NON-INSTRUCTIONAL PROGRAM REVIEW ANNUAL UPDATE

Department:	Tutorial Services			
Academic Year:	15-16	Annual Update # 1	X	Annual Update #2

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. Broaden campus awareness and usage of Tutorial Center.
2. Improve student confidence in subject, with emphasis on basic skills.

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

No previous SLOs/AUOs

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?

Previous goals & outcomes met, Tutorial Specialist restored to full-time.

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

Oversight of tutorial lab has improved, student to tutor facilitation has improved

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.)

Research of same size schools to incorporate any processes that are applicable.

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
#1	To show the need to restore the Tutorial Specialist from part-time to full-time	#1			
		#2			
		#3			

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

(Type the update for Goal #1 in this box)
Previous goals met – new goals have been identified through research on other community college tutorial labs.

	GOAL		OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#2	Improve student knowledge of tutorial services.	#1	Awareness by students of the Student Success Center. The Center is now the home of the tutorial lab.	Classroom presentations at the beginning of every semester by the Tutorial Specialist	Number of classroom/student contacts by the Tutorial Services Specialist
		#2	Develop other communication methods for informing students about tutorial services.	Disburse tutorial information to all faculty for distribution to students.	

		#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
#3	Expand the time the tutorial center is open to meet student demands	#1	Open tutorial lab from 8-7, Mon-Thursday.	Research same size colleges to determine a suitable schedule	Increasing student access to tutorial services. Number of students that use the center.
		#2	Establish time frame that is most suitable for students	Student survey	Increased student usage.
		#3			

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

Currently the Student Success Center is open until 7 p.m. on two nights of the week, Tuesday & Thursday.

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
#3	Expanded time for Tutorial Lab	Budget increase to cover additional tutors to cover expanded hours.	$25,000	Yes	