



## Welcome to Program Review

Merritt College - 2019

Calworks - Service Area or Special Program

Annual Program Update

### Program Overview

**Please verify the mission statement for your program. If your program has not created a mission statement, provide details on how your program supports and contributes to the College mission.**

The Calworks program at Merritt College assists students in transitioning from Welfare to achieving long term self-sufficiency through coordinated student services.

### Program Total Faculty and/or Staff

#### Full Time

Carmen Johnson  
Soledad Leung

#### Part Time

LaVora Mathis-Payne

**The Program Goals below are from your most recent Program Review or APU. If none are listed, please add your most recent program goals. Then, indicate the status of this goal, and which College and District goal your program goal aligns to. If your goal has been completed, please answer the follow up question regarding how you measured the achievement of this goal.**

To improve access to college information, counseling and ease of enrollment in classes.

Status

Completed

College Goal

Time to Completion: Reduce the number of excess units earned by students.

District Goal

Advance Student Access, Equity, and Success

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal? We have made the application on-line accessible. I have set-up workstations for students within the office that allow students to have full access to the college website, where a student can enroll in their classes. We have trained our student assistants to answer some of the questions as they arise so that we do not have to refer our students to another area. In counseling services we have composed a list of general education patterns (AA, CSU & IGETC) with the numbers and names of the classes to ease the selection of courses when developing education plans (also shared the list with General Counseling). For our new students, the counselor assists the student with course selection through the education plan and has the student go directly to the workstation in order to enroll and if any problems should occur, we are available to help the student clear up the issue immediately to improve the enrollment process. Our new students learn how to navigate the Passport system and how to enroll in classes within a friendly environment making the transition into college a less hectic experience.

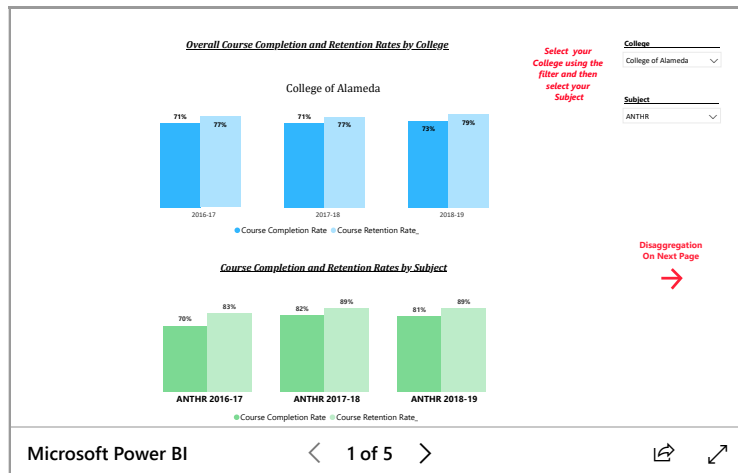
**Describe your current utilization of facilities, including labs and other space**

R-128 two offices and an open reception area

**Program Update**

**Semester End Enrollment/Usage Pattern**

Review your Semester End Enrollment by setting the filter to your college and subject



Using the dashboard, review and reflect upon the data for your program. Describe any significant changes and discuss what the changes mean to your program. Consider whether performance gaps exist for disproportionality impacted students. Focus upon the most recent year and/or the years since your last comprehensive program review. Cite data points from the dashboard to support your answer.

- 100% of respondents knew what is an SEP What is your evaluation of these results?
- 13/14 respondents already have a Comprehensive SEP. Only one students was unclear about it, which indicates she is relatively new to the program and to college.
- 13/14 listed a major. Majors fall mostly into Social Sciences (Law, Comm, Soc & Beh, Anthr., ChDev) and Allied Health (nursing, RT, Hlth Ed, Hlth Sci). There was only one student interested in a STEM major: Cybersecurity.
- The majority (11/14) want an AA or (7/14) transfer.
- 4/14 students only need one more semester to graduate. The rest need more than one year and some, especially with more than one degree level planned are unsure.
- 12/14 students met with the designated Calworks counselor. 2/14 also met with an EOPS counselor because they had a special need at a time the program designated counselor was not available.

8/14 student were unsure about how long they still need to remain at the college in order to complete their educational goal.

Possible actions: Discuss with the designated counselor the possibility to bring up at every session the number of semesters left to graduate or transfer.

**Describe the department's progress on Student Learning Outcomes (SLOs) and/or Administrative Unit Outcomes (AUOs) since the last Program Review/APU. If your discipline offers a degree or certificate, please describe the department progress on Program Learning Outcomes (PLOs).**

We are able to determine that the program is effective by four different avenues: 1) Students return to the program the following semester 2) Students work hard to comply with the various program expectations and to keep or maintain gpa's above a 2.0 and 3) Students in the program refer new students into the program 4) Students state in the program surveys that they are grateful and appreciative of the CalWORKs staff and the work that we do to support them and very pleased with the services and benefits that we provide. Although some of our students' grades may fall below a 2.0 our counselor will contact each student individually to either set up an appointment with the student to discuss how to improve for the next semester or to find out why the student does not want to return. In some cases, even though students are content with the program, personal issues become a factor beyond their control and even though we try to assist the student as much as possible, they cannot continue. But, these same students do return to complete their academic goals and they specifically mention that it was because of the CalWORKs team and the support, services and benefits we provide. Indicators that measure our effectiveness are the number of successful semester completions for our students. The expected results are the number of students within our program that graduate after spending several semesters with us.

**Describe the outcomes and accomplishments from previous year's funded resource allocation request.**

Brief description of funded request	Source (any additional award outside your base allocation)	Total Award Amount	Outcome/Accomplishment
		0	No funding was requested or provided

**In the boxes below, please add improvement actions and resource requests that are directly related to the questions answered in this section. If there are no improvement actions or resource requested in this area, leave blank.**

Improvement Actions Improvement Action

**Improvement Action**

Action Item	Description	To be completed By	Responsible Person
Fringe Benefits	Need campus to support funding benefits, program has been responsible for salary and fringe benefits		

**Resource Request**

Personnel	Part-time Faculty		
% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs
100	Due to budget reduction the cost for staffing needs to be supported by the college. Due to Administration turn around the program had to return unused funds for 2018-2019	0	5000
Total Costs			
5000			

**Resource Request**

Personnel	Classified Staff
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% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs
100	Due to budget reduction the cost for staffing needs to be supported by the college. Due to Administration turn around the program had to return unused funds for 2018-2019		
<b>Total Costs</b>			
5000			

## Resource Request Summary

Total Cost: \$10000  
 Total Resource Request: 2

Program Update Personnel					
Type	% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs	Total Costs
Part-time Faculty	100	Due to budget reduction the cost for staffing needs to be supported by the college. Due to Administration turn around the program had to return unused funds for 2018-2019		5000	5000
Classified Staff	100	Due to budget reduction the cost for staffing needs to be supported by the college. Due to Administration turn around the program had to return unused funds for 2018-2019			5000
<b>Sub-Total: \$10000</b>					

- Professional Development  
No Resources found for this category
- Technology and Equipment  
No Resources found for this category
- Supplies  
No Resources found for this category
- Facilities  
No Resources found for this category
- Library  
No Resources found for this category
- Other  
No Resources found for this category

## Sign and Submit

**Please provide the list of members who participated in completing this program review.**

Carmen Johnson  
Dr. Lilia Chavez

**Please enter the name of the person submitting this program review.**

Dr. Lilia Chavez