



## Off-Campus Programs Program Review 2013-2014

### Section I – Accomplishments and Status of 2012 Program Review Report

#### A. Last Year's Initiatives

*Provide a brief status of initiatives created last year that did not require funding. Include an explanation of what changes occurred (i.e. in student learning or student satisfaction) as a result of those initiatives.*

<b><i>Initiative ID</i></b>	<b><i>Initiative Description</i></b>	<b><i>Changes Occurred</i></b>
VCSP 1301	Increase number of class sections offered Off-Campus	In 2013-14 math, foreign language, communication studies, and child development classes are being restored. New offerings in psychology, criminal justice and business have been added. There is a more robust day program and almost full-capacity in the evening.
VCSP 1303	Extend hours at Santa Paula site Learning Resource Center	A provisional tutor was hired to provide evening staff coverage in the Santa Paula site Learning Resource Center. Evening hours have been extended to 8:30 p.m. Monday-Thursday.
VCSP 1209	Outdoor furniture for common student areas	Two outdoor benches were installed.
VCSP 1210	A/C unit for classrooms VCSP-2, VCSP-4, and VCSP-5	Incomplete. Options continue to be explored with the landlord and M&O.
VCSP 1208	Commercial, stand-alone coffee/hot chocolate machine	Incomplete. Additional vending options continue to be explored with district.

*Provide a brief status of initiatives created last year that required funding. For those that were funded, what changes occurred (i.e. in student learning or student satisfaction) as a result of the initiatives/funding.*

<b><i>Initiative ID</i></b>	<b><i>Initiative Description</i></b>	<b><i>Changes Occurred</i></b>
VCSP 1304	Increase facilitator hours to assist faculty and students	Facilitator hours were increased and there is now complete staff coverage at the Santa Paula site from open to close.
VCSP 1302	Provide a new career academy at the Santa Paula site	Spring 2014 required classes for the Certificate of Achievement in Administrative Assistant scheduled. Other career academies are being considered.
VCSP 1217	Outreach budget - camera	Not funded.
VCSP 1215	New classroom furniture in VCSP-3 and VCSP-4	Not funded.



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

**Operating goal-1:** VCSP will provide an optimal learning environment in the classrooms and Learning Resource Center with modern equipment/technology, functional furniture, and comfortable classroom space and conditions.

**Accomplishments:**

- To curtail frequent network outages, IT installed an alert system that is triggered when issues arise with the server equipment. IT re-provisions and updates thin-clients to remove backlogs that slow down the computers.
- Learning Resource Center hours were extended from 7:00 p.m. to 8:30 p.m. Monday-Thursday to increase service to all students, especially evening students and faculty.

**Operating goal-2:** VCSP will have a functional and resourceful faculty workroom and adequate faculty resources.

**Accomplishments:**

- Reserved faculty parking slots have been designated per the request of evening faculty
- The facility was re-keyed so that each classroom key opens the Learning Resource Center for instructor access to mailboxes and the work room after-hours.

**Operating goal-3:** VCSP will provide a comprehensive General Education rotation of classes from all academic divisions.

**Accomplishments:**

- Collaboration with department chairs continues in order to offer classes students need. Current accomplishments include restoration of math, foreign language, communication studies, and child development. New classes in the fields of psychology, criminal justice, and business are scheduled.

**Operating goal-4:** 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.

**Accomplishments:**

- Counseling hours and days were modified and increased to meet the needs of students.
- An ongoing schedule has been established with the financial aid office for bi-weekly (during peak) and monthly (during non-peak) visits to the Santa Paula Site.
- Student Health Center services increased to off-campus students through monthly visits to the Santa Paula site to bring resources and perform blood pressure and blood sugar screenings. A new student health bulletin board shares resources available to students.



## Off-Campus Programs Program Review 2013-2014

### Section II - Description

#### A. Description of Program/Department

The department of Off-Campus Programs supports Ventura College's commitment to meet the current and emerging educational needs of the diverse and underrepresented Santa Clara River Valley communities of Santa Paula, Fillmore, and Piru.

A local centralized support site, currently in Santa Paula, provides quality instruction and student support focusing on associate degree and certificate completion, transfer, workforce preparation, and a special focus on basic skills. Off-Campus Programs supports Ventura College's equity improvement efforts by meeting the needs of the community it serves through building educational pathways and creating access to higher education

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

*What has changed over the past year (i.e. staffing, regulations, etc.)?*

Ventura College and the department of Off-Campus Programs have created greater visibility in the community by attending and sponsoring community events. Accomplishments in 2013 include:

- Town hall meeting hosted by Dr. Gillespie at the Santa Paula site with the members of the community to increase dialogue and discuss the educational needs of residents of the Santa Clara River Valley.
- Santa Paula Chamber of Commerce mixer at the Santa Paula site hosted by the Ventura College Foundation.
- Participation and booth at the Santa Paula Citrus Festival.
- Art exhibits and receptions at the Santa Paula facility which brings in works of local community artists.
- Participation in Santa Paula Latino Town Hall Awards Dinner.

Staff has collaborated with service units to provide more robust support services to off-campus students. Academic counseling and financial aid assistance hours were modified to better meet the needs of students. Staff has partnered with the Student Health Center to provide resources and services through a student-health bulletin board, and monthly visits to the Santa Paula site where students obtain free screenings and referrals. And lastly, the longer Learning Resource Center hours has created greater access to this important resource.

The Santa Paula reserve book collection and lending library program continues to grow and improve. The library assistant facilitates these services by obtaining textbook titles, working with faculty, placing orders, cataloging texts, organizing delivery to Santa Paula, directing "lending library day," and ensuring off-campus students have access to these important resources. The library assistant has also initiated the new print card system consistent with the main campus to enable students to load money onto a card and print and make copies.



