

## PROGRAM REVIEW REPORT

Name of Program: Graphics Center  
Division/Operational Area: Auxiliary Services  
Contact Person: Tom Bethurum

Submission Date: 10/31/2006

*[Note: The information in this area will repeat on all pages.]*

### **Porterville College Mission Statement:**

Students are our focus at Porterville College. We are committed to providing an excellent educational experience to our diverse community in an environment that fosters student learning and success. In promoting a student-centered learning environment, we commit ourselves to innovation, respect, collaboration, collegiality and participatory governance.

### **Program Mission Statement:**

(Graphics Center)

To provide copier and print media services to faculty, staff, students and administrators.

### **Program Student Learning Outcomes:**

N/A

### **Analysis of Current Performance:**

Currently campus wide copier service is adequate, in the future overall service will be reduced due to anticipated facility relocation, current facility has room for expansion, while the new facility is small and doesn't allow for additional counter space and any future copier or any other graphics or print media related equipment.

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### **Program Strengths and Areas for Improvement:**

Graphics provides timely copier service to faculty and staff, by providing on line copier print services campus wide to all faculty and staff members. The Graphics office maintains twenty six various copiers on campus, twenty two of these copies are less then one year old and are on a four year lease, four copiers on campus are currently be reviewed for replacement.

Areas to improve upon would include additional equipment to provide direct mailing services to the local community to promote college programs and services.

Currently graphics doesn't have a plan for the future for additional equipment or services.

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**Goals** (This section is for you to report on progress on previously established goals and listing of new goals. If your program is addressing more than 2 goals, please duplicate this page)

Goal(s)	Timetable for Completion	Needed resources	Obstacles to completion (if any)
1. None	None	????????????????????	????????????????????

Progress on Goal:

\_\_\_ Completed (Date        )  
 \_\_\_ Revised (Date        )

Comments:

Goal(s)	Timetable for Completion	Needed resources	Obstacles to completion (if any)
2.			

Progress on Goal:

\_\_\_ Completed (Date        )  
 \_\_\_ Revised (Date        )

Comments:

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### STAFFING REQUEST

<b><u>Staff Resources:</u></b>				
<b><u>Current Staffing Levels</u></b>		<b><u>Part-time Staff (FTE)</u></b>		
<b><u>Full-time Staff (FTE)</u></b>		<b><u>Part-time Staff (FTE)</u></b>		
Faculty		Faculty	NA	
Temporary		Temporary	NA	
Classified	1.25	Classified	1	
Management		Management	NA	
<p><b><u>Request for New/Replacement Staff</u></b>            Use one line for each position requested. Justify each position in the space below.</p> <p><u>None.</u></p>				
	Title of Position	Classification (Faculty, Classified, or Management)	Full or Part Time	New or Replacement
Position 1				
Position 2				
Position 3				
<p>Justification:            (Address each position requested)</p>				

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### BUDGET REQUEST

	Current Budget	Amount of Increase	Revised Total
2000 (Student)			
4000	27,000	10,000	31,000
5000	95,000	2,000	95,000
Other 6000	0	10,000	10,000

**Justification:**

(Include justification for each amount of increase requested.)

4000 Additional funds to purchase adequate printing paper for yearly print and copy services.

5000 Additional funds to purchase additional college catalogs and class schedules.

6000 Additional funds to purchase postal inserting and addressing equipment.