



## 2014-15 Program Review

### Ventura College Santa Paula Site and Off-Campus Programs

#### Section I – Accomplishments and Status of 2013 Program Review Report

##### A. Last Year's Initiatives

###### No Funding Required

- **VCSP 1401 VCSP Task Force (H)** – The VCSP Task Force was created in 2013-14 to develop recommendations to improve educational service to the Santa Clara River Valley communities of Santa Paula, Fillmore, and Piru. In 2015, the Task Force expanded to include representatives from Limoneira, Santa Paula Unified and Fillmore Unified School Districts. Plans are underway to build a detailed plan for implementation of a proposed educational center.
- **VCSP 1404 VCSP Open during Summer (H)** – In 2010, as a result of the budget crisis, VCSP was closed down for the summer session. Summer closure continued through 2014. Summer of 2015, the Santa Paula Site will open for classes two days per week. Though progress is being made, this initiative will continue until the site is fully re-opened and services completely restored.

###### Not-Funded

- **VCSP 1302 Career Academies (M)** – Not funded. Short-term Career-technical programs leading to certificates and work-place skills are sought for improved job training, to enable students to move into the workforce quicker, for increased earning capacity, and for a higher quality of life. This initiative will be combined with VCSP 1408 calling for VCSP to have its budget allocation for instructional courses.
- **VCSP 1402 (also ESL 1408) Non Credit ESL Classes (H)** – Not funded. As the only formal language learning program in the Santa Clara River Valley region, it is imperative to remove any barriers that prevent students from accessing classes and achieve their language proficiency goals. Non-credit programming will enable students to repeat foundation courses based on their personal literacy needs, prior to entering a credit program.
- **VCSP 1406 Off-Campus Programs Coordinator position (H)** – Not funded. Virtually every Service Unit has a Coordinator position with the exception of VCSP. An on-site coordinator or administrator is needed to organize and direct the operations of Off-Campus activities, focus on programmatic quality, community relations, on-site supervision, and resource development.
- **VCSP 1407 GED Preparation Program (M)** - Not funded. Santa Paula has one of the lowest high school graduation rates in Ventura County, and there is no formal high school equivalency program in the area. By meeting this gap, VC would provide a gateway to higher education for the entire, tremendously underserved region.



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- **VCSP 1408 Budget Allocation for Instructional Courses (M)** – Not funded. VCSP lacks a complete A-G general education track, a systematic year-round sequence of classes where students may progress through their education, short-term career technical programs that lead to a certificate, and basic skills remediation that meets the needs of the community it serves.
- **VCSP 1210 A/C issues (L)** – Not Funded - Request to address inconsistency of room temperature which can have an affect the student learning experience.

#### Funded

- **VCSP 1403 Lab and LRC Computer Upgrade / Internet (H)** – Funded. VC IT replaced 21 thin-clients in the VCSP LRC with regular PC's. Speed and performance has improved and now students and faculty have experienced minimal technical interruptions. In addition, high-capacity Wi-Fi routers were installed permitting consistent wireless internet connectivity.
- **VCSP 1405 (also MA1301) Laptops for Medical Assisting Program (H)** – Funded. Laptops in the classroom enable faculty to teach the full MA curriculum including federally-mandated electronic health recordkeeping, "paperless" office systems, and patient management systems. This technology improves training, experience, and employment-based understanding for students in the Santa Clara River Valley to compete for jobs in this high demand occupation.
- **VCSP 1409 LRC Computer Chairs (M)** - Funded. New adjustable, swivel task chairs, appropriate for the computer lab environment, improve functionality, ergonomics, and aesthetic qualities of the lab.
- **VCSP 1410 Bookcases for VCSP library (M)** – Funded. New bookcases increase the VCSP reserve textbook collection by accommodating the trend of loose leaf textbooks stored in binders, without the risk of breaking the glass doors.
- **VCSP 1412 Soundproof Library (M)** – Funded. Acoustic wall and ceiling panels slightly improve acoustics within the LRC, and slightly buffers the noise from neighboring tenants however, not nearly enough to create an optimal study environment due to excessive noise from neighboring businesses.
- **VCSP 1217 Camera (L)** – Funded - New quality camera captures and documents VCSP outreach and student activities.



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#### **Funded but Ongoing**

- **VCSP 1215 Classroom Tables (M)** – New student tables were purchased to replace aged, ill-fitting, and non-ADA compliant furniture in VCSP-3, VCSP-4 and VCSP-6. This initiative will continue until the remaining three classrooms receive student furniture that properly fits the classrooms, are ADA compliant, and provide an optimal learning environment.
- **VCSP 1411 Tutoring for Basic Skills (M)** – Categorical (one-time use) funds were provided as an Educational Enhancement Grant through the VC Foundation. Tutoring, at a very minimum for math and English, are needed to improve student retention and success. VCSP 1411 will continue as an initiative until dedicated funding for tutoring at VCSP is reached.

#### **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:**

- An automated handicapped accessible door was installed for the building.
- Extra whiteboards were installed in four classrooms for increased writing space.
- Medical assisting laptops were purchased and configured. This resource enables students to obtain employment-based understanding on federally-mandated electronic health recordkeeping.

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

##### **Accomplishments:**

- IT networked all classroom computers to printer in the LRC so that instructors have the ability to print material.
- An office with computer and printer was designated for faculty-student conferences, tutoring, and as an additional faculty workroom.

**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 adding Political Science, and Engl V01B.



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**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:**

- After a one-year gap, the Assessment Office offered two assessments during the spring semester.
- The VC Financial Aid office piloted the first CA DreamAct workshop at VCSP. It was well attended by students and parents.
- The Counseling Office established two group counseling sessions in the spring semester with the new Freshmen Year Experience Counselor.

#### **Section II - Description**

##### **A. Description of Program/Department**

The Ventura College Santa Paula Site and 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.

Approximately two dozen classes are scheduled fall and spring semesters. Classes offered apply towards associates degrees, certificate completion, university transfer, workforce preparation, and basic skills remediation. In addition, limited instructional resources and student support services are available at the site and are open to all Ventura College students and community members.

Off-Campus Programs supports Ventura College's equity plan by providing a pathway to higher education for the community it serves.

##### **Degrees/Certificates**

None

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

###### **Changes Over the Past Year**

###### ***Building External and Community Relationships***

Ventura College and the department of Off-Campus Programs have created greater visibility in the community by attending and sponsoring community events. Accomplishments in 2014-2015 include:

- Collaborating with Future Leaders of America, Santa Paula Latino Town Hall, and Santa Paula High School to host a series of four Career Seminars at the Santa Paula site. Over 260 local students were in attendance.
- Ventura College Foundation continues to support VCSP by hosting an Annual Mixer with the Santa Paula Chamber of Commerce.



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- VCSP staff continues to participate in community events and outreach fairs. The 2014-2015 academic year included the Das Williams Health Fair, City of Santa Paula Citrus festival, Family Affair Resource Fair, and the Agriculture Career Fair held at the Agriculture Museum in Santa Paula.
- Art exhibitions and receptions at the Santa Paula facility showcase works of local artists and yields visitors from the community. The 2014-2015 academic year included group shows with Santa Paula High School and the Artists Guild of Fillmore. VCSP also exhibited the work of Elena Horowitz-Brookes and late VC instructor, Carlisle Cooper.
- VC and VCSP continue their participation in the Annual Santa Paula Latino Town Hall Awards Dinner to honor Latino leaders in Santa Paul and Ventura County.

#### ***Santa Paula Lending Library continues to serve the needs of students***

The Santa Paula reserve book collection and lending library program continues to grow. 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.

#### **What is impacting the program now?**

##### ***Renewal of lease for VC Santa Paula site***

June 2015, Ventura College enters the final year of the Santa Paula Site lease. 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. For immediate short-term planning, Ventura College must extend its current lease or find an alternative location. If the lease is extended, an item for consideration is expanding into a 2,000 square foot space directly next door. The extra space could house a wet lab for science classes or serve as a studio for Music, Dance, and Kinesiology, all of which are classes missing from the General Education track at the Santa Paula Site.

##### ***Additional support is needed in the area of Student Services***

Staff continues to collaborate with service units to provide more robust support services to off-campus students. However, there are gaps in services. A long-term plan is needed in the areas of academic counseling, assessment testing, and financial aid assistance to provide consistent services to meet the needs of students and of mandated 3SP requirements.

