

District Office Program Review – Executive Summary

Unit title _____ Office of Educational Services and Planning _____

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Executive Summary

1. Unit description.

The Office of Educational Services and Planning (OESP) consists of the Vice Chancellor; Manager, Distance Education and Instructional Design, and a shared Executive Assistant.

2. Describe major accomplishments since last review.

International Education recently split off from OESP and has become its own department. OESP has shepherded the development, approval process, and implementation of the San Mateo County Community College District (SMCCCD) Strategic Plan. The OSEP has served as the gateway for all communication with the SMCCCD Board of Trustees; facilitating communication with local high schools, their district offices and boards; and identifying metrics for the proposed programs and tracking the budget.

3. Describe the current state of the unit (May included strength and challenges).

Currently, there is a vacancy within the unit; the Vice Chancellor of OSEP position. This vacancy will significantly slow the process of the reporting progress on the Plan. Based on the Program Review survey in Spring, 2016, about 50% of respondents do not know what OESP is or what it does.

4. What changes could be implemented to improve your unit?

We anticipate filling the Vice Chancellor position in the fall of 2016. In addition, as part of the Plan, OESP will be hiring a Researcher (Director of Research and Planning). This will significantly impact the ability of OESP to track progress on the Strategic Plan. OESP will also work on publicizing information about OESP and the reports prepared by this unit.

5. Action Plan. Describe how opportunities for improvement will be addressed::

Once the two positions are filled, OESP will be able to continue advancing the Strategic Plan. The Strategic Plan is the main component of the OESP. The Strategic Plan articulates the goals of the SMCCCD Board of Trustees and consists of three overarching themes: Student Success, Equity, and Social Justice. The Plan has four strategic goals, Districtwide strategies,

and metrics that will be used to implement and measure the effectiveness of programs and activities in support of the Plan.

The Plan's development was data driven using collaborative data (internal and external) regarding trends in demographics, competitors, workforce needs, housing, and data collected and considered from K-12 and higher education institutions. The OESP Office will work in collaboration with the Chancellor, the Board of Trustees, Cañada College, Skyline College and the College of San Mateo during the full implementation of the Plan.

The main outcome of the OESP is utilization of the Plan; it serves as the foundational blueprint to student success for SMCCCD. As SMCCCD moves toward a guaranteed sustainable support program through a 'promise,' or 'first-year,' experience for students, the OESP will work via the Plan to implement this guarantee designed to increase the attainment of certificate and degrees by SMCCCD students.

6. Needs: Equipment, Professional Development, Facilities, Staffing, Research

There may be a need for additional administrative assistance in the future to keep the website updated and support the Colleges with shared research services.