Annual Program Plan/Review Assessment
Student Services Planning Committee

Program Name: Career Center	
SSPC Member(s) Reviewers: Chialin	Date Reviewed: Click here to enter text.

The purpose of this form is to provide feedback on the quality of the program review to the Department/Program.

Student Services Program Review	Performance Level			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Executive Summary				
Please summarize your program's strengths, opportunities/challenges, and action plans. This information will be presented to the Board of Trustees.	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
Program Context				
1. Mission	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
2. Program Description	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
3. **Community and Labor Needs**: Describe how changes in community needs, employment needs, technology, licensing, or accreditation affect your program.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	This item should be very important since career center is connected with employers and the labor markets and employers' needs may need to be addressed	☐

			here. Just a thought.	
Looking Back				
4. Describe **major accomplishments**	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
5. **Impact of Resources Allocations:** Describe the impact to date that each new resource (staff, non-instructional assignment, equipment, facilities, research, funding) has had on your program and measures of student success or client satisfaction.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Not applicable	☐
Student Services Program Review	Performance Level			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Current State of the Program				
6A. State of the Program—Observation: Describe the current state of the program (include strengths and challenges)	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Very impressive with the total students served!	☐
6B. State of Program—Evaluation: What changes could be implemented to improve your program?	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7A. Current Service Area Outcomes (SAOs) Assessment and Student Learning Outcomes (SLOs) Assessment: State your current year SAOs and SLOs.	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7B. SAO Assessment Plan: Describe your program's SAO Assessment Plan.	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐

7C. SAO Assessment Results and Impact: Summarize the findings of your program's SAO Assessments.	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7D. SLO Assessment Plan: Describe your program's SLO Assessment Plan	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7E. SLO Assessment Results and Impact: Summarize the findings of your program's SLO Assessments. What are some improvements that have been, or can be, implemented as a result of SLO Assessment?	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	You may want to consider to ask a couple of students why they did not get it at the post assessment. It would be in-time learning for you.	☐

Student Services Program Review	**Performance Level**			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Looking Ahead				
7F. SAOs and SLOs for the Next Review Cycle: Describe how you will address identified opportunities for improvement.	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	These SLO seemed in the knowledge level in the Taxonomy. You may want to consider shift them to a higher level to application or analysis. Just a thought.	☐
Resource Requests	**Developing**	**Acceptable**	**Exemplary**	**Comments**
8. Equipment, technology, and facilities requests: Use this objective to request supplies, equipment, technology or facilities improvements.	☐ Information is unclear	☐ Description is acceptable but needs additional information	☐ Information is complete	Click here to enter text.

9. Strategic Action Plans: Use this objective to describe the action plans that your program intends to implement. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.	☐ Information is unclear	☐ Description is acceptable but needs additional information	☒ Information is complete	Internship fair: you may want to consider to work collaboratively with CTE division so you can gain attraction from CTE faculty and dean to support this effort. Just a thought.

Overall Commendations:

Thorough program review

Overall Recommendations:

Can go deeper on SLOs and the program scope. More collaboration with other divisions to gain attraction. Of course, you will need more helper.

Overall Program Effectiveness:

☐Highly effective
☒Effective
☐Needs program improvement

Dean's perspective on the vitality of program:
See the executive summary under SSPR in SPOL
Click here to enter text.

Approval Process is embedded in SPOL (Approval from SSPC chairs and VPs)
Click here to enter text.

Annual Program Plan/Review Assessment
Student Services Planning Committee

Program Name: Career Services	
SSPC Member(s) Reviewers: Trish Guevarra	Date Reviewed: 3/4/16

The purpose of this form is to provide feedback on the quality of the program review to the Department/Program.

Student Services Program Review	**Performance Level**			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Executive Summary				
Please summarize your program's strengths, opportunities/challenges, and action plans. This information will be presented to the Board of Trustees.	Provides: ☒ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
Program Context				
1. Mission	Provides: ☒ Evidence ☐ Analysis ☒ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
2. Program Description	Provides: ☒ Evidence ☐ Analysis ☒ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
3. **Community and Labor Needs**: Describe how changes in community needs, employment needs, technology, licensing, or accreditation affect your program.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☒ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
Looking Back				
4. Describe **major accomplishments**	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐

5. **Impact of Resources Allocations:** Describe the impact to date that each new resource (staff, non-instructional assignment, equipment, facilities, research, funding) has had on your program and measures of student success or client satisfaction.	Provides: ☒ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
Student Services Program Review	Performance Level			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Current State of the Program				
6A. State of the Program—Observation: Describe the current state of the program (include strengths and challenges)	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
6B. State of Program—Evaluation: What changes could be implemented to improve your program?	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7A. Current Service Area Outcomes (SAOs) Assessment and Student Learning Outcomes (SLOs) Assessment: State your current year SAOs and SLOs.	Provides: ☒ Evidence ☐ Analysis ☒ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7B. SAO Assessment Plan: Describe your program's SAO Assessment Plan.	Provides: ☒ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7C. SAO Assessment Results and Impact: Summarize the findings of your program's SAO Assessments.	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7D. SLO Assessment Plan: Describe your program's SLO Assessment Plan	Provides: ☒ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐

7E. SLO Assessment Results and Impact: Summarize the findings of your program's SLO Assessments. What are some improvements that have been, or can be, implemented as a result of SLO Assessment?	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐

Student Services Program Review	**Performance Level**			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Looking Ahead				
7F. SAOs and SLOs for the Next Review Cycle: Describe how you will address identified opportunities for improvement.	Provides: ☒ Evidence ☐ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
Resource Requests	**Developing**	**Acceptable**	**Exemplary**	**Comments**
8. Equipment, technology, and facilities requests: Use this objective to request supplies, equipment, technology or facilities improvements.	☐ Information is unclear	☐ Description is acceptable but needs additional information	☐ Information is complete	Click here to enter text.
9. Strategic Action Plans: Use this objective to describe the action plans that your program intends to implement. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.	☐ Information is unclear	☐ Description is acceptable but needs additional information	☒ Information is complete	Click here to enter text.

Overall Commendations:

Great information and data! It's evident that the growth of career services have a large impact on our student population and helps our campus to create partnerships with employers.

Overall Recommendations:

Click here to enter text.

Overall Program Effectiveness:

- ☒ Highly effective
- ☐ Effective
- ☐ Needs program improvement

Dean's perspective on the vitality of program:

See the executive summary under SSPR in SPOL

Click here to enter text.

Approval Process is embedded in SPOL (Approval from SSPC chairs and VPs)

Click here to enter text.

Annual Program Plan/Review Assessment
Student Services Planning Committee

Program Name: Career Center	
SSPC Member(s) Reviewers: Supinda Sirihekaphong	Date Reviewed: March 1, 2016

The purpose of this form is to provide feedback on the quality of the program review to the Department/Program.

Student Services Program Review	Performance Level			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Executive Summary				
Please summarize your program's strengths, opportunities/challenges, and action plans. This information will be presented to the Board of Trustees.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☒ Efforts to make changes	Information needed: ☒ Evidence ☒ Analysis ☒ Impact on students ☐ Efforts to make changes	Good summary but please include summary of impact of additional services provided, such as attendance of workshops and fairs.	☐
Program Context				
1. Mission	Provides: ☐ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☒ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Good that linking collaborative efforts with instruction and industry.	☐
2. Program Description	Provides: ☐ Evidence ☐ Analysis ☒ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☒ Analysis ☐ Impact on students ☒ Efforts to make changes	Comprehensive list of services and activities.	☐
3. **Community and Labor Needs**: Describe how changes in community needs, employment needs, technology, licensing, or accreditation affect your program.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	N/A	☐

Looking Back				
4. Describe **major accomplishments**	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Great data, perhaps more information on impact on students, I know it's hard to track but successful employment or coop ed registration.	☐
5. **Impact of Resources Allocations:** Describe the impact to date that each new resource (staff, non-instructional assignment, equipment, facilities, research, funding) has had on your program and measures of student success or client satisfaction.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	N/A	☐

Student Services Program Review	Performance Level			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Current State of the Program				
6A. State of the Program—Observation: Describe the current state of the program (include strengths and challenges)	Provides: ☒ Evidence ☒ Analysis ☐ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☒ Impact on students ☐ Efforts to make changes	Excellent, great job at tracking service usage, will need to explore ways to capture data on impact on students (perhaps survey of employers, how many students hired).	☐
6B. State of Program—Evaluation: What changes could be implemented to improve your program?	Provides: ☐ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☒ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Great development of new workshop topic (job search & professionalism). In regards to printing cost, can	☐

			some of these be available online?	
7A. Current Service Area Outcomes (SAOs) Assessment and Student Learning Outcomes (SLOs) Assessment: State your current year SAOs and SLOs.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☒ Analysis ☒ Impact on students ☐ Efforts to make changes	Do we need to know why these SLOs and SAOs are important?	☐
7B. SAO Assessment Plan: Describe your program's SAO Assessment Plan.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Cool is Google Analytics available to departments or do we have to go through Jose Garcia?	☐
7C. SAO Assessment Results and Impact: Summarize the findings of your program's SAO Assessments.	Provides: ☒ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☒ Analysis ☐ Impact on students ☐ Efforts to make changes	Congratulations, what an increase! Is there a way to survey students after each visit about the services they received?	☐
7D. SLO Assessment Plan: Describe your program's SLO Assessment Plan	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☒ Analysis ☐ Impact on students ☐ Efforts to make changes	Tell us why these SLOs are important.	☐
7E. SLO Assessment Results and Impact: Summarize the findings of your program's SLO Assessments. What are some improvements that have been, or can be, implemented as a result of SLO Assessment?	Provides: ☒ Evidence ☐ Analysis ☐ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☒ Analysis ☒ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐

Student Services Program Review	**Performance Level**			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Looking Ahead				

7F. SAOs and SLOs for the Next Review Cycle: Describe how you will address identified opportunities for improvement.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☒ Efforts to make changes	Information needed: ☒ Evidence ☒ Analysis ☒ Impact on students ☐ Efforts to make changes	Tie it all back to why it's important (impact on students).	☐
Resource Requests	**Developing**	**Acceptable**	**Exemplary**	**Comments**
8. Equipment, technology, and facilities requests: Use this objective to request supplies, equipment, technology or facilities improvements.	☐ Information is unclear	☐ Description is acceptable but needs additional information	☒ Information is complete	Click here to enter text.
9. Strategic Action Plans: Use this objective to describe the action plans that your program intends to implement. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.	☐ Information is unclear	☒ Description is acceptable but needs additional information	☐ Information is complete	Let us know how resume workshop will be assessed on what needs to be improved.

Overall Commendations:

Click here to enter text.

Overall Recommendations:

Click here to enter text.

Overall Program Effectiveness:

☒Highly effective
☐Effective
☐Needs program improvement

Dean's perspective on the vitality of program:
See the executive summary under SSPR in SPOL
Click here to enter text.

Approval Process is embedded in SPOL (Approval from SSPC chairs and VPs)
Click here to enter text.

Annual Program Plan/Review Assessment
Student Services Planning Committee

Program Name: Click here to enter text.	
SSPC Member(s) Reviewers: Click here to enter text.	Date Reviewed: Click here to enter text.

The purpose of this form is to provide feedback on the quality of the program review to the Department/Program.

Student Services Program Review	Performance Level			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Executive Summary				
Please summarize your program's strengths, opportunities/challenges, and action plans. This information will be presented to the Board of Trustees.	Provides: ☒ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
Program Context				
1. Mission	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
2. Program Description	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
3. **Community and Labor Needs**: Describe how changes in community needs, employment needs, technology, licensing, or accreditation affect your program.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
Looking Back				
4. Describe **major accomplishments**	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐

5. **Impact of Resources Allocations:** Describe the impact to date that each new resource (staff, non-instructional assignment, equipment, facilities, research, funding) has had on your program and measures of student success or client satisfaction.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
Student Services Program Review	Performance Level			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Current State of the Program				
6A. State of the Program—Observation: Describe the current state of the program (include strengths and challenges)	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
6B. State of Program—Evaluation: What changes could be implemented to improve your program?	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7A. Current Service Area Outcomes (SAOs) Assessment and Student Learning Outcomes (SLOs) Assessment: State your current year SAOs and SLOs.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7B. SAO Assessment Plan: Describe your program's SAO Assessment Plan.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7C. SAO Assessment Results and Impact: Summarize the findings of your program's SAO Assessments.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7D. SLO Assessment Plan: Describe your program's SLO Assessment Plan	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐

7E. SLO Assessment Results and Impact: Summarize the findings of your program's SLO Assessments. What are some improvements that have been, or can be, implemented as a result of SLO Assessment?	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐

Student Services Program Review	**Performance Level**			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Looking Ahead				
7F. SAOs and SLOs for the Next Review Cycle: Describe how you will address identified opportunities for improvement.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
Resource Requests	**Developing**	**Acceptable**	**Exemplary**	**Comments**
8. Equipment, technology, and facilities requests: Use this objective to request supplies, equipment, technology or facilities improvements.	☐ Information is unclear	☐ Description is acceptable but needs additional information	☐ Information is complete	Click here to enter text.
9. Strategic Action Plans: Use this objective to describe the action plans that your program intends to implement. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.	☐ Information is unclear	☐ Description is acceptable but needs additional information	☐ Information is complete	Click here to enter text.

Overall Commendations:

Click here to enter text.

Overall Recommendations:

Click here to enter text.

Overall Program Effectiveness:

- ☐Highly effective
- ☐Effective
- ☐Needs program improvement

Dean's perspective on the vitality of program:

See the executive summary under SSPR in SPOL

Click here to enter text.

Approval Process is embedded in SPOL (Approval from SSPC chairs and VPs)

Click here to enter text.

Annual Program Plan/Review Assessment
Student Services Planning Committee

Program Name: Career	
SSPC Member(s) Reviewers: Soraya	Date Reviewed: Click here to enter text.

