Student Activities Program Review
2011-2012

1. Program Description

A. Description

The goal of the Student Activities Program is to provide opportunities for students and the College to expand and develop through a wide variety of activities and experiences. Student participation in the Student Activities Program comprises two major areas: governance and college activities. Within each, a wide spectrum of experiences are available to students. Program areas include but are not limited to: student activities and programs, Associated Students of Ventura College (ASVC) Board and student governance, student clubs and organizations, posting approval, vendor approval, use of facilities and services by student clubs and organizations, student photo identification, and student commencement.

B Service Unit Outcomes:

1. ASVC members will be able to identify personal leadership styles and strengths
2. ASVC member will engage in weekly shared governance meetings and utilize committees in order to plan effective student events.
3. ASVC member will be able to understand departmental, college and District policies and procedures.
4. Students will be able to follow procedures when conducting business with limited assistance from staff.

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?

Services provided by the Student Activities Program include advising and guiding the Associated Students of Ventura College (ASVC – the student government), providing ASVC students with training to enhance their leadership skills, assistance and oversight of all student clubs & organizations, supporting and training all faculty/staff club advisors regarding District and College policy, facilitating student participation on District and College shared governance committees, operating the ASVC student ID card program as a way to generate revenue for ASVC, creating ID badges for fitness & health classes (including nursing, EMT, and phlebotomy), ASVC is in the process of utilizing funds from the Student Center Fee to renovate a large portion of the Ventura College Student Center, reserving spaces (outdoor spaces like the quad, as well as classrooms) for campus clubs & organizations and other on-campus entities, oversight of the posting & distribution of information of campus kiosks, providing space for information on local housing availability, assisting in the coordination of day time activities and special events, coordinating the ASVC and Student Trustee Elections, chairing the Graduation Committee, and the planning & implementation of the Ventura College Graduation including Graduation Breakfast, Commencement Ceremony, & Graduation Reception.

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

The strengths of the program lie within the services and co-curricular activities provided that promote student retention and academic, social, and personal success. The current Associated Students of Ventura College Board currently consists of a full slate of 15 officers. The students began the year with a three day Executive Board Training retreat for the 8 Executive Officers in which they learned about the College, various policies & procedures, and leadership skills. There are currently approximately 25 student clubs & organizations on Campus. Each club has at least one faculty/staff advisor and many of them put on a variety of events and programs that benefits the students of Ventura College as well as the community. Students from ASVC actively participate in the shared governance process by serving on

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College and District committees. ASVC is currently in the process of overseeing a large renovation project for the VC Student Center. Phase 1 of the plan was completed at the end of Spring 2011, with Phase 2 (the larger phase) to be completed by the end of Spring 2012. This past year the ASVC & Student Trustee Elections were a huge success with a voter turnout of just more than 600 students, which was a 60% increase from the previous year. Last year's Graduation was a huge success and marked a very significant change for the College. It was the first Commencement Ceremony that was held outdoors in the VC Sportsplex, after years of being hosted in the Athletic Event Center. Approximately 500 graduates walked that day with the 3,000 person stadium filled to capacity with friends and family.

I. Organizational Structure

President: Robin Calote
    Executive Vice President: Ramiro Sanchez
        Dean: Victoria Lugo
           Asst. Dean: David Bransky

Instructors and Staff

Name	Rick Trevino
Classification	Student Activities Specialist
Year Hired	2010
Years of Industry Experience	
Degrees/Credentials	B.S. in Kinesiology, M.P.A. in Public Administration

Name	
Classification	
Year Hired	
Year of Industry Experience	
Degrees/Credentials	

Name	
Classification	
Year Hired	
Years of Industry Experience	
Degrees/Credentials	

Name	
Classification	
Year Hired	
Years of Industry Experience	
Degrees/Credentials	

Name	
Classification	
Year Hired	
Years of Industry Experience	
Degrees/Credentials	

Name	
Classification	
Year Hired	
Years of Industry Experience	
Degrees/Credentials	

Name	
Classification	
Year Hired	
Years of Industry Experience	
Degrees/Credentials	

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2. Performance Expectations

A. Service Unit Outcomes

Students utilizing this service will be able to:

1. ASVC members will be able to identify personal leadership styles and strengths

    Performance indicator: 75 % of students will be able to identify their own personal leadership style and strengths when surveyed.

2. ASVC member will engage in weekly shared governance meetings and utilize committees in order to plan effective student events.

    Performance indicator: Students will be vocal and contribute meaningfully in shared governance meetings and on committees in order to assist with accomplishing the goals of the organization. Their participation will be tracked through their attendance at meetings.

