



*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.*

*The Program Planning and Assessment process improves and increases the flow of information and data at Hartnell College. The result of the process also improves institutional effectiveness.*

Service/Office/ Non-Instructional Program	Date Completed (must be in final form by 3/27/15)*	Date Submitted to VP

final form

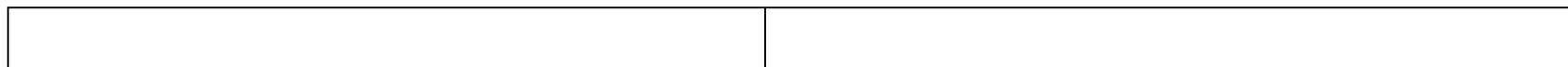
List of Contributors, including Title/Position













## 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.





3. Describe the process to change and improve service/program quality for the more challenging locations, vehicles, and/or times.



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?*

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

--	--	--	--	--



1. Evaluate the success of each activity scheduled, including activities completed and those in progress. What measurable outcomes were achieved? Did the activities and subsequent dialogue lead to significant change in service or program success?







2. This item is used to describe how the new activity, or continuing new activity, will support the service/office/program.

a) Describe the new activity or follow-on activity that this resource will support.

b) Describe how this activity supports all 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)

c) Does this activity span multiple years?       YES       NO

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

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

f) Describe the new activity or follow-

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

## B. RESOURCE REQUESTS

	1 F/T Career Counselor	Computer/Laptop.			Full-timer hours for training of new Counselor	Student Success Conference, CSU/UC Conference, Career Development Conferences	<i>Private Office Space</i> is required to serve students in counseling sessions where sensitive information is discussed. <i>Education Code Section 17747(a)</i>	\$150,000
	0.5 FT Service Learning/ Internship Coordinator	1 works station/ desk, chair	1 computer/ laptop			Mileage for in-town meetings w/ employers	Office space w/in Transfer	

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

