

1. Assessment Plan - Four Column



PIE - Continuing Education: Off-campus High School

Narrative Reporting Year

2018-19

Contact Person: Angelena Pride

Email/Extension: apride@mtsac.edu/6117

Program Planning Dialog: The Off-Campus High School Department was officially formed in January of 2019 when a full-time director was hired. Prior to that the Project Manager worked in conjunction with administrators from the School of Continuing Education to develop program goals. Since the department is currently utilizing staff members from the Adult Basic Education Department there was no formal PIE planning process that took place with staff. However, the Off-Campus High School Program did participate in the Adult Basic Education Departments "PIE Day" where an update on the program was provided to all in attendance. As the department starts to take shape it has become easier to see the strengths and weaknesses and what needs to be done to move the department forward.

External Conditions, Trends, or Impacts: Though the Local Control Funding Formula for K-12 School Districts has provided additional resources for many districts, there has been no additional funding for credit recovery programs at the high school level, or for an increase in secondary summer school programs. Credit recovery programs are critical to student success, equity, and for K-12's to meet their graduation rate goals. Due to this lack of funding K-12 Districts are turning to the Off-Campus High School Program for assistance in this area. Unfortunately several of the districts that have approached us are outside of the Mt. SAC region.

Internal Conditions, Trends, or Impacts : Currently the staffing needed for the Off-Campus High School Program to run efficiently, and provide seamless and consistent services to our K-12 partners, has not been provided. The OCHS department consist of one full-time director, one Administrative Assistant II and one Coordinator. Both of these employees are on loan from the Adult Basic Education Department. In addition the Administrative Specialist III from the Adult Basic Education Department has also been assisting with the program . The use of these three staff members has put a burden on coverage and completion of task in the Adult Basic Education Department. Permanent staff is crucial if the OCHS program is going to continue to maintain services at current levels, or even grow. An Administrative Assistant III, Coordinator, Project/Program, and Counselor, is needed as soon as possible. This may be the only department on campus that does not have permanent staff, other than the Director, assigned to it.

Critical Decisions Made by Unit: This year the focus was on growth, increasing the number of students we serve, and retention.

- One high school, in the Baldwin Park Unified School District, was added to our OCHS program that offers credit recovery courses during the traditional school year.
- The number of credit recovery courses offered through the OCHS program with Pomona Unified School District was increased
- The attendance rate in the OCHS courses in the Pomona Unified School District improved by 13% from the fall 2018 to the spring 2019 semester
- El Rancho Unified School District was added to our K-12 partnership for the summer 2019 program

Notable Achievements for Theme A: To Advance Academic Excellence and Student Achievement: Adjunct counselors visited 38 high schools that offer courses through the OCHS program, in support of the Student Support and Success Program.

- During the 2018/2019 Summer Session 83% of students completed an SEP
- During the 2018/2019 Academic Year 94% of students completed an SEP

These results show that the students enrolled in our courses are taking the opportunity to participate in a credit recovery program seriously.

Notable Achievements for Theme B: To Support Student Access and Success: -Our partnership with the Mt. SAC Early College Academy, and Dual Enrollment Program, has completed it's first year. Forty-nine freshmen students completed a Spanish I course, and the feedback from the students, Mt. SAC faculty, and the Mt SAC Early College

Academy staff has been very positive.

-We added Baldwin Park Unified School District to our OCHS academic year program

-El Rancho Unified School District was added to our OCHS summer program

-A more comprehensive review of the SLO process was conducted. This allowed us to summarize the summer 2018 SLO results and share them with the faculty members who will be teaching during the summer 2019

Notable Achievements for Theme C: Secure Human, Technological, & Financial Resources: -A full-time Director, Off-Campus High School Program was hired

-The OCHS Department secured office space that will be able to hold a full-staff when that occurs

-Angelena Pride, Director, Off-Campus High School, was elected to a second term on the Rowland Unified School District Board of Governors

-Angelena Pride, Director, Off-Campus High School, was elected as a Director for the Los Angeles County School Trustee Association

Notable Achievements for Theme D: To Foster an Atmosphere of Cooperation and Collaboration: There is always a great need for teachers during the summer session, and the threat of having to reduce course offerings due to lack of faculty is always a concern. To assist our partners in finding qualified and trained educators a partnerships with the Teacher Credentialing Programs at Cal State Fullerton, Cal Poly Pomona, Azusa Pacific University, and the University of La Verne, we have been able to hire several eager and energetic adjunct faculty members for our programs. During the summer of 2018 this partnership yielded 13 faculty members, and for summer 2019 it has yielded 22 faculty members.

