

The purpose of Program Planning and Assessment at Hartnell College is to obtain an honest and authentic view of a service/office/program and to assess its strengths, opportunities, needs, and connection to the mission and goals of the college. The process is based on the premise that each area reviews assessment data and uses these data to plan for improvement. The results of these annual cycles provide data for a periodic (every five years) comprehensive review that shows evidence of improvement and outlines long-range goals.

The Program Planning and Assessment process will improve and increase the flow of information and data at Hartnell College. The result of the process will also improve institutional effectiveness.

Service/Office/ Non-Instructional Program	Date Completed (must be in final form by 3/31/14)*	Date Submitted to VP
Advancement and Development	7/18/14	7/18/14

*Please note that you should work with your colleagues and supervisor/director/dean to ensure that this report is completed, revised as needed, in its final form and submitted no later than the end of March.

List of Contributors, including Title/Position

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This PPA report is organized in 3 sections and 9 subsections as follows:

- I. Comprehensive Review a. Overall Service/Office/Program Effectiveness, b. Staffing Profile, and c. Service/Office/Program Goals.
- II. Annual Review a. Data & Trends, b. Service/Program Modality, c. Outcomes, and d. Previously Scheduled Activities.
- III. Annual Action Plan a. New Activities and b. Resource Requests.

Please complete this section for services/offices/non-instructional programs scheduled for comprehensive review in spring 2014. Go to Section II for services/offices/non-instructional programs scheduled for annual review in spring 2014.

A. OVERALL SERVICE/OFFICE/PROGRAM EFFECTIVENESS

1. Describe your service/office/non-instructional program in terms of its overall effectiveness over the past several years.

Please consider the questions below in describing your area.

- *What are your area's primary functions?*
- *How are students/employees served by the service/office/program?*
- *What are the unique aspects of the service/office/program?*
- *How does the service/office/program relate to the needs of the community?*
- *How does the service/office/program interface/collaborate with other areas on campus?*
- *What is working well in service/program provision?*
- *Have state and/or federal mandates/rules/certifications particular to the service/program been met?*
- *What policies and/or practices, both institutionally and departmentally, have been implemented to improve functions over the past few years?*
- *What professional activities have staff recently (last three years) participated in?*

B. STAFFING PROFILE

1. In the table indicate the number in terms of FTE. For instance, 1 full-time staff person is 1.0, and a half-time person is .5.
2. What staffing factors/challenges have influenced

B. SERVICE/PROGRAM MODALITY

- 1.

List Service Area Outcome(s) scheduled for assessment in AY 14-15	How will the Outcome(s) be assessed?
Faculty and staff will be regularly informed/updated on the grants process Faculty and staff will report satisfaction with grant seeking process Faculty and staff experience and organized, clear process for grant seeking	A&D staff will present grants process information and send a survey to faculty and staff Assessment of Advancement

	membership at 15, incorporated into printed materials	building		
C. Annual Fund and Alumni; Party in the Library	PITL net revenue of \$269k with \$60k scholarships and internships; Annual fund net revenue \$5k; Alumni outreach begun; Employee giving net revenue \$62k and 100% management participation	Focused and increased alumni relationship building and website function; Annual Fund net revenue goal of \$9k; Employee giving net \$65k 40% staff and 25% faculty	Yes	Yes
D. Culture of Philanthropy	Early successes for the activity were achieved; continued efforts needed.		Yes	Yes

* For each activity that will continue into AY 2015-16 and that requires resources, submit a separate resource request in Section III .

1. Evaluate the success of each activity scheduled, including activities completed and those in progress . What measurable outcomes were achieved ? Did the activities and subsequent dialogue lead to significant change in service or program success?

The funding plan activities (A.i. through A.vi.) are progressing toward the 2017 goals.

This section must be completed for ALL services/offices/non -instructional programs, whether scheduled for annual or comprehensive review in spring 2014.

A. NEW ACTIVITIES

This subsection addresses new activities for, and continuing new activities into, AY 2015 -16. An activity can address many different aspects of your service/office/ program, and ultimately is undertaken to improve, enhance, and or keep your service/office/program current. A new activity may or may not require additional resources

1. List information concerning new projects or activities planned. Please keep in mind that resources needed, if funded, would not be approved until spring 2015 and provided until FY 2015 -16. Ongoing acti. PI451.6 T573lasng 2019.0512(o)351(l)10.0315.7776(r -14.7865(nt19.0512(o)6.19646(o))-

	5A)*					length)	
1. Planned Giving	2A, 2B, 4D, 6A	2		Personnel Support	Jackie Cruz	2017	

