

1. Assessment Plan - Four Column



PIE - Continuing Education: Off-campus High School

Narrative Reporting Year

2017-18

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Program Planning Dialog: The Off-Campus High School Program was formed into its own department in October 2017.

External Conditions, Trends, or Impacts: The continued decline in funding for K-12 School Districts has, and will continue to keep the programs offered through Off-Campus High School in high demand.

Internal Conditions, Trends, or Impacts : There have been three major impacts on OCHS:

- 1) Due to enrollment caps we have had to turn away additional school districts that are need of our programs.
- 2) The lack of office space has been a big barrier to internal organization and communication. Currently all three OCHS staff members are housed in different locations
- 3) The lack of full-time staff has meant that OCHS has had to impose on other programs staff members to assist in ensuring that all task were completed. This has placed a burden on everyone involved.

Critical Decisions Made by Unit: Due to the growth of the OCHS programs, from just summer to year-round, it was decided that OCHS should be it's own department under the School of Continuing Education.

Notable Achievements for Theme A: To Advance Academic Excellence and Student Achievement: In 2017 OCHS offered high school courses, both make-up and advancement, at 35 high schools, in 13 school districts. In 2018 we are offering the same programs to 36 high schools, in 13 school districts. In 2017 we offered over 350 courses and served over 14,000 students with an average course success rate of 86%.

Notable Achievements for Theme B: To Support Student Access and Success: Over 14,000 students were able to access make-up and advancement high school courses. This opportunity allowed them to stay on track with their educational goals.

Notable Achievements for Theme C: Secure Human, Technological, & Financial Resources: OCHS staff members have attended various professional development workshops on campus

Notable Achievements for Theme D: To Foster an Atmosphere of Cooperation and Collaboration: The OCHS staff maintains very strong relationships with 13 K-12 school districts/35 high schools.

In addition the OCHS program is working closely with other departments on campus, who also serve high school students, to ensure there is no duplication of services and that each of us is knowledgeable about the others program. As part of this process OCHS will be offering courses at the Mt. SAC Academy, in West Covina Unified School District.

Contributors to the Report: Angelena Pride, Diana Dzib and Laurie Cornejo

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>Streamline Student Success and Support Program - All Off-Campus High School students will receive an orientation, educational plan and follow-up services.</p> <p>Status: Active</p> <p>Goal Year(s): 2017-18, 2018-19</p> <p>Date Goal Entered (Optional): 06/06/2018</p>	<p>Report directly on Goal</p>	<p>Reporting Year: 2017-18</p> <p>% Completed: 50</p> <p>For fall 2017 the OCHS department had a 93% SSSP completion rate, for spring 2018 the completion rate was 94%. The school sites we worked with have a high absenteeism rate that impacted the ability to make contact with all of the students. We were also impacted from having a counselor who had limited availability to go out to the school sites. Moving forward we will try to make contact on different days of the week (Tuesday and Thursday) when absenteeism is lower, and work with other counselors in the SCE Division to have more availability for SSSP site visits. (06/28/2018)</p>
	<p>Full Funding Requested - Full-time clerical support, a computer, and work station.</p> <p>Describe Plans & Activities</p> <p>Supported: Counselors from SCE will be used for implementation of SSSP during the fall and spring semesters, and approximately 10 part-time counselors will be used for SSSP during the summer session (due to the high number of schools served during this time). Schedules will be developed to cover all classrooms at the 36 high schools served by the Off-Campus High School program during the summer session. Counselors will ensure that every registered student has completed an orientation and educational plan and has been offered follow-up services. Counselors will work with department clerical support to log and track all SSSP data.</p> <p>Lead: Angelena Pride</p> <p>One-Time Funding Requested (if applicable): 5000</p> <p>On-Going Funding Requested (if</p>	<p>Reporting Year: 2017-18</p> <p>% Completed: 25</p> <p>OCHS is a new department with limited resources that was developed in 2017-18. The resource request for a full-time clerical support, a computer, and work station was not fulfilled this year. The lack of clerical support assigned to OCHS negatively impacts the ability to streamline processes.</p> <p>To address this SSSP goal, the OCHS team received clerical support from the ABE department to assist in the collection and processing of faculty and classified application packets, logging submitted registration cards, and reviewing and scanning of timesheets. The ABE clerical support also helped with other miscellaneous task that arose throughout the summer session, but this significantly affected their ability to complete their regularly assigned ABE task. In the future, this clerical support may not be available so it is imperative for OCHS to receive funding for full-time clerical support, a computer for that person to use, and a work station for the person. Doing so will help OCHS transition from a program into a department. (07/19/2018)</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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applicable): 69000
Type of Request: Staffing, Non-Instructional Equipment
Planning Unit Priority: High
What would success look like and how would you measure it?: 100% of students served through the Off-Campus High School Program will receive SSSP services that will put them on the pathway to success in their future educational endeavors. Success will be measured by:
 1) 100% of OCHS students receive an orientation
 2) 100% of OCHS students have an educational plan
 3) 100% of OCHS students are offered follow-up services
 4) A procedure is established for entering SSSP data into a database
 5) All SSSP data is entered into a database
Documentation Attached?: No

