

IMPERIAL VALLEY COLLEGE  
PROGRAM REVIEW COMPLIANCE FORM AND REQUEST FOR RESOURCES

PROGRAM/DEPARTMENT Admissions and Records

ACADEMIC YR. 2013-2014

Comprehensive Program Review       Annual Assessment       Request for Resources (check all that apply)

Please analyze your Program Review data as well as your SLO/SAO assessment findings in order to update to your Comprehensive Program Review report as needed. All changes to area needs and subsequent requests for additional resources must be reported at this time.

If your program is scheduled for a Comprehensive Program Review all forms are to be completed and submitted to the appropriate Dean/VP. If you are completing the annual Program Review Assessment only and have no changes to area needs, sign below and submit this form to appropriate Dean/VP. If your needs have changed as a result of your annual assessment of program review data, please complete the appropriate Request for Resources form(s) and submit to appropriate Dean/VP.

Don Hoisington  
Signature of Program Chair/Director

3/19/13  
Date

[Signature]  
Signature of Area Dean

3/19/13  
Date

[Signature]  
Signature of Area Vice President

3/20/13  
Date

Please attach the following documents to this Program Review Compliance form if you are requesting additional resources:

- ✓ Comprehensive Program Review
- ✓ Data Analysis Form
- ✓ SLO/SAO Assessments
- ✓ Request for Resources Forms

DatePaid	LastName	FirstName	MI	Percent	Fund	Org	Acct	Prog
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**Classified Managers**

2/28/2013	HOISINGTON	GLORIA	J	100.00%	11201	902	2108	6200
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**Classified Staff**

2/28/2013	ALARCON	JOSE	E	100.00%	11201	902	2102	6200
2/28/2013	CONTRERAS	ISABEL	A	100.00%	11201	902	2102	6200
2/28/2013	CORTES-RAMIREZ	CAROLINA		100.00%	11201	902	2120	6200
2/28/2013	CROSS	LISA		100.00%	11201	902	2102	6200
2/28/2013	GONZALEZ	GABRIEL	V	100.00%	11201	902	2102	6200
2/28/2013	POOR III	DAVID	M	100.00%	11201	902	2102	6200
	REQUEST TO HIRE	A/R TECH		100.00%	11201	902	2102	6200



# Imperial Valley College

## *Program Review*

### Staffing Resource Requests

STAFFING NEEDS for ORG 902 - Admissions & Registration Staff AND PROGRAM 6200 - Admissions and Records:										
#	Goal	Goal Description	Item Name	Cost	Qty.	Prio.	New	Rev.	Grouping	Total
1	2	Goal Two (Student Learning Programs and	New/replacement Classified	\$45,000	1	1	Yes	No		\$45,000
<b>Totals:</b>										<b>\$45,000</b>
<b>Long Justifications:</b>										
<p>1 Replace a Admissions &amp; Records Technician that left in January 2012. This position is critical to the daily operations of our department. We waited to fill this position due to budget constraints, however many important duties were put on hold due to lack of manpower. One of those items was the scanning and indexing of permanent documents to Banner. This is a legal requirement and not one that can be given to a workstudy student.</p>										

