



2014-15 Service Area Program Review

DEPARTMENT/PROGRAM	Student Services/CalWORKs Assessment
DESCRIPTION/PURPOSE	<p>2014 15 Service Area Program</p> <p>CalWORKs Assessment Program is a categorically state funded program committed to providing CalWORKs participants with quality vocational Assessment services and career guidance. The program offers HOPE (Helping Obtain Permanent Employment) Workshop that enables participants to achieve success in the workforce. In addition, Academic advising for CalWORKs participants considering college and universities outside the Imperial Valley area.</p>
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AREA DEAN/DIRECTOR	Ted Ceasar
AREA VICE PRESIDENT	Todd Finnell

I. INSTITUTIONAL GOALS

INSTITUTIONAL GOAL 1	INSTITUTIONAL GOAL 2	INSTITUTIONAL GOAL 3	INSTITUTIONAL GOAL 4
<p>INSTITUTIONAL MISSION AND EFFECTIVENESS – The College will maintain programs and services that focus on the mission of the College supported by data driven assessments to measure student learning and student success.</p> <p><u>1.1</u> Develop systems and procedures that establish the mission of the college as the central mechanism for planning and decision making.</p> <p><u>1.2</u> Develop an institutional score card to assess student learning that drives integrated planning and resource allocation.</p> <p><u>1.3</u> Develop systems and procedures to ensure that the college maintains a collegial and self reflective dialogue that improves effectiveness.</p> <p><u>1.4</u> Develop systems that are inclusive, cyclical, and understood by all stakeholders.</p>	<p>STUDENT LEARNING PROGRAMS AND SERVICES – The College will maintain instructional programs and services which support student success and the attainment of student educational goals.</p> <p><u>2.1</u> Ensure that all instructional programs, regardless of location or means of delivery, address and meet the current and future needs of students.</p> <p><u>2.2</u> Review program learning outcomes</p>		

II. PROGRAM GOALS

A. PAST – EVALUATION OF PREVIOUS CYCLE OBJECTIVES/PROGRAM GOALS (SET IN PREVIOUS YEAR)

List your previous objectives/goals and associated Institutional Goals. All program goals must address at least one of the institutional goals.

1	PAST PROGRAM GOAL #1	INSTITUTIONAL GOAL(S) <small>(Select one primary goal.)</small>
<p>Identify Program Goal and Budget request, if any, from the Program Review completed in 2013 2014 (Section II C): Purchased the Computerized version of The TABE (Test for Adult Basic Education) Test and COPS (Career Occupational Preference System) Test.</p>		<input type="checkbox"/> 1 Mission & Effectiveness <input type="checkbox"/> 1.1 <input type="checkbox"/> 1.3 <input type="checkbox"/> 1.2 <input type="checkbox"/> 1.4 <input checked="" type="checkbox"/> 2 Student Learning Outcomes <input checked="" type="checkbox"/> 2.1 <input type="checkbox"/> 2.4 <input type="checkbox"/> 2.2 <input type="checkbox"/> 2.5 <input checked="" type="checkbox"/> 2.3 <input type="checkbox"/> 2.6 <input type="checkbox"/> 3 Resources <input type="checkbox"/> 3.1 <input type="checkbox"/> 3.4 <input type="checkbox"/> 3.2 <input type="checkbox"/> 3.5 <input type="checkbox"/> 3.3 <input type="checkbox"/> 4 Leadership & Governance <input type="checkbox"/> 4.1 <input type="checkbox"/> 4.4 <input type="checkbox"/> 4.2 <input type="checkbox"/> 4.5 <input type="checkbox"/> 4.3
<input checked="" type="checkbox"/> Met	<input type="checkbox"/>	

