

2010-11 Annual Program Review Update

PROGRAM NAME:

Office of Outreach and Relations with Schools

Name of person or persons that filled out this form:

Rob Mieso

I. PROGRAM DESCRIPTION

A. What is the primary mission/purpose of your program?:

Attract diverse student populations to De Anza college through sustained involvement with schools and communities, in which De Anza acts as a full partner in the success of potential students.

B. What is your Program Level Outcome (PLO) statement?:

Students will demonstrate knowledge about college programs and support services, the enrollment process, and overall increased awareness about the college.

1. Describe the processes by which your PLO is assessed:

x	Analysis of SLOAC results (refer to Part III)
x	Analysis of SSLOAC results (refer to Part III)

Other:

2. How does your PLO directly or indirectly support the: Mission, Institutional Core Competencies (ICC), and/or Strategic Initiatives

(Attach "PLO to Mission, ICC, and/ SI matching sheet(s)."

Comments:

See attachment

C. Program Demographics

1. How many people does your program/department serve?

30,000+	# Students	Source:	Attendance at over 200
30+	# Faculty	Source:	Participation in the Open
50+	# Staff	Source:	Participation in the Open
5000+	# Community	Source:	Annual Open House

Comments: Describe the typical characteristics of the people your program serves - i.e. What are their goals, majors, reasons for coming to your program, etc.

Our service is primarily to prospective students, parents, and community members. We provide services both at high schools and on campus. Services we provide at high schools include college fairs, info tables, classroom presentations, application workshops, and placement testing. Services on campus include conferences, campus tours, workshops, presentations, and our annual Open House.

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2. Number of employees associated with the program?

2	# FT staff	80	Total hrs per wk combined
	# PT staff		Total hrs per wk combined
	# FT Faculty		(FTEF)
	# PT faculty		(FTEF)
5	# Students	75	Total hrs per wk combined

II. SIGNIFICANT CHANGES and TRENDS

A. **If your program offers instruction**, attach your Program Review Data Sheet (from IR). Briefly, address any significant changes and how they have effected your **curriculum / instruction** relative to:

1. Growth or decline in historically underrepresented populations (Latina/o, African Ancestry, Pacific Islander, Filipino)

2. Trends related to closing the student equity gap relative to the college's stated goals.

3. Overall enrollment growth or decline of all student populations

B. Briefly, address any significant changes and how they have effected your program's **services** relative to:

1. Growth or decline in historically underrepresented populations (Latina/o, African Ancestry, Pacific Islander, Filipino)

Reductions in sections due to budget cuts, rising gas prices, and economic difficulties may be contributing to some decline in enrollment of underrepresented populations.

2. Trends related to closing the student equity gap relative to the college's stated goals.

3. Overall enrollment growth or decline of all student populations

There has been an overall enrollment decline of all student populations resulting from reduced class offerings and other factors.

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C. Make any modifications, deletions, additions, edits, etc. to your 2008-09 Comprehensive Program Review (CPR). Use the spaces below to explain what changes you are making to your CPR and the reasons for those changes (i.e. College/District policies, state or federal laws and regulations, external agencies regulations or requirements, budget cuts, personnel decisions, etc.).

Our limited staffing (only 2 fulltime staff) remains our biggest challenge.

D. Use this space to explain anything else about your program that was not included in your 2008-09 Comprehensive Program Review (CPR) or under II.C. What should be known about your program that hasn't been asked?

III. OUTCOMES ASSESSMENT

**If your program offers both instruction and services, complete all of Part III.
If your program does not offer instruction, skip to III. E.**

A. **If your program offers instruction**, describe the number of **SLOAC** that have been completed or will be completed in 2010-11.

B. **If your program offers instruction**, describe the level of engagement in the 2010-11 **SLOAC** process. (i.e. How many faculty, staff, and administrators participated in the SLOAC process?)

C. **If your program offers instruction**, what program enhancements are you implementing as a result of the 2010-11 **SLOAC** process? (Only describe planned enhancements that **do not require additional resources**. Enhancements that require new resources will be addressed in Part V.)

D. **If your program offers instruction**, what are your **SLOAC** plans for 2011-12?

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E. Describe the number of **SSLOAC** that have been completed or will be completed in 2010-11.

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F. Describe the level of engagement in the 2010-11 **SSLOAC** process. (i.e. How many faculty, staff, and administrators participated in the SSLOAC process?)

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G. What program enhancements are you implementing as a result of the 2010-11 **SSLOAC** process? (Only describe planned enhancements that **do not require additional resources**. Enhancements that require new resources will be addressed in Part V.)

