

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 comprehensive review that shows evidence of improvement and outlines long-range goals.



***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

the course, program, and institutional levels. We are the primary contact for faculty support within our area, in the areas of absences, supplies, student programs, etc.

## 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	2012-13	2013-14	2014-2015
Management, Supervisors	4	5	5
Classified Staff	3 plus CDC and TWS	3 plus CDC and TWS	3 plus CDC and TWS
Classified Staff- Part-time	In CDC and TWS	In CDC and TWS	In CDC and TWS
Faculty Staff	About 18	About 19	20
Faculty – Part-time	About 57	About 61	About 65
Student Workers	0	1	1
Professional Experts	Undertermined	Undertermined	Undertermined

C. SERVICE / OFFICE / PROGRAM G

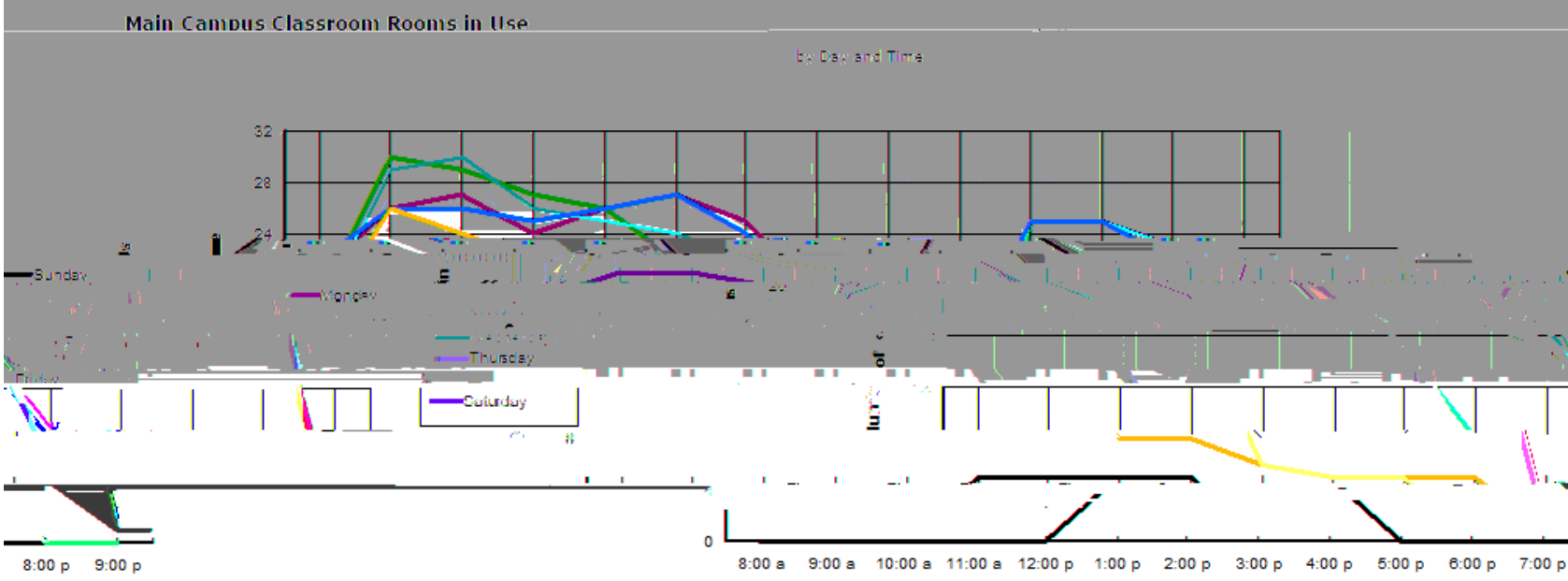
Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014
9,915	9,512	8,470	9,619	9,963

The trends below appear to be mostly set by the headcount at the Main Campus and Alisal. King City and Distance Education have had a slight decrease in students. Alisal had its largest headcount in Fall 2011.

	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014
Main Campus	6,999	7,041	6,403	6,548	7,070
Alisal Campus	114	1,326	1,149	1,158	1,329
King City Campus	665	707	776	712	630
Distance Education	858	1,341	1,341	1,341	1,341



Rooms:	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	9:00 PM
Sunday	0%	0%	0%	0%	0%	16%	16%	16%	16%	0%	0%	0%	0%	0%
Monday	61%	97%	94%	87%	84%	71%	74%	55%	48%	26%	81%	81%	74%	6%
Tuesday	68%	84%	87%	77%	84%	87%	81%	61%	48%	42%	81%	81%	74%	6%
Wednesday	59%	94%	97%	94%	91%	77%	71%	61%	50%	29%	91%	91%	74%	6%
Thursday	64%	97%	94%	87%	84%	71%	74%	55%	48%	26%	81%	81%	74%	6%
Friday	64%	97%	94%	87%	84%	71%	74%	55%	48%	26%	81%	81%	74%	6%
Saturday	61%	97%	94%	87%	84%	71%	74%	55%	48%	26%	81%	81%	74%	6%





