



Welcome to Program Review

Merritt College - 2019

Office of Grants and Special Programs - Administrative Unit

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 mission of Student Services is to provide seamless services and resources to current and prospective students to support successful entry, placement, progression and achievement of their educational goals. To promote student success, we collaborate with and support our college-wide and community partners. The Special Programs & Grants objective is to provide innovative, effective approaches to serving our students no matter what their situation is. We are continuously improving the services we offer and encourage students to take advantage of them and let us know if there is anything more we can do to help them reach their educational goals at Merritt College.

Program Total Faculty and/or Staff

Full Time

Dr. Lilia Chavez

Part Time

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.

Develop collaborative meetings and activities between faculty and staff from categorical programs EOPs, CARE, Next Up, CalWORKs, SAS, First Year Experience IMPACT, Adelante Summer Bridge. for the purpose of reducing duplication of services and to create a larger cohort culture focused support and success, where staff is keenly aware of their role in student success and supportive of helping students develop a sense of affinity and belongingness to their network.

Status

In-Progress

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

College Goal

Completion: Increase number of degrees and certificates by 20% over the next 5 years.

District Goal

Strengthen Accountability, Innovation and Collaboration

By improving the efficiency of the delivery of paperwork, office accountability and transparency to the staff it support the categorical deliverables.

Status

In-Progress

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

College Goal

Select College Goal....

District Goal

Select District Goal....

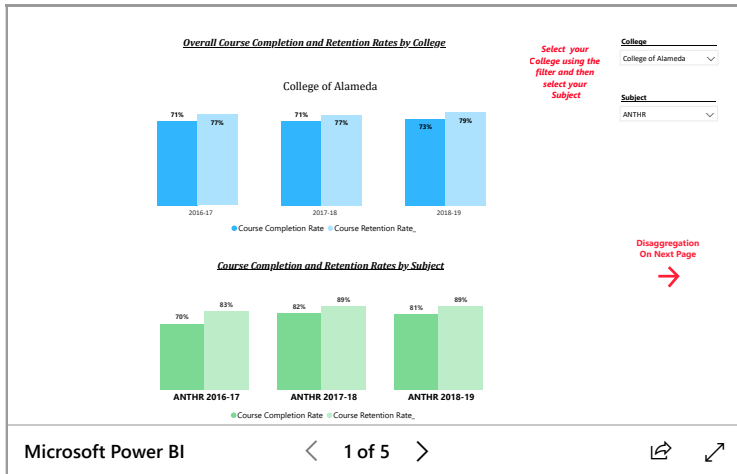
Describe your current utilization of facilities, including labs and other space

Dean of Special Programs & Grants has an office in Student Services. In addition, an additional office is for the Staff Assistant. EOPS has 3 offices, and 2 cubicles. CARE has one office and one cubicle. Next Up has one office. CalWORKS has a space that has 2 small offices and 2 cubicles and 1 front desk. SAS has 3 offices 1 cubicle and a counter section in Counseling. FYE and Adelante have one office with a desk outside the door for a student worker.

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.

There is no dashboard available for Special Programs & Grants that is within the Student Services Division. Special Programs & Grants was first overseeing categorical programs (EOPS, CARE, Next Up, CalWORKs, SAS, FYE and Adelante) then there was a shift and other areas such as Welcome Center, Outreach/Orientation, Veterans, and Assessment were added to the Dean's workload. After Evaluations, SAO's and Program Reviews were updated for the new areas under the Dean there was another shift where the added areas were placed back under the Vice President of Student Services. All Programs under the Dean of Special Programs and Grants are governed by State Regulations. These programs are required to complete various reports that coincide with State mandates.

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).

Special Programs & Grants SAO #1: Monitor the continuous improvement of satisfaction with the leadership, communication, efficiency, transparency and accountability of the OSPG in addressing the needs of the various programs that report to it. This SAO assessed for the effectiveness of services.

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
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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
Continuous improvement of systems	Refining the systems in place to increase office efficiency.		Dr. Lilia Chavez

Resource Request

Technology and Equipment	Replacement		
Description/Justification		Estimated Cost	
Computer refresh for Dean, Asst. and Clerical support.		9000	

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.

Dr. Lilia Chavez

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

Dr. Lilia Chavez