



## Welcome to Program Review

Merritt College - 2019

COSER - Instruction

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 Community Social Services/Substance Abuse degree and certificate program is designed to prepare students for employment in entry-level paraprofessional positions providing counseling, case management, crisis management, and relapse prevention services to substance abuse clients. The program also offers further training for persons already employed in the field. The program requirements comply with CAADE (California Association on Alcohol and Drug Education) guidelines. Community Social Services/Substance Abuse is offered both for the Associate of Arts degree and the Certificate of Achievement.

#### Program Total Faculty and/or Staff

##### Full Time

Full-time faculty â€™ Ronald L. Moss

##### Part Time

Part-time faculty â€™ William Love Part-time faculty â€™ Melvin Newton

**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.**

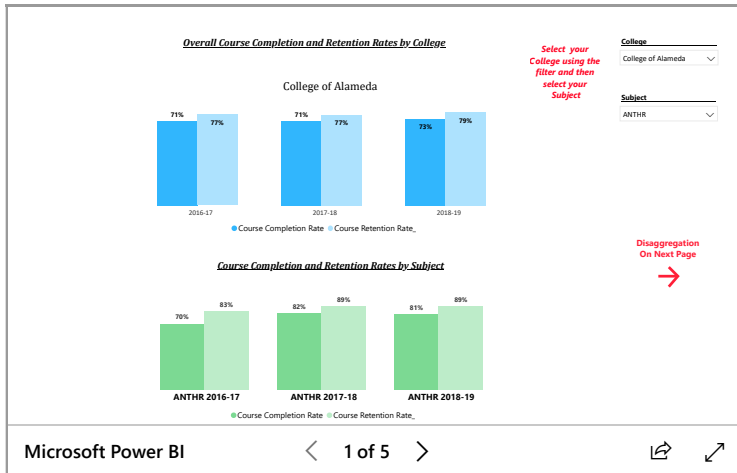
#### Describe your current utilization of facilities, including labs and other space

Assigned classrooms are P-307 and P-301. The other spaces needed are on the program review request. This includes the collegeâ€™s large space, which is called the Newton/Seale room for outreach and recruitment type events and a space where the COSER reentry and student academic success plan can be initiated. The other, that is of primary concern, is reiterated below in a resource request.

### Program Update

#### Semester End Enrollment/Usage Pattern

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



Select your College using the filter and then select your Subject

Disaggregation On Next Page →

**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.**

There has been a ten percentage point drop in completion and retention rates over the last three years in COSER. Historically, a high percentage of COSER students have been formerly incarcerated and / or former substance abusers in some form of 12 step recovery. As a result, many of them come to the campus with poor economic circumstances and unstable support systems. As they attempt to rebuild their lives, the current economic climate and housing crisis serves to exacerbates the tenuous circumstances of many COSER students. This instability seems to be a primary concern that is negatively impacting the completion and retention rates more so than in years past.

**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).**

The recently hired full time faculty is working to complete assessments and evaluate SLOs to bring them up to date. I am working with both the Human Development chair and the retired COSER, faculty, who is now part time, to update all outstanding assessments.

**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
.5 Staff Assistant	SWF		Implement of the COSER lending library; Introduce technological skills to students; Create brochures and attend appropriate Peralta events in order to inform the students about COSER; create infrastructure to track retention and rates of CTE attainment; Support COSER students in obtaining necessary permits and licenses for the intended careers

Instructional supplies

SWF

Support students learning primarily through a developing textbook loan program; classroom presentation materials enhances student group learning processes; access to free paper and ink for printing homework assignments and class projects is improving student preparedness; new whiteboards and erasable markers for tutoring and small group work is creating a competitive learning community based on a desire to improve their test scores, learning outcomes, and overall success rates.

**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
Continue the development of a comprehensive student...	Structural academic student support is being developed that supports a historically underprepared and underrepresented formerly incarcerated COSER student population that lack financial resources and is unfamiliar with a 21st century post secondary academic learning environment.	1/15/2020	C. Olsen

**Resource Request**

Supplies	Books, Magazines and Periodicals	
Description/Justification		Estimated Cost
Supplies: Reimplement COSER book loan program, Improved access to relevant magazines, and/or Periodicals; Adobe Acrobat for student computers (x6)		6000

**Resource Request**

Supplies	Instructional Supplies and Materials	
Description/Justification		Estimated Cost
Supplies/Instructional Butcher block paper, markers, ink and printing paper for student printing homework assignments and reports, and projects.		500

**Resource Request**

Technology and Equipment

New

**Description/Justification**

Replace faculty computer in P-301 COSER faculty office: The current system is outdated and needs to be replaced with the requisite software in order for the COSER program to continue to be updated.