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*What is impacting the program now?*

Ventura College's lease of the Santa Paula facility enters its third year of a five-year contract. To meet the college's mission and commitment to sustainable continuous improvement of the college and its services, discussions on the site's short-term and long-term plans must be made. An initiative will be presented in this program review for a task force that will focus on strategizing and developing recommendations for moving forward. Among the factors to be considered are location/facilities, funding, instructional programming, student support services, staffing and management stability, community needs assessment, local partnerships, and an overall educational plan. The task force should also identify a fair compromise for the 25 million dollar Measure S Bond money planned for a new campus in the Santa Clara River community which did not materialize. Resentment continues to be felt in the community as members voted for and are taxed for this measure yet haven't seen implementation of their tax dollars toward a new facility.

The English as a Second Language department was not permitted to offer its foundation courses during the last year, and at the Santa Paula site the resulting impact has been dire. Students wishing to enroll in ESL classes felt turned away or had no choice but to enroll in intermediate courses, which many were unprepared for. As a result success and retention rates fell dramatically in this key program which serves a large need in the community. Ventura College offers the only formal language learning program in the area. A shared initiative with the ESL and EngM Department has been developed for a more robust and effective ESL and basic skills program to offer affordable non-credit remedial coursework.

The off-campus section of Multi-Skilled Medical Assisting is in desperate need of modernization to keep current with the present and future trends in health care. The thin-clients at the Santa Paula site do not support patient management software programs, and as such, faculty is unable to teach the complete curriculum required to fully prepare students for the workforce. Computers are needed to teach students federally-mandated electronic health recordkeeping, "paperless" office systems, and patient management systems. A shared initiative with the Medical Assisting program has been developed for a class set of laptops. This technology will ensure students from the Santa Clara River Valley are properly trained, experienced, and have the employment-base understanding necessary to compete for jobs in this high demand occupation.

Off-Campus Programs need attention to instructional programming and curricula. A complete general education track that meets A-E subject areas for Associates Degree and transfer is not included. The current facility is not equipped for classes in the sciences, fine arts or physical education. There is also a need to establish a systematic year-round sequence of math and English classes where students may progress from remedial to college level. Instituting programmatic changes and requests is a challenge and regularly faced with resistance due to the flawed notion that Ventura College "loses" a class by moving it off-campus. The fact is that providing off-campus classes serves Ventura College students, creates access, and is an effort toward improving equity. An initiative has been developed for Off-Campus Programs to have its



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own allocation of instructional course sections, and the administration overseeing Off-Campus Programs will be held responsible for working within this designated number of sections to meet the same productivity targets as other instructional units.

The Santa Clara River Valley is improving socio-economically, however residents are still competing for jobs due to lack of workforce skills. Additional career-technical programs are sought for improved job training to the community that will lead to high-demand occupations, increased earning capacity, and a higher quality of life. Short term, compressed classes will enable students to obtain their certificates quickly, thus enabling them to move into the workplace. Last year's initiative for fast-track career academies will be re-listed in this year's program review.

### 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.

- Student Success
- Respect
- Integrity
- Quality
- Collegiality
- Access
- Innovation
- Diversity
- Service
- Collaboration
- Sustainability
- Continuous Improvement

### F. Organizational Structure

**President:** Dr. Greg Gillespie    **Executive Vice President:** Dr. Daniel Seymore  
**Dean:** Tim Harrison    **Supervisor/Coordinator:** None



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### **Classified Staff:**

<b>Name</b>	Maiya Rodriquez
Classification	Student Services Assistant II / Bilingual (100%)
Year Hired	January 1991

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

### **Hourly Faculty Facilitators:**

<b>Name</b>	Benjamin Saiz
Classification	VCSP facilitator 6% / 43 hours per semester)
Year Hired	VCCCD instructor since 1983 VCSP facilitator since August 2012

<b>Name</b>	Bruce McFadden
Classification	VCSP facilitator (5.2% / 37.5 hours per semester)
Year Hired	VCCCD instructor since 1980 VCS facilitator since August 2010

<b>Name</b>	Gilbert Lovio
Classification	VCSP facilitator (3.75% / 27 hours per semester)
Year Hired	VCCCD instructor since 1980 VCSP facilitator since August 2013

### ***“Borrowed” staff from other departments:***

<b>Position</b>	<b>Employee</b>	<b>Time at Santa Paula Site</b>	<b>Funding Source</b>
Library Assistant	Sarah Downs	16 hours per week	Library and Learning Resources
Provisional Tutor (Evening LRC staff)	Eduardo Medrano	16 hours per week	Library and Learning Resources
Academic Counselor	Guadalupe Guillen	3 hours per week	Counseling
Academic Counselor	Jose Gutierrez	5 hours per week	Counseling
Financial Aid Specialist	Cristobal Bohorquez	4 - 8 hours per month	Financial Aid
Math/English Assessment Proctor	Angeles Rodriguez	3 hours per month	Matriculation
Custodian	Rotating	7.5 per week	Custodial/M&O



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### Section IIIa – Data and Analysis

#### A. SUO Data

*Provide highlights of some of the changes made as a result of the assessments and discussions*

Last year's assessments showed the following concerns by students:

1. Santa Paula site being closed during the summer session
2. Slow, unreliable internet connectivity and thin-client performance
3. Need for improved security and potential vulnerability of the Santa Paula site
4. Challenges with keeping a comfortable classroom temperature due to lack of individually controlled thermostats
5. Limited Learning Resource Center hours.
6. Lack of sufficient classes

*How did the changes affect student learning/service performance – or how do you anticipate that they will? Based on what you learned, what initiatives requiring resources could you develop (or have developed) to improve student learning/service performance? Explain briefly. What are the most significant initiatives not requiring resources you could (or have developed) to improve student learning? Explain briefly.*

