

## IMPERIAL VALLEY COLLEGE SERVICE AREA PROGRAM REVIEW

DATE:	2/3/2014	
DEPARTMENT/PROGRAM:	IVC Campus Safey & Parking Control Department	
PREPARED BY:	Gina Madrid Name	Signature
AREA DEAN/DIRECTOR:	Tim Nakamura	Signature
AREA VICE PRESIDENT:	John Lau Name	Signature

## IMPERIAL VALLEY COLLEGE MISSION STATEMENT

The mission of Imperial Valley College is to foster excellence in education that challenges students of every background to develop their intellect, character, and abilities; to assist students in achieving their educational and career goals; and to be responsive to the greater community.

<u>Goal One (Institutional Mission and Effectiveness)</u>: The College will maintain programs and services that focus on the mission of the college supported by data-driven assessments to measure student learning and student success.

Objectives for EMP Goal 1
Develop systems and procedures that establish the mission of the college as the central mechanism for planning and decision making.
Develop an institutional score card to assess student learning that drives integrated planning and resource allocation.
Develop systems and procedures to ensure that the college maintains a collegial and self-reflective dialogue that improves effectiveness.
Develop systems that are inclusive, cyclical, and understood by all stakeholders.

<u>Goal Two (Student Learning Programs and Services)</u>: The College will maintain instructional programs and services which support student success and the attainment of student educational goals.

Obj.	Objectives for EMP Goal 2
2.1	Ensure that all instructional programs, regardless of location or means of delivery, address and meet the current and future needs of students.
2.2	Review program learning outcomes annually (or biennially) to assure currency, improve teaching and learning strategies, and raise student success rates.
2.3	Ensure that all Student Services programs, regardless of location or means of delivery, address and meet the current and future needs of students.
2.4	Ensure that all Student Services programs engage in a process of sustainable continuous quality improvement by annual review of Service Area Outcomes, annual Program Review, and Comprehensive Program Review every three years.
2.5	Ensure that the Library meets as closely as possible the "Standards of Practice for California Community College Library Faculty and Programs" of the Academic Senate for California Community Colleges.
2.6	Ensure that instructional labs continue to collaborate in sharing financial and human resources, thus maintaining continuous quality improvement.

<u>Goal Three (Resources)</u>: The College will develop and manage human, technological, physical, and financial resources to effectively support the college mission and the campus learning environment.

Objectives for EMP Goal 3
Develop and implement a resource allocation plan that leads to fiscal stability.
Implement a robust technological infrastructure and the enterprise software to support the college process.
Build new facilities and modernize existing ones as prioritized in the facility master plan.
Design and commit to a long-term professional development plan.
Raise the health awareness of faculty, staff, and students.
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<u>Goal Four (Leadership and Governance)</u>: The Board of Trustees and the Superintendent/President will establish policies that assure the quality, integrity, and effectiveness of student learning programs and services, and the financial stability of the institution.

Obj.	Objectives for EMP Goal 4
4.1	Review all Board policies annually to ensure that they are consistent with the College mission statement, that they address the quality, integrity, and effectiveness of student learning programs and services, and that they guard the financial stability of the institution
4.2	Maintain a clearly defined Code of Ethics that includes appropriate responses to unprofessional behavior.
4.3	Ensure that the Board of Trustees is informed and involved in the accreditation process.
4.4	Ensure that processes for the evaluation of the Board of Trustees and the Superintendent/President are clearly defined, implemented, and publicized.
4.5	Establish a governance structure, processes, and practices that guarantee that the governing board, administration, faculty, staff, and students will be involved in the decision making process.



I. PROGRAM/DEPARTMENT DISCRIPTION (include Vision; Mission; Services-Functions; Funding Sources Statement)

The mission of the Parking Control Department is to provide courteous, safe, secure, and efficient parking services for the campus community and visitors.

We do so by; issuing parking permits, enforcing parking regulations, participating in the planning and design of any parking lot expansion, relocation, or removal, and directing the maintenance of parking lots.

