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

# I.   COMPREHENSIVE  REVIEW

Please complete this    section for services/offices/non       -instructional  programs scheduled  for  comprehensive  review  in  spring  2014.  Go  to  Sec        tion  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 des        cribing your    area.

- · What are your area  s primary functions?
- · How are students/employees served by the service/office/program  ?
- · What are t he 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/collaborat e with other areas on campus?
- · What is workin g 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, h    ave been implemented to improve functions over the past  few years?
- · What prof essional activities have staff  recently (last three years) participated in?

[Begin response here]

## C. SERVICE / OFFICE / PROGRAM GOALS

1. List and describe    service/ office/ program   goals for the next comprehensive review cycle     Fall 2014 through Fall 2018     . Be sure to highlight innovative, unique, or other especially noteworthy aspects.

This section must be completed for ALL services/offices/non-instructional

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 College's 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 college's opportunity for State Student Success Program and Support (SSSP) funding.  When we analyze the demographics of our students (first-generation and low-income) pre

## 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

## C. OUTCOMES

<span style="font-variant: small-caps;">SERVICE AREA OUTCOMES</span>

Each service unit/office/non -instructional progr am develops its own Service Area Outcomes (SAOs). The outcomes should be directly related to the work of the service unit/office/non - instructional  program , challenging but attainable, and measureable. SAOs should articulate what specifically is to be achieved; their measurement should assess how well the service unit/office/non  -instructional program is performing.

1.  Please c omplete the following       tables.

| List Service Area Outcome(s) scheduled for assessment as previously specified | What changes have occurred in the service/office/ program as a result of dialogue? | Was a Service Area Outcome Assessment Summary completed (if expected)? |
| --- | --- | --- |
| 1.  Students will demonstrate increased ability to identify an educational goal. | Content covered in a counseling appointment has been modified to cover potential educational goals. | Yes |
| 2.  Students will identify an educational major. | If student is unsure of a college major, they are referred to the Transfer/Career Center for workshops to assist them. | Yes |
| 3.  Students will learn the significance of their academic progress. | The colleges academic progress policy is covered with all students during | Yes |

| List Service Area Outcome(s) scheduled for assessment in AY 14-15 | How will the Outcome(s) be assessed? |
| --- | --- |
| 1.  Student will demonstrate a higher level of college readiness through academic counseling. | Student Survey s |
| 2.  Student will have a comprehensive educational plan by their second semester. | Student Survey s |
| 3.  Student will identify an educational goal by the start of the second semester. | Student Survey s |

their path of enrolling into the college.  This included more early prepara tion by counseling and advising in advance of the student s registration at the college.  The goal was to work to ensure early college preparation for students enrolling at Hartnell.

3. Describe  assessment  activities   that need to be strengthened or improved       . What are the challenges to achieving these improvements?

Our ability to collect data will need to occur electronically in the future.  If we can develop mechanisms to electronically track students that participate in college activities, this will make it much easier to track longitudinal student success in the future.  In order to do this we will need assistance for the College s Informational Technology Department as well as the Office of Institutional Effectiveness.

This s ection 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 continuin g 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

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

Consider:
- Faculty
- Other staffing
- Facilities
- Equipment (non -expendable, greater than $5,000), supplies (expendable, valued at less than $5,000),
- Software
- Hardware
- Outside services
- Training
- Travel
- Library materials
- Science laboratory materials

a) Describe the new sed to

## B. RESOURCE REQUESTS

If new/additional resources are needed for your service/office/program , it is important that you identify them and project their cost , and that these resources and costs be considered through the Colleges integrated planning ( budget development, funding decision making, and resource allocation) processes. A resource is likely to be something needed to support an activity that you have identified in IIIA. above, in which case you must link the resource with a specific activity number (first column below). A resource could also be something necessary for your service/program

*

APPENDIX A  .  S

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 improve d 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.