##### ***Santa Paula Center Development (New Campus)***

The East Area One Educational Task Force is in place to strategize and develop recommendations for a new campus projected for fall 2018. Among factors for consideration are facilities, funding, instructional programming, student support services, staffing, management stability, community needs assessment, local partnerships, and an overall educational plan. Ventura College, in collaboration with this Task Force, will 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.



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#### **Attention to instructional programming**

**General Education:** A complete general education track that meets A-E subject areas for Associates Degree and transfer is not available at VCSP. 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, as well as a relevant sequence of GE classes to enable students to attend VCSP full-time.

**Basic Skills and Classes for Adults:** The AB86 Ventura County Adult Ed Consortium identified Santa Paula, Fillmore, and Piru as the area of highest need for adult education in Ventura County. As a region under the jurisdiction of Ventura College, VC should continue to collaborate with partners to meet the basic skills and educational needs of its constituents. Immediate needs include non-credit English as Second Language, GED preparation and examination, Citizenship, and fundamental computer classes.

**Career-Technical Training:** 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. One possibility is to include Electronic Health Records, the only course missing at VCSP for students to obtain a Certificate of Achievement in Medical Assisting.

#### **C. 2013-2014 Estimated Costs/Gainful Employment – for Certificates of Achievement ONLY**

	Cost		Cost		Cost		Cost
Enrollment Fees		Enrollment Fees					
Books/Supplies		Books/Supplies					
Total		Total		Total		Total	

#### **D. Criteria Used for Admission**

#### **E. College Vision**

Ventura College will be a beacon of learning—a source of inspiration and guidance—for our students and community.

#### **F. 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 their learning experience, we serve a highly diverse student body by providing innovative instruction and student support, focusing on associate degree and certificate



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completion, transfer, workforce preparation, and basic skills. We are committed to the sustainable continuous improvement of our college and its services.

#### G. College Guiding Principles

Guiding Principles: At Ventura College we believe that students come first and all else follows. We strive to create a campus environment that fosters collaboration, communication, and mutual respect. We are committed to these Guiding Principles in all that we do:

- Embrace the strength of diversity
- Listen with intensity and compassion
- Communicate with integrity and patience
- Design student-centered solutions
- Spark self-confidence and a sense of discovery
- Pursue our vision and goals with passion

#### H. Organizational Structure

*Instructions: Fill-in the appropriate information below.*

**College President:** Greg Gillespie

**Executive Vice President:** Patrick Jefferson

**Dean:** Tim Harrison

**Department Chair(s):** Vacant. High Priority to Restore Coordinator.

#### ***Instructional Faculty:***

In 2010, a full-time Business instructor at VCSP retired and the position was not restored. In 2009, a full-time ESL instructor at VCSP retired and the position was not restored. All current faculty teaching off-campus are adjunct.

<b>Name</b>	N/A
Classification	
Year Hired	
Years of Work-Related Experience	
Degrees/Credentials	

#### ***Classified Staff Funded from Off-Campus Programs Operating Budget:***

<b>Name</b>	<b>Maiya Rodriguez</b>
Classification	Student Services Assistant II / Bilingual (100%)
Year Hired	January 1991
Years of Work-Related Experience	25
Degrees/Credentials	Certificate Computer Office Assistant, VC

<b>Name</b>	<b>Sabrina Canola</b>
Classification	Administrative Assistant / Bilingual (100%)
Year Hired	March 2008
Years of Work-Related Experience	10
Degrees/Credentials	BA in English Linguistics, Minor Spanish, CSUSB



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**Hourly Facilitator (2.5 – 5 hours per week):**

<b>Name</b>	<b>Benjamin Saiz (Deceased Nov 2014)</b>
Classification	Adjunct Professor / VCSP Facilitator
Year Hired	Hired as instructor at VCCCD in 1983 Hired as VCSP facilitator August 2012
Years of Work-Related Experience	30 years
Degrees/Credentials	BA in History; BA in Mexican American Studies; MA in Mexican American Graduate Studies

<b>Name</b>	<b>Gilbert Lovio</b>
Classification	Adjunct Professor / VCSP Facilitator
Year Hired	VCCCD instructor since 1981 VCSP facilitator since August 2013
Years of Work-Related Experience	30 years
Degrees/Credentials	BA in Criminal Justice; 32 years in Law Enforcement

<b>Name</b>	<b>Bruce McFadden</b>
Classification	Adjunct Professor / VCSP Facilitator
Year Hired	Hired as instructor at VCCCD in 1980 Hired as VCSP facilitator August 2010
Years of Work-Related Experience	35 years
Degrees/Credentials	BA in Physical Education; Minor in math, Life Science and Health Science; MA in Physical Education and Administrative Services

**Visiting 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	8 hours per week	Library and Learning Resources
Custodian	Alwin Sauers	7.5 hours per week	Custodial/M&O
Academic Counselor	Varies	4 hours per week	Counseling
Financial Aid Specialist	Varies	4 hours per month	Financial Aid
Math/English Assessment Proctor	Varies	2 sessions spring semester	Matriculation





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#### Section III – Data and Analysis

##### A. SUO Data

Data from student surveys and an analysis of class patterns over the years indicate that a relevant, thoughtful rotation and sequence of courses is missing at the Santa Paula Site. Classes between various divisions are not coordinated and scheduled strategically to allow students to enroll in multiple classes throughout the day or to attend full-time. The following priorities have been identified:

- Need a systematic year-round sequence of classes where students may progress through their education.
- Need a complete A-G general education track. Currently, Fine Arts, Kinesiology, and Sciences are missing entirely.
- Need short-term career technical programs that lead to a certificate.
- Need more robust basic skills remediation that meets the needs of the community.

As a result of this gap, initiative **VCSP 1406** exists to restore the Off-Campus Programs Coordinator, who will help bring these priorities to fruition. The Coordinator will provide recommendations, facilitate discussions with Department Chairs and Deans, and help develop off-campus programming. The Coordinator will also assist the college to oversee academic affairs, learning resources, and student services at the Santa Paula site in support of the instructional programming. The outcome of these efforts will result in increased accountability, increased enrollment, and increased FTES.

##### B. Performance Data

###### 1. Retention – Program and Course

RETENTION Ventura College Off-Campus Programs	
FY 10	90%
FY 11	90%
FY 12	92%
FY 13	80%
FY 14	81%

Retention rates during 2010-2012 were above the college average at a strong 90th percentile. However, rates dropped about 10% during 2013-2014. To address the drop in retention rates and for continuous improvement of Off-Campus Programs, there are several initiatives in the area of student services to increase access to support and guidance students need to be successful.



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Initiatives beginning with **VCSP** indicate immediate priorities. Initiatives beginning with **OCP** indicate long-term priorities for the impending Ventura College Santa Paula “Center” Development.

1. **VCSP 1501(b)** – VCSP Counselor Assistant (Restore) - to assist with outreach, assessments and early alerts.
2. **VCSP 1502** – Operational Budget to Support Student Services - to support staff from the Assessment Office, Student Health Center, and other visiting services.
3. **OCP 1503** – VCSP Financial Aid Specialist – 40% position to support students enrolled in Off-Campus classes
4. **OCP 1504** – VCSP Library Assistant – increase library assistant to 12 month 50% to oversee library resources and assist students with library competencies.
5. **OCP 1505** – Student Services Assistant – 12 month 50% position at the VCSP facility to assist with registration services and the growing dual enrollment program.
6. **OCP 1201** – VCSP Instructional Lab Technician – 12 month 100% position to support services to students in the Learning Resource Center (restore position).

#### 2. Success – Program and Course

SUCCESS	
Ventura College Off-Campus Programs	
FY 10	73%
FY 11	73%
FY 12	75%
FY 13	60%
FY 14	66%

Over the past five years success rates were steady during 2010-2013, but dropped in the past two years.

The ESL/EngM Department developed initiative **ESL 1504** for drop-in tutoring at the Santa Paula Site. Student success would improve with extra assistance for students whose English is not their native language, and for Generation 1.5 students. Both demographics make up a large majority of Off-Campus students.

The Department of Off-Campus Programs will also continue to work with the Tutoring Center and Learning Resources Division to deliver continuous tutoring support in English, ESL, and Math subject-areas.



