adequate to meet the current level of services and hours of operation. In the past year the scope of practice was changed from providing comprehensive care to providing acute, episodic care. In addition, staffing was reduced. The 3 Student Health Assistant 11 positions were decreased from 12 months to 11 months and the Coordinator hours were reduced. A college nurse position, 10 months, 16 hours per week was added.

The program is able to maintain the needed supplies and equipment. There was also an increase in the health fee.

Overall, the budget allows the program to be able to adequately meet the current level of services and hours of operation.

B1: Program Inventory Table

This chart shows the inventory (assets) as currently posted in the Banner Financial System. This inventory list is not complete and will require review by each program. Based on this review an updated inventory list will be maintained by the college. A result of developing a complete and accurate inventory list is to provide an adequate budget for equipment maintenance and replacement (total-cost-of-ownership). The college will be working on this later this fall.

Student Health Center								
Item	Vendor	Org	Fund	Purchased	Age	Price	Perm Inv #	Serial #
Mayline #FFD7 (7) Tier, Locking	Sierra School Eq	32905	133	9/14/10	1	1,313	N00022164	0
Mayline #FFD7 (7) Tier, Locking	Sierra School Eq	32905	133	9/14/10	1	1,153	N00022165	0
#0408B001 Image Runner 1023N	Canon Business	32905	133	5/21/07	4	1,683	N00018168	TJE01355
#0408B001 Image Runner 1023N	Canon Business	32905	133	5/21/07	4	1,683	N00018167	TJE01350
Computer, Dimension 5150	Dell Computer C	32905	133	6/29/06	5	1,431	N00011893	GZ0M2B1
Examination Table	McKesson Gene	32905	133	6/12/06	5	1,803	N00011854	V270999
Computer, Dimension 5150	Dell Computer C	32905	133	6/29/06	5	1,431	N00011894	JZOM2B1
Computer, Dimension 5150	Dell Computer C	32905	133	6/29/06	5	1,431	N00011895	BZOM2B1
Computer, Dimension 5150	Dell Computer C	32905	133	6/29/06	5	1,431	N00011896	501M2B1
Dimension 4600 P 4 HT -No Mon	Dell Computer C	32905	133	6/3/04	7	1,168	N00011181	F22LX41
Dimension 4600 HT P 4 3.2 Ghz,	Dell Computer C	32905	133	6/3/04	7	1,901	N00011182	8W5NX41
Life Pak 500 Defibrillator Medtr	Edwards Camer	32905	133	6/2/03	8	2,654	N00003335	30773699
Toshiba P III Notebook 1.2 GHz 3	GovConnection I	32905	133	11/12/02	9	1,475	N00003300	92079947PU
Internal 250 MB Zip Drive	MAT 2000 Inc	32905	133	10/11/01	10	1,713	N00003022	0
Equipment - Non Instructional	McKesson Gene	32905	133	11/14/00	11	1,688	N00021238	BB014838
Equipment - Non Instructional	McKesson Gene	32905	133	11/14/00	11	1,688	N00021239	BB014839
						25,646		

B2: Interpretation of the Inventory Information

The equipment list provided by Banner is incomplete and does not accurately reflect the program's holdings. An inventory is underway to provide an accurate equipment list. At this time, the SHPS equipment is current and updated as needed. The program will continue to purchase needed equipment under the current budget.

C1: Service Data:

a)   *What populations are served by the program?*

The Student Health Center serves all registered students.

b) How many students, classes, etc. have been served by the program over the last two years (per semester)?

Semester/Year	Number of Students Served
Fall 09	3331
Spring 10	2654
Summer 10	588
09/10 Total	6573
Fall 10	3009
Spring 11	2245*
Summer 11	529
10/11 Total	5783

- Note that the scope of services was reduced this semester

c) What other operational data is pertinent to your program? Please provide.

Continuing education is an ongoing process for all staff that is either provided by outside resources or within the program.

C2:.Times of Operation (per semester/summer):

Fall and Spring Semesters:

Monday	9-3
Tuesday	12-6
Wed	9-3 (twice a month the center opens at 8 am for the orthopedic physician)
Thursday	12-6
Friday	9-1

Summer:

Monday	*9-3*
Tuesday	*12-6*
Wed	*9-3*
Thursday	*12-6*
Friday	*closed*

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4. Performance Assessment

A. Service Unit Outcomes

Service Unit Outcome	Performance Indicators
1. Ventura College students will be able to identify the Student Health Center as a place for Sexually Transmitted Information (STI) prevention and treatment and will make an appointment for STI screening.	75% or higher will indicate awareness of STI care at the SHPS
Operating Information	
Satisfaction survey done by survey monkey the month of Feb, 2011. There were 111 responses.	
Analysis – Assessment	
Aware of service: 79 71.2% Used service 5 4.5% Not aware 27 24.3% Sample size was small but still had a 95% confidence level. Next time will try harder for at least 200 participants.	

