

## NON-INSTRUCTIONAL PROGRAM REVIEW ANNUAL UPDATE

<b>Department:</b>	CalWORKs		
<b>Academic Year:</b>	2015	<b>Annual Update # 1</b>	<input checked="" type="checkbox"/>
		<b>Annual Update #2</b>	<input type="checkbox"/>

### 1. Progress on Service Area/Administrative Unit Outcomes (SAOs/AUOs) (from #3A of full PR)

**A) List the Service Area Outcomes (SAOs) or Administrative Unit Outcomes (AUOs) for your unit:**

- |   |
|---|
| <ol style="list-style-type: none"> <li>1. Students will be able to identify major CalWORKs program requirements and services.</li> <li>2. Students will be able to identify their individual needs.</li> <li>3. Students will be able to articulate short and long term goals to develop their educational plan.</li> </ol> |
|---|

**B) Summarize the progress your unit has made on SAO/AUO measures since the last program review:**

<p>CalWorks students utilize in-person and online orientation formats, at the end of the presentation students are given a quiz.. The quiz asks students to identify CalWorks program requirements and services. Students are also required to meet with a program specialist and counselor to identify their needs and short/long term goals to inform their education plans.</p>
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**C) Describe any improvements made by your unit as a result of the outcomes assessment process:**

**1. What did you learn from your evaluation of these measures?**

<p>All students are able to identify program requirements and services and understand their responsibilities. When students meet with counselors, they further clarify their educational goals and refine their individual needs, therefore the counseling session is essential to ensuring students are receiving appropriate services and direction for their educational endeavors.</p>
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**2. What improvements have you implemented as a result of your analysis of these measures?**

<p>The process for assessing the SLOs appear to be adequate.</p>
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**3. What improvements do you plan\* to implement as a result of your analysis of these measures?**

(\*List any resources required for planned implementation in #3: Resources.)

<p>None identified</p>
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### 2. GOALS AND OBJECTIVES (Taken From #9--Action Plan--of FULL Program Review)

	GOAL		OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
<b>#1</b>	See EOPS/CARE update; all goals and objectives are combined for special programs.	<b>#1</b>			
		<b>#2</b>			
		<b>#3</b>			

**Goal #1 Annual Update:** (Assess progress made toward goal attainment)

*(Type the update for Goal #1 in this box)*

	GOAL		OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
<b>#2</b>		<b>#1</b>			

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		#2		
		#3		

**Goal #2 Annual Update:** (Assess progress made toward goal attainment)

*(Type the update for Goal #2 in this box)*

	GOAL	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
<b>#3</b>		#1		
		#2		
		#3		

**Goal #3 Annual Update:** (Assess progress made toward goal attainment)

*(Type the update for Goal #3 in this box)*

### 3. Resources Required

List all significant resources needed to achieve the objectives shown in your action plan, including personnel, training, technology, information, equipment, supplies, and space. Every request for additional resources must support at least one objective.

Also list any resources required to implement planned improvements.

**IMPORTANT:** A **BUDGET ALLOCATION PROPOSAL** must be completed and submitted for **EACH** new resource requested.

Goal #	Objective #	Resource Required	Estimated Cost	BAP Required? Yes or No	If No, indicate funding source

## NON-INSTRUCTIONAL PROGRAM REVIEW ANNUAL UPDATE

<b>Department:</b>	Disabled Students Program and Services		
<b>Academic Year:</b>	2015	<b>Annual Update # 1</b>	<input checked="" type="checkbox"/>
		<b>Annual Update #2</b>	<input type="checkbox"/>

### 1. Progress on Service Area/Administrative Unit Outcomes (SAOs/AUOs) (from #3A of full PR)

**A) List the Service Area Outcomes (SAOs) or Administrative Unit Outcomes (AUOs) for your unit:**

- |  |
|--|
| <ol style="list-style-type: none"> <li>1. Students will be able to request and use a disability accommodation in a timely manner.</li> <li>2. Students will be able to identify accommodations that are related to his or her disability.</li> <li>3. Students will be able to use the learning strategies recommended by the DSPS counselor.</li> </ol> |
|--|

**B) Summarize the progress your unit has made on SAO/AUO measures since the last program review:**

The program was able to identify the reasons students were unable to receive their accommodations in a timely manner and corrected the issue. A survey is being developed to assess #2 and #3.
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**C) Describe any improvements made by your unit as a result of the outcomes assessment process:**

**1. What did you learn from your evaluation of these measures?**

Student access is easily impacted by staff scheduling and availability.
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**2. What improvements have you implemented as a result of your analysis of these measures?**

Changes in personnel mitigated the "bottle neck" and an easier workflow was established that promotes access to services.
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**3. What improvements do you plan\* to implement as a result of your analysis of these measures?**

(\*List any resources required for planned implementation in #3: Resources.)