<p>Improve Department Efficiency - Work with the SCE Division Dean to create an appropriate infrastructure that will allow OCHS to develop from a program into a department. Status: Active Goal Year(s): 2017-18, 2018-19 Date Goal Entered (Optional): 06/06/2018</p>	<p>Full Funding Requested - Facility space to house the Off-Campus High School department. Describe Plans & Activities Supported: All three OCHS staff members will be housed in the same location and able to offer efficient service to all OCHS partners. The OCHS staff will share at least one fully furnished office, and three fully furnished cubicles, or two fully furnished offices and two fully furnished cubicles. Lead: Angelena Pride and Madelyn Arballo One-Time Funding Requested (if</p>	<p>Reporting Year: 2017-18 % Completed: 25 The resource request for a central facility to house the OCHS department was not fulfilled this year. While all three staff members have workspace, they continue to be housed in different locations that make communication and collaboration challenging. The OCHS department is still evolving and face many challenges. OCHS staff managed to work around the inconvenience of being located in different locations 2017-18. However, to streamline their work, increase efficiency, be more productive, and improve communication and customer service, the OCHS staff will need to be located in the same office. (06/28/2018)</p>
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Unit Goals

Resources Needed

Where We Make an Impact: Closing the Loop on Goals and Plans

applicable): 10000

On-Going Funding Requested (if

applicable): 69000

Type of Request: Facilities , Staffing, Non-Instructional Equipment, Non-Instructional Supplies

Planning Unit Priority: High

What would success look like and

how would you measure it?: OCHS

will have an office to facilitate collaboration and communication among staff that will aide in serving partners more efficiently. Customer service provided to Off-Campus High School partners will be enhanced when they are able to be greeted and immediately served by Mt. SAC OCHS staff. Communication among OCHS staff, and program efficiency, will improve as staff members are able to communicate immediately, face-to-face, due to the close proximity of work space. Support for one another will also increase as staff will be able to see when co-worker needs assistance. Time management will improve when we no longer have to spend time walking from one location to another to have face-to-face communication. Organization of files and documents will be improved once they are able to be housed in one central location, instead of the four widespread locations in which they are currently housed.

