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 basedrothe premise that each area reviews assessment data and uses these data

(required): I have read this annual review of the Hartnell College Assessment Center and concur with its findings and resources request. I appreciate the data breakdown between Accuplacer and faculty scored assessment tests. - RJ

_<u>Dr. Romero Jalomo</u>_____ Typed Name of VP

_August 7, 2015_____

In considering your service / program

statements.

Hartnell C ollege 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.

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/

In order to ensure students are prepared to take the assessment test, we will need to engage in a full marketing campaign with the messaging for students to prepare in advance for the assessment test. It will be critical for Hartnell College to continue to develop assessment test preparation workshops, while at the same time incentivizing student attendance. Updates to the Hartnell College website currently lists resources that can assist students in preparing for the assessment test e.g. Khan Academy and Accuplacer Study Guides. We will also continue to work with our High School partners to create venues for content refreshers for students.

Hartnell College currently offers morning, afternoon, evening, and Saturday testing times in English and for our English as a Second Language learners. The difficulty with our current staffing structure is we have one full-time Assessment Coordinator and two part-time Assessment Technicians. Oftentimes, the Assessment Coordinator is in the field working with our partners e.g. high schools and community based organizations. In the event on our part-time Assessment Technicians is sick or absent it causes an operational issue for the Assessment office. We also provide testing services in conjunction with our Alisal campus and King City Center. In order to ensure full staffing coverage at all times, the Assessment office is exploring the possibility of temporary workers that can provide office coverage when staff is absent.

Hartnell College offers day, afternoon, evening and Saturday testing in English and English as a Second Language across all of our campus and center sites. The Alisal Campus and King City Center both have two part-time staff that provides assessment testing services to matriculating students.

In order to change and improve service/program quality an annual program plan must be completed outlining the needs for resources, staffing, technology and/or other resources. The annual program plan is reviewed by the Student Affairs team and requests are prioritized by Division. Once the requests have been agreed upon by the Student Affairs team our requests are forwarded on to the Student Affairs Council. The Student Affairs Council then votes to support/modify the requests, if they are supported the requests then proceed to the College Planning Council. It is at the College Planning Council where the Superintendent/President reviews all of the resource requests and makes a final decision on allocations.

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.

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.As a result of receiving comprehensive instructions students will demonstrate a clear understanding of the purpose of the assessment test	The assessment team has enhanced their script for students prior to students taking the assessment test	Yes
2.As a result of developing test preparation workshops students will demonstrate increase readiness for the assessment test	Messaging on the importance of students preparing in advance for the Accuplacer assessment test	Yes

List Service Area Outcome(s) scheduled for assessment in AY 15-16	How will the Outcome(s) be assessed?
1.As a result of participating in a test preparation workshop, students will demonstrate increased readiness in English and math	Assessment test scores for those students who participated in a test prep workshop and a comparison group of students with like characteristics who did not participate in a test prep workshop
2.	

2.		
3.		

* For each activity that will continue

and that requires resources, submit a separate resource request in

This subsection addresses new activities for, and continuing new activities into, . 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
- i. SUPPORT OPERATIONS
- j. FACILITIES

1.

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 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 coul1ETBT10 0 1644.98(ur)-2

** for Supplies, for Equipment.

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 co 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.