No additional resources have been identified.
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### 2. GOALS AND OBJECTIVES (Taken From #9--Action Plan--of FULL Program Review)

	GOAL		OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
<b>#1</b>	See EOPS/CARE update; all goals and objectives are combined for special programs.	#1			
		#2			
		#3			

**Goal #1 Annual Update:** (Assess progress made toward goal attainment)

*(Type the update for Goal #1 in this box)*

	GOAL		OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
<b>#2</b>		#1			
		#2			
		#3			

## NON-INSTRUCTIONAL PROGRAM REVIEW ANNUAL UPDATE

**Goal #2 Annual Update:** (Assess progress made toward goal attainment)

*(Type the update for Goal #2 in this box)*

	GOAL		OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#3		#1			
		#2			
		#3			

**Goal #3 Annual Update:** (Assess progress made toward goal attainment)

*(Type the update for Goal #3 in this box)*

### 3. Resources Required

List all significant resources needed to achieve the objectives shown in your action plan, including personnel, training, technology, information, equipment, supplies, and space. Every request for additional resources must support at least one objective.

Also list any resources required to implement planned improvements.

**IMPORTANT:** A **BUDGET ALLOCATION PROPOSAL** must be completed and submitted for **EACH** new resource requested.

Goal #	Objective #	Resource Required	Estimated Cost	BAP Required? Yes or No	If No, indicate funding source

## NON-INSTRUCTIONAL PROGRAM REVIEW ANNUAL UPDATE

<b>Department:</b>	EOPS/CARE		
<b>Academic Year:</b>	2015	<b>Annual Update # 1</b>	<input checked="" type="checkbox"/>
		<b>Annual Update #2</b>	<input type="checkbox"/>

### 1. Progress on Service Area/Administrative Unit Outcomes (SAOs/AUOs) (from #3A of full PR)

A) List the Service Area Outcomes (SAOs) or Administrative Unit Outcomes (AUOs) for your unit:

1. Students will be able to follow through with deadlines and requirements as contracted in EOPS
2. Student will be able to apply time management skills in priority registration
3. Students will articulate short term and long term goals, and develop a semester by semester educational plan.

B) Summarize the progress your unit has made on SAO/AUO measures since the last program review:

Program is re-organizing the spring orientation into small focus groups for in-person orientation. A quiz is being developed to measure SAOs.

C) Describe any improvements made by your unit as a result of the outcomes assessment process:

*1. What did you learn from your evaluation of these measures?*

The unit is still developing the assessment process.

*2. What improvements have you implemented as a result of your analysis of these measures?*

NA

*3. What improvements do you plan\* to implement as a result of your analysis of these measures?*

(\*List any resources required for planned implementation in #3: Resources.)

NA

### 2. GOALS AND OBJECTIVES (Taken From #9--Action Plan--of FULL Program Review)

	GOAL		OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
<b>#1</b>	Plan and implement advisory board for all programs	#1	Creating a knowledgeable board of advisors by providing in-service training.	Board selection process. Invitational process In-service training	Portfolio assessment, evidence that demonstrates knowledge, skills, and abilities regarding SPS.
		#2	Creating a systematic way to monitor services.	Invitation for program events Create a survey instrument Create an assessment Portfolio	Survey board of advisors about recommendations for improvement on services provided.
		#3			

**Goal #1 Annual Update:** (Assess progress made toward goal attainment)

*Advisory committee meetings are scheduled for December, all committee members will receive an orientation and program information.*

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	GOAL	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT	
#2	Commitment to data informed decision making and evaluation.	#1	Efficient data collections.	Swipe card sign-in Technology support Equipment	Data tracking system
		#2	Accurate data analysis	Swipe card sign-in Technology Support Equipment	
		#3			

### Goal #2 Annual Update: (Assess progress made toward goal attainment)

*All special programs are utilizing SARS to track student appointments however, the programs do not have an internal electronic process to track student program requirements.*

	GOAL	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT	
#3	Increase student success.	#1	Retention semester to semester		Increase retention rate.
		#2	Transfer	Create tracking for transfers Link to transfer center	Increase transfer rate.
		#3	Completion and graduation	Counselor evaluation of students who are not following their education plans.	Increase completion rate.

### Goal #3 Annual Update: (Assess progress made toward goal attainment)

*This goal requires more research regarding the college's resources for gathering this information. Other methods are more anecdotal and less reliable and would require assistance from IT to extract data from the system. Next steps will be to discuss an appropriate methodology with staff.*

	GOAL	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT	
#4	Addition of full-time counselor.	#1	Increase counselor availability	Approval by vice president Eaton; S/P Dr. DiThomas; Cabinet; Board of Trustees	Increased student contacts, and progress reports review.
		#2	Increase student retention		
		#3	Increase student success		

### Goal #4 Annual Update: (Assess progress made toward goal attainment)

*A full-time counselor has been hired, this goal is complete.*

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### 3. Resources Required

List all significant resources needed to achieve the objectives shown in your action plan, including personnel, training, technology, information, equipment, supplies, and space. Every request for additional resources must support at least one objective.

Also list any resources required to implement planned improvements.

**IMPORTANT: A BUDGET ALLOCATION PROPOSAL** must be completed and submitted for **EACH** new resource requested.

Goal #	Objective #	Resource Required	Estimated Cost	BAP Required? Yes or No	If No, indicate funding source
2	1#, 2#	Program software for internal data tracking and report generation or	7K-10K estimate	Not required but suggested	EOPS with approval from CCCCCO; CalWORKs; TANF
2	1#, 2#	Hire a consultant to create SARS/BANNER programs/electronic process for special programs to capture student program requirements.	10K	Not required but suggested	EOPS with approval from CCCCCO; CalWORKs; TANF