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 President
Office of Institutional Planning and Effectiveness (IPE)	3/28/14	4/01/14

Langston Johnson, Institutional Research Analyst Maria De Leon, temporary, part-time Administrative Assistant

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 workin

Program Review
- Layout the initial design of a new program review process
- Produce design specifications for CurricUNET adaptation

Student Learning Outcomes (collaborate)

Interim Reports for ACCJC (e.g., establish evidence room and documents)

Since 2008, the research analyst has had multiple supervisors and been physically located in several different of] TJ Em2(4am [( )] TJ ET BT 1 0 0 1 171.62 642.94.-5(a)4(d m)11(ultip)-5(che49)] TJ

C. SERVICE / OFFICE / PROGRAM GOALS

1. List and describe service/ office/ program goals for the next comprehensive review cycle —Fall 2014 through Fall 2018 .

This s ection must be completed for ALL services/offices/non -instructional programs, including those scheduled for a comprehensive review in spring 2014 .

A. DATA & TRENDS

1. Provide available data and information that define target recipients of the service/office/non -instructional program , including numbers /size, types and3( )-299(t)-4

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.

   The IPE office is physically located in D building on the main campus. The

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 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 complete 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)?
N/A – No outcomes existed.		

Service area outcomes listed below are extracted as appropriate from the program level objectives delineated under I.C.1 above.

List Service Area Outcome(s) scheduled for assessment in AY 14-15	How will the Outcome(s) be assessed?
Evaluate and improve comprehensive annual integrated planning process.	Percentage of annual and comprehensive reviews (PPA reports) submitted. Evaluation of integrated planning process through rubric showing specific features of integrated planning as they have evolved over several years. Improvement of integrated planning process based on feedback received. Functional linkages established between eLumen and budget development process and shared governance structure.
Coordinate increased integration and assessment of long term institutional plans.	Report highlighting integration across all long term institutional plans. Report showing assessment of all long term institutional plans.

Finalize comprehensive plan to systematically cultivate continuous improvement throughout the college.	Plan approval.
Coordinate execution of wide array of processes that enhance student and organizational learning.	Percentage of processes executed and degree of execution reported.
Ensure submission of key external reports on timely basis.	Percentage of reports submitted.
Ensure the quality and integrity of institutional data for analysis, planning, decision making, policy making, reporting, and other purposes.	

D. PREVIOUSLY SCHEDULED ACTIVITIES

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.

Activities listed below include only those that have not yet begun as of March 2014. (Many activities will continue into FY 2014-15 from those started in FY 2013-14, and are expected to continue into FY 2015-16, though it is not anticipated that these activities will require additional funding beyond the staffing and other resources that are expected to remain in effect or be further supported in FY 2014-15.)

Activity	Strategic Plan Goal(s) No. & Letter (e.g., 5A)*	Related SAOs,SLOs, PLOs, or goals	Desired Outcome(s)	Resources Needed	Person Responsible	Estimated Date of Completion (can be more than one year in length)	Comments
1. Institutional m							

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 activity or follow -on activity that this resource will support.

Employee access to a wide range of research studies focused on highly relevant topics.

b) Describe how this activity supports any of the following:
    1) Service Area Outcome
    2) Program level Outcome
    3) Course level Outcome
    4) Service/Program Goal
    5) Strategic Priority Goal

One of

d) What measureable outcomes are expected from this activi ty? List indicators of success.

Review of research studies.
Use of results of research studies inform institutional practices.
Use of results of research studies inform strategic decisions.

The first outcome can be accomplished within the first year, whereas the second and third outcomes are expected tobe more robust as organizational learning occurs and experience accumulates ove mq(l<i65(r)

NEW ACTIVITY 2 —Training in Utilization o f Cognos Generated Data and Data Reporting Self -Service T

c) Does this activity span multiple years? YES NO

NEW ACTIVITY 3 —Incorporation of Additional Integrated Planning Components through eLumen Software

3. This item is used 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 activity or follow-on activity that this resource will support.

Technological facilitation of integrated planning at the college through the creation of linkages of PPA information and data with budget development process and shared governance structure.

b) Describe how this activity supports any of the following:
1) Service Area Outcome
2) Program level Outcome
3) Course level Outcome
4) Service/Program Goal
5) Strategic Priority Goal

One of three office goals moving forward is to ³VWHZDUG HIIHFWLYHO planning towards fulfilling college mission and meeting strategic priorities DQG JRDOV ´ DQG RQH RI WZR XQGHU WKLV design, implement, evaluate and improve a comprehensive annual integrated SODQQLQJ SURFHVV ´JRDOV WR ³HQFRXUDJH DQG VXSSRUW GD FROOHJH´ RQH RI WKHVH JRDOV WR ³HQVXUH WKDW DOO when required in, self-VHUYLFH UHVHDUFK DQG GDWD JDWKHULQJ DQDO\

Use of software to further integrate planning processes would facilitate effective utilization of resources (institutional priority 4), more specifically a technological infrastructure supporting employee needs (goal 4C).

