

1. Program Description

A. Description

Off-Campus Programs, in keeping with the mission of the college, provides academic, basic skills and career-technical instruction as well as a full complement of services designed to assist students in their quest to transfer to a four-year institution, earn an associate's degree or certificate of completion, advance in their job or career, and learn the basic language, technical or computational skills necessary for all the above. Given the demographics of the areas we serve, English language instruction is also an important component of our program.

The Off-Campus programs sites include VC Santa Paula and Fillmore High School. The college also offers specialized classes at sites such as Ventura High School, Ventura Aquatic Center, Camarillo Airport and Cabrillo Middle School. While these isolated classes are important, our emphasis is on serving the educational needs of the diverse populations of the Santa Clara River Valley communities, namely, Santa Paula, Fillmore and Piru.

General education/transfer classes vary from semester to semester. Students can choose from a variety of courses in the A-G subject areas. Typical transfer courses offered on regular basis include art, criminal justice, English, health, interior design, psychology, history, sociology, and sign language.

Typical basic skills classes include remedial English composition courses, and a variety of ESL courses each focused on discreet skills.

In the career-technical arena, we are proud to offer the Administrative Assistant Program, Multi-Skilled Medical Assisting, Phlebotomy Training Program, Professional Reception Skills, and child development. VCSP also offers a variety of BIS computer training classes.

B. Service Unit Outcomes:

1. Students will be able to recognize the need for information and ask the appropriate questions when seeking counseling services.
2. Students will be able to navigate using VC Santa Paula student support services to enhance their academic success.
3. Students will identify the courses needed to meet their education goal.
4. Students will be able to submit an application for admissions on line with or without staff assistance.
5. Students will understand that all fees must be paid immediately for registration or the student will be dropped for nonpayment.

C. College Level Student Learning Outcomes:

1. Information Competency
2. Critical Thinking and Problem Solving
3. Social Interaction and Life Skills

D. Vision

Ventura College will be a model community college known for enhancing the lives and economic futures of its students and the community.

E. Mission

Ventura College, one of the oldest comprehensive community colleges in California, provides a positive and accessible learning environment that is responsive to the needs of a highly diverse student body through a varied selection of disciplines, learning approaches and teaching methods including traditional classroom instruction, distance education, experiential learning, and co-curricular activities. It offers courses in basic skills; programs for students seeking an associate degree, certificate or license for job placement and advancement; curricula for students planning to transfer; and training programs to meet worker and employee needs. It is a leader in providing instruction and support for students with disabilities. With its commitment to workforce development in support of the State and region's economic viability, Ventura College takes pride in creating transfer, career technical and continuing education opportunities that promote success, develop students to their full potential, create lifelong learners, enhance personal growth and life enrichment and foster positive values for successful living and membership in a multicultural society. The College is committed to continual assessment of learning outcomes in order to maintain high quality courses and programs. Originally landscaped to be an arboretum, the College has a beautiful, park-like campus that serves as a vital community resource.

F. Core Commitments

Ventura College is dedicated to following a set of enduring Core Commitments that shall guide it through changing times and give rise to its Vision, Mission and Goals.

- Student Success
- Respect
- Integrity
- Quality
- Collegiality
- Access
- Innovation
- Diversity
- Service
- Collaboration
- Sustainability
- Continuous Improvement

G. What services are provided by the program?

In support of the instructional program, the following services are offered to all Ventura College students at the VC Santa Paula site: academic and career counseling, EOPS counseling, BOGW fee waiver and financial aid basics, English and math assessments, "Gateway to College" GED preparation software, ESL assisted self-placement, and one-one-one, group and SI tutoring.

In an effort to provide the same services to students available at the main campus, VC Santa Paula arranges bookstore hours at VC Santa Paula the first few weeks of the semester, a growing textbook lending library, and sales of schools supplies such as scantrons, flash drives and blue books from our vending machine.

In addition, VC Santa Paula provides a service to the main campus by coordinating classes, facilities, services across numerous departments and disciplines, purchasing instructional supplies, funding outreach, and by assisting instructors assigned to teach at an off campus site.

H. What are the strengths, successes, and significant events of the program?

One of the strengths of the Off-Campus programs is the level of service that is provided to students at the Santa Paula site. From the initial contact, every effort is made to ensure that students receive accurate information and personalized assistance, in the language they are most comfortable speaking. There is a strong sense of community at VCSP.

March 2011, the VCCCD Board of Trustees approved a new location for the formally known "East Campus." The new "Ventura College Santa Paula" site began its 31st year in a new 10,000 square foot facility. The new location provides improved parking, increased visibility, nearby bus transportation serving Ventura and Fillmore and improved interior space design.

The building owner, Bender Farms, agreed to renovate the site to the college's specifications at no additional cost to the district, as well as provide labor and vehicles to assist with the move and transition into the new site. Furthermore, the new site costs \$8,300 per month, less than half of the previous rent of \$17,594. The new lease will run through June 2016.

The facility space planning/design was contributed by Ventura College faculty John A. Turturro. The enhanced interior space includes a functional layout that increases security, provides easier staff accessibility for students, improved acoustics and overall aesthetically pleasing wall colors, artwork, and light fixtures throughout.

The site has an ample Library and Learning Resource center with over 35 computer stations, study tables, faculty work room, information desk, and library and textbook library collection. Classrooms were designed larger to secure higher enrollment and includes one occupational health lab with clinical area, one 33-seat computer lab, one 45-seat lecture hall, a 33-seat multi-purpose room which houses a faculty ESL instructional resource library, a 33-seat multi-purpose classroom with a built-in interior design resource library and an additional 40-seat multi-purpose classroom.

The relocation allows Ventura College to pilot a modular, fast-track Career Academy and enables increased access to general education options through online/hybrid classes provided for students who cannot or choose not to travel to the main campus.

The new site features high quality instructional technology consistent with the new constructions at main campus. The computer lab classroom and Learning Resource Center pilot HP "thin client" virtual computers. Additionally, every classroom has new adjustable instructor desks with integrated audio/visual equipment and desk mounted monitors, high quality document presenters, phones, and ceiling mounted projectors.

I. Organizational Structure

President: Robin Calote

Executive Vice President: Ramiro Sanchez

Dean: Tim Harrison

Off-Campus Programs Funded Instructors and Staff

Name	Ernest Mendoza
Classification	VCSP Facilitator (.049% / 30 hours per semester)
Year Hired	Hired as instructor at VC January 1996. Hired as facilitator August 2010.
Years of Industry Experience	30 yrs K-12 teaching experience; 17 years teaching at VC
Degrees/Credentials	AA History; BA History, Minor in Chicano Studies; MA Education with an emphasis in Counseling; Supplementary credential in physical education, K-12 teaching credential; Basic Education credential; Psychology Credential; Counseling Credential

Name	Angel Rocha
Classification	VCSP Facilitator (.028% / 17 hours per semester)
Year Hired	Hired as instructor at VC January 2000. Hired as facilitator August 2011
Year of Industry Experience	9 yrs teaching experience at private and vocational trade schools; 11 yrs teaching at VC.
Degrees/Credentials	Architecture Studies at Universidad Michoacana de San Nicolas de Hidalgo, Mexico; Certificate in Automated Office Skills; credential for Private Postsecondary and Vocational education.

Name	Sabrina Canola-25% (75% Title V Basic Skills)
Classification	Administrative Asst. II-Bilingual
Year Hired	March 2008
Years of Industry Experience	10 yrs clerical experience
Degrees/Credentials	BA English Linguistics, minor in Spanish; court interpretation and translation training.

Name	Maiya Rodriguez – 100%
Classification	Student Services Asst. II-Bilingual
Year Hired	January 1991
Years of Industry Experience	32 yrs providing service to students in school settings
Degrees/Credentials	Computer Office Assistant Certificate; General Ed classes at VC

Other Off-Campus Programs Staff from Different Funding Sources					
Position	Employee	Total %	% at VCSP	Hours at VCSP	Funding Source
Instructional Lab Technician II	Erika Hurtado	47.5%	47.5%	19.5	LRC
Custodian	Rick Ricardez	47.5%	47.5%	19.5	Custodial/M&O

2. Performance Expectations

A. Service Unit Outcomes

SUO	Performance Indicator
1. Students will be able to recognize the need for information and ask the appropriate questions when seeking counseling services.	75% or higher expressed satisfaction with counseling services at VCSP
2. Students will be able to navigate using VCSP student support services to enhance their academic success	75% or higher will rate the student services at VCSP a satisfactory level or higher.
3. Students will identify the courses needed to meet their education goal.	75% or more have found at least two classes they can take at VCSP to meet their educational goal.
4. Students will be able to submit an application for admissions on line with or without staff assistance.	75% of more completed their admission application online
5. Students will understand that all fees must be paid immediately for registration or the student will be dropped for nonpayment.	75% or more students expressed satisfaction with the payment methods at VCSP

B. Program Operating Outcomes

Program Operating Outcomes	Performance Indicator
1. VCSP will provide an optimal learning environment in the classrooms and Learning Resource Center with modern equipment and technology, functional furniture and comfortable classroom space and conditions.	75% or more students and faculty express satisfaction with the facility's learning environment.
2. VCSP will have a functional and resourceful faculty workroom.	75% express satisfaction with the faculty workspace.
3. VCSP will provide a comprehensive General Ed rotation of classes from all academic divisions.	75% or students have found at least two classes they will, could or could have taken at VCSP.
4. VCSP will provide as many of the same student services and resources consistent with the main campus to assist students meet their personal, academic and career goals.	75% or higher will rate the student services at VCSP a satisfactory level or higher.
5. VCSP will provide functional common spaces for students with a pleasant atmosphere for studying, relaxing, eating and socializing.	75% or higher express satisfaction with the student spaces and overall ambiance of the facility.

3. Operating Information

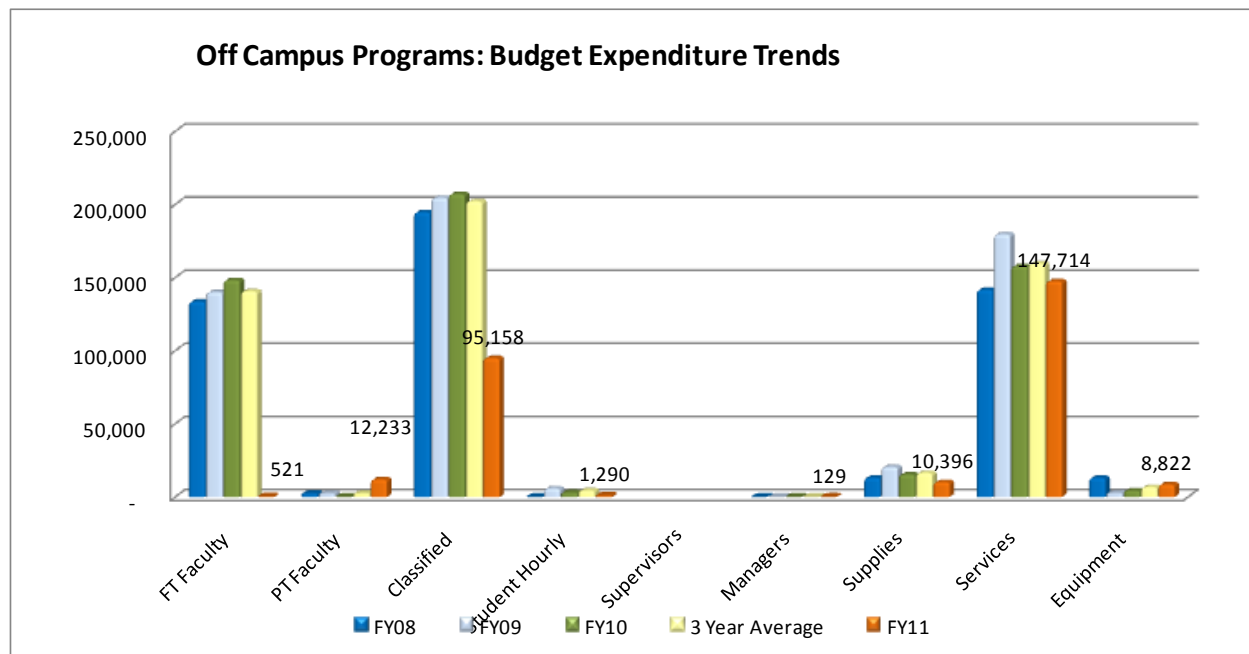
A1: Budget Summary Table

To simplify the reporting and analysis of the Banner budget detail report, the budget accounts were consolidated into nine expense categories. The personnel categories include employee payroll expenses (benefits). The “3 Year Average” was computed to provide a trend benchmark to compare the prior three year expenses to the FY11 expenses. The “FY11 College” expense percentages are included to provide a benchmark to compare the program’s expenses to the overall college expenses.

Category	Title	FY08	FY09	FY10	3 Year Average	FY11	FY11 Program	FY11 College
1	FT Faculty	133,789	140,262	148,433	140,828	521	-100%	12%
2	PT Faculty	2,721	2,721	-	2,721	12,233	350%	-10%
3	Classified	194,917	204,791	207,328	202,345	95,158	-53%	-1%
4	Student Hourly	-	6,078	3,243	4,661	1,290	-72%	10%
5	Supervisors							7%
6	Managers	-	-	59	59	129	119%	-8%
7	Supplies	13,387	20,722	15,565	16,558	10,396	-37%	24%
8	Services	141,791	179,802	157,991	159,861	147,714	-8%	-17%
9	Equipment	13,370	2,934	4,536	6,947	8,822	27%	-42%
	Total	499,975	557,310	537,155	531,480	276,263	-48%	0%

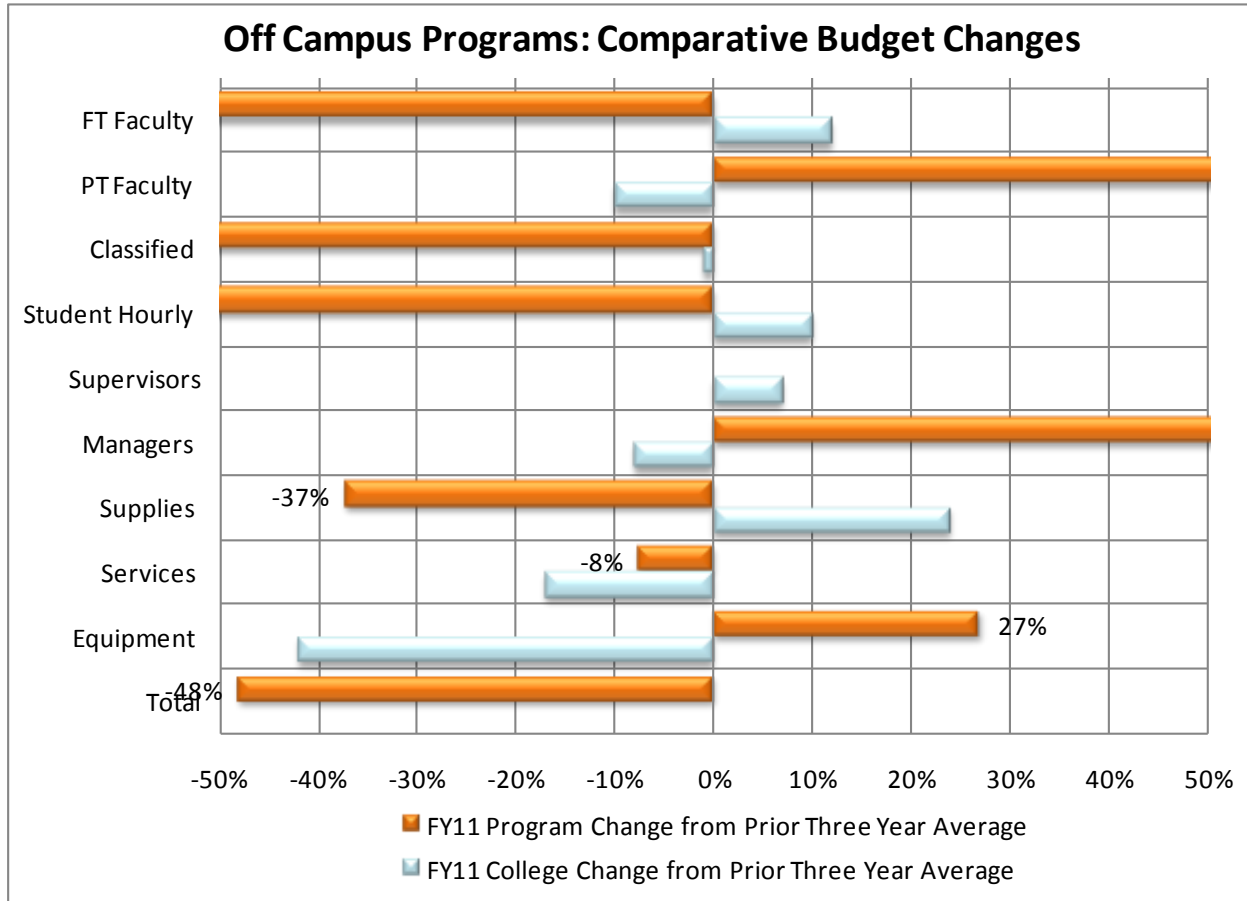
A2: Budget Summary Chart

This chart illustrates the program’s expense trends. The data label identifies the FY11 expenses (the last bar in each group). The second-to-last bar is the program’s prior three year average.



A3: Comparative Budget Changes Chart

This chart illustrates the percentage change from the prior three year average expense to the FY11 expenses. The top bar for each budget category represents the program’s change in expenses and includes the data label. The second bar represents the college’s change in expenses.



A4: Budget Detail Table

The program’s detail budget information is available in Appendix A – Program Review Budget Report. This report is a PDF document and is searchable. The budget information was extracted from the District’s Banner Financial System. The program budget includes all expenses associated to the program’s Banner program codes within the following funds: general fund (111), designated college equipment fund (114-35012), State supplies and equipment funds (128xx), and the technology refresh fund (445). The Program Review Budget Report is sorted by program (in alphabetical order) and includes the following sections: total program expenses summary; subtotal program expenses for each different program code; detail expenses by fund, organization and account; and program inventory (as posted in Banner). To simplify the report, the Banner personnel benefit accounts (3xxx) were consolidated into employee type benefit accounts (3xxx1 = FT Faculty, 3xxx2 = PT Faculty, 3xxx3 = Classified, etc.).

FOAP	Title	FY08	FY09	FY10	3 Year Average	FY11
111 31015 1220 601000	Faculty -Non-Instructional	97,014	86,206	75,663	-	-
111 31015 1270 609000	Faculty - Reassign Time -NonInstr	-	16,866	32,427	-	-
111 31015 1342 601000	Faculty -Office Hours - PT Faculty	-	-	-	157	-
111 31015 1420 601000	Faculty -Non-Instructional - Hourly	1,051	2,628	-	-	-
111 31015 1440 601000	Faculty -Facilitators	1,577	-	-	11,609	9,900
111 31015 2121 631000	Classified Regular	125,048	132,921	132,921	58,905	66,362
111 31015 2530 647000	Student Hourly-Non-Instructional	-	5,971	3,187	1,255	3,900
111 31015 2826 679000	Provisional, Ltd Term-NonPos Cntrl	-	-	605	1,294	1,300
111 31015 3XXX1 601000	Benefits FT Faculty	36,776	37,190	40,343	521	642
111 31015 3XXX2 601000	Benefits PT Faculty	93	93	-	467	328
111 31015 3XXX3 631000	Benefits Classified	69,869	71,870	73,802	34,959	41,633
111 31015 3XXX4 647000	Benefits Student Hourly	-	107	56	35	66
111 31015 3XXX6 679000	Benefits Managers	-	-	59	129	142
111 31015 4100 493000	Instructional Supplies and Material	1,263	-	3,801	215	100
111 31015 4200 493000	Office Supplies and Material	-	-	831	-	-
111 31015 4300 493000	Computer Software and Supplies	-	-	102	714	120
111 31015 4800 493000	General Supplies & Materials	7,009	16,492	6,582	8,304	14,340
111 31015 4801 679000	Outreach Supplies & Materials	843	56	245	241	-
111 31015 5220 493000	Mileage Reimbursement	-	-	-	-	500
111 31015 5241 649000	Faculty Travel (\$100 Per Contract)	-	89	-	-	-
111 31015 5300 679000	Dues & Memberships	85	100	120	250	-
111 31015 5611 080100	Rent/Lease - Buildings	133,933	138,433	146,834	124,729	-
111 31015 5619 493000	Rent/Lease-Other	505	-	4,188	1,300	-
111 31015 5621 679000	Maint/Repair-Buildings	1,250	-	420	-	500
111 31015 5622 493000	Maint/Repair-Equipment	778	200	1,433	-	-
111 31015 5629 649000	Maint/Repair-Other	-	232	115	575	400
111 31015 5810 679000	Advertisements/Publicity	2,800	2,640	2,760	3,330	3,000
111 31015 5822 679000	Licenses And Fees	-	-	391	230	-
111 31015 5850 679000	Postage/Shipping	-	-	45	-	-
111 31015 5870 679000	Printing And Duplicating	718	780	234	67	1,600
111 31015 5890 493000	Other Expense & Services	1,722	5,521	1,452	1,452	5,520
111 31015 6411 493000	Equip-Instruc Computers \$200-\$999	581	-	-	-	-
111 31015 6413 493000	Equip-Instruc Equip-\$200-\$999	3,773	-	-	-	-
111 31015 6415 493000	Equip-Instruc Furn-\$200-\$999	626	-	3,502	2,081	-
111 31015 6421 679000	Equip-Non InstrucComputer-\$200-\$	-	325	-	-	-
111 31015 6423 679000	Equip-Non Instruc Equip \$200-\$999	324	865	794	-	3,200
111 31015 6425 493000	Equip-Non Instruc Furni \$200-\$999	-	1,744	-	5,680	-
111 31015 6441 493000	Equip-Instruc Computers \$1000+	1,431	-	-	-	-
111 31015 6443 493000	Equip-Instruc Equip-\$1000+	6,634	-	-	-	-
111 31015 6455 679000	Equip-Non Instruc Furni \$1000+	-	-	-	1,060	-
111 31015 7300 731000	Interfund Transfer Out-Must = 8982	-	31,807	-	15,782	-
12803 31015 4100 493000	Instructional Supplies and Material	4,271	418	1,247	562	1,000
12803 31015 4300 493000	Computer Software and Supplies	-	2,837	2,758	360	-
12803 31015 4800 493000	General Supplies & Materials	-	919	-	-	-
12803 31015 6413 493000	Equip-Instruc Equip-\$200-\$999	-	-	240	-	-
	Total	499,974	557,310	537,157	531,480	154,553

A5: Program Staffing

The following table shows the staffing in the FY12 budget.

Off Campus Programs							
Fund Org Account	Title	Name	Months	Pos%	Assign%	Total%	FTE
111310151440	0	Mendoza, Ernest	0	-	0.049	-	0.024
111310151440	0	Rocha, Angel	0	-	0.028	-	0.014
111310152121	Std. Svcs Asst II/Bil.	Rodriguez, Maiya L	12	1.000	1.000	1.000	1.000
111310152121	Admin. Asst. II/Bil.	Canola, Sabrina M	12	1.000	0.250	1.000	0.250
						2.000	1.288

A6: Interpretation of the Program Budget Information

Over the past three years the Off-Campus program budget has decreased by over \$350,000 per year. This is due in large to the significant decrease in staffing. Spring 2010 VC Santa Paula saw the elimination of the following three full-time positions: Coordinator, Counselor Assistant and Student Services Assistant. These position eliminations resulted in the steep drop to classified and benefits funding.

Per chart A5, current staffing FTE is at a low 1.288 which merits attention considering the student, instructional and facility needs necessary to run off-campus programs. The staffing budget (A5) reflects funding for only one full time position, that of Student Services Assistant. The 25% allocated to the Administrative Assistant II/Bil position is supplemented 75% by the Title V Basic Skills Grant which expires October 2012. A 47.5% Instructional Lab Technician is funded by the LRC budget and a 47.5% custodial position is funded by the Maintenance and Operations budget. Facilitator funding was granted beginning fall 2010. Two facilitators split up 60 hours per semester pending leverage in their instructional workload. Facilitators assist staff during the beginning of semester rush, opening the facility early morning, immediate maintenance issues, transporting items to and from VC main campus and the Fillmore site, and often serve as “watchdogs” for issues or incidents that may occur.

Off-Campus programs rely on main campus staff in the areas of Information Technology, Maintenance and Operations and vital student services such as counseling and matriculation. This results in heavy delayed responses to facility needs, and limits to student services. This also creates a staff who often works multiple responsibilities, such as the ILT performing IT duties and staff performing maintenance or custodial duties.

Per the budget detail table (A4), there is no consistent yearly expense with the exception of the advertisement/publicity category which is often in support of the ESL program. Other expenditure categories follow an inconsistent pattern due to the multiple changes over the past three years in terms of services, staffing and class offerings within the program. With the new Santa Paula facility, Off-Campus programs is near to depleting its FY12 budget due to the needs of the new facility, outreach and moving expenses. Off-Campus programs will also see a decreased rent/lease expenditure due to the almost \$9,000 savings in facility rental.

B1: Program Inventory Table

Highlighted rows list inventory where each piece is over \$1,000.

Off Campus Programs Inventory										
Item	Vendor	Org	Fund	Purchased	PO	Age	Price	Perm In#	Serial #	Location
Document Cameras (6)	Troxell	31015	111	Jul-11	P0082669		\$3,250			VCSP-1,2,3,4,5,6
Instructor desks for Smart Classrooms (6)	Computer Comforts			May-11	P0081434		11,665.29			VCSP-1,2,3,4,5,6
Hitachi CP-X301 Ceiling Mount Projectors (6)	Hitachi									VCSP-1,2,3,4,5,6
Hp laser jet P4014N Printer	Sehi	37123	125	Feb-10	P0074355					VCSP-6
Medical Simulation Model	Mass Group	31015	111	Jun-11	P0081927		2,047.50			VCSP-6
Exam Tables (2)										
Phleb Blood Draw Chair	Custom Comfort	37123	125	Dec-09	P0073785		644			VCSP-6
Finger Pulse Oximeter	Medco	37123	125	Nov-09	P0073465		489.95			VCSP-6
Mr. Superskeleton	Medco	37123	125	Nov-09	P0073465		999.95			VCSP-6
En 100 Wall Unit (Otoscope / Ophthalmoscope)	Moore Medical	37123	125	Jan-10	P0074257		1,215.00			VCSP-6
Thin Client and license (76)	HP			Nov-09	P0081385		40,230			LRC and VCSP-2
Bookcase with sliding glass door (2)	Gaylord	31015	111	Jan-10	P0075852		1,912			LRC
Copier, Canon IR 6000, and 6000 finisher	Canon Business	31015	111						NSN19066	Workroom
Copier, Canon IR5000, and 5000 finisher	Canon Business	31015	111							LRC
Coin Machine 6557 for Canon Copier	Canon Business	31015	111						50007	LRC
Screenflex, portable room divider (2)	Office Depot Inc	31015	111	Jan-07				N00018115	GBC171040	LRC
Dell Inspiron 1011	Dell	34832	793	Nov-09	P0073466		401			LRC
Hitachi CPX5 3LCD Projector (2)	Troxell	34832	793	Nov-09	P0073516		1,190			LRC
HP LaserJet 2300n Printer									CNBGG01917	LRC
HP LaserJet 4200n Printer									Q24442	LRC
HeatSeal Ultima Laminator 65-1									SH04018G	LRC
KI Trek Tables (7)							3,150			LRC

Off Campus Programs Continued										
Item	Vendor	Org	Fund	Purchased	PO	Age	Price	Perm In#	Serial #	Location
Thin Client Server	HP			Jul-11	P0081385		14,654			Server
Four shelf cart	MarketLab	31015	111	Jan-10	P0079280		600.3			Storage
Barcelona Loveseat (2)	Demco	31015	111		P0075348		1,110			Rear Lobby
Armless lounge chairs (4)	Demco	31015	111		P0075348		1,120			Rear Lobby
Benches (2)	Demco	31015	111		P0075852					Hallways
Swift armless chairs (4)	Tri-County	31015	111	Apr-11	P0080810		2,695			Front Lobby
Swift two-seat armless chair	Tri-County	31015	111	Apr-11	P0080810		979			Front Lobby
Swift two-seat bench	Tri-County	31015	111	Apr-11	P0080810		720			Front Lobby
Swift end tables (4)	Tri-County	31015	111	Apr-11	P0080810		1,710			Front Lobby
LED HDTV	Troxell	31015	111	Jul-11	P0081375		2130.36			Front Lobby
Pocket Whiteboard	HP			May-11	P0081385		691.72			VCSP-101
HP LaserJet 4250										VCSP-101
Canon Fax									KLV57611	VCSP-101
HP Color LaserJet 3600	Sehi	31015	111	Aug-08	P0066341		224			VCSP-102
HP LaserJet 4250		31015	111							VCSP-102
CalTran Scantron 888PT									K-22710	Workroom
HP Printer C4170A									USCD018539	VCSP-106
Hoover Commercial Bagless	Home Depot	31015	111	Jan-10	P0074102		389			Custodial
Library Book Return Box										Front Entrance

B2: Interpretation of the Inventory Information

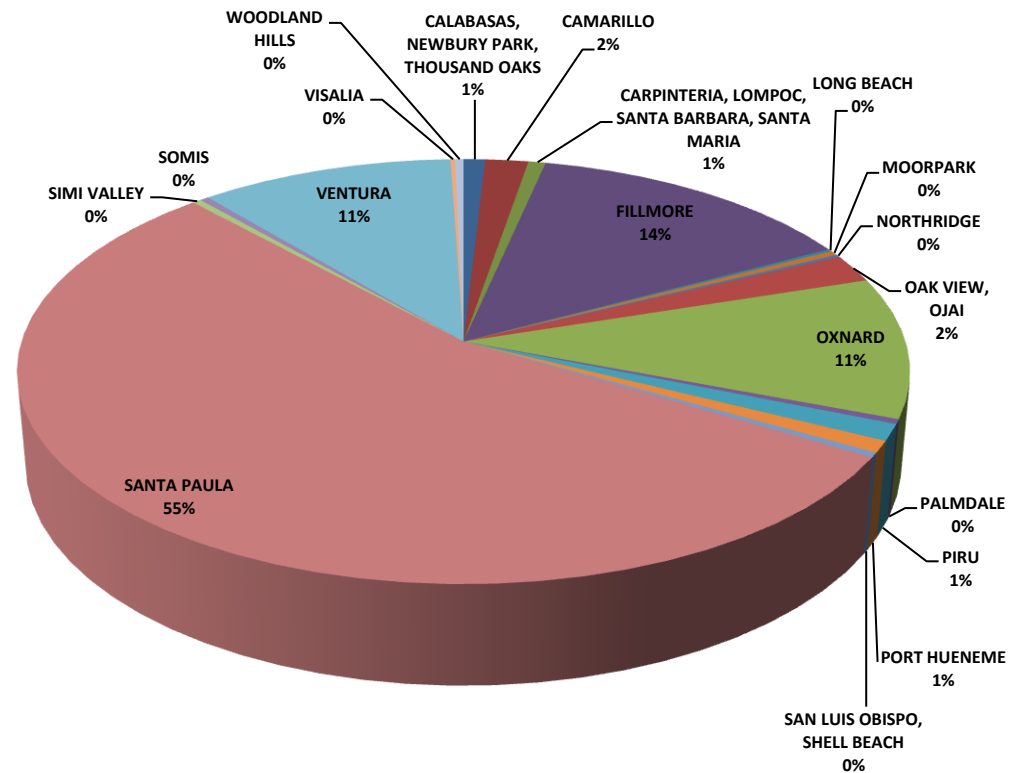
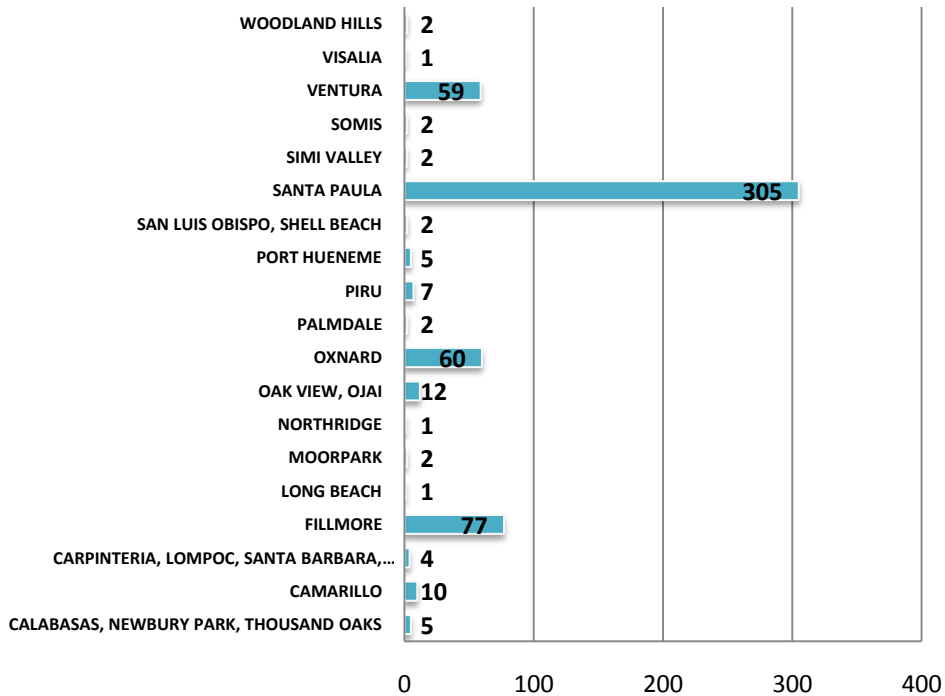
Original chart submitted did not fully identify equipment inventory at VCSP. Program chart B1 includes additional equipment over \$200. Equipment over \$1,000 is highlighted yellow.

C1: Service Data:

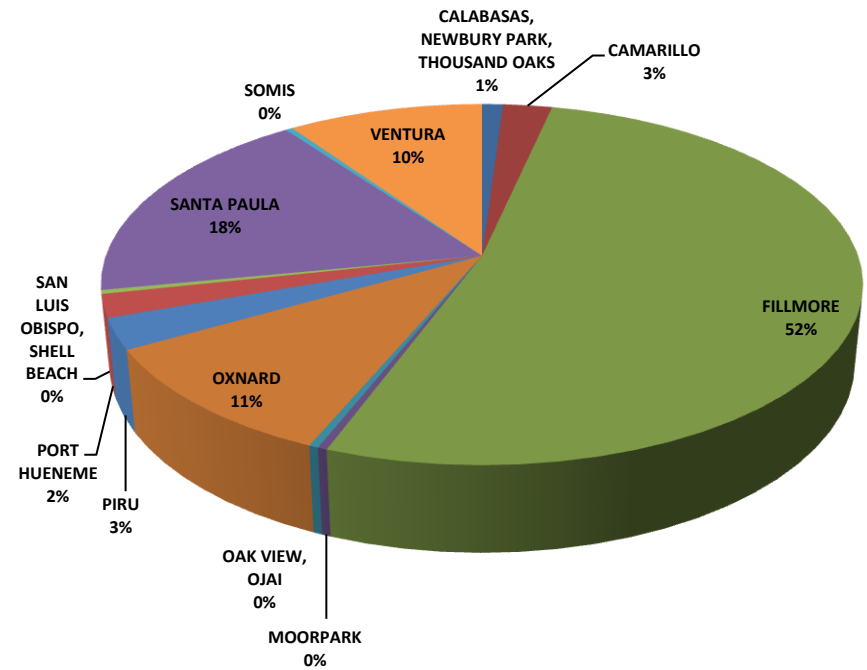
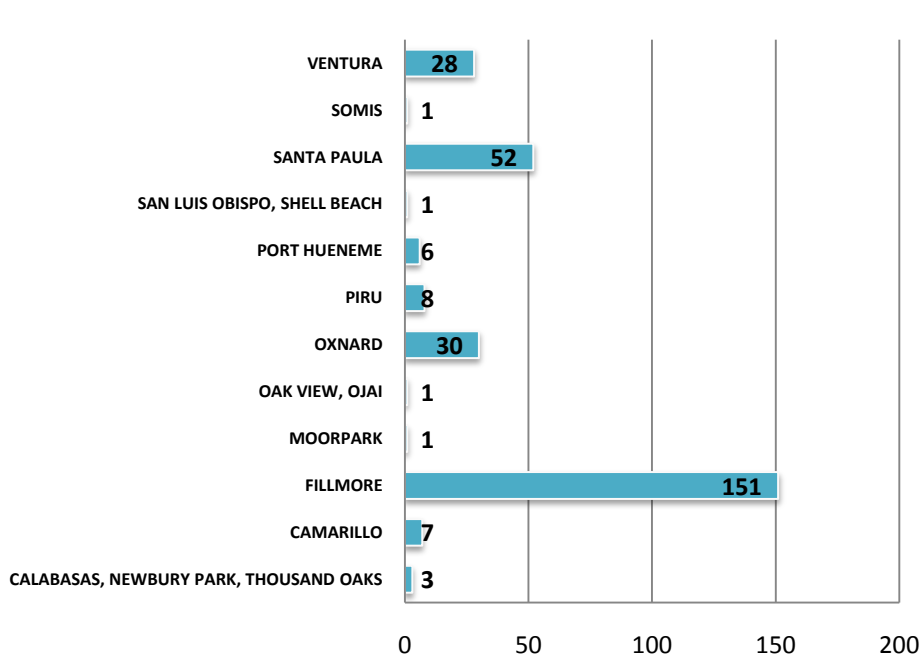
a) What populations are served by the program?

DEMOGRAPHIC INFORMATION FOR THE SANTA CLARA RIVER VALLEY			
2005-2009 American Community Surveys by the US Census Bureau			
RESIDENTIAL AREA	POPULATION	HISPANICS	HISPANIC %
Santa Paula	28,482	21,501	75.5%
Fillmore	14,945	10,850	72.6%
Piru	1,178	892	75.7%

Communities Served at the VC Santa Paula Site Fall 2011 (559 Total Enrollment)



Communities Served at the VC Fillmore Site Fall 2011 (289 Total Enrollment)



The populations enrolled at Off-Campus Programs, by majority, are residents of Santa Paula and Fillmore communities. Based on the fall 2011 census of 848 enrolled students, a total of 585 live in Santa Paula or Fillmore, a total of 187 students live in Oxnard or Ventura, and 76 live in other areas within the counties of Ventura, Santa Barbara, San Luis Obispo, and the northern cities of LA.

In addition to class enrollments, there are an additional, unaccounted number of Ventura College students who use the Santa Paula student services and Library and Learning Resource Center. There is currently no system available to track the number of students, aside from those are enrolled in classes, who regularly use the VC Santa Paula site to register, add and drop classes, make payments, inquire about holds, reset student portal pin, obtain counseling services, purchase scantrons, request unofficial transcripts or use the computer lab. Students comment on the convenience of using services at VC Santa Paula due to the personalized assistance, shorter lines and wait times, and shorter commute to college services.

Per the US Census Bureau, over 70% of the residents in the primarily agricultural Santa Clara River Valley communities of Santa Paula, Fillmore and Piru are Hispanic/Latino.

1. *How many students, classes, etc. have been served by the program over the last two years (per semester)?*

SEMESTER	NO OF SECTIONS	WSCH	CENSUS
Summer 2010	0	0	0
Fall 2010	43	4757.7	871
Spring 2011	33	3538.9	721
Summer 2011	0	0	0
Fall 2011	32	3176.7	716

Enrollment in off-campus programs has remained strong and steady. During the Fall 2010, enrollments were slightly higher due to the additional classes funded by of the Allied Health Grant, which included one CNA class, one additional phlebotomy class, one Back Office medical assistant and one front office medical assistant. Though Fall 2011 had fewer number of sections, the census numbers are strong compared to previous semesters likely due to the increased classroom capacity at the new Santa Paula site and thus increased enrollment per class.

The relatively strong enrollments in career-technical and general education courses are contrasted with somewhat weaker enrollments in ESL, a program that has long been an “anchor” for off-campus programs. While general education courses typically enroll 30+ students per section, most levels of ESL have seen enrollments remain in the 15-20 student range. The upcoming revision from “ESL” to “EnglishM” (English for Multi-Lingual learners) is a positive change that faculty and staff anticipate will yield higher enrollments as the expectations is that it will attract generation 1.5 students.

2. *What other operational data is pertinent to your program? Please provide.*

C2.:Times of Operation (per semester/summer):

Spring 2009	
Main Office	8:00 AM – 7:00 PM
Learning Resource Center	8:00 AM – 8:00 PM
Summer 2010	
Closed	
Fall 2010	
Administrative Office	Monday – Friday 8:00 AM – 5:00 PM
Student Services Office:	Monday – Thursday 9:30 AM – 7:00 PM Friday 9:30 AM – 4:00 PM
Learning Resource Center	Monday – Thursday 8:00 AM – 8:00 PM Friday 9:30 – 3:00 PM
Spring 2011	
Administrative Office	Monday – Friday 8:00 AM – 5:00 PM
Student Services Office:	Monday – Thursday 9:30 AM – 7:00 PM Friday 9:30 AM – 4:00 PM
Learning Resource Center	8:00 AM – 8:00 PM Friday 8:00 – 3:00 PM
Summer 2011	
Closed	
Fall 2011	
Administrative Office	Monday – Friday 8:00 AM – 5:00 PM
Student Services Office:	Monday – Thursday 9:00 AM – 7:00 PM Friday 9:00 AM – 2:00 PM
Learning Resource Center	8:00 AM – 7:00 PM Friday 8:00 – 1:00 PM

3. Performance Assessment

Surveys were issued to students in the following fall 2011 classes: Administrative Assistant, phlebotomy, medical assistant, English, and English as a Second Language. 110 students completed surveys. A faculty survey was also developed and issued to instructors teaching at the Santa Paula and Fillmore sites. 16 faculty surveys were turned in. Service Unit Outcomes and Program Operating Outcomes were assessed based on the information borne from both surveys.

A. Service Unit Outcomes

Service Unit Outcome	Performance Indicators		
1. Students will be able to recognize the need for information and ask the appropriate questions when seeking counseling services.	75% or higher expressed satisfaction with counseling services at VCSP		
Operating Information			
Bilingual academic and career counseling is offered at VC Santa Paula. Guadalupe Guillen provides counseling services Monday 8:00 AM – 3:00 PM, and Aurora de la Selva provides counseling services Wednesdays 1:00 PM – 7:00 PM during peak season, usually during the beginning and end of semester. Per instructors requests, periodic counseling workshops and class visits are arranged throughout the semester.			
Analysis – Assessment			
Question / Statement	Yes	No	Neutral
a. Academic Counselors are kind and helpful	64%	4%	32%
Comments:			
<ul style="list-style-type: none"> ■ Haven't spoken to any yet ■ Never gone to one 	<ul style="list-style-type: none"> ■ Wish they knew more about the nursing program ■ I wouldn't know, get counseling at VC campus 		
Question / Statement	Yes	No	Neutral
b. Current Counseling hours are convenient (Mon 8am-3pm / Wed 1pm-7pm)	59%	11%	30%
Comments:			
<ul style="list-style-type: none"> ■ There should be more days available ■ Haven't used them yet ■ Inconvenient 	<ul style="list-style-type: none"> ■ Later on Mondays, more days ■ Mondays are lil harder bcuz wrk ■ I usually see them at VC campus 		

Service Unit Outcome	Performance Indicators		
2. Students will be able to navigate using VCSP student support services to enhance their academic success.	75% or higher will rate the student services at VCSP a satisfactory level or higher.		
Operating Information			
<p>Services provided to students at VCSP include registration, add/drops, pin reset, payments by credit/debit, special admissions applications, unofficial transcripts, limited bookstore hours, counseling services twice per week, intermittent EOPS counseling, English/Math assessments twice per semester, Library and Learning Resource Center.</p>			
<p>Commonly requested services not available at VCSP are payments by cash, official transcripts, financial aid assistance, Student Health Services, and more counseling and assessment dates.</p>			
Analysis – Assessment			
Question/Statement	Yes	No	Neutral
a. VCSP student services office (registration/adds/ drops) have been open when I needed them.	84%	1%	15%
Comments <ul style="list-style-type: none"> ■ <i>They are great</i> ■ <i>Very helpful</i> ■ <i>Except Fridays</i> 			
Question/Statement	Yes	No	Neutral
b. Payments currently accepted with debit / credit cards. It would help me if VCSP accepts cash or check too.	81%	5%	14%
Comments: <ul style="list-style-type: none"> ■ <i>I like paying with credit</i> ■ <i>Cash should be taken</i> ■ <i>Helpful with cash</i> ■ <i>Lose card, check helps</i> ■ <i>At least \$10 max, I had to use my debit card for \$1</i> ■ <i>Yes, I tried to pay cash & it wasn't accepted</i> 			
Question/Statement	Yes	No	Neutral
c. Now that financial aid funds are issued on a debit card, I would benefit from an ATM on site to withdraw funds.	61%	13%	26%
Comments: <ul style="list-style-type: none"> ■ <i>We need an ATM at Santa Paula college</i> ■ <i>Not necessary</i> ■ <i>ATM needed at SP site</i> ■ <i>Would be very nice</i> ■ <i>Very much needed</i> 			

Question/Statement	Yes	No	Neutral
d. I prefer going to main campus to obtain financial aid assistance. There is no need for a financial aid specialist here at VCSP.	17%	56%	27%
Comments:			
<ul style="list-style-type: none"> ■ <i>Actually a financial aid specialist here at VCSP would be nice! :)</i> ■ <i>Financial specialist is needed on site here @ VCSP</i> ■ <i>Should have an office here in SP for students that can't go all the way to VC</i> ■ <i>Yes, need financial aid @ VCSP</i> ■ <i>Might be helpful for student with no car</i> ■ <i>No gas, no money, too far</i> ■ <i>Financial aid office should be here at VCSP</i> ■ <i>I have no reason to go to main campus so it is out of my way</i> ■ <i>It's better here but didn't know there was someone that can help with that</i> ■ <i>Waste of gas and time. Be great if it was here</i> ■ <i>It's better here in town</i> ■ <i>Financial aid needed here</i> ■ <i>We need someone in VCSP</i> ■ <i>It would be very helpful to have here</i> ■ <i>It's hard for ppl to Ventura</i> ■ <i>If you attend SP then there should be assistance</i> ■ <i>Would be nice to have one here</i> 			
Question	Yes	No	Neutral
e. The bookstore was at VCSP the first two weeks of school. I am pleased with the service and days they were available.	64%	7%	29%
Comments:			
<ul style="list-style-type: none"> ■ <i>They should be here more often</i> ■ <i>They should have it come more</i> ■ <i>Class didn't start til October so I still had to go to Ventura for books</i> ■ <i>It would be easier for students if you had the books we need so we don't have to go to the main campu</i> ■ <i>Went to main campus</i> ■ <i>Did not use it</i> ■ <i>It's OK</i> ■ <i>But we need more books</i> ■ <i>It was hard when it closed early</i> 			
Question/Statement	Yes	No	Neutral
f. The front office staff is friendly and willing to help.	97%	0%	3%
Comments			
<ul style="list-style-type: none"> ■ <i>Very helpful staff</i> ■ <i>There great</i> ■ <i>Sabrina and Mya are fantastic. They are, by far, the friendliest, most competent administrative employees VC has (Santa Paula AND main campus)!</i> ■ <i>There so nice you feel comfortable talking to them</i> ■ <i>All the staff has been very friendly and helpful</i> 			

Question/Statement	Yes	No	Neutral
g. Staff at the Library and Learning Resource Center is knowledgeable, friendly and willing to help.	71%	3%	27%
Comments			
<ul style="list-style-type: none"> ■ Haven't interacted with them yet ■ Haven't been there ■ Haven't used it ■ Good ■ Satisfy ■ Haven't talked to any ■ Very knowledgeable and helpful ■ Have not used them yet ■ Better than no one there 	<ul style="list-style-type: none"> ■ There OK ■ Wish there were tutors here ■ Haven't used the LRC/Library ■ Haven't used it ■ There OK ■ Nice ■ Good ■ They should help with computer programs more when you don't know how 		
Question/Statement	Yes	No	Neutral
h. Are the library services that are currently available adequate for your needs?	72%	3%	25%
Comments			
<ul style="list-style-type: none"> ■ Haven't used the library ■ Haven't used them ■ I never use it 	<ul style="list-style-type: none"> ■ Somewhat ■ But we need more books ■ Have not used them yet 		
Question/Statement	Yes	No	Neutral
i. Do you think your computer skills have improved by using the lab?	55%	13%	32%
Comments			
<ul style="list-style-type: none"> ■ Haven't used the lab ■ Haven't used it 	<ul style="list-style-type: none"> ■ Stayed the same ■ I feel comfortable with home PC 		
Question/Statement	Yes	No	Neutral
j. I have used the Learning Resource Center's computers, printer, and study tables and plan to return	65%	13%	22%
Comments			
<ul style="list-style-type: none"> ■ Haven't used them ■ Haven't used ■ Study tables, yes! 	<ul style="list-style-type: none"> ■ Very nice to have ■ Closed when I come 		
Question/Statement	CalWorks	EOPS	EAC
k. I participate in the following program	3%	9%	1%

Service Unit Outcome	Performance Indicators
3. Students will identify the courses needed to meet their educational goal	75% or more have found at least two classes they can take at VCSP to meet their educational goal.
Operating Information	
Off-Campus program provides a general rotation of General Education classes from various from the majority of Disciplines. Departments offering classes at the VC Santa Paula and Fillmore sites include Agriculture, Art, Business, Criminal Justice, Information Systems, Business, Child Development, English, English as a Second Language, Home Economics/Interior Design, Health, History, Psychology, Foreign Languages, and Sociology. No classes are currently offered through the Math and Sciences division.	
Analysis – Assessment	
This SUO has not yet been assessed	

Service Unit Outcome	Performance Indicators
4. Students will be able to submit an application for admissions on line with or without staff assistance.	75% or more completed their admission application online
Operating Information	
Students are referred to the VCSP Library and Learning Resource Center to complete online admissions application. Students who lack English language or computer skills complete paper applications.	
Analysis – Assessment	
This SUO has not yet been assessed	

Service Unit Outcome	Performance Indicators
5. Students will understand all fees must be paid immediately for registration or the student will be dropped for nonpayment.	75% or more students expressed satisfaction with the payment methods at VCSP
Operating Information	
Prior to submitting add/drop slips, students are informed payments must be submitted on the same day they register. Students are given the options of payment by debit/credit card at VCSP. Only students with BOG fee waivers are also given the options of payment by check or money order, as these forms of payments cannot be posted same day to students' accounts. VCSP does not accept cash.	
Analysis – Assessment	
Question/Statement	Yes No Neutral
Payments currently accepted with debit / credit cards. It would help me if VCSP accepts cash or check too.	81% 5% 14%
Comments:	
<ul style="list-style-type: none"> ■ <i>I like paying with credit</i> ■ <i>Cash should be taken</i> ■ <i>Helpful with cash</i> 	<ul style="list-style-type: none"> ■ <i>Lose card, check helps</i> ■ <i>At least \$10 max, I had to use my debit card for \$1</i> ■ <i>Yes, I tried to pay cash & it wasn't accepted</i>

B. Operating Goals

Operating Goal	Performance Indicators			
<p>1. VCSP will provide an optimal learning environment in the classrooms and Learning Resource Center with modern equipment and technology, functional furniture and comfortable classroom space and conditions.</p>	<p>75% or more students and faculty express satisfaction with the facility's learning environment.</p>			
Operating Information				
<p>The new VCSP site has six smarted classrooms and a Learning Resource Center. Of the six classrooms, four are multi-purpose, one is a computer lab, and another is a specialized medical lab. The Learning Resource Center provides tutoring, study tables and computer lab with various instructional software.</p> <p>The VC Fillmore site is at Fillmore High School. VC reserves the classroom desks, chairs, whiteboard and restrooms only. Faculty are not permitted to use the equipment or technology in the classrooms. Three portable presentation kits are available for check-out to instructors who teach at the Fillmore site so they may use media for instruction.</p>				
Analysis – Assessment				
Question/Statement	Yes	Somewhat	No	N/A
a. Are your classes and students affected by the lack of individually controlled thermostats in classrooms?	50%	19%	19%	12%
Comments				
<ul style="list-style-type: none"> ■ <i>Sometimes</i> ■ <i>Often too warm</i> ■ <i>This is a BIG issue to me</i> 				
Question/Statement	Yes	Somewhat	No	N/A
b. Does your classroom have sufficient lighting?	44%	19%	31%	6%
Comments				
<ul style="list-style-type: none"> ■ <i>Needs more lighting</i> ■ <i>Lighting is too dim. This needs to be resolved ASAP</i> 				
Question/Statement	Yes	Somewhat	No	N/A
c. IT needs (computers, network, phones) Have been handled and resolved quickly?	38%	31%	19%	12%
Comments:				
<ul style="list-style-type: none"> ■ <i>Computer, printer, SARS, not functioning</i> ■ <i>Need extension # for students to leave messages during internship</i> 				

OG1 continued . . .

Question/Statement	Yes	Somewhat	No	N/A
d. The facilities are kept in overall clean condition?	81%	13%	0%	6%
Comments				
Question/Statement	Yes	Somewhat	No	N/A
e. Overall, I feel there is enough safety at the new site.	56%	38%	6%	0%
Comments:				
<ul style="list-style-type: none"> ■ <i>Need outside lighting</i> ■ <i>Seems OK?</i> ■ <i>I don't work at night – during the day all is OK</i> 				
Question/Statement	Yes	Somewhat	No	N/A
f. Are you pleased with the technology (projector, new instructor desk, document presenters) in the rooms?	81%	13%	0%	6%
Comments				
<ul style="list-style-type: none"> ■ <i>Need more reliable printers in room 2</i> ■ <i>Make computers in LRC available for evening classes</i> 				
Question/Statement	Yes	Somewhat	No	N/A
g. If you teach at Fillmore High School, Would you benefit from portable laptop/projector kits for instruction?	13%	0%	0%	87%
Comments				
Question/Statement	Yes	Somewhat	No	N/A
h. Would your class benefit from versatile classrooms with computers and ample desk space, laptops, or a system quick / easy conversion from computers to desks?	44%	13%	24%	19%
Comments				
<ul style="list-style-type: none"> ■ <i>My class needs either to be larger to accommodate larger desks, or enrollment max needs to be reduced by 4 students</i> 				

Operating Goal	Performance Indicators			
2. VCSP will have a functional and resourceful faculty workroom.	75% express satisfaction with the faculty workspace.			
Operating Information				
The current faculty workroom is a 65 square foot space. Inside is a supply cabinet with colored paper, one Canon copier, and two small tables with equipment and supplies such as a paper cutter, three-hole punch, electric stapler and sharpener. Other faculty items such as a large three foot laminator, faculty mailboxes, computers and printer do not fit the space, nor is there empty desk/work space to prepare class material.				
Analysis – Assessment				
Question/Statement	Yes	Somewhat	No	N/A
a. The faculty workroom is comfortable and resourceful. I am pleased with the workspace faculty have at VCSP.	50%	25%	19%	6%
Comments:				
<ul style="list-style-type: none"> <li style="display: inline-block; width: 45%; vertical-align: top;"> <ul style="list-style-type: none"> ■ <i>More space, more computers</i> ■ <i>More space – and to be always available –NOT closed for BOOKSTORE USE</i> <li style="display: inline-block; width: 45%; vertical-align: top;"> <ul style="list-style-type: none"> ■ <i>An office to meet with students</i> ■ <i>Break room to consult with other faculty or for meetings. Some kind of kitchen for coffee!!!</i> 				

Operating Goal	Performance Indicators			
3. VCSP will provide a comprehensive General Ed rotation of classes from all academic divisions.	75% or students have found at least two classes they will, could or could have taken at VCSP.			
Operating Information				
VCSP has a general rotation of General Education classes from various from the majority of Disciplines. Departments offering classes at VCSP include including Agriculture, Art, Business, Criminal Justice, Information Systems, Business, Child Development, English, English as a Second Language, Home Economics/Interior Design, Health, History, Psychology, Foreign Languages, and Sociology. No classes are currently offered through the Math and Sciences division.				
Analysis – Assessment				
This SUO has not yet been assessed				

Operating Goal	Performance Indicators		
<p>4. VCSP will provide as many of the same student services and resources consistent with main campus to assist students in meeting their personal, academic and career goals.</p>	<p>75% or higher will rate the student services at VCSP a satisfactory level or higher.</p>		
Operating Information			
<p>Services provided to students at VCSP include registration, add/drops, pin reset, payments by credit/debit, special admissions applications, unofficial transcripts, limited bookstore hours, counseling services twice per week, intermittent EOPS counseling, English/Math assessments twice per semester, Library and Learning Resource Center.</p>			
<p>Commonly requested services not available at VCSP are payments by cash, official transcripts, financial aid assistance, Student Health Services, and more counseling and assessment dates.</p>			
Analysis – Assessment			
Question / Statement	Yes	No	Neutral
<p>a. Current Counseling hours are convenient (Mon 8am-3pm / Wed1pm-7pm)</p>	59%	11%	30%
<p>Comments:</p>			
<ul style="list-style-type: none"> ■ <i>There should be more days available</i> ■ <i>Haven't used</i> ■ <i>Haven't used them yet</i> ■ <i>Inconvenient</i> 	<ul style="list-style-type: none"> ■ <i>Later on Mondays, more days</i> ■ <i>Mondays are lil harder bcuz wrk</i> ■ <i>Get counseling at VC campus</i> ■ <i>I usually see them at VC campus</i> 		
Question/Statement	Yes	No	Neutral
<p>b. VCSP student services office (registration/adds/ drops) have been open when I needed them.</p>	83%	2%	15%
<p>Comments</p>			
<ul style="list-style-type: none"> ■ <i>They are great</i> ■ <i>Very helpful</i> 	<ul style="list-style-type: none"> ■ <i>Except Fridays</i> 		
Question/Statement	Yes	No	Neutral
<p>c. Payments currently accepted with debit / credit cards. It would help me if VCSP accepts cash or check too.</p>	81%	5%	14%
<p>Comments:</p>			
<ul style="list-style-type: none"> ■ <i>I like paying with credit</i> ■ <i>Cash should be taken</i> ■ <i>Helpful with cash</i> 	<ul style="list-style-type: none"> ■ <i>Lose card, check helps</i> ■ <i>At least \$10 max, I had to use my debit card for \$1</i> ■ <i>Yes, I tried to pay cash & it wasn't accepted</i> 		

Question/Statement	Yes	No	Neutral
d. Now that financial aid funds are issued on a debit card, I would benefit from an ATM on site to withdraw funds.	61%	13%	26%
Comments:			
<ul style="list-style-type: none"> ■ We need an ATM at Santa Paula college ■ Not necessary ■ ATM needed at SP site ■ I don't like the ATM cards 	<ul style="list-style-type: none"> ■ Haven't received financial aid ■ Would be very nice ■ Very much needed 		
Question/Statement	Yes	No	Neutral
e. I prefer going to main campus to obtain financial aid assistance. There is no need for a financial aid specialist here at VCSP.	17%	56%	27%
Comments:			
<ul style="list-style-type: none"> ■ Actually a financial aid specialist here at VCSP would be nice! :) ■ Financial specialist is needed on site here @ VCSP ■ Should have an office here in SP for students that can't go all the way to VC ■ Yes, need financial aid @ VCSP ■ Might be helpful for student with no car ■ No gas, no money, too far ■ Financial aid office should be here at VCSP ■ I have no reason to go to main campus so it is out of my way 	<ul style="list-style-type: none"> ■ It's better here but didn't know there was someone that can help with that ■ Waste of gas and time. Be great if it was here ■ It's better here in town ■ Financial aid needed here ■ We need someone in VCSP ■ It would be very helpful to have here ■ It's hard for ppl to Ventura ■ If you attend SP then there should be assistance ■ Would be nice to have one here 		
Question	Yes	No	Neutral
f. The bookstore was at VCSP the first two weeks of school. I am pleased with the service and days they were available.	64%	7%	29%
Comments:			
<ul style="list-style-type: none"> ■ They should be here more often ■ They should have it come more ■ Class didn't start til October so I still had to go to Ventura for books ■ Didn't use ■ Didn't know they had a bookstore here for the first two weeks 	<ul style="list-style-type: none"> ■ Went to main campus ■ Did not use it ■ It's OK ■ But we need more books ■ It was hard when it closed early 		
Question/Statement	Yes	No	Neutral
e. Are the library services that are currently available adequate for your needs?	72%	3%	25%
Comments			
<ul style="list-style-type: none"> ■ Haven't used the library ■ Haven't used them ■ I never use it 	<ul style="list-style-type: none"> ■ Somewhat ■ But we need more books ■ Have not used them yet 		

Operating Goal	Performance Indicators		
<p>5. VCSP will provide functional common spaces for students with a pleasant atmosphere for studying, relaxing, eating and socializing.</p>	<p>75% or higher will express satisfaction with the areas for studying, relaxing, eating and socializing.</p>		
Operating Information			
<p>The VC Santa Paula site has seating in the front lobby, two benches down the classroom corridor, and sofas in the narrow rear lobby. The rear lobby has a Pepsi™ machine and a vending machine with snacks and two bottom rows of school supplies. Artwork is concentrated in the front lobby.</p>			
Analysis – Assessment			
Question/Statement	Yes	No	Neutral
<p>a. The current student lounge (rear lobby) is a great place for students to hang out and take a break.</p>	17%	56%	27%
<p>Comments</p> <ul style="list-style-type: none"> ■ <i>Haven't seen it</i> ■ <i>Bad location</i> ■ <i>Need a separate place/room</i> ■ <i>Need a bigger place</i> ■ <i>Snack machine isn't always working</i> ■ <i>Could be bigger</i> ■ <i>Vending machines need scantrons</i> ■ <i>Maybe there should be a little cafeteria, more room in the student lobby</i> ■ <i>Nice if bigger</i> ■ <i>Should be bigger</i> ■ <i>It's OK</i> ■ <i>Cafeteria?</i> ■ <i>Except the vending machine is sometimes touchy</i> ■ <i>Would be nice to have at least a cold food vending machine for students that are here all day</i> 			
Question/Statement	Yes	No	Neutral
<p>b. I enjoy the feel of the new Santa Paula site, such as the artwork, colors and furniture</p>	90%	5%	5%
<p>Comments</p> <ul style="list-style-type: none"> ■ <i>The floor needs to be finished</i> ■ <i>Beautiful and fresh</i> ■ <i>Greatly designed by Mr. Turturro</i> ■ <i>The new campus is nice and in a good location</i> ■ <i>Please finish the floor, everything else looks and feels nice and then, there is the unfinished floor</i> ■ <i>Don't like desks</i> ■ <i>Such a beautiful place</i> ■ <i>I like the new site needs more options of vending machines for break times</i> ■ <i>I love-love the SP site!</i> ■ <i>Parking is no longer a problem:)</i> 			

Operating Goal	Performance Indicators			
6. VCSP has sufficient budget to support the instructional programs, outreach, staffing, equipment and supplies necessary to run off-campus programs.	VCSP has a reasonable number of personnel to support the workload, adequate equipment and supplies to meet instructional needs and sufficient budget to support regular outreach activities.			
Operating Information				
VCSP has one 100% Student Services Assistant/Bil, one 25% (75% grant-funded) Administrative Assistant II/Bil, one 47.5% Instructional Lab Technician, and one 47.5% Custodian.				
Analysis – Assessment				
Question/Statement	Yes	Somewhat	No	N/A
a. The current <i>Instructional Lab Technician</i> position at the VCSP LRC is part-time (47.5%). Would you benefit by having a full-time staff member (not student workers) available in the LRC?	50%	6%	38%	6%
Comments <ul style="list-style-type: none"> ■ <i>Someone to help when needed</i> ■ <i>Don't know for sure. Students haven't complained but don't use the LRC as much as I wished</i> ■ <i>More knowledgeable than student workers</i> ■ <i>More hours</i> ■ <i>Present staff cannot accommodate need</i> ■ <i>Full or PT IT help would be great; IT issues are difficult to resolve now</i> ■ <i>Staff at VCSP very dedicated, need support from main campus and more resources</i> 				
Question/Statement	Yes	Somewhat	No	N/A
b. The current <i>administrative assistant</i> position at VCSP is grant funded and expires October 2012. Would you benefit if this is made a permanent position.	100%	0%	0%	0%
Comments <ul style="list-style-type: none"> ■ <i>A go to person for instructors. If problems arise, they ultimately effect students</i> ■ <i>A million reasons! She's the glue that keeps it all together. She's the common communicator, negotiator, get you what you need, 100% advocate for students!</i> ■ <i>Give an opportunity for work</i> ■ <i>The current AA has been the most helpful co-worker I have ever had!!! And so is Maiya!!!</i> ■ <i>Necessary</i> ■ <i>Admin Assistant doing work above the call of duty. Needs to be upgraded and work full time.</i> ■ <i>Yes! Very important!</i> 				
Question/Statement	Yes	Somewhat	No	N/A
c. Overall, I feel there is enough safety at the new site.	56%	38%	6%	0%
Comment <ul style="list-style-type: none"> ■ <i>I don't work at night – during the day all is OK</i> ■ <i>Security cameras as a deterrent. Occasional visible security guard.</i> ■ <i>Seems OK?</i> 				
d. Due to multiple costs associated with the move and needs at the new facility VCSP has almost depleted FY12 funds. No remaining funds are available for spring 2010 outreach or emergency maintenance for the remainder of the fiscal year.				

e. Findings

(Personnel Findings)

Finding 1: (OG6a) A 100% Instructional Lab Technician is needed to ensure adequate services and to meet the needs of faculty and instructors at the VC Santa Paula Learning Resource Center.

Finding 2: (OG6b) A 100% Administrative Assistant II position is vital to the operations of off-campus programs and the current grant-funded position should be made permanent.

Finding 3: (SUO2d) (OG4e) There is a strong need for financial aid assistance at the VC Santa Paula site.

(Student Services Findings)

Finding 4: (SUO2d) (OG4e) The lack of financial aid assistance at VCSP is strongly felt

Finding 5: (SUO2b) (SUO5) (OG4c) A check deposit machine is needed automatically deposit students payments by check and avoid students from being dropped from classes.

Finding 6: (SUO2c) (OG4d) A HireOne ATM is needed at the VC Santa Paula to provide an additional site for students to withdraw financial aid funds without being assessed fees.

Finding 7: (OG1c) Counseling services are hindered by essential tools missing in the counseling office such as a printer to print student transcripts and SARS software.

(Facility Findings)

Finding 8: (OG2a) Faculty expressed their dissatisfaction with the faculty workroom space which is small and lacks computers.

Finding 9: (OG5a) Students expressed dissatisfaction with the space and vending options in the student areas, particularly the rear lobby. Ill-fitting furniture in the narrow rear lobby space, which has been designated as the student lounge, leaves students with no appropriate place to eat. A coffee machine would add an additional food option for students and faculty. In addition, the site would benefit from additional indoor and outdoor benches to provide added seating areas for students to relax and socialize in between classes and for students who are on site for many hours.

Finding 10: Faculty is pleased with the technology in their classrooms, but have issues with the lack of individually controlled thermostats (OG1a) and low light level (OG1b). Solar shades will help balance the temperature between areas, and painting the ceilings with flat paint would increase the light level in each of the classrooms.

Finding 11: (OG5b) Overall, students enjoy the feel of the new Santa Paula site with the exception of the flooring and desks. New classroom furniture is needed in VCSP-4 and VCSP-6 (OGbh). Tables in VCSP-4 are bent in the middle. Medical lab VCSP-6 is a small classroom and current furniture does not fit the space nor is not ADA compliant. With regards to the flooring, students feel it is unfinished. In addition, the VCSP site does not have proper signage for doors to identify rooms, offices and emergency locations (OG5)

Finding 12: (OG6c) Additional safety is needed at the new Santa Paula site. The site needs security cameras, a burglary alarm system, and regular visible security.

(Other Findings)

Finding 13: (OG1g) Portable presentation kits are needed for faculty that teach at VC Fillmore site since they are prohibited from using the technology in the classrooms.

Finding 14: (OG6d) Additional outreach funds are needed in support of the new site.

Initiatives

Initiative: 100% Instructional Lab Technician

Initiative ID: VCSP01

Link to Finding #1: OG6a

Benefits: Student worker/lab aids are important, but are neither sufficient nor safe without an ILT present for the larger portion of the day. An increase to the current 47.5 position will help to keep up with the library inventory, book cataloging, lending library, class reservations, assisting students with computer basics, setting up GED-prep software accounts, arranging tutoring, IT maintenance to computers and printers, hiring and training lab aids, and other instructor and student needs.

Request for Resources: Requires additional general funds

Funding Sources: Learning Resources or Off-Campus Programs

No new resources are required (use existing resources)	
Requires additional general funds for personnel, supplies or services (includes maintenance contracts)	X
Requires computer equipment funds (hardware and software)	
Requires college equipment funds (other than computer related)	
Requires college facilities funds	
Requires other resources (grants, etc.)	

Initiative: 100% Administrative Assistant II/Bilingual

Initiative ID: VCSP02

Link to Finding #2: OG6b

Benefits: There is a strong response by faculty to make the administrative assistant II/bil position permanent at VCSP. Once the Title V Basic Skills grant expires October 2011, the remaining 25% is not sufficient to meet the operational needs of off-campus programs.

Request for Resources: Requires additional general funds

Funding Sources:

No new resources are required (use existing resources)	
Requires additional general funds for personnel, supplies or services (includes maintenance contracts)	X
Requires computer equipment funds (hardware and software)	
Requires college equipment funds (other than computer related)	
Requires college facilities funds	
Requires other resources (grants, etc.)	

Initiative: Bilingual financial aid assistance at VCSP

Initiative ID: VCSP03

Link to Finding #3 and #4: SUO2d; OG4e

Benefits: Financial aid assistance is needed to serve the needs of students who enroll in off-campus programs and find it difficult to drive to VC. Financial aid assistance at the Santa Paula site is highly requested by students. With the state’s increase in price per unit, more and more students are seeking financial aid assistance. Enrollments are affected, particularly within the ESL program, when students don’t find support in finding financial aid for their educational pursuits.

Request for Resources: No new resources would be required if an arrangement can be made with the Financial Aid office for financial aid specialist one day per week at the VC Santa Paula site.

Funding Sources:

No new resources are required (use existing resources)	x
Requires additional general funds for personnel, supplies or services (includes maintenance contracts)	
Requires computer equipment funds (hardware and software)	
Requires college equipment funds (other than computer related)	
Requires college facilities funds	
Requires other resources (grants, etc.)	

Initiative: Check deposit machine

Initiative ID: VCSP04

Link to Finding #5: SUO2b; SUO5; OG4c

Benefits: An automatic check deposit machine would add an additional payment method at VCSP, aside from debit/credit, that would process and post check payments to students' accounts immediately preventing students from being dropped from classes.

Request for Resources: Funds to purchase a check deposit machine

Funding Sources:

No new resources are required (use existing resources)	
Requires additional general funds for personnel, supplies or services (includes maintenance contracts)	
Requires computer equipment funds (hardware and software)	
Requires college equipment funds (other than computer related)	X
Requires college facilities funds	
Requires other resources (grants, etc.)	

Initiative: HireOne ATM

Initiative ID: VCSP05

Link to Finding #6: SUO2c; OG4d

Benefits: Now that financial aid funds are issued to students on a debit card, students are assessed fees when withdrawing funds from ATM's other than HireOne machines. A HireOne machine is currently located at the main campus SSC. A HireOne ATM at VCSP will provide an alternative, closer and convenient location for students in the Santa Clara River Valley communities to withdraw their financial aid monies.

Request for Resources: Requires a contract with HireOne ATM vendors. No additional funding is needed if ATM generates enough activity.

Funding Sources:

No new resources are required (use existing resources)	x
Requires additional general funds for personnel, supplies or services (includes maintenance contracts)	
Requires computer equipment funds (hardware and software)	
Requires college equipment funds (other than computer related)	
Requires college facilities funds	
Requires other resources (grants, etc.)	

Initiative: Network Printer for counseling office

Initiative ID: VCSP06

Link to Finding #7: OC1c

Benefits: A printer in the VCSP counseling office is essential so counselors can print student transcripts and important information they would like to provide to students during their counseling sessions.

Request for Resources: Computer equipment funds. Funds have been encumbered from off-campus program budget.

Funding Sources:

No new resources are required (use existing resources)	X
Requires additional general funds for personnel, supplies or services (includes maintenance contracts)	
Requires computer equipment funds (hardware and software)	
Requires college equipment funds (other than computer related)	
Requires college facilities funds	
Requires other resources (grants, etc.)	

Initiative: Additional faculty workspace

Initiative ID: VCSP07

Link to Finding #8: OG2a

Benefits: The current faculty workspace at VCSP is tight and has a capacity for only one person comfortably. VCSP has many resources for instructors such as laminators, paper cutters, electric stapler and three-hole punch, as well as essential items such as faculty mailboxes and more, however, many of these resources do not fit in the current faculty space. Faculty also request a space where they can meet with other instructors and have access to computers. A larger workroom would give faculty a reasonable area to meet and prepare class material.

Request for Resources: Requires college facilities funds

Funding Sources:

No new resources are required (use existing resources)	
Requires additional general funds for personnel, supplies or services (includes maintenance contracts)	
Requires computer equipment funds (hardware and software)	
Requires college equipment funds (other than computer related)	
Requires college facilities funds	X
Requires other resources (grants, etc.)	

Initiative: Commercial, stand-alone coffee/hot chocolate machine

Initiative ID: VCSP08

Link to Finding #9: OG5a

Benefits: Students expressed dissatisfaction with the limited vending options at VCSP. There are no nearby eating areas for students so many students depend on the food items provided at the site. A coffee/hot chocolate machine would add an additional fare for students, faculty and staff.

Request for Resources: Machine provided and maintained by vendor. No cost to district.

Funding Sources:

No new resources are required (use existing resources)	x
Requires additional general funds for personnel, supplies or services (includes maintenance contracts)	
Requires computer equipment funds (hardware and software)	
Requires college equipment funds (other than computer related)	
Requires college facilities funds	
Requires other resources (grants, etc.)	

Initiative: Indoor/outdoor Furniture for common student areas

Initiative ID: VCSP09

Link to Finding #9: OG5a

Benefits: Two benches in the classroom corridor, bistro style tables and chairs in the rear lobby for eating, and outdoor seating/benches will provide students additional areas to eat, relax, and socialize during breaks and in between classes.

Request for Resources: Requires college facilities funds

Funding Sources:

No new resources are required (use existing resources)	
Requires additional general funds for personnel, supplies or services (includes maintenance contracts)	
Requires computer equipment funds (hardware and software)	
Requires college equipment funds (other than computer related)	
Requires college facilities funds	X
Requires other resources (grants, etc.)	

Initiative: A/C unit for classrooms VCSP-2, VCSP-4, and VCSP-5

Initiative ID: VCSP10

Link to Finding #10: OG1a

Benefits: A lack of individually controlled thermostats in classrooms VCSP-2, VCSP-4 and VCSP-5 has been problematic. Classrooms do not cool or heat equally resulting in uncomfortable temperatures for classrooms that cannot control their own thermostats. Instructors or staff often interrupts other classes to adjust temperature settings and this is a nuisance to instructors and students.

Request for Resources: Requires college facilities funds

Funding Sources:

No new resources are required (use existing resources)	
Requires additional general funds for personnel, supplies or services (includes maintenance contracts)	
Requires computer equipment funds (hardware and software)	
Requires college equipment funds (other than computer related)	
Requires college facilities funds	X
Requires other resources (grants, etc.)	

Initiative: Paint classroom ceilings with flat white paint to increase light level

Initiative ID: VCSP11

Link to Finding #10: OG1b

Benefits: The current lighting is dim and straining on the eyes. The current ceiling paint is semi-gloss which creates “hot spots” on the ceilings. By painting the ceilings with flat white paint, the indirect lighting will illuminate the entire ceiling increasing the light level by about 30-40%.

Request for Resources: If VC M&O painter cannot be assigned to this project, a contract with a paint company is requested.

Funding Sources:

No new resources are required (use existing resources)	
Requires additional general funds for personnel, supplies or services (includes maintenance contracts)	x
Requires computer equipment funds (hardware and software)	
Requires college equipment funds (other than computer related)	
Requires college facilities funds	
Requires other resources (grants, etc.)	

Initiative: Solar Shades

Initiative ID: VCSP12

Link to Finding #10: OG1a

Benefits: Solar shades in the LRC, lobby and VCSP-1 will reduce the strong glare that enters through the wall of windows. An additional benefit is that it will protect furniture from fading.

Request for Resources: Funds have already been encumbered from VCSP RDA

Funding Sources: VCSP RDA

No new resources are required (use existing resources)	x
Requires additional general funds for personnel, supplies or services (includes maintenance contracts)	
Requires computer equipment funds (hardware and software)	
Requires college equipment funds (other than computer related)	
Requires college facilities funds	
Requires other resources (grants, etc.)	

Initiative: Install alarm system and security cameras at VCSP

Initiative ID: VCSP13

Link to Finding #12: OG6c

Benefits: Increased security measures at the VC Santa Paula site will help deter potential intrusion and vandalism and increase the sense of safety among faculty and staff. A security alarm system and security cameras are needed considered the site does not have campus police or security present.

Request for Resources:

Funding Sources:

No new resources are required (use existing resources)	
Requires additional general funds for personnel, supplies or services (includes maintenance contracts)	
Requires computer equipment funds (hardware and software)	
Requires college equipment funds (other than computer related)	
Requires college facilities funds	x
Requires other resources (grants, etc.)	

Initiative: Two Portable presentation kits

Initiative ID: VCSP14

Link to Finding #13: OG1g

Benefits: Portable presentation kits that contain a compact laptop and projector inside a carrying case will enable instructors teaching at the VC Fillmore site to present high quality media during instructions and have a means of technology for class lessons.

Request for Resources: Requires computer equipment funds

Funding Sources:

No new resources are required (use existing resources)	
Requires additional general funds for personnel, supplies or services (includes maintenance contracts)	
Requires computer equipment funds (hardware and software)	x
Requires college equipment funds (other than computer related)	
Requires college facilities funds	
Requires other resources (grants, etc.)	

Initiative: New classroom furniture in VCSP-4 and VCSP-6

Initiative ID: VCSP15

Link to Finding #11: OG1h

Benefits: Current furniture does not properly fit the spaces. Desks in VCSP-4 are bent in the middle, and furniture in VCSP-6 is cramped and not ADA compliant. Sturdy utility tables in VCSP-4 and suitable and fitting furniture for the small VCSP-6 medical lab will promote a better learning environment, improved flow to the classrooms and ADA compliancy.

Request for Resources: Requires college facility funds

Funding Sources:

No new resources are required (use existing resources)	
Requires additional general funds for personnel, supplies or services (includes maintenance contracts)	
Requires computer equipment funds (hardware and software)	
Requires college equipment funds (other than computer related)	
Requires college facilities funds	X
Requires other resources (grants, etc.)	

Initiative: Signage program

Initiative ID: VCSP16

Link to Finding #14: OG5

Benefits: VCSP should participate in the signage program standard with main campus. Proper, permanent, and ADA compliant signage is needed to identify classrooms, offices, and emergency locations.

Request for Resources: VCSP RDA

Funding Sources: College facilities funds

No new resources are required (use existing resources)	
Requires additional general funds for personnel, supplies or services (includes maintenance contracts)	
Requires computer equipment funds (hardware and software)	
Requires college equipment funds (other than computer related)	
Requires college facilities funds	X
Requires other resources (grants, etc.)	

Initiative: Outreach Budget

Initiative ID: VCSP17

Link to Finding #14: OG6g

Benefits: Additional outreach funds are requested to conduct regular outreach activities such as radio ads and Downtown Santa Paula banner, plus outreach to promote the new site such as VCSP brochures and new VCSP outreach collateral.

Request for Resources: Additional general funds

Funding Sources:

No new resources are required (use existing resources)	
Requires additional general funds for personnel, supplies or services (includes maintenance contracts)	X
Requires computer equipment funds (hardware and software)	
Requires college equipment funds (other than computer related)	
Requires college facilities funds	
Requires other resources (grants, etc.)	

6A: Initiatives Priority Spreadsheet

The following blank tables represent Excel spreadsheets and will be substituted with a copy of the completed Excel spreadsheets. The program’s initiatives will be entered into the Excel spreadsheets by resource category and consolidated into division and college-wide spreadsheets.

Personnel –Faculty Requests

Faculty	Program	Program Priority (0,1,2,3)	Division Priority (R,H,M,L)	Committee Priority (R,H,M,L)	College Priority (R,H,M,L)	Initiative ID	Initiative Title	Resource Description	Estimated Cost	No New Resources	General Fund	Other
1												

Personnel – Other Requests

Other Personnel	Program	Program Priority (0,1,2,3)	Division Priority (R,H,M,L)	Committee Priority (R,H,M,L)	College Priority (R,H,M,L)	Initiative ID	Initiative Title	Resource Description	Estimated Cost	No New Resources	General Fund	Other
1	Off-Campus Programs	1				VCSP02	100% Admin Assist II/Bil				X	
2	Off-Campus Programs	2				VCSP01	100% Instruct Lab Technician				X	
3	Off-Campus Programs	3				VCSP03	Bil Fin Aid Assistance at VCSP			X		

Computer Equipment and Software

Computer Equipment & Software	Program	Program Priority (0,1,2,3)	Division Priority (R,H,M,L)	Committee Priority (R,H,M,L)	College Priority (R,H,M,L)	Initiative ID	Initiative Title	Resource Description	Estimated Cost	No New Resources	General Fund	Other
1	Off-Campus Programs	1				VCSP14	Portable Presentation Kits	Compact laptop, projector & carrying case for instructors who teach at VC FHS Site	\$3,000		x	
2	Off-Campus Programs	0				VCSP06	Network Printer for Counseling Office	Printer for counselors to print transcripts & other counseling forms for students	\$712.40	x		

Other Equipment Requests

Other Equipment Requests	Program	Program Priority (0,1,2,3)	Division Priority (R,H,M,L)	Committee Priority (R,H,M,L)	College Priority (R,H,M,L)	Initiative ID	Initiative Title	Resource Description	Estimated Cost	No New Resources	General Fund	Other
1	Off-Campus Programs	1				VCSP13	Increased security at VCSP	Install security cameras		x		
2	Off-Campus Programs	2				VCSP15	New furniture for VCSP-6 & VCSP-4	Sturdy, well-fitting & ADA compliant furniture for classrooms			x	
3	Off-Campus Programs	3				VCSP04	Check Deposit Machine	To process & post check payments same day			x	
4	Off-Campus Programs	0				VCSP05	HireOne ATM	ATM For students to withdraw FinAid aid funds with no fee		x		
5	Off-Campus Programs	0				VCSP13	Security Alarm System	Install Security Alarm System	\$2,633	x	RDA	
6	Off-Campus Programs	0				VCSP08	Coffee & Hot Chocolate Machine	Coffee for added vending options	\$0	x		

Facilities Requests

Facilities Requests	Program	Program Priority (0,1,2,3)	Division Priority (R,H,M,L)	Committee Priority (R,H,M,L)	College Priority (R,H,M,L)	Initiative ID	Initiative Title	Resource Description	Estimated Cost	No New Resources	General Fund	Other
1	Off-Campus Programs	1				VCSP17	Signage program	Participate in VC Signage program to identify classrooms, offices & exits	\$4,000		RDA	
2	Off-Campus Programs	2				VCSP11	Paint classroom ceilings	Paint ceilings with flat white paint to increase light level			x	
3	Off-Campus Programs	3				VCSP07	Provide ample & resourceful faculty workroom	Increase faculty workroom space			x	
4	Off-Campus Programs	4					Additional furniture for student areas	Indoor & outdoor seating/benches for students	\$5,500		x	
5	Off-Campus Programs	5					A/C units in VCSP-2, VCSP-4 and VCSP-6	To ensure each classrooms has individually controlled thermostats	\$45,000		x	
8	Off-Campus Programs	0				VCSP12	Solar Shades	Block glare in VCSP-1, Lobby and LRC	\$3,476		RDA	

Other Resource Requests

Other Resource Requests	Program	Program Priority (0,1,2,3)	Division Priority (R,H,M,L)	Committee Priority (R,H,M,L)	College Priority (R,H,M,L)	Initiative ID	Initiative Title	Resource Description	Estimated Cost	No New Resources	General Fund	Other
1	Off-Campus Programs	1				VCSP17	Outreach Budget	Funds to conduct regular outreach activities and new outreach to promote the new site	\$5,000		x	

6B: Program Level Initiative Prioritization

All initiatives will first be prioritized by the program staff. If the initiative can be completed by the program staff and requires no new resources, then the initiative should be given a priority 0 (multiple priority 0 initiatives are allowed). All other initiatives should be given a priority number starting with 1 (only one 1, one 2, etc.).

6C: Division Level Initiative Prioritization

The program initiatives within a division will be consolidated into division spreadsheets. The dean may include additional division-wide initiatives. All initiatives (excluding the '0' program priorities) will then be prioritized using the following priority levels:

R: Required – mandated or unavoidable needs (litigation, contracts, unsafe to operate conditions, etc.).

H: High – approximately 1/3 of the total division's initiatives by resource category (personnel, equipment, etc.)

M: Medium – approximately 1/3 of the total division's initiatives by resource category (personnel, equipment, etc.)

L: Low – approximately 1/3 of the total division's initiatives by resource category (personnel, equipment, etc.)

6D: Committee Level Initiative Prioritization

The division's spreadsheets will be prioritized by the appropriate college-wide committees (staffing, technology, equipment, facilities) using the following priority levels.

R: Required – mandated or unavoidable needs (litigation, contracts, unsafe to operate conditions, etc.).

H: High – approximately 1/3 of the total division's initiatives by resource category (personnel, equipment, etc.)

M: Medium – approximately 1/3 of the total division's initiatives by resource category (personnel, equipment, etc.)

L: Low – approximately 1/3 of the total division's initiatives by resource category (personnel, equipment, etc.)

6E: College Level Initiative Prioritization

Dean's will present the consolidated prioritized initiatives to the College Planning Council. The College Planning Council will then prioritize the initiatives using the following priority levels.

R: Required – mandated or unavoidable needs (litigation, contracts, unsafe to operate conditions, etc.).

H: High – approximately 1/3 of the total division's initiatives by resource category (personnel, equipment, etc.)

M: Medium – approximately 1/3 of the total division's initiatives by resource category (personnel, equipment, etc.)

L: Low – approximately 1/3 of the total division's initiatives by resource category (personnel, equipment, etc.)

7A: Appeals:

After the service unit review process is complete, your unit has the right to appeal the ranking of initiatives.

If you choose to appeal, please complete the form that explains and supports your position. The appeal will be handled at the next higher level of the review process.

7B: Process Assessment

In this first year of service unit review using the new format, units will be establishing performance indicators (goals) for analysis next year. Review will take place annually, but until units have been through an entire annual cycle, they cannot completely assess the process. However, your input is very important to us as we strive to improve, and your initial comments on this new process are encouraged.