Section A – Operating Data

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

Year	Fall	Spring	Total
2012-2013	684	669	1,353
2013-2014	557	483	1,040
2014-2015	757	794	1,551

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

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

Census numbers dropped by nearly half during academic years 2010-2014. During the recession, the college reduced budgets in Off-Campus Programs, which encountered substantial cuts to personnel, the discontinuance of programs, and a reduction in student services. These factors negatively impacted services that could be provided to students and the program's ability to meet positive productivity measures. Beginning in the Fall 2014 semester, census figures have begun to increase with the restoration of classes at the local high school's as a result of the college's Dual Enrollment Program.

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

Race/Ethnicity	Number of Students Served in 2014-2015
Asian	. 23
Black	8
Hispanic	1191
Native Amer	8
Pacific Islander	
Two or More Races	8
Unknown	8
White	164

Gender	Number of Students Served in 2014-2015
Female	889
Male	506

5. Are you able to increase the number of students your program serves and/or serve more students from underrepresented groups?
   Yes

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

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

Section B – Services Offered

Please describe the type of services that your program offers.

Service Offered (100 characters max)	Offered Face to Face (Day)	Offered Face to Face (Evening)	Offered Online	% of Total Students Served who Used this Service in the Past Year
Admissions and Registration	Yes	Yes	N/A	75.00%
Academic Counseling	Yes	Yes	N/A	20.00%
ESL Assessments	No	Yes	N/A	5.00%
English and Math Assessments	N/A	Yes	N/A	3.00%
Financial Aid Representatives	No	Yes	N/A	40.00%
Student Health Center	Yes	Yes	N/A	10.00%
Learning Resources Center	Yes	Yes	Yes	50.00%

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

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

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

Section C – Service Unit Outcomes

Please enter the following SUO information for your program.

Service Unit Outcome	Date/Semester of Most Recent Assessment	Brief Description of Assessment Results	Changes Made as Result of Assessment	Date/Semester of Next Assessment
PSUO #1 - VCSP will provide a full range of student support services to assist students in meeting their personal, academic, and career goals.	Fall 2012	Student Survey	VCSP staff worked closely with student services personnel to coordinate additional availability of counseling services at the Santa Paula Site.	Fall 2016
PSUO #2 - VCSP will provide a Library and Learning Resource Center that enhances student's ability to meet their educational needs.	Fall 2013	Student Survey	VCSP staff worked with the VC IT Department to upgrade computers and their increase performance to enhance the student learning environment.	Fall 2017
PSUO #3 VCSP will provide a comprehensive rotation of classes from the degree-applicable/general ed A-E subject areas, as well as CTE programs and	Fall 2014	Student Survey	VCSP staff continues to work with divisions to coordinate class scheduling.	Fall 2018

classes to learn basic language and computer skills.				

1. How does your program facilitate the achievement of the college's institutional student learning outcomes or institutional service unit outcomes? (600 characters max)

   The Department facilitates Ventura College's ISUO's to meet goal 5 of the Educational Master Plan to implement the East Campus Educational Plan in order to meet the current and emerging educational needs of the diverse and underrepresented Santa Clara Rivery Valley commuinities of Santa Paula, Fillmore and Piru. Classes offered apply towards student attainment of degrees, Certificates of Achievement, university transfer, workforce preparation and Basic Skills remediation. Limited student services and instructional resources are open to all VC students and the community.

2. How many department/program meetings have you held in the previous year in which SUO's have been discussed?

   2 meetings

3. Are you able to improve the service unit outcomes for your program (i.e. number of SUO's assessed, adherence to rotational plan, improved SUO assessment results, etc.)?

   Yes

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

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

Section D – Program Staffing
Please enter the following staffing information.

Type	Headcount	FTE
Full-Time Non-Instructional Faculty	0	
Adjunct Non-Instructional Faculty	0	

| Classified Staff | 2 | |
| Unclassified Staff | N/A | |

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

Over the past three years, there have been no changes to the staffing levels as a result of a lack of funding (In 2010, as a result of the recession, the VCSP budget was drastically reduced by $300,000 resulting in the loss of a full-time Coordinator, Counselor Assistant, and Student Services Assistant which greatly impacted the Department's ability to provide adequate services to the community). Our goal is to restore these positions as outlined in our ongoing initiatives.

