

**Personnel Office**

**Program Review Update**

**October 2012**

**1) What Events Or Changes Most Impacted Your Area In 2011-12?**

Lack of communication

I worked with my counterpart and ETS in implementing Step Advancement, improving, the re-employment preference list, the PGA (professional growth activities) and PAA Screens, and automating the faculty leave reports.

I worked on updating and modifying employment forms, i.e., the new hire packet which includes the various forms for entering new faculty into the Banner system.

Familiarizing myself with the new calendaring and email system, Outlook

**2) Provide A Quantitative (Measurable) Update, Including Survey Results/Feedback For The 2011-12 Year.**

New PT faculty for 2011-12 New FT Faculty 2011-12

Summer ’11 10 12

Fall ’11 25

Winter ’12 19

Spring ’12 34

Evaluations 150

PGA 50

Attend district payroll/personnel meetings to stay abreast with the changes and implementation of the Banner system.

**3) Planning Agenda For 2012-13. Give Your Three Highest Priorities For Improvement In 2012-13.**

1. Communication
2. Automate of full-time faculty Step Advancement
3. Completion of automating faculty leave reporting
4. Policies enforced