Peralta Community College District

Annual Program Update Template

Final Version: May 20, 2017

Introduction and Directions

The Peralta Community College District has an institutional effective process which consists of the following components: a District-wide Strategic Plan which is updated every six years; Comprehensive Program Reviews which are completed every three years; and Annual Program Updates (APUs) which are completed in non-program review years. While there are individualized Program Review Handbooks for Instructional units, Counseling, CTE, Library Services, Student Services, Administrative units, and District Service Centers, there is one Annual Program Update template for use by everyone at the colleges which is completed in the Fall semester of non-program review years.

The Annual Program Update is intended to primarily focus upon planning and institutional effectiveness by requesting that everyone report upon the progress they are making in attaining the goals (outcomes) and program improvement objectives described in the most recent program review document. The Annual Program Update is therefore a document which reflects continuous quality improvement. Additionally, the Annual Program Update provides a vehicle in which to identify and request additional resources that support reaching the stated goals (outcomes) and program improvement objectives in the unit's program review.

Throughout this document, the term "program" is used to refer to all of these terms: discipline, department, program, administrative unit, or unit.

The following items are required in order to complete the Annual Program Update document at the colleges:

- The most recently completed comprehensive Program Review document.
- Any comments or feedback provided during the program review validation process.
- College Goals
- Institution Set Standards (Institutional Standards that are reported annually to ACCJC)
- College Institutional Effectiveness Indicators (reported to the State Chancellor's Office annually)
- College SSSP plan
- College Equity Plan
- College Basic Skills Plan
- PCCD Strategic Goals and Annual Institutional Objectives
- Data profiles which include but are not limited to disaggregated demographics (age, gender, ethnicity, special populations), enrollment, productivity, student success metrics (retention, completion, etc.), and comparisons of Distance Education versus face-to-face classes.

I. Program Information

Program Name: CARE Program

Date: 10/13/2017

Program Type: Student Services

College or District Mission Statement:

Laney College, located in downtown Oakland, California, is a diverse, urban community college committed to student learning. Our learner-centered college provides access to quality transfer and career- technical education, foundation skills and support services. These educational opportunities respond to the cultural, economic, social, and workforce needs of the greater Bay Area and increase community partnerships and global awareness.

Program Mission:

The State established the Cooperative Agencies Resources for Education (CARE) program in the California Community Colleges. It is "a unique educational program geared toward the welfare recipient who desires job-relevant education to break the dependency cycle" (AB 3103, Hughes (Chapter 1029 Statutes of 1982). Additionally, it was the State of California's vision to help welfare recipients become convinced that they and their children are important, that they are capable, and that with proper support they can break the welfare dependency cycle through education and job training. CARE is a supplemental component of EOPS that specifically assists EOPS students, who are single heads of households on welfare with young children, by offering supportive services so they are able to acquire the education, training and marketable skills needed to transition from welfare-dependency to employment and eventually self-sufficiency for their families. Every CARE student is an EOPS student who must meet the eligibility criteria for both programs. CARE is the first state-funded, and only statewide program of its kind in the nation!

Date of Last Comprehensive Program Review: 5/20/2016

Date of Comprehensive Program Review Validation: Click here to enter a date.

II. Reporting Progress on Attainment of Program Goals or Administrative Unit Outcomes

Program Goal or Administrative Unit Outcome (AUO) (As reported in the most recent program review; cut and paste the goal or AUO from the program review document)	**Which institutional goals will be advanced upon completion?** (circle all that apply)	**Progress on goal or AUO attainment** (choose option & date)	**Explanation and Comments** (If a goal or AUO is Revised, please explain and describe the revision. Describe the impediments or detail what can be improved.)
Assessment Not Applicable to CARE Program	1. PCCD Strategic Goals Choose an item. Choose an item. 2. College Goals: Choose an item. Choose an item.	Choose an item. Select Date.	
Curriculum (if applicable) Not Applicable to CARE Program	1. PCCD Strategic Goals Choose an item. Choose an item. 2. College Goals: Choose an item. Choose an item.	Choose an item. Select Date.	
Instruction (if applicable) Not Applicable to CARE Program	1. PCCD Strategic Goals Choose an item. Choose an item.	Choose an item. Select Date.	

	2. College Goals: Choose an item. Choose an item.		
Student Success and Student Equity	1. PCCD Strategic Goals Choose an item. Choose an item. 2. College Goals: Choose an item. Choose an item.	Choose an item. Select Date.	
Professional Development, Institutional and Professional Engagement, and Partnerships Not Applicable to CARE Program	1. PCCD Strategic Goals Choose an item. Choose an item. 2. College Goals: Choose an item. Choose an item.	Choose an item. Select Date.	
Other Program Improvement Objectives or Administrative Unit Outcomes Not Applicable to CARE Program	1. PCCD Strategic Goals Choose an item. Choose an item. 2. College Goals: Choose an item. Choose an item.	Choose an item. Select Date.	
Other Program Improvement Objectives or Administrative Unit Outcomes Not Applicable to CARE Program	1. PCCD Strategic Goals Choose an item. Choose an item. 2. College Goals: Choose an item. Choose an item.	Choose an item. Select Date.	