3. ASVC member will be able to understand departmental, college and District policies and procedures.

    Performance indicator: 50% or higher will be able to answer 50% or more of the questions on a handout survey.

4.   Students will be able to follow procedures when conducting business with limited assistance from staff.

    Performance indicator: Students will be able to follow procedures when conducting business, such as filling out forms and adhering to timelines. A test will be administered to gauge students' knowledge of procedures.

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 Student Activities Office is open during normal business hours, often extending hours during the beginning of each semester to accommodate the large number of students getting their ID cards and fitness badges.

2) The office areas for the Assistant Dean of Student Services, Student Activities Specialist, Student Activities Office, and Associated Students of Ventura College are in need of renovation, relocation, and updating.

    Performance Indicators: The Student Activities Office and the Associated Students of Ventura College are currently in a location that is not conducive to serving the students. Many people have a hard time locating the offices and determining where to go to get help. With the ASVC renovation of the VC Student Center, the Student Activities Office and ASVC will be moved to a location adjacent to the Cafeteria, with new offices for the Assistant Dean, Student Activities Specialist, and ASVC officers.

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
3	Classified	141,024	160,383	50,821	117,409	95,066	-19%	12%
4	Student Hourly	6,551	7,892	5,375	6,606	7,462	13%	-10%
6	Managers	114,083	124,426	130,395	122,968	143,971	17%	-1%
7	Supplies	2,420	1,481	2,820	2,240	1,936	-14%	10%
5	Supervisors							7%
8	Services	1,599	373	868	947	772	-18%	-8%
9	Equipment	-	699	761	730	-	-100%	24%
	Total	**265,677**	**295,254**	**191,040**	**250,657**	**249,207**	**-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.
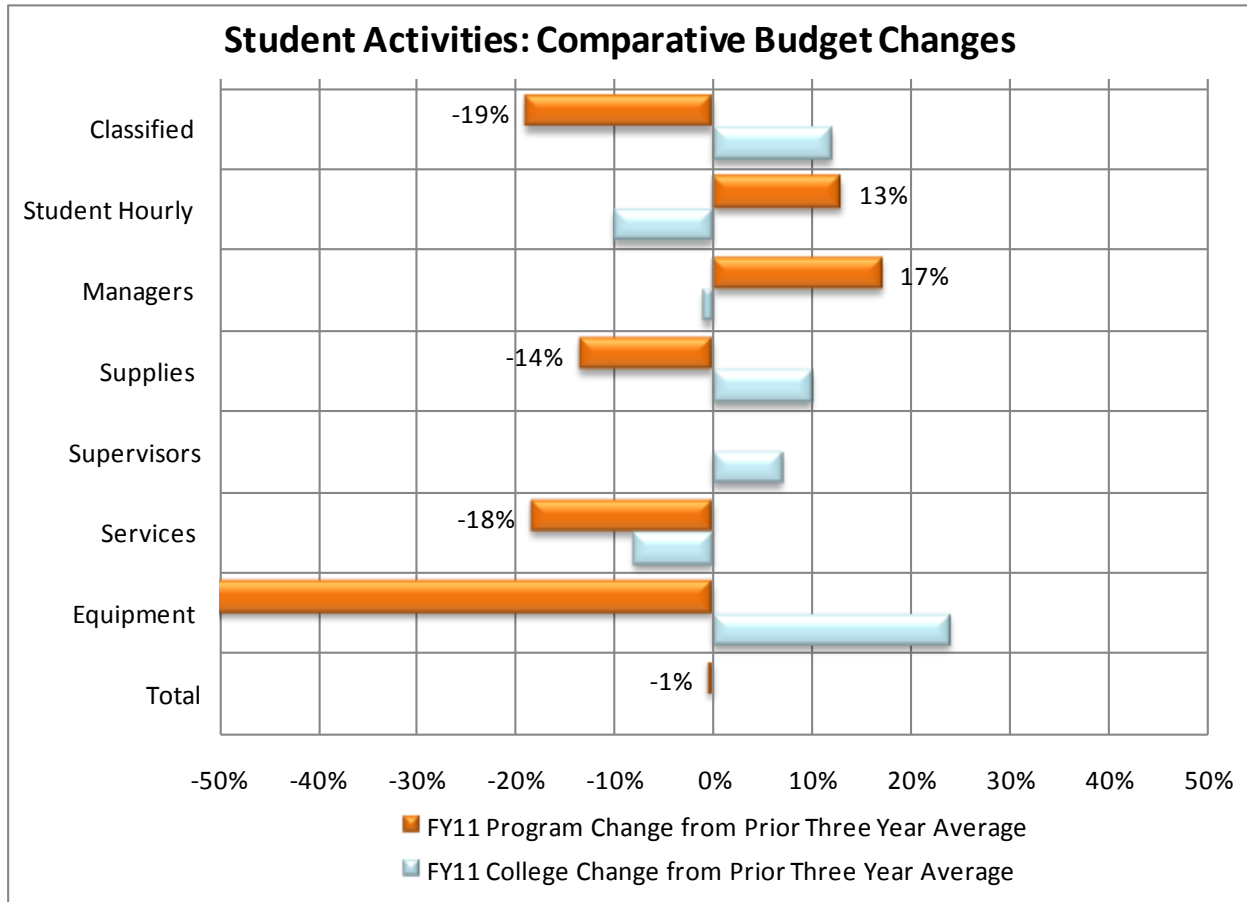