1. Some progress has been made in the area of network and internet reliability and thin-client performance. This has permitted students and faculty to utilize this technology resource without disruptions caused by outages. However, the Santa Paula site continues to be challenged by the slow speed and the fact that software programs required by some classes do not run properly or run at all.
  - ESL Students are unable to use the online access component to their classes which are paid for in the textbooks. The slow speed does not allow pages to load making the activities impossible to do and frustrating for the students and faculty. This issue interferes with student's language learning progress.
  - Thin-clients don't always read a student's flash drive and sometimes shut down randomly during work sessions.
  - The Patient Management System the Medical Assisting Program owns does not run on the thin-clients and the program has resorted to an initiative for laptops.
  - This issue also discourages distance education students who would like to use the Santa Paula facility.
  - Prior to the installation of thin-clients, classes would regularly reserve the lab for instruction. Since we obtained thin-clients, unfortunately, very few lab reservations are made. These issues may be due to thin-client technology, limited server capacity, poor microwave connection or a combination of all the above. An initiative will be developed to continue working with campus and district IT for solutions to this issue.



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2. Evening staff coverage is now available which creates a better sense of security in the evening. The on-site faculty facilitators are a visible contact person to assist students and instructors. The facilitator reports issues to the Dean and is available in case of an incident or disruptive student. Two of the three facilitators are retired law enforcement.
3. The challenges to keep a comfortable classroom temperature are due to the fact that one thermostat controls two classrooms. Instructors and staff frequently interrupt classes to adjust temperature settings and this disrupts instruction. There have also been incidents where faculty do not agree on the settings and this has caused friction. It is also a waste of energy to cool two rooms, when only one is needed. The initiatives to correct this situation were unmet the prior two years and will be re-listed in this year's program review.
4. Students were not satisfied with the Learning Resource Center closing at 7:00 p.m. To remedy this need, the Learning Resources division has provided a provisional tutor with library and learning resource experience to staff the LRC until 8:30 p.m. Students have responded positively and taken advantage of this resource and the later hours.
5. Students felt not enough classes were being offered. Classes which were taken away are now being restored and new classes have been scheduled. The Santa Paula site now has a more balanced day program and the evening program has almost met its full capacity.
6. Due to the tremendous efforts to reduce the budget in prior years, the college decided to close the Santa Paula site during the summer, notwithstanding that rent continued to be paid during these months. The Santa Paula site has since been closed for four summers. Now that the college is not planning for budget reductions, an initiative has been developed to restore service to off-campus students during the summer session. There is also potential for revenue by renting the facility to youth organizations and other community groups. The site must reopen during the summer to justify to taxpayers that the educational facility is being utilized.

*Comment on the status of your SUO rotational plan and TracDat work.*

An SUO five year rotational plan for Off-Campus Programs has been developed and logged into TracDat. Staff will continue to add assessment results, initiatives, and populate tracdat with department information.





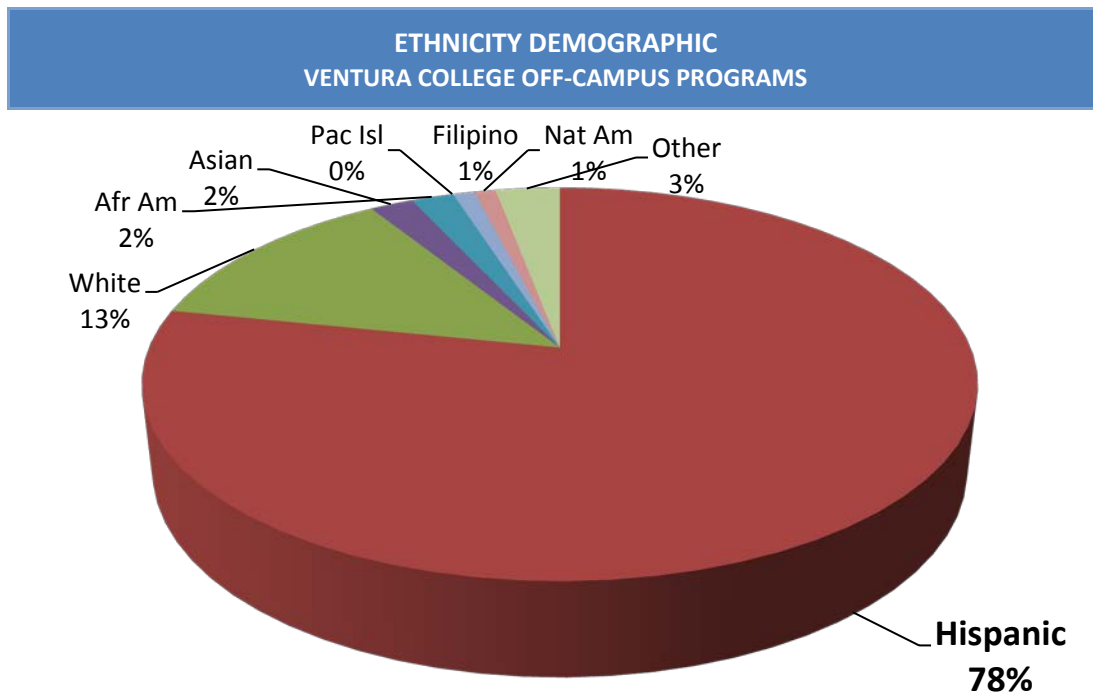
## Off-Campus Programs Program Review 2013-2014

### Operating Data

#### 1. Service Data

*What populations are served by the program?*

The emphasis for Off-Campus Programs is on serving the educational needs of the diverse populations of the Santa Clara River Valley. While Ventura College has grown to 51% Hispanic students, Off-Campus Programs serves **78%** Latino students. The department is a vital and indispensable piece in Ventura College's support of Hispanic student success in higher education and in the college's special recognition as an HSI (Hispanic Serving Institution).