III. Data Trend Analysis

Please review and reflect upon the data for your program. Then describe any significant changes in the following items and discuss what the changes mean to your program. Focus upon the most recent year and/or the years since your last comprehensive program review.

A. Student Demographics (age, gender, ethnicity, special populations). **Comments about changes:**

Laney CARE Demographics 16-17

Ethnicity	Count of EMPLID	% to Total
African American/Black	79	63%
Asian	13	10%
Caucasian/White	2	2%
Hispanic/Latino	16	13%
Native American	1	1%
Two or More	10	8%
Unreported	5	4%
Grand Total	126	100%

Age Range	Count of EMPLID	% to Total
18-24	20	16%
25-29	28	22%
30-34	27	21%
35-50	51	40%
Grand Total	126	100%

B. Enrollment (sections, course enrollment, productivity, # of student contacts, etc). **Comments about changes:**

Not Applicable to CARE Program

C. Student Success (retention and completion rates, # of student contacts, etc.). **Comments about changes:**

According to District MIS, the CARE program served an unduplicated count of 120 students for 16-17 academic year. Below is data of CARE Success, Retention, and Withdraw Rates compared to Laney:

Laney CARE Success Rate 16-17

Acad Year	Term	Census Enrollment	Total Graded	Success	Success Rate
2017	Fall 16	486	473	294	62%
2017	Spring 17	499	487	312	64%

Laney Success Rate 16-17

Acad Year	Term	Census Enrollment	Total Graded	Success	Success Rate
2017	Fall 16	25414	24928	17278	69%
2017	Spring 17	25233	24627	17415	71%

Laney CARE Withdrawal Rate 16-17

Acad Year	Term	Census Enrollment	Total Graded	Withdrawals	Withdrawal Rate
2017	Fall 16	486	473	109	23%
2017	Spring 17	499	487	105	22%

Laney Withdrawal Rate 16-17

Acad Year	Term	Census Enrollment	Total Graded	Withdrawals	Withdrawal Rate
2017	Fall 16	25414	24928	4608	18%
2017	Spring 17	25233	24627	4551	18%

D. Student Success in **Distance Education/Hybrid classes versus face-to-face classes** (if applicable**)**. **Comments about changes:**

Not applicable to the CARE Program

E. Other program specific data or unplanned events that reflect significant change in the program.

The CARE program serves those students who are single parents who themselves are receiving cash aid or their child(ren) is receiving cash aid. In order to receive these services, CARE students must complete an Agency Certification form which is completed by the County Social Service to verify cash aid. This verification is required by out Title V regulations. This semester, CARE students have had challenges completing this form in a timely manner

due changes at Social Service that students weren't made aware of. This can provide obstacles for students and even a barrier to success and completion, if they become frustrated, and not willing to pursue the CARE program and its services. This would impact CARE number of students served, thus future State allocations. As CARE coordinator, I am seeking ways to minimize these obstacles with the county socials service program. I have attended a few CalWORks meetings to understand how I can assist students to get the required form completed.

IV. Equity

- Please review the student success data for your program and comment upon it. Do performance gaps exist in the student success or achievement rates for disproportionately impacted students, including African-American, Hispanic/Latino, Filipinos/Pacific Islanders, foster youth, veterans, students with disabilities or other groups not listed here? If differences exist, please detail the differences and describe the activities your program is making to address the differences? How will your program evaluate the effectiveness of these activities?

Not applicable to the CARE Program

- Please review the SSSP plan, Equity plan, and Basic Skills plans at your college. How does your program address or participate in the information and activities presented in these plans? Are there resources available in these plans that can be utilized by your program or the students accessing your program?

  Not applicable to the CARE Program

V. Curriculum and Assessment Status

- What curricular, pedagogical or other changes has your department made since the most recent program review?
  Not applicable to the CARE Program

- Were these changes based on assessment of student learning outcomes at the course or program level? Please identify the assessment. If s. If assessment was not used, describe the basis for the change. For example, Title 5 requirements, certifications requirements, etc.

  Not applicable to the CARE Program

- Attach a summary depicting the program's progress on assessment of course and program level outcomes (SLOs and PLOs). Please evaluate your program's progress on assessment. What are the plans for further assessments in the upcoming academic year? Please include a timeline and/or assessment plan for the future.