Contributors to the Report: Angelena Pride, Director, Off-Campus High School; Omi Miri, Assistant Director, Adult Basic Education

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>Student Support - Increase access to high quality student services to support student goals and promote pathways for a diverse noncredit population.</p> <p>Status: Active</p> <p>Goal Year(s): 2018-19</p>	<p>Report directly on Goal</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 50</p> <p>One new school district was added to the OCHS Departments summer program. This District included one comprehensive high school and one academy. The addition of this District should result in 100_ FTES for the summer of 2019 session.</p> <p>The OCHS Department added an additional school district, consisting of one comprehensive high school and one academy, to their summer program. The addition of this district should result in 100+ additional FTES for summer 2019.</p> <p>The addition of this district, especially at such a late date,</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
	<p>Report directly on Goal</p>	<p>created a huge burden on the already understaffed OCHS Department. The department has not received an Administrative Specialist III, a full-time counselor, nor a Coordinator, Project/Program, as a result the Director has had to request assistance from various managers in the School of Education to utilize their staff to accomplish department goals. While the request was honored, on a limited basis, it resulted in their departments having to readjust staffing and assignments of duties as well.</p> <p>Outcome data will not be available until August 30, 2019 (05/31/2019)</p>
	<p>Request - Full Funding Requested - Full-Time Administrative Assistant III Full-Time Counselor Coordinator, Project/Program</p> <p>Describe Plans & Activities Supported (Justification of Need): Adjunct Counselors will visit all 36 Off-Campus sites to provide students in every class with an orientations, have them complete a Student Educational Plan (SEP;s), and provide follow-up counseling services when requested. Classroom visits will take place from July 2019-June 2020 -95% of students will have an orientation -95% of students will complete an SEP -100% of students will have the opportunity for follow-up with a counselor to obtain program specific information Lead: Angelena Pride What would success look like and how would you measure it?: Success will be: -95% of students receiving an orientation</p>	<p>Reporting Year: 2018-19 % Completed: 75 Adjunct counselors visited 36 Off-Campus High School sites and provided students with an orientation, Student Educational Plan (SEP), and offered follow-up counseling. -98% of students received an orientation. This criterion for success was not met but could have been met if the OCHS department had a full-time counselor -98% of the students completed an SEP. This criterion was exceeded. -100% of students had access to follow-up counseling. This criterion was met because follow-up referral slips are left with the teachers so that even students who were absent could request to meet with the counselor. (06/27/2019)</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
-------------------	-------------------------	---

-95% of students completing and SEP
-100%of students will have the opportunity for follow-up with a counselor to obtain program specific information

Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.
Planning Unit Priority: High
One-Time Funding Requested (if applicable): 10000
On-Going Funding Requested (if applicable): 225000

<p>Teaching and Learning - Expand and support innovation in teaching, learning, academic support, and management within SCE. Status: Active Goal Year(s): 2018-19 Date Goal Entered (Optional): 09/10/2018 Date Goal Archived/Inactivated (Optional): 03/28/2019</p>	<p>Report directly on Goal</p>	<p>Reporting Year: 2018-19 % Completed: 100 The Off-Campus High School added another District to our program. The District added is comprised of one comprehensive high school and one academy. The Memorandum of Understanding was development and approved by both boards. Courses are scheduled to start with the new District on June 10, 2019. We are in talks to determine how we can continue the partnership beyond the summer 2019 session. (05/28/2019)</p>
	<p>Request - Full Funding Requested - Administrative Assistant III Coordinator, Project/Program Describe Plans & Activities Supported (Justification of Need): The OCHS Department will expand high school offerings to additional school districts. We will research school districts that have minimal course offerings during the summer session but have a large number of students who need summer</p>	<p>Reporting Year: 2018-19 % Completed: 75 The goal of adding an additional district was met. A new district was added, comprised of two comprehensive high schools, and they are currently offering a total of 27 year long courses. The MOU was developed and approved but both boards. The number of FTES gained from this new partnership is yet to be determined, depending upon final enrollment at the end of the 2019 summer session.</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
-------------------	-------------------------	---

instruction in order to stay on track to graduate on time.
 -A Memorandum of Understanding will be developed, and board approved by Winter 2019
 -Course offered will be A-G approved
 -Enrollment in each course will be maintained at a minimum of 35 students
 -Students will be able to take courses for credit recovery and/or enrichment
 -There will be a strong focus on student equity in the development of the program at the new site

(06/27/2019)

Lead: Angelena Pride,

What would success look like and how would you measure it?: -The OCHS Department will add at least one additional school district to their list of K-12 partners
 -An Memorandum of Understanding will be established and approved by both boards no later than Spring 2019
 -There will be an increase of a minimum 100 FTES for the Summer 2019 session

Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.