**Grand Total:            \$45,000**



# Imperial Valley College

## Program Review

Org: 902, Description: Admissions & Registration Staff						
Acct Description	Fund Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio
4455 Copying/Printing	11201 Matriculation Matching Fu	\$2,446.73	\$1,734.14	\$12,471.00	Necessary for daily operations.	9
4458 Microfilm	11201 Matriculation Matching Fu	\$3,407.14	\$3,100.00	\$3,600.00	Required by Ed. Code	10
4460 Office Supplies	11201 Matriculation Matching Fu	\$1,255.24	\$1,307.50	\$3,000.00	Daily operations for the office	8
4462 Diploma Abatement	11201 Matriculation Matching Fu	-\$280.00	\$3,100.00	\$6,000.00	Specific paper needed for diplomas.	9
5220 Travel - Staff Conferences	11201 Matriculation Matching Fu	\$1,254.83	\$3,257.86	\$3,500.00	Travel to major conferences and area meetings	6
5310 Memberships and Dues	11201 Matriculation Matching Fu	\$695.00	\$695.00	\$800.00	Membership to key organizations that involve	8
5620 Other Maintenance Agreemen	11201 Matriculation Matching Fu	\$0.00	\$0.00	\$5,000.00	Necessary to meet Chancellor's Office mandate	10
5621 Copier Maintenance Agreemer	11201 Matriculation Matching Fu	\$2,767.86	\$2,767.86	\$4,000.00	Maintenance necessary for copy and fax machi	7
5640 Equipment Repairs	11201 Matriculation Matching Fu	\$0.00	\$0.00	\$500.00	Necessary for other machines in office not cov	7
5860 Postage	11201 Matriculation Matching Fu	\$3,523.11	\$5,000.00	\$7,000.00	Postage necessary for items that need to be m	8
<b>Totals:</b>		<b>\$15,069.91</b>	<b>\$20,962.36</b>	<b>\$45,871.00</b>		

<b>Actual Grand Total:</b>	<b>\$15,069.91</b>
<b>Budgeted Grand Total:</b>	<b>\$20,962.36</b>
<b>Requesting Grand Total:</b>	<b>\$45,871.00</b>



# Imperial Valley College

## Program Review

Fund: 11201, Description: Matriculation Matching Funds						
Acct Description	Org Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio
4455 Copying/Printing	902 Admissions & Registration Staf	\$2,446.73	\$1,734.14	\$12,471.00	Necessary for daily operations.	9
4458 Microfilm	902 Admissions & Registration Staf	\$3,407.14	\$3,100.00	\$3,600.00	Required by Ed. Code	10
4460 Office Supplies	902 Admissions & Registration Staf	\$1,255.24	\$1,307.50	\$3,000.00	Daily operations for the office	8
4462 Diploma Abatement	902 Admissions & Registration Staf	-\$280.00	\$3,100.00	\$6,000.00	Specific paper needed for diplomas.	9
5220 Travel - Staff Conferences	902 Admissions & Registration Staf	\$1,254.83	\$3,257.86	\$3,500.00	Travel to major conferences and area meetings	6
5310 Memberships and Dues	902 Admissions & Registration Staf	\$695.00	\$695.00	\$800.00	Membership to key organizations that involve	8
5620 Other Maintenance Agreemen	902 Admissions & Registration Staf	\$0.00	\$0.00	\$5,000.00	Necessary to meet Chancellor's Office mandate	10
5621 Copier Maintenance Agreemer	902 Admissions & Registration Staf	\$2,767.86	\$2,767.86	\$4,000.00	Maintenance necessary for copy and fax machi	7
5640 Equipment Repairs	902 Admissions & Registration Staf	\$0.00	\$0.00	\$500.00	Necessary for other machines in office not cov	7
5860 Postage	902 Admissions & Registration Staf	\$3,523.11	\$5,000.00	\$7,000.00	Postage necessary for items that need to be m	8
<b>Totals:</b>		<b>\$15,069.91</b>	<b>\$20,962.36</b>	<b>\$45,871.00</b>		

<b>Actual Grand Total:</b>	<b>\$15,069.91</b>
<b>Budgeted Grand Total:</b>	<b>\$20,962.36</b>
<b>Requesting Grand Total:</b>	<b>\$45,871.00</b>