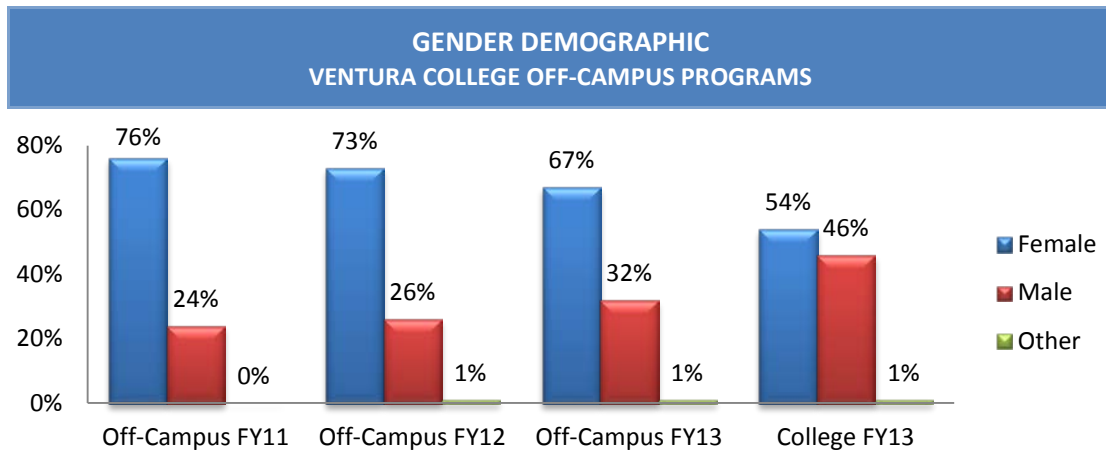
**HISPANIC DEMOGRAPHIC FOR THE SANTA CLARA RIVER VALLEY**  
Per the United States Census Bureau

RESIDENTIAL AREA	POPULATION	% OF HISPANIC
Santa Paula	29,624	79.5%
Fillmore	15,157	74.7%
Piru	2,063	84.7%

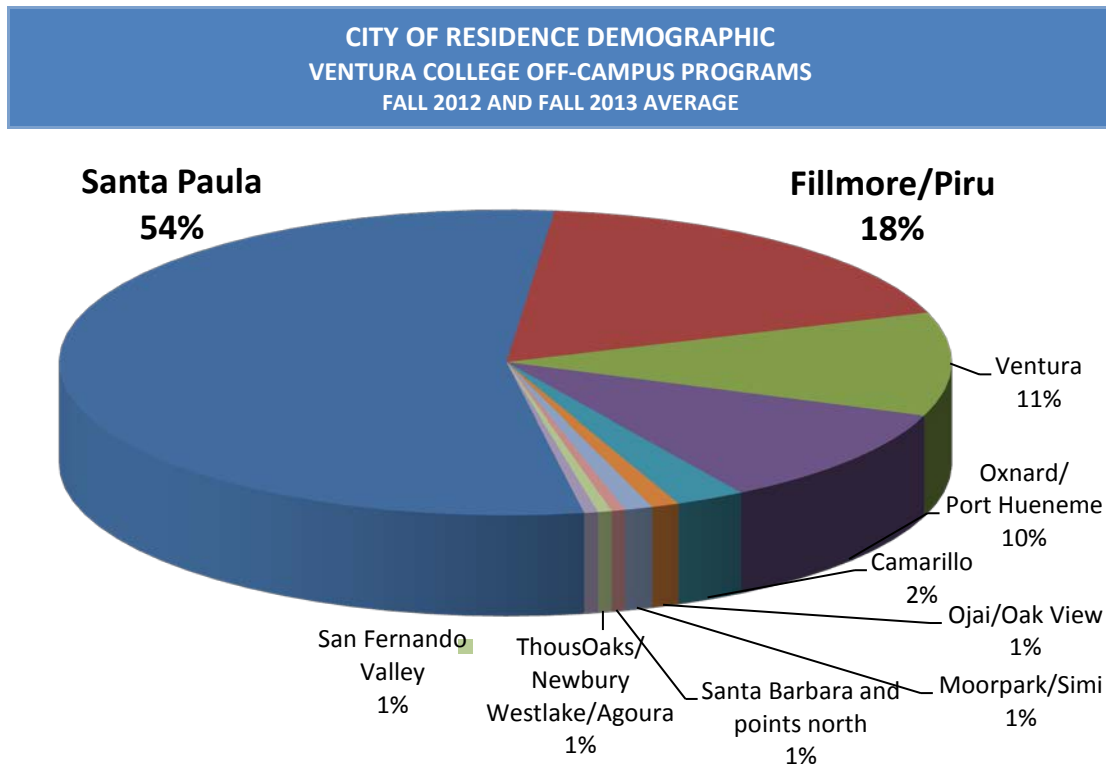


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In prior years there has been a glaring gender discrepancy among off-campus students compared to the almost-balanced representation of male and female college-wide. The gender gap has been decreasing over time, which may be attributed to more business and criminal justice classes yielding more male students. The community will benefit from career-technical programs such as the reserve academy, agriculture, or other short-term workforce training offered locally. This will increase education and employment skills in the underrepresented Hispanic males of the community.



A common misconception is that classes offered off-campus are primarily an “over-flow” for students who cannot get into classes at main campus thereby forcing students to commute to Santa Paula. Contrary to this belief, data demonstrates that approximately **72%** of students enrolled in Off-Campus classes are residents of Santa Paula, Fillmore, and Piru.





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

The number of sections, WSCH ratio targets, and census numbers have dropped significantly since 2010. During the college's efforts to reduce budgets during the recession, Off-Campus programs encountered a substantial cut to personnel, discontinuance of programs, and a reduction in student services. These factors negatively affected services that could be provided to students and the ability to meet positive productivity measures.

Now that the college is restoring programs, emphasis should be placed on reinstating classes, establishing a consistent, relevant sequence of classes, offering workforce training programs that meet the needs of the population being served, and sufficient support in student services and learning resources to facilitate student success.

