Section A – Operating Data

1. Please enter the number of students that your program has served over the previous three years.

Year	Fall	Spring	Total
2012-2013	80	110	110
2013-2014	72	90	90
2014-2015	55	72	72

2. Is the number of students served by your program increasing, decreasing, or remaining constant?

Decreasing

3. Describe the reason(s) for this trend (600 characters max).

The program has had a turn over of directors in the past three years. Once the new director took over in 2013-2014, he reviewed each student and counted only active students in the program. Students are expected to participate and maintain communication with our program in order to maintain their status as MESA students. This will help to strengthen the program and make a much more significant impact on student success.

4. Enter the number of students from each demographic group that your program served in the 2014-2015 academic year.

	Number of Students
Race/Ethnicity	Served in 2014-2015
Asian	6
Black	1
Hispanic	52
Native Amer	1
Pacific Islander	0
Two or More Races	0
Unknown	0
White	9
	Number of Students
Gender	Served in 2014-2015
Female	21
Male	51

5. Are you able to increase the number of students your program serves and/or serve more students from underrepresented groups? Yes If yes, please create an initiative in Section F that describes how your program will do this, and what resources, if any, are necessary to achieve it.

6. If no, please describe why your program is unable to do this (600 characters max).

During fy 2015-2016, the MESAprogram director was able to particpate in the Freshman Experience Orientation. This was a great opportunity for the program to do outreach. Since this orientation, the program has received over 70 applications of students who qualify. In order for the students to become MESA, they must submit an application, along with a three year educational plan. In the past, students have had a difficult time meeting a conselor at the beginning of the semester. Most recently, the MESA Program is working with counseling to allow a STEM Counselor do about 10 hours with MESA.

Section B – Services Offered

Please describe the type of services that your program offers.

				% of Total Students
	Offered Face	Offered Face		Served who Used
Service Offered	to Face	to Face	Offered	this Service in the
(100 characters max)	(Day)	(Evening)	Online	Past Year
Book loans in the Center	Yes	Yes	N/A	80.00%
Academic Excellent Workshops Study groups	Yes	Yes	N/A	38.00%
Orientation for Program	Yes	Yes	No	95.00%
School Visits	Yes	Yes	N/A	25.00%
Resume Workshops	Yes	Yes	N/A	30.00%
Personal Statement Workshop	Yes	Yes	N/A	20.00%
Attend student Conferences	Yes	Yes	N/A	27.00%

Are you able to improve the quantity or quality of services that your program offers?
 Yes

If yes, please create an initiative in Section F that describes how your program will do this, and what resources, if any, are necessary to achieve it.

2. If no, please describe why your program is unable to do this (600 characters max).

Yes, we plan to add more hours to the student services position in order to organize more workshops, school visits, and increase conference attendance. Currently, the center is run by the director, who is the only full time personnel. This coming year the Student Services Assistant position will be increased to 60% up from 40%. The MESA center also plans to make use of the STEM Counselor and provide more Transfer workshops.

<u>Section C – Service Unit Outcomes</u>

Please enter the following SUO information for your program.

Service Unit	Date/Semester	Brief Description of	Changes Made as Result	Date/Semester
Outcome	of Most	Assessment Results	of Assessment	of Next
	Recent			Assessment
	Assessment			
MESA students will	5/13/15	4 Academic Excellent	The Academic Excellent	5/2016
demonstrate a	Spring	Workshops are offered	Workshops are now able	Spring
command of		every semester.For Fall	to give credit for	
collaborative work		2014 28% of students	participation to students	
skills in the chosen		assigned participated	who cannot make the	
field of study and		consistently. For Spring	workshop, but instead	
exhibit the		2015, 38% of students	meet with the MESA tutor	
appropriate study		participated consistently.	weekly, progress reports	
skills to master the			are also collected and	
material.			give credit if student has a	
			B or above.	
Students will have	2/06/15	There has been one	With an intern this	03/2016
an adequate	Spring	Resume workshop offered	semester available, there	
resume in order to		every semester, about	will be two Resume	
obtain internships		40% of students have a	workshops offered in the	
to professionally		resume on file. A survey	next semester.	
develop		also found that students		
themselves for		are available on different		
tomorrow's		days and so this survey		
workforce.		will help focus on a best		
		date for these workshops.		
Students will have	06/25/2015	More than 50% of	The center now has a	
an educational		students did not have a	STEM Counselor working	06/30/2016
plan that outlines		new 1 year educational	10 hours a week, more	
the requirements		plan.	readily available to MESA	
for transfer to a			students to update	
four-year			Educational Plans and	



