

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

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

## 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 .

Positions	2011-12	2012-13	2013-2014
Management, Supervisors			
Classified Staff			
Classified Staff- Part-time			
Faculty Staff			
Faculty Part-time			

Student Workers 12 5.04.552.24 m 3355530..2.72 m 5.04. 21

## 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.

A new mission and vision is currently before the board for approval in February. In considering your services/ offices/ programs future goals, please review the proposed new mission and vision statements.

### VISION STATEMENT

Hartnell College will be nationally recognized for the success of our students by developing leaders who will contribute to the social, cultural, and economic vitality of our region and the global community.

### MISSION STATEMENT

Focusing on the needs of the Salinas Valley, Hartnell College provides educational opportunities for students to reach academic goals in an environment committed to student learning, achievement and success.

[List and describe service/ office/ program goals here]

1)

2)

3)

4)

5)

This section 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 and characteristics/needs of current and potential users, students, clients, and/or other relevant populations. List the sources of this data and information.

The Office of Student Life provides programs and services to enrolled students and all staff at all Hartnell College sites. The majority of programs and services are delivered at the main

- § Shift on the focus of Department
  - Educational and cultural based activities.
  - Inclusion of campus staff in activities and events.
- § Increase in the number of active Club/student organizations



## 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 measurable. 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 dialog



	participation .
Ambassador Program	Increased participation in OSL programing, surveys to program participants, and reports from Ambassadors.

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/improvements in the service/office/program ?

SAO 1.

## D. PREVIOUSLY SCHEDULED ACTIVITIES

This subsection focuses on activities that were previously scheduled. An activity can address many different aspects of your service/office/ program, and ultimately is undertaken to improve or enhance your service/office/program, and keep it current.

Activity scheduled	What success has been achieved to date on this activity?	What challenges existed or continue to exist?	Will activity continue into AY 14-15?	Will activity continue into AY 15-16?*
1. Cultural and educational programming.	60% increase in programs and services offered during the 2013-14 academic year.			

Student involvement in participatory governance. A concerted effort was made by the college to include students in the new participatory governance structure. The participation of students in this process allowed them to make informed decisions based on campus wide implications . A mechanism to assess student participation is taking place.

### III. ANNUAL ACTION PLAN

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 activities involving resources that will no longer be available from grant funds starting FY 2015 -16 must be planned for appropriately.

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. Student ID s	2A, 2B, 4A, C, D, 5A	2, 3	Lifetime ID Card, and Tracking of student participation	New ID software and printer	Augustine Nevarez	August 2014	The new ID system will support a lifetime ID card for students and staff, and the software will assist in tracking and assessing participation.
2. Student Ambassador Program	1A, 2A- B, 5A, 6A	1, 2, 3	An engaged campus community	6 student ambassadors	Augustine Nevarez	Spring 2015	The new Hartnell College Ambassador program will assist the OSL in promoting programs, services and activities.
3.							
4.							

5.							

\* See Appendix A for a list of the 11 goals in the college's Strategic Plan.

\*\*\* Please complete this page for each new activity. \*\*\*

2. This item is used to

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

The Hartnell College Student Ambassador program will be piloted during the 2014 -15 academic year. The program will be evaluated and a determination for sustainability will be addressed at the one year mark.

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

The expected measurable outcome is an increase in student and staff participation in the activities, programs and services offered by the Office of Student Life.

e)

## B. RESOURCE REQUESTS

If

# APPENDIX A . S

## 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 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.