

Student Services Program Review Evaluation Form

Program/Department:	Counseling				Date: 3/6/09
Prepared By:	Larry Walker	Program Review Team: Larry Walker, Janine Wilson, Vera Coleman			
Areas Reviewed	E	AA/S	NI	Comments/Commendations/Recommendations	
1. Action Plans					
a. Rate how the Action Plans support the program's goals.		S		<ul style="list-style-type: none"> Action Plans indicate budget dependent items This section could be strengthened by including non-budget dependent activities that relate to counseling strategies, SLO's, technology and data collection could enhance 	
2. Trends					
a. Rate how the trends identified support the data presented.		S		<ul style="list-style-type: none"> Data presented (A3) refers to the number of credit students directed to counseling has increased while the number of actually served has decreased. Trends related to access and retention; SLO's; outreach and recruitment services to underserved populations; increased accountability, basic skills initiative; increased proficiency levels; and the effects of the new Marina HS marginally support the data presented. 	
3. Goals					
a. Rate how the program's stated goals support the trends.		AA		<ul style="list-style-type: none"> Goals are very thorough in addressing basic skills, providing counseling services at the Marina Ed Center, implementing SLO's, utilizing technology and supporting an effective website do support the trends. Suggest including goals and activities that address trends related to outreach to African American, Latino populations and increased proficiency levels can be addressed 	
4. Student Learning Outcomes (SLO's)					
a. To what extent has the program identified SLO's.		S		<ul style="list-style-type: none"> Two SLO's have been identified and include a tentative assessment plan The identified goals and trends provide a good opportunity to include additional SLO's to support student success. 	
b. Rate how the SLO's align with the Student Services SLO's.		S		<ul style="list-style-type: none"> Recommend aligning SLO's with overarching Student Services SLO's 	
c. To what extent has assessment for SLO's been identified.		S		<ul style="list-style-type: none"> Suggest defining authentic assessment methods to measure effectiveness of SLO's 	
5. Objectives, activities and timelines					
a. Rate how the objectives, activities and timelines support each goal.	E			<ul style="list-style-type: none"> Very thorough 	
6. Budget					
a. Rate how the budget reflects the program's overall planning and development.		S		<ul style="list-style-type: none"> Planning and development of the Counseling Department is inhibited by the budget. While a demand for counseling is growing but the budget is not. Also, they are dependent on categorical funding 	
7. Program Review Components					
a. Rate how the components of the Program Review were addressed.		S		<ul style="list-style-type: none"> Good job in addressing recommendations from Prior Program Review Recommend an ongoing review and effort to present information in a clear and concise manner. 	

8. Summary Comments				
a. Are there any additional areas that warrant comments?		AA		<ul style="list-style-type: none"> Overall a solid Program Review; good information and activities related to goals

Student Services Program Review Evaluation Form

Program/Department:	Student Financial Services	Date: 3/6/09			
Prepared By:	Larry Walker	Program Review Team: Larry Walker, Janine Wilson, Gaozong Thao, Vera Coleman			
Areas Reviewed		E	AA/S	NI	Comments/Commendations/Recommendations
1. Action Plans					
a. Rate how the Action Plans support the program's goals.			AA		<ul style="list-style-type: none"> • Ambitious, but attainable activities in Action Plan. • Action Plans support program's goals
2. Trends					
a. Rate how the trends identified support the data presented.			AA		<ul style="list-style-type: none"> • The data presented regarding demographics and enrollment did support the following trends: expansion of campus(es), distant education, increase in Hispanic population and salary/benefits increases.
3. Goals					
a. Rate how the program's stated goals support the trends.			AA		<ul style="list-style-type: none"> • Commendable goals: <ul style="list-style-type: none"> ○ SFS website dynamic resource for students and staff ○ Interdepartmental training on FAMS • Recommendation to highlight activities that address trends related to: <ul style="list-style-type: none"> ○ Hispanic population increase ○ SLO's
4. Student Learning Outcomes (SLO's)					
a. To what extent has the program identified SLO's.			S		<ul style="list-style-type: none"> • Two SLOs have been identified • An opportunity exist to develop additional SLO's based on the ambitious goals set by the program.
b. Rate how the SLO's align with the Student Services SLO's.			S		<ul style="list-style-type: none"> • Recommend to indicate how program SLO's align with overarching Student Services SLO's.
c. To what extent has assessment for SLO's been identified.			S		<ul style="list-style-type: none"> • Authentic and measurable assessments have been identified for the SLOs.
5. Objectives, activities and timelines					
a. Rate how the objectives, activities and timelines support each goal.		E			<ul style="list-style-type: none"> • Specific and ambitious activities set for each goal • Recommendation to update timelines for goals
6. Budget					
a. Rate how the budget reflects the program's overall planning and development.		E			<ul style="list-style-type: none"> • Budget reflects program planning and development, information, to include the BFAP augmentation.
7. Program Review Components					
a. Rate how the components of the Program Review were addressed.			S		<ul style="list-style-type: none"> • Each section needs to be clearly identified.
8. Summary Comments					
a. Are there any additional areas that warrant comments?			AA		<ul style="list-style-type: none"> • Very thorough and comprehensive Program Review

