

Student Services 2018-2019 Program Review Cycle



CAN Program Review (Student Services) - EOPS, CARE, CalWORKs & FYSI (Even Year)

Annual Updates

2018-2019

1. Changes & Updates: Like the College, our enrollment continues to decline. Since our current budget allocation from the State is based on 2016-17 numbers we are fortunate not to be hit with a low allocation. However this year, the required match was increase by \$17,675 and next year our allocation will decrease due to serving less students in 2017-18. For this fiscal year (2018-19), we currently have a deficit of \$7,121 in meeting our match. We will need to identify how the College will meet the match by the Nov 30, 2018 when the program plan is due to the CCCC. Although we are not going out for a full-time counselor position this year, we are still in great need of having sufficient counseling appointment availability. We are currently booked out 2-3 weeks out with limited availability. We will be evaluating staffing needs this year to prioritize staffing requests for next year.

2. Progress Reports: The objects and plans outlined in program review are continuing.

- To work with the Guided Pathways initiative in order to identify strengths and challenges to better improve services.
- To continue to work on efforts to recruit and support our AB540/DEAMers and Former Foster Youth, in collaboration with Outreach, the DEAMers Taskforce, A&R and Financial Aid.
- Work with our sister campuses to identify goals that will assist us in better serving students District-wide.
- To continue to work collaboratively with programs such as PROMISE and ESO Adelante to better streamline services for students.
- We will also seek out professional development opportunities in order to learn how we may better support students through retention efforts.
- To continue to increase the number of students served in EOPS (up to 500 students).
- Since we are increasing the number of students we will be serving, we need to identify funding for the educational equipment, supplies and services.
- Continue working with the San Mateo County Human Services Agency for outreach to increase the number of CalWORKs students.

3. Rationale for New Objectives: N/A

Annual Update Status: In Process

Objective: Transportation (2018-19 and 2019-20)

EOPS was established to provide "over and above" support services for financially needy and educationally disadvantaged students by creating an environment which values each individual's potential to achieve their goals, educational careers and objectives, including, obtaining job skills, occupational certificates or associate degrees and transferring to four-year institutions. Transportation costs are a key element of support that we provide students.

Objective Status: 2 - Continuing (PR)

Objective Year: 2019-2020

Estimated Start Date: 10/25/2018

Estimated Completion Date: 10/25/2018

Please select the college goals with which this objective aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity, diversity, and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success., Organizational Development - Focus institutional resources on the structures, processes, and practices that invest in a diverse student population and prioritize and promote equitable, inclusive, and transformative learning.

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Please select the district goals with which this objective aligns.: District Goal #1 - Develop and Strengthen Educational Offerings, Interventions, and Support Programs that Increase Student Access & Success, District Goal #3 - Increase Program Delivery Options, Including the Expanded Use of Instructional Technology, to Support Student Learning and Success

Resource Requests

funding for transportation costs (SamTrans/CalTrain/parking) - In 2017-18 we spent \$50,000 in transportation, the College provided funding for half the costs. This year we only have \$30,000 total allocated toward transportation. It will not be enough to cover both fall and spring. Not to mention if we'd like to serve students during summer 2019.

Type of Resource: Other

Cost: 15000

Objective: Food Vouchers (2018-19 and 2019-20)

EOPS was established to provide "over and above" support services for financially needy and educationally disadvantaged students by creating an environment which values each individual's potential to achieve their goals, educational careers and objectives, including, obtaining job skills, occupational certificates or associate degrees and transferring to four-year institutions. Since spring 2018, we have been able to provide daily food vouchers to students at a reduced price in collaboration with the Bookstore, ASCC and SparkPoint. This address the food inequities that our students face on a daily bases. Students are given up to \$6/day to purchase a meal at the Bookstore or Pony Express.

Objective Status: 2 - Continuing (PR)

Objective Year: 2019-2020

Estimated Start Date: 10/25/2018

Estimated Completion Date: 10/25/2018

Please select the college goals with which this objective aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity, diversity, and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success., Organizational Development - Focus institutional resources on the structures, processes, and practices that invest in a diverse student population and prioritize and promote equitable, inclusive, and transformative learning.

Please select the district goals with which this objective aligns.: District Goal #1 - Develop and Strengthen Educational Offerings, Interventions, and Support Programs that Increase Student Access & Success, District Goal #3 - Increase Program Delivery Options, Including the Expanded Use of Instructional Technology, to Support Student Learning and Success

Resource Requests

Funding for food vouchers - For spring 2018 we spent approximately \$13,400 for one semester. That semester was the first time we offered it and now that students are aware of this service the demand has increase.

Type of Resource: Other

Cost: 8000

Objective: Professional Development (2018-19 and 2019-20)

To provide continuous training for our faculty and staff. In particular to allow EOPS staff to attend the annual CCCEOPS Annual Conference. The EOPS/CARE Coordinator is required to attend 2 training per year. In addition, EOPS faculty and staff are able to learn about best practices and training on State policies and procedures.

Objective Status: 2 - Continuing (PR)

Objective Year: 2019-2020

Estimated Start Date: 10/25/2018

Estimated Completion Date: 10/25/2018

Please select the college goals with which this objective aligns.: Organizational Development - Focus institutional resources on the structures, processes, and practices that invest in a diverse student population and prioritize and promote equitable, inclusive, and

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transformative learning.