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#### 3. Program Completion – for “Programs” with Degrees/Certificates Only

No programs with Degrees/Certificates are offered entirely at the Santa Paula Site. Courses exist that lead to degrees and certificates, but students are obligated to attend main campus to complete the program. While some students do transition to main campus, there are students who are unable to and therefore fall short of the completing the Certificate. Example:

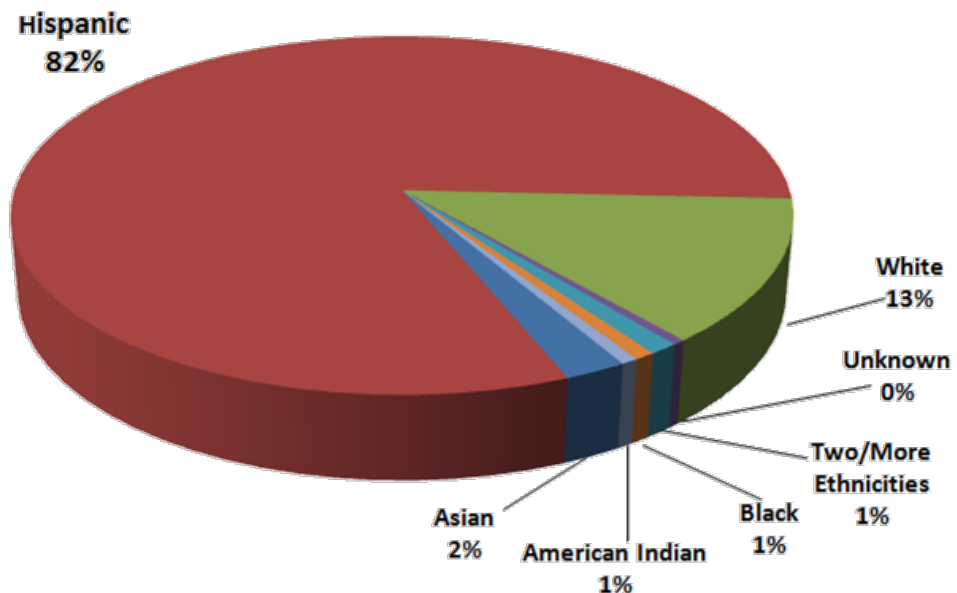
CERTIFICATE OF ACHIEVEMENT MEDICAL ASSISTANT – MULTI-SKILLED			
Required Courses	Units	Main Campus	Santa Paula Site
BUS V97 Multi-Skilled Medical Assistant	16	X	X
BUS V27A Beginning Medical Terminology	3	X	X
BUS V26 Electronic Health Records	3	X	not offered

#### C. Operating Data

##### 1. Demographics - Program and Course

###### *Student Demographics:*

While Ventura College has grown to 53% Hispanic students, the Santa Paula site and Off-Campus Programs is comprised of **82%** Hispanic students. Off-Campus Programs is a vital and indispensable piece in Ventura College’s support and designation as a Hispanic Serving Institution and in its mission to promote equity and embrace diversity.

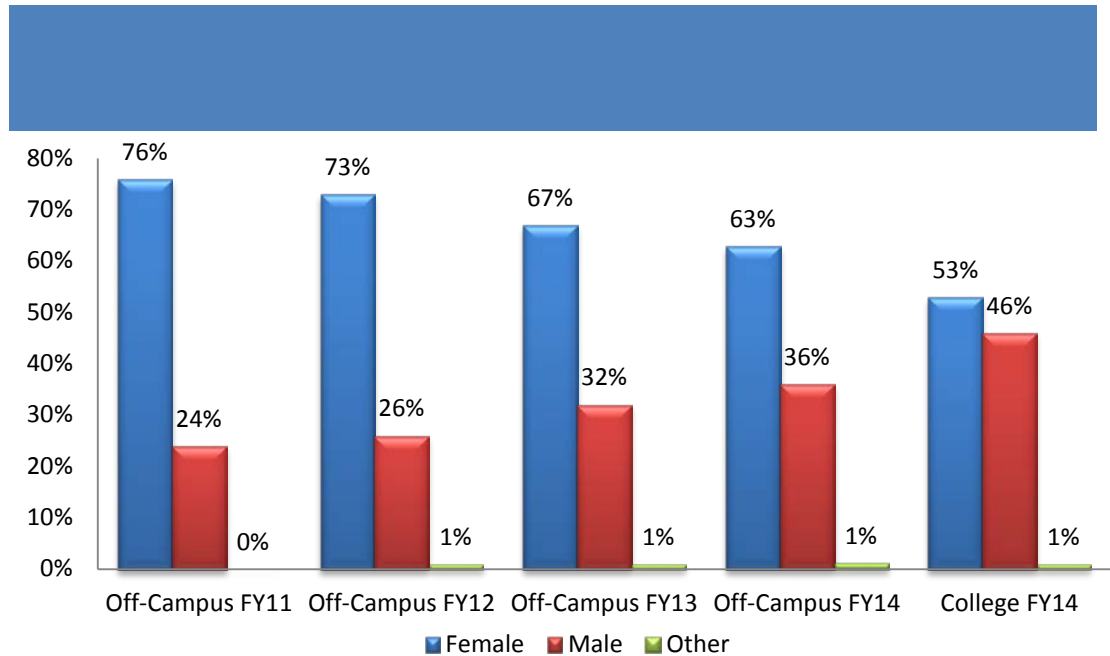




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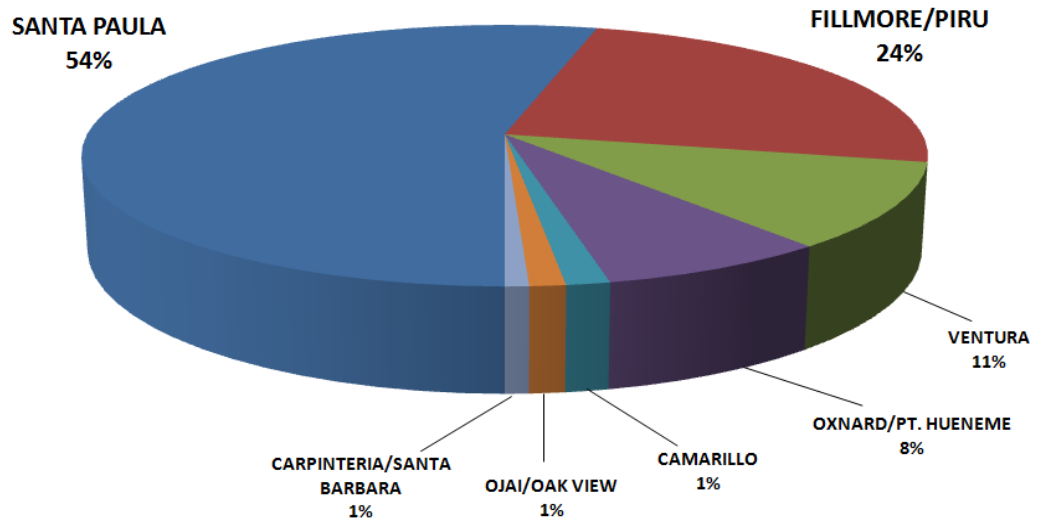
### Ventura College Santa Paula Site and Off-Campus Programs

In prior years, there has been 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 Santa Paula and Fillmore community will benefit from career-technical programs to increase education and employment skills in the underrepresented Hispanic males of the region VCSP serves.



A common misconception is that classes offered off-campus are primarily an “overflow” for students who cannot get into classes at main campus thereby forcing students to commute to Santa Paula. Contrary to this belief, data indicates that **nearly 80%** of students enrolled in off-campus classes are residents of Santa Paula, Fillmore, and Piru.