The purpose of this form is to provide feedback on the quality of the program review to the Department/Program.

Student Services Program Review	Performance Level			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Executive Summary				
Please summarize your program's strengths, opportunities/challenges, and action plans. This information will be presented to the Board of Trustees.	Provides: ☒ Evidence ☐ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☒ Analysis ☐ Impact on students ☐ Efforts to make changes	Include your challenges and the changes you would like to make for the Career Center.	☐
Program Context				
1. Mission	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
2. Program Description	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
3. **Community and Labor Needs**: Describe how changes in community needs, employment needs, technology, licensing, or accreditation affect your program.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	N/A	☐
Looking Back				
4. Describe **major accomplishments**	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐

5. **Impact of Resources Allocations:** Describe the impact to date that each new resource (staff, non-instructional assignment, equipment, facilities, research, funding) has had on your program and measures of student success or client satisfaction.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	N/A	☐

Student Services Program Review	Performance Level			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Current State of the Program				
6A. State of the Program—Observation: Describe the current state of the program (include strengths and challenges)	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
6B. State of Program—Evaluation: What changes could be implemented to improve your program?	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7A. Current Service Area Outcomes (SAOs) Assessment and Student Learning Outcomes (SLOs) Assessment: State your current year SAOs and SLOs.	Provides: ☒ Evidence ☐ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7B. SAO Assessment Plan: Describe your program's SAO Assessment Plan.	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7C. SAO Assessment Results and Impact: Summarize the findings of your program's SAO Assessments.	Provides: ☒ Evidence ☐ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☒ Analysis ☐ Impact on students ☐ Efforts to make changes	How can you find if students get a job after using Career Center website?	☐
7D. SLO Assessment Plan: Describe your program's SLO Assessment Plan	Provides: ☐ Evidence ☐ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐

7E. SLO Assessment Results and Impact: Summarize the findings of your program's SLO Assessments. What are some improvements that have been, or can be, implemented as a result of SLO Assessment?	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐

Student Services Program Review	**Performance Level**			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Looking Ahead				
7F. SAOs and SLOs for the Next Review Cycle: Describe how you will address identified opportunities for improvement.	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
Resource Requests	**Developing**	**Acceptable**	**Exemplary**	**Comments**
8. Equipment, technology, and facilities requests: Use this objective to request supplies, equipment, technology or facilities improvements.	☐ Information is unclear	☐ Description is acceptable but needs additional information	☒ Information is complete	Click here to enter text.
9. Strategic Action Plans: Use this objective to describe the action plans that your program intends to implement. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.	☐ Information is unclear	☐ Description is acceptable but needs additional information	☒ Information is complete	Click here to enter text.

Overall Commendations:

It was very comprehensive.

Overall Recommendations:

Click here to enter text.

Overall Program Effectiveness:

- ☒Highly effective
- ☐Effective
- ☐Needs program improvement

Dean's perspective on the vitality of program:

See the executive summary under SSPR in SPOL

Click here to enter text.

Approval Process is embedded in SPOL (Approval from SSPC chairs and VPs)

Click here to enter text.

Annual Program Plan/Review Assessment
Student Services Planning Committee

Program Name: Career Center	
SSPC Member(s) Reviewers: Sarah Aranyakul	Date Reviewed: 03/02/2016

The purpose of this form is to provide feedback on the quality of the program review to the Department/Program.

Student Services Program Review	**Performance Level**			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Executive Summary				
Please summarize your program's strengths, opportunities/challenges, and action plans. This information will be presented to the Board of Trustees.	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Very clear and concise	☒
Program Context				
1. Mission	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
2. Program Description	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
3. **Community and Labor Needs**: Describe how changes in community needs, employment needs, technology, licensing, or accreditation affect your program.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	N/A	☐
Looking Back				
4. Describe **major accomplishments**	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	The website is very very impressive, has a lot of resources for students.	☐

5. **Impact of Resources Allocations:** Describe the impact to date that each new resource (staff, non-instructional assignment, equipment, facilities, research, funding) has had on your program and measures of student success or client satisfaction.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	N/A	☐

Student Services Program Review	Performance Level			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Current State of the Program				
6A. State of the Program—Observation: Describe the current state of the program (include strengths and challenges)	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
6B. State of Program—Evaluation: What changes could be implemented to improve your program?	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7A. Current Service Area Outcomes (SAOs) Assessment and Student Learning Outcomes (SLOs) Assessment: State your current year SAOs and SLOs.	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7B. SAO Assessment Plan: Describe your program's SAO Assessment Plan.	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Excellent job, great job websites, what is your marketing plans to get more students to use the CAREER website?	☒
7C. SAO Assessment Results and Impact: Summarize the findings of your program's SAO Assessments.	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐

7D. SLO Assessment Plan: Describe your program's SLO Assessment Plan	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Like to know how many students could list two things or at least one thing.	☐
7E. SLO Assessment Results and Impact: Summarize the findings of your program's SLO Assessments. What are some improvements that have been, or can be, implemented as a result of SLO Assessment?	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐

Student Services Program Review	**Performance Level**			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Looking Ahead				
7F. SAOs and SLOs for the Next Review Cycle: Describe how you will address identified opportunities for improvement.	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
Resource Requests	**Developing**	**Acceptable**	**Exemplary**	**Comments**
8. Equipment, technology, and facilities requests: Use this objective to request supplies, equipment, technology or facilities improvements.	☐ Information is unclear	☐ Description is acceptable but needs additional information	☒ Information is complete	The request is reasonable.
9. Strategic Action Plans: Use this objective to describe the action plans that your program intends to implement. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.	☐ Information is unclear	☐ Description is acceptable but needs additional information	☒ Information is complete	Click here to enter text.

Overall Commendations:

The program has grown tremendously, I am very impressed especially with the staffing limitation. I am very glad that we start offerring the Internship Fair. Please keep up your outstanding work!

Overall Recommendations:

Bob is wearing so many hats and it is amazing how much works/ innovations he has done for Career Center. I fully support his request for a full-time Career Center staff so we can provide more career services to students.

Overall Program Effectiveness:

- ☒Highly effective
- ☐Effective
- ☐Needs program improvement

Dean's perspective on the vitality of program:

See the executive summary under SSPR in SPOL

Click here to enter text.

Approval Process is embedded in SPOL (Approval from SSPC chairs and VPs)

Click here to enter text.

Annual Program Plan/Review Assessment
Student Services Planning Committee

Program Name: Career Center	
SSPC Member(s) Reviewers: Ruth Miller	Date Reviewed: March 7, 2016

The purpose of this form is to provide feedback on the quality of the program review to the Department/Program.

Student Services Program Review	Performance Level			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Executive Summary				
Please summarize your program's strengths, opportunities/challenges, and action plans. This information will be presented to the Board of Trustees.	Provides: ☒ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☒ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Clear Summary Would you add supporting information regarding the growth with the online job board and the second job fair?	☐
Program Context				
1. Mission	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Very clear	☐
2. Program Description	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Very clear	☐
3. **Community and Labor Needs**: Describe how changes in community needs, employment needs, technology, licensing, or accreditation affect your program.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	N/A	☐
Looking Back				
4. Describe **major accomplishments**	Provides: ☐ Evidence	Information needed: ☐ Evidence	Click here to enter text.	☐

	☐ Analysis ☐ Impact on students ☐ Efforts to make changes	☐ Analysis ☐ Impact on students ☐ Efforts to make changes		
5. **Impact of Resources Allocations:** Describe the impact to date that each new resource (staff, non-instructional assignment, equipment, facilities, research, funding) has had on your program and measures of student success or client satisfaction.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	N/A	☐
Student Services Program Review	Performance Level			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Current State of the Program				
6A. State of the Program—Observation: Describe the current state of the program (include strengths and challenges)	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	There is a large number of students being served. Under resources add additional money needed for promotions.	☐
6B. State of Program—Evaluation: What changes could be implemented to improve your program?	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7A. Current Service Area Outcomes (SAOs) Assessment and Student Learning Outcomes (SLOs) Assessment: State your current year SAOs and SLOs.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	See 7E	☐
7B. SAO Assessment Plan: Describe your program's SAO Assessment Plan.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7C. SAO Assessment Results and Impact: Summarize the findings of your program's SAO Assessments.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students	Good information on Website Traffice	☐

	☐ Efforts to make changes	☐ Efforts to make changes		
7D. SLO Assessment Plan: Describe your program's SLO Assessment Plan	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7E. SLO Assessment Results and Impact: Summarize the findings of your program's SLO Assessments. What are some improvements that have been, or can be, implemented as a result of SLO Assessment?	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Consider using the wording in SLO #2 for SLO #3 in 7A	☐

Student Services Program Review	**Performance Level**			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Looking Ahead				
7F. SAOs and SLOs for the Next Review Cycle: Describe how you will address identified opportunities for improvement.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Consider using SLO wording from SLO #2 in 7E for SLO #2	☐
Resource Requests	**Developing**	**Acceptable**	**Exemplary**	**Comments**
8. Equipment, technology, and facilities requests: Use this objective to request supplies, equipment, technology or facilities improvements.	☐ Information is unclear	☐ Description is acceptable but needs additional information	☐ Information is complete	Click here to enter text.
9. Strategic Action Plans: Use this objective to describe the action plans that your program intends to implement. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.	☐ Information is unclear	☐ Description is acceptable but needs additional information	☐ Information is complete	Ma

Overall Commendations:

Click here to enter text.