Service Unit Outcome	Performance Indicators
2. Students will be aware of the college smoking regulations and cessation services offered at the student health center.	90% or higher will demonstrate awareness of the college smoking regulations and cessation services offered at the student health center.
Operating Information	
A short survey will be done at campus events and in the health center Fall 2011.	
Analysis – Assessment	
Previous satisfaction survey from Spring 2011: 73% aware of cessation services	

Service Unit Outcome	Performance Indicators
	Insert the indicators you developed on page 4.
Operating Information	
Add any operating information	
Analysis – Assessment	
Add any assessment information and analysis	

B. Operating Goals

Operating Goal	Performance Indicators
1. The hours of operation are adequate to allow access for students each semester.	*When surveyed, 80% of students will state that the operational hours are adequate to meet their health care needs.*
Operating Information	
Last year, the health center expanded hours by opening up on Friday, 9-1	
Analysis – Assessment	

	Performance Indicators
Operating Goal	
2. The health center medical equipment and computer hardware and software are current, functional, or otherwise adequate to ensure quality care of the student.	All staff will review and report the quality of the equipment and provide recommendations on an ongoing basis to the coordinator.
Operating Information	
The coordinator will assess, maintain, and record equipment recommendations with the staff on an ongoing basis.	
Analysis – Assessment	
The student health center's equipment is current and functional to meet the needs of the student and replacement is done as needed.	

Operating Goal	Performance Indicators
3. The Student Health Center will optimize the use of its facility and current staff to meet the physical and mental health care needs of the students.	80% of students surveyed will state that the facility and staffing are adequate and meets their physical and mental health care needs.
Operating Information	
Analysis – Assessment	
.	

5. Findings

Finding 1: Aware of service: 79   71.2%
Used service   5   4.5%
Not aware   27   24.3%
Sample size was small but still had a 95% confidence level. Next time will try harder for at least 200 participants. (SUO #1)

Finding 2: Last satisfaction survey from spring, 2011: 73% aware of cessation services
No data on current survey for fall, 2011 (SUO #2)

Finding 3: No data on current survey for fall, 2011 (OG #1)

Finding 4: The student health center's equipment is current and functional to meet the needs of the student and replacement is done as needed. (OG # 2)

Finding 5: No data on current survey for fall, 2011 (OG #3)

6. Initiatives

Initiative: Expand Outreach

Initiative ID: SHC 01

Link to Finding #1: Add SHS 101 (monthly life skills and wellness magazine exclusively for college students) to the student portal and website. Access high quality, youth oriented marketing materials that are tailored for college students and distribute in the health center as well as on campus. Please note most media is available in Spanish and some of the SHPS staff are fluent in Spanish (SUO #1)

Benefits: This will make more students aware of the services that are offered at the health center.

Request for Resources: Utilize SHPS staff and campus publications to assist with designing

appropriate media and order appropriate brochures, posters, handouts, etc

Funding Sources:

No new resources are required (use existing resources)	X
Requires additional general funds for personnel, supplies or services (includes maintenance contracts)	
Requires computer equipment funds (hardware and software)	
Requires college equipment funds (other than computer related)	
Requires college facilities funds	
Requires other resources (grants, etc.)	

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6A: Initiatives Priority Spreadsheet Enter your initiatives onto the spreadsheet.
The following blank tables represent Excel spreadsheets and will be substituted with a copy of the completed Excel spreadsheets. The program's initiatives will be entered into the Excel spreadsheets by resource category and consolidated into division and college-wide spreadsheets.