An initiative has been developed for Off-Campus Programs to have its own allocation of instructional course sections, and the administration overseeing Off-Campus Programs will be held responsible for working within this designated number of sections to meet the same productivity targets as other instructional units.

PRODUCTIVITY VENTURA COLLEGE OFF-CAMPUS PROGRAMS			
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
Spring 2013	24	2642	669
Summer 2013	0	0	0
Fall 2013	27	2138.8	557



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*Other operational data from any other source that should be reviewed/discussed in this program review What does the data indicate about the students, student performance, program performance, or any other aspect of the program? What about the data encourages or gives you cause for concern? Does the data meet your expectations? Why or why not? What initiative(s) could you develop based on what you have learned from the data.*

In prior years, success rates of off-campus classes have been comparable to the college average. Retention rates have been above the college average at a strong 90<sup>th</sup> percentile. However, the rates dropped in FY13 which is a cause for concern. An initiative for tutoring support will be presented in this year's program review to ensure off-campus students have sufficient support to succeed in their classes.

SUCCESS AND RETENTION VENTURA COLLEGE OFF-CAMPUS PROGRAMS										
	A	B	C	P CR	D	F	NP NC	W	Retention	Success
<b>FY 10</b>	23%	18%	9%	22%	3%	9%	6%	10%	<b>90%</b>	<b>73%</b>
<b>FY 11</b>	30%	19%	7%	18%	3%	8%	6%	10%	<b>90%</b>	<b>73%</b>
<b>FY 12</b>	23%	20%	13%	19%	3%	7%	7%	8%	<b>92%</b>	<b>75%</b>
<b>FY 13</b>	21%	17%	11%	11%	4%	10%	6%	20%	<b>80%</b>	<b>60%</b>
<b>College</b>	32%	22%	15%	3%	4%	9%	0%	14%	<b>86%</b>	<b>73%</b>

Another factor that may have attributed to the sudden drop in success and retention is the lack of foundation courses in ESL which makes up 22% of off-campus classes. The charts demonstrate that success rates were substantially high from 2010-2012 and dramatically dropped in 2013. It was during the 2013 academic year that foundation courses were not offered.

ESL Performance Data			
Success			
FY10	FY11	FY12	FY 13
79%	70%	71%	45%

The dramatic drop did not take place with ESL classes at main campus, only at the Santa Paula Site. Students who are not prepared for the rigorous credit ESL program have the option of attending Ventura Adult School to obtain foundation classes. However, students in Santa Paula, Fillmore and Piru do not have an adult education facility to build their basic skills.

Retention			
FY10	FY11	FY12	FY 13
92%	93%	86%	73%

Without foundation classes, students entered intermediate and advanced ESL classes unprepared. The lower level or inexperienced student experienced challenges trying to keep up so they dropped or failed. The little confidence they had quickly evaporated in a classroom that moved too fast. As a result, the student, the community, and the college were adversely affected. A non-credit program will permit repeatability so students may take the time they need to build their literacy foundation prior to entering academic credit classes.

A non-credit program will also provide native speakers and Generation 1.5 students who assess below English V03 options to develop and build their grammar and language skills. This will essentially improve student success in other disciplines. Students, the community, and the college would benefit from this success.



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### **Budget**

In spring 2010, as a result of the recession, three full-time staff members consisting of a faculty Coordinator, a Counselor Assistant, and a Student Services Assistant were eliminated. The campus moved to a new location. The discontinuance of positions, and the smaller facility, decreased the budget for Ventura College by over \$300,000.

Current budget supports two full time classified staff members, facility rental, office supplies, and other non-instructional purchases. An instructional budget of around \$4,000 is allocated to support instructional programs at the site. The Off-Campus Program's entire operating budget is smaller than service units such as EAC and EOPS. Despite the cutbacks, Off-Campus Programs has made great efforts to optimize existing services, sustainably operate with its minimal staff and lack of on-site coordinator, and maintain vitality within the available resources.

- Program members have reviewed the budget data.
- No comments or requests to make about the budget

### **B. Resources**

#### **1. Non- Instructional Faculty**

#### **2. Classified Staff**

#### **3. Inventory**

- *What equipment requests are you making (if any) to ensure that the program/department has functional, current, and otherwise adequate inventory to maintain a quality learning environment? Is the current equipment aging and need replacement or is new equipment needed? Is ongoing maintenance required for some equipment? If so explain. Requests need to be entered in more detail in Section IV.*

To maintain a quality learning environment, Off-Campus Programs makes the following requests:

- New student tables in classroom VCSP-3 and VCSP-4 to replace aging, ill-fitting, and non-ADA compliant furniture. Existing furniture was inherited from former buildings. This initiative was not funded the prior two years and is relisted in this program review.
- Adjustable computer chairs consistent with the new chairs on the main campus' beach and library. Existing chairs at the Santa Paula site are mismatched, and are not appropriate computer chairs. The chairs are also not the property of the program but are on loan.



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- New bookcases that are deeper and accommodate reserve books in binders. Existing cases are not deep enough and the binders are causing the glass doors to break.
- Acoustic paneling is needed in the LRC to buffer the noise level from neighboring tenants which includes an auto repair/machine shop and aerobic gym with workout music.

#### **4. Facilities or other Resource Requests**

Santa Paula has one of the lowest high school graduation rates in the county and no high school equivalency program is available in the Santa Clara River Valley. To meet this great need, Off-Campus Programs requests to purchase a new GED preparation software program for the new 2014 GED test.

#### **5. Combined Initiatives**

Off-Campus program has developed initiatives that other departments have also identified. There are combined initiatives with the medical assisting and English as a Second Language programs. More details are found in Section IV.