Student Activities: Budget Expenditure Trends
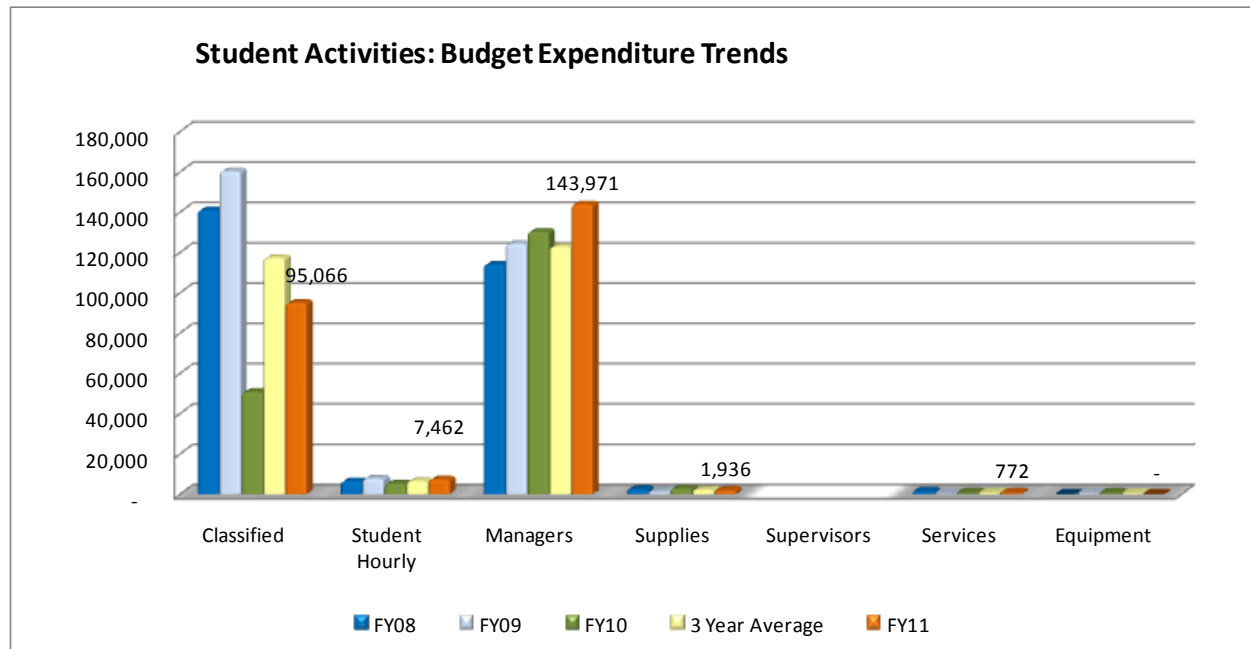
A3: Comparative Budget Changes Chart

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 Activities: Comparative Budget Changes

Category	FY11 Program Change
Classified	-19%
Student Hourly	13%
Managers	17%
Supplies	-14%
Supervisors	
Services	-18%
Equipment	
Total	-1%

Legend:
- ■ FY11 Program Change from Prior Three Year Average
- ■ FY11 College Change from Prior Three Year Average

A4: 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.).