Personnel –Faculty Requests

Other	Program	Program Priority (0, 1, 2, 3...)	Division Priority (R,H,M,L)	Committee Priority (R, H, M, L)	College Priority (R, H, M, L)	Initiative ID	Initiative Title	Resource Description	Estimated Cost	No New Resources Requested	General Fund	Other
1												
2												
3												
4												
5												

Personnel – Other Requests

Personnel - Other	Program	Program Priority (0, 1, 2, 3...)	Division Priority (R,H,M,L)	Committee Priority (R, H, M, L)	College Priority (R, H, M, L)	Initiative ID	Initiative Title	Resource Description	Estimated Cost	No New Resources Requested	New General Funds	Other
1												
2												
3												
4												
5												

Computer Equipment and Software

Equipment - Computer Related	Program	Program Priority (0, 1, 2, 3...)	Division Priority (R,H,M,L)	Committee Priority (R, H, M, L)	College Priority (R, H, M, L)	Initiative ID	Initiative Title	Resource Description	Estimated Cost	No New Resources Requested	Technology Fund	Other
1												
2												
3												
4												
5												

Other Equipment Requests

Equipment	Program	Program Priority (0, 1, 2, 3...)	Division Priority (R,H,M,L)	Committee Priority (R, H, M, L)	College Priority (R, H, M, L)	Initiative ID	Initiative Title	Resource Description	Estimated Cost	No New Resources Requested	Equipment Fund	Other
1												
2												
3												
4												
5												

Facilities Requests

Facilities	Program	Program Priority (0, 1, 2, 3...)	Division Priority (R,H,M,L)	Committee Priority (R, H, M, L)	College Priority (R, H, M, L)	Initiative ID	Initiative Title	Resource Description	Estimated Cost	No New Resources Requested	Facilities Fund	Other
1												
2												
3												
4												
5												

Other Resource Requests

Other Resources	Program	Program Priority (0, 1, 2, 3...)	Division Priority (R,H,M,L)	Committee Priority (R, H, M, L)	College Priority (R, H, M, L)	Initiative ID	Initiative Title	Resource Description	Estimated Cost	No New Resources Requested	General Fund	Other
1												
2												
3												
4												
5												

6B: Program Level Initiative Prioritization
All initiatives will first be prioritized by the program staff. If the initiative can be completed by the program staff and requires no new resources, then the initiative should be given a priority 0 (multiple priority 0 initiatives are allowed). All other initiatives should be given a priority number starting with 1 (only one 1, one 2, etc.).

6C: Division Level Initiative Prioritization
The program initiatives within a division will be consolidated into division spreadsheets. The dean may include additional division-wide initiatives. All initiatives (excluding the '0' program priorities) will then be prioritized using the following priority levels:

  R: Required – mandated or unavoidable needs (litigation, contracts, unsafe to operate conditions, etc.).
  H: High – approximately 1/3 of the total division's initiatives by resource category (personnel, equipment, etc.)
  M: Medium – approximately 1/3 of the total division's initiatives by resource category (personnel, equipment, etc.)
  L: Low – approximately 1/3 of the total division's initiatives by resource category (personnel, equipment, etc.)

6D: Committee Level Initiative Prioritization
The division's spreadsheets will be prioritized by the appropriate college-wide committees (staffing, technology, equipment, facilities) using the following priority levels.

  R: Required – mandated or unavoidable needs (litigation, contracts, unsafe to operate conditions, etc.).
  H: High – approximately 1/3 of the total division's initiatives by resource category (personnel, equipment, etc.)
  M: Medium – approximately 1/3 of the total division's initiatives by resource category (personnel, equipment, etc.)
  L: Low – approximately 1/3 of the total division's initiatives by resource category (personnel, equipment, etc.)

<u>6E: College Level Initiative Prioritization</u>

Dean's will present the consolidated prioritized initiatives to the College Planning Council. The College Planning Council will then prioritized the initiatives using the following priority levels.

R: Required – mandated or unavoidable needs (litigation, contracts, unsafe to operate conditions, etc.).

H: High – approximately 1/3 of the total division's initiatives by resource category (personnel, equipment, etc.)

M: Medium – approximately 1/3 of the total division's initiatives by resource category (personnel, equipment, etc.)

L: Low – approximately 1/3 of the total division's initiatives by resource category (personnel, equipment, etc.)

7A: Appeals:

After the service unit review process is complete, your unit has the right to appeal the ranking of initiatives.

If you choose to appeal, please complete the form that explains and supports your position.
The appeal will be handled at the next higher level of the review process.

7B: Process Assessment

In this first year of service unit review using the new format, units will be establishing performance indicators (goals) for analysis next year. Review will take place annually, but until units have been through an entire annual cycle, they cannot completely assess the process. However, your input is very important to us as we strive to improve, and your initial comments on this new process are encouraged.