Section E - Previous Year Initiatives

Program	Funding Category	Initiative ID	Initiative Title	Initiative Description	Cost	Grants/ Categorical	College Funds	Program Priority	Division Priority	Committee Priority	College Priority	Funded	Status	Outcome
Off Campus Programs	Classified	VCSP1501	VCSP Counselor Assistant	12 month 100% position (bilingual) to help with outreach and assessment (restore position).	50,000		50,000	H	H	M	M	No	Pending	Will be revisited with the develop- ment of the new Educational Center.
Off Campus Programs	Classified	OCP1503	VCSP Financial Aid Specialist	40% Position to support the needs of the site.	20,000		20,000	M	M	M	M	No	Pending	Will be revisited with the develop- ment of the new Educational Center.
Off Campus Programs	Classified	OCP1504	VCSP Library Assistant	12 month 50% Classified Position to support library facility at VCSP.	25,000		25,000	M	M	M	M	No	Pending	Will be revisited with the develop- ment of the new Educational Center.
Off Campus Programs	Classified	OCP1505	Student Services Assistant	12 month 50% Classified position to support the VCSP facility, future off	25,000		25,000	M	M	M	M	No	Pending	Will be revisited with the develop- ment of the new

				campus sites, and dual enrollment program. (restore position)										Educational Center.
Off Campus Programs	Classified	OCP1509	VCSP IT Position	12 month 40% IT position to support VCSP. Site.	20,000		20,000	M	M	M	M	No	Pending	Will be revisited with the development of the new Educational Center.
Off Campus Programs	Classified	OCP1201	VCSP Instructional Lab Technician	12 month 100% Classifed position to support services to students (restore position).	50,000		50,000	L	L	L	L	No	Pending	Will be revisited with the development of the new Educational Center.
Off Campus Programs	Classified	OCP1506	Custodial Position	12 month 50% position to support the VCSP site.	25,000		25,000	L	L	L	L	No	Pending	Will be revisited with the development of the new Educational Center.
Off Campus Programs	Classified	OCP1507	Grounds Position	12 month 50% position to support the VCSP site.	25,000		25,000	L	L	L	L	No	Pending	Will be revisited with the development of the new

														Educational Center.
Off Campus Programs	Classified	OCP1508	Maintenance Position	12 month 50% position to support the VCSP site. (restore position)	25,000		25,000	L	L	L	L	No	Pending	Will be revisited with the develop-ment of the new Educational Center.
Off Campus Programs	Faculty	OCP1406	Off Campus Coordinator	12 month faculty position to assist in the coordination of the VC Santa Paula Site (restore position)	120,000		120,000	H	H	M	M	No	Discontinued	Duplicate of VCSP 1406.
Off Campus Programs	Faculty	OCP1502	VCSP Academic Counselor	50% position (bilingual) to support the needs of the site.	25,000		25,000	M	M	M	M	No	Pending	Will be revisited with the develop-ment of the new Educational Center.
VCSP	Computer	VCSP1504	Upgrade Canon Copiers at VCSP	Excessive tech calls to address copier issues. VCSP has an IR6000, the oldest model in the entire college district. Parts	5,000		-	H	H	H	H	Yes	Completed	VCSP received two newer Canon copiers consistent with the models at main campus

				discontinued causing delays in repairs.										
VCSP	Computer	VCSP1505	Portable PA system to support VCSP events	PA system for outreach and student events at VCSP will reduce manpower to transport equipment from VC to SP.	3,000		3,000	M	M	M	M	No	Ongoing	VCSP is still in need of a PA system to support events.
VCSP	Equipment	VCSP1215	Classroom Tables	Replace aged, ill-fitting, and non-ADA compliant student furniture in classrooms.	6,000		6,000	M	M	M	M	No	Ongoing	Three classroom are still in need of upgrading to ADA compliant student furniture.
VCSP	Equipment	VCSP1210	Air Conditioning Issues	Need to address challenges with air temperature inconsistency in the classrooms.	10,000		10,000	L	L	L	L	No	Ongoing	This initiative will roll over as it continues to be an ongoing issue.
VCSP	General Fund	VCSP1408	Budget allocation for Off-Campus Programs	Hold the Dept responsible for meeting same productivity targets as other	-		-	H	H	H	H	No	Ongoing	VCSP proposes to work closer with divisions in planning the schedule to

				instructional units, and will allow Dept to make programmatic changes appropriate for the community it serves.										ensure FTES and meet students need.
VCSP	General Fund	VCSP1502	Operational Budget to Support Student Services	Consistency in support services to students attending VCSP exclusively and who pay the same enrollment fees.	5,000		5,000	H	H	H	H	No	Ongoing	3SP funds have begun to address some of these concerns, but gaps in student services continue.
VCSP	General Fund	VCSP1503	Increase student hourly budget for VCSP LRC	Current allocation does not reach far enough. Need to fill in gaps and provide consistent adequate coverage in the VCSP LRC.	5,000		5,000	H	H	H	H	No	Discontinued	
VCSP	General Fund	VCSP1407	GED Preparation Program	Santa Paula has one of the lowest high school graduation	3,000		3,000	L	M	M	M	No	Ongoing	This is a continuum to the needs of the community

				rates in county. No formal high school equivalency program in the area. Meeting this gap creates a pathway for residents to pursue a college education											to achieve their literacy and academic goals.
VCSP	None	VCSP1404	VCSP open during the summer	Continuity of classes & services year-round benefit students, increases FTES, & justifies to taxpayers the educatonal facility is utilized.	-		-		M	M			Yes	Ongoing	VCSP was only open two days per week. Initiative continues until services are full restored.
VCSP	None	VCSP1406	Restore Off-Campus Programs Coordinator	Organize/direct operations, focus on programmatic quality, community relations, on-site supervision, and resource development.	-		-		M	M			No	Ongoing	The lack of a coordinator has limited VCSP's ability to provide adequate services to the local area.

VCSP	None	VCSP1501	East Area One Educational Task Force	End of the five year lease at the Santa Paula facility is approaching. Develop a detailed plan for transition to a new site and implementation.	-		-		M	M			Yes	Ongoing	The Task Force is addressing the issue of a new off-site campus jointly with Limoneira.

Section F – 2015-2016 Initiatives

Program	Initiative ID	Initiative Title	Initiative Description	Cost	Funding Source	Initiative Category	Educational Master Plan Goal	Expected Improvement	Program Priority	Division Priority	Committee Priority	College Priority
	VCSP 1601 COUN 1601	FT Counselor for VCSP - Tenure Track	Full-time counselor to provide the full range of student services to VCSP off-campus students.	12,000	College Funds	Faculty	☒Goal 1 ☐Goal 2 ☐Goal 3 ☐Goal 4 ☒Goal 5	☒Enrollment ☒# Under-represented students ☒Quantity/ Quality of Services ☒Course Success Rate ☒Productivity/ Fill Rate ☒Close equity gaps	☐Req ☒High ☐Med ☐Low	☐Req ☐High ☐Med ☐Low	☐Req ☐High ☐Med ☐Low	☐Req ☐High ☐Med ☐Low
	VCSP 1602	New CTE programming for VCSP	Career-technical program emphasizing the attainment of certificates and employment skills for the targeted population of the Santa Clara River Valley, such as Food Safety and Sustainability, Diesel		College Funds	General Fun	☒Goal 1 ☐Goal 2 ☒Goal 3 ☐Goal 4 ☒Goal 5	☒Enrollment ☒# Under-represented students ☐Quantity/ Quality of Services ☐Course Success Rate ☒Productivity/ Fill Rate ☒Close equity gaps	☐Req ☒High ☐Med ☐Low	☐Req ☐High ☐Med ☐Low	☐Req ☐High ☐Med ☐Low	☐Req ☐High ☐Med ☐Low

Program	Initiative ID	Initiative Title	Initiative Description	Cost	Funding Source	Initiative Category	Educational Master Plan Goal	Expected Improvement	Program Priority	Division Priority	Committee Priority	College Priority
			Mechanics, Water Science, and Business.									
	VCSP 1603	Expand into 6,000 square feet space adjacent to current location.	Expand into the available studio and warehouse space adjacent to VCSP to offer to offer a greater breadth of courses enabling students to meet all A-E requrements to complete their Degree.		College Funds	Facilities	☒Goal 1 ☒Goal 2 ☒Goal 3 ☒Goal 4 ☒Goal 5	☒Enrollment ☒# Under-represented students ☒Quantity/ Quality of Services ☐Course Success Rate ☒Productivity/ Fill Rate ☒Close equity gaps	☐Req ☒High ☐Med ☐Low	☐Req ☐High ☐Med ☐Low	☐Req ☐High ☐Med ☐Low	☐Req ☐High ☐Med ☐Low
	VCSP 1604	Memorial Bookcase	Memorial bookcase to include and	$8,000-$10,000	College Funds	Equipment	☒Goal 1 ☒Goal 2 ☐Goal 3	☐Enrollment	☐Req ☐High ☒Med	☐Req ☐High ☐Med	☐Req ☐High ☐Med	☐Req ☐High ☐Med

Program	Initiative ID	Initiative Title	Initiative Description	Cost	Funding Source	Initiative Category	Educational Master Plan Goal	Expected Improvement	Program Priority	Division Priority	Committee Priority	College Priority
			expand a Chicano book collection of contemporary and rare manuscripts, therefore enhancing the learning resources relevant to the student population VCSP serves.				☒Goal 4 ☒Goal 5	☒# Under-represented students ☒Quantity/ Quality of Services ☒Course Success Rate ☐Productivity/ Fill Rate ☒Close equity gaps	☐Low	☐Low	☐Low	☐Low
	VCSP 1605	Add additional row of lights in classrooms VCSP-2, 3, and 5.	Lighting is inadequate and prohibits student learning.	$2,000	College Funds	Facilities	☒Goal 1 ☐Goal 2 ☐Goal 3 ☒Goal 4 ☒Goal 5	☐Enrollment ☐# Under-represented students ☒Quantity/ Quality of Services ☐Course Success Rate ☐Productivity/ Fill Rate ☐Close equity gaps	☐Req ☐High ☒Med ☐Low	☐Req ☐High ☐Med ☐Low	☐Req ☐High ☐Med ☐Low	☐Req ☐High ☐Med ☐Low
					- Select -	- Select -	☐Goal 1 ☐Goal 2	☐Enrollment	☐Req ☐High	☐Req ☐High	☐Req ☐High	☐Req ☐High

							☐ Goal 3 ☐ Goal 4 ☐ Goal 5	☐ # Under-represented students ☐ Quantity/ Quality of Services ☐ Course Success Rate ☐ Productivity/ Fill Rate ☐ Close equity gaps	☐ Med ☐ Low	☐ Med ☐ Low	☐ Med ☐ Low	☐ Med ☐ Low

Educational Master Plan Goals

Goal 1: Continuously improve educational programs and services to meet student, community, and workforce development needs.

Goal 2: Provide students with information and access to diverse and comprehensive support services that lead to their success.

Goal 3: Partner with local and regional organizations to achieve mutual goals and strengthen the College, the community and the area's economic vitality.

Goal 4: Continuously enhance institutional operations and effectiveness.

Goal 5: Implement the Ventura College East Campus Educational Plan.

Section I – Process Assessment

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

> The new template limited the reviewer's ability to describe and identify issues and descriptive analysis of programs.

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

> Permitting the additional characters to the descriptive answer boxes. Enable section E to expand to add additional information.

Appeals

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

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

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

Section I – Submission Verification

Preparer: Sabrina Canola, Maiya Rodriguez, Sarah Downs

Dates met (include email discussions):

> October 13, October 23, and October 26

List of Faculty/Staff who participated in the program Review Process:

> Raeann Koerner, Dean
> Tomás Sánchez, Adjunct Faculty, History Department

Preparer Verification:

☒ I verify that this program document was completed in accordance with the program review process.

Dean/VP Verification:

☐ I verify that I have reviewed this program review document and find it complete. *The dean/VP may also provide comments (optional):*

APPEAL FORM

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

Appeal submitted by: (name and program) _____

Date:_____

Category for appeal: _____ Faculty

                        _____ Personnel – Other

                        _____ Equipment- Computer

                        _____ Equipment – Other

                        _____ Facilities

                        _____ Operating Budget

                        _____ Program Discontinuance

                        _____ Other (Please specify)

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

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

Appeals will be heard by the College Planning Council. You will be notified of your time to present.