



Welcome to Program Review

Merritt College - 2019

Welcome Center - 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.

Our vision is shared with Merritt College common goal to ensure to success of the students, by providing extensive customer service by assisting them with the matriculation process and other needs as related to the enrollment process.

Program Total Faculty and/or Staff

Full Time

Margie Rubio

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.

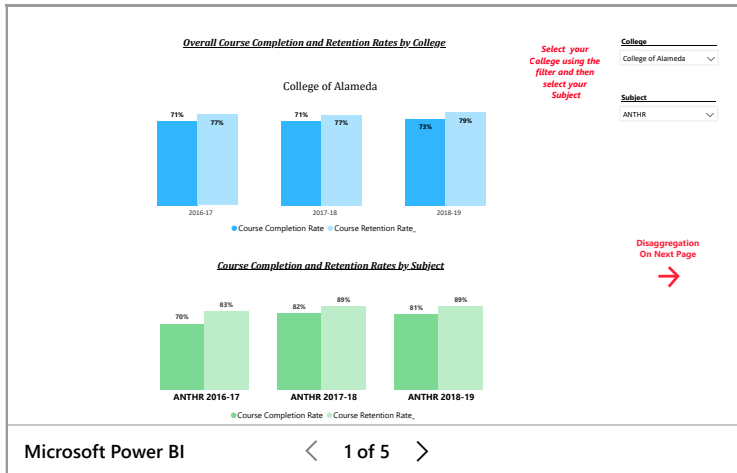
Describe your current utilization of facilities, including labs and other space

The Welcome Center is located student in R-105. We serve students with front counter inquires, campus navigation and access with nine designated computers.

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.

N/A

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).

N/A

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
Student Employee Assistants	N/A	11500	Welcome Center hired two student workers to staff the department. Increased our level of efficiency and service to students.
Office Supplies	N/A	1000	Welcome Center order supplies for Fall 19 & Spring 2020.

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 Action

Improvement Actions

Improvement Action

Action Item	Description	To be completed By	Responsible Person
Hire two Student Employee Assistants	The Welcome Center (WC) endeavors to teach/coach students and provide front line support to the service area.	12/21/2020	Margie Rubio

Resource Request

Personnel	Student Worker	Estimated Annual Salary Costs	Estimated Annual Benefits Costs
% Time	Description/Justification Student Assistants will: a. Navigate CCCApply to successfully complete an application for PCCD. b. Merritt College website to successfully complete an online Orientation c. Navigate Passport Student Center to enroll in classes d. Navigate Passport to reset student log-ins, Peralta student emails and Canvas accounts e. Other applications and services as it relates to the moving-in process, such as financial aid password resetting, in-house scholarship information, printing class schedules and transcripts, as well as general information and directions to other campus services, buildings, etc	0	0

Total Costs

24900

Resource Request Summary

Total Cost: \$24900

Total Resource Request: 1

Program Update

Personnel

Type	% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs	Total Costs
Student Worker		Student Assistants will: a. Navigate CCCApply to successfully complete an application for PCCD. b. Merritt College website to successfully complete an online Orientation c. Navigate Passport Student Center to enroll in classes d. Navigate Passport to reset student log-ins, Peralta student emails and Canvas accounts e. Other applications and services as it relates to the moving-in process, such as financial aid password resetting, in-house scholarship information, printing class schedules and transcripts, as well as general information and directions to other campus services, buildings, etc Sub-Total: \$24900			24900

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.

Margie Rubio

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

Margie Rubio