

The purpose of Program Planning and Assessment at Hartnell College is to obtain an honest and authentic view of service/office/program and to assess its strengths, opportunities, needs, and connection to the mission and goals of the college. The process provides that each area reviews assessment data and uses these data

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 201

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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

This section must be completed for ALL services/offices/non-instructional programs, including those scheduled for a comprehensive review in spring 2015.

A. DATA & TRENDS

1. Provide available data and information that define target recipients of the service/office/non-instructional program, including numbers /size, types and characteristics/needs of current and potential users, students, clients, and/or other relevant populations. List the sources of this data and information.

In academic year 2013-2014, 5,424 students were served in the Counseling Department. These numbers include students that were first time freshmen (high school seniors), returning students, transfer students, and Veterans. The Counseling Department held its first annual Panther Prep Days in which we served 686 incoming high school students. Of these students 577 students were registered on the main campus and 109 students were registered in King City. Many of the 5,424 students served in Counseling are first-generation, low-income students. We are working with these students to prepare them with the skills necessary to plan and achieve a 1.74257 (sh)15.894693(a

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.

Ideally, in terms of increasing the service delivery of core services to students (Orientation, Assessment, Counseling/Educational Planning), the College would receive the resources necessary to change the service delivery model to students. With approximately 5,000 graduating high school seniors each year in our service delivery area, Hartnell College would have Outreach Counselors, who would be responsible for the delivery of core services prior to the students first day of classes at the college. This would maximize the Colleges opportunity to provide a seamless service delivery to students who plan on enrolling at the college. This would also allow the college to maximize its pre-enrollment services to students, which in turn would maximize the colleges opportunity for State Student Success Program and Support (SSSP) funding. When we analyze the demographics of our students (first-generation and low-income) preparing them for the expectations of college early is critical to ensure their educational success.

B. SERVICE/ PROGRAM MODALITY

1. Describe the different physical locations (campuses, sites, etc.) at which, the various delivery vehicles (phone, online, face-to-face, etc.) through which, and the times (of day, evening, week, etc.) at which the service/program is provided to intended recipients. Consider staffing and other resources available to serve user needs for each location, vehicle, and time specified.

Counseling services and Assessment are provided at all campus locations including (Main Campus, Alisal Campus, King City Educational Center). In academic year 20132014, counseling hours were increased at all sites. This includes the number of Counseling 01, Student Success Seminar courses being offered to students. Students are also able to send emails to Counselors with questions and receive a response (typically within 24 hours). Counseling and Assessment services are offered in mornings, afternoons, evenings, and most Saturdays to meet the needs of students. One of the challenges is office space as we continue to grow as a Department office space is at a premium. We have seen an increase in students requesting services at all three locations; however, delivering additional services requires balancing counselor availability. We have COUNSELING 01 (14T BT 11.061(2644 Tm())] TJ ET B3867(e)5.64499(Ju63.6 6.8522027(p)6.85316(i

3. Describe the process to change and improve service /program quality for the more challenging locations, vehicles, and/or times.

The process typically begins with data analysis, usually through student surveys on their needs at the College. In academic year 2013-2014, through the delivery of new programs e.g. Panther Prep Days, the Student Services/Counseling Department was able to identify areas of need for resources. As we survey students, staff, and faculty on the services we are delivering, we begin to identify areas of need for resources. The data typically suggests areas we are doing well in our service delivery and areas for improvement. As we continue to expand our services to meet the needs of students and our community, we continue to identify potential service delivery mechanisms to reach

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

3. SARS online appointment for counseling	Program is fully completed and ready for implementation	Time it took to correct the counselor listings in SARS.	Yes
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may not require additional resources. The first activity listed should be the most important; the second activity listed the second most important, etc. Activities can include but are not limited to:

- a. NEW CURRICULUM
- b. FURTHER DEVELOPMENT OF THE PROGRAM OR SERVICE
- c. GRANT DEVELOPMENT AND PROPOSALS
- d. FACULTY AND STAFF TRAINING
- e. MARKETING/OUTREACH
- f. ENROLLMENT MANAGEMENT
- g. STUDENT SERVICES
- h. ADMINISTRATIVE SERVICES
- i. SUPPORT OPERATIONS
- j. FACILITIES

1. List information concerning new projects or activities planned. The first activity listed should be the most important; the second activity listed the second most important, etc. Please keep in mind that resources needed, if funded, would not be approved until spring 2016 and provided until FY 2016 -17. Ongoing activities involving resources that will no longer be available from grant funds starting FY 2016-17 must be planned for appropriately.

*** 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 .

Panther Prep Days will continue to be the program model by which we prepare incoming high school students for early college enrollment at Hartnell College. The development of two College Pathways Coordinator positions in Student Affairs will

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

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

A Hartnell College Majors Fair would assist students by providing college majors and programs available to them on

j) What are the barriers to achieving success in this activity?

In order for this program to achieve maximum effectiveness we will need all academic divisions and programs to participate in this event. The key is broad marketing of majors and programs available to students.

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

4. This item

Goal 5A: Hartnell College will provide programs and services that are relevant to the real-world needs of its diverse student population, while al

t) What are the barriers to achieving success in this activity?

3.Online Probation Workshop			Network server embedded probation software program			\$11,000
4.Furniture for 1 st floor Student Services redesign		Ergonomic furniture for the 1 st floor of the Student Services building. Meant to ensure a more student friendly environment.			Space and technology redesign to influence a more student friendly environment.	\$47,000q92 469. 72 685m3

APPENDIX A . Strategic Priorities & Goals (from Hartnell College Strategic Plan 2013 -2018)

Priority 1: Student Access

Goal 1A:

Priority 5 : Innovation and R elevance for Programs and Services

Goal 5A: Hartnell College will provide programs and services that are relevant to the real-world needs of its diverse student population, while also developing and employing a culture of innovation that will lead to improved institutional effectiveness and student learning.

Priority 6: Partnership with Industry, Business Agencies and Education

Goal 6A: Hartnell College is committed to strengthening and furthering its current partnerships, in order to secure lasting, mutually beneficial relationships between the college and the community that the college serves.