#### CITY OF RESIDENCE DEMOGRAPHIC VENTURA COLLEGE OFF-CAMPUS PROGRAMS SPRING 2015 SEMESTER





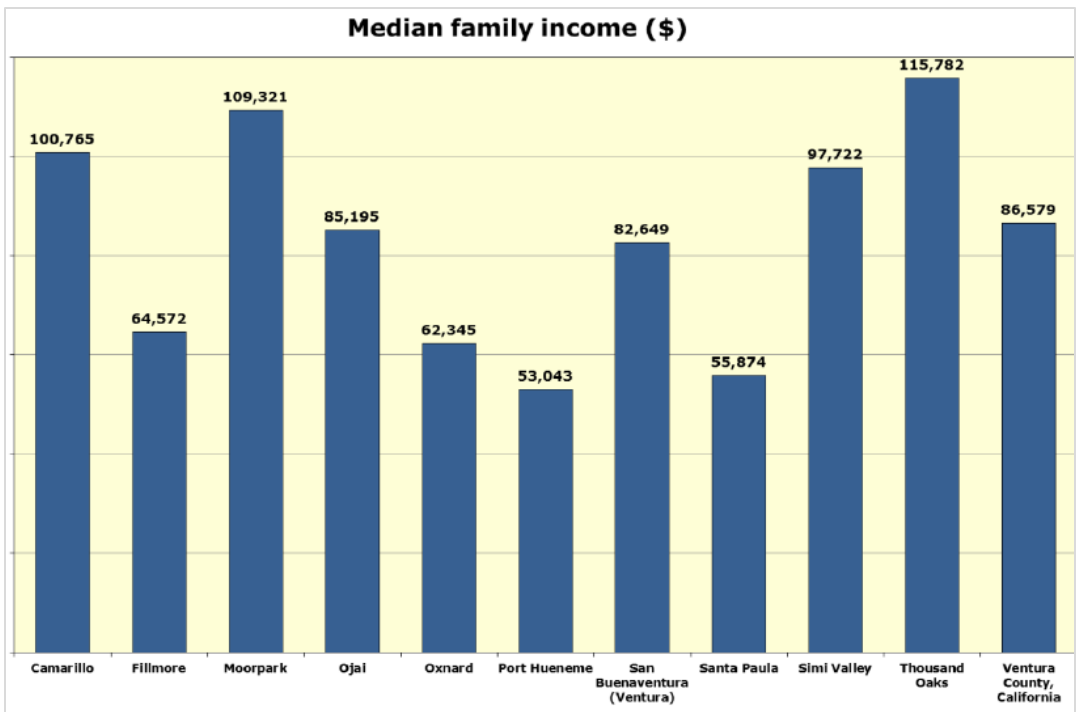
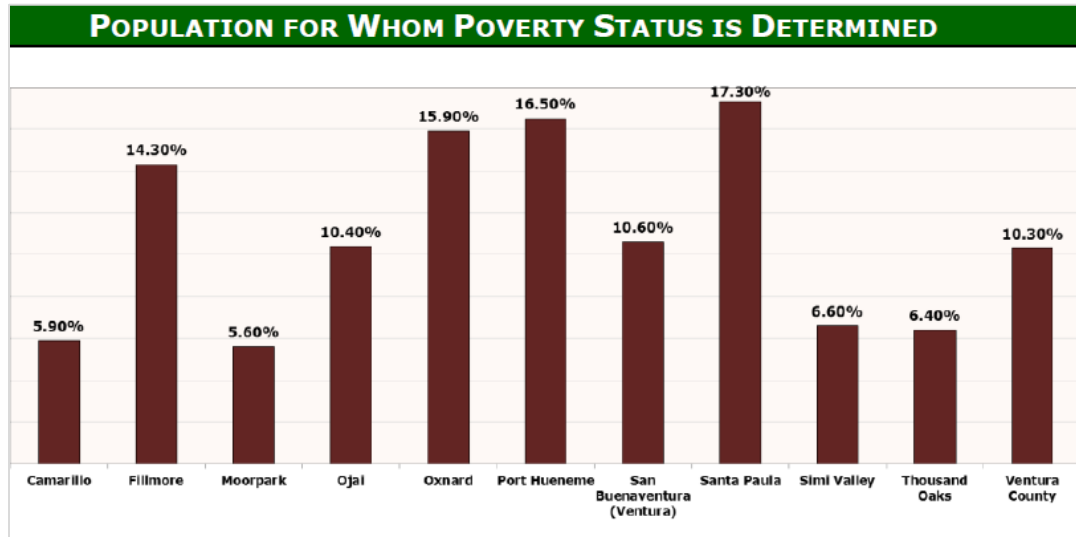
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**Community Demographics:**

Data from *ADE, Inc., American Community Survey 2008-2012* taken from the Ventura County Comprehensive Economic Development Strategy shows that in Ventura County, 10.3% of the population was in poverty in 2012 with Fillmore and Santa Paula having significantly higher percentages. Fillmore and Santa Paula are substantially below Ventura County's median family income, as well as in per capita personal income.

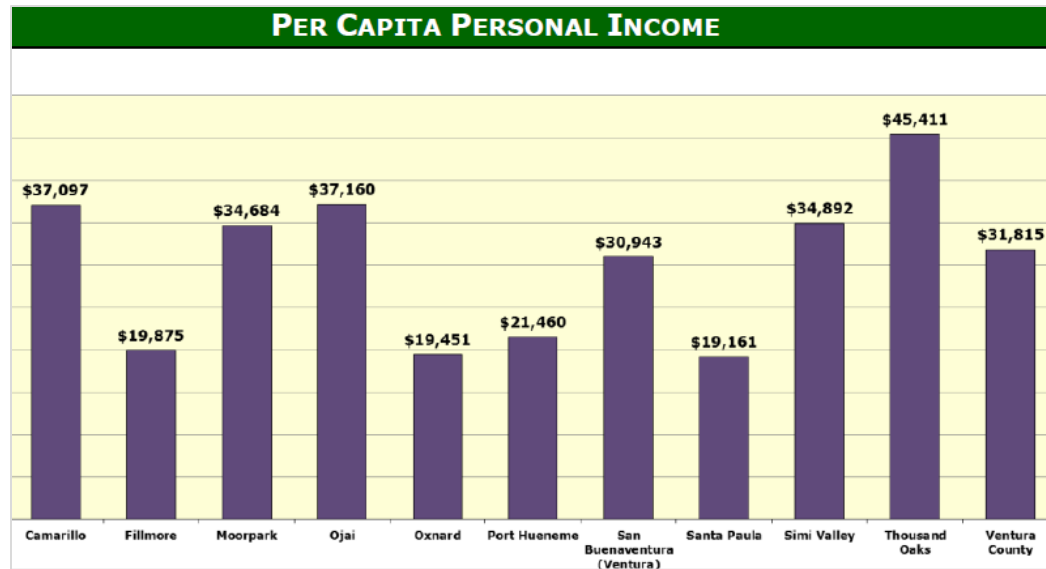
The AB86 Ventura County Adult Ed Consortium identified Santa Paula, Fillmore, and Piru as the area of highest need for adult education in Ventura County. As a region under the jurisdiction of Ventura College, accountability exists to address the educational and workforce needs of constituents. This fact should be deemed a top priority among discussions of equity. Immediate needs include non-credit English as Second Language, GED preparation and examination, Citizenship, fundamental computer classes, and career-technical education.





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#### 2. Budget

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

In spring 2010, as a result of the recession, three full-time staff members consisting of a Coordinator, Counselor Assistant, and Student Services Assistant were laid off, reducing personnel at the Santa Paula Site by over 50%. The campus also relocated to a smaller facility. 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, lease of space, and office supplies. An instructional budget of around \$4,000 is allocated to support instructional programs at the site. Off-Campus Programs' entire operating budget is smaller than service units such as EAC and EOPS. Despite reductions, 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.



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#### 3. Productivity – Program and Course

The number of sections, WSCH ratio targets, and census numbers have dropped by nearly half during 2010-2014. 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.

Over the past two years, the WSCH ratio and census figures have begun to increase with the restoration of off-campus classes at Santa Paula High School and Fillmore High School.

Initiative **VCSP 1408** was developed for Off-Campus Programs to have its own allocation of instructional course sections. Administration overseeing Off-Campus Programs would be held responsible for working within this designated number of sections to meet the same productivity targets as other instructional units.

SEMESTER	NO OF SECTIONS	WSCH	CENSUS
Fall 2010	43	4757.7	871
Spring 2011	33	3538.9	721
Summer 2011	0	0.0	0
Fall 2011	32	3176.7	716
Spring 2012	31	3498.5	856
Summer 2012	0	0.0	0
Fall 2012	24	2727.0	684
Spring 2013	24	2642.0	669
Summer 2013	0	0.0	0
Fall 2013	24	2138.8	557
Spring 2014	28	2089.5	483
Summer 2014	0	0.0	0
Fall 2014	31	3068.8	757
Spring 2015	40	3013.2	794



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#### D. Resources

##### 1. Faculty

In 2010, a full-time Business instructor at VCSP retired and the position was not restored. In 2009, a full-time ESL instructor at VCSP retired and the position was not restored. All current faculty teaching off-campus are adjunct.