  Not applicable to the CARE Program

- What does your program do to ensure that meaningful dialogue takes place in both shaping and assessing course and program level outcomes? Where can one find the evidence of the dialogue?

  Not applicable to the CARE Program

- Describe your plans for improvement projects based upon the assessment results. Attach evidence (the assessment report from TaskStream, departmental meeting notes, or the assessment spreadsheet showing these results).

VI. Additional Questions

A. For CTE:

- Please describe any recommendations resulting from advisory committee meetings that have occurred since your last program review.

- Did you receive Strong Workforce Funds? Please briefly describe your progress in meeting the state mandated metrics.

- Is your discipline/department/program working with a Deputy Sector Navigator? If so, in which sector? Briefly describe your discipline/department/program's work with the Deputy Sector Navigator.

- Is your discipline/department/program currently participating in any grants? Please discuss your progress in meeting the stated goals in the grant.

B. For Counseling:

- What has the counseling department done to improve course completion and retention rates? What is planned for the future?

- What has the counseling department done to improve SSSP counseling services? Please discuss your progress in improving SSSP counseling services.

C. For Library Services:

Please describe any changes in the library services, collections or instructional programs since the last program review or annual program update and fill in the information below.

Not applicable to the CARE Program

	This Academic Year:	Previous Academic Year(s)	Explanation of Changes
Library Open Hours Per Week			
Library Visits (gate count)			
Other Library Usage			

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	This Academic Year	Previous Academic Years (s)	Explanation of Changes
Total Library Materials Expenditures			
Total Print Book Collection (titles)			
Total E-book Collection (titles)			
Total Database Subscriptions			
Total Media Collection (titles)			
Total Print Periodical Subscriptions			
General Circulation Transactions			
Reserve Circulation Transactions			
In-house circulation Transactions (optional)			
Media Circulation Transactions (optional)			
E-book Circulation Transactions-Describe – (optional)			
Other Circulations Transactions – Describe – (optional)			
Total Circulation Transactions			

D. For Student Services and/or Administrative Units:

- Briefly describe the results of any student satisfaction surveys or college surveys that included evaluation and/or input about the effectiveness of the services provided by your unit. How has this information informed unit planning and goal setting?

Not applicable to the CARE Program

- Briefly describe any changes that have impacted the work of your unit.

The CARE program along with EOPS, has hired an hourly outreach specialist. This is a key role to ensure our programs' are reaching all students, and informing them of our programs, to the extent of completing an application attending and orientation. This way our programs are maintaining number of students served.

VII. New Resource Needs Not Covered by Current Budget

Human Resources: If you are requesting new or additional positions, in any job classification, please explain how new positions will contribute to increased student success.

Human Resource Request(s)	Already Requested in Recent Program Review?	Program Goal (cut and paste from program review)	Connected to Assessment Results and Plans?	Contribution to Student Success	Alignment with College Goal (list the goal)	Alignment with PCCD Goal (A, B, C, D, or E) (list the goal)
					Choose an item.	Choose an item.

- **Technology and Equipment:** How will the new technology or equipment contribute to student success?
  Not applicable to the CARE Program

Technology and Equipment Request(s)	Already Requested in Recent Program Review?	Program Goal (cut and paste from program review)	Connected to Assessment Results and Plans?	Contribution to Student Success	Alignment with College Goal (list the goal)	Alignment with PCCD Goal (A, B, C, D, or E) (list the goal)

Not applicable to the CARE Program					Choose an item.	Choose an item.

- **Facilities:** Has facilities maintenance and repair affected your program in the past year? How will this facilities request contribute to student success?

Facilities Resource Request(s)	Already Requested in Recent Program Review?	Program Goal (from program review)	Connected to Assessment Results and Plans?	Contribution to Student Success	Alignment with College Goal (list the goal)	Alignment with PCCD Goal (A, B, C, D, or E) (list the goal)
Not applicable to the CARE Program					Choose an item.	Choose an item.

- **Professional Development or Other Requests:** How will the professional develop activity contribute to student success? What professional development opportunities and contributions make to the college in the future?
  To continue to go to State required meetings to stay informed of program changes, and learn new ways of delivering services to CARE students.

Professional Development or Other Request(s)	Already Requested in Recent Program Review?	Program Goal (from program review)	Connected to Assessment Results and Plans?	Contribution to Student Success	Alignment with College Goal (list the goal)	Alignment with PCCD Goal (A, B, C, D, or E) (list the goal)
					Choose an item.	Choose an item.

Approved by the District Academic Senate, May 20, 2016

Endorsed by the Planning and Budgeting Council, May 27, 2016

APU Review Sign-Off:

Department Chair/Faculty Lead_____

Signature_____

Department/Discipline_____

Date_____

Division Dean_____

Signature_____

Division Name & College_____

Date_____