The Parking Control Department provides parking services to students, employees, and visitors of the college. It is a self-supporting auxiliary not funded by general funding, parking operating, maintenance, and development expenses are funded by revenue generated from parking services.

II. **SERVICE AREA OUTCOMES** (use the attached form to identify outcomes, methods, assessment process, results, decisions & recommendations)

Outcome #1: Allocate new permanent overflow area for furture semesters

Outcome #2: Purchase of new citation handheld devices

Outcome #3: Credit Card Readers on day pass machines

III. **DATA** (use data pertinent to your program/department; include qualitative and quantitative data; survey-evaluation results; and other relevant data to assess program/department effectiveness)

2012-2013: Wincite Citation Report (see attachment)

2012-2013: Banner/Operating Ledger Detail Report - Revenue collected from stickers, day passes, and citation payments (see attachment).

2012-2013: Creditional Solutions/Online Parking Permit Services (Implemented in May 10, 2013)

IV. **ANALYSIS** (evaluate the strengths, challenges, opportunities and needs of your program/department; provide thorough interpretation of data; use the attached form to list previous objectives/goals and associated Institutional Goals; state if met, partially met, or not met for each one; give detail on any improvements/effectiveness and detail on status on those not fully met.)

STRENGTHS:

1) Phoenix Group Information Systems provides our Parking Citation Management System; which is a fully automated parking citation processing program designed to faciliate the processing, controls and collections of citation payments. These elements augmented with our handheld enforcement technology and software.

Wincite.net reporting features include location analysis, management, officer analysis, citation statistics, habitual offender, revenue, and county surcharge distribution reports.

Wincite mobil enforcement device includes: Photo capability: parking attendents are equipped with high-resoultion cameras and automatically attach the photograph to the citation record upon syncing. The photo is uploaded to the citation management database and is easily retrievable and printed from any desktop (internet required). Photographs are electronically stamped with location, date, and time information.

2) Credentials Solutions/ParkingPlus issues and manages online parking permits. ParkingPlus automates the permit application, payment, production, and mailing of parking permits to students.

### Needs for Parking Control Department:

The items listed below are replacements on existing equipment that have exceeded its life expectancy.

- 1. Two (2) new golf carts (replacements)
- 2. Three (3) new wincite mobile enforcement device (replacements)
- 3. 15 Portble Barricades/40 Delineators/signs
- V. **FINDINGS & FUTURE DIRECTION** (summarize findings and indicate how the findings have shaped decision making; address areas of concern; provide recommendations for future goals of your program/department; use the attached form to identify goals for the next year; align future program goals to one or more institutional goals, and address applicable needs by listing budget enhancement requests associated with program goals, and select applicable resource plan, i.e. facilities, staffing, technology, professional development, marketing.)

Findings have revealed that due to the growth of student population at the main campus, parking facilities have become limited. In the future, the department will closely monitor the parking situation on main campus and ensure that temporary additional parking lots will be made available until more permanent parking lots can be created.

Findings have also revealed that due to economic circumstances more students are using public transportation to get to and from campus. Our department will continue to monitor the amount of tranist sold and support public transportation provided by Imperial County Transit. In the future, we will order a higher volume of transit booklets to meet the demands of students riders as well as make continued recommendations to IV Transit regarding enhanced

methods to meet the high demand of public transportation on main campus. By increasing public transportation the college will reduce its carbon footprint.

Below shows a chart on IV Transit booklets sold at the IVC Campus Safety & Parking Control Office from 2010-2013.

Year	2013	2012	2011	2010
Booklets Sold	502	408	387	232

- VI. **PROCESS IMPROVEMENT OPPORTUNITIES** (Use the attached "Process Improvement Opportunities" form to identify three processes for improvement in terms of: 1) Work efficiency, 2) Cost reductions, and 3) Contributions to student enrollment and/or success. Identify one or more institutional goals supported by each process. Assess progress in attainment of process improvements identified in previous Program Review.)
  - 1. Reduce cost in printing material/supplies; registration forms, parking rules and regulations, etc.
  - 2. Provide Parking Attendants and Office Staff with additional traffic, safety, and customer service trainings.
  - 3. Reduce work overload on parking attendants staff by recruiting volunteer students.