Student Services Program Review Evaluation Form

Program/Department:	Child Development Center	Date: 3/6/09			
Prepared By:	Larry Walker	Program Review Team: Larry Walker, Eric Ogata, Julie Osborne, Vera Coleman			
Areas Reviewed	E	AA/S	NI	Comments/Commendations/Recommendations	
1. Action Plans					
a. Rate how the Action Plans support the program's goals.		S		<ul style="list-style-type: none"> • Recommend including Action Plan template:: <ul style="list-style-type: none"> ○ To indicate need for office supplies, printing and materials ○ To identify program goals that may have non-budget dependent activities and include these activities on the Action Plan template to show that the CDC does contribute to the overall mission of the college. ○ Goals and activities presented in the Program Compliance section could be included as Action Plan items ○ More complete Action Plans could assist the CDC staff in future decision making processes 	
2. Trends					
a. Rate how the trends identified support the data presented. NI –		S		<ul style="list-style-type: none"> • The following trends exist for the CDC at MPC: <ul style="list-style-type: none"> ○ CDC waiting list for services ○ Increase in the number of Hispanic families served • Longitudinal data, specific to MPC that relates to trends identified by the program would strengthen this area. For example, the number of families on the waiting list over the last three to five years; the number of Hispanic families services over the last three to five years. • Good demographic data included; however, the demographic trends seem to be of the Monterey County as a whole rather than data from MPC. CDC should consider a comparison of demographic trends from the college, county as well as CDC's current enrollment and draw appropriate conclusions. 	
3. Goals					
a. Rate how the program's stated goals support the trends.		AA		<ul style="list-style-type: none"> • Goals address trends • Goals are clear and concise • Goals align with overarching Student Services goals 	
4. Student Learning Outcomes (SLO's)					
a. To what extent has the program identified SLO's.		AA		<ul style="list-style-type: none"> • Clear, complete and identifiable program level SLO's 	
b. Rate how the SLO's align with the Student Services SLO's.	E			<ul style="list-style-type: none"> • Program SLO's align with overarching Student Services SLO's. 	
c. To what extent has assessment for SLO's been identified.	E			<ul style="list-style-type: none"> • Authentic and measurable assessments have been identified for the SLOs. 	
5. Objectives, activities and timelines					
a. Rate how the objectives, activities and timelines support each goal.		S		<ul style="list-style-type: none"> • Objectives and activities are clearly defined, but improvement is needed on the timeline. 	
6. Budget					

a. Rate how the budget reflects the program's overall planning and development.		S		<ul style="list-style-type: none"> • Are there resources adequate the support the programs goals and objectives?
7. Program Review Components				
a. Rate how the components of the Program Review were addressed.		S		<ul style="list-style-type: none"> • Good information provided in this section; however, it could be strengthened by including information that addresses outcomes achieved by MPC CDC.
8. Summary Comments				
a. Are there any additional areas that warrant comments?				<ul style="list-style-type: none"> • The Program Review shows that the CDC provides a valuable resource the students attending MPC. • Information contained in the Program Compliance section indicates the outstanding quality of services by the program staff. • The information presented could be organized to more clearly address the following Program Review components; <ul style="list-style-type: none"> ○ Action Plans ○ Trends • Dates on documents and data would assist in evaluation process.