##### 2. Classified Staff

To address the drop in retention and success rates and for continuous improvement of Off-Campus Programs, there are several initiatives in the area of student services to increase access to support services and guidance students need to be successful. Initiatives beginning with **VCSP** indicate immediate priorities. Initiatives beginning with **OCP** indicate long-term priorities for the impending Ventura College Santa Paula "Center" Development.

- **VCSP 1406/OCP1406** – Restore Off-Campus Programs Coordinator
- **VCSP 1501** – VCSP Counselor Assistant (Restore) - to assist with outreach, assessments and early alerts.
- **VCSP 1502** – Operational Budget to Support Student Services - to support staff from the Assessment Office, Student Health Center, and other visiting services.)
- **VCSP 1503** – 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.
- **OCP 1201** – VCSP Instructional Lab Technician – 12 month 100% position to support services to students (restore position).
- **OCP 1503** – VCSP Financial Aid Specialist – 40% position to support students enrolled in Off-Campus classes
- **OCP 1504** – VCSP Library Assistant – increase library assistant to 12 month 50% to oversee library resources and assist students with library competencies.
- **OCP 1505** – Student Services Assistant – 12 month 50% position at the VCSP facility to assist with registration services and dual enrollment programming.
- **OCP 1506** – Custodial Position (restore) – 12 month 50% position to support the new campus.
- **OCP 1507** – Grounds Position – 12 month 50% position to support the new campus.
- **OCP 1508** – Maintenance Position – 12 month 50 position to support the new campus.
- **OCP 1509** – VCSP IT Position – 12 month 40% IT position to support the new campus.





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#### 3. Inventory

To maintain a quality learning environment, Off-Campus Programs has established the following initiatives:

- **VCSP 1215** – Classroom Tables – continue to replace aged, ill-fitting and non-ADA compliant student furniture in classrooms.
- **VCSP 1504** – Upgrade Canon Copiers at VCSP (also **ESL 1501**) due to excessive troubleshooting and tech calls. VCSP has an IR6000, the oldest model in the entire college district. Parts are discontinued causing delays in repairs. Reliable copiers are needed to support instructors and students.

#### 4. Facilities or other Resource Requests

Santa Paula has one of the lowest high school graduation rates in Ventura County and no high school equivalency program is available in the Santa Paula/Fillmore/Piru region. To help meet this great need, Off-Campus Programs requests to purchase a GED or other high school equivalency preparation software program.

- **VCSP 1407** – GED Preparation Program - No formal high school equivalency program in the area. Meeting this gap creates a pathway for community members to pursue higher education.

#### 5. Combined Initiatives

N/A

#### E. Other Program/Department Data

N/A

### Section IIIb – Other Program Goals and Initiatives

#### A. Other Program Goals

There is consensus among members of the East Area One Educational Task Force that Ventura College must improve on its commitment in building rapport with the community. The proposed Educational Center must have the buy-in and support of leaders in the Santa Clara River Valley community. This will require support and resources in the areas of instruction and student services in order to maximize existing services. Additionally, key staff including an Off-Campus Coordinator, must be in place now to advocate for the site and to ensure proper resources are allocated in the development of the Center.



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#### Section IV – Program Vitality\* (Academic Senate Approved Self-Evaluation)

Not applicable to Off-Campus Programs service area.

#### Section V – Findings and Initiatives

##### ***VC Educational Master Plan Goals***

- Educational Master Plan Goal #1 - Continuously improve educational programs and services to meet student, community, and workforce development needs. Aligns with District Strategic Goal 1 (increase access and student success).
- VC Educational Master Plan Goal #2 - Provide students with information and access to diverse and comprehensive support services that lead to their success. Aligns with District Strategic Goal 1 (increase access and student success).
- VC Educational Master Plan Goal #3 - Partner with local and regional organizations to achieve mutual goals and strengthen the College, the community, and the area's economic vitality. Aligns with District Strategic Goal 2 (partner more effectively to meet community needs).
- VC Educational Master Plan Goal #4 - Continuously enhance institutional operations and effectiveness. Aligns with District Goal 3 (promote effective use of organizational resources)
- **VC Educational Master Plan Goal #5 - Implement the Ventura College East Campus educational plan. Aligns with District Goals 1, 2 and 3 (increase access and student success, partner more effectively to meet community needs, and promote effective use of organizational resources)**

##### **Findings**

- Finding #1 –Revisit the educational master plan goals for VC Santa Paula which provides service to the entire Santa Clara River Valley. This aligns to Goal #5 in the Educational Master Plan.
- Finding #2 – Increase access and student success at the Santa Paula site to meet the needs of students and the community. This aligns to Goal #1 in the Educational Master Plan.
- Finding #3 – Dual enrollment program is in need of further analysis to achieve better access and success. This aligns with Goal #2 in the Educational Master Plan.



## 2014-15 Program Review

### Ventura College Santa Paula Site and Off-Campus Programs

#### A. Initiatives (Listed in order of high, medium, low)

**Initiative Title: Off-Campus Programs Coordinator position (Restore)**

**Initiative ID: VCSP 1406/OCPF1406**

**Links to Finding:** Restore the Coordinator position to assist the Dean and staff in the coordination of the VC Santa Paula Site and Off-Campus programs (dual-enrollment courses). Advocate for the site and ensure proper resources are allocated in the development of the new campus.

**Initiative Finding Link:** VCSPF01

**Initiative Action:** Restore Coordinator or Manager to assist in the coordination of the VC Santa Paula Site and Off-Campus Programs.

**Timeline:** 2015

**Expected Benefits:** The Coordinator will organize and direct operations of the VC Santa Paula Site and Off-Campus Programs (dual-enrollment). The Coordinator will focus on programmatic quality and resource development. The Coordinator will assist the Dean to build rapport and establish a more visible, vibrant presence in the community. As a result, there will be increased enrollment and FTES.

**Funding Resource Category:** Staffing Funds

**Estimated Cost:** \$46,750-\$65,449

**Ranking:** H

**Initiative Title: East Area One Educational Task Force**

**Initiative ID: VCSP 1501(a)**

**Links to Finding:** The end of the five year lease at the Santa Paula facility is approaching. There is a need to address short-term and long-term plans for the Santa Paula satellite site and the department of Off-Campus Programs.

**Initiative Finding Link:** VCSPF01

**Initiative Action:** Renew lease at existing facility and expand into 2,000 extra space next door for an additional classroom. Develop a detailed plan for transition to a new site and implementation that will meet existing and emerging needs of the Santa Clara River Valley communities of Santa Paula, Fillmore, and Piru.

**Timeline:** 2015

**Expected Benefits:** Build rapport through a compromise to the 25 million promised through Measure S which the community voted for, is taxed for, yet have not seen implementation of their tax dollars toward a new facility. A new facility and improved programming will increase access, enrollment, and educational pathways to a service area of high need.

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

**Estimated Cost:** 0

**Ranking:** H



## 2014-15 Program Review

### Ventura College Santa Paula Site and Off-Campus Programs

**Initiative Title: Operational Budget to Support Student Services**

**Initiative ID: VCSP 1502**

**Links to Finding:** Off-Campus programs lack an operational budget for student support services which restricts the department from offering resources to meet the academic and personal needs of students enrolled. Students pay the same fees, yet receive inconsistent services in the areas of tutoring, academic counseling, assessment testing and other student support.

**Initiative Finding Link:** VCSPF01, VCSPF02

**Initiative Action:** Assign an operational budget for student support services at VCSP

**Timeline:** 2015

**Expected Benefits:** Provide support services to students attending the Santa Paula site exclusively and who pay the same enrollment fees, without the need to travel to main campus. Assist students and Ventura College in efforts to meet all mandated 3SP requirements.

**Funding Resource Category:** Staffing Funds

**Estimated Cost:** \$3,000

**Ranking:** H

**Initiative Title: Increase student hourly budget for VCSP LRC**

**Initiative ID: VCSP 1503**

**Links to Finding:** The current allocation does not reach far enough to meet the needs of the Santa Paula Site Learning Resource Center. Operational hours have been recently expanded and student workers were given a raise to comply with the new minimum wage laws in California.

