

1. Assessment Plan - Three Column



PIE - Business - CS&DT: Family & Consumer Science (FCS) Unit

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>	
<p>Articulations - Develop, maintain, and strengthen course articulations with area high schools as well as with CSU. Status: Active Goal Year(s): 2018-19, 2019-20 Date Goal Entered (Optional): 07/01/2017</p>	<p>Report directly on Goal</p>	<p>Reporting Year: 2018-19 % Completed: 50 Successfully completed articulation with Rowland High School for FCS 41 and FCS 80. We continue to articulate with CSULB for FCS 80, but curriculum changes at CSU may change this in 19/20. Nothing changed in 18/19 year. (05/09/2019)</p>	
		<p>Reporting Year: 2017-18 % Completed: 50 Successfully completed articulation with Rowland High School for FCS 41 and FCS 80. We articulate with CSULB for FCS 80, but curriculum changes at CSU may change this in 18/19. (05/22/2018)</p>	
	<p>Request - No Funding Requested - Submit FCS 80/Personal Financial Planning for CSU GE approval. *Describe Plans & Activities Supported (Justification of Need): We are still waiting to hear what the CSUs are doing with regards to lower division Personal Finance classes. They were working on making them a Math option. FCS program faculty working closely with CSULB faculty. Proposal prepared already. Waiting for next steps which hopefully will happen in the 2019/20 year as nothing happened in the 18/19 year. June 2020: No changes from last year. We hoped to make progress,</p>	<p>Reporting Year: 2018-19 % Completed: 0 This goal is still on hold while the CSUs decide if Personal Finance will be considered as a math class. (05/09/2019)</p> <p>Reporting Year: 2017-18 % Completed: 0 This goal is on hold while the CSUs decide if Personal Finance will be considered as a math class. (04/12/2018)</p> <p>Reporting Year: 2016-17 % Completed: 25 Currently waiting for word from the CSU GE committee. May not hear until April 2018. (07/01/2017)</p>	<p>: No results yet 7/1/17 (07/01/2017)</p>

Unit Goals

Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

but nothing new before COVID-19 changed our work environment.

***Lead:** Lisa Amos

What would success look like and how would you measure it?: Multiple levels of success: 1. course approved by CSU's; 2. more sections offered; 3. student completion rates

Type of Request: OTHER OPERATING EXPENSES AND SERVICES: Requests for contracted, legal/ audit, personal/ consultant, rent/ leases, repairs/ maintenance, and other misc. services. May also include request for travel and conference that does not require the assistance of POD.

Planning Unit Priority: Medium

Total Funding Requested: 0

In Progress - Support and time to maintain articulation agreements with Rowland High School for FCS 41 and FCS 80, and also to develop additional articulation agreements with additional high schools in the area.

***Describe Plans & Activities**

Supported (Justification of Need):

Time to work with high school teachers as well as to administer and grade final exams.

June 2020: Articulation didn't end up happening due to high school students not wanting to take the Mt. SAC final exam so they could earn college credit. Covid-19 situation significantly impacted our articulation this year.

***Lead:** Lisa Amos

What would success look like and how would you measure it?: At least

Reporting Year: 2018-19

% Completed: 50

FCS 41/Life Management: We had 9 Rowland High School students who took the FCS 41/Life Management final exam in May 2018 and all 9 earned college credit. While we had 100% success rate, the number of students should be higher because RHS has 2 classes of Life Management and most of these students would be eligible to take the final exam. The RHS teacher and I (Lisa Amos) worked more closely with the students in the 18/19 year to have more students ready and signed up to take the final exam at the end of May 2019 for college credit.

FCS 80/Personal Finance: 17 students earned Mt. SAC credit by successfully completing the 17/18 class at the Rowland High School as that agreement is straight course to course articulation. We plan to continue with this articulation agreement. (05/09/2019)

Reporting Year: 2017-18

% Completed: 50

Articulation agreements in place with CSULB for multiple courses. Waiting to hear from CSULB on FCS 80/Personal