# Imperial Valley College

## Program Review

Program: 6200, Description: Admissions and Records						
Acct Description	Org Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio
4455 Copying/Printing	902 Admissions & Registration Staf	\$2,446.73	\$1,734.14	\$12,471.00	Necessary for daily operations.	9
4458 Microfilm	902 Admissions & Registration Staf	\$3,407.14	\$3,100.00	\$3,600.00	Required by Ed. Code	10
4460 Office Supplies	902 Admissions & Registration Staf	\$1,255.24	\$1,307.50	\$3,000.00	Daily operations for the office	8
4462 Diploma Abatement	902 Admissions & Registration Staf	-\$280.00	\$3,100.00	\$6,000.00	Specific paper needed for diplomas.	9
5220 Travel - Staff Conferences	902 Admissions & Registration Staf	\$1,254.83	\$3,257.86	\$3,500.00	Travel to major conferences and area meetings	6
5310 Memberships and Dues	902 Admissions & Registration Staf	\$695.00	\$695.00	\$800.00	Membership to key organizations that involve	8
5620 Other Maintenance Agreemen	902 Admissions & Registration Staf	\$0.00	\$0.00	\$5,000.00	Necessary to meet Chancellor's Office mandate	10
5621 Copier Maintenance Agreemer	902 Admissions & Registration Staf	\$2,767.86	\$2,767.86	\$4,000.00	Maintenance necessary for copy and fax machi	7
5640 Equipment Repairs	902 Admissions & Registration Staf	\$0.00	\$0.00	\$500.00	Necessary for other machines in office not cov	7
5860 Postage	902 Admissions & Registration Staf	\$3,523.11	\$5,000.00	\$7,000.00	Postage necessary for items that need to be m	8
<b>Totals:</b>		<b>\$15,069.91</b>	<b>\$20,962.36</b>	<b>\$45,871.00</b>		

<b>Actual Grand Total:</b>	<b>\$15,069.91</b>
<b>Budgeted Grand Total:</b>	<b>\$20,962.36</b>
<b>Requesting Grand Total:</b>	<b>\$45,871.00</b>



# Imperial Valley College

## Program Review

Account: 4455, Description: Copying/Printing						
Acct Description	Org Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio
4455 Copying/Printing	902 Admissions & Registration Staf	\$2,446.73	\$1,734.14	\$12,471.00	Necessary for daily operations.	9
<b>Totals:</b>		<b>\$2,446.73</b>	<b>\$1,734.14</b>	<b>\$12,471.00</b>		

Account: 4458, Description: Microfilm						
Acct Description	Org Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio
4458 Microfilm	902 Admissions & Registration Staf	\$3,407.14	\$3,100.00	\$3,600.00	Required by Ed. Code	10
<b>Totals:</b>		<b>\$3,407.14</b>	<b>\$3,100.00</b>	<b>\$3,600.00</b>		

Account: 4460, Description: Office Supplies						
Acct Description	Org Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio
4460 Office Supplies	902 Admissions & Registration Staf	\$1,255.24	\$1,307.50	\$3,000.00	Daily operations for the office	8
<b>Totals:</b>		<b>\$1,255.24</b>	<b>\$1,307.50</b>	<b>\$3,000.00</b>		

Account: 4462, Description: Diploma Abatement						
Acct Description	Org Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio
4462 Diploma Abatement	902 Admissions & Registration Staf	-\$280.00	\$3,100.00	\$6,000.00	Specific paper needed for diplomas.	9
<b>Totals:</b>		<b>-\$280.00</b>	<b>\$3,100.00</b>	<b>\$6,000.00</b>		

Account: 5220, Description: Travel - Staff Conferences						
Acct Description	Org Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio
5220 Travel - Staff Conferences	902 Admissions & Registration Staf	\$1,254.83	\$3,257.86	\$3,500.00	Travel to major conferences and area meetings	6
<b>Totals:</b>		<b>\$1,254.83</b>	<b>\$3,257.86</b>	<b>\$3,500.00</b>		

Account: 5310, Description: Memberships and Dues						
Acct Description	Org Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio
5310 Memberships and Dues	902 Admissions & Registration Staf	\$695.00	\$695.00	\$800.00	Membership to key organizations that involve	8
<b>Totals:</b>		<b>\$695.00</b>	<b>\$695.00</b>	<b>\$800.00</b>		

