

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

Manager Comments (required for comprehensive):

Typed Name of Manager

Date

VP Comments (optional): The VPSA and Administrative Assistant completed this PPA in Spring 2016.

Romero Jalomo

Typed Name of VP

06/20/16

Date

This PPA report is organized in 3 sections and 9 subsections as follows:

- I. _____
 - a. Overall Service/Office/Program Effectiveness,
 - b. Staffing Profile, and c

Please complete this section for services/offices/non-instructional programs scheduled for comprehensive review in spring 2016. Go to Section II for services/offices/non-instructional programs scheduled for annual review in spring 2016.

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 with the community?

Positions	2014-15	2015-16	2016-2017
Management, Supervisors			
Classified Staff			
Classified Staff- Part-time (headcount/FTE)			
Faculty - Full-time			
Faculty É Part			

In considering your service/career/program, please provide a brief statement.

Hartnell College 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.

This section must be completed for ALL services/offices/non-instructional programs, including those scheduled for a comprehensive review in spring 2016.

The Office of the Vice President of Student Affairs oversees all operations and governance processes for the Student Affairs Division. The Office provides and receives input from the Student Affairs Leadership Team, the Student Affairs Council and other related programs and

4. Provide professional development to

3. The Student Affairs Landing Page was updated in August 2015 and again in January 2016. The Administrative Assistant redesigned the website in 2015-16 after being trained on using Drupal. It is anticipated the new information and links will be added to the website so
4. Both Deans of Student Affairs accompanied the Vice President of Student Affairs to professional development meetings and conferences in 2015-16. In addition, the VPSA hosted two leadership retreats for SALT members in June and July, 2016 at the Soledad CTF and Steinbeck Center. The VPSA has also scheduled professional leadership training in October 2016 for all SALT members. Yet, there remains a need to involve Student Affairs Directors and the Administrative Assistant in professional development opportunities beyond their regular programmatic conferences and workshops.
5. Initial meetings of the Student Affairs classified staff were successful. These meetings originally occurred on a monthly basis during 2013-14. However, in 2014-15 the meetings moved to once a semester schedule. This schedule continued in 2015-16. While the number of meetings decreased the subject matter for the semester meeting was more focused on updates and activities that needed to be completed during the academic year. In Spring 2016 the VPSA Office in conjunction with SALT offered a two-day customer service training for all Student Affairs classified staff. The current schedule of Student Affairs classified staff meetings will continue into 2016-17. Related topics will be covered in specialized training during 2016-17.

This section must be completed for ALL services/offices/non-instructional programs, whether scheduled for

- h. ADMINISTRATIVE SERVICES
- i. SUPPORT OPERATIONS
- j. FACILITIES

Activity #3

It is important that you identify resources needed to complete all activities and project their cost. These resources and costs will be considered through the College's Integrated planning (governance, budget development, funding decision making, and resource allocation) processes. **All resource requests must be linked to the new or continuing activity.**

<R:\PPA Spring 2016\Budget Request Spreadsheet>

Please use the link provided to obtain a copy of the Budget Request Spreadsheet that will be used to organize your request. Please save and rename the file on the computer of the person responsible. Each individual budget request must be placed on the appropriate page of the Budget Request Spreadsheet. The pages correspond to a specific budget category (certificated personnel, classified personnel, and management personnel, supplies under \$200, capital equipment over \$200, technology, contract services, training, travel, library materials and facilities). You can move between the pages with the tabs at the bottom of the Budget Request Spreadsheet. You must fill

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 community.

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:

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.

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,