

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 4/28/16)*	Date Submitted to CPC
Office of the Superintendent/President	29 June 2016	To be submitted in Sept 2016

*Please note that you should work with your colleagues and supervisor/director/dean to ensure that this report is completed

Manager Comments (required for comprehensive):

Typed Name of Manager

Date

College Planning Council Comments (optional):

College Planning Council

Date

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

- I. Comprehensive Review – a. Overall Service/Office/Program Effectiveness, b. Staffing Profile, and c. Service/Office/Program Goals.
- II. Annual Review – a. Data & Trends, b. Service/Program Modality, c. Outcomes, and d. Previously Scheduled Activities.
- III. Annual Action Plan – a. New Activities and b. Resource Requests.

INSTRUCTIONS

For services/offices/non-instructional programs scheduled for comprehensive review in spring 2016, 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 2016. Go to Section II for services/offices/non-instructional programs scheduled for annual review in spring 2016.

A. OVERALL SERVICE/OFFICE/PROGRAM EFFECTIVENESS

1.

B. STAFFING PROFILE

1. In the table indicate the number in terms of FTE. For instance, 1 full-time staff person is 1.0, and a half-time person is .5.

Positions	2014-15	2015-16	2016-2017
Management, Supervisors			
Classified Staff			
Classified Staff- Part-time (headcount/FTE)			
Faculty - Full-time			
Faculty - Part-time			
Student Workers			
Professional Experts			
Total Full Time equivalent Staff			

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

[Begin response here]

C. SERVICE/OFFICE/PROGRAM GOALS

1. List and describe service/office/

VISION 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.

MISSION STATEMENT

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

A. DATA & TRENDS

1. Provide any relevant data and describe any 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.

The Office of the Superintendent/President oversees all operations and governance processes of the District, and in doing so relies on the advice and guidance of the President's Cabinet, President's Staff, the College Planning Council, and other shared governance councils/committees, as well as board policy and administrative procedures. The Office oversees all long range planning for t

B. SERVICE/PROGRAM MODALITY

1. Please describe how you provide your services to intended recipients? You should include physical locations, how you interact with others (phone, online, face-to-face, etc.), hours of operation, and staffing.

The Office of the Superintendent/President is located at the Main Campus, but the office provides support for all District locations. The office is open M-F, 8-5pm. However, even with the addition of the administrative assistant both the superintendent/president and the senior executive assistant work extended hours every day and also on weekends.

2. Compare service/program quality provided across locations and times. Are there differences? To what do you ascribe the differences in your service/ program? Discuss any other relevant factors regarding diverse service/program modalities and environments.

Because of the availability of technology, the Office of the Superintendent/President is able to serve all locations within the District.

C. OUTCOMES

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 measureable. SAOs should articulate what specifically is to be achieved; their measurement should assess how well the service unit/office/non-instructional program is performing.

<http://www.hartnell.edu/service-area-outcomes>

Please answer the following questions:

1. Which service area outcome did you assess?

Intended Outcomes	Assessment Tool, Criteria for Measurement, Target Semester for Assessment, and Procedure	Assessment Results	Refinements/Modifications
<p>Provide leadership and support for the development of a program and services to support Dreamer students</p>	<p>Assessment Tool: Documentation that a position has been created with responsibility for developing the program and services. Documentation that space has been allocated to support the program and its students. Documentation that a program and services have been established to support Dreamer students.</p> <p>Criteria for Assessment: Position filled and space allocated for the program</p> <p>Target Semester for Assessment: Spring 2016</p> <p>Procedure:</p>	<p>Director of Student Affairs (Special Programs) position was created and the position was filled in November 2015. The position has responsibility for: support programs and services for men of color; support programs and services for Dreamer students; and the ACE program. Room D-383 was renovated to create an environment conducive to supporting these efforts. Mi CASA (Center for Achievement and Student Advancement) was launched in April 2016.</p>	<p>Integrated program and services for Dreamer students established where none existed previously.</p>

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?

List information concerning new projects or activities planned. Each new activity should use a table, so please copy what is provided as needed. The first activity listed should be the most important; the second activity listed the second most important, etc. Please keep in mind that resources needed, if funded, would not be approved until spring 2017 and provided until FY 2017-18. Ongoing activities involving resources that will no longer be available from grant funds starting FY 2017-18 must be planned for appropriately.

Activity	Develop and implement Employee Scholars Program
Strategic Plan(s), related SLO(s), PLO(s) or goal(s)	Strategic Goal 3B
Desired Outcome	Implementation of professional development program that will support Hartnell employees continuing education toward college degrees
Resources Needed	\$100,000 (already budgeted)
Responsible Person	Willard Lewallen, S/P; Terri Pyer, Assoc VP HR
Estimated date at completion	June 2017 for first year
Comments	

* See Appendix A for a list of the 11 goals in the college's Strategic Plan.

B. RESOURCE REQUESTS

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*

1. Please rank your top 5 resource request in order of priority regardless of category.

- 1)
- 2)
- 3)
- 4)
- 5)

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

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 college's present and prospective constituent individuals and groups.

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: Hartnell College will provide a supportive, innovative, and collaborative learning environment that addresses and meets the diverse learning needs of students.

Priority 3: Employee Diversity and Development

Goal 3A: Hartnell College is committed to 1) increasing diversity among its employees; 2) providing an environment that is safe for and inviting to diverse persons, groups, and communities; and 3) becoming a model institution of higher education whose respect for diversity is easily seen and is fully integrated throughout its policies, practices, facilities, signage, curricula, and other reflections of life at the college.

