



Services Program Review Template 2013-2014

Section I – Accomplishments and Status of 2012 Program Review Report

A. Last Year's Initiatives

Instructions:

- CalWORKs students will demonstrate their understanding and compliance with external regulations affecting their participation in the program. We had planned for all CalWORKs students to attend an orientation and 80% of students surveyed will respond yes to the question "I understand that I must comply with both college and county regulations. A CalWORKs' orientation is a mandatory item and attendance was extremely poor. The CalWORKs students participation in the educational process is determined by many factors that have resulted many students involvement in the education process being hampered. All CalWORKs are referred to Ventura College by the County of Ventura Humans Services Agency, (County Welfare.) All CalWORKs student received support that is time limited and based upon strict and ever changing regulations. With greater interaction with the CalWORKs office and increase advocacy for the students with the County of Ventura Human Services Agency over 80% of students surveyed will respond yes to the question "I understand that I must comply with both college and county regulations. Noncompliance may affect my status in the CalWORKs program."
- CalWORKs students will develop a Student Educational Plan with a counselor that is consistent with their Welfare-To-Work Plan Activity Assignment that they have completed with their Welfare-To-Work Worker. CalWORKs students receive counseling services in the CalWORKs office and throughout the campus. Students who receive counseling services in other locations are bringing a Student Educational Plan that is reviewed by the CalWORKs counselor for consistency with their Welfare-To-Work Plan Activity Assignment. With the full implementation of Degree Works we will a 99% rate. Each semester the Human Services Agency seeks to approve a student's educational before providing support.
- CalWORKs students will maintain satisfactory academic progress. Over 80% of CalWORKs students have maintained a GPA of 2.0 or above. Students have been made aware of the academic progress goals of Ventura College and The County Of Ventura Humans Services Agency requires CalWORKs students have maintained a GPA of 2.0 or above.
- **Finding 1:** CalWORKs students and Human Service Agency, (County Welfare Department) employees need greater access to Ventura College CalWORKs staff. Sixteen hours a week is not a sufficient amount of time to meet the needs of CalWORKs students and Human Service Agency staff.
- **Finding 1:** Essential CalWORKs program elements included, service coordination, case management, work study, job development and placement, and the requirements of the State Chancellor's Office. Sixteen hours a week is not a sufficient amount of time.
- The Hiring of a full time CalWORKs Coordinator to provide improved services to CalWORKs students and greater coordination with the County of Ventura Human Services Agency



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was not approved. The need is still there and County Of Ventura is seeking a Memorandum of Understanding that requires a full time CalWORKs Coordinator

- **Finding 2:** Counseling needs to be conducted in a private confidential area. We have moved into a new location, but it does not provide a complete private confidential area. This also was not approved and the need for a private confidential area continues.

- .

B. Updates/accomplishments pertaining to any of the Student Success or Operating Goals from last year's report.

Instructions: Report any changes however; this question does not require an answer. Updates/accomplishments of SLO work will be entered in Section IIIa-A.

Section II - Description

A. Description of Program/Department

CalWORKs (California Work Opportunity and Responsibility to Kids Act) is California's welfare reform program designed to help families become self-sufficient through a variety of educational and work-related activities, including attendance at Ventura College. A leader in higher education, Ventura College provides individuals with the opportunity to obtain new job skills or enhance existing skills through a variety of state-of-the-art programs.

The CalWORKs program receives state categorical funding to assist students who are currently welfare recipients to transition off of welfare and achieve long term self-sufficiency through coordinated student services offered at Ventura College in coordination with the county welfare office. Ventura College offers CalWORKs students the ability to gain direct work experience through their participation in the work study program. Currently, CalWORKs funds 75% of student's work study, with the employer paying the additional 25%. Placements are available both on campus. CalWORKs also offers counseling to students from 16– 20 hours per week.

B. Program/Department Significant Events (Strengths and Successes), and Accomplishments

Instructions:

- CalWORKs (California Work Opportunity and Responsibility to Kids Act) is California's welfare reform program designed to help families become self-sufficient through a variety of educational and work-related activities, including attendance at Ventura College. A leader in higher education, Ventura College provides individuals with the opportunity to obtain new job skills or enhance existing skills through a variety of state-of-the-art programs.
- The CalWORKs program is capable of providing greater services to CalWORKs students with an approval of an increase in services and confidentiality .



