

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

Name	Title/Position
Augustine Nevarez	Director of Student Affairs - Student Life
Laura Zavala	Program Assistant, Student Life
Raul Tapia	President, ASHC

Comprehensive Review

Annual Review

Annual Action Plan

INSTRUCTIONS

For services/offices/non-instructional programs scheduled for comprehensive review in spring 2015, please complete Sections I, II, and III.
For services/offices/non-instructional programs scheduled for annual review, please complete Sections II and III.

Please complete this section for services/offices/non-instructional programs scheduled for comprehensive review in spring 2015. Go to Section II for services/offices/non-instructional programs scheduled for annual review in spring 2015.

A. OVERALL SERVICE/OFFICE/PROGRAM EFFECTIVENESS

1. Describe your service/office/non-instructional program in terms of its overall effectiveness over the past several years.

Please consider the questions below in describing your area.

What are your area's primary functions?

How are students/employees served by the service/office/program?

What are the unique aspects of the service/office/program?

How does the service/office/program relate to the needs of the community?

How does the service/office/program interface/collaborate with other areas on campus?

What is working well in service/program provision?

Have state and/or federal mandates/rules/certifications particular to the service/program been met?

What policies and/or practices, both institutionally and departmentally, have been implemented to improve functions over the past few years?

What professional activities have staff recently (last three years) participated in?

The Office of Student Life has experienced an improvement in its primary functions to provide students and the Hartnell College Community with an enriched college experience. The office is providing students with programs and services that mirror those provided at 4-year universities with the intent to facilitate a seamless transition to university culture and experience.

Associated Students membership, leadership development; cultural and educational events; book voucher program; ASHC Scholarship; graphing calculator rental program; Week of Welcome, Club Rush Weeks, Club Panther Days, MST Free Fare Zone; Hartnell Sporting events (Local); access to Western Stage events; game center access; and discounts at selected local businesses. Additionally, a concerted effort has taken place to streamline the student government elections process. This was accomplished by a revised election code, the introduction of an online elections software that facilitates the voting process, an increased candidate participation (25 candidates for 16 officer positions) include senators representing the Alisal Campus, King City Education and Online/Evenings/Weekends. The outcome of this new process has resulted in a full Associated Students of Hartnell College Board.

The visibility of the Office of Student Life has engaged students to partake

Another function of the Office of Student Life is the management of Student Grievances, Discipline and Judicial Affairs, and this task is supported by the office of the Vice President of Student Affairs. Three new policies (AP5500, AP5520, AP5530) in this area have been developed and approved by the governance councils and the Board of Trustees. These policies are included in the new student online orientation and the revised student handbook. These efforts have improved the process when addressing these Student Affairs issues.

Program staff are members of the California Community Colleges Student Affairs Association (CCCSAA) (AsC5CID 27B8.51 -d4n1 0 0 1 163.7 298

2. What staffing factors/challenges have influenced the effectiveness of the service/office/program?

Hartnell College has fulfilled its commitment to supporting ASHC, Student Life and Student Activities by hiring a full-time Director of Student Affairs (Student L5(ct)-6e and STOutA13.8(an 0 1In95 4 add)4(n)3(gtien)146 1, 1 650.62 40 95 17m(St#11e)5Tidn(Co)5(30ud)-2(e)5(n)3

Book voucher program: 97 students
ASHC Scholarship: 30 students
Western Stage events: 500 students
Calculator program: 100 students
Monterey Bay Aquarium tickets: 500 students
Student Clubs: 30 clubs and 500 participants

2. Analyze and report on salient patterns and trends in this data. Given these patterns and trends in users, needs, usage and/or other key factors, identify particularly challenging issues in service/program provision, office functioning, and the evaluation of the service/office/non-instructional program.

The Office of Student life experienced a 60% incre

3. Provide any other relevant data and describe any other relevant qualitative factors that affect service/program provision, office functioning, and the evaluation of the service/office/non-instructional program. List the sources of this data and information.

B. SERVICE/

7. *Clubs*
8. *Program and Club Sponsorships*
- 9.

electronically at all Hartnell College sites. In addition, the Office of Student Life is redesigning the website to provide efficient delivery of information to students and staff.

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was achieved, the ability to assess the effectiveness of the improvement was challenging to measure. The need for a comprehensive assessment tool is being explored through the ID software that will collect participation trends, and a follow-up tool to assess effectiveness.

- 2. Student and Staff ID Cards. The department is exploring an alternative to the current ID card software and hardware to allow for a lifetime ID Card, and to be able to capture participation data to assess our programing.*
- 3. ASHC Elections. The 2014 elections experienced two significant improvements; 1) an increased in the recruitment of candidates, and an engaged campus wide election campaign. In addition, the utilization of an online voting system allowed students from all college sites to participate in the election.*
- 4. Student involvement in participatory governance. A concerted effort was made by the college to include students in the new participatory governance structure. The participation of students in this process allowed them to make informed decisions based on campus wide implications. A mechanism to assess student participation is taking place.*

This section must be completed for ALL services/offices/non-instructional programs, whether scheduled for annual or comprehensive review in spring 2015.

A. NEW ACTIVITIES

AY 2016-17

List information concerning new projects or activities planned. The first activity listed should be the most important;

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