### **Section IIIb – Other Program Goals and Initiatives**

#### **A. Other Program Goals**

To relieve the Dean of the highly-responsible obligations of running Off-Campus Programs, a request is made to restore the much needed coordinator or manager/director position. This person will organize and direct the operations of Off-Campus activities and will focus on programmatic quality, community relations, on-site supervision, and resource development.



## Off-Campus Programs Program Review 2013-2014

### Section IV - Initiatives

#### A. Initiative: VCSP Task Force

##### Initiative ID: VCSP 1401

**Link to Data:** The end of the five year lease at the Santa Paula facility approaches and short-term and long-term plans for the department of Off-Campus programs must be revisited.

**Expected Benefits:** A task-force made up of college and community representatives will develop recommendations that will be presented to the Ventura College President and the Ventura County Community College District for moving forward. The task-force will discuss a compromise for the 25 million that was promised through Measure S, staffing and management stability, funding, instructional programming, student support services, local partnerships, location/facilities, and an overall direction and educational plan. The task force will come up with a plan that meets the academic, basic skills, and workforce training needs of the Santa Clara River Valley communities.

**Goal:** Develop initiatives on how Ventura College can improve service, equity, and access to the underrepresented communities of Santa Paula, Fillmore, and Piru.

**Performance Indicator:** Upon implementation of programs and services that meet the needs of the community, there will be a 50% increase in student enrollment.

**Timeline:** Fall 2013

**Funding Resource Category:** No new resources needed

**Initiative Description:** Develop a Task Force for Ventura College's department of Off-Campus Programs.

**Costs:** \$0

**Ranking:** H

#### B. Initiative: Non-credit ESL classes

##### Initiative ID: VCSP 1402 (Also ESL1408)

**Link to Data:** The lack of foundation and non-credit basic skills English classes has been detrimental to the success and retention of students from the Santa Clara River Valleys.

**Expected Benefits:** A non-credit program will enable students to repeat foundation courses based on their personal literacy needs, prior to entering a credit program. As the region's only formal language learning program, Ventura College serves a large need in the community.

**Goal:** Students who have a solid language foundation, have developed study skills, and experienced the college system, will become better prepared and have better success in college credit classes.

**Performance Indicator:** Improved success rates and increase in enrollment

**Timeline:** Fall 2014

**Funding Resource Category:** Hourly Instruction Funds

**Initiative Description:** Non-credit ESL classes

**Costs:** \$9,000.00

**Ranking:** H



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### C. Initiative: Lab and LRC computer upgrade / Internet

**Initiative ID: VCSP 1403**

**Link to Data:** The Santa Paula site continues to be challenged by poor internet connectivity and thin-client performance. Many software programs required by various classes do not run properly or run at all. Instruction is interrupted in classroom VCSP-2 when the thin-clients don't read students thumb drives or when connectivity is extremely slow causing pages to take a long time to load. The Learning Resources lab is no longer reserved by faculty for class use, students are unable to complete required class assignments, and students are unable to access the online components to their classes which are often paid for with the textbook.

**Expected Benefits:** A solution must be found to ensure internet connectivity and thin-client performance is optimal for student and class use.

**Goal:** Improve speed and performance so that faculty and students may fully utilize these resources inside and outside class without extreme technical interruptions.

**Performance Indicator:** 10% increase in students and faculty who utilize this resource.

**Timeline:** 2013-2014

**Funding Resource Category:** Technology Funds

**Initiative Description:** Solution to slow internet speed and poor thin-client performance.

**Costs:**

**Ranking:** H

### D. Initiative: VCSP Open during summer

**Initiative ID: VCSP 1404**

**Link to Data:** Due to the tremendous efforts to reduce the budget in the prior years, the college decided to close the Santa Paula site during the summer, notwithstanding that rent continued to be paid during these months. The Santa Paula site has been closed for four summers.

**Expected Benefits:** Students will greatly benefit from an intentional selection of courses and bridge programs offered during the summer session. There is also potential for revenue by renting the facility to youth organizations and other community groups hosting summer activities.

**Goal:** Justify to taxpayers that the educational facility is being utilized and ultimately serve students who wish to take summer classes.

**Performance Indicator:** 10% increase in overall student enrollment at the Santa Paula site

**Timeline:** 2013-2014

**Funding Resource Category:** No new resources needed

**Initiative Description:** Keep the Santa Paula site open year long

**Costs:** \$0

**Ranking:** H





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### E. Initiative: Laptops for Medical Assisting Program

**Initiative ID:** VCSP 1405 (also MA1301)

**Link to Data:** This initiative is linked to the medical assisting program's SLO assessment data and curriculum requirements. Faculty is unable to teach the full curriculum without computers. The medical assisting curriculum must include training in using a patient management system. The software the department owns, Medisoft, does not run on thin clients. We have been unable to find an alternative patient management system that will work in the classroom setting. The Santa Paula medical assisting classroom has no computers and cannot provide the necessary training. New technology is available for enhancing clinical skills, using virtual skills practice, however, computers are necessary in order to access and utilize that technology.

**Expected Benefits:** Laptops would enable faculty to teach the full curriculum and incorporate the technology required to properly prepare students for the workplace with increased confidence in their abilities to perform required everyday workplace tasks. Students not adequately prepared in the use of PMS software will not be as competitive in the job search market. Laptops will also create an interactive learning environment where students can transition from lecture to applied skills without the need to move into a completely different classroom.

**Goal:** Students would be appropriately trained for the workforce and would be competitive candidates in the job search.

**Performance Indicator:** Laptops at the Santa Paula campus could lead to an increase of 3% in the success rates.

**Timeline:** Spring 2014

**Funding Resource Category:** Technology Funds

**Initiative Description:** Laptops for medical assisting program

**Costs:** \$ 19,528.71

**Ranking:** H

### F. Initiative: Off-Campus Programs Coordinator position

**Initiative ID:** VCSP 1406

**Link to Data:**

**Expected Benefits:** To relieve the Dean of the highly-responsible obligations of running Off-Campus Programs, a request is made to restore the much needed coordinator or manager/director position.