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C. College Vision

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

D. College Mission

At Ventura College, we transform students' lives, develop human potential, create an informed citizenry, and serve as the educational and cultural heart of our community. Placing students at the center of the educational experience, we serve a highly diverse student body by providing quality instruction and student support, focusing on associate degree and certificate completion, transfer, workforce preparation, and basic skills. We are committed to the sustainable continuous improvement of our college and its services.

E. College 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.

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Student Success • Respect • Integrity • Quality • Collegiality • Access | <ul style="list-style-type: none"> • Innovation • Diversity • Service • Collaboration • Sustainability • Continuous Improvement |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

F. Organizational Structure

President: Greg Gillespie **Executive Vice President:**

Dean: Victoria Lugo **Supervisor:**

| | |
|------------------------------|-----------------------------------------------|
| Name | Dennis Harvey |
| Classification | Placement Project Specialist (40%) |
| Year Hired | Ventura College, 2010, Moorpark College, 2007 |
| Years of Industry Experience | 31 |
| Degrees/Credentials | B.A. Sociology |

| | |
|----------------|---------------------|
| Name | Carolyn Russell |
| Classification | Part time counselor |



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| | |
|-----------------------------|------------------------------------------------------------------|
| Year Hired | 1998 |
| Year of Industry Experience | 14 |
| Degrees/Credentials | Licensed MFT, M.A. Clinical Psychology, BA in Physical Education |

Section IIIa – Data and Analysis

A. SUO Data

Instructions:

CalWORKs students are attending Ventura College under adverse conditions that require supports and advocacy that many students do not face. CalWORKs students understand that they must comply with both college and County of Ventura Human Services Agency regulations, this includes the development of a Student Education Plan consistent with their Welfare-To-Work goals, and satisfactory academic progress.

The CalWORKs program request once again to increase our services to make changes to better assist our students.

With internal and external factors students have a better understanding of expectations they face in meeting their Welfare-To-Work goals.

Initiatives requiring resources will improve student learning/services providing students with increased services.

Student learning/services that require resources are based in the desire to increase services in a supportive and confidential manner.

CalWORKs students and Human Service Agency, (County Welfare Department) employees need greater access to Ventura College CalWORKs staff. Sixteen hours a week is not a sufficient amount of time to meet the needs of CalWORKs students and Human Service Agency staff.

Essential CalWORKs program elements included, service coordination, case management, work study, job development and placement, and the requirements of the State Chancellor's Office. Sixteen hours a week is not a sufficient amount of time.

Counseling needs to be conducted in a private confidential area.

The most significant initiatives not requiring resources advocacy and support for students as they navigate their way through the educational and Welfare-To-Work systems.

Coordination of services with Degree Works to better support students in their time limited support in their Welfare-To-Work goals.

- *What are the most significant initiatives not requiring resources you could (or have developed) to improve student learning? Explain briefly. Initiative(s) need to be entered in more detail in Section IV*
- *Comment on the status of your SUO rotational plan and TracDat work.*

B. Operating Data



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1. Service Data

Instructions:

- Our population are welfare recipients who seek transition off of welfare and achieve long term self-sufficiency through coordinated services offered at Ventura College in coordination with the county of Ventura Human Services Agency.

| Summer Headcount 2011 | Fall Headcount 2011 | | Winter Headcount 2012 | | Spring Headcount 2012 | | Annual Unduplicated CalWORKs Headcount | | Total Annual Headcount With and Without Enrollment Records | |
|------------------------------|---------------------------------|------------------------------|---------------------------------|------------------------------|---------------------------------|------------------------------|-------------------------------------------|------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| With Enrollment Record | Without Enrollment Record | With Enrollment Record | Without Enrollment Record | With Enrollment Record | Without Enrollment Record | With Enrollment Record | Without Enrollment Record | With Enrollment Record | Without Enrollment Record | Total Annual Headcount With and Without Enrollment Records |
| 90 | 4 | 153 | 3 | 0 | 0 | 152 | 0 | 232 | 1 | 233 |
| Summer Headcount 2012 | Fall Headcount 2012 | | Winter Headcount 2013 | | Spring Headcount 2013 | | Annual Unduplicated CalWORKs Headcount | | Total Annual Headcount With and Without Enrollment Records | |
| With Enrollment Record | Without Enrollment Record | With Enrollment Record | Without Enrollment Record | With Enrollment Record | Without Enrollment Record | With Enrollment Record | Without Enrollment Record | With Enrollment Record | Without Enrollment Record | Total Annual Headcount With and Without Enrollment Records |
| 79 | 0 | 130 | 2 | 0 | 0 | 120 | 1 | 187 | 0 | 187 |

- Does the program/department have any other operational data from any other source (i.e., program generated, state generated, etc.) that should be reviewed/discussed in this program review? No
- CalWORKs students face time restrictions and Welfare-To-Work guide lines that can affect their time here at Ventura College. This requires greater support and advocacy.
- There is concern that the number of CalWORKs students have decreased. There is a need for greater advocacy and services in their goals.
- Data has reflected a decrease in students being referred to Ventura College. There is a need for increased advocacy with the County of Ventura, and services here at Ventura College.
- Greater Curriculum development.
- Provide the data in an attachment or provide an online link. <https://misweb.cccco.edu/ssarcc/Reports.aspx>

2. Budget

Instructions:

- The CalWORKs program is 100% State categorical funded. The last two years the CalWORKs program was unable to utilize our total funded allocation from the state and had to return unused funds. This year our budget has been increased by \$43,689.00 and we had \$43,689.00 in unused funds last year resulting in the possibility, (if we maintain last years spending,) of \$71,205.00 in unused funds they have to be returned the State Chancellors Office.
- Over the past three years there has been an increase in our budget after a period of decreases. There has been a transfer of funds to other CalWORKs programs in our district that is no longer allowable so funds have been returned to the State Chancellors Office. Funds can be utilized to provide greater services for our students.



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- Requests for contract/full time faculty or classified staff should be addressed in the resource section below.
 - Please check the appropriate box below then provide your summary beginning on the next line.
- Program members have reviewed the budget data.
 No comments or requests to make about the budget, 100% categorical funding.

C. Resources

1. Non- Instructional Faculty

Instructions:

- How does your program/department's FTEF compare to the college? Have there been any changes in FTEF for part and/or full time faculty over the last three years?
- What is the effect of part time FTEF on your program/department (i.e., Does your area have difficulty finding hourly instructors? Is the program lacking faculty with a particular specialty? Are there any accreditation requirements for FT faculty?, etc.)
- What contract faculty member(s) (if any) will you be requesting based on what you have learned? Explain briefly. Requests need to be entered in more detail in Section IV.

2. Classified Staff

Instructions:

- There has been no changes in the number classified staff in the program over the last three years.
- There has been no decreases/increases in classified staff in our program.
- We are only requesting the return of the classified position to a full time position.

3. Inventory

Instructions:

In the last year, a complete inventory has been taken of all college equipment. Detailed inventory lists, by room, are now available for your review. If you are requesting equipment, you need to review the inventory list and explain whether or not it is accurate. If you have any questions pertaining to inventory lists, please contact Dave Keebler.

- We are not making any equipment request.

4. Facilities or other Resource Requests

Instructions:

- Counseling needs to be conducted in a private confidential area.
- Requires college facilities funds for an office remodel.
- Note: Any safety issues need to be reported immediately and not wait for program review. Safety issues may be reported here in addition to being reported to the dean.

5. Combined Initiatives

Instructions:

Does your program have any combined initiatives that address more than one data element? If so, explain and enter the initiative with more detail in Section IV.

No.

Section IIIb – Other Program Goals and Initiatives

A. Other Program Goals



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Instructions: Aside from the goals determined from looking at specific institutional and program data, are there any other program goals for which you may or may not request funding? If so, please explain and enter it as an initiative with more detail in Section V. Such goals may include:

- Innovation
- New Technology
- Legislation
- Professional Development
- Regulations
- Advisory Committee Recommendations
- Industry Standards

Section IV - Initiatives

Instructions:

Please list your initiatives below, including any you are carrying forward from prior years. Add as many as needed. Deans/division offices will put the information onto the initiatives charts. Every program/department needs initiatives that do not require resources.

From previous year;

: Hire a full time CalWORKs Coordinator to provide a broader variety of services to students.

Benefits: Students will be better equipped to achieve their stated educational goal.

Request for Resources: \$100,000.

Funding Sources: Funding to come out of CalWORKs/TANF categorical funds

| | |
|--------------------------------------------------------------------------------------------------------|---|
| 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) | x |
| Requires college equipment funds (other than computer related) | |
| Requires college facilities funds | X |
| Requires other resources (grants, etc.) | X |

- Remodel CalWORKs current location to for counseling to be conducted in a private confidential area, or move to a new location. We have moved into a new location, but it does not provide a complete private confidential area.

Benefits: Both students and staff will have a more appropriate office/learning environment.

Request for Resources: 0

Funding Sources: Moving costs through M&O

| | |
|--------------------------------------------------------------------------------------------------------|---|
| 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 | X |
| Requires other resources (grants, etc.) | X |



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Ranking:

The ranking provided below indicated the program/department's ranking. The initiatives will be ranked again later at the division level before going to the appropriate committees (i.e. technology) for additional ranking.

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

M = Medium – Approximately 1/3 of the total program/department/division's initiative by resource category

L = Low – Approximately 1/3 of the total program/department/division's initiatives by resource category

Example:

Initiative: Provide a brief title

Initiative ID: (i.e. CD1301 = Child Development, 2013, first initiative. Maintain initiative numbers from prior program review if any are being carried forward into this new year.)

Link to data (Required): From which area of data is this request associated? Within the category, be specific. (i.e. Success data for a specific course, PSLO #1, . . . , etc.)

Expected Benefits: What benefits to student learning or completion, etc. do you anticipate?

Goal: What do you believe needs to occur? (i.e. raise student success in ____ course)

Performance Indicator: What do you see as a realistic goal? (i.e. a 5% increase in student success)

Timeline: When do you expect to achieve this success within in the next three years? (i.e. by May 2015). These timelines will create a multi-year plan for your program/department.

Funding Source Category:

- No new resources
- Additional general funds for hourly instruction, supplies and services (includes maintenance contracts)
- College equipment funds (non computer)
- Technology funds
- Facilities funds
- Staffing resources
- Grant funds

Ranking: (i.e. H)

List your initiatives below, including any you are carrying forward from prior years. Please note that every program/department needs to include initiatives that do not require resources. You may copy and paste this section

A. Initiative: Hire a full time CalWORKs Coordinator

Initiative ID:

Link to Data:

Expected Benefits: Students will be better equipped to achieve their stated educational goals.

Goal: Improved support and services for students,

Performance Indicator: Students and their support services will have greater access to the CalWORKs office and there will be an increase in advocacy.

Timeline: 2013-2014



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Funding Resource Category: No new resources needed

Ranking: R

- B. Initiative: Remodel CalWORKS current location to for counseling to be conducted in a private confidential area, or move to a new location.**

Initiative ID:

Link to Data:

Expected Benefits: Improve counseling services with confidentiality.

Goal: Counseling conducted in a confidential area.

Performance Indicator: Increased in students meeting their educational goals.

Timeline: 2013-2014

Funding Resource Category: Services(including maintenance contracts)

Ranking: R

- C. Initiative:**

Initiative ID:

Link to Data:

Expected Benefits:

Goal:

Performance Indicator:

Timeline:

Funding Resource Category:

Ranking:

- D. Initiative:**

Initiative ID:

Link to Data:

Expected Benefits:

Goal:

Performance Indicator:

Timeline:

Funding Resource Category:

Ranking:

Section V – Process Assessment

Instructions: Please answer the following questions:

- A. How have the changes in the program review process this year worked for your area?**
- B. How would you improve the program review process based on this experience?**
- C. Appeals**



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

If you choose to appeal, please complete the Appeals Form (Appendix D) 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.

VI – Submission Verification

Instructions: Please complete the following section:

Program/Department:

Preparer:

Dates met (include email discussions):

List of Faculty who participated in the program Review Process:

Preparer Verification: I verify that this program document was completed in accordance with the program review process.

Dean Verification: I verify that I have reviewed this program review document and find it complete. Dean may also provide comments (optional):



Program Review Process Map

I . Status report and accomplishments from prior year

II. Description

III(b). Other program goals and initiatives

(Innovations, regulations, legislation, new technology, industry standards, professional development, or advisory committee recommendations, etc.)

**IV. Summary of initiatives and requests
Minority reports if any**

VI. Process assessment

VII. Verification of review



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Program Review Resource Initiatives Guidelines

WHAT TO LEAVE OUT

The purpose of this document is to clarify what kinds of resource requests should NOT be included in the Program Review Document as initiatives.

| <p>The table below summarizes the types of resources that DO NOT need to be included in the Department Plans. The “Who to Contact” column lists who to contact when the resources or services are needed.</p> | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Excluded Items | Who to Contact | Explanation |
| Safety Issues, including but not limited to broken chairs or desks, etc. that can be resolved through the normal process. | Dean, M&O or Appropriate Office | All safety issues should be immediately reported to the Dean, M&O, or appropriate department. |
| EAC Accommodations that can be resolved through the normal process. | DSPS and Dean | Any accommodation should have the guidance of the DSPS office. |
| Routine M&O maintenance & repair (light fixtures not working, holes in walls, locks, cleaning, broken desks or chairs, etc.) that can be resolved through the normal process. | M&O or Division Office | Complete an email request to vcmaintenance@vccd.edu or notify your division office so they can handle for you. |
| Cyclical Maintenance (painting, flooring, carpet shampooed, windows, etc.) that can be resolved through the normal process. | M&O or Division Office | Complete an email request to vcmaintenance@vccd.edu or notify your division office so they can handle for you. |
| Classroom technology equipment repairs (projector light bulb out, video screen not working, computer not working, existing software updates) that can be resolved through the normal process. | Campus Technology Center or Division Office | Complete an email request to vchelpdesk@vccd.edu or notify your division office so they can handle for you. |
| Section Offerings/ Change of classrooms | Dean/Department Chair | Dean will take requests through the enrollment management process. |
| Substitutes | Dean | Dean will process in accordance with existing guidelines. |
| Conferences, Meetings, Individual Training | Professional Development Committee | Requests should first be addressed by the PDC and only go through program review if costs cannot be covered. |



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Program Review Resource Initiatives Guidelines

WHAT TO LEAVE IN

The purpose of this document is to clarify what kinds of resource requests should be included in the Program Review Document as initiatives.

| Faculty and Staff from each department will meet as a division to prioritize initiatives resulting from the Program Review process. The initiatives will then go to each respective governance groups such as Staffing Priorities, Technology Committee, Budget Resource Council, etc., for further prioritization. Administrative Council and the Executive Team will develop the final prioritized list and distribute for implementation. | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Included Items | Committee Group | Explanation |
| Replacement of classroom furniture | Facilities Oversight Group | Only when it is an entire classroom/lab/office at a time or a safety or disability issue that has not been resolve through the normal process. |
| Upgrade and/or replacement of computer and other technological equipment | Technology Committee | These items will go on to a list for replacement or upgrade per the technology plan. |
| New Equipment/Furniture/classroom items (i.e. microscope, etc.) | Budget Resource Council | These items must be approved included in a plan to improve student learning and/or services. |
| Buildings/Office Space (new renovation, modernization) | Division Dean | The division dean will work with Administrative Council and the Fog Committee to pursue the projects. |
| New Software | Technology Committee | These items must be approved included in a plan to improve student learning and/or services. |
| New Faculty Positions | Faculty Staffing Priorities | Requests for new positions will compiled on a list and sent to the FSP committee. |
| New Classified Positions/or increase in percentage of existing positions. | Classified Staffing Priorities | Requests for classified positions will compiled on a list and sent to the CSP committee. |
| New Programs/certificates | Curriculum Committee | These program/certificates must be approved by the curriculum committee. |
| Training and Professional Development above normal | Professional Development/Budget Resource Council | These are items over and above what the PDC can provide. |
| Expansion/Conversion to Distance Learning | Dean of Distance Learning and Distance Learning Committee | Requests will be compiled and sent to the committee process for discussion. |
| Service Agreements | Budget Resource Council | Requests must include justification. |
| Instructional Materials and Office Supplies/Advertising/Student Workers/Printing/Duplicating | Budget Resource Council/Dean | These items must include a compelling reason and be above what the normal budget will allow. |



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Appendix D

APPEAL FORM

(Due to Office of Institutional Effectiveness by November 8)

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

Appeal submitted by: (name and program) _____

Date: _____

Category for appeal: Faculty
 Personnel – Other
 Equipment- Computer
 Equipment – Other
 Facilities
 Operating Budget
 Program Discontinuance
 Other (Please specify)

Briefly explain the process that was used to prioritize the initiative(s) being appealed:

Briefly explain the rationale for asking that the prioritization of an initiative/resource request be changed:

Appeals will be heard by the College Planning Council on November 9, 2011 at its regularly scheduled meeting (3:00 – 5:00 p.m.). You will be notified of your time to present.