

Course or Program Assessment Summary

This form can be used to record Administrative Services Outcome (ASO) assessment plans and results for courses or programs. It is recommended that this document be stored on a group drive, or in MyCuesta.

UNIT: Public Safety

DATE: 05-08-13

v. 2 2012

Staff involved with the assessment and analysis: Joseph D. Arteaga, Ronald Schram

1	Administrative Service Outcome (ASO) Statements	Public Safety will provide required, current, timely and effective emergency training and coordination as assessed against regulations and staff advisories. (ASOs 3 and 7)
2	Assessment Methods Plan (identify assessment instruments)	Assessment plans are based Federal and State regulations, as well as published guidelines offered by the same.
3	Assessment Administration Plan	Assessments are completed on a daily, weekly, and monthly basis and addressed as soon as possible in order to prepare staff, faculty and students to respond in cases of emergency.
4	Assessment Results Summary (summarize Data)	Current events have brought certain types of emergencies to the forefront, the most prominent being an armed intruder on campus. Cuesta Police personnel have attended active shooter training sessions, most recently with the SLO County Sheriff's Department in April of this year. Public Safety has recently met with staff members on our San Luis and North County Campuses to better prepare for any type of emergency that may occur. New equipment has been ordered and tactical guidelines have been updated.
5	Discussion of Assessment Procedure and Results, and Effectiveness of Previous Improvement Plans	Suggestions and recommendations made by faculty and staff have been reviewed, and in many cases implemented. These recommendations have included procedural updates and revisions as well as physically remodeling and/or strengthening of work stations and work areas. Updated security equipment has been purchased. We feel that personnel on all campuses are now much more aware of what their duties are.
6	Recommended Changes & Plans for Implementation of Improvements	Building Marshal training sessions are being developed that will improve responses to all types of emergencies. Long overdue, these training sessions will improve our response to any emergency that may occur. Also scheduled in the very near future are emergency drills, which have not been conducted in quite a while. It is our plan to conduct two emergency drills before the end of the year. We will also conduct Building Marshal training sometime in the Fall.
7	Description or evidence of dialog among staff and Cluster about assessment plan and results	Public Safety has been contacted by various staff members regarding how to prepare for emergency situations. Public Safety has responded by making recommendations and providing safety advice to individuals at their work stations and buildings. We continue to do so as well as updating and improving Public Safety's response capabilities.

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1	Administrative Service Outcome (ASO) Statements	Public Safety will ensure a safe environment for staff, students and the community as assessed by the Clery Annual Report (ASO3)
2	Assessment Methods Plan (identify assessment instruments)	Assessment plans are based Federal and State regulations, as well as published guidelines offered by the same.
3	Assessment Administration Plan	Assessments are completed on a daily, weekly, and monthly basis and addressed as soon as possible in order to prepare staff, faculty and students to respond in cases of emergency.
4	Assessment Results Summary (summarize Data)	Public Safety utilizes the annual Clery Report as a guideline, however, we review and utilize current trends and innovations in law enforcement to assist us in meeting our goals. Cuesta College remains one of the safest campuses in the United States, and it is our intention to keep it so. When potential problems are identified, Public Safety immediately addresses the issue before it actually becomes a problem. We also maintain a good relationship with our students who often advise us of issues before they grow enough to become an emergent police issue.
5	Discussion of Assessment Procedure and Results, and Effectiveness of Previous Improvement Plans	Public Safety meets with the Cuesta College President and Vice President-Administrative Services and provides updates regarding the latest safety issues as well as what safety related preventive measures have been undertaken. All previously discussed topics are addressed until a final closure has been reached. If the issues are currently active, updates regarding how they are being addressed are provided as needed.
6	Recommended Changes & Plans for Implementation of Improvements	Any law enforcement or safety issues brought to the attention of Public Safety by faculty, staff, or students are thoroughly investigated to determine the seriousness and consequences of the act(s), likelihood of reoccurrence and the level of threat posed campus-wide. These issues are immediately addressed with the goal of attaining a lasting solution by providing for the security and safety of everyone involved. If warranted, situations are monitored to ensure that the potential threat has been mitigated or eliminated.
7	Description or evidence of dialog among staff and Cluster about assessment plan and results	Cluster meetings and Public Safety meetings with the Vice President-Administrative Services are held on a monthly basis. Directors discuss issues that arise and basic plans are quickly developed to address the issues. Public Safety adds the plan details and develops the best means for implementing the actions to be taken.

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1	Administrative Service Outcome (ASO) Statements	Public Safety will coordinate safe, accessible and organized parking as assessed by the Clery Report, insurance claims and staff and student comments. (ASOs 3, 4 and 6)
2	Assessment Methods Plan (identify assessment instruments)	Clery Report, County/State Reports, StateUniversity.com
3	Assessment Administration Plan	Monthly, at the end of each semester, and yearly
4	Assessment Results Summary (summarize Data)	Cuesta College police officers continuously walk and drive through all of the campus lots as part of their enforcement responsibilities. These patrol efforts are unscheduled and the varying times prevent would-be thieves or thugs from "timing" when they will commit their crimes. Instead of depending on written assessments or surveys, we take a more active effort in preventing thefts and other crimes from occurring. We have thus far been successful as the latest Clery reports indicate a decrease in reported incidents.
5	Discussion of Assessment Procedure and Results, and Effectiveness of Previous Improvement Plans	Public Safety receives assessments of our efforts on an almost daily basis. Users of the parking lots come in an voice their opinions and suggestions without fail, with their viewpoints effected significantly by whether they have received a citation, have received assistance regarding a vehicle problem, or have received guidance to or from a parking area. Since we receive these daily visits, we can readily respond to problems immediately. We stay ahead of the curve by revising current procedures as needed and by preplanning for special events.
6	Recommended Changes & Plans for Implementation of Improvements	Public Safety is currently working with the Vice President, Administrative Services to improve, upgrade and revise current parking policies and procedures. We have duo goals of making sure that our parking lots pay for themselves (actual use and upkeep costs) and providing a framework that is easily understood by all users. We are exploring the introduction of metered parking spots, 7 day a week/365 days a year enforcement, individually priced parking lots for outside events and other ideas to accomplish the two defined goals.
7	Description or evidence of dialog among staff and Cluster about assessment plan and results	Besides the aforementioned daily updates, Public Safety reviews reports and data which provide information regarding various aspects of parking lot management as well as providing information regarding the safety of all parking areas. Reports of crime and insurance claims are still extremely low. Any issues brought to our attention are immediately addressed and follow-ups are conducted to ensure that the issue has been solved.