**Goal:** This person will organize and direct the operations of Off-Campus activities and will focus on programmatic quality, community relations, on-site supervision, and resource development

**Performance Indicator:** Increase student enrollment and establish a more visible, vibrant presence in the community.

**Timeline:** 2013-2014

**Funding Resource Category:** Staffing Funds

**Initiative Description:** Restore Off-Campus Programs Coordinator or Manager position

**Costs:** \$

**Ranking:** H



## Off-Campus Programs Program Review 2013-2014

### G. Initiative: GED Preparation Program

**Initiative ID: VCSP 1407**

**Link to Data:** Santa Paula has one of the lowest high school graduation rates in the county. The Santa Paula site is visited by numerous local residents each month who inquire about GED preparation and examination. No high school equivalency program is available in the Santa Clara River Valley.

**Expected Benefits:** A self-paced computer program will allow individuals to prepare for the new 2014 GED test. We would become a gateway to higher education for many more of our community members. The program will also assist English language learners with reading and writing skills. The nearest GED preparation program is at the Ventura Adult School and is not reachable by many in our community.

**Goal:** Purchase site licenses and supplemental materials at a cost of \$600 to \$2500. Ongoing costs may be as little as \$600 per year. The software can act as a stand-alone study option for students or be used in conjunction with an instructor-led course. Ventura College would be the forerunner in assisting local residents in obtaining high school equivalency which lead to improved job opportunities and creates pathways for individuals to pursue a college education.

**Performance Indicator:** 10% increase in students pursuing higher education upon obtaining their GED.

**Timeline: 2013-2014**

**Funding Resource Category: Technology Funds**

**Initiative Description: Purchase self-paced GED preparation software**

**Costs: \$600-\$2500**

**Ranking: M**

### H. Initiative: Career Academies

**Initiative ID: VCSP1302**

**Link to Data:** The Santa Clara River Valley is improving socio-economically, however residents are still competing for jobs due to lack of workforce skills.

**Expected Benefits:** Additional career-technical programs emphasizing the attainment of certificates and skills are sought for improved job training to the community that will lead to high-demand occupations, increased earning capacity, and a higher quality of life.

**Goal:** Short term, compressed classes will enable students to obtain their certificates quickly, thus enabling them to move into the workplace. This initiative is relisted from last year's program review.

**Performance Indicator:** Increase in the number of job-ready certificate students that graduate each year and in the number of students that are placed in jobs after completing a technical program.

**Timeline: 2013-2014**

**Funding Resource Category: Hourly Instruction Funds**

**Initiative Description:** Offer career/technical academic programs that provide fast-track workforce training.

**Costs:**

**Ranking: M**



## Off-Campus Programs Program Review 2013-2014

### I. Initiative: Budget Allocation for Instructional Courses

**Initiative ID: VCSP 1408**

**Link to Data:** A complete general education track that meets A-E subject areas for Associates degree and transfer is missing. There is also a need to establish a systematic year-round sequence of math and English classes where students may progress from remedial to college level. Making programmatic changes and requests is a challenge and regularly faced with resistance due to the notion that Ventura College “loses” a class by moving it off-campus. This initiative meets operating goal 3 that a comprehensive General Ed rotation of classes will be offered off-campus.

**Expected Benefits:** Off-Campus classes serve Ventura College students, creates access, and is an effort toward improving equity in the Santa Clara River Valley. Off-Campus programs faculty and staff understand the needs of the community they serve and should be included in the decision-making process of the educational programming.

**Goal:** Off-Campus Programs should have its own allocation of instructional course sections, and the administration overseeing Off-Campus Programs will be held responsible for working within this designated number of sections to meet the same productivity targets as other instructional units.

**Performance Indicator:** 10% increase in enrollment.

**Timeline:** 2014-2015

**Funding Resource Category:** No new resources needed

**Initiative Description:** Designate Off-Campus Programs its own allocation of instructional course sections

**Costs:** \$0

**Ranking:** M

### J. Initiative: LRC Computer chairs

**Initiative ID: VCSP 1409**

**Link to Data:** New chairs meet operating goal-1 that the Santa Paula site will provide an optimal learning environment in the Learning Resource Center with modern equipment/technology, functional furniture, and comfortable space and conditions.

**Expected Benefits:** Purchase adjustable, swivel, task chairs that are appropriate for the computer lab environment. These will replace existing mismatched chairs. Existing chairs have fabric seats which are worn, faded, and stained. The new chairs are durable and easy to clean for a longer life. The new chairs will belong to the department rather than being on loan.

**Goal:** Replace 36 chairs. New chairs will improve functionality, ergonomics, and aesthetic qualities of the lab, and will be more durable for a longer life span. Chairs will be consistent with the ones at the main campus LRC.

**Performance Indicator:** Increase in the satisfaction survey for the Learning Resource Center and increase in the number of student who use the drop-in lab.

**Timeline:** 2013-2014

**Funding Resource Category:** Facilities Funds

**Initiative Description:** Computer chairs in Santa Paula Library and Learning Resource Center

**Costs:** \$10,000

**Ranking:** M



## Off-Campus Programs Program Review 2013-2014

### K. Initiative: Bookcases for VCSP library

**Initiative ID: VCSP 1410**

**Link to Data:** New bookcases will meet operating goal-1 that the Santa Paula site will provide an optimal learning environment in the Learning Resource Center with modern equipment/technology, functional furniture, and comfortable space and conditions.

**Expected Benefits:** The Santa Paula Learning Resource Center needs new bookcases to accommodate the new trend of loose leaf textbooks that must be placed in binders for cataloging and for checking in/out. Existing cases are not deep enough and the binders are causing the glass lockable doors to break.