Planning Unit Priority: High
One-Time Funding Requested (if applicable): 80000

On-Going Funding Requested (if applicable): 150000

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>Communication - Increase effectiveness and consistency of communication among stakeholders. Status: Active Goal Year(s): 2018-19</p>	<p>Report directly on Goal</p>	<p>Reporting Year: 2018-19 % Completed: 50 Due to the lack of a full-time Administrative Assistant III there was a delay in gathering the information needed by Research and Development to get the survey out within the last year. There were also several changes in the position of Coordinator at our Off-Campus High School locations. The positive side of the delay was that all staffing in the Coordinator position was able to be finalized and board approved. In addition staff were familiar enough with the program to provide true insight that can be used for performance improvement.</p> <p>An additional impact on the delay of this goal was the lack of staffing. With no Administrative Assistant III and Coordinator, Project/Program, the compiling of information to give to Research and Development took a longer time to put together.</p> <p>All information has been provided to Research and Development in May of 2019 and the survey went out on May 6, 2019. The survey data is currently being compiled but Research and Development and should be available by July 31, 2019. The delay is due to end of year task that Research and Development must work on.</p> <p>(05/31/2019)</p>
	<p>Request - Full Funding Requested - Administrative Specialist III Coordinator, Project/Program Describe Plans & Activities Supported (Justification of Need): Gather information from Off-Campus High School staff and faculty on program quality and development to support the program review process. The initial survey will go out to 45 individuals who serve/served in the capacity of Summer High School Coordinator</p>	<p>Reporting Year: 2018-19 % Completed: 50 A survey was developed and sent out via email to 45 Summer High School Coordinators in May of 2019. The Mt. San Antonio College Research and Development team worked on the survey and sent it out. They are currently in the process of analyzing the data, however due to year end obligations they will not have data available until mid-July.</p> <p>The original goal was to have the survey go out in early April 2019, however the lack of an Administrative Specialist III and Coordinator, Project/Program, delayed this process because of the summer high school workload on current</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
	<p>Lead: Angelena Pride</p> <p>What would success look like and how would you measure it?: -At least 90% of OCHS Coordinators will complete a program quality and development survey</p> <p>-At least 3 areas of improvement will be identified, and addressed</p> <p>Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.</p> <p>Planning Unit Priority: High</p> <p>One-Time Funding Requested (if applicable): 10000</p> <p>On-Going Funding Requested (if applicable): 125000</p>	<p>staff.</p> <p>This goal will be complete for the 2019/2020 year. (06/27/2019)</p>
<p>Data - Ensure equity, access, completion, and success of educational goals for all students. This will be done through strong instructional programs and support services for all students.</p>	<p>Report directly on Goal</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 0</p> <p>Due to the understaffing of the OCHS departments, and lack of funding for adjunct faculty members, work on this goal has been placed on hold until the 2019/2020 academic year. (06/01/2019)</p>
<p>Status: Active</p> <p>Goal Year(s): 2018-19</p>	<p>Request - Full Funding Requested - Administrative Assistant III Coordinator, Project/Program Adjunct Faculty</p> <p>Describe Plans & Activities Supported (Justification of Need): To increase student success and ensure equity in all programs, and for all students, adjunct faculty, with support from the Director, OCHS, will review Student Learning Outcomes, syllabi and exam rubrics, and course success data. Changes will be recommended based on trends observed in OCHS data, changes in K-12 standards, and</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 25</p> <p>SLO, syllabi and exam rubrics were reviewed, however faculty members agreed that more time was needed to make changes and requested that we delay the full review process until after the 2019 summer session. This will also allow the faculty members to look at two years of course success data to determine if any trends exist. There was also a desire to have more equity training before making changes.</p> <p>In the 2018/2019 school year there was a 12% increase in course success. The goal of a 20% increase was not met.</p> <p>A meeting is scheduled for September 19, 2019 to review the rubrics again and make changes.</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
-------------------	-------------------------	---

equity issues.
Lead: Adjunct Faculty
 Angelena Pride, Director, Off-Campus High School (06/27/2019)
What would success look like and how would you measure it?: -A 20% increase in course success (A,B,C)
 -Updating of SLOs
 -Enhancements in the rubrics used to review exams and syllb

Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.
Planning Unit Priority: High
One-Time Funding Requested (if applicable): 10000
On-Going Funding Requested (if applicable): 150000