Overall Recommendations:

Click here to enter text.

Overall Program Effectiveness:

☐Highly effective
☐Effective
☐Needs program improvement

Dean's perspective on the vitality of program:
See the executive summary under SSPR in SPOL
Click here to enter text.

Approval Process is embedded in SPOL (Approval from SSPC chairs and VPs)
Click here to enter text.

Annual Program Plan/Review Assessment
Student Services Planning Committee

Program Name: Career Services-30700	
SSPC Member(s) Reviewers: Rosalina Mira	Date Reviewed: 03/07/2016

The purpose of this form is to provide feedback on the quality of the program review to the Department/Program.

Student Services Program Review	**Performance Level**			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Executive Summary				
Please summarize your program's strengths, opportunities/challenges, and action plans. This information will be presented to the Board of Trustees.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	N/A	☐
Program Context				
1. Mission	Provides: ☐ Evidence ☐ Analysis ☒ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Very detailed	☐
2. Program Description	Provides: ☒ Evidence ☐ Analysis ☒ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Include assessment tools used, common software or websites, etc.	☐
3. **Community and Labor Needs**: Describe how changes in community needs, employment needs, technology, licensing, or accreditation affect your program.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	N/A	☐
Looking Back				
4. Describe **major accomplishments**	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Good data on growth and community connections	☐

5. **Impact of Resources Allocations:** Describe the impact to date that each new resource (staff, non-instructional assignment, equipment, facilities, research, funding) has had on your program and measures of student success or client satisfaction.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	N/A	☐

Student Services Program Review	Performance Level			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Current State of the Program				
6A. State of the Program—Observation: Describe the current state of the program (include strengths and challenges)	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☒ Impact on students ☒ Efforts to make changes	How many attendees found jobs as a result of their participation?	☐
6B. State of Program—Evaluation: What changes could be implemented to improve your program?	Provides: ☐ Evidence ☒ Analysis ☐ Impact on students ☒ Efforts to make changes	Information needed: ☒ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	How do you assess the workshop offerings & content?	☐
7A. Current Service Area Outcomes (SAOs) Assessment and Student Learning Outcomes (SLOs) Assessment: State your current year SAOs and SLOs.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7B. SAO Assessment Plan: Describe your program's SAO Assessment Plan.	Provides: ☒ Evidence ☒ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☒ Analysis ☒ Impact on students ☐ Efforts to make changes	Include why the SLO and SAO are relevant	☐
7C. SAO Assessment Results and Impact: Summarize the findings of your program's SAO Assessments.	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	What changes can be implemented as a result?	☐
7D. SLO Assessment Plan: Describe your program's SLO Assessment Plan	Provides: ☐ Evidence ☒ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐

7E. SLO Assessment Results and Impact: Summarize the findings of your program's SLO Assessments. What are some improvements that have been, or can be, implemented as a result of SLO Assessment?	Provides: ☒ Evidence ☒ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐

Student Services Program Review	**Performance Level**			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Looking Ahead				
7F. SAOs and SLOs for the Next Review Cycle: Describe how you will address identified opportunities for improvement.	Provides: ☐ Evidence ☐ Analysis ☒ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Do you have a target goal in terms of growth or students served?	☐
Resource Requests	**Developing**	**Acceptable**	**Exemplary**	**Comments**
8. Equipment, technology, and facilities requests: Use this objective to request supplies, equipment, technology or facilities improvements.	☐ Information is unclear	☐ Description is acceptable but needs additional information	☒ Information is complete	Click here to enter text.
9. Strategic Action Plans: Use this objective to describe the action plans that your program intends to implement. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.	☐ Information is unclear	☐ Description is acceptable but needs additional information	☒ Information is complete	Click here to enter text.

Overall Commendations:

I believe based on this report and evidence provided that the Career Services Center is experiencing growth and effectively serving students through programming and services. The Career Services program serves a vital role in our campus community. I deem the program and services to be effective, however I would have 2-3 intended goals and choose a target goal of 10%, 20%, 25% as a projected growth. This can assist with measuring the effectiveness of the SLO's and SAOs.

Overall Recommendations:

Great job, Bob. I believe that I learned valuable information from your review regarding your program and services. Is there a way to track how many students find jobs or internships as a result of their participation in a career services event or a specific service? I would like to suggest to have a target goal related to growth- i.e. to reach x% of students. In addition, it would be good to have additional insight on how are services are tailored or promoted to our diverse student population, including students with disabilities and/or limited English proficiency.