**Estimated Cost**

1500

**Resource Request**

Technology and Equipment

New

**Description/Justification**

Replacement computer in P307: The instructional classroom for COSER is regularly used for visual aids i.e. PowerPoint and videos. It no longer accepts software updates and needs to be replaced.

**Estimated Cost**

1500

**Resource Request**

Technology and Equipment

New

**Description/Justification**

2 laptops are necessary for when there is a need for more than four computer terminals. Additionally, the 2 student workers can utilize these systems to continue developing tracking systems of student participation and grades that will be used as an early alert system for identifying students who are struggling early so tutoring and an academic support intervention can be implemented.

**Estimated Cost**

2500

**Improvement Action**

**Action Item**  
 Incorporate Street Scholars resources into the COSER St...

**Description**  
 COSER currently relies heavily on the Street Scholars Peer Mentoring Program's resources. Street Scholars provides a place where COSER students assemble for both pre and post exam study groups and group mentoring sessions. As COSER shifts to a more extensive use of electronic educational platforms for student assignments and in the classroom, Street Scholars allows COSER students to utilize their computers. This computer access allows COSER students the opportunity to familiarize themselves with CANVAS and other technology based educational resources, necessary for student success in the 21st century.

**To be completed By**  
 6/30/2020

**Responsible Person**  
 Ronald Moss

**Resource Request**

Choose an Option

**Improvement Action**

Action Item	Description	To be completed By	Responsible Person
(Re)Designate P112 as COSER Student Success Center a...	The COSER Student Learning Lab will support student access to campus resources; learning to use the CANVAS platform for classes and assignments; academic tutoring and access to workforce development services will be provided in a 21st century technology focused facility that will engage students at their respective learning levels and appeal to multiple learning modalities.	6/30/2020	Merritt College President

**Resource Request**

Facilities	Labs	Estimated Cost
Description/Justification COSER is seeking to expand academic services and support in the following ways: 1. Reallocate room P112 in the P building for the COSER Student Success Center		0

**Resource Request**

Personnel	Student Worker	Estimated Annual Salary Costs	Estimated Annual Benefits Costs
% Time 50	Description/Justification An additional student workers will facilitate study groups, teach new Re entry students how to use technology and address the dearth in writing skills, and prepare students to do more than multiple choice testing.	10000	0
Total Costs 10000			

**Improvement Action**

Action Item	Description	To be completed By	Responsible Person
COSER Student Learning Lab Manager / Coordinator	A Program manager / coordinator to manage, maintain, and open and close the COSER Student Success Lab during designated hours of operation is necessary to provide the widest range of support during hours when mature reentering and returning COSER students need access to services. These COSER students, who have other life responsibilities and significant life challenges, need to have a safe space and community that supports their successful reentry and recovery, which is vitally important to their retention and academic success.	6/30/2020	Division I Dean

**Resource Request**

Personnel	Classified Staff		
% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs
.80	The program manager / coordinator will: <ol style="list-style-type: none"> <li>1. Will be the primary mentor to support new student enrollment and provide immediate familiarization with campus resources and access.</li> <li>2. Work directly with the COSER Staff Assistant to coordinate outreach services to increase enrollment.</li> <li>3. Will work with COSER faculty to ensure program processes are being developed, implemented, monitored and followed.</li> <li>4. Will maintain the upkeep of space and student computers and, working directly with the information provided by the student workers and Staff assistant, will develop a system to collect, input, and track data pertaining to student's daily use of services and</li> </ol>	40000	0
Total Costs			
40000			

**Resource Request**

Choose an Option

**Improvement Action**

Action Item	Description	To be completed By	Responsible Person
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**Resource Request**

Choose an Option

**Improvement Action**

Action Item	Description	To be completed By	Responsible Person
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**Resource Request**

Choose an Option

**Improvement Action**

Action Item	Description	To be completed By	Responsible Person
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**Resource Request**

Choose an Option

**Improvement Action**

Action Item	Description	To be completed By	Responsible Person
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**Resource Request**

Choose an Option

**Resource Request Summary**

Total Cost: \$0  
Total Resource Request: 0  
Program Update  
Personnel

No Resources found for this category

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.**

Ronald Moss

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

Ronald Moss