**Initiative Finding Link:** VCSPF02

**Initiative Action:** Increase in the SP LRC student worker budget.

**Timeline:** 2015

**Expected Benefits:** Fill in gaps and provide consistent and adequate coverage in the VCSP LRC.

**Funding Resource Category:** Staffing Funds

**Estimated Cost:** \$5,000

**Ranking:** H

**Initiative Title: Upgrade Canon copiers at VCSP**

**Initiative ID: VCSP 1504 (Also ESL 1501)**

**Links to Finding:** Excessive technician calls to troubleshoot jams and other issues with the VCSP copiers. VCSP has an IR6000, the oldest model in the entire college district. Parts are discontinued which cause delays in repairs.

**Initiative Finding Link:** VCSPF02

**Initiative Action:** Upgrade both Canon copiers at VCSP

**Timeline:** 2015

**Expected Benefits:** Reliable copiers will benefit faculty preparing class materials.

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

**Estimated Cost:** 0

**Ranking:** H



## 2014-15 Program Review

### Ventura College Santa Paula Site and Off-Campus Programs

**Initiative Title:** VCSP Open during summer

**Initiative ID:** VCSP 1404

**Links to Finding:** Due to tremendous efforts to reduce the budget in the prior years, the college has kept the Santa Paula Site closed during the summer since 2010, notwithstanding that rent continued to be paid during these months.

**Initiative Finding Link:** VCSPF01, VCSPF02

**Initiative Action:** Maintain the Santa Paula site open year-round

**Timeline:** 2015

**Expected Benefits:** Students will benefit from the continuity of student services and classes year-round. Classes during the summer will increase FTES, and justify to taxpayers the facility is being utilized.

**Funding Resource Category:** Hourly Instruction Funds

**Estimated Cost:**

**Ranking:** H

**Initiative Title:** Budget Allocation for Off-Campus Programs

**Initiative ID:** VCSP 1408

**Links to Finding:** Off-Campus Programs lacks its own budget allocation of instructional course sections which restricts the department from making decisions and programmatic changes necessary to meet the current and emerging needs of the community it serves. The department is missing a complete general education track for Associates degree and transfer, a systematic year-round sequence of math and English classes where students may progress from remedial to college level, and growth of career-technical courses.

**Initiative Finding Link:** VCSPF01, VCSPF02

**Initiative Action:** Designate Off-Campus Programs an allocation of instructional course sections

**Timeline:** 2015

**Expected Benefits:** With its own allocation of instructional course sections, the department will be held responsible for working within this designated number of sections to meet the same productivity targets as other instructional units.

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

**Estimated Cost:**

**Ranking:** H

**Initiative Title:** Classroom Tables

**Initiative ID:** VCSP 1215

**Links to Finding:** VCSP has three remaining classrooms with aged, ill-fitting, and non-ADA compliant student furniture.

**Initiative Finding Link:** VCSPF02

**Initiative Action:** New student tables in classrooms VCSP-1, VCSP-2, and VCSP-5

**Timeline:** 2015

**Expected Benefits:** Provide an optimal learning environment in the classrooms by replacing aged furniture with new tables that are ADA compliant and which properly fit the classrooms.

**Funding Resource Category:** Facilities Funds

**Estimated Cost:** \$6,000

**Ranking:** M



## 2014-15 Program Review

### Ventura College Santa Paula Site and Off-Campus Programs

**Initiative Title: VCSP Counselor Assistant (Restore)**

**Initiative ID: VCSP 1501(b)**

**Links to Finding:** Need to restore staffing at the Santa Paula Site to meet the needs of students.

**Initiative Finding Link:** VCSPF02

**Initiative Action:** 12 month 100% position to help with outreach and assessment

**Timeline:** 2015-16

**Expected Benefits:** Increased access to student services. Increase to student enrollment, success and retention.

**Funding Resource Category:** Staffing Funds

**Estimated Cost:** 0

**Ranking:** M

**Initiative Title: VCSP Financial Aid Specialist**

**Initiative ID: OCP 1503**

**Links to Finding:** Based on the poverty rates of the Santa Clara River Valley, access to Financial Aid resources is crucial to the success of students attending Ventura College.

**Initiative Finding Link:** VCSPF02

**Initiative Action:** 40% position to support students enrolled in Off-Campus classes.

**Timeline:** 2016

**Expected Benefits:** Increased student enrollment, success, and retention

**Funding Resource Category:** Staffing Funds

**Estimated Cost:**

**Ranking:** M

**Initiative Title: VCSP Library Assistant**

**Initiative ID: OCP 1504**

**Links to Finding:** Increase library assistant position at the Santa Paula Site to assist students with library resources and library competencies for success in classes.

**Initiative Finding Link:** VCSPF02

**Initiative Action:** Increase library assistant to 12 month 50% to support students enrolled in Off-Campus classes.

**Timeline:** 2016

**Expected Benefits:** Increased student enrollment, success, and retention

**Funding Resource Category:** Staffing Funds

**Estimated Cost:**

**Ranking:** M



## 2014-15 Program Review

### Ventura College Santa Paula Site and Off-Campus Programs

**Initiative Title: Portable PA system to support VCSP events**

**Initiative ID: VCSP 1505**

**Links to Finding:** In fall 14 and spring 15, seven events have taken place that required audio/visual set-up. A portable PA system housed at the Santa Paula Site will ensure staff have access to equipment as needed, and will reduce the amount of manpower required to transport equipment between main campus and Santa Paula.

**Initiative Finding Link:** VCSPF02

**Initiative Action:** Buy portable PA system for VCSP

**Timeline:** 2015-16

**Expected Benefits:** PA equipment accessible for numerous outreach and students events held at the Santa Paula Site.

**Funding Resource Category:** Technology Funds

**Estimated Cost:** \$3,000

**Ranking:** M

**Initiative Title: VCSP Student Services Assistant (Restore)**

**Initiative ID: OCP 1505**

**Links to Finding:** Restore the second Student Services position in order to fill gaps in coverage at the Santa Paula site, increase access to student services, and to meet the demands of the growing dual enrollment program.

**Initiative Finding Link:** VCSPF02

**Initiative Action:** 12 month 50% position at the Santa Paula site to support students

**Timeline:** 2016

**Expected Benefits:** Increased access to student services and increased enrollment

**Funding Resource Category:** Staffing Funds

**Estimated Cost:**

**Ranking:** M

**Initiative Title: VCSP IT Position**

**Initiative ID: OCP 1509**

**Links to Finding:** IT position to support ongoing needs at the Santa Paula Site

**Initiative Finding Link:** VCSPF02

**Initiative Action:** 12 month 50% position

**Timeline:** 2017

**Expected Benefits:** Improved student learning environment and facilities

**Funding Resource Category:** Staffing Funds

**Estimated Cost:**

**Ranking:** M



## 2014-15 Program Review

### Ventura College Santa Paula Site and Off-Campus Programs

**Initiative Title: GED Preparation Program**

**Initiative ID: VCSP 1407**

**Links to Finding:** Santa Paula has one of the lowest high school graduation rates in the county, and there is no formal high school equivalency program in the area. The Santa Paula site is visited by numerous local residents who inquire about GED preparation and examination.

**Initiative Finding Link:** VCSPF01, VCSPF02

**Initiative Action:** Explore how VCSP can provide options for GED or high school equivalency preparation and examination.

**Timeline:** 2013-2014

**Expected Benefits:** Meeting this large regional gap will lead to improved job opportunities and pathways for individuals to pursue a college education.

**Funding Resource Category:** Technology Funds

**Estimated Cost:** \$2,000-\$3,000

**Ranking: L**

**Initiative Title: A/C issues**

**Initiative ID: VCSP 1210**

**Links to Finding:** VCSP's oldest standing initiative which has made no progress. The challenges is due to the fact that one thermostat controls two classrooms. Instructors and staff frequently interrupt classes to adjust temperature settings and this disrupts instruction and has created incidents of hostility between faculty and students who do not agree on the temperature settings. It is also a waste of energy to cool two rooms, when only one is needed.

**Initiative Finding Link:** VCSPF02

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

**Timeline:** 2010-2011

**Expected Benefits:** Correcting this issue will improve the learning environment and reduce interruptions.

**Funding Resource Category:** Facilities Funds

**Estimated Cost:**

**Ranking: L**

**Initiative Title: VCSP Instructional Lab Technician (Restore)**

**Initiative ID: OCP 1201**

**Links to Finding:** Restore the Instructional Lab Technician position to assist students in the Santa Paula Site Learning Resources Center.

