

Human Resources Program Review

Narrative Comments

Executive Summary

- Provide the full name for the acronym HRIS.
- Seems concise and clear
- The acronyms used in the Executive Summary need to be defined. For example the HRIS system and EEO.

Part 1 – Relevance:

- First paragraph typo “higest” should be “highest”
- 1.1. highest – working environment conducive of effective student learning? Doesn’t sound right
- 1.3. each new all new
- How is the department mission related to strategic goals?

Parts 2 – Appropriateness / Part 3 - Currency:

- 2.6. The adjunct hiring process is not addressed, and I know this to be a significant issue for Faculty Chairs. A survey may not have been conducted yet, but this hiring process should be thoroughly described, and it should be identified as an area needing assessment.
- Data seems complete, descriptions are developed, it is easier when many of the services are housed at the district level – how are the district services reviewed?
- Footnote indicators without footnotes
- Claims that 1 FT clerical position is not enough, but does not back up that assertion with evidence.

Part 4 – Achievement:

- Indicate “See above” for 2-3 so that it is clear that those sections were not merely skipped. HR is not engaged in instruction of students, so 4-6 can persistently be N/A.
- Why weren’t these developed as part of the program review process?
- Sections 2-6 are not addressed. Are these sections irrelevant to HR? If so, I recommend indicated N/A because otherwise it seems as though these sections have been overlooked.
- Gaps identified, could the survey be addressed in this section?

Part V – Planning

- 5.3. obstacle
- 5.5 I think some of the goals could be more specific, or perhaps broken down – for example, what does it mean to improve customer service with departments and public?

- More footnote indicators without footnotes.
- Since there are no existing AUOs, the discussion of the 3 & 6 year goals should perhaps have more depth – explain how these goals will help HR do its job better as well as pointing out how they align with college goals.
- Three and six-year goals were unclear to me. The bullet points suggest the action plan for achieving the goals, but under the bullet points it lists Strategic Plan #2, HR Manager, etc. without a definition on what role these play in achieving the goals.

Overall Impression

- Good first draft with section 2.6 and 5 needing further development.
- Somehow seems incomplete, perhaps because there isn't information about how the onboarding programs are going – it seems that there are issues with new faculty orientation, for example, that aren't addressed. I'm also wondering how this meshes with the district services – how are the district services evaluated/reviewed?
- Typos throughout. There is room for improvement, but I feel that it is a great first draft.
- Spell out acronyms first time used such as EEO. I know this means equal employment opportunity but someone else may not. What does ACHRO mean? What does FMLA mean?