**Goal:** Purchase 13.5" deep bookshelves that accommodate loose-leaf textbooks in ring binders.

**Performance Indicator:** Glass doors will not break.

**Timeline:** 2013-2014

**Funding Resource Category:** No new resources needed

**Initiative Description:** New bookcases for library and reserve-book collection

**Costs:** \$2,500

**Ranking:** M

### L. Initiative: Tutoring for basic skills

**Initiative ID: VCSP 1411**

**Link to Data:** Linked to data found in student success and retention figures FY12-13. Tutoring will meet operating goal-4 that students will find at the Santa Paula site as many of the same student services and resources consistent with main campus to assist students in meeting their personal, academic, and career goals.

**Expected Benefits:** Students who attend the Santa Paula site exclusively are not able to utilize the services of the Ventura College tutoring center without traveling to the main campus. Tutors should be available weekly for basic skills classes, such as math, English and ESL. Tutors will assist students in meeting their academic and career goals.

**Goal:** Work with the Ventura College Tutoring Center to provide tutors for basic skills classes at the Santa Paula site. Each tutor would be available on a weekly basis or as demand permits.

**Performance Indicator:** Increase in retention rate of high-drop classes, such as math and English

**Timeline:** Spring 2014

**Funding Resource Category:** No new resources needed

**Initiative Description:** Tutoring support in basic skills (math, English and ESL)

**Costs:** \$0

**Ranking:** M



## Off-Campus Programs Program Review 2013-2014

### M. Initiative: Classroom tables

**Initiative ID: VCSP 1215**

**Link to Data:** New tables meet operating goal-1 that the Santa Paula site will provide an optimal learning environment in the classrooms. This initiative was unfunded the prior two years.

**Expected Benefits:** Replace aging, ill-fitting, and non-ADA compliant furniture. Tables in VCSP-3 are computer desks brought over from the old facility designed for one person, but currently in a lecture classroom with two seats per table. The tables in VCSP-4 were inherited from the CTE buildings on campus that have since been demolished. The tables are various sizes and have slanted in the middle.

**Goal:** New tables with proper dimensions to fit the classrooms will ensure the site is ADA compliant and provide an overall better learning environment.

**Performance Indicator:**

**Timeline: 2013-2014**

**Funding Resource Category: Facilities Funds**

**Initiative Description: New student tables in classrooms VCSP-3 and VCSP-4**

**Costs: \$4,500 (VCSP-3), \$2,300 (VCSP-4)**

**Ranking: M**

### N. Initiative: Soundproof Library

**Initiative ID: VCSP 1412**

**Link to Data:** Meets operating goal-1 that the Santa Paula site will provide an optimal learning environment in the Learning Resource Center with modern equipment/technology, functional furniture, and comfortable space and conditions.

**Expected Benefits:** The Santa Paula site currently resides in an industrial commercial building and neighboring tenants include a gym and machine shop. The noise transmitted through the walls are not appropriate for a library setting. Staff has discussed this issue with the landlord and neighbors, however, there is only so much that can be done without affecting their business productivity. Acoustic paneling may not completely eliminate the noise, but is a compromise that will buffer the sound and make a notable difference.

**Goal:** Install strategically placed acoustic paneling with the same vendor that installed at the main campus library. The treatment will be removable acoustic panels that can easily transfer to a new location if needed.

**Performance Indicator:** Soundproofing will reduce 50% of the noise transmitted from neighboring businesses and improve the study environment for students.

**Timeline: Spring 2014**

**Funding Resource Category: Facilities Funds**

**Initiative Description: Acoustic paneling in the Library and Learning Resource Center**

**Costs: \$6,425 wall soundproofing / \$7,493 Ceiling cloud panels**

**Ranking: M**



## Off-Campus Programs Program Review 2013-2014

### O. Initiative: A/C issues

**Initiative ID: VCSP 1210**

**Link to Data:** This initiative is linked to a need found in SUO assessment and data. It will also meet operating goal-1 that the Santa Paula site will provide an optimal learning environment with comfortable classroom space and conditions. It is also a need found through SUO assessment and data. This initiative was unfunded the prior two years.

**Expected Benefits:** The challenges to keep a comfortable classroom temperature are due to the fact that one thermostat controls two classrooms. Instructors and staff frequently interrupt classes to adjust temperature settings and this disrupts instruction. There have also been incidents where faculty do not agree on the settings and this has caused friction. It is also a waste of energy to cool two rooms, when only one is needed. Correcting this issue will ensure students are in a comfortable learning environment.

**Performance Indicator:**

**Timeline: Fall 2013**

**Funding Resource Category: No new resources needed**

**Initiative Description: A/C unit or other device for classrooms VCSP-2, VCSP-4, and VCSP-5**

**Costs: \$0**

**Ranking: L**

### P. Initiative: Camera

**Initiative ID: VCSP 1210**

**Link to Data:** On campus events, certificate ceremonies, and outreach activities go undocumented due to not having a campus camera to capture events.

**Expected Benefits:** Capture events that take place at the Santa Paula site and in the community. No resources are needed and this item can be paid for out of the Off-Campus Programs budget.

**Performance Indicator:**

**Timeline: Fall 2013**

**Funding Resource Category: No new resources needed**

**Initiative Description: Campus camera for outreach**

**Costs: \$600**

**Ranking: L**



## Off-Campus Programs Program Review 2013-2014

### **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?**

The program review process this year required more detailed analysis and evaluation as it related to the review process. More time was needed for off-campus staff to complete this report. The “what to leave in” and “what to leave out” section provided a peripheral guideline which was useful.

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

Complete the initiatives on a timely basis.

**C. 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 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:** Ventura College Off-Campus Programs

**Preparers:** Sabrina Canola, Maiya Rodriguez, Sarah Downs

**Dates met (include email discussions):** September 10, October 7, October 14, October 23

**List of Faculty who participated in the program Review Process:** Karen Harrison, Benjamin Saiz

**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):