**Initiative Finding Link:** VCSPF02

**Initiative Action:** 12 month 100% position at the Santa Paula site to support services students

**Timeline:** 2016

**Expected Benefits:** Increased student enrollment, success, and retention

**Funding Resource Category:** Staffing Funds

**Estimated Cost:**

**Ranking: L**





## 2014-15 Program Review

### Ventura College Santa Paula Site and Off-Campus Programs

**Initiative Title: VCSP Custodial Position (restore)**

**Initiative ID: OCP 1506**

**Links to Finding:** Restore the dedicated custodial position at VCSP to support the new campus.

**Initiative Finding Link:** VCSPF02

**Initiative Action:** 12 month 50% position at the Santa Paula site

**Timeline:** 2017

**Expected Benefits:** Improved student learning environment and facilities

**Funding Resource Category:** Staffing Funds

**Estimated Cost:**

**Ranking:** L

**Initiative Title: VCSP Grounds Position**

**Initiative ID: OCP 1507**

**Links to Finding:** Grounds position to support the new campus

**Initiative Finding Link:** VCSPF02

**Initiative Action:** 12 month 50% position

**Timeline:** 2017

**Expected Benefits:** Improved student learning environment and facilities

**Funding Resource Category:** Staffing Funds

**Estimated Cost:**

**Ranking:** L

**Initiative Title: VCSP Maintenance Position**

**Initiative ID: OCP 1508**

**Links to Finding:** Maintenance position to support the new campus

**Initiative Finding Link:** VCSPF02

**Initiative Action:** 12 month 50% position

**Timeline:** 2017

**Expected Benefits:** Improved student learning environment and facilities

**Funding Resource Category:** Staffing Funds

**Estimated Cost:**

**Ranking:** L

### **Section VI – Process Assessment**

*Instructions: Answer the questions below.*

- 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?

Data for off-campus programs is not readily available. Since multiple divisions offer classes, the data is disaggregated, and challenges exist to combine off-campus classes and data together.



## 2014-15 Program Review Ventura College Santa Paula Site and Off-Campus Programs

### 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 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.*

### **VII – Submission Verification**

*Instructions: Please complete the following section:*

**Program/Department:** Ventura College Santa Paula Site and Off-Campus Programs

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

**Dates met (include email discussions):** 6/11/15, 6/30/15, and 7/2/15

**List of Faculty who participated in the program Review Process:** Perry Martin (reviewer)

#### **Preparer Verification:**

X 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. *The dean may also provide comments (optional):*



2014-15 Program Review  
Ventura College Santa Paula Site and Off-Campus Programs

Appendix A

# 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.** Program vitality-(Academic Senate rubric)

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

**VI.** Process assessment

**VII.** Verification of review



## 2014-15 Program Review

### Ventura College Santa Paula Site and Off-Campus Programs

#### Appendix B 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>		
<b>Excluded Items</b>	<b>Who to Contact</b>	<b>Explanation</b>
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 <a href="mailto:vcmaintenance@vcccd.edu">vcmaintenance@vcccd.edu</a> 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 <a href="mailto:vcmaintenance@vcccd.edu">vcmaintenance@vcccd.edu</a> 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 <a href="mailto:vchelpdesk@vcccd.edu">vchelpdesk@vcccd.edu</a> 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.



## 2014-15 Program Review Ventura College Santa Paula Site and Off-Campus Programs

### 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 initiative.*

<p>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.</p>		
<b>Included Items</b>	<b>Committee Group</b>	<b>Explanation</b>
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.

#### Appendix C



## 2014-15 Program Review

### Ventura College Santa Paula Site and Off-Campus Programs

The purpose of this rubric is to aid a program in thoughtful, meaningful and reflective self-evaluation. This rubric is also a defensible and objective way at looking at program viability and efficacy. This rubric should not be used as the mechanism to justify funding requests or for resource allocation. Lastly, a low score on this rubric does not preclude a program from requesting documented and necessary resource requests in other parts of this program review document.

#### Academic programs:

Point Value	Element	Score
Up to 6	<b>Enrollment demand</b> <sup>1</sup>	
	A "6" would be the ability to fill 100% of sections prior to the start of the semester.	
	A "5" would be the ability to fill 95% or greater of class sections prior to the start of the semester for the past two terms.	
	A "4" would be the ability to fill 90% or greater of class sections prior to the start of a semester for the past two terms.	
	A "3" would be the ability to fill 85% or greater of class sections prior to the start of a semester for the past two terms.	
	A "2" would be the ability to fill 80% or greater of class sections prior to the start of a semester for the past two terms.	
	A "1" would be the ability to fill 75% or greater of class sections prior to the start of a semester for the past two terms.	
	A "0" would be the ability to fill less than 75% of class sections prior to the start of a semester for the past two terms.	

<b>Sufficient capital / human resources to maintain the program, as defined by:</b>		
Up to 3	<b>Ability to find qualified instructors</b>	
	A "3" would indicate that no classes have been canceled due to the inability to find qualified instructors.	
	A "2" would indicate that rarely but occasionally have classes been canceled due to the inability to find qualified instructors.	
	A "1" would indicate that a significant number of sections in the past year have been canceled due to the inability to find qualified instructors.	
	A "0" would indicate that classes are not even scheduled due to the inability to find qualified instructors.	
Up to 3	<b>Financial resources, equipment, space</b>	
	A "3" would indicate that the program is fully supported with regards to dedicated class / lab space, supplies and equipment.	
	A "2" would indicate that the program is partially supported with regards to dedicated class / lab space, supplies and equipment	
	A "1" would indicate that the program is minimally supported with regards to dedicate class / lab space, supplies and equipment.	
	A "0" would indicate that there is no college support with regards to class / lab space, supplies and equipment.	

Up to 4	<b>Agreed-upon productivity rate</b> <sup>2</sup>	
	A "4" would indicate that a program has met or exceeded its productivity rate.	
	A "3" would indicate that a program is at 90% or greater of its productivity rate.	

<sup>1</sup> Enrollment demand is determined by the ability to fill classes.

<sup>2</sup> Productivity rate is defined as **WSCH/FTEF** as determined by the program faculty at the college.



## 2014-15 Program Review

### Ventura College Santa Paula Site and Off-Campus Programs

A "2" would indicate that a program is at 80% or greater of its productivity rate.	
A "1" would indicate that a program is at 70% or greater of its productivity rate.	
A "0" would indicate that a program is at less than 70% of its productivity rate.	

<b>Up to 4</b>	<b>Course completion rate</b> <sup>3</sup>	
	A "4" would indicate that the program's course completion rate is greater than 5 percentage points or greater than most recent college-wide course completion rate metric found in the annual "VC Institutional Effectiveness Report."	
	A "3" would indicate the program's course completion rate is equal to or greater than the most recent college-wide course completion rate metric found in the annual "VC Institutional Effectiveness Report."	
	A "2" would indicate that a program's course completion rate is up to 2 percentage points less than most recent college-wide course completion rate metric found in the annual "VC Institutional Effectiveness Report."	
	A "1" would indicate that a program's course completion rate is up to 5 percentage points less than most recent college-wide course completion rate metric found in the annual "VC Institutional Effectiveness Report."	
	A "0" would indicate that a program's course completion rate is greater than 5 percentage points less than most recent college-wide course completion rate metric found in the annual "VC Institutional Effectiveness Report."	

<b>Up to 3</b>	<b>Success rate</b> <sup>4</sup>	
	A "3" would indicate that the sum of the program's course success rates for the past academic year is greater than the most recent college-wide course success rate metric found in the annual "VC Institutional Effectiveness Report."	
	A "2" would indicate that the sum of the program's success rates for the past academic year is within 4 percentage points of the most recent college-wide course success rate metric found in the annual "VC Institutional Effectiveness Report."	
	A "1" would indicate that the sum of the program's success rates for the past academic year is within 8 percentage points of the most recent college-wide course success rate metric found in the annual "VC Institutional Effectiveness Report."	
	A "0" would indicate that the sum of the program's success rates for the past academic year is lesser than 8 percentage points of the most recent college-wide course success rate metric found in the annual "VC Institutional Effectiveness Report."	

<b>Up to 3</b>	<b>Ongoing and active participation in SLO assessment process</b>	
	A "3" would indicate that all required courses, programs and institutional level SLOs as indicated by the programs SLO mapping document found in TracDat have been assessed on a regular and robust manner within the past academic year.	
	A "2" would indicate that 95% of all required courses, programs and institutional level SLOs as indicated by the program's SLO mapping document have been assessed on a regular and robust manner within the past academic year.	
	A "1" would indicate that 90% of all required courses, programs and institutional level SLOs as indicated by the program's SLO mapping document have been assessed on a regular and robust manner within the past academic year.	
	A "0" would indicate than less than 90% of all required courses, programs and institutional level SLOs as indicated by the program's SLO mapping document have been assessed on a regular and robust manner within the past academic year.	