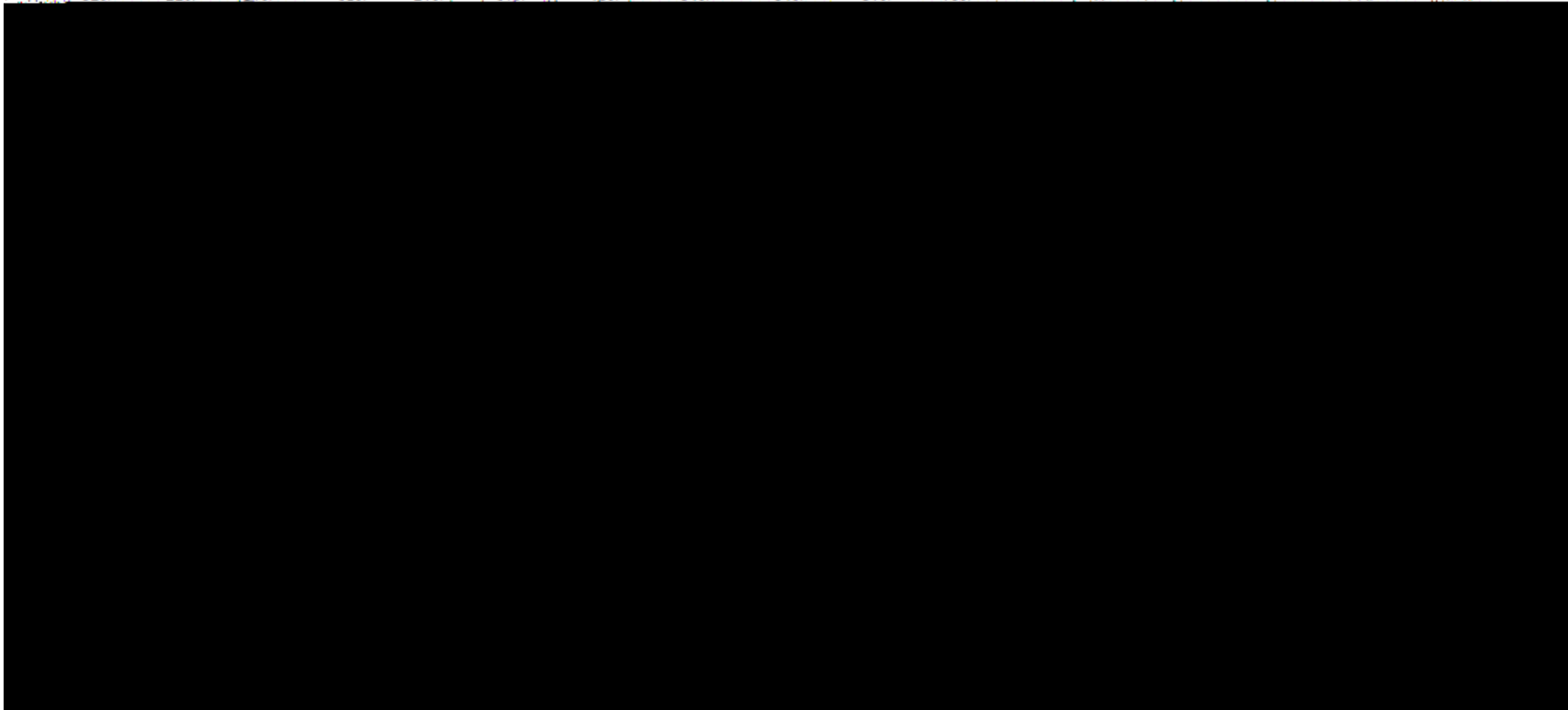
**Main Campus Classroom: Percent of Rooms in Use**

by Day and Time

5/20/2015

4:24PM

Number of Rooms												For all sections and events occurring 8/18/2015 - 12/18/2015			
M	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	9:00 PM		8:00 AM	9:00 AM	10:00 AM
6	84%	74%	77%	84%	65%	61%	48%	77%	77%	74%	10%	Monday	58%	90%	84%
6	87%	77%	84%	71%	71%	58%	48%	81%	81%	77%	10%	Tuesday	61%	84%	81%
6	81%	77%	84%	81%	61%	55%	45%	87%	87%	87%	10%	Wednesday	55%	87%	81%



- Analyze and report on salient patterns and trends in this data. Given these patterns and trends in users, needs, usage and/or other key factors, identify particularly challenging issues in service /program provision, office functioning, and the evaluation of the service/office/non-instructional program.

The increase in sections from Fall 2009 to 2011 is countercurrent to the decrease in headcount. Fall 2012 reflects the lowest number in both these measures, with Fall 2013 to 2015 showing a partial recovery in both. Data analysis and surveys would be helpful to help



Full-time faculty are assigned to teach at other locations. We are working in collegial collaboration to ensure a continuing of courses are

## OUTCOMES

### SERVICE AREA OUTCOMES

Each service unit/office/non -instructional program develops its own Service Area Outcomes (SAOs). T



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



Continue moving from a manual to automated contracts and office hours process submissions processes	4, 5		Automated processes	Additional staff and training	Celine Pinet	AY 2016-17	
Automate data upload and review software and process used for catalog creation	4, 5		Automated processes	Additional staff and training	Celine Pinet	AY 2015-16	
Tighten up timelines and submission around scheduling processes	1, 2, 4		Full collaboration and participation and meeting deadlines	Additional staff and training	Celine Pinet	AY 2016-17	

\* 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. \*\*\***

1. 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.

[Begin response here]

SAO 1: Students, faculty, and staff will use an accurate, complete schedule/catalog available for the published registration deadlines.

- b) Describe how this activity supports a ll of the following that apply :
- 1) Service Area Outcome (list applicable service area outcome)
  - 2) Program level Outcome (list applicable program level outcome)
  - 3) Course level Outcome (list applicable course level outcome)
  - 4) Service/Program Goal (list applicable service /program goal outcome)
  - 5) Strategic Plan Goal (list applicable strategic plan outcome)