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FOAP	Title	FY08	FY09	FY10	3 Year Average	FY11
111 32032 2011 601000	Managers - Academic	82,569	98,839	103,780	103,780	103,780
111 32032 2121 601000	Classified Regular	87,275	94,263	25,926	60,544	63,906
111 32032 2130 601000	Classified - Vacation Payout	4,944	781	-	-	-
111 32032 2199 601000	Classified Jury & WC Abatement	-	-	(34)	-	44
111 32032 2322 649000	Classified - Overtime	443	629	-	-	-
111 32032 2530 696000	Student Hourly-Non-Instructional	6,340	7,336	4,913	7,299	7,300
111 32032 2826 601000	Provisional, Ltd Term-NonPos Cntrl	-	14,775	11,547	-	-
111 32032 3XXX3 601000	Benefits Classified	48,361	49,935	13,382	34,522	39,378
111 32032 3XXX4 696000	Benefits Student Hourly	212	556	462	163	124
111 32032 3XXX6 601000	Benefits Managers	31,514	25,587	26,615	40,191	45,396
111 32032 4200 601000	Office Supplies and Material	1,526	751	-	972	1,650
111 32032 4800 601000	General Supplies & Materials	894	730	2,820	964	1,000
111 32032 5140 601000	Training And Instruction	-	-	259	-	-
111 32032 5190 601000	Other Personal And Consultant Ser	-	-	570	-	-
111 32032 5220 601000	Mileage Reimbursement	295	-	-	-	250
111 32032 5300 601000	Dues & Memberships	50	50	-	174	175
111 32032 5619 649000	Rent/Lease-Other	-	-	-	-	300
111 32032 5622 601000	Maint/Repair-Equipment	250	-	-	-	600
111 32032 5850 601000	Postage/Shipping	10	43	-	-	-
111 32032 5870 601000	Printing And Duplicating	994	280	39	28	-
111 32032 5890 649000	Other Expense & Services	-	-	-	570	-
111 32032 6423 601000	Equip-Non Instruc Equip $200-$999	-	-	-	-	1,000
111 32032 6425 601000	Equip-Non Instruc Furni $200-$999	-	699	761	-	-
	Total	**265,677**	**295,254**	**191,040**	**250,657**	**264,903**

A5: Program Staffing
The following table shows the staffing in the FY12 budget.

Student Activities							
Fund Org Account	Title	Name	Months	Pos%	Assign%	Total%	FTE
111320322011	Asst Dean of Student Se	Bransky, David Alan	12	1.000	1.000	1.000	1.000
111320322121	Stdt. Activities Spec.	Trevino, Ricardo	12	1.000	1.000	1.000	1.000
						2.000	**2.000**

A6: Interpretation of the Program Budget Information

The Student Activities program budget consists primarily of staffing including 1 manager, 1 classified staff, and a student worker. The budget shows that staffing has maintained the same level when compared to the three year average. However this does not account for a six month period in FY10 in which there was a vacancy in the Student Activities Specialist position.

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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 Activities								
Item	Vendor	Org	Fund	Purchased	Age	Price	Perm Inv #	Serial #
IntelP4 2.8Ghz Computer w/ VG	MAT 2000 Inc	32032	111	6/7/04	7	1,333	N00011179	2000405211300
						1,333		

B2: Interpretation of the Inventory Information

The program inventory table shows that Student Activities only has 1 computer in the office, however that is not correct. Staff will work with the campus I.T. department to develop an accurate list.

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C1: Service Data:

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

All student populations are served including, general, disabled, EOPS, CARE, International, CalWORKS, Nursing, EMT, Community Education, etc.

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

This past year has seen an increase in student involvement in all aspects of the Student Activities program. Last year's Elections led to a 60% increase from the year before and approximately 600 voters, which was the highest in recent memory. The ASVC Board is full with 15 officers and several more students who serve on committees and volunteer for events. There are currently about 25 student clubs & organizations on campus that each consists of anywhere from 5 to 35 students. 2011 Ventura College Graduation also increased in size, primarily due to the fact that the venue was changed from the Athletic Event Center to the VC Sportsplex. More than 3,000 people showed up to watch the almost 500 graduates participate in the Commencement Ceremony. The Student Activities Office serves a large number of students each year by making ASVC ID cards and fitness & health science badges.

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

Below is the numbers of students served by the Student Activities Office in the past two years as illustrated by how many ID cards/badges were made:

- o Spring 2010: 2127 cards
- o Fall 2010: 2997 cards
- o Spring 2011: 1890 cards
- o Summer 2011: 1266 cards
- o Fall 2011 (to date): 2074 cards

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

Fall and Spring Semesters:
Monday through Thursday – 8:00am to 5:00pm, Friday – 8:00am to 3:00pm

Summer:
Monday through Thursday – 8:00am to 5:00pm, Friday – Closed

4. Performance Assessment

A. Service Unit Outcomes

Service Unit Outcome	Performance Indicators
1. ASVC members will be able to identify personal leadership styles and strengths	*75 % of students will be able to identify their own personal leadership style and strengths when surveyed.*
Operating Information	
Workshop on leadership styles given at ASVC Executive Board retreat and at an ASVC Board meeting.	
Analysis – Assessment	
Assessment to be performed later in the year.	