Overall Program Effectiveness:

☐Highly effective
☒Effective
☐Needs program improvement

Dean's perspective on the vitality of program:
See the executive summary under SSPR in SPOL
Click here to enter text.

Approval Process is embedded in SPOL (Approval from SSPC chairs and VPs)
Click here to enter text.

Annual Program Plan/Review Assessment
Student Services Planning Committee

Program Name: 30700 - Career Services	
SSPC Member(s) Reviewers: Misha Maggi	Date Reviewed: 03/04/2016

The purpose of this form is to provide feedback on the quality of the program review to the Department/Program.

Student Services Program Review	Performance Level			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Executive Summary				
Please summarize your program's strengths, opportunities/challenges, and action plans. This information will be presented to the Board of Trustees.	Provides: ☐ Evidence ☐ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☒ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Report spoke about growth of the online job board, and beginning of internship strategy and the plan to establish stronger recruitmen, internship opportunities, and link with instruction through class presentations.	☐
Program Context				
1. Mission	Provides: ☐ Evidence ☐ Analysis ☒ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Mission speaks on services of self-awareness, career exploration, career decision-making, and	☐

			the implementation of their career choices along with partnerships with community and faculty.	
2. Program Description	Provides: ☐ Evidence ☐ Analysis ☒ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Description thouroughly goes over all classes and services offered.	☐
3. **Community and Labor Needs**: Describe how changes in community needs, employment needs, technology, licensing, or accreditation affect your program.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	NOT AVAILABLE	☐
Looking Back				
4. Describe **major accomplishments**	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Great work! Jobzone grown 157% and registration grown 125%! As well as job fair growth.	☐
5. **Impact of Resources Allocations:** Describe the impact to date that each new resource (staff, non-instructional assignment, equipment, facilities, research, funding) has had on your program and measures of student success or client satisfaction.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	NOT APPLICABLE	☐

Student Services Program Review	Performance Level			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Current State of the Program				

6A. State of the Program—Observation: Describe the current state of the program (include strengths and challenges)	Provides: ☒ Evidence ☒ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☒ Impact on students ☐ Efforts to make changes	A lot of great data as far as student appointments, workshop attendance, and drop-ins. What is a way the center can get more people to return their surveys? Only 370 out of 600 returned. A lot of great quantitative summary. Would qualitative be possible to show direct student impact?	☐
6B. State of Program—Evaluation: What changes could be implemented to improve your program?	Provides: ☐ Evidence ☐ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☒ Evidence ☒ Analysis ☐ Impact on students ☐ Efforts to make changes	I think a professionalism in the workplace workshop would be so helpful! Did the ideas of the new workshops come from data collection and assessment?	☐
7A. Current Service Area Outcomes (SAOs) Assessment and Student Learning Outcomes (SLOs) Assessment: State your current year SAOs and SLOs.	Provides: ☐ Evidence ☐ Analysis ☒ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Good basic SLOs on how to prepare for an interview. If implementing new workshops, what SLOs would be added?	☐

7B. SAO Assessment Plan: Describe your program's SAO Assessment Plan.	Provides: ☒ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Isn't web tracking available through Jose Garcia? Does it need to be a google tool?	☐
7C. SAO Assessment Results and Impact: Summarize the findings of your program's SAO Assessments.	Provides: ☒ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☒ Analysis ☐ Impact on students ☐ Efforts to make changes	316% increase is incredible!! Why do you believe there is such an increase?	☐
7D. SLO Assessment Plan: Describe your program's SLO Assessment Plan	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	This is the data collection I was looking for! Great data collection of qualitative work to show SLO assessment. Shows the knowledge gained by students from coming to your center.	☐
7E. SLO Assessment Results and Impact: Summarize the findings of your program's SLO Assessments. What are some improvements that have been, or can be, implemented as a result of SLO Assessment?	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Very healthy website! What is your action plan for marketing the site?	☐

Student Services Program Review	**Performance Level**			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Looking Ahead				

7F. SAOs and SLOs for the Next Review Cycle: Describe how you will address identified opportunities for improvement.	Provides: ☐ Evidence ☒ Analysis ☐ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	I think expanding on SLOs could be beneficial if including more than just resume and cover letter training.	☐
Resource Requests	**Developing**	**Acceptable**	**Exemplary**	**Comments**
8. Equipment, technology, and facilities requests: Use this objective to request supplies, equipment, technology or facilities improvements.	☐ Information is unclear	☐ Description is acceptable but needs additional information	☐ Information is complete	NOT APPLICABLE
9. Strategic Action Plans: Use this objective to describe the action plans that your program intends to implement. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.	☐ Information is unclear	☐ Description is acceptable but needs additional information	☐ Information is complete	NOT APPLICABLE. Could not find on assessment—is no extra training needed?

