Program Review Annual Update

1. **Department:** Auxiliary Services

2. **Reporting year:** 2013-2014

3. **Names of the individuals participating in the review:** Marlane Morse, Auxiliary Services Manager; Cathy Ritola, Lead Food Service Worker; and Josetta Mata, Bookstore Operations Tech

4. Progress Report: Review previous IPR or NIPR and/or annual update. Describe progress made on any recommendations and any changes made within the program.

    1. Asbestos remediation: *Not started*

    2. Establish a marketing budget ($5,000): *Not started*
    Currently, there has been no budget allocation for marketing. A marketing plan proposal will begin development in 2014 as means to determine funding for the operational expenditure.

    3. Bookstore Operations Assistant: *Completed*
    The position was filled in December 2013.

    4. Staff development/training for bookstore ($1,000): *Not started*
    This has not been started due to financial constraints. Alternative funding is being explored.

    5. Staff development/training for cafeteria/catering ($1,000): *Not started*
    This has not been started due to financial constraints. Alternative funding is being explored.

    6. Equipment Replacement/Maintenance: *Not started*
    This has not been started due to financial constraints. Alternative funding is being explored.

5. **Outcome Assessment (SLOs/PSLOs/AUOs):**

a. **Specify any emerging needs based on assessment of outcomes (SLO, PSLO or AUO).**
b. **Specify any planning or budget changes (ie. human, facilities, equipment, technology, financial, professional development) based on assessment of outcomes assessment.**
c. **Include any examples of changes that resulted in improved SLO, PSLO and/or AUO findings**.

    • During the 2012-2013 year, there were no AUOs developed or assessed.
    • During the 2013-2014 year the AUOs were developed and will be assessed spring 2014, through the student services annual survey.

6. **Curriculum:** N/A

7. **Program Emerging Needs Assessment: Describe needs that have developed since the previous review. Consider emerging needs in staffing, equipment, training, facilities, or funding, Include data sources in the previous item that support emerging program needs.**

    • None

8. **Progress and Reprioritization of Recommendations:**

a. **Review the prioritized recommendations in the previous program review.**
b. **Record outcomes of items in the planning agendas for each section.**
c. **Specify any changes in priority as well as any additions or deletions.**
d. **Provide updated planning agenda forms for each planning committee.**

Table 1. 2013-2014 Auxiliary Services Prioritized Recommendations Requiring Institutional Action for Inclusion in Educational Master Plan

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost	Expected Outcome

Table 2. 2013-2014 Auxiliary Services Prioritized Recommendations Requiring Institutional Action for Inclusion in Human Resource/Professional Development Master Plan

Strategic Goal	Planning Agenda Item(s)	Implementation Timeframe	Estimated Cost	Expected Outcome
1	Professional development budget increase	2014-2015	2,000	Advanced practices in the fields

Table 3. 2013-2014 Auxiliary Services Prioritized Recommendations Requiring Institutional Action for Inclusion in Facilities Master Plan

Strategic Goal	Planning Agenda Item(s)	Implementation Timeframe	Estimated Cost	Expected Outcome

Table 4. 2013-2014 Auxiliary Services Prioritized Recommendations Requiring Institutional Action for Inclusion in Institutional Technology Master Plan

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost	Expected Outcome

Table 5. 2013-2014 Auxiliary Services Prioritized Recommendations Requiring Institutional Action for Inclusion in Student Services Master Plan

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost	Expected Outcome

9. **Additional Information: Describe or note additional information pertinent to the program, particularly information which supports new needs or growth or that documents program successes**.

- The bookstore released a new webpage in fall 2013.
- Exploring alignment of MBS with Datatel