

Instructional Services Office

Program Mission Statement

The Instructional Services Office (ISO) accommodates the efforts of Instructional Programs and Academic Support Units as they promote student learning programs and services. A staff including administrators, clerical, APT and student help coordinate their efforts as part of the ISO to provide oversight and support for staffing, scheduling, budgeting, institutional support and academic leadership activities.

Overall Program Health: Healthy

Assessment for SLO: The ISO provides academic leadership to establish SLO's at the college, program and course levels. It promotes the collegial efforts via a campus wide Assessment Committee to establish the policies and guidelines for an Assessment strategy that will accommodate the needs of instructional programs and academic support units. This process is in the policy formulation stage and assessment results have yet to be gathered. However this will be a top priority for the AY 2007-08 year.

Analysis of Data: The office is scheduled to undergo a comprehensive review during the Fall 2007. Metrics will be gathered and analyzed for review at that time. Currently the ISO is staffed by the Vice Chancellor for Academic Affairs, the Dean of Liberal Arts and Public Services Programs, the Dean of Career and Technical Education Programs, the Institutional Researcher, the BANNER Specialist, the Scheduling and Catalog Specialist, a Secretary, two Clerk Typists and two student workers.

Action plan: The office needs to add one additional member to accommodate the needs of the campus and to promote internationalization of educational opportunities. A very viable prospect has opened to recruit a Study Abroad Academic Support Faculty Specialist to promote academic programs abroad as well as recruitment activities abroad.

Budget Implications: The budget implication for such a post would be to fund one faculty position for this post with an expenditure in the range of \$50,000.