Please select the district goals with which this objective aligns.: District Goal #1 - Develop and Strengthen Educational Offerings, Interventions, and Support Programs that Increase Student Access & Success, District Goal #3 - Increase Program Delivery Options, Including the Expanded Use of Instructional Technology, to Support Student Learning and Success

Resource Requests

Funding for professional development 2018-19 - Faculty & Staff Conference Expenses for CCCEOPSA Annual Conference 2018 which will be in Monterey this year (includes registration, hotel, transportation & per diem for Jose & Mayra)

Type of Resource: Professional Development
Cost: 2310

Funding for professional development 2019-20 - Faculty & Staff Conference Expenses for CCCEOPSA Annual Conference 2019 that will be in southern California in 2019 (includes registration, hotel, transportation & per diem for up to 6)

Type of Resource: Professional Development
Cost: 9000

Objective: Laptops for students

Although loaning out educational equipment is one of our strengths, it is also a challenge because we need to replace them due to normal wear and tear, damages, and being lost/stolen. In working order, we currently have sixteen laptops. These items are in high demand and we are limited as to purchasing them.

Objective Status: 2 - Continuing (PR)

Objective Year: 2019-2020

Estimated Start Date: 08/01/2019

Estimated Completion Date:

Please select the college goals with which this objective aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity, diversity, and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success., Organizational Development - Focus institutional resources on the structures, processes, and practices that invest in a diverse student population and prioritize and promote equitable, inclusive, and transformative learning.

Please select the district goals with which this objective aligns.: District Goal #1 - Develop and Strengthen Educational Offerings, Interventions, and Support Programs that Increase Student Access & Success, District Goal #3 - Increase Program Delivery Options, Including the Expanded Use of Instructional Technology, to Support Student Learning and Success

Resource Requests

Laptops for students - 10 laptops including brief case and extended warranty (\$1,497 each)

Type of Resource: Equipment (Items Over \$5000)
Cost: 14965

Objective: Expand Counseling Services (2018-19 and 2019-20)

EOPS was established to provide "over and above" support services for financially needy and educationally disadvantaged students by creating an environment which values each individual's potential to achieve their goals, educational careers and objectives, including, obtaining job skills, occupational certificates or associate degrees and transferring to four-year institutions. Counseling services is key the EOPS philosophy and is inline with various Statewide initiatives, such as Guided Pathways.

Objective Status: 2 - Continuing (PR)

Objective Year: 2019-2020

Estimated Start Date: 05/28/2019

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Estimated Completion Date:

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Please select the district goals with which this objective aligns.: District Goal #1 - Develop and Strengthen Educational Offerings, Interventions, and Support Programs that Increase Student Access & Success, District Goal #3 - Increase Program Delivery Options, Including the Expanded Use of Instructional Technology, to Support Student Learning and Success

Resource Requests

Funding for Summer Counseling 2019 - Last year we were not able to provide assistance during the summer session. When possible, we have supported students with a \$75 book voucher, transportation costs and counseling services. Last summer SSSP and ACES were not able provide us with additional funding to support these costs. For many of our students not having EOPS support over the summer meant they were not able to take class(es).

Type of Resource: Non-Instructional Personnel
Cost: 8000

Zoom Equipment for "Skype" Counseling (equipment and headphones) - To provide more access to counselors for students who are unable to come to campus. General Counseling was approved to get this equipment and EOPS would like the same opportunity to offer this service to students

Type of Resource: Information Technology
Cost: 600

Objective: Student Area

EOPS was established to provide "over and above" support services for financially needy and educationally disadvantaged students by creating an environment which values each individual's potential to achieve their goals, educational careers and objectives, including, obtaining job skills, occupational certificates or associate degrees and transferring to four-year institutions.

Objective Status: 2 - Continuing (PR)

Objective Year: 2019-2020, 2020-2021

Estimated Start Date: 10/25/2018

Estimated Completion Date: 10/25/2018

Please select the college goals with which this objective aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity, diversity, and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success., Community Connections - Build and strengthen collaborative relationships and partnerships that support the needs of, reflect, and enrich our diverse and vibrant local community., Organizational Development - Focus institutional resources on the structures, processes, and practices that invest in a diverse student population and prioritize and promote equitable, inclusive, and transformative learning.

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Resource Requests

EOPS/CARE/CalWORKs/FYI would like to secure a permanent space. In 2010 EOPS/CARE/CalWORKs student study area was used as swing space due to remodeling to building 5 and the addition of CIETL. When the remodeling was completed that space was not returned to the Programs. The area was used by students to study, EOPS Cub meetings, EOPS/CARE/CalWORKs /FYI activities, food pantry, computer and printing usage, text book library, etc. This has also limited the opportunity for the Programs to offer

Type of Resource: Facilities

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Cost: 0

Objective: Color Printer for the EOPS/CARE Coordinator

WE prints various documents that require color.

Objective Status: 1 - New (PR)

Objective Year: 2019-2020

Estimated Start Date:

Estimated Completion Date:

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Please select the district goals with which this objective aligns.: District Goal #1 - Develop and Strengthen Educational Offerings, Interventions, and Support Programs that Increase Student Access & Success

Resource Requests

Color Printer

Type of Resource: Information Technology

Cost: 400