#### **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	N/A	N/A	0
2013-2014	N/A	79	79
2014-2015	244	183	427

- Is the number of students served by your program increasing, decreasing, or remaining constant?Increasing
- 3. Describe the reason(s) for this trend (600 characters max).

The Math Center reopened in Spring 2014 with support from the new Title V Velocidad Grant. As a result, two 30% Provisional Lead Math tutors were hired to provide stability. The Math Center is open 24 hours per week with combined support of volunteer Math faculty and the lead tutors. However, apportionment can not be collected since services are housed in a facility separate from IDS faculty in the Tutoring Center. This issue needs to be addressed by a Space Utilization Task Force so services can be expanded to meet demand.

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

	Number of Students
Race/Ethnicity	Served in 2014-2015
Asian	7
Black	8
Hispanic	219
Native Amer	6
Pacific Islander	0
Two or More Races	11
Unknown	2
White	100
	Number of Students
Gender	Served in 2014-2015
Female	178
Male	175

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).

### <u>Section B – Services Offered</u>

Please describe the type of services that your program offers.

				% of Total Students
	Offered Face	Offered Face		Served who Used
Service Offered	to Face	to Face	Offered	this Service in the
(100 characters max)	(Day)	(Evening)	Online	Past Year
Drop-In Tutoring	Yes	Yes	Yes	100.00%
	- Select -	- Select -	- Select -	0.00%
	- Select -	- Select -	- Select -	0.00%
	- Select -	- Select -	- Select -	0.00%
	- Select -	- Select -	- Select -	0.00%
	- Select -	- Select -	- Select -	0.00%
	- Select -	- Select -	- Select -	0.00%

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).

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

Please enter the following SUO information for your program.

Service Unit	Date/Semester	Brief Description of	Changes Made as Result	Date/Semester
Outcome	of Most	Assessment Results	of Assessment	of Next
	Recent			Assessment
	Assessment			
PSUO1- Students	Spring 2014	74% stated that being	Created informational	Fall 2015
will demonstrate		tutored helped them	materials and purchased	
improved		understand the couse	text books	
understanding of		material and achieve their		
the course subject		academic goals.		
matter.				
PSUO2- Students	Spring 2014	The data collected also	Increase student	Fall 2015
will demonstrate		showed that tutoring	participation	
improved skills in		helps students achieve		
interpreting		their academic goals.		
imformation from		Students stated that their		
the text and other		understanding of course		
course media.		material improved		
		after receiving tutoring.		
PSUO3-Students	Spring 2014	98% of tutees found the	Created brochures and	Fall 2015
will find Tutoring		Tutoring Center to have a	flyers.	
Center services		comfortable environment.		
accessible and one		88% Statated that the		
that encourages		Tutoring Center hours are		
student success.		sufficient.		

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

ISUO-1 The Service will support or facilitate a positive learning or service environment for students.
The Tutoring Center provides drop-in, individual, group and supplemental instruction to students
enrolled in Ventura College classes. Tutors are Ventura College students who have been
recommended by their instructors to assist students, or volunteers from the community, many of
whom are retired faculty. Tutors clarify instructions for assignments, help brainstorm ideas for
papers and projects, and model strategies for effective study and exam preparation.

- How many department/program meetings have you held in the previous year in which SUO's have been discussed?
   6 meetings
- 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.)?
   No

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).

Students are assessed as part of the Tutoring Center's SUOs.

#### <u>Section D – Program Staffing</u>

Please enter the following staffing information.

Туре	Headcount	FTE
Full-Time Non-Instructional Faculty		
Adjunct Non-Instructional Faculty		
Classified Staff	2	.35
Unclassified Staff	2	.30

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).



The Learning Resources Supervisor and Tutorial Services Specialist-1 oversee and coordinate the schedules of the two provisional lead tutors. Math faculty volunteer during their office hours to provide additional instructional support on an as needed basis.

The Math Center can not be counted towards FTES under IDS because it is housed in a different location. It is also very confusing for students to know where to go for assistance since there are now three areas providing Math support. Staffing & services will be limited until this "Space Utilization" issue is resolved.

### **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
TSC	Computer	TSC 1404	3 LCD projectors, 3 new computers, 3 equipment black boxes	Replacments for Tutoring study rooms & additions for SI room	3,000		3,000	Н	Н	Н	Н	N/A	- Select -	
TSC	Computer	TSC 1406	25 tablets	Tablets to be used by SI and Tutor Center tutors to track student usage/data; will also enhance customer service & GradesFirst data collection	5,000		5,000	Н	Н	Н	Н	N/A	- Select -	
TSC	Computer	TSC 1501	4 computers	Additional computers for SI room to accommodate students' online work	3,500		3,500	П	Н	Н	Н	N/A	- Select -	
TSC	Computer	TSC 1505	Laptop and Mini Projector	Increase tutoring and SI services usage by conducting	750		750	М	M	М	M	N/A	- Select -	



				workshops in									
				class with									
				laptop and									
				mini									
				projector.									
TSC	Equipment	TSC 1503	3 office	Replace			M	М	М	M	N/A	- Select -	
			chairs and 2	broken chairs,	2,000	2,000							
			break room	this ia a									
			chairs	hazard for									
				students and									
				staff.									
TSC	Equipment	TSC 1504	Copier/Fax/S	Increase staff			М	М	М	М	N/A	- Select -	
			canner	productivity	6,500	6,500							
				staff have no									
				access to copy									
				machine to									
				copy hiring									
				packets,									
				instructional									
				and training									
				materials.									
TSC	Equipment	TSC 1506	2-	Increase staff			L	L	L	L	N/A	- Select -	
	' '		Laminating	productivity	800	800					,		
			machines	staff has no									
				access to									
				laminating									
				machine to									
				laminate									
				tutor									
				materials.									
TSC	General	TSC1413	D2L tutor	D2L students			М	М	М	М	N/A	- Select -	
	Fund		course shells	and faculty	-	_					,		
				will find the									
				tutor as a									
				valuable									
				resource in									
				the course									
				and course		l .		1		1	L	l	1



TSC	None	TSC 1409	Joint Tutor	The SI and			L	L	N/A	Ongoing	
			Training	Tutoring	-	-					
				Programs will							
				provide joint							
				tutor training							
				for all student							
				tutors so that							
				all tutors can							
				benefit from							
				the activities.							
TSC	None	TSC 1412	Outreach of	To increase			L	L	N/A	Ongoing	
			Tutorial	tutoring	-	-					
			Services	services usage							
TSC	None	TSC 1502	GradesFirst	Compare			Н	Н	N/A	- Select -	
			Effectivenes	effectiveness	-	-					
			s Evaluation	of GradesFirst							
				(v. SARS) in							
				tracking							
				student							
				hourly usage.							

### Section F - 2015-2016 Initiatives

Program	Initiative ID	Initiative Title	Initiative Description	Cost	Funding Source	Initiative Category	Educational Master Plan Goal	Expected	Program Priority	Division Priority	Committee Priority	College Priority
Math Center	MC1601	Rolling White Boards	5 Rolling	\$1,200	College Funds	Equipment	⊠Goal 1 ⊠Goal 2 □Goal 3 ⊠Goal 4 □Goal 5	☐ Enrollment☐ # Under- represented students☐ Quantity/ Quality of Services☐ Course Success Rate☐ Productivity/ Fill Rate☐ Close equity gaps	Req High Med Low	Req High Med Low	Req High Med Low	Req High Low
Math Center	MC1602	Space Utilization Task Force	Space Utilization Task Force - The Math Center does not qualify for FTES under IDS since it is in a different location. This limits staffing & services.	0	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 Low



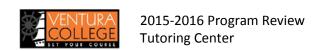
Program	Initiative ID	Initiative Title	Initiative Description	Cost	Funding Source	Initiative Category	Educational Master Plan Goal	Expected	Program Priority	Division Priority	Committee Priority	College Priority
					- Select -	- Select -	Goal 1 Goal 2 Goal 3 Goal 4 Goal 5	Enrollment # Under- represented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



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

### **Educational Master Plan Goals**

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



#### Section I – Process Assessment

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

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

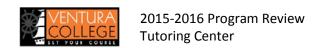
#### **Appeals**

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

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

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

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



### **APPEAL FORM**

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

Appeal submitted by: (nar	ne 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 rational changed:	le for asking that the prioritization of an initiative/resource request be
Appeals will be heard by	the College Planning Council. You will be notified of your time to present.