

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

VP/Division Head's Comments (required):

Dr. Romero Jalomo
Typed Name of VP/Division Head

Date

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.

INSTRUCTIONS

è *For services/offices/non-instructional programs scheduled for comprehensive review in spring 2015, please*

Please complete this section for services/offices/non-instructional programs scheduled for comprehensive review in spring 2015. Go to Section II for services/offices/non-instructional programs scheduled for annual review in spring 2015.

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?

[Begin response here]

B. STAFFING PROFILE

1.

C. SERVICE/OFFICE/PROGRAM GOALS

1. List and describe service/office/program goals for the next comprehensive review cycle. Be sure to highlight innovative, unique, or other especially noteworthy aspects.

In considering your service s/office s/program s future goals, please review Hartnell s vision and mission statements.

VISION STATEMENT

Hartnell College will be nationally recognized for the success of our students by developing leaders who will contribute to the

Accuplacer ESL Course Placements

4100 ESL 225

4200 ESL 235

4300 ESL 245

4400 ESL 255

3. Provide any other relevant data and describe any other relevant qualitative factors that affect service/program provision, office functioning, and the evaluation of the service/office/non-instructional program. List the sources of this data and information.

In order to ensure students are prepared to take the assessment test, we will need to engage in a full marketing campaign with the messaging for students to prepare in advance for the assessment test. It will be critical for Hartnell College to continue to develop assessment test preparation workshops, while at the same time incentivizing student attendance. Updates to the Hartnell College website currently lists resources that can assist students in preparing for the assessment test e.g. Khan Academy.

2. Compare service /program quality provided across locations, vehicles, and times . Are there differences? To what do you ascribe the differences in your service/ program ? Discuss any other relevant factors regarding diverse service/program modalities and environments .

C. OUTCOMES

SERVICE AREA OUTCOMES

Each service unit/office/non -instructional program develops its own Service Area Outcomes (SAOs). The outcomes should be directly related

2. Describe how service area outcomes were specifically addressed by the service/office/program during the past year.

Was there review and analysis of the data? How did the staff engage in discussion? Were any interventions conducted? Are there any plans to make changes

1. Evaluate the success of each activity scheduled, including activities completed and those in progress. What measurable outcomes were achieved? Did the activities

Activity	Strategic Plan Goal(s) No. & Letter (e.g., 5A)*	Related SAOs,SLOs, PLOs, or goals	Desired
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* See Appendix A for a list of the 11 goals in the college's Strategic Plan.

*** Please complete items 2a -e immediately below for EACH new activity. ***

2. This item is used to describe how the new activity, or continuing new activity, will support the service/office/program .

Assessment testing preparation workshops will be offered to all incoming students as a way to refresh students on the contents of the Accuplacer assessment test. The goal is to ensure students are maximally prepared for the assessment test by ensuring they have the necessary skills and knowledge to succeed.

B. RESOURCE REQUESTS

If new/additional resources are

** S for Supplies, E for Equipment .
*** H for Hardware, S for Software.

Priority 5 : Innovation and Relevance for Programs and Services

Goal 5A: