

Name of Program	Division	Author(s)
Community Education	Student Services	Frances DeNisco

## INSTRUCTIONS:

1. This Program Planning Update covers the academic years 2012-2013 and 2013-2014.
2. The planning should be for the academic year 2015-2016.
3. Use the Save As feature in Word to save this template with your program name, so that you do not overwrite the original template. Please use your program's catalog rubric and this format when naming your document:  

Rubric PPU 15\_16  
e.g., ESL PPU 15\_16
4. If the document displays in large type with only File, Tools, and View tabs at the top of the page, select **View, Edit Document**. You will then be able to type where it says "Click here to enter text" and you will be able to click on the check boxes to select them.
5. In each section, click in the box under the instructions and fill in your information. The box will expand as you type. If a section is not pertinent to your program enter N/A in the box; do not leave it blank.
6. When you have completed the form, run the spell-checker (**click inside the text in the first box**, then click on the Review tab and find Spell-Check in the far left corner of the ribbon).
7. Please address your questions to your Program Review Committee representatives or the PR Chair Karin Spirn. Concerns, feedback and suggestions are welcome at any time to PRC representatives or co-chairs.
8. Instructions for submitting your Program Planning Update will be available at the start of the fall semester.

## I. SERVICE AREA OUTCOMES

Review of academic years 2012-13 and 2013-14

### A. SAO Assessment Review

Review your program's SAO assessment results through spring 2014 and respond to the following questions.

1. Discuss how assessment results indicate success in provision of student services. Identify results that indicate a need for improvement.

Although we did not have formal SAOs completed in the eLUMEN system, due to the nature of the program as outside the regular offerings of the campus, we did create 2 SAOs for the program. SAO #1 Students will be able to effectively evaluate Community Education courses that they attend rapidly and easily. We met both objectives on this SAO and have used our current software system to send out a GOOGLE Form survey to all students as an evaluation tool for the program. The first round of online evaluations went out using the new system after the Spring 2014 Semester, and included the Summer 2014. Evaluation data was gathered by Google forms on a spreadsheet for use by the program and for distribution to instructors in order to lead to assessment on their part and, if they so choose, revision to their classes. While numbers of students who participate in evaluations still tends to be low, evaluation questions and the form are continuously being assessed and improved with regard to best practices and data collection.

In terms of SAO #2 Students who encounter repeatability issues will have fee-based solutions to those problems that can be developed organically with faculty: The development of this option is currently in progress. Input has been garnered from faculty in various divisions, and from the Academic Vice President. Much research about best practices in this area has been done. Faculty in the areas of Art Music and Physical Education have been interested and positive in their feedback during the planning process. The process is currently going into a campus wide vetting stage with governance bodies. This SAO has not yet been assessed because the pilot program is still making its way through that vetting process. Next steps include input from college governance bodies and the Administrative Services office.

2. Discuss changes made in how your program provides services based on assessment data.

We did already change the current evaluation survey after receiving the initial results, as it turned out that we were unable to identify the class that the student was responding about without including a survey question to make this explicit. Our services are improved by changing this item, as we can get anecdotal data to the correct instructor related to the correct class.

3. As a result of your assessment data, give an example of how your program has changed the way it provides guidance to students who use your program's services, if applicable.

Not applicable.

4. Did your program discover the need for additional resources (for AY 2015-16) based on the assessment results?    YES     NO

If yes, please explain.

Click here to enter text.

**B. SAO Process**

1. Describe how your program reaches consensus when writing service area outcomes for the entire program.

This is a one person program

SAOs are written in conjunction with the DES.

2. Describe how your program reaches consensus when developing and evaluating assessments for service area outcomes.

This is a one person program

Assessment evaluations are done in conjunction with the DES.

3. What methods does your program use for documenting SAO related discussions? Check all that apply.

Program emails

Program meeting minutes/agendas

Blackboard/other website

Other (please describe)

Internal program work. This is a one person program, and the Coordinator meets in person regularly with the DES to assess and keep the program on track.

## II. PROGRAM ANALYSIS

Review of academic years 2012-13 and 2013-14

Review the student data provided by the Office of Institutional Research and any additional data your program has collected. Then respond to the sections below.

### A. Data Review

If applicable, summarize any **changes** in your program's data since the Annual Program Review of 2011-12 or observed significant trends that will affect program planning or resource requests.

NOTE: Only include changes that affect student learning, program planning or resource requests.

No changes to review or analyze.

### B. Human Resources

1. Have there been changes in the number of full-time or part-time faculty associated with your program since the Annual Program Review of 2011-12? If yes, briefly describe the changes.

No.

2. Have there been changes in the number of full-time or part-time classified staff associated with your program since the Annual Program Review of 2011-12? If yes, briefly describe the changes.

No.

3. If applicable, describe how the changes indicated in 1 and 2 have impacted the student experience?

N/A

**C. Other information pertinent to the program**

Click here to enter text.

**III. PLANNING**

**A. Planning Update**

Summarize your program’s plans, initiatives, and objectives accomplished since the Annual Program Review of AY 2011-12 (include accomplishments for the academic years 2012-13 and 2013-14).

The program has improved its financial health by increments through following LERN best practices, and creatively exploring new sources of income. The program has continued to make inroads toward sustainability. Outreach to faculty will continue with a goal of strengthening the campus connections to Community Education. Program continues to innovate classes, though new HR rules have created some barriers to hiring that have resulted in class cancellations. Also, the Program Coordinator has reached out to get more connected statewide by running for and being elected to the office of ACCENorCal Community Education Council Co-Leader.

**B. Program Planning for AY 2015-16**

As appropriate for your program, please address each of the following areas. Describe your program’s plans, initiatives, and objectives for the academic year 2015-16. Focus on how planning will impact student learning or the student experience at Las Positas College.

1. SAO assessments. NOTE: 100% of SAOs in your program should be assessed a minimum of once every two years.
  - a. How does your program plan to use the results of the assessments for the continuous improvement of services to students and/or the improvement of student learning? Examples might include the following (Your responses may vary):
    - change a website
    - use technology differently
    - update the way an orientation is presented

We have already changed our class evaluation google survey form based on our first round of responses, and will continue to do so. This relates directly to our first SAO that was written regarding online student evaluations for Community Education classes.  
We will assess how our pilot project for providing alternatives for students who encounter

repeatability issues as soon as we have vetted the program through the proper governance channels and had the ability to run the program with a few students enrolled.

b. Have your program's assessment results shown a need for new SAOs?

YES  NO

If yes, for what service areas will your program write new SAOs?

Click here to enter text.

c. What percentage of SAOs will your program assess in the next academic year (2015-16)?

Probably 1, or 50%.

2. Curriculum (omitted – not applicable to non-instructional programs).
3. General Program Planning

Use this area to describe any program plans, initiative, or objectives your program wishes to accomplish in 2015-16 and their impact on student learning or the student experience. Focus on what the plans are and how they are to be accomplished (not resources needed).

The program plans to continue to explore opportunities besides strictly community service classes to achieve sustainability.

Current statewide planning priorities from laws such as AB86 will begin to define Adult Education and life-long learning in the state. Through the implementation of those plans, Community Education can discover areas of opportunity that have "fallen through the cracks" of the statewide funding model, but still have an audience and can be provided in the fee-based system.

The program would like to continue to pursue partnering with the community and with on campus entities to offer services and improve visibility. Community Education would like to next also pursue on campus opportunities to partner with the college in outreach and publicity functions that utilize the Community Education catalog and social media presence to benefit both entities.

#### IV. Resource Requests for AY2015-16

Complete all areas that apply to your program's resource needs for 2015-16 (**not all areas apply to all programs**).

For each request, in the rationale section:

- Describe how meeting this request will improve student learning or the student experience.
- Provide any data or evidence which supports this request.

**A. Enrollment Management (omitted – not applicable to non-instructional programs).**

**B. Human Resources**

For each request, describe how meeting this request will improve student learning or the student experience.

1. Request: New or replacement faculty position(s).

N/A

2. Rationale for faculty position request(s).

Click here to enter text.

3. Request: Classified staff position(s) (for example, new or replacement classified staff position(s) or increasing classified hours/position level).

Click here to enter text.

4. Rationale for classified staff position request(s).

Click here to enter text.

### C. Financial

For each request, describe how meeting this request will improve student learning or the student experience.

1. Request: maintenance of, or increase in, existing program budget (e.g., for supplies, etc.)

N/A

2. Rationale for financial request(s).

Click here to enter text.

### D. Technology (software only – discuss hardware in section E)

For each request, describe how meeting this request will improve student learning or the student experience.

1. Request: upgrade existing software or purchase new software.

If and when the program can find funding to purchase upgraded software, and a bridge piece that connects the current registration software that Community Education used to Banner, the program could aid in the growth of fee-based programs on campus by providing registration and student

services functions for all of the fee-based education on campus.

2. Rationale for technology request(s).

Click here to enter text.

**E. Facilities, Equipment (include technology hardware), Supplies**

For each request, describe how meeting this request will improve student learning or the student experience.

1. Request: Renovation or upgrade of existing facilities or new facilities.

Currently, Community Education does not have a permanent office on campus with signage. As the build out happens with the remaining bond money, getting Community Education would like a permanent office on the campus.

2. Rationale for facilities request(s).

Click here to enter text.

3. Request: Upgrading of existing equipment or purchase of new equipment.

Click here to enter text.

4. Rationale for equipment request(s).

Click here to enter text.

5. Request: new supplies

Click here to enter text.

6. Rationale for supplies request(s).

Click here to enter text.