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources	
	<p>75% of the students who sign up for the articulation agreement will successfully earn college credit at Mt. SAC.</p> <p>Type of Request: OTHER OPERATING EXPENSES AND SERVICES: Requests for contracted, legal/ audit, personal/ consultant, rent/ leases, repairs/ maintenance, and other misc. services. May also include request for travel and conference that does not require the assistance of POD.</p> <p>Planning Unit Priority: Medium</p> <p>On-Going Funding Requested (if applicable): 500</p> <p>Total Funding Requested: 500</p>	<p>Finance as to changes with GE.</p> <p>Articulation agreement completed with Rowland High School for FCS 41 and FCS 80 for 2016/17 year. (05/22/2018)</p> <hr/> <p>Reporting Year: 2016-17</p> <p>% Completed: 25</p> <p>Success rates have varied from year to year, but overall our articulation agreements with Rowland High School have been successful. (07/01/2017)</p>	<p>: 2016/17: 7 of 8 student successfully earned Mt. SAC credit for FCS 41 course. Waiting for results for FCS 80. (07/01/2017)</p>
<p>Class Demand Programs - Provide sufficient class sections of all courses (including online sections) to meet demand for GE courses as well as to move students through the FCS program certificate.</p> <p>Status: Active</p> <p>Goal Year(s): 2017-18, 2018-19, 2019-20</p> <p>Date Goal Entered (Optional): 07/01/2017</p>	<p>Report directly on Goal</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 50</p> <p>There is a shift in demand for our classes. Students aren't enrolling in night and Friday classes. We added more online classes in the 18/19 year. Working to get more adjunct faculty SPOT certified so we can continue to offer even more online sections. (05/10/2019)</p> <hr/> <p>Reporting Year: 2017-18</p> <p>% Completed: 100</p> <p>This is an ongoing goal. We evaluate courses from semester to semester. (05/22/2018)</p>	
	<p>Request - No Funding Requested - Assess scheduling needs on an ongoing basis to best meet the needs of students including traditional as well as online sections.</p> <p>*Describe Plans & Activities Supported (Justification of Need): Enrollment data. Support from Division Dean.</p> <p>*Lead: Lisa Amos</p> <p>What would success look like and</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 50</p> <p>Growth continues to be in online classes. We offered FCS 80 online for the first time in Fall 2018. We offered if for Spring 2019 as well. It was the second section in our program to fill. We offered a second FCS 80 online less than 2 weeks before the semester started and it filled too. We cancelled classes due to low enrollment: one night class for Fall 2018 and all 3 night classes and the one late afternoon class for Spring 2019. (05/10/2019)</p> <hr/> <p>Reporting Year: 2017-18</p>	

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources	
	<p>how would you measure it?: Minimal sections being cancelled each term. Sections being added when classes fill quickly.</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): 0</p> <p>Total Funding Requested: 0</p>	<p>% Completed: 100</p> <p>Our growth appears to be in the online sections. Those classes fill the fastest for our program. (05/22/2018)</p> <hr/> <p>Reporting Year: 2016-17</p> <p>% Completed: 25</p> <p>We cancelled 3 sections of FCS 41 in Spring 2017 due to low enrollments, but were able to add an 8 week late start online FCS 41 section that filled quickly. (07/01/2017)</p>	<p>: We hope the low enrollments for evening and Friday sections is not an ongoing trend. We are watching enrollments closely each term. (07/01/2017)</p>
<p>Facilities - Plan, design, construct, maintain quality physical facilities that will meet students' needs and accommodate future program expansion.</p> <p>Status: Active</p> <p>Goal Year(s): 2018-19, 2019-20</p> <p>Date Goal Entered (Optional): 09/01/2016</p>	<p>Report directly on Goal</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 50</p> <p>We received 2 small bulletin boards that were left over from another classroom. We also received an Elmo document camera. We still need more bulletin boards and holders for flyers/handouts. (05/10/2019)</p> <hr/> <p>Reporting Year: 2017-18</p> <p>% Completed: 75</p> <p>We are in our fabulous new BCT complex. The FCS classroom was moved from bldg 78 to bldg 77. As such we don't have bulletin boards or an Elmo projector in our new classroom. We need these still. (04/12/2018)</p>	
	<p>Completed - Bulletin boards, flyer racks, and plexi holders for FCS classroom 77-2080 (due to change of classroom from bldg 78 to 77.)</p> <p>*Describe Plans & Activities Supported (Justification of Need):</p> <p>Additional bulletin boards in the classroom will allow faculty space to post sample of student work, pertinent flyers, as well as posters relating to course content. Plexi holders will allow us to have racks of flyers for students to pick up. We were able to get two small bulletin boards for the classroom,</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 50</p> <p>We received 2 small bulletin boards, but we need more. We also need plexi holders and flyer racks still. (05/10/2019)</p>	

Unit Goals

Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

but the space is limited. We need more.

June 2020: This was completed during the 2019/20 year

***Lead:** Lisa Amos

What would success look like and how would you measure it?: Number of students being able to see information posted in the classroom and pick up flyers with program and event information.

Type of Request: NON INSTRUCTIONAL EQUIPMENT: Tangible property with useful life of more than one year, other than land or buildings improvements, equal and over \$500 per individual item. Used for administrative or non-instructional purposes.

Planning Unit Priority: High
Total Funding Requested: 0

Completed - Plexi sign holders and wall bin for flyers and handouts

***Describe Plans & Activities Supported (Justification of Need):**

Sign holders and wall bin for flyers and for program handouts are needed in the FCS classroom 77-2080 as well as for the FASH/FCS office suite in Bldg 78-2190.

June 2020: This was completed in the 2019/20 year.

***Lead:** Lisa Amos

What would success look like and how would you measure it?: Be able to professionally post our office hours, tutoring hours, program schedule matrices for upcoming terms, and to have other relevant handouts for students. This is

Reporting Year: 2018-19

% Completed: 0

We still need these. I believe the ones for the FASH/FCS office suite are being purchased through Business Division funds for continuity of product across the division. (05/10/2019)

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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difficult to measure though. It is a basic need.
Type of Request: SUPPLIES AND MATERIALS: Instructional supplies and materials are items to be used by students, faculty and other personnel in connection with an instructional program, less than \$500.
Planning Unit Priority: High
Total Funding Requested: 0

<p>Instructional Support Staffing: - Increase and maintain faculty and adjunct faculty positions to fully support the program including increased course offerings. Status: Active Goal Year(s): 2016-17, 2017-18, 2018-19, 2019-20 Date Goal Entered (Optional): 07/01/2017</p>	<p>Report directly on Goal</p>	<p>Reporting Year: 2018-19 % Completed: 0 We are experiencing an adjunct staffing shortage for the 19/20 fiscal year. We currently have enough adjunct to teach Mon/Wed classes as well as evening classes, but we need additional adjunct with Tues/Thurs/Fri availability. Teaching opportunities with Dual Enrollment as well as growth of our online sections is adding to this need. (05/10/2019)</p>
	<p>Request - No Funding Requested - Hire additional adjunct faculty who are available to teach day classes. *Describe Plans & Activities Supported (Justification of Need): Human Resources support for hiring process *Lead: Lisa Amos What would success look like and how would you measure it?: Hire 1-2 adjunct faculty who can teach Tuesday, Thursday and Friday day classes. June 2020: Was in process of hiring an additional adjunct faculty member when Covid-19 changed our work.</p>	<p>Reporting Year: 2017-18 % Completed: 100 We currently have adequate staffing for the 2018/19 academic year. (05/22/2018)</p> <hr/> <p>Reporting Year: 2018-19 % Completed: 0 We are experiencing an adjunct staffing shortage for the 19/20 fiscal year. We currently have enough adjunct to teach Mon/Wed classes as well as evening classes, but we need additional adjunct with Tues/Thurs/Fri availability. Teaching opportunities with Dual Enrollment as well as growth of our online sections is adding to this need. Friday morning instructor will be able to teach day classes for us starting after Fall 2018. Growth in our program seems to be with online classes. If the CSUs make Personal Finance a math option, then we will be able to offer additional sections of FCS 80 and need to hire additional faculty. (05/10/2019)</p> <hr/> <p>Reporting Year: 2017-18</p>

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources	
	<p>Working to get this person plus another hired and ready to teach when we have face-to-face classes again.</p> <p>Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.</p> <p>Planning Unit Priority: High</p> <p>Total Funding Requested: 0</p>	<p>% Completed: 50</p> <p>Friday morning instructor will be able to teach day classes for us starting after Fall 2018.</p> <p>The other new instructor was scheduled to teach a night class for Spring 2018, but it was cancelled due to low enrollment. It is preferred that our adjunct faculty teach a face-to-face class before they are SPOT trained and teach an online class.</p> <p>Growth in our program seems to be with online classes. If the CSUs make Personal Finance a math option, then we will be able to offer additional sections of FCS 80 and need to hire additional faculty. (04/12/2018)</p> <hr/> <p>Reporting Year: 2016-17</p> <p>% Completed: 50</p> <p>We hired 2 adjunct faculty this year. One will teach our Friday morning FCS 41 class for Fall 2017. The other one will teach evening and/or online classes. (07/01/2017)</p>	<p>: Hiring adjunct who can teach at the times students prefer to take classes is critical in supporting the program. (07/01/2017)</p>
<p>Student Success - Ensure that support services are in place to increase access and success in completion and transfer.</p> <p>Status: Active</p> <p>Goal Year(s): 2018-19, 2019-20</p> <p>Date Goal Entered (Optional): 07/01/2017</p>	<p>Request - Partial Funding Requested</p> <p>- Periodicals to develop a FCS Program Consumer Resource Library.</p> <p>*Describe Plans & Activities Supported (Justification of Need):</p> <p>Funds for periodicals that are related to course content in FCS classes and provide students with additional subject matter knowledge.</p> <p>*Lead: Lisa Amos</p> <p>What would success look like and how would you measure it?:</p> <p>Students will have additional materials in the classroom to supplement the textbook and other classroom materials.</p> <p>June 2020: We still want to make this happen for when we return to campus for face-to-face classes.</p> <p>Spring 2021?</p> <p>Type of Request: SUPPLIES AND</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 0</p> <p>We have not established a consumer resource library. We received \$300 in funds for the program for supplies and used them to purchase classroom materials and posters.</p> <p>We will need racks to put the periodicals. This was requested under "facilities" goal. (05/10/2019)</p> <hr/> <p>Reporting Year: 2017-18</p> <p>% Completed: 0</p> <p>We are in our new classroom as of Spring 2018, but we have not yet established a consumer resource library for the program. (05/22/2018)</p> <hr/> <p>Reporting Year: 2016-17</p> <p>% Completed: 0</p> <p>No progress yet. We received funds through Perkins 2 years ago, but did not have space to house them. Waiting until we move into BTC to set this up. (07/01/2017)</p>	<p>: None at this time. Information in coming year. (07/01/2017)</p>

Unit Goals

Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

MATERIALS: Instructional supplies and materials are items to be used by students, faculty and other personnel in connection with an instructional program, less than \$500.

Planning Unit Priority: Medium
On-Going Funding Requested (if applicable): 200

Total Funding Requested: 200

Request - Full Funding Requested - Student tutors (through Federal Work Study, SSEED or CalWORKs) to increase student retention and completion

***Describe Plans & Activities**

Supported (Justification of Need): A student tutor who has taken classes in the FCS program will provide assistance to other students to help them with homework and studying for exams to improve their grades.

***Lead:** Lisa Amos

What would success look like and how would you measure it?: Tutoring contacts to be tracked. Faculty and students can provide information about student success based on tutoring assistance.

June 2020: No luck hiring the appropriate person in the 2019/20 year before Covid-19 changed things.

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

Planning Unit Priority: High
On-Going Funding Requested (if applicable): 4000

Total Funding Requested: 4000

Request - Partial Funding Requested - Professional development to

Reporting Year: 2018-19

% Completed: 50

A student tutor was hired through Federal Work Study for 2018/19. He supported faculty and students in the classroom as well as during scheduled tutoring hours. This is an ongoing need for the program. (05/10/2019)

Reporting Year: 2017-18

% Completed: 75

We hired a Federal Work Study student for the 2017/18 year. For spring semester this resource wasn't utilized as fully as in past semesters. We need to advertise his hours more. (05/22/2018)

Reporting Year: 2016-17

% Completed: 25

We had some success this year. Signage in the classroom announced consistent tutoring hours, yet only about 25 students (out of 300+) took advantage of tutoring support within the program. (07/01/2017)

: Provide student support within the classroom to increase student contact with the program peer tutor. This should increase contact hours during tutoring hours. (07/01/2017)

Reporting Year: 2018-19

% Completed: 50

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources	
	<p>increase faculty knowledge base and improve the program.</p> <p>*Describe Plans & Activities Supported (Justification of Need): Funding for professional development for the full-time FCS faculty member to attend relevant conferences and meetings such as: AAFCS National Conference, HEFWA, AFCPE, Jump\$tart Financial Literacy Board Meetings in Sacramento, and other pertinent meetings or webinars.</p> <p>*Lead: Lisa Amos</p> <p>What would success look like and how would you measure it?: Faculty will make modifications to curriculum based on information gained.</p> <p>Type of Request: PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees.</p> <p>Planning Unit Priority: High</p> <p>On-Going Funding Requested (if applicable): 2000</p> <p>Total Funding Requested: 2000</p>	<p>The full-time FCS professor took on too heavy of a teaching load for the 2018/19 year, so she didn't use any college funds to attend conferences for the FCS program. (05/10/2019)</p>	
		<p>Reporting Year: 2017-18 % Completed: 50</p> <p>Funds for 2017/18 for full time faculty to attend conferences were received through Division (\$200), Perkins, and POD. (05/22/2018)</p>	
		<p>Reporting Year: 2016-17 % Completed: 25</p> <p>I have been successful in getting most of the funds I need through Perkins. I thought I would need to apply to POD for one conference in 2016/17 year, but because I had to cancel one conference attendance due to illness I had enough Perkins funds to cover other meetings/trainings. (07/01/2017)</p>	<p>: My attendance at the AAFCS conference last week provided me with tools to overhaul how I teach the FCS 80 course and also provided me with tech tools for the other courses in our program. (07/01/2017)</p>
	<p>In Progress - Secure funds for classroom supplies</p> <p>*Describe Plans & Activities Supported (Justification of Need): Be able to have supplies purchased with college funds rather than purchased by faculty. We often don't know exactly what our needs will be until we get into the fiscal year.</p> <p>*Lead: Lisa Amos</p> <p>What would success look like and how would you measure it?: Being able to purchase classroom supplies</p>	<p>Reporting Year: 2018-19 % Completed: 50</p> <p>We received \$300 for classroom supplies and materials. Order placed with Nasco in February/March. Waiting for delivery. (05/10/2019)</p>	
		<p>Reporting Year: 2017-18 % Completed: 50</p> <p>We received \$150 for supplies for the program. (05/22/2018)</p>	
		<p>Reporting Year: 2016-17 % Completed: 100</p> <p>We received \$150 in the 2016/17 year as an SPO at the SAC</p>	<p>: Calculators in the classroom provide for greater instructor control during exam time while</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>	
	<p>when we need them. Not having to pay for classroom supplies out of pocket.</p> <p>Type of Request: SUPPLIES AND MATERIALS: Instructional supplies and materials are items to be used by students, faculty and other personnel in connection with an instructional program, less than \$500.</p> <p>Planning Unit Priority: High</p> <p>On-Going Funding Requested (if applicable): 250</p> <p>Total Funding Requested: 250</p> <p>Request - Full Funding Requested - Funding to pay an adjunct faculty member at non-instructional hourly rate to coordinate Consumer Symposiums for students</p> <p>*Describe Plans & Activities Supported (Justification of Need): Events to be held during Money Smart Week in April or National Consumer Protection Week in March or Manage Your Money Week in October. Funding adjunct at their non-instructional hourly rate to coordinate speakers, marketing materials and hosting the day of the event. Students from FCS program invited, plus full campus and the community. This allows students in the program as well as others to build on their consumer and financial skill base.</p> <p>June 2020: We have not been able to do this for a while since we haven't had any funds to do so.</p> <p>*Lead: Lisa Amos</p> <p>What would success look like and how would you measure it?: Number</p>	<p>RAC. We purchased a classroom set of calculators. (07/01/2017)</p> <p>Reporting Year: 2018-19</p> <p>% Completed: 0</p> <p>We didn't receive any funds for this in the 2018/19 year. The full-time faculty member had too heavy of a teaching load to take on coordinating any special events for the program. (05/10/2019)</p>	<p>providing students with a tool to assist them with calculations. (07/01/2017)</p>

Unit Goals

Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

of students who attend the event.
Documentation from FCS students as to what they gained from the workshop(s).

Type of Request: OTHER OPERATING EXPENSES AND SERVICES: Requests for contracted, legal/ audit, personal/ consultant, rent/ leases, repairs/ maintenance, and other misc. services. May also include request for travel and conference that does not require the assistance of POD.

Planning Unit Priority: Medium
On-Going Funding Requested (if applicable): 800

Total Funding Requested: 800