2008-09 Student Services Program Review Evaluation Summary

Program: Child Development Center

Program Review Evaluation Team: Larry Walker, Eric Ogata, Julie Osborne, Vera Coleman

Strengths

- Clear, complete and identifiable program level SLO's
- Authentic and measurable assessments have been identified for the SLOs.
- Objectives and activities are clearly defined, including a timeline would assist in assessing the achievement them

Areas to Address

- More complete Action Plans could assist the CDC staff in future decision making processes
- Dates on documents and data would assist in evaluation process.

Trends

- CDC continues to have a waiting list for services
- Increase in the number of Latino families served
- Longitudinal data, specific to MPC student demographics that relates to trends indentified by the program would strengthen this area. For example, the number of families on the waiting list over the last three to five years; the number of Latino families services over the last three to five years.

Goals

- Open a full-day State Pre-School program for 4-5 years olds (this goal has been achieved)
- Develop a transition plan for the move into the new CDC facility
- Provide ongoing staff development training
- Goals and activities presented in the Program Compliance section could be included as Action Plan items

Summary

- The Program Review shows that the CDC provides a valuable resource the students with families attending MPC and staff who work for the college.
 - Information contained in the Program Compliance section indicates the outstanding quality of services by the program staff
 - CDC may want to consider a including comparison of student demographic trends from the college, county as well as CDC's current enrollments and draw appropriate conclusions.
 - To identify program goals that may have non-budget dependent activities and include these activities on the Action Plan template to show that the CDC does contribute to the overall mission of the college.
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Program: Counseling

Program Review Evaluation Team: Larry Walker, Janine Wilson, Vera Coleman

Strengths

- Goals are very specific and thorough and include activities, timelines, and staff responsibility.
- Counseling Department provides the core set of Student Services at the Education Center in Marina

Areas to Address

- Suggest defining assessment methods for to measure effectiveness of existing SLO's
- The identified goals and trends provide a good opportunity to include additional SLO's to support student success
- Further research the trend related to the increase in students requiring counseling services, compared to a decrease in the number of students who received counseling services.

Trends

- The number of students exempt from (matriculation) counseling has steadily declined, resulting in an increase of approximately 1,500 additional students each year requiring counseling services (4,500 students over the last three years.

- While the number of students requiring counseling services increased, the number of students who received counseling services did not.
- The largest percentage growth in students was among Latinos.

Goals

- Utilizing counseling strategies to support basic skills
- Support providing counseling services at the Marina Ed Center
- Developing and implementing SLO's
- Utilizing technology and data collection to support counseling services
- Provide a counseling department website that is functional and user friendly

Summary

- Counseling services to play an integral role in MPC's outreach efforts to increase participation rates of African American and Latino students
 - Counseling services to play an integral role in MPC's retention initiatives: Basic Skills, Student Success Task Force (Lobo-TLC)
 - Overall the Program Review was very well organized and thorough
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Program: Student Financial Services

Program Review Evaluation Team: Larry Walker, Janine Wilson, Gaozong Thao, Vera Coleman

Strengths

- SFS website is dynamic resource for students and staff
- Interdepartmental training on FAMS (Financial Aid Management Screens)
- Outreach activities

Areas to Address

- Highlight activities that address trends related to Latino population increase
- Update timelines for goals

Trends

- The data presented regarding demographics and enrollment did support the following trends:
 - expansion of services to Education Center at Marina
 - increase in distant education (how to deliver financial aid to these students)
 - increase in Latino population

Goals

- Maximize SFS electronic technology (MPC student e-mail, SFS website, FAMS, FAMS student portal)
- Support MPC retention efforts (partnerships/collaboration with other Student Services areas)
- Develop and implement and integrated Outreach Plan for Student Services

Summary

- SFS provides numerous outreach efforts for the college
- The amount of financial aid distributed to students has steadily increased and coincide with SFS's outreach efforts
- Ambitious, but attainable activities in Action Plan
- Very thorough and comprehensive Program Review