

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 p(491 0 T.003 al

II. ANNUAL REVIEW

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.

INTERNATIONAL STUDENT DEMOGRAPHICS			
Data Element	2011-2012	2012-2013	2013-2014
Unduplicated Number of New Students Served	4	5	6
Unduplicated Number of Continuing Students Served	9	6	8
Transfer Rates	0	2	7
Graduation Rates	6	2	0
Total Budget	\$0	\$0	\$0
Non-resident Tuition Revenue (total enrollment)	\$42,756	\$59,748	\$79,916

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

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 dialogue?	Was a Service Area Outcome Assessment Summary completed (if expected)?
New International students will be able to demonstrate their knowledge of the College's Steps to Success (Matriculation process).	We need to administer the questionnaire in the Fall 2015 semester to NEW International students.	Not until August 2015

List Service Area O

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

We have too few International students to survey.

D. PREVIOUSLY SCHEDULED ACTIVITIES

This subsection focuses on activities that w

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-instructional programs, whether scheduled for

A. NEW ACTIVITIES

This subsection addresses new activities for, and continuing new activities into, AY 2016-17. 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. 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

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
3. Increase the current A&R Technician position from part -time to full time.	1A 2A 4A	A&R Goal #1 & 3	International students would be better served	\$20,500.00	Mary Dominguez	September 2007	This would be a split position between A&R and International Students
2.							
3.							
4.							
5.							

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

*** 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 .

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.

Activity #1 In order to better serve our international student population, we need have at least dedicated employee support for the
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d) What measurable outcomes are expected from this activity? List indicators of success.

Activity #3: The measurable outcome can be assessed using our Student Area Outcomes(s) model which can be used to assure that the needs of the International Student population are being met.

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

Activity #1: The College's fiscal capabilities

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 College's 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). The first activity listed should be the most important; the second activity listed the second most important, etc. A resource could also be something necessary for your service/program to function properly to improve student learning, such as updated equipment in a room/facility ; in such case be sure to note that the resource is NOT tied to a specific activity.

Activity No.	Personnel Classified Staff/ Faculty (C/F/M)*	Supplies/ Equipment (S/E)**	Technology Hardware/ Software (H/S)***	Contract Services	Training	Travel	Library Materials	Facilities/Space e.g. Science Labs	Projected Costs
1.	C								\$20,500.00
2.									
3.									
4.									
5.									

* Personnel: Include a C or F after the amount to indicate Classified Staff or Faculty.

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

Priority 1: Student Access

Goal 1A:Hartnell College will provide higher education, workforce development, and lifelong learning opportunities —with seamless pathways—to all of the college’s present and prospective constituent individuals and groups.

Priority 2: Student Success

Goal 2A: Hartnell College will provide a supportive, innovative, and collaborative learning environment to help students pursue and achieve educational success.

Goal 2B: Hartnell College will provide a supportive, innovative , and collaborative learning environment that addresses and meets the diverse learning needs of students.

Priority 3: Employee Diversity and Development

Goal 3A: Hartnell College is committed to 1) increasing diversity among its employees; 2) providing an environment that is safe for and inviting to diverse persons, groups, and communities; and 3) becoming a model institution of higher education whose respect for diversity is easily seen and is fully integrated throughout its policies, practices, facilities, signage, curricula, and other reflections of life at the college.

Goal 3B: To attract and retain highly qualified employees, Hartnell College is committed to providing and supporting relevant, substantial professional development opportunities.

Priority 4 : Effective Utilization of Resources

Goal 4A: To support its mission, Hartnell College is committed to the effective utilization of its human resources.

Goal 4B: Hartnell College is committed to having its physical plant, furnishings, and grounds maintained and replaced in a planned and scheduled way to support learning, safety, security, and access.

Goal 4C:Hartnell College will maintain a current, user -friendly technological infrastructure that serves the needs of students and employees.

Goal 4D: Hartnell College is committed to maximizing the use and value of capital assets, managing financial resources, minimizing costs, and engaging in fiscally sound planning for future maintenance , space,and technology needs.