Overall Commendations:

Click here to enter text.

Overall Recommendations:

Click here to enter text.

Overall Program Effectiveness:

☐Highly effective
☐Effective
☐Needs program improvement

Dean's perspective on the vitality of program:
See the executive summary under SSPR in SPOL
Click here to enter text.

Approval Process is embedded in SPOL (Approval from SSPC chairs and VPs)
Click here to enter text.

Annual Program Plan/Review Assessment
Student Services Planning Committee

Program Name: Career Services- Bob Haick	
SSPC Member(s) Reviewers: Melissa Alforja, TRIO SSS	Date Reviewed: March 7, 2018

The purpose of this form is to provide feedback on the quality of the program review to the Department/Program.

Student Services Program Review	Performance Level			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Executive Summary				
Please summarize your program's strengths, opportunities/challenges, and action plans. This information will be presented to the Board of Trustees.	Provides: ☒ Evidence ☒ Analysis ☐ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Great Summary, Bob. Concise and informative.	☐
Program Context				
1. Mission	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
2. Program Description	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
3. **Community and Labor Needs**: Describe how changes in community needs, employment needs, technology, licensing, or accreditation affect your program.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
Looking Back				
4. Describe **major accomplishments**	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Wow great increase on links and number people who responsed to career fair!	☐

5. **Impact of Resources Allocations:** Describe the impact to date that each new resource (staff, non-instructional assignment, equipment, facilities, research, funding) has had on your program and measures of student success or client satisfaction.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	N/A listed for this department.	☐
Student Services Program Review	Performance Level			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Current State of the Program				
6A. State of the Program—Observation: Describe the current state of the program (include strengths and challenges)	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	I like how clearly listed out the strengths using data and used subheading on challenges to preview your paragraphs.	☐
6B. State of Program—Evaluation: What changes could be implemented to improve your program?	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7A. Current Service Area Outcomes (SAOs) Assessment and Student Learning Outcomes (SLOs) Assessment: State your current year SAOs and SLOs.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7B. SAO Assessment Plan: Describe your program's SAO Assessment Plan.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7C. SAO Assessment Results and Impact: Summarize the findings of your program's SAO Assessments.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐

7D. SLO Assessment Plan: Describe your program's SLO Assessment Plan	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7E. SLO Assessment Results and Impact: Summarize the findings of your program's SLO Assessments. What are some improvements that have been, or can be, implemented as a result of SLO Assessment?	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐

Student Services Program Review	**Performance Level**			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Looking Ahead				
7F. SAOs and SLOs for the Next Review Cycle: Describe how you will address identified opportunities for improvement.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
Resource Requests	**Developing**	**Acceptable**	**Exemplary**	**Comments**
8. Equipment, technology, and facilities requests: Use this objective to request supplies, equipment, technology or facilities improvements.	☐ Information is unclear	☐ Description is acceptable but needs additional information	☐ Information is complete	Click here to enter text.
9. Strategic Action Plans: Use this objective to describe the action plans that your program intends to implement. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.	☐ Information is unclear	☐ Description is acceptable but needs additional information	☐ Information is complete	Click here to enter text.

Overall Commendations:

Click here to enter text.

Overall Recommendations:

Click here to enter text.

Overall Program Effectiveness:

☐Highly effective
☐Effective
☐Needs program improvement

Dean's perspective on the vitality of program:
See the executive summary under SSPR in SPOL
Click here to enter text.

Approval Process is embedded in SPOL (Approval from SSPC chairs and VPs)
Click here to enter text.

Annual Program Plan/Review Assessment
Student Services Planning Committee

Program Name: Career Services	
SSPC Member(s) Reviewers: Max Hartman	Date Reviewed: 3/4/16

The purpose of this form is to provide feedback on the quality of the program review to the Department/Program.

Student Services Program Review	Performance Level			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Executive Summary				
Please summarize your program's strengths, opportunities/challenges, and action plans. This information will be presented to the Board of Trustees.	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Well done.	☒
Program Context				
1. Mission	Provides: ☐ Evidence ☐ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Mission statement is clear to me, do we need evidence and analysis in this section?	☒
2. Program Description	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☒
3. **Community and Labor Needs**: Describe how changes in community needs, employment needs, technology, licensing, or accreditation affect your program.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Community and labor needs not provided, I know typically students services do not included area in this section, however could	☐

			it make sense for Career Services to include something in this area?	
Looking Back				
4. Describe **major accomplishments**	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Great succinct write. Lots of growth and positive changes in Career Services.	☒
5. **Impact of Resources Allocations:** Describe the impact to date that each new resource (staff, non-instructional assignment, equipment, facilities, research, funding) has had on your