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tution.			work with students on	
			probation.	
outcor (MESA)i college s institutio transfer positive	nes or institutional ser s an academic progran tudents to excel in ma ons as majors in these f goal as part of particip	vice unit outcome n designed to enco th, engineering an fields.MESA helps ation in the progra for students. MESA	nent of the college's institutional sets? (600 characters max) burage educationally disadvantage d science so they can transfer to featudents in completing an education. MESA aligns with the institution A supports institutional accountal	ed community our-year onal plan and a on by facilitating
have b 1 mee 3. Are yo	een discussed? tings u able to improve the	service unit outcor	e you held in the previous year in mes for your program (i.e. numbe ed SUO assessment results, etc.)?	
	please create an initiat esources, if any, are ne		at describes how your program w e it.	ill do this, and
4. If no, p	olease describe why yo	ur program is una	ble to do this (600 characters max).
		p g		r

Section D – Program Staffing

Please enter the following staffing information.

Туре	Headcount	FTE
Full-Time Non-Instructional Faculty	0	n/a
Adjunct Non-Instructional Faculty	1	25%

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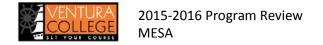
Classified Staff	2	40%/100%
Unclassified Staff	3	25%

1. Describe any changes in the staffing levels in your program over the past three years, and if applicable, describe how these changes have impacted your program (600 characters max).

For FY 2012-2013,2013-14, the positions of director and Student Services Assistant served a 10 month term, per year. In 2014-2015, the positions were increased to 12 months. The tutors in the center are provisional employees, and only the director's position is full time, working a 10 hour shift Monday-Thursday. The program, which is supposed to serve 100 students, needs more full-time personnel in order to provide more consistent hours of information and access to students in the program.

Section E - Previous Year Initiatives

Program	Funding Category	Initiative ID	Initiative Title	Initiative Description	Cost	Grants/ Categorical	College Funds	Program Priority	Division Priority	Committee Priority	College Priority	Funded	Status	Outcome
MESA	Grant 12- 109	1401	Workshops	Conduct at least 3 transfer related workshops each semester	0	MESA Grant	None Neede d	Н				N/A	Completed	
MESA	Grant 12- 109	1404	Worksites	Conduct at least 2 trips to work sites related to STEM each year.	0	MESA Grant	None neede d	Н				N/A	Completed	
MESA	Math/ Science	1405	STEM Counselor	Hire part-time counselor to be in the MESA center this is a collaborative effort with general funding	15,500	Counseli ng general	Staffin g	R				Yes	Ongoing	There are currently 85 students since the counselor is readily available to complete their Ed plan
												- Select -	- Select -	



Section F - 2015-2016 Initiatives

Program	Initiative ID	Initiative Title	Initiative Description	Cost	Funding Source	Initiative Category	Educational Master Plan Goal	Expected	Program Priority	Division Priority	Committee Priority	College Priority
MESA	1501	workshops	The director plans to take advantage of an intern through Cal Lutheran Graduate program every semester to assist in the coordination of workshops for students.	0	None	Other	⊠Goal 1 ⊠Goal 2 □Goal 3 ⊠Goal 4 □Goal 5	☐ Enrollment ☐ # Under- represented students ☐ Quantity/ Quality of Services ☐ Course Success Rate ☐ Productivity/ Fill Rate ☐ Close equity gaps	Req High Med Low	Req High Med Low	Req High Med Low	Req High Med Low
MESA	1502	Equipment needed	Two new laptops are needed, one to be used for check ins/program processes, the other to lend out to student during MESA hours when the other two desktops are beig utilized. 4 new chairs to replace broken	600 + 700	College Funds	Equipment	Goal 1 Goal 2 Goal 3 Goal 4 Goal 5	☐ Enrollment ☐ # Under- represented students ☐ Quantity/ Quality of Services ☐ Course Success Rate ☐ Productivity/ Fill Rate ☐ Close equity gaps	⊠Req □High □Med □Low	Req High Med Low	Req High Med Low	Req High Low

