

Program Planning and Assessment (PPA)
for Academic Programs

Comprehensive Review, Annual Review & Action Plan

Spring 2015

HDQW&RPPHQW(required):

Typed Name of Area Dean Date

VPAA Comments (required for comprehensive reviews):



1.

Term	No. of Active Sections	Full-time Faculty	Adjunct Faculty

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In considering your program's future goals, please review +DUWQHOOYLVLRQDOGBLAWHROs.

3)

4)

5)

Although data shows lower enrollment pattern in both South County and East Campus locations; however, counseling faculty feel strongly these courses need to continue to be offered at all locations and discussion on improving enrollment is ongoing.

In addition to the tables required above, counseling includes the table below showing the last 3 years of curriculum activity.

The table indicates a number of counseling courses inactivated. The cause was the lack of funding to continue to offer the courses with the limited number of full-time or part-time counseling faculty available. In addition, with the retirement of a large number of counseling instructors that were not replaced, several of these courses had not been offered in several years. To best serve our student population, as both counselors and instructors, the decision was made to focus on both individual and group advising and offer the courses that met the needs of the majority number of students. Therefore, COU 23, 27 and 30 were retained and offered and COU-1 Student Success Seminar was developed to address primarily the needs of first-time college students. However, with additional funding for full-time, counselors would choose to reactivate and develop courses and offer the additional courses in the near future.

COU 1	Student Success Seminar	Active	2012	2016-17
COU 23	Career Development	Active	2015	2019-20
COU 27	Life Planning	Active	2014	2018-19
COU 30	Career Interest and Ability Assessment	Active	2014	2018-19
COU 80, 81, 83	American Sign Language I, II, III	Active	2011	

COU 45	Special Projects	Inactive	2013	N/A
COU 90	Memory Skills	Inactive	2012	N/A
COU 105	Emotional Management Skills	Inactive	2013	N/A
COU 123	Career/Internship Preparation	Inactive	2015	N/A
COU 129	Job Hunting Techniques	Inactive	2013	N/A

Students will learn the significance of their academic progress.

COU 1, 23, 27 and 30 includes this as an objective in the course.

Discussion with students in in courses and most all program/service activities teaches students the importance of academic progress to length of time in attaining goal, financial aid qualifications, etc. Follow up surveys as questionnaires and SLO analyze

Students will identify process of researching how educational requirements are linked to specific career goals	This is an ongoing outcome and will continue to be assessed, both in the courses and program/services, such as, the Career Center.
Students will identify college services, programs and academic strategies used by successful college students	This is an ongoing outcome and will continue to be assessed, both in the courses and program/services, such as, in counseling success workshops and counseling individual appointments.

Please Note: Counseling program level outcomes are not within a specific degree or certificate, but measured by both qualitative and quantitative data within our course offerings and program/services.

2. Recruiting and developing new counseling teaching faculty	Great success in recruiting counseling faculty that teach at our neighbor community colleges	Funding for offering additional sections	Yes	Yes
3. Advertising counseling courses	Continual growth in COU courses	Funding for offering additional sections	Yes	Yes

* For each activity that will continue and that requires resour

This subsection addresses new activities for, and continuing new activities into, . An activity can address many different aspects of your program/discipline, and ultimately is undertaken to improve, enhance, and or keep your program/discipline area current. A new activity may or may not require additional resources. 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.

Consider:

Faculty

Other staffing

This activity is included in the Strategic Plan Goal Priority 3B, which addresses professional development.



This is an activity that is ongoing each year.

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

Benefits of marketing and sharing the value of counseling courses has increased course enrollment significantly. Even more importantly is knowing that students are enrolling and receiving the benefits in larger numbers is satisfying.

Communication Skills, Information Skills, Critical Thinking/Problem Solving, Global Awareness, Aesthetic Appreciation, Personal Growth and Responsibility)

This activity is included in the Strategic Plan Goal Priority 1A Student Access, which addresses access to the college. In addition,

by including a first semester schedule that may include a COU course better prepares students for Priority 2A and 2B Student Success. Having professional materials for the high school distribution improves Hartnell College image



This is an activity that should be ongoing each year.

If new/additional resources are needed for your program/discipline, 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 (governance, 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 program/discipline to function properly to improve student learning, such as updated equipment in a classroom; in such case be sure to note that the resource is NOT tied to a specific activity.

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Activity No.	Personnel Classified Staff/Faculty (C/F/M)*	Supplies/Equipment (S/E)**	Technology Hardware/Software (H/S)***q17E
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** __ for Supplies, __ for Equipment. If additional supplies, for example, are needed for ongoing activities, this should be requested through the budget rollover process.

*** __ for Hardware, __ for Software.

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.