## SERVICE AREA PROGRAM REVIEW PROCESS IMPROVEMENT OPPORTUNITIES

**PURPOSE:** For all IVC programs to engage in continuous process improvements, efficiency evaluation, and implementation of steps to facilitate increased student enrollments and student success.

**GOALS:** Each process within the departments will be reviewed in terms of: 1) Work efficiency, 2) Potential cost reductions, and 3) Potential contributions for increasing enrollment and/or student success.

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	Opportunities for:
-	PROCESS #1: Increase percentage of students purchasing permit online
	Work efficiencies: Reduce work overload on office staff by informing students to
	purchase their parking permit online. Eliminate long lines and overcrowded office.
	Cost reductions: N/A
_	Contributions to student enrollment &/or success: N/A
	Supports Institutional Goal and Objectives:N/A
	PROCESS #2: Parking Lots maintenance
***	Work efficiencies: Sealing, striping, asphalt, and concrete repairs. Replacement of
	speedbumps, wheelstops, and signage.
	Cost reductions: Pending
_	Contributions to student enrollment &/or success: N/A
	Supports Institutional Goal and Objectives: N/A
	PROCESS #3: Credit Card Reader on Day Pass Machines
_	Work efficiencies: Reduce/eliminate coins, reduce wear and tear of machines
	Cost reductions: Pending
	Contributions to student enrollment &/or success: Encourage students to purchase
	semester permit vs purchasing of a one-day pass.
4	Supports Institutional Goal and Objectives: N/A
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## **PROGRAM GOALS**

# A. PAST – EVALUATION OF PREVIOUS CYCLE OBJECTIVES/PROGRAM GOALS (SET IN PREVIOUS YEAR)

List your previous objectives/goals and associated Institutional Goals. All program goals must address at least one of the institutional goals.

INSTITUTIONAL	GOAL(S)	(Check all that apply.)
PAST PROGRAM GOALS	(Describe past program goals.)	

	INSTITUTIONAL
Identify Program Goal from Last Program Review: Credentials Solutions/ParkingPlus: Online Permit Order Management Service	GOAL(S)
Met   Partially Met   Not Met   N	7 8 4
Provide detail on any improvements/effectiveness and detail status on those not fully met:	

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Comments:

NEXT ACADEMIC YEAR TO ADDRESS PROGRAM IMPROVEMENT, GROWTH, OR UNMET NEEDS/GOALS. ALL FUTURE – LIST OF "SMART" (Specific Measurable Attainable Relevant Time-limited) PROGRAM OBJECTIVES FOR PROGRAM GOALS MUST ADDRESS AT LEAST ONE OF THE INSTITUTIONAL GOALS.

į	INSTITUTIONAL	GOAL(S)	(Check all that apply.)
	FUTURE PROGRAM GOALS	(Describe future program goals. List in order of budget priority.)	

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1. How will your enhanced budget request improve student success?

**TOTAL BUDGET REQUEST** 

Comments:

## INSTITUTIONAL STUDENT LEARNING OUTCOMES (ISLOS)

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ISLO 2	CRITICAL THINKING SKILLS
ISLO 3	PERSONAL RESPONSIBILITY
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## SERVICE AREA LEARNING OUTCOMES (SAOs)

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		appropriate ISLO(s).]
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	The second secon		200.00	725.00	75.00	250.00	200.00	275.00	125.00	75.00	175.00	25.00	0,450
												7000	\$4,100.00





## Imperial Valley College Parking Permit Information

Description	Parking Office Sold	Online Sold
Summer 2013		
	464	111(
Fall 2013	1789	2600
Spring 2014	1587	2269
Summer 2013: Motorcycle		
	2	3
Fall 2013: Motorcycle	10	
	19	14
Spring 2014: Motorcycle	9	6