Ongoing evaluation and improvement of our service

H. What are your **SSLOAC** plans for 2011-12?

Continue to assess all 7 SSLO Statements, review, reflect, and make improvements as needed.

IV. PROGRAM BUDGET DATA

	2009-10 Actual	2010-11 Projected
'A' budget	\$202,631	\$208,828
'B' budget	\$4,288	\$4,288
'C' Budget		
TOTALS	\$206,919	\$213,116 (automatically calculated)

**If your program is NOT requesting any new resources -
your 2010-11 Annual Program Review Update is finished**

**If your program IS requesting any new resources -
Continue to Part V.**

V. RESOURCE REQUESTS

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Department/Program Summary

A. Human Resources: Please submit up to three faculty and/or staff choices below in department/program ranked order:

Program Position Priority #1:

Faculty Staff
Full-Time Part-Time

Position Name:

Brief description:

Rationale: How will this person enhance or maintain your program's plans to improve outcomes relative to the college Mission, Institutional Core Competencies, Strategic Initiatives, Program Goals, etc. (i.e. What specific SLOAC/SSLOAC results support the program's need for this position?)

If applicable, address the FTE, PT/FTE ratios, and WSCH goals that support your request for this position.

Program Position Priority #2:

Faculty Staff
Full-Time Part-Time

Position Name:

Brief description:

Rationale: How will this person enhance or maintain your program's plans to improve outcomes relative to the college Mission, Institutional Core Competencies, Strategic Initiatives, Program Goals, etc. (i.e. What specific SLOAC/SSLOAC results support the program's need for this position?)

If applicable, address the FTE, PT/FTE ratios, and WSCH goals that support your request for this position.

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Program Position Priority #3:

Faculty Staff
Full-Time Part-Time

Position Name:

Brief description:

Rationale: How will this person enhance or maintain your program's plans to improve outcomes relative to the college Mission, Institutional Core Competencies, Strategic Initiatives, Program Goals, etc. (i.e. What specific SLOAC/SSLOAC results support the program's need for this position?)

If applicable, address the FTE, PT/FTE ratios, and WSCH goals that support your request for this position.

NOTE: It is an expectation that all positions that are allocated 2 or more years prior to the next Comprehensive Program Review (2013-14) will be assessed relative to their contribution to the program, the program level outcomes and the program review criteria. In this light, briefly state some of the criteria you may use to assess the effect of each of the additional positions on your program.

Review Criteria:

B. Equipment/Materials/Facilities: Please submit up to three resource requests in department/program ranked order:

Program Resource Priority #1:

Equipment Materials Facilities
Est. Cost

Item Name:

Brief description:

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Rationale: How will this resource enhance or maintain your program's plans to improve outcomes relative to the college Mission, Institutional Core Competencies, Strategic Initiatives, Program Goals, etc. (i.e. What specific SLOAC/SSLOAC results support the program's need for this item?)

Program Resource Priority #2:

Equipment

Materials

Facilities

Est. Cost

Item Name:

Brief description:

Rationale: How will this resource enhance or maintain your program's plans to improve outcomes relative to the college Mission, Institutional Core Competencies, Strategic Initiatives, Program Goals, etc. (i.e. What specific SLOAC/SSLOAC results support the program's need for this item?)

Program Resource Priority #3:

Equipment

Materials

Facilities

Est. Cost

Item Name:

Brief description:

Rationale: How will this resource enhance or maintain your program's plans to improve outcomes relative to the college Mission, Institutional Core Competencies, Strategic Initiatives, Program Goals, etc. (i.e. What specific SLOAC/SSLOAC results support the program's need for this item?)

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NOTE: It is an expectation that all resources that are allocated 2 or more years prior to the next Comprehensive Program Review (2013-14) will be assessed relative to their contribution to the program, the program level outcomes and the program review criteria. In this light, briefly state some of the criteria you may use to assess the effect of the additional equipment/materials/facilities on your program.

Review Criteria:

Divisional Summary (If applicable)

C. Human Resources: Of all the position requests within your Division what is the divisional ranking of your department/program position request?

Program Position Priority #1:

Division Position Ranking:

Program Position Priority #2:

Division Position Ranking:

Program Position Priority #3:

Division Position Ranking:

D. Equipment/Materials/Facilities: Of all the resource requests within your Division what is the divisional ranking of your department/program resource request?

Program Resource Priority #1:

Division Resource Ranking:

Program Resource Priority #2:

Division Resource Ranking:

Program Resource Priority #3:

Division Resource Ranking: