

**Program Review Presentation Template  
Fall 2011**

**Division: Student Services**

**Program Reviews Completed:**

- 1. Admissions & Records**
- 2. CalWORKs**
- 3. Counseling**
- 4. EAC**
- 5. EOPS**
- 6. Financial Aid**
- 7. Student Health & Psychological Services**
- 8. International Students**
- 9. Matriculation/Assessment**
- 10. Transfer Center**
- 11. Career Center**
- 12. Welcome Center**

**Program Reviews Incomplete:**

- 1. N/A**
- 2.**
- 3.**

**Program Reviews Not Submitted:**

- 1. N/A**
- 2.**
- 3.**

**I. Process Overview:**

*Provide a short narrative of the process by which programs completed program reviews and the division prioritized initiatives.*

Each program submitted their completed program reviews to the Dean including a ranking of each program's priorities. A division meeting was held on Wednesday, October 12, 2011. Each program presented their priority spreadsheets and offered their rationale for the ranking. A division meeting was held on Wednesday, October 12, 2011. Each program presented their priority spreadsheets. In student services, some programs identified categorical and/or grant funds that could pay for high priority initiatives. The programs agreed to categorize all requests that have grant or categorical funding as a zero. The remaining programs requested their number one ranked priorities and these were voted on as high, medium or low. It was agreed that any initiative not ranked #1 on each program's priority list would be listed as medium or low on the division spreadsheet. The division agreed to forward 3 high, 3 medium and 3 low priorities. These are attached in the division priority spreadsheet.

**II. Initiatives Not Requiring Additional Resources:**

*Briefly explain major division **highest** initiatives NOT requiring resources.*

- a) CalWORKs full time Director/Coordinator. Funds to come out of CalWORKs/TANF
- b) Student health services outreach worker. Funds to come out of the student health center fee funds.

- c.) Welcome center student ambassadors. Funds to come out of Title V grant.
- d.) EAC Deaf/Hard of Hearing Coordinator. Funded from EAC categorical funds.
- e.) Financial Aid Specialist Full Time. Funded from BFAP funds.
- f.) Financial Aid Workstations. Funded from BFAP.
- g.) Financial aid Sign in station. Funded from existing budget.
- h.) Financial aid large screen TV and mount. Funded from BFAP.
- i.) Financial aid chairs for staff. Funded from existing budget.
- j.) Career Center online job posting software. Funded from existing budget.

**III. Findings, Initiatives, and Requests for Resources:**

*Using the Initiatives Priority Spreadsheet, briefly explain the division's **greatest** needs as they relate to program SLOs, student success outcomes, and program operating outcomes. For each of these needs, provide the corresponding finding and initiative.*

- a) Finding: SS 01 Student services departments need a way to collect data that is technology driven.  
Initiative: Purchase/Enhance data collection system that will facilitate ease of data collection across all student services. C1202, TC 01  
Resources Requested: 0. This is part of the Title V grant initiative.
- b) Finding: Ventura College has increased the number of Veterans served. It is clear that both the Veterans benefits certification process and the student population both require more hours of serve than Admission and Records staff are currently able to provide.  
Initiative: Improve service to military veterans and dependent students. Hire a full time Admission and Records technician to serve Veterans.  
Resources Requested: \$54,900 + Benefits
- c) Finding: Yearly funding is needed to provide students with counseling services during peak times, which include pre-registration and summer months. (SUO # C1, C2, C4, C5; OGC #5)  
Initiative: Increase counseling faculty hourly budget during the matriculation cycle, high peak, summer July and peak August.  
Resources Requested: \$140,000
- d) Finding: International students would benefit from an additional staff person. When the current staff person is out of the office, the office is closed. (SUO #IS1,OG IS #1)  
Initiative: Provide a student assistant position to provide coverage for the office when the full time staff person is out.  
Resources Requested: \$6,400 student hourly

*(You may add to this list if more are needed to represent the division's greatest needs.)*

**IV. Program Discontinuance:**

*If you had a program or programs on the discontinuance list (part of the planning parameters), explain your division's position and rationale for each.*

1. The courses for Cognitively Diverse Learners (CDL) are slated for elimination. Unfortunately, this issue was not covered at the division meeting so no position/rationale is available.

**V. Minority opinions on other resource requests:**

*If applicable, explain areas of disagreement pertaining to the division priorities in the categories of faculty, other personnel, equipment/computer, facilities, operating budget, and other.*

During the division meeting, there were no minority opinions expressed.

**VI. Appeals:**

If any of the minority opinions will be appealed to the College Planning Council, please list and explain below. Appeal presentations are scheduled for November 9.

a) Professor Turner may appeal the CDL elimination.

**VII. Additional Information:**

Is there any additional information you would like to provide to the College Planning Council about your division's process? No