Service Unit Outcome	Performance Indicators
2. ASVC member will engage in weekly shared governance meetings and utilize committees in order to plan effective student events.	*Students will be vocal and contribute meaningfully in shared governance meetings and on committees in order to assist with accomplishing the goals of the organization. Their participation will be tracked through their attendance at meetings.*
Operating Information	
Analysis – Assessment	

Service Unit Outcome	Performance Indicators
3. ASVC member will be able to understand departmental, college and District policies and procedures.	50% or higher will be able to answer 50% or more of the questions on a handout survey
Operating Information	
A 6 question handout survey was given at a regularly scheduled ASVC meeting	
Analysis – Assessment	
76.19% of the 21 students that were surveyed were able to successfully answer 3 or more of the 6 questions on the survey. One of the most significant findings was the noticeable gap in understanding when compared to all other areas, was the question concerning their ability to identify Ventura College committees.	

Service Unit Outcome	Performance Indicators
4. Students will be able to follow procedures when conducting business with limited assistance from staff.	*Students will be able to follow procedures when conducting business, such as filling out forms and adhering to timelines. A test will be administered to gauge students' knowledge of procedures.*
Operating Information	
Analysis – Assessment	

Service Unit Outcome	Performance Indicators
Operating Information	
Analysis – Assessment	

Service Unit Outcome	Performance Indicators
Operating Information	
Analysis – Assessment	

B. Operating Goals

Operating Goal	Performance Indicators
1) The hours of operation are adequate to allow access for students each semester.	*The Student Activities Office is open during normal business hours, often extending hours during the beginning of each semester to accommodate the large number of students getting their ID cards and fitness badges.*
Operating Information	
Analysis – Assessment	

Operating Goal	Performance Indicators
2) The office areas for the Assistant Dean of Student Services, Student Activities Specialist, Student Activities Office, and Associated Students of Ventura College are in need of renovation, relocation, and updating.	*The Student Activities Office and the Associated Students of Ventura College are currently in a location that is not conducive to serving the students. Many people have a hard time locating the offices and determining where to go to get help. With the ASVC renovation of the VC Student Center, the Student Activities Office and ASVC will be moved to right outside the Cafeteria, with new offices for the Assistant Dean, Student Activities Specialist, and ASVC officers.*
Operating Information	
ASVC is currently in the process of doing a renovation to the Student Center that will alleviate the problem.	
Analysis – Assessment	

Operating Goal	Performance Indicators
Operating Information	
Analysis – Assessment	
.	

Operating Goal	Performance Indicators
Operating Information	
Analysis – Assessment	

Operating Goal	Performance Indicators
Operating Information	
Analysis – Assessment	

5. Findings

You will need to note the findings you create as a result of analyzing your SUOs and Operating Goals developed in the previous sections.   Please identify the item number such as SUO #1 or OG #2 that corresponds to the finding.

Finding 1: 76.19% of the 21 students that were surveyed were able to successfully answer 3 or more of the 6 questions on the survey. One of the most significant findings was the noticeable gap in understanding when compared to all other areas, was the question concerning their ability to identify Ventura College committees.   (SUO #3)

Finding 2: The hours for the Student Activities Office are sufficient, especially when staff is able to remain open for longer hours during high traffic periods (such as the beginning of each semester). (OG #1)

Finding 3: The Associated Students of Ventura College's Student Center Renovation project will have a positive impact on the Student Activities and ASVC offices by making them more visible to students. The new space will also allow more space for the student government and campus clubs. This project will likely lead to an increase in student involvement and thus an increase in retention. (OG #2)

Finding 4:

Finding 5:

6. Initiatives

Initiative: Revise Training

Initiative ID: ASVC 01

Link to Finding #1: Revise ASVC officer training to include more information on the College committees, utilizing the "Making Decisions at Ventura College" document available on the College website. The goal is to not only inform the students as to what committees exist, but also how they can be involved in the process (SUO #3)

Benefits: To encourage and facilitate ASVC officer to take part in the shared governance process.

Request for Resources: None requested

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.)	

Initiative :   Connecting with members of Ventura College committees

Initiative ID: ASVC 02

Link to Finding #1: During the first month of the Fall semsester we will have representatives from each of the College committees come out and speak with the ASVC Board. The committee member can present and clarify the duties of the committee as well as invite students to participate

Benefits: Making the ASVC students familiar with the administration, faculty, & staff will make them more comfortable and willing to participate on College committees.

Request for Resources: None Requested

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												

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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.)

6E: College Level Initiative Prioritization

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.