Account: 5620, Description: Other Maintenance Agreements						
Acct Description	Org Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio
5620 Other Maintenance Agreemen	902 Admissions & Registration Staf	\$0.00	\$0.00	\$5,000.00	Necessary to meet Chancellor's Office mandate	10
<b>Totals:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>		

Account: 5621, Description: Copier Maintenance Agreements						
Acct Description	Org Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio
5621 Copier Maintenance Agreemer	902 Admissions & Registration Staf	\$2,767.86	\$2,767.86	\$4,000.00	Maintenance necessary for copy and fax machi	7
<b>Totals:</b>		<b>\$2,767.86</b>	<b>\$2,767.86</b>	<b>\$4,000.00</b>		

Account: 5640, Description: Equipment Repairs						
Acct Description	Org Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio
5640 Equipment Repairs	902 Admissions & Registration Staf	\$0.00	\$0.00	\$500.00	Necessary for other machines in office not cov	7
<b>Totals:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$500.00</b>		

Account: 5860, Description: Postage						
Acct Description	Org Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio
5860 Postage	902 Admissions & Registration Staf	\$3,523.11	\$5,000.00	\$7,000.00	Postage necessary for items that need to be m	8
<b>Totals:</b>		<b>\$3,523.11</b>	<b>\$5,000.00</b>	<b>\$7,000.00</b>		

**Actual Grand Total:** \$15,069.91  
**Budgeted Grand Total:** \$20,962.36  
**Requesting Grand Total:** \$45,871.00





# Imperial Valley College

## Program Review

Professional Development Plan							
#	Acct Description	Org Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio
1	5220 Travel - Staff Conferences	902 Admissions & Registration Staf	\$1,254.83	\$3,257.86	\$3,500.00	Travel to major conferences and area mee	6
2	5310 Memberships and Dues	902 Admissions & Registration Staf	\$695.00	\$695.00	\$800.00	Membership to key organizations that inv	8
<b>Totals:</b>			<b>\$1,949.83</b>	<b>\$3,952.86</b>	<b>\$4,300.00</b>		

Routine Operational Cost Plan							
#	Acct Description	Org Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio
1	4455 Copying/Printing	902 Admissions & Registration Staf	\$2,446.73	\$1,734.14	\$12,471.00	Necessary for daily operations.	9
2	4460 Office Supplies	902 Admissions & Registration Staf	\$1,255.24	\$1,307.50	\$3,000.00	Daily operations for the office	8
3	4462 Diploma Abatement	902 Admissions & Registration Staf	-\$280.00	\$3,100.00	\$6,000.00	Specific paper needed for diplomas.	9
4	5621 Copier Maintenance Agreeemer	902 Admissions & Registration Staf	\$2,767.86	\$2,767.86	\$4,000.00	Maintenance necessary for copy and fax n	7
5	5640 Equipment Repairs	902 Admissions & Registration Staf	\$0.00	\$0.00	\$500.00	Necessary for other machines in office noi	7
6	5860 Postage	902 Admissions & Registration Staf	\$3,523.11	\$5,000.00	\$7,000.00	Postage necessary for items that need to l	8
<b>Totals:</b>			<b>\$9,712.94</b>	<b>\$13,909.50</b>	<b>\$32,971.00</b>		

SLO Plan							
#	Acct Description	Org Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio
1	4458 Microfilm	902 Admissions & Registration Staf	\$3,407.14	\$3,100.00	\$3,600.00	Required by Ed. Code	10
2	5620 Other Maintenance Agreeemen	902 Admissions & Registration Staf	\$0.00	\$0.00	\$5,000.00	Necessary to meet Chancellor's Office mai	10
<b>Totals:</b>			<b>\$3,407.14</b>	<b>\$3,100.00</b>	<b>\$8,600.00</b>		

**Actual Grand Total: \$15,069.91**  
**Budgeted Grand Total: \$20,962.36**  
**Requesting Grand Total: \$45,871.00**