It is anticipated that this activity will require both consulting/contract services from eLumen staff to assist with the design of the overall system, and in-house training to ensure that users can utilize all functions incorporated into the system.

c) Does this activity span multiple years? YES NO

If yes, describe the action plan for completion of this activity.

This initiative will likely require multiple annual iterations through which improvements are cumulatively made based on most recent user experiences. As eLumen has only recently begun to offer the potential to build program review functions into its system, it is expected that the college will undergo organizational learning in parallel with the learning of other colleges and the company itself.

d) What measureable outcomes are expected from this activity? List indicators of success.

Demonstrated ability of users to access PPA information and data for budget development and shared governance purposes.

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

The continuing pattern of challenges at the college in utilizing and bridging databases, verifying and validating data, and integrating processes across functions

Priority 5 : Innovation and Relevance 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 impr oved institutional effectiveness and student learning.

Priority 6: Partnership with Industry, Business Agencies and Education

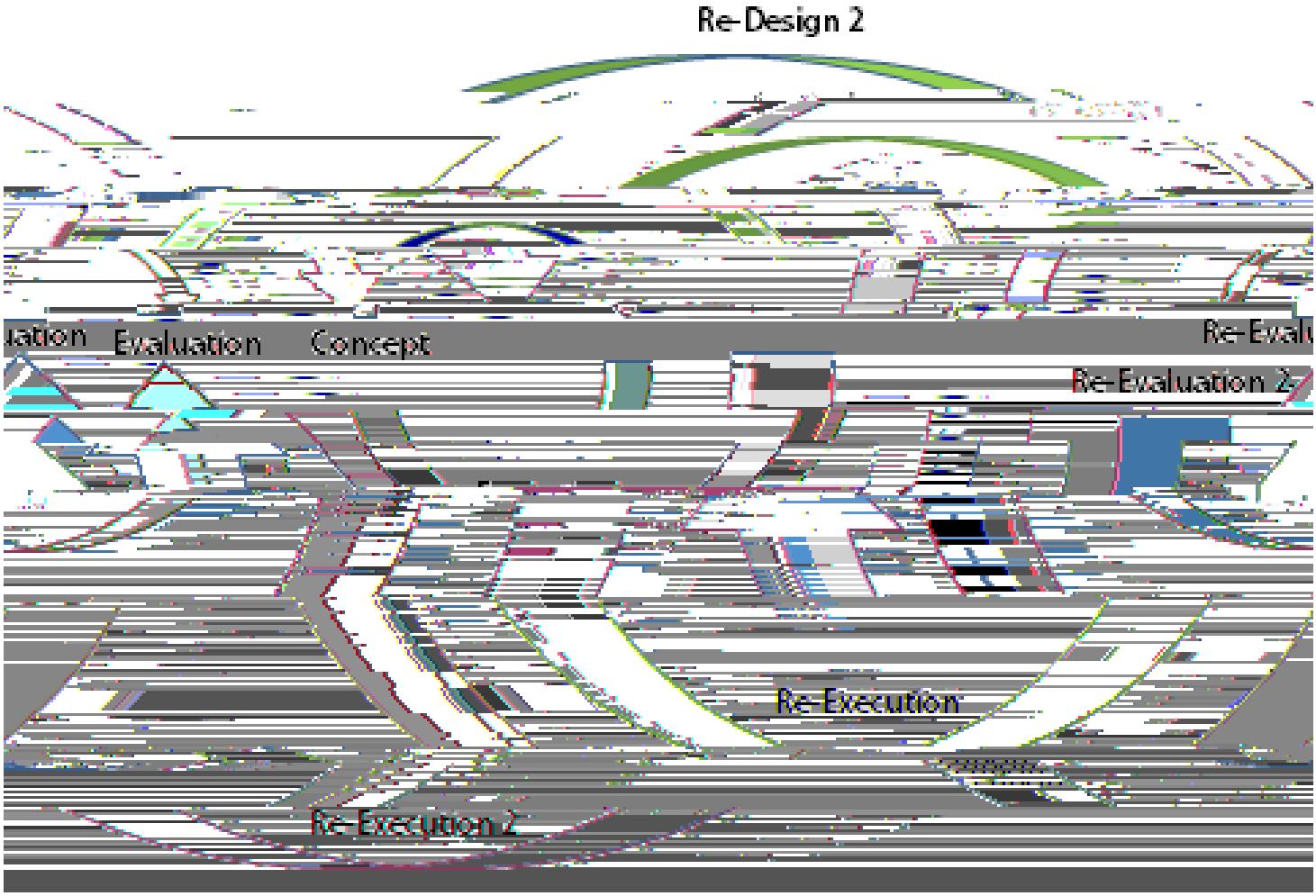
Goal 6A: Hartnell College is committed to strengthening and furthering its current partnerships, in order to secure lasting, mutua lly beneficial relationships between the college and the community that the college serves.

Target Respondents: Understanding and/or Expertise in Full Range of Functions
Target Respondents:

Dean and above in Organizational Chart

2.

Data Resources for Hartnell College

WHATõS THE QUESTION?

Project Planning & Implementation with Continuous Improvement