			ones.									
Program	Initiative ID	Initiative Title	Initiative Description	Cost	Funding Source	Initiative Category	Educational Master Plan Goal	Expected Improvement	Program Priority	Division Priority	Committee Priority	College Priority
					- Select -	- Select -	Goal 1 Goal 2 Goal 3 Goal 4 Goal 5	Enrollment # Under- represented students Quantity/ Quality of Services Course Success Rate Productivity/ Fill Rate Close equity gaps	Req High Med Low	Req High Med Low	Req High Med Low	Req High Low
					- Select -	- Select -	Goal 1 Goal 2 Goal 3	Enrollment # Under- represented	Req High Med	Req High Med	Req High Med	Req High Med

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							☐Goal 4 ☐Goal 5	students	Low	Low	Low	Low
Program	Initiative ID	Initiative Title	Initiative Description	Cost	Funding Source	Initiative Category	Educational Master Plan Goal	Expected	Program Priority	Division Priority	Committee Priority	College Priority
					- Select -	- Select -	Goal 1 Goal 2 Goal 3 Goal 4 Goal 5	Enrollment # Under- represented students Quantity/ Quality of Services Course Success Rate Productivity/ Fill Rate Close equity gaps	Req High Med Low	Req High Med Low	Req High Med Low	Req High Low
					- Select -	- Select -	Goal 1 Goal 2 Goal 3 Goal 4 Goal 5	Enrollment # Under- represented students Quantity/ Quality of	Req High Med Low	Req High Med Low	Req High Med Low	Req High Med Low



			9	Services Course		
			S	Success Rate		
				Productivity/		
				Fill Rate		
] [Close equity		
			8	gaps		

Educational Master Plan Goals

- **Goal 1:** Continuously improve educational programs and services to meet student, community, and workforce development needs.
- **Goal 2:** Provide students with information and access to diverse and comprehensive support services that lead to their success.
- **Goal 3:** Partner with local and regional organizations to achieve mutual goals and strengthen the College, the community and the area's economic vitality.
- **Goal 4:** Continuously enhance institutional operations and effectiveness.
- **Goal 5:** Implement the Ventura College East Campus Educational Plan.

Section I – Process Assessment

How have the changes in the program review process this year worked for your area?

How would you improve the program review process based on this experience?

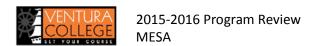
Appeals

After the program review process is complete, your program has the right to appeal the ranking of initiatives (i.e. initiatives that should have been ranked high but were not, initiatives that were ranked high but should not have been), the division's decision to support/not support program discontinuance, or the process (either within the department/program or the division) itself.

If you choose to appeal, please complete the Appeals form (Appendix E) that explains and supports your position. Forms are located at the Program Review VC website.

The appeal will be handled at the next higher level of the program review process.

Section I – Submission Verification
Preparer:
Dates met (include email discussions):
List of Faculty/Staff who participated in the program Review Process:
Preparer Verification:
<u>_ `</u>
I verify that this program document was completed in accordance with the program review process.
Dean/VP Verification:
I verify that I have reviewed this program review document and find it complete. <i>The dean/VP may also provide comments (optional):</i>



APPEAL FORM

The program review appeals process is available to any faculty, staff, or administrator who feels strongly that the prioritization of initiatives (i.e. initiatives that were not ranked high but should have been, initiatives that were ranked high but should not have been), the decision to support or not support program discontinuance, or the process followed by the division should be reviewed by the College Planning Council.

Appeal submitted by: (name and program)		
Date:		
Category for appeal: _	Faculty	
-	Personnel – Other	
-	Equipment- Computer	
-	Equipment – Other	
-	Facilities	
-	Operating Budget	
-	Program Discontinuance	
-	Other (Please specify)	
Briefly explain the process that was used to prioritize the initiative(s) being appealed:		
Briefly explain the rationale for asking that the prioritization of an initiative/resource request be changed:		
Appeals will be heard by	the College Planning Council. You will be notified of your time to present.	