

**2011-12
SSPBT Annual Program Review Update**

IIB. SERVICE DESIGNATION

This program recommends the following designations for each service offered in the program.

Write the designation initial (**M G E CD R** or **D**) for each service offered in this program and write a very brief explanation.

<u>Designations</u> →	M aintain: Program should maintain the effectiveness and efficiency of this service.	G row: Program should effectively/efficiently serve more students with this service.	E nhance: Program should enhance the effectiveness/efficiency of this service.	C hange D irection: Program should change the direction /delivery of this service.	R educe: Program should reduce this service.	D iscontinue: Program should discontinue this service.
↓ All Services ↓						

	Designation Initial ↓ M G E CD R or D	
↓ Common Services:		

Counseling		Explain:
Advising		Explain:
Orientation		Explain:
Outreach		Explain:
Registration	tain the effectiveness	Explain: Enrollment viability is imperative to fiscal health of the college.

↓ Formal Instruction:

Courses		Explain:
Workshops		Explain:
Trainings	M	Explain: Using technology effectively is a benefit to all, and will ultimately streamline some work.
Seminars		Explain:
Other		Explain:

↓ Unique Services Designation ↓

Admissions	M	Explain: Essential to enrollment.
Residency	M	Explain: State regulation.
Petitions	R	Explain: Benefit to students, but high volume should be reviewed.
Prereq clearance	R	Explain: Staff reductions will make this less possible.
Transfer/Eval	M	Explain: Essential service tied to enrollment and completion.
Transcripts	M	Explain: Necessary for transfer and graduation. Increase use of technology.
Records Mainten	M	Explain: State requirement and student support service.
State reporting	M	Explain: State regulation tied to district budget.
Concurrent enroll	M	Explain: Community collaboration with audit consequences.

To return to the APRU form, click on the "APRU 2012" tab at the bottom of this sheet