In no more than two to three sentences, supply a narrative explanation, rationale or justification for the score you provided, especially for programs with a score of less than 22:

<sup>3</sup> As defined by the RP Group, the course completion rate is the "percentage of students who do not withdraw from class and who receive a valid grade."

<sup>4</sup> As defined by the RP Group, the success rate is "the percentage of students who receive a passing/satisfactory grade" notation of A, B, C, P, IB, or IC.



## 2014-15 Program Review

### Ventura College Santa Paula Site and Off-Campus Programs

Score interpretation, academic programs:

<b>22-26</b>	Program is current and vibrant with no further action recommended
<b>18-21</b>	Recommendation to attempt to strengthen program
<b>Below 18</b>	Recommendation to consider discontinuation of the program





## 2014-15 Program Review

### Ventura College Santa Paula Site and Off-Campus Programs

#### Appendix D

#### Rubric for Instructional Program Vitality-CTE

The purpose of this rubric is to aid a program in thoughtful, meaningful and reflective self-evaluation. This rubric is also a defensible and objective way at looking at program viability and efficacy. This rubric should not be used as the mechanism to justify funding requests or for resource allocation. Lastly, a low score on this rubric does not preclude a program from requesting documented and necessary resource requests in other parts of this program review document.

#### CTE programs:

Point Value	Element	Score
Up to 6	<b>Enrollment demand / Fill rate</b> <sup>5</sup>	
	A "6" would be the ability to fill 100% of sections prior to the start of the semester.	
	A "5" would be the ability to fill 95% or greater of class sections prior to the start of the semester for the past two terms.	
	A "4" would be the ability to fill 90% or greater of class sections prior to the start of a semester for the past two terms.	
	A "3" would be the ability to fill 85% or greater of class sections prior to the start of a semester for the past two terms.	
	A "2" would be the ability to fill 80% or greater of class sections prior to the start of a semester for the past two terms.	
	A "1" would be the ability to fill 75% or greater of class sections prior to the start of a semester for the past two terms.	
	A "0" would be the ability to fill less than 75% of class sections prior to the start of a semester for the past two terms.	
<b>Sufficient capital / human resources to maintain the program, as defined by:</b>		
Up to 3	<b>Ability to find qualified instructors</b>	
	A "3" would indicate that no classes have been canceled due to the inability to find qualified instructors.	
	A "2" would indicate that rarely but occasionally have classes been canceled due to the inability to find qualified instructors.	
	A "1" would indicate that a significant number of sections in the past year have been canceled due to the inability to find qualified instructors.	
	A "0" would indicate that classes are not even scheduled due to the inability to find qualified instructors.	
Up to 3	<b>Financial resources, equipment, space</b>	
	A "3" would indicate that the program is fully supported with regards to dedicated class / lab space, supplies and equipment.	
	A "2" would indicate that the program is partially supported with regards to dedicated class / lab space, supplies and equipment	
	A "1" would indicate that the program is minimally supported with regards to dedicate class / lab space, supplies and equipment.	
	A "0" would indicate that there is no college support with regards to class / lab space, supplies and equipment.	
Up to 4	<b>Agreed-upon productivity rate</b> <sup>6</sup>	
	A "4" would indicate that a program has met or exceeded its productivity rate.	
	A "3" would indicate that a program is at 90% or greater of its productivity rate.	
	A "2" would indicate that a program is at 80% or greater of its productivity rate.	
	A "1" would indicate that a program is at 70% or greater of its productivity rate.	

<sup>5</sup> Enrollment demand is determined by the ability to fill classes.

<sup>6</sup> Productivity rate is defined as **WSCH/FTEF** as determined by the program faculty at the college.



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A "0" would indicate that a program is at less than 70% of its productivity rate.	
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<b>Up to 3</b>	<b>Program Completion</b>	
	A "3" would indicate that the program has granted 25 or greater combined degrees, certificates and proficiency awards over the past four academic years.	
	A "2" would indicate that the program has granted 20-24 combined degrees, certificates and proficiency awards over the past four academic years.	
	A "1" would indicate that the program has granted 15-19 combined degrees, certificates and proficiency awards over the past four academic years.	
	A "0" would indicate that the program has granted fewer than 14 combined degrees, certificates and proficiency awards over the past four academic years.	

<b>Up to 3</b>	<b>Employment Outlook for Students/Job Market Relevance</b>	
	A "3" would indicate that the employment outlook for students in the program is greater than the projected county-wide employment average for the next three years <u>and/or</u> "leavers" of the program make more money in their jobs based on taking courses at the college (with or without having completed a degree) than had they not taken courses at the college.	
	A "2" would indicate the employment outlook for students in the program is about average with the projected county-wide employment average for the next three years.	
	A "1" would indicate that the employment outlook for students in the program is less than the projected county-wide employment average for the next three years.	
	A "0" would indicate that the employment outlook for students in the program is significantly less than the projected county-wide employment average for the next three years.	

<b>Up to 3</b>	<b>Success rate <sup>7</sup></b>	
	A "3" would indicate that the sum of the program's course success rates for the past academic year is greater than the most recent college-wide course success rate metric found in the annual "VC Institutional Effectiveness Report."	
	A "2" would indicate that the sum of the program's success rates for the past academic year is within 4 percentage points of the most recent college-wide course success rate metric found in the annual "VC Institutional Effectiveness Report."	
	A "1" would indicate that the sum of the program's success rates for the past academic year is within 8 percentage points of the most recent college-wide course success rate metric found in the annual "VC Institutional Effectiveness Report."	
	A "0" would indicate that the sum of the program's success rates for the past academic year is lesser than 8 percentage points of the most recent college-wide course success rate metric found in the annual "VC Institutional Effectiveness Report."	

<b>Up to 4</b>	<b>Course completion rate <sup>8</sup></b>	
	A "4" would indicate that the program's course completion rate is greater than 5 percentage points or greater than most recent college-wide course completion rate metric found in the annual "VC Institutional Effectiveness Report."	
	A "3" would indicate the program's course completion rate is equal to or greater than the most recent college-wide course completion rate metric found in the annual "VC Institutional Effectiveness Report."	
	A "2" would indicate that a program's course completion rate is up to 2 percentage points less than most recent college-wide course completion rate metric found in the annual "VC Institutional Effectiveness Report."	
	A "1" would indicate that a program's course completion rate is up to 5 percentage points less than most recent college-wide course completion rate metric found in the annual "VC Institutional Effectiveness Report."	
	A "0" would indicate that a program's course completion rate is greater than 5 percentage points less than most recent college-wide course completion rate metric found in the annual "VC Institutional Effectiveness Report."	

<b>Up to 3</b>	<b>Ongoing and active participation in SLO assessment process</b>	
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<sup>7</sup> As defined by the RP Group, the success rate is "the percentage of students who receive a passing/satisfactory grade" notation of A, B, C, P, IB, or IC.

<sup>8</sup> As defined by the RP Group, the course completion rate is the "percentage of students who do not withdraw from class and who receive a valid grade."



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### Ventura College Santa Paula Site and Off-Campus Programs

A "3" would indicate that all required courses, programs and institutional level SLOs as indicated by the programs SLO mapping document found in TracDat have been assessed on a regular and robust manner within the past academic year.	
A "2" would indicate that 95% of all required courses, programs and institutional level SLOs as indicated by the program's SLO mapping document have been assessed on a regular and robust manner within the past academic year.	
A "1" would indicate that 90% of all required courses, programs and institutional level SLOs as indicated by the program's SLO mapping document have been assessed on a regular and robust manner within the past academic year.	
A "0" would indicate that less than 90% of all required courses, programs and institutional level SLOs as indicated by the program's SLO mapping document have been assessed on a regular and robust manner within the past academic year.	

In no more than two to three sentences, supply a narrative explanation, rationale or justification for the score you provided, especially for programs with a score of less than 22:

Score interpretation, academic programs:

- 27-32**            Program is current and vibrant with no further action recommended
- 22-26**            Recommendation to attempt to strengthen program
- Below 22**        Recommendation to consider discontinuation of the program



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#### 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.**