

	to VP (Deadline by 4/27/17) *
Click here to enter text.	Click here to enter text.

*Please note that you should work with your colleagues and supervisor/director/dean to ensure that this report is completed, revised as needed, in its final form and submitted no later than April 27, 2017.

List of Contributors, including Title/ Position

Name	Title/Position
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Typed Name of Manager	Date
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STUDENT SUCCESS

1. As Hartnell is a student focused college how does your service/office/non instructional program focus on students?

[Enter your response in the table cell below. The box will expand as you enter text:]

- b. Finding employment opportunities in their field (finding the right employment opportunities and determining what needs to be done to get there) Is there more that it can do?

[Enter your response in the table cell below. The box will expand as you enter text:]

Click here to enter text.

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. [Link to Service Area Outcomes](#)

Please answer the following questions:

1. Which service area outcome did you assess? How did you assess it?

[Enter your response in the table cell below. The box will expand as you enter text:]

Click here to enter text.

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? What did you find?

[Enter your response in the table cell below. The box will expand as you enter text:]

Click here to enter text.

PREVIOUSLY SCHEDULED ACTIVITIES

1. Evaluate the success of each completed activity since your last PPA. What measurable outcomes were achieved? Did the activities and subsequent dialog lead to significant change in student learning or program success? Your previous PPA can be found through [this link](#).

[Enter your response in the table cell below. The box will expand as you enter text:]

Click here to enter text.