3	PAST PROGRAM GOAL #3	INSTITUTIONAL GOAL(S) <small>(Select one primary goal.)</small>
Identify Program Goal and Budget request, if any, from the Program Review completed in 2013-2014 (Section II C): Academic Advising		<input type="checkbox"/> 1 Mission & Effectiveness <input type="checkbox"/> 1.1 <input type="checkbox"/> 1.3 <input type="checkbox"/> 1.2 <input type="checkbox"/> 1.4
<input checked="" type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met		<input checked="" type="checkbox"/> 2 Student Learning Outcomes
Describe how this program goal increased student achievement and/or program effectiveness in 2014-2015: Served CalWORKs participants attending other colleges or universities to accomplish their career goal. Meet with the student twice per semester to create a Student Education Plan to comply with Welfare to Work Plan.		<input checked="" type="checkbox"/> 2.1 <input type="checkbox"/> 2.4 <input type="checkbox"/> 2.2 <input type="checkbox"/> 2.5 <input checked="" type="checkbox"/> 2.3 <input type="checkbox"/> 2.6 <input type="checkbox"/> 3 Resources <input type="checkbox"/> 3.1 <input type="checkbox"/> 3.4 <input type="checkbox"/> 3.2 <input type="checkbox"/> 3.5 <input type="checkbox"/> 3.3 <input type="checkbox"/> 4 Leadership & Governance <input type="checkbox"/> 4.1 <input type="checkbox"/> 4.4 <input type="checkbox"/> 4.2 <input type="checkbox"/> 4.5 <input type="checkbox"/> 4.3

B. PRESENT – DATA ANALYSIS AND PROGRAM HEALTH – ACCREDITATION

e. **Program changes**

What program changes, if any, do you expect to have a positive effect on students?

Implementation of On line Assessment will provide and effective tool to assess CalWORKs participants' career choice, temperaments and vocational interest.

2. Summarize revisions, additions, deletions, and alternate delivery methods to your program based on the last program review.
Addition of Student Employment Specialist in the HOPE Workshop and purchased computers and computerized version for the Assessment component.

C. FUTURE – LIST OF “SMART” (SPECIFIC MEASURABLE ATTAINABLE RELEVANT TIME LIMITED) PROGRAM OBJECTIVES FOR NEXT ACADEMIC YEAR TO ADDRESS PROGRAM IMPROVEMENT, GROWTH, OR UNMET NEEDS/GOALS. ALL PROGRAM GOALS MUST ADDRESS AT LEAST ONE OF THE INSTITUTIONAL GOALS.

FUTURE PROGRAM GOALS (Describe future program goals. List in order of budget priority.) You are not required to list 3 goals. Only list/identify goals that are viable in one year’s time or can be carried over a number of program cycles. Objectives should either: 1. Increase work efficiency; 2. Reduce costs; or 3. Contribute to student enrollment and/or success.		INSTITUTIONAL GOAL(S) (Select one primary institutional goal)
1	2015 2016 PROGRAM GOAL #1 Budget Priority #1 Identify Future Global Goal: Implement the Computerized version of TABE (Test for Adult Basic Education) Test and COPS (Career Occupational Preference System) Test.	INSTITUTIONAL GOAL(S) <input type="checkbox"/> 1 Mission & Effectiveness <input type="checkbox"/> 1.1 <input type="checkbox"/> 1.3

FUTURE PROGRAM GOALS

(Describe future program goals.)

Expense Type	Funding Type	Budget Request	
<input type="checkbox"/> One Time <input type="checkbox"/> Recurring	<input type="checkbox"/> General District <input type="checkbox"/> Categorical (Specify)	\$ _____	
C. Describe task and select the resource committee that will review your enhanced budget request (if applicable) N/A			
<input type="checkbox"/> Facilities <input type="checkbox"/> Marketing <input type="checkbox"/> Technology <input type="checkbox"/> Professional Development <input type="checkbox"/> Staffing			
Timeline:			
Expense Type	Funding Type	Budget Request	
<input type="checkbox"/> One Time <input type="checkbox"/> Recurring	<input type="checkbox"/> General District <input type="checkbox"/> Categorical (Specify)	\$ _____	
How will this objective be measured? Assist participants by reviewing resumes, applications, business cards, appropriate on line job search and job interview techniques.			
How will the completion of tasks identified improve work efficiency, reduce costs, or improve student success? HOPE participants will be more prepare to be able to succeed in the work force and our program will accomplished the HOPE Workshop goal			
Who are the responsible party(ies) and assigned user(s)? CalWORKs Assessment Coordinator and Student Employment Specialist			

FUTURE PROGRAM GOALS

(Describe future program goals. List in order of budget priority.)

You are not required to list 3 goals. Only

- One Time
- Recurring

- General District
- Categorical (Specify)

\$ _____

How will this objective be measured? Monitor and guide