

## De Anza College

### Program Review – Annual Update Form

1. Briefly describe how your area has used the feedback from the Comprehensive Program Review provided by RAPP members (if unsure, request the feedback form from your dean/manager).

College Operations has updated its Mission Statement and restated its goals.

2. Describe any changes or updates that have occurred since you last submitted program review (comprehensive program review [submissions](#))

RAPP and College Council approved the new grounds supervisor position. Operations manager retired.

3. Provide a summary of the progress you have made on the goals identified in your last program review (as included in the comprehensive program review).

Restore the grounds and custodial supervisor positions. Department was successful in its request for funding a grounds supervisor.

Facilities rental fee analysis: this project is complete and updated fees were Board approved and published to the facilities rental website.

4. If your goals are changing, use this space to provide rationale, or background information, for any new goals and resource requests that you'll be submitting that were not included in your last program review.

New goal: New grounds supervisor to review grounds crew duties and experience.

Professional development will be offered to upgrade skills as needed. Crew will evaluate changing educational landscaping needs to ensure facilities are fit for purpose. Example: new beach volleyball facility.

New goal: Surplus. Build process for handling surplus. Campus is now responsible for handling college surplus.

5. Describe the impact to date of previously requested resources (personnel and instructional equipment) including both requests that were approved and were not approved. What impact have these resources had on your program/department/office and measures of student success or client satisfaction? What have you been able to and unable to accomplish due to resource requests that were approved or not approved?

Grounds supervisor position. Position is in recruitment. Once position is filled the supervisor will evaluate the duties & skills of the crew. APPA level remains below Level 5 (Minimum-Level Maintenance).

Facilities rental fee analysis: this project is complete and updated fees were Board approved and published to the facilities rental website.

Custodial supervisor position was not approved. Manager of operations still oversees 30 custodial and grounds crew with shifts 6 a.m. through 12:30 a.m. (18.5 hours per day), with additional staff working weekends (7 days per week).

Manager of operations retired December 2024. Director of College Operations now overseeing crew until Manager position is filled.

Restore 8 custodian positions was not approved. Custodial APPA levels remain below Level 5 (Unkempt Neglect)

13 new electric carts are on order through the district.

Funding for tractor, exterior pressure washers, ride-on lawn mower and storage shed was not approved.

Funding allocation for ongoing maintenance agreements (annual agreements) for two sets of washers and dryers was not approved.

Funding for training for use of equipment, safety protocols, etc. that is in addition to or not covered by district central service/risk management and hazardous materials training activities was not approved.

Funding for replacing natural gas-powered equipment (such as grounds/landscape maintenance leaf blowers) with electric/battery powered equipment to align with district sustainability was not approved.

6. How have these resources (or lack of resources) specifically affected disproportionately impacted students/clients?

Custodial APPA level remains below Level 5 (Unkempt Neglect). Level 5 (Unkempt Neglect) refers to the lowest level of cleanliness, indicating a facility that is visibly dirty with significant dust, dirt buildup, stains, and trash scattered throughout, demonstrating a clear lack of regular cleaning and maintenance; essentially, a space that appears neglected and unkempt.

Grounds APPA level remains below Level 5: Unkempt Neglect. Level 5 (Unkempt Neglect) in grounds maintenance signifies a state where the outdoor areas are visibly dirty, neglected, and show a significant lack of upkeep, with noticeable buildup of debris, overgrown vegetation, and a general unkempt appearance, indicating minimal to no regular

maintenance activities are taking place; essentially, the grounds are considered "always dirty" with cleaning happening at an unacceptable level.

Unkept neglect restricts the ability of College Operations to achieve their Mission statement which aims to provide a clean and inviting working and learning environment by maintaining safe, clean, facilities and grounds. The department strives for operational efficiency to support De Anza College's mission and educational mission.

7. Refer back to your Comprehensive Program Review under the section titled Assessment Cycle as well as the SLO website (<https://www.deanza.edu/slo/>) for instructional programs. In the table below provide a brief summary of one learning outcome, the method of assessment used to assess the outcome, a summary of the assessment results, a reflection on the assessment results, and strategies your area has or plans to implement to improve student success and equity. If your area has not undergone an assessment cycle, please do so before completing the table below.

**Table 1. Reflection on Learning Outcomes (SLO, AUO, SSLO)**

Learning Outcome (SLO, AUO, SSLO)	COVID-19: Protective Equipment (PPE) Order and Distribution Form
Method of Assessment of Learning Outcome (please elaborate)	Data reflecting that PPE has been ordered, authorized and delivered to the requested location in a socially distanced manner.
Summary of Assessment Results	Target met. At the time of pulling the data 80 of the PPE requests were complete and 35 were pending delivery. As of today all 116 requests for PPE are delivered.
Reflection on Results	Working in collaboration with instruction and student services College Operations identified PPE needs and set up a socially distanced and trackable means for the campus to request and have PPE delivered to a specified area. The COVID-19: Protective Equipment (PPE) Order and Distribution Form has worked well and greatly improved efficiencies in this area by using the form instead of emails.
Strategies Implemented or Plan to be Implemented	Continue to evaluate the process and work with the campus community to ensure PPE is distributed in a timely manner.

(aka: enhancements)	
------------------------	--

Done? Please email this form to your dean/manager.

8. Dean Manager Comments: