Off-Site Programs
Program Review
2012-2013

1. Program Description

1A. Description

The department of 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. Off-Campus Programs is dedicated to bridge and facilitate college access through a local centralized support site, generous offerings of academic classes, and relevant job-training opportunities to serve the underrepresented areas of the Santa Clara River Valley, namely Santa Paula, Fillmore and Piru.

The Ventura College Santa Paula site is the center of operations for Off-Campus Programs. Classes are offered at the Santa Paula site and at Fillmore High School. The college also offers specialized classes at sites such as the Ventura Aquatic Center and Camarillo Airport. 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.

In addition to the instructional program, the Ventura College Santa Paula site has a Library and Learning Resource Center, a full range of student services, and continuous partnership with faculty and main campus sectors. The department is committed to afford off-campus students access to quality instruction, learning resources, and comprehensive and personalized support services that enable students to achieve their educational and career objectives.

1B. Services Provided by the Program

Off-Campus Programs staff provide a service to the main campus by coordinating classes, facilities, services across numerous departments and disciplines, purchasing instructional supplies to support programs, funding and participating in outreach, and by assisting instructors assigned to teach at an off campus site.

Instruction:

General education and transfer classes are offered at the Santa Paula and Fillmore sites which vary semester to semester. Students can choose from a variety of courses in the degree-applicable A-E subject areas including art, business, child development, criminal justice, English, health, history, political science, psychology, and sociology.

In the career-technical field students can select from programs offering Certificate of Achievements and department proficiency awards such as the Multi-Skilled Medical Assisting, Professional Reception Skills, and the Administrative Assistant Program. Classes required for certificates and Associates degrees in Business and Child Development are offered on a rotational basis.

Given the demographics of the areas we serve, English as a Second Language instruction and English for Multilingual students is also an important component of our program.

Student Services:

A variety of student support services are offered at the VC Santa Paula site. On-going fundamental services offered on a weekly or monthly basis include academic counseling, financial aid assistance, and English and math assessments. Off-Campus Programs also partners with the bookstore to assist students with online book orders, free shipping to the Santa Paula site, and delivery of textbooks to students.

A bilingual student services assistant is on site full-time and performs the following services:

- Posts students payments made by check, money order or credit card, processes Student Business Office (SBO) banner reports and coordinates pickup and delivery of payments with campus police.
- Process adds, drops, section changes, late enrollments, and special admissions for middle and high school students.
- Provide grades and unofficial transcript requests.
- Reset passwords and address portal login problems.
- Instruct and assist faculty in use of online technology such as portal logins, downloadable forms, using online drop, and attendance and grade posting features for online submission of data.
- Assist students and faculty in resolving grade-related problems.
- Intakes forms and petitions for grade changes, course repetition, academic renewal, official transcripts, and credit by examination.
- Liaisons with the Foundation office to assist students on the Promise and the Corporate Promise programs.
- Liaisons with the Registrar's Office to assist and refer students with special circumstances such as residency determination, eligibility for athletics, veterans' educational benefits, and EDD unemployment benefits.
- Identifies specific needs and provides information and resources to students for EAC, CalWORKs, major-specific counseling workshops, and other VC service unit areas.

Other types of services arranged on an as-needed basis include EOPS counseling and a variety of student services workshops in conjunction with the VC Welcome Center and the Foundation Office.

Learning Resource Center:

The VC Santa Paula site has a Library and Learning Resource Center (LRC) that also serves as a branch of the Ventura College Evelyn and Howard Boroughs Library. The LRC provides inter-library loan, textbook lending library, and a reserve book, periodical and reference collection. The VC Santa Paula LRC has the same library automation system, online catalog and electronic database resources as the Ventura College library.

The LRC also consists of a lab with over 35 computer stations equipped with Internet, printing capacity, 2010 Microsoft Office Professional suite, and tutorial software programs for English, ESL, accounting, keyboarding, medical assisting, assistive learning, and GED exam self-paced preparation. Additionally, LRC staff is proactive in having the latest publications and guides to assist students with portal set-up and completing admissions and FAFSA applications.

The LRC works closely with the Ventura College Tutoring Center to provide tutoring services for group, drop-in and supplement instruction (SI). Additional resources available in the LRC include various study tables, a student accessible copier, and WiFi for wireless internet access.

Community Outreach and Events:

Ventura College Off-Campus Programs oversees, supports and assists with numerous outreach activities and campus events.

- Staff engages in community outreach by hosting a booth at the Santa Paula Citrus Festival, coordinating with the City of Santa Paula for displaying banners in downtown Santa Paula during registration periods, announcements on radio and public access TV, and flyers around town. Staff also works with the VC Foundation Office to host Chamber Mixers with the Santa Paula Chamber of Commerce.

- Staff assists the VC Welcome Center at various outreach venues such college fairs, workshops, and parent info sessions at local Santa Paula and Fillmore high schools and community organizations.

- Ventura College Santa Paula hosts various student activities on site to engage students through art exhibits and receptions, welcome tables, literacy events, seasonal activities and food drives. Additionally, staff works with ASVC with yearly student body elections and voting at the site.

1C. College Vision

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

1D. College 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.

1E. 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

1F. Program Significant Events (Strengths and Successes)

Fall 2012 marks the 32nd year for Ventura College Off-Campus programs, and the second year at the new Santa Paula location, a 10,000 square foot facility which opened Fall 2011. The new location provides improved parking, increased visibility, easy access off highway 126, nearby bus transportation serving Ventura and Fillmore, and improved interior space design.

The Santa Paula site consists of six smarted classrooms that include an occupational medical health lab, a business lab for computer and office skills courses, a dedicated classroom for ESL with an ESL resource library, and three multi-purpose classrooms that seat up to 45 students. A small but cozy student lounge with bistro tables and vending machines afford students an area to relax, study and socialize during breaks and in between classes. A marquee in the modish lobby runs continuous announcements, and rotational artwork from local artists beautifies the campus. Last but not least, the Learning Resource Center serves as the centerpiece of the Santa Paula site and is also used for graduations, certificate ceremonies and other events.

One of the strengths of 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 students receive accurate information and personalized assistance, in the language they are most comfortable speaking. There is a strong sense of community at the Santa Paula site among students, faculty and staff. In addition, staff

actively participates in committees, senates, workshops and in-services, in order to stay informed and become educated in the latest information that affects students.

Spring 2011 and Fall 2012, Off-Campus programs worked closely with the MESA program which was awarded a California Connects Grant. As part of the grant, MESA students who complete 12 community service hours training other students in the use of technology and computer skills are awarded a laptop. Off-Campus staff worked with approximately 19 Mesa "trainers" and scheduled over 50 technology training appointments at the Santa Paula site.

In 2012, Off-Campus programs was awarded an Educational Enhancement Grant from the Foundation Office to purchase two presentation kits consisting of portable, lightweight laptops and projectors in a compact carrying case. Instructors teaching at the VC Fillmore site (Fillmore High School) are not allowed to use the computer and other technology at the high school. The portable presentation kits allow instructors to use quality, instructional technology such as showing DVD's, PowerPoint presentations and other media

Off-Campus programs makes a significant effort to outreach and connect with the community through various events and activities. Artwork from local artists is exhibited at the Santa Paula site along with an artist reception or art lecture each semester. The Santa Paula site has partnered with the VC Foundation Office host for Santa Paula Chamber of Commerce mixers at the site. A successful mixer took place February 2012, and the next mixer is schedule March 2013. In addition, close ties have been established with the Ventura College Welcome Center and outreach liaison. Off-Campus staff joins the VC Outreach Specialist at numerous college fairs, parent info nights, application/portal workshops, and assessment testing at local Santa Paula and Fillmore High Schools.

1G. Organizational Structure

President: Robin Calote
     Executive Vice President: Ramiro Sanchez
         Dean: Tim Harrison

Off-Campus Classified Staff

Name	Maiya Rodriquez
Classification	Student Services Assistant II / Bilingual (100%)
Year Hired	January 1991
Years of Industry Experience	33 yrs providing service to students in school settings
Degrees/Credentials	Computer Office Assistant Certificate; Ventura College alumna.

Name	Sabrina Canola
Classification	Administrative Assistant / Bilingual (100%)
Year Hired	March 2008

Years of Industry Experience	11 yrs clerical experience
Degrees/Credentials	BA English Linguistics, minor in Spanish

Fall 2012 Facilitators

Name	Benjamin Saiz
Classification	VCSP Facilitator (5% / 36 hours per semester)
Year Hired	Hired as instructor at VCCCD in 1983 Hired as VCSP facilitator August 2012
Years of Industry Experience	29 years teaching experience
Degrees/Credentials	BA in History; BA in Mexican American Studies; MA in Mexican American Graduate Studies; Lifetime Teaching Credential; Lifetime Supervisor Credential

Name	Bruce McFadden
Classification	VCSP Facilitator (4% / 30 hours per semester)
Year Hired	Hired as instructor at VCCCD in 1980 Hired as VCSP facilitator August 2010
Year of Industry Experience	34 years teaching experience
Degrees/Credentials	BA in Physical Education; Minor in math, Life Science and Health Science; MA in Physical Education and Administrative Services

Ventura College "Borrowed" Staff from other Funding Sources					
Position	Employee	Monthly % at VC	Monthly % At VCSP	Hours at VCSP	Funding Source
Library Assistant	Vacant	100%	60%	24/week	Library and Learning Resources
Academic Counselor	Guadalupe Guillen	100%	36%	14.5/week	Counseling
Financial Aid Specialist	Daniel Aguilar	100%	$\pm$ 2.5%	4/month	Financial Aid

Math/English Assessment Proctor	Rotating	100%	$\pm$ 1.9%	3/month	Matriculation
Custodian	Rotating	100%	$\pm$ 3.1%	5/week	Custodial/M&O

2. Performance Expectations

2A. Student Learning Outcomes

2A1. 2012-2013 - _Institutional_ Student Learning Outcomes

1. Communication - written, oral and visual
2. Reasoning - Scientific and quantitative
3. Critical thinking and problem solving
4. Information literacy
5. Personal/community awareness and academic/career responsibilities

2A2. 2012-2013 - _Program_ Service Unit Outcomes

1. Students will find the support services at the Ventura College Santa Paula site to be satisfactory or better.

2. Students will find that the Library and Learning Resource Center enhances their ability to meet their educational needs.

3. Students will find the VC Santa Paula facility satisfactory to meet their educational goals.

2A3. 2012-2013 - _Program Operating_ Outcomes

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.

2. VCSP will have a functional and resourceful faculty workroom.

3. VCSP will provide a comprehensive General Ed rotation of classes from all academic divisions.

4. VCSP will provide as many of the same student services and resources consistent with the main campus to assist student meet their personal, academic and career goals.

5. VCSP will provide functional common spaces for students with a pleasant atmosphere for studying, relaxing, eating and socializing.

3. Operating Information

3A. Budget Summary Tables, Trends, and Detail   2012 - 2013

Interpretation of the Program Budget Information

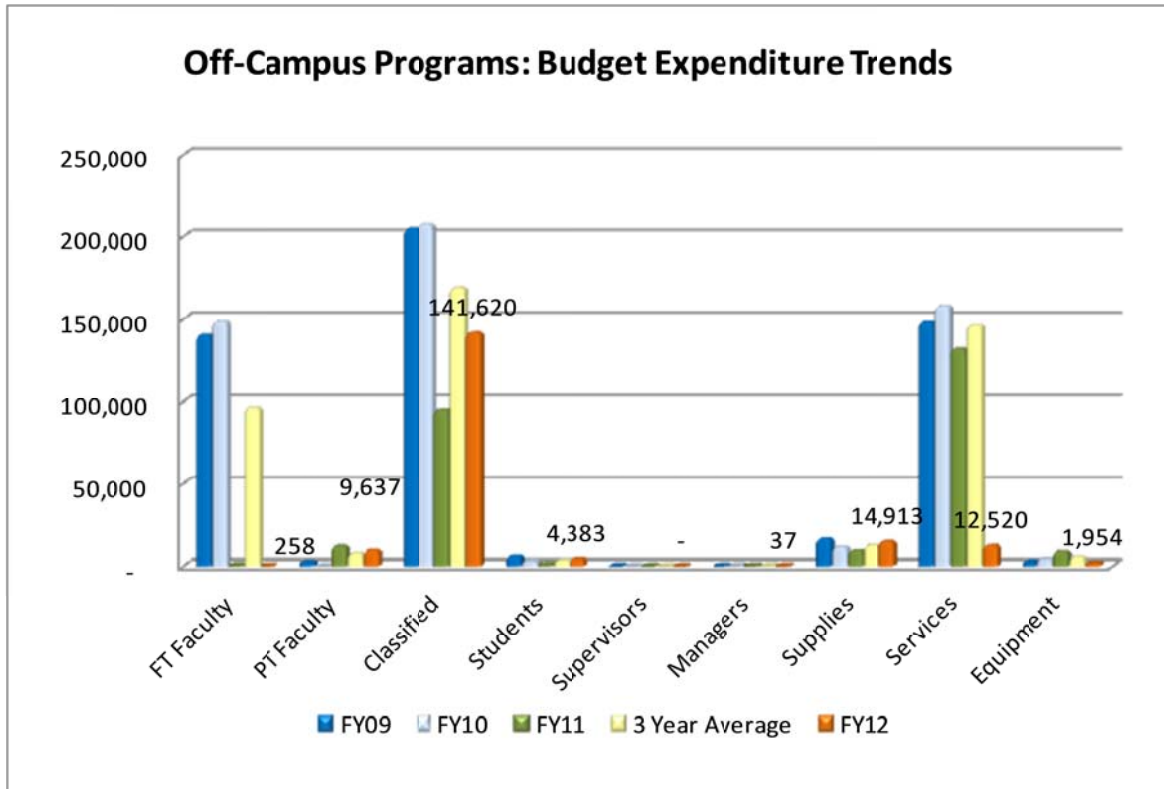| Category	Title	FY09	FY10	FY11	3 Year Average	FY12	Program Change from Prior Three Year Average	College Change from Prior Three Year Average
1	FT Faculty	140,262	148,433	521	96,405	258	-100%	8%
2	PT Faculty	2,721	-	12,233	7,477	9,637	29%	-8%
3	Classified	204,791	207,328	95,158	169,092	141,620	-16%	-7%
4	Students	6,078	3,243	1,290	3,537	4,383	24%	2%
5	Supervisors	-	-	-	-	-	0%	6%
6	Managers	-	59	129	94	37	-61%	0%
7	Supplies	16,547	11,561	9,474	12,527	14,913	19%	1%
8	Services	147,995	157,991	131,932	145,973	12,520	-91%	2%
9	Equipment	2,934	4,296	8,822	5,351	1,954	-63%	18%
	Total	**521,328**	**532,911**	**259,559**	**437,933**	**185,322**		**0%**

The Off-Campus programs budget has decreased by over $300,000 since fiscal year 2010. The budget cuts from the prior three years are considerably steeper for Off-Campus programs compared to the college average. While personnel cuts have been detrimental in that it's placed excessive burden on remaining staff in terms of responsibility and work load, other cuts have yield savings without sacrificing resources to students.

A significant factor in the budget reduction was the downsizing of staff by over half. In spring 2010 the full-time positions at the Santa Paula site of *Coordinator*, *Counselor Assistant* and *Student Services Assistant* were eliminated. A staff of five personnel was reduced to two. In addition, a full-time Business Professor who was assigned to the Santa Paula site retired, and the position was not replaced.

A significant reduction was realized in 2012 in the rental and operational costs of the Santa Paula site. As a result Ventura College is now saving $9,294 per month. This is over $110,000 in savings per year, a 91% reduction in the operational outlay.

In 2012, the categorically funded Administrative Assistant position was institutionalized. Additionally, funds for hourly Facilitator have been allocated to assist faculty, staff and students with ongoing needs at the Santa Paula and Fillmore sites.

Off-Campus Programs: Budget Expenditure Trends

Off-Campus Programs: Comparative Budget Changes

Category	FY12 Program Change from Prior Three Year Average	FY12 College Change from Prior Three Year Average
FT Faculty	(large negative bar)	8%
PT Faculty	29%	-8%
Classified	-16%	-7%
Students	24%	2%
Supervisors	0%	6%
Managers	(large negative bar)	0%
Supplies	19%	1%
Services	(large negative bar)	2%
Equipment	(large negative bar)	18%
Total		0%

- ■ FY12 Program Change from Prior Three Year Average
- ■ FY12 College Change from Prior Three Year Average
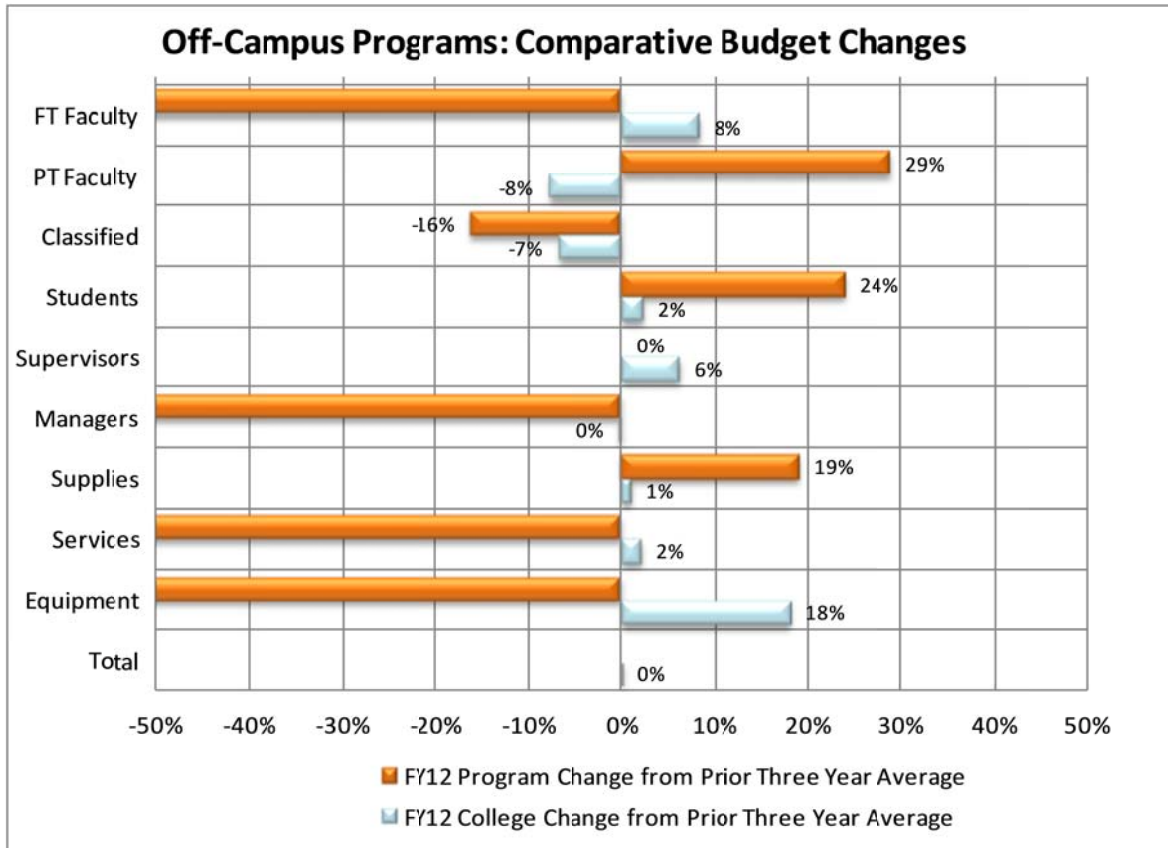
Interpretation of the Program Inventory Table

Ventura College is currently in the process of tagging equipment and creating an accurate campus-wide inventory list. This project has not yet taken place at the Santa Paula site. As a result, an updated inventory is not available.

Service Data:

a) *What populations are served by the program?*

**DEMOGRAPHIC INFORMATION (ETHNICITY/GENDER/AGE) WITH THREE YEAR AVERAGES
VENTURA COLLEGE OFF-CAMPUS PROGRAMS**

Subject	FY	Hispanic	White	Asian	Afr Am	Pac Isl	Filipino	Nat Am	Other	Female	Male	Other	Avg Age
Off-Campus Programs	FY09	1,866	224	22	7	4	4	12	82	1,651	561	9	33
Off-Campus Programs	FY10	1,913	272	19	21	7	15	18	116	1,843	528	10	32
Off-Campus Programs	FY11	1,272	210	21	29	4	16	5	64	1,214	405	2	31
Off-Campus Programs	**3 Year Avg**	**1,684**	**235**	**21**	**19**	**5**	**12**	**12**	**87**	**1,569**	**498**	**7**	**32**
Off-Campus Programs	FY12	1,331	211	22	17	4	4	4	62	1,206	437	12	30
College	**3 Year Avg**	**12,714**	**11,174**	**990**	**1,074**	**223**	**880**	**414**	**2,110**	**16,221**	**13,261**	**97**	**27**
College	FY12	13,598	9,875	966	1,157	183	842	390	1,424	15,137	13,183	115	25

Subject	FY	Hispanic	White	Asian	Afr Am	Pac Isl	Filipino	Nat Am	Other	Female	Male	Other	Avg Age
Off-Campus Programs	FY09	84%	10%	1%	0%	0%	0%	1%	4%	74%	25%	0%	33
Off-Campus Programs	FY10	80%	11%	1%	1%	0%	1%	1%	5%	77%	22%	0%	32
Off-Campus Programs	FY11	78%	13%	1%	2%	0%	1%	0%	4%	75%	25%	0%	31
Off-Campus Programs	**3 Year Avg**	**81%**	**11%**	**1%**	**1%**	**0%**	**1%**	**1%**	**4%**	**76%**	**24%**	**0%**	**30**
Off-Campus Programs	FY12	80%	13%	1%	1%	0%	0%	0%	4%	73%	26%	1%	30
College	**3 Year Avg**	**43%**	**38%**	**3%**	**4%**	**1%**	**3%**	**1%**	**7%**	**55%**	**45%**	**0%**	**27**
College	FY12	48%	35%	3%	4%	1%	3%	1%	5%	53%	46%	0%	24

HISPANIC DEMOGRAPHIC FOR THE SANTA CLARA RIVER VALLEY		
Per the United States Census Bureau		
RESIDENTIAL AREA	**POPULATION**	**% OF HISPANIC**
Santa Paula	**29,624**	**79.5%**
Fillmore	**15,157**	**74.7%**
Piru	**1,178**	**75.7%**

ETHNICITY DEMOGRAPHIC
VENTURA COLLEGE OFF-CAMPUS PROGRAMS

Ventura College is classified as a Hispanic-Serving Institution (HSI). Per the Hispanic Association of Colleges and Universities, HSI's are defined as institutions where total Hispanic enrollment, including full-time and part-time students, is a minimum of 25% and no less than 50% of all students are eligible for need based Title IV aid. As an HSI, Ventura College has been eligible for numerous million dollar Federal Title V grants, most recently the Title V Basic Skills Grant, STEM Grant, Title V Cooperative Grant, and the newly awarded Title V Velocidad Grant.

The Title V awards give Ventura College a greater opportunity to serve students by increasing the variety of services offered, increasing the number classes offered, improving professional development in faculty, and overall by enhancing the chances of success in higher education for Hispanic, generation 1.5, first generation, and low income students. Benefits and services as a result of Title V grants consequently impact all Ventura College students regardless of their ethnic background.

The emphasis for Ventura College Off-Campus programs is on serving the educational needs of the diverse populations of the Santa Clara River Valley. Per the US Census Bureau, over 70% of the residents of the primarily agricultural communities of Santa Paula, Fillmore and Piru are Hispanic/Latino.

While Ventura College increased to 47% Hispanic students in fiscal year 2012, Ventura College Off-Campus Programs is at 80% Latino students. Ventura College Off-Campus Programs is a significant and crucial component of Ventura College's HSI status and the college's support of Hispanic student success in higher education.

AGE DEMOGRAPHIC VENTURA COLLEGE OFF-CAMPUS PROGRAMS Average Ages from 2009-2012	
YEAR	AVERAGE AGE
FY 09	33
FY10	32
FY11	31
Prior 3 Year Average	32
FY 12	30
College Prior 3 Year Average	27
INSTRUCTIONAL PROGRAM	AVERAGE AGE
Career and Technical Education Classes	30

English as a Second Language Classes	42
General Education Classes	24

The average age of students enrolled in off-campus classes in the career and technical arena is 30, in basic skills it is 42, and in general education classes it is 24. The age demographic of students who enroll in off-campus classes is slightly older, but for the most part comparable to main campus classes. While the three year average age is higher at 32, compared to the college's average of 27, it likely has to do with the proportion of class offerings as there is a more even distribution of career-tech, basic skills and general education sections offered off-campus.

GENDER DEMOGRAPHIC
**VENTURA COLLEGE OFF-CAMPUS PROGRAMS**

Nationwide the gender gap in higher education has shifted to females outnumbering the number of males. The gender gap is even more pronounced among Hispanic students. Currently, the division by gender of Ventura College students is fairly equal at 53% female, and 47% males. However, in Off-Campus programs there is a wide gender gap with a demographic consisting of 73% female and 27% male.

Off-Campus classes in agriculture, architecture, drafting, and manufacturing technology were removed. These classes were 80%+ males and well enrolled. Agriculture, architecture and drafting were removed due to program discontinuance. Manufacturing Technology was removed and is solely offered at main campus.

Currently, in the off-campus career and technical Education arena, classes in business, child development, medical assisting, and office skills have primarily attracted female students, and courses are usually offered during the day. VCSP would benefit from career and technical education classes that are commonly sought out by Hispanic males, courses in the evenings, and new job training programs that meet the Ventura County workforce needs. One-semester off-campus fast-track academies in fields of engineering, environmental, and high technology would afford Hispanic males of underrepresented communities increased access to higher education and employment skills needed for the forecasted job market.

FALL 2012 CITY OF RESIDENCE DEMOGRAPHIC
VENTURA COLLEGE OFF-CAMPUS PROGRAMS

Off-Site Programs
Program Review
2012-2013
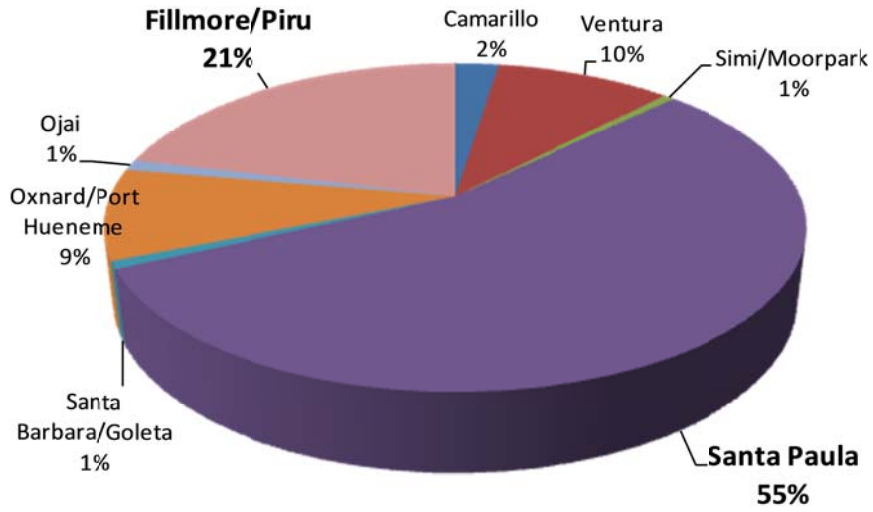
The populations enrolled in Off-Campus Programs, by majority, are residents of Santa Paula and Fillmore communities. The fall 2012 census of 684 total enrolled students are 76% residents of Santa Paula, Fillmore, and Piru. 10% of students live in Ventura and even smaller percentages are students attending from other Ventura County cities. Students of the Santa Paula and Fillmore communities are in effect being served by Ventura College Off-Campus programs and the Santa Paula site.

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

SEMESTER	NO OF SECTIONS	WSCH	CENSUS
Fall 2010	43	4757.7	871
Spring 2011	33	3538.9	721
Summer 2011	0	0	0
Fall 2011	32	3176.7	716
Spring 2012	31	3498.5	856
Summer 2012	0	0	0
Fall 2012	24	2727	684
	DROP IN SECTIONS	DROP IN WSCH RATIO	DROP IN ENROLLMENT
	44%	43%	21%

Over the previous two years, the number of sections offered off-campus dropped 44%, from 43 sections fall 2010 to 24 sections fall 2012. As a result the *Weekly Student Contact Hours* (WSCH) ratio dropped by 43%. In spite of the reduction in sections, enrollment has not declined at a parallel rate. Enrollment dropped by 21%, only 187 fewer students than 2010. Enrollment in off-campus classes remains strong.

Though the Santa Paula site has larger classrooms with higher seating capacity, the new location has one less classroom than the previous site, and fewer sections are being offered. The following changes have occurred during the past two years:

- Off-campus classes which were temporarily removed, and have not been rescheduled include geography, communication (formerly Speech), foreign language and math.
- Fall 2010 - enrollments were slightly higher due to the additional classes funded by of the Allied Health Grant, which included one CNA class, an additional phlebotomy class, one Back Office medical assistant and one front office medical assistant.
- Spring 2012 - classes at Fillmore High School shrunk from approximately seven to two.
- Fall 2012 - Off-Campus programs saw the elimination of interior design classes and its dedicated classroom with interior design resource library, the elimination of morning ESL classes, suspension of the phlebotomy training program, and cancellation of the Administrative Assistant program due to lack of instructors.

Currently, the Santa Paula site is only used at half of its capacity. Multi-purpose classrooms are available prime time during the day and the occupational health lab is available in the evenings. A steady rotation of general education classes that meet all A-E categories services students who benefit from off-campus classes. In addition, a consistent schedule allows students to plan ahead, and for the academic counselor to efficiently create educational plans for students who benefit from the option of completing general education requirements off-campus.

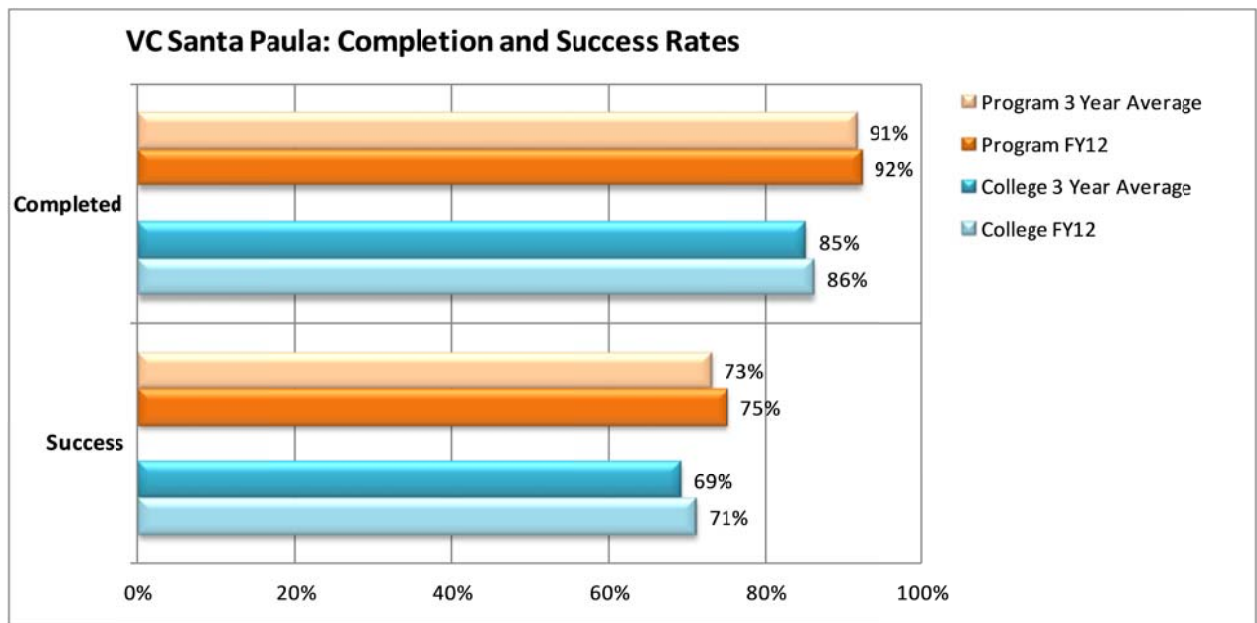*c) What other operational data is pertinent to your program? Please provide.*

Success Rates

The class completion and success rates of students enrolled in off-campus classes are slightly above the average for Ventura College in both fiscal year 12, and the previous 3 year average. Completion rates are in the 90th percentile and success rates are in the 70th percentiles. Additionally, there is a lower number of students who withdrawal from their classes. This may be due in part to the proportionately older age group of students, as well as the accessibility of staff for support, guidance and referrals.
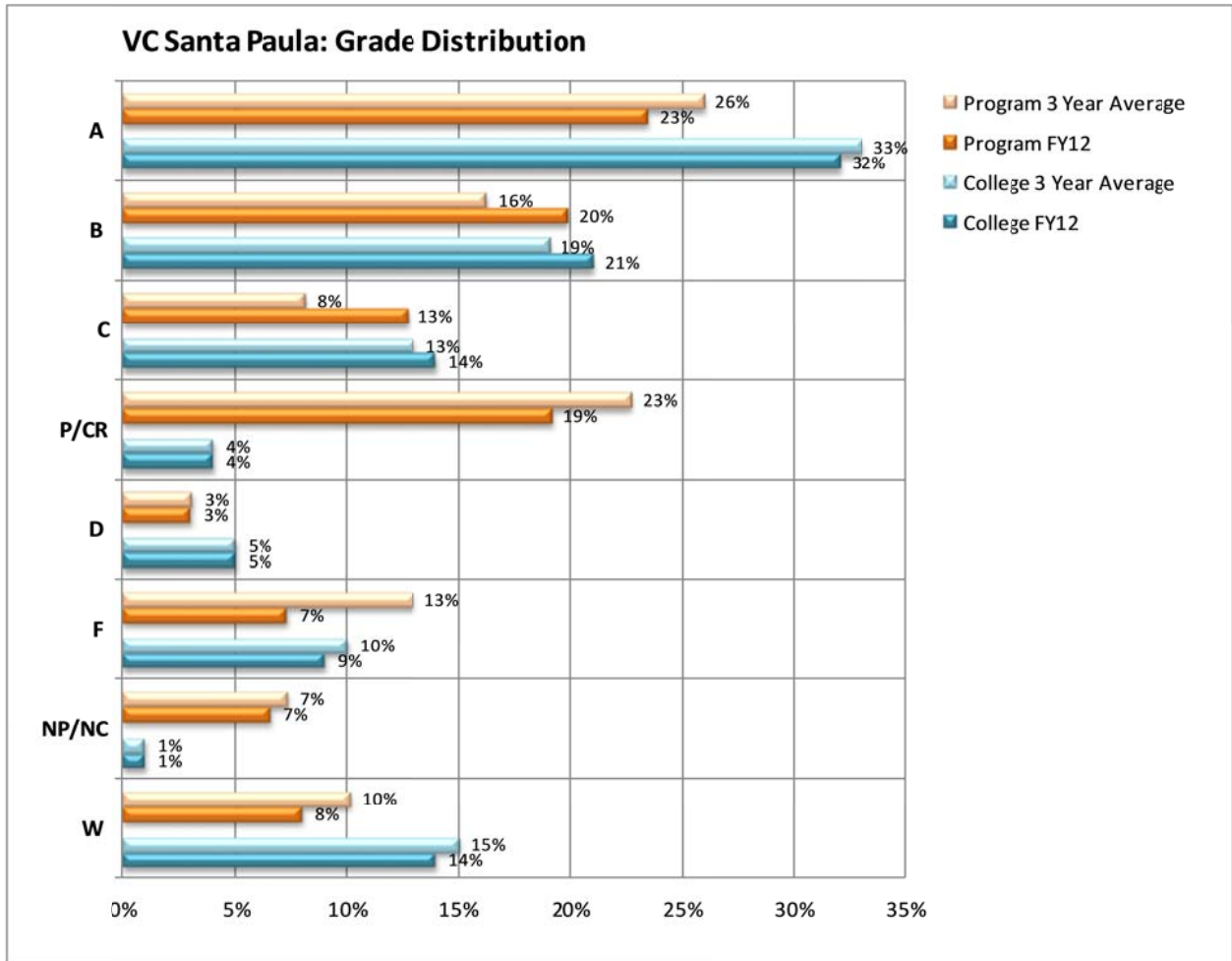
Subject	Fiscal Year	A	B	C	P/CR	D	F	NP/NC	W	Graded	Completed	Success
VCSP	FY09	557	267	163	566	67	459	213	221	2,123	1,992	1,553
VCSP	FY10	545	423	225	533	72	205	134	243	2,380	2,137	1,726
VCSP	FY11	487	303	108	290	49	128	102	154	1,621	1,467	1,188
VCSP	3 Year Avg	530	331	165	463	63	264	150	206	2,041	1,865	1,489
VCSP	FY12	387	328	209	316	50	121	109	132	1,652	1,520	1,240

Subject	Fiscal Year	A	B	C	P/CR	D	F	NP/NC	W	Graded	Completed	Success
VCSP	FY09	26%	13%	8%	27%	3%	22%	10%	10%	118%	94%	73%
VCSP	FY10	23%	18%	9%	22%	3%	9%	6%	10%	100%	90%	73%
VCSP	FY11	30%	19%	7%	18%	3%	8%	6%	10%	100%	90%	73%
VCSP	3 Year Avg	26%	16%	8%	23%	3%	13%	7%	10%	106%	91%	73%
VCSP	FY12	23%	20%	13%	19%	3%	7%	7%	8%	100%	92%	75%
College	**3 Year Avg**	**33%**	**19%**	**13%**	**4%**	**5%**	**10%**	**1%**	**15%**	100%	**85%**	**69%**
College	FY12	32%	21%	14%	4%	5%	9%	1%	14%	100%	86%	71%

VC Santa Paula: Completion and Success Rates

VC Santa Paula: Grade Distribution

Legend:
- Program 3 Year Average
- Program FY12
- College 3 Year Average
- College FY12

Grade	Program 3 Year Average	Program FY12	College 3 Year Average	College FY12
A	26%	23%	33%	32%
B	16%	20%	19%	21%
C	8%	13%	13%	14%
P/CR	23%	19%	4%	4%
D	3%	3%	5%	5%
F	13%	7%	10%	9%
NP/NC	7%	7%	1%	1%
W	10%	8%	15%	14%

4. Performance Assessment

To assess service unit outcomes (SUO's) and program operating outcomes, surveys were issued to students enrolled in off-campus classes and faculty teaching off-campus classes. A total of 382 student surveys and a total of 13 faculty surveys were completed and turned in. Based on the survey results and additional comments from students and faculty, important findings were discovered and cost effective initiatives to correct these have been identified.

4A1: 2012-2013 Institutional Level Student Learning Outcomes

Institutional Level Student Learning Outcome 1	Performance Indicators
Communication	This ISLO will not be assessed by Off-Campus Programs
Operating Information	
Analysis – Assessment	

Institutional Level Student Learning Outcome 2	Performance Indicators
Reasoning	This ISLO will not be assessed by Off-Campus Programs
Operating Information	
Analysis – Assessment	

Institutional Level Student Learning Outcome 3	Performance Indicators
Critical Thinking and problem solving	This ISLO will not be assessed by Off-Campus Programs
Operating Information	
Analysis – Assessment	

Institutional Level Student Learning Outcome 4	Performance Indicators
Information Literacy	This ISLO will not be assessed by Off-Campus Programs
Operating Information	
Analysis – Assessment	

Institutional Level Student Learning Outcome 5	Performance Indicators
Personal / community awareness and academic / career responsibilities	This ISLO will not be assessed by Off-Campus Programs
Operating Information	
Analysis – Assessment	

4A2: 2012-2013 Service Unit Outcomes

Service Unit Outcome-1	Performance Indicators
Students will find the support services at the Ventura College Santa Site to be satisfactory or better.	75% of students will find support services at the Ventura College Santa Paula site satisfactory or better.
Operating Information	
Analysis – Assessment	

This SUO is not currently being assessed

Service Unit Outcome-2	Performance Indicators
Students will find that the Library and Learning Resource Center enhances their ability to meet their educational needs.	75% of students will find the Library and Learning Resource Center enhances their ability to meet their educational needs.

Operating Information

The Library and Learning Resource Center at the VC Santa Paula site is an extension of the VC Evelyn and Howard Boroughs Library and includes textbook lending, reserve book, periodical and reference collection, and inter-library loan. In addition, there is a 35 station computer lab, tutorial software, study tables, individual, group and SI tutoring, and wireless internet (WiFi) access.

The Hire One ATM, faculty workroom and two copiers are located inside the Learning Resource Center.

The LRC is staffed by a Library Assistant who splits her load between the main campus library and the Santa Paula site LRC. The LRC also relies on approximately five student workers.

Hours of operation are Monday-Thursday 8:00 a.m.–7:00 p.m., and Friday 8:00 a.m.–12:00 p.m.

Analysis – Assessment

Less than 75% of students and faculty feel certain features of Library and Learning Resource Center at the Santa Paula site enhances their ability to meet their educational needs.

Most frequent student concerns, observations and requests in order of high to low:

- Requests to extend LRC hours to 9:30 p.m. to service evening students.
- Internet very slow and computers often need to be rebooted.
- Many students say they have not visited/used the LRC.
- A larger library collection and more lending library books.

In addition, nearly half of faculty state the workroom is not available when they need it.

Service Unit Outcome-3	Performance Indicators
Students will find the Ventura College Santa Paula facility satisfactory to meet their educational goals.	75% of students will find the Ventura College Santa Paula site satisfactory to meet their educational needs.

Operating Information
The VC Santa Paula facility consists of six classrooms, a library and learning resource center, and indoor/outdoor student common areas.

Analysis – Assessment

Less than 75% of students and faculty are pleased with the classroom temperature and student lounge areas.

Most frequent student concerns, observations and requests in order of high to low:

- Classroom temperature is not consistently comfortable. It's either too cold or too hot.
- Cafeteria, coffee machine, better food options, more variety of vending options.
- More comfortable seats, more desk space, more comfortable chairs.
- More outdoor seating/benches needed.
- Security at night needed.
- Restrooms need more attention.
- Lounge areas are small.
- New flooring needed.
- More lights outside.
- More art.

4C. **2012-2013** **Program Operating Outcomes**

Operating Goal-1	Performance Indicators
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.
Operating Information	
The Santa Paula site has six smarted classrooms consisting of an occupational health lab, business computer lab, dedicated ESL classroom with resource library, and three multi-purpose classrooms. Classrooms have both individual student desks or tables and chairs. Classroom capacity ranges from 22 – 45. The business lab and Learning Resource Center are comprised of Thin-Clients, or "virtual computers."	
Analysis – Assessment	
Less than 75% of students and faculty are pleased with the classroom temperature, and certain features of the Library and Learning Resource Center. Most frequent concerns, observations and requests in order of high to low: • Classroom temperature is not consistently comfortable. It's either too cold or too hot. • More comfortable seats, more desk space, more comfortable chairs in classrooms. • Requests to extend LRC hours to 9:30 p.m. to service evening students and faculty. • Internet very slow and computers often need to be rebooted. • Many students say they have not visited/used the LRC. • A larger library collection and more lending library books.	

Operating Goal-2	Performance Indicators
VCSP will have a functional and resourceful faculty workroom.	75% express satisfaction with the faculty workspace.

Operating Information
The faculty workroom is a 10x10 space and consists of a Canon copier, Scantron machine, faculty mailboxes, utility cabinet with various styles/colors of paper, paper cutter and other office supplies. It is located inside the Learning Resource Center. The hours of operation are the same as the Learning Resource Center hours. Monday-Friday 8:00 a.m. – 7:00 p.m. and Friday 8:00 a.m. – 12:00 noon.

Analysis – Assessment
Nearly half of faculty state the workroom is not available when they need it.

Operating Goal-3	Performance Indicators
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
In fall 2012, 24 off-campus sections were offered. Current sections include basic skills English and ESL, career and technical education business and child development, and general education from subject areas B1, B2, C1, D1, E2, and F.

Analysis – Assessment
The number of sections offered off-campus has dropped 44%, from 43 sections fall 2010 to 24 sections fall 2012. Classes from subject areas A1 (biological science), A2 (physical science), C2 (humanities), D2 (communication and analytical thinking, and math), and E2 (physical activity), are not currently being offered.

In addition, classroom space is available and the site is not being used at its full capacity.

Most frequent concerns, observations and requests in order of high to low:

- More variety of classes. More off-campus classes. More general education.
- Remain open during the summer session.

Operating Goal-4	Performance Indicators
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.	75% or higher will rate the student services at VCSP a satisfactory level or higher.
Operating Information	
Analysis – Assessment	
This operating goal will not be assessed .	

Operating Goal-5	Performance Indicators
VCSP will provide functional common spaces for students with a pleasant atmosphere for studying, relaxing, eating and socializing.	75% or higher will express satisfaction with the areas for studying, relaxing, eating and socializing.
Operating Information	
The Santa Paula site has a student lounge area that consists of two sofas, four bistro tables with chairs, one Coke machine, and one snack vending machine. There is one picnic bench outside for students.	
Analysis – Assessment	
Less than 75% of students and faculty are pleased with student lounge and common areas. Most frequent concerns, observations and requests in order of high to low:	

- Cafeteria, coffee machine, better food options, more variety of vending options.
- More outdoor seating/benches needed.
- Lounge areas are small
- New flooring needed.

5. Findings

2012-2013 - FINDINGS

(Instructional related findings)

Finding 1: Additional off-campus sections of general education classes are needed to fully utilize the space of the Santa Paula site and to continue serving the educational needs of Ventura College students in the community.

Finding 2: A large gender discrepancy exists at the Santa Paula site. An off-campus fast-track academy is needed. It should provide relevant job-training skills and increase access to higher education particularly in male students, who are underrepresented.

(Facility related findings)

Finding 3: Extend evening hours of the Santa Paula site Learning Resource Center to better service evening students.

Finding 4: With the Santa Paula site being 76% female, the site is vulnerable and potential liabilities exist. The Santa Paula site needs security, a facilitator or other classified personnel on site during all hours students are present. Currently, gaps exist from 7:30 – 9:30 p.m.

Finding 5: More benches and seating areas are needed for students.

Finding 6: A coffee machine needed to add to the limited vending options for students.

(Personnel related findings)

Finding 7: Increase facilitator hours at VCSP. Facilitators are beneficial to evening faculty and students, and to report issues to dean. Increase in facilitator hours on site can fill the evening security gaps and possibly enable the LRC to remain open during evening hours.

(Equipment related findings)

Finding 8: Good quality camera in order to produce quality photos for outreach and marketing.

6. Initiatives

6A: 2011-2012 - FINAL Program Initiative Priority Ratings

Line Number	Division Code	Program	Category	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 ID	Initiative Title	Resource Description	Resource Category	Estimated Cost	Adjusted Cost	Accumulated Costs
1	34	Off-Campus Programs	None	0				VCSP08	VCSP1208	Coffee/Hot Chocolate Machine	Coffee for added vending options at SP site	0			-
2	34	Off-Campus Programs	None	0				VCSP12	VCSP1212	Solar Shades	Solar Shades VCSP1, Lobby & LRC	0			-
3	34	Off-Campus Programs	None	0				VCSP13	VCSP1213	Install alarm system and security cameras	Increase security at VCSP with alarm and camera system	0			-
4	34	Off-Campus Programs	Personnel	1	H		H	VCSP02	VCSP1202	100% Admin Assit II/Bil	Currently 75% grant funded. Make position permanent	2	50,000	57,030	57,030
5	34	Off-Campus Programs	Facilities	3	M	M	M	VCSP10	VCSP1210	A/C units for classrooms VCSP-2, VCSP-4 and VCSP-5	Individually controlled classroom thermostats	5	45,000	45,000	102,030
6	34	Off-Campus Programs	Facilities	4	L	0	0	VCSP11	VCSP1211	Paint Classroom Ceilings	Paint classroom ceilings with flat white paint to increase light level	5	-	-	102,030
7	34	Off-Campus Programs	Equipment	5	L	M	M	VCSP17	VCSP1217	Signage Program	Participate in VC signage program to identify offices, classrooms, & emergency exits	4	4,000	4,000	106,030
8	34	Off-Campus Programs	Equipment	6	M	M	M	VCSP15	VCSP1215	Classroom furniture VCSP-4 and VCSP-6	Sturdy, well-fitting & ADA compliant furniture for classrooms	4	10,000	10,000	116,030
9	34	Off-Campus Programs	Equipment	7	L	L	L	VCSP09	VCSP1209	Furniture for Student Areas	Indoor and outdoor seating/benches for students	4	5,500	5,500	121,530
10	34	Off-Campus Programs	Facilities	8	L	L	L	VCSP07	VCSP1207	Increase Faculty workroom space	Provide ample and resourceful faculty workroom	5	3,000	3,000	124,530
11	34	Off-Campus Programs	Budget	10	H		M	VCSP17	VCSP1217	Outreach Budget	Funds to conduct regular outreach activities & new outreach to promote new site	7	5,000	5,000	129,530
12	32	Off-Campus Programs	Technology	11	M	H	H	VCSP14	VCSP1214	Portable Presentation Kits	Compact, laptop, projector & carrying case for instructors who teach at VC FHS site	3	3,000	3,000	132,530

6B: 2012-2013 Initiatives

Initiative: Increase number of sections offered off-campus

Initiative ID: VCSP1301

Link to Finding #1: OG3; 3b pg 15 (off-campus sections)

Benefits: Off-campus classes afford students access to college education and provides a service to the community which otherwise may not attend or experience challenges in attending classes at main campus. By a majority, off-campus classes yield good enrollment and a positive college experience. Increasing the number of sections is imperative as rent is being paid at the Santa Paula site, yet it is not being used to its full capacity.

Request for Resources: No new resources are required. Move one section from main campus over to the 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: Provide a new fast-track academy at the Santa Paula site

Initiative ID: VCSP1302

Link to Finding #2: OG3; 3A pg 13 (gender demographic)

Benefits: A new career and technical education program offered off-campus will give the community access to important job training skills. Students who enroll in off-campus classes are 73% female and 27% male. This gender discrepancy identifies a need to create greater access to courses and job training among male students, particularly Hispanic males. A one to two semester fast track academy in the fields of engineering, environmental, and/or high technology is requested. It will provide a due service to this underrepresented group of potential students, and for the county's labor force.

Request for Resources: Requires academic funds to create a course and schedule an instructor.

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: Extend hours at the Santa Paula site Learning Resource Center

Initiative ID: VCSP1303

Link to Finding #3: SUO2; OG1; OG2

Benefits: Extending the Learning Resource Center hours to 9:00 p.m. Monday through Thursday, and until 4:00 on Friday allows students to fully utilize this central resource at the Santa Paula site. Evening students, in particular, adamantly request access beyond its current close time of 7:00 p.m. In addition, this will allow evening faculty to access the faculty workroom, copier and their mailboxes.

Request for Resources: No new resources are required. Hire additional work-study students.

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: Increase facilitator hours to assist faculty and students.

Initiative ID: VCSP1304

Link to Finding #4: SUO2; SUO3, OG1; OG2; 3A pg 13 (gender demographic)

Benefits: Facilitators are beneficial in providing assistance to faculty and students and reporting any issues to the Dean. At 73% female, the site is vulnerable and liabilities exist. The facilitator is trained in handling disruptive students, and provides an evening presence at the site. Though faculty is on site teaching their classes, there are no other personnel during the hours of 7:30-9:30 p.m. Facilitator funds are requested to fill this time gap.

Request for Resources: Requires increased facilitator 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: Commercial, stand-alone coffee/hot chocolate machine

Initiative ID: VCSP1208

Link to Finding #5: SUO3; OG5

Benefits: Students expressed dissatisfaction with the limited vending options at VCSP, and have specifically requested coffee. There are no nearby eating areas 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: Outdoor Furniture for common student areas

Initiative ID: VCSP1209

Link to Finding #6: SUO3; OG5

Benefits: More seating/benches will provide students additional areas to eat, relax, and socialize during breaks and in between classes.

Request for Resources: No new resources required. Move a few benches and a picnic table from main campus to the 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: A/C unit for classrooms VCSP-2, VCSP-4, and VCSP-5

Initiative ID: VCSP1210

Link to Finding #7: SUO3; OG1

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 students in the 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. It is also a waste of energy to cool two rooms, when only one is needed.

Request for Resources: Begin discussions and negotiations with the landlord to add additional A/C units.

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: New classroom furniture in VCSP-3 and VCSP-4

Initiative ID: VCSP1215

Link to Finding #8: SUO3; OG1

Benefits: Current furniture does not properly fit the spaces. Furniture in VCSP-3 consists of computer desks designed for one but with two students at a each. It is cramped and not ADA compliant. Desks in VCSP-4 are curved in the center and too narrow for the amount of books students use in the medical assisting program. Improved, functional classroom furniture promotes a better learning environment, improved flow to the classrooms and ADA compliance.

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: Outreach budget

Initiative ID: VCSP1217

Link to Finding #9: Continued outreach is needed to promote the new site and its classes and services.

Benefits: Additional funds are requested to support outreach. Funds would be used to create a VCSP brochure, to purchase a new camera to produce quality photos for outreach and marketing, and to continue regular activities such as radio ads, purchase of outreach collateral, banner permits and other.

Request for Resources: Requires college equipment funds for camera, and funds for printing services.

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)	**X**
Requires college facilities funds	
Requires other resources (grants, etc.)	

6C: 2012-2013 Program Initiative Priority Ratings

Program	Category	Program Priority (0,1,2,3)	Division Priority (R,H,M,L)	Committee Priority	College Priority	Initiative ID	Initiative Title	Resource Description	Estimated Cost	Adjusted Cost	Accumulated Costs	Personnel
Off-Campus	Personnel	R				VCSP 1304	Increase facilitator hours	Have facilitator on site to during evening hours.	$10,000			
Off-Campus	Facilities	H				VCSP 1301	Increase off-campus sections	Move sections from main campus over to Santa Paula	0			
Off-Campus	Facilities	H				VCSP 1303	Extend LRC hours at VCSP	Extend LRC hours 7:00-9:00 p.m.	0			
Off-Campus	Facilities	M				VCSP 1208	Vending machine for coffee	Increase vending options for students at VCSP	0			
Off-Campus	Facilities	M				VCSP 1215	New classroom furniture	New furniture in VCSP-3 / VCSP-4	$12,000			
Off-Campus	Facilities	M				VCSP 1302	New off-campus fast-track academy	New job training program at VCSP.	$5,000			
Off-Campus	Budget – equip & supplies	M				VCSP 1217	Outreach Budget	Budget to print brochures, purchase camera and outreach collateral.	$2,000			
Off-Campus	Facilities	L				VCSP 1209	Outdoor furniture in common areas	Move benches and a picnic table from main campus to VCSP	0			
Off-Campus	Facilities	L				VCSP 1210	A/C units for classroom 2, 4 and 5	Begin discussion with landlord to request additional A/C units.	0			

6D: Program/Department Level Initiative Prioritization
All initiatives will first be prioritized by the program/department staff. Prioritize the initiatives using the **RHML** priority levels defined below.

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 will then be prioritized using the **RHML** priority levels defined below.

Committee Level Initiative Prioritization
The division's spreadsheets will be prioritized by the appropriate college-wide committees (staffing, technology, equipment, facilities) using the **RHML** priority levels defined below.

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 **RHML** priority levels defined below.

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

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

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

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

7. Process Assessment and Appeal

7A. Purpose of Process Assessment

The purpose of program review assessment is to evaluate the process for continual improvement. The process is required for accreditation and your input is very important to us as we strive to improve.

7B. 2012 - 2013 ASSESSMENT QUESTIONS

1. Did you complete the program review process last year, and if so, did you identify program initiatives?

Yes, program review was completed for Off-Campus programs the 2011-2012 year. Program initiatives were developed and eight were funded or materialized. Five unfunded initiatives remain on the list for this year.

2a. Were the identified initiatives implemented?

Initiative ID	Initiative	Implementation
VCSP02	100% Administrative Assistant (bilingual)	October 2012, the grant funded position became 100% institutionalized.
VCSP03	Bilingual financial aid assistance	A financial aid specialist now visits the Santa Paula site monthly to provide assistance with FAFSA, BOG Waivers, Appeals and other.
VCSP05	HireOne® ATM	The HireOne® ATM was installed at the Santa Paula site.
VCSP06	Network Printer for Counseling Office	IT located a network printer that had been salvaged from our previous location and this was installed in the counseling office.
VCSP12	Solar Shades	Solar shades were installed. Paid out of Off-Campus budget.
VCSP13	Install Alarm System and Security Cameras	District installed security cameras which are monitored by campus police. A contract with Bay Alarms, paid out the Off-Campus budget, includes burglary alarm system and staff panic buttons.
VCSP14	Two portable presentation kits	Funds for two portable presentation kits were awarded through the Foundation's Educational Enhancement Grant.
VCSP16	Signage Program	Directional, area signage, and ADA compliant door signs were installed. Paid out of the Off-Campus budget.

2b. Did they make a difference?

Yes, all initiatives that were implemented have made a significant different for off-campus programs. Financial aid assistance and the HireOne® ATM on site have greatly serviced students. The printer has made counseling services more productive. Solar shades, the security system and ADA compliant signage added necessary requirements to the facility. The portable presentation kits have ensured high quality teaching resources to faculty in Fillmore. Lastly, the permanency of the administrative assistant position relieves and assists the Dean with ongoing operations.

3.   If you appealed or presented a minority opinion for the program review process last year, what was the result?

No appeals or minority opinions were put forth.

4. How have the changes in the program review process worked for your area?

Creating two separate meetings, one for divisions to review findings and initiatives, and another for divisions to rank initiatives is helpful so members have more time to process and examine the needs. A neutral facilitator at the meetings was also positive and reassuring to have.

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

We need to encourage more faculty and staff to participate, especially for smaller programs and services that tend to have fewer members in attendance at the meetings. Perhaps at least two members from each area should be encouraged to attend the division initiatives and ranking meetings to ensure a more even distribution of support.

7C.   Appeals

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

If you choose to appeal, please complete the appropriate form 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.