1) All OCHS staff is housed in one central office

2) Addition of a full-time clerical support person

2) All OCHS files and documents are

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housed in the central office
 3) All OCHS partners are informed of the OCHS office location

Use of SLO Data - The OCHS department will improve the utilization of SLO data to further enhance the curriculum and instruction in all of our program courses.
Status: Active
Goal Year(s): 2017-18, 2018-19
Date Goal Entered (Optional): 06/06/2018

Report directly on Goal

Full Funding Requested - Full-time clerical support
Describe Plans & Activities Supported: A full-time clerical staff member will assist in the collection, tracking, and desegregation of data. When SLO data is received from OCHS faculty it will be logged and compiled into reports, then compared and reviewed by faculty and staff to determine strengths and weaknesses in curriculum and instruction by subject area. Seven SLOs will be reviewed each year, based on the four-year SLO cycle.
Lead: Angelena Pride and faculty member
One-Time Funding Requested (if applicable): 5000
On-Going Funding Requested (if applicable): 69000
Type of Request: Staffing, Non-Instructional Equipment
Planning Unit Priority: High
What would success look like and how would you measure it?: SLO data will be used regularly to assess curriculum, identify areas that need

Reporting Year: 2017-18
% Completed: 50
 For the fall 2017 and spring 2018 semesters SLO data was collected from five courses. The information gleaned from this data will be reviewed and assessed by faculty members and the OCHS Project Manager and used for curriculum and instructional improvements. (06/28/2018)

Reporting Year: 2017-18
% Completed: 25
 The 2017-18 resource request for full-time clerical support was not fulfilled.

To address this goal, the OCHS director collected SLO data from five courses. Given limited resources and the lack of clerical support, SLO data has not been analyzed or entered into a database for tracking purposes. To be able to collect and analyze SLO data in a timely manner, the OCHS department needs clerical assistance. The lack of clerical assistance puts a strain on the OCHS team and, in general, the department, and limits its productivity. (06/28/2018)

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	<p>development, and implement changes if and when necessary. This will be measure by:</p> <ol style="list-style-type: none"> 1) OCHS will produce SLO data reports 2) OCHS SLO data will be reviewed and analyzed by faculty and staff 3) Seven SLOs will be reviewed each year <p>Documentation Attached?: No</p>	
<p>Data collection and use - Continuously collect data from OCHS Coordinators and faculty to evaluate and improve programs. Status: Active Goal Year(s): 2017-18, 2018-19 Date Goal Entered (Optional): 06/18/2018</p>	<p>Report directly on Goal</p>	<p>Reporting Year: 2017-18 % Completed: 25 Feedback from our partners is critical to program success. Developing processes in which that feedback can be acquired needs to occur; this is what the OCHS staff will be working on over the next program year. Additional clerical support will be critical to process. (06/28/2018)</p>
	<p>Full Funding Requested - Full-time clerical support Describe Plans & Activities Supported: 1) Develop a survey to elicit feedback on the Summer High School programs policies, procedures and coordination 2) Administer the survey to all 35 Off-Campus high School Coordinators to solicit anonymous feedback on their assessment of hos the Summer High School programs operation process 3) Tabulate the survey results once received 4) Analyze the results, identify stress and areas of improvement, and summarize findings in a report Lead: Angelena Pride On-Going Funding Requested (if applicable): 69000 Type of Request: Staffing</p>	<p>Reporting Year: 2017-18 % Completed: 0 The 2017-18 resource request for full-time clerical support was not fulfilled.</p> <p>Without clerical support, the OCHS department was unable to address this goal. The lack of clerical assistance puts a strain on the OCHS team and limits the department's productivity. Next year, OCHS will once again request clerical support and, will once again, aim to collect data from partners to identify ways to improve and further develop off-campus high school programs. (06/28/2018)</p>

Unit Goals

Resources Needed

Where We Make an Impact: Closing the Loop on Goals and Plans

Planning Unit Priority: High
What would success look like and how would you measure it?: There will be Summer High School program evaluation data to guide changes to improve the program. Success will be measured by:

- 1) We will have a response rate of 90% of the Off-Campus High School Coordinators participating in the survey
- 2) Findings will be produced in a report
- 3) Information obtained from the survey will be used for overall program improvement (instructional and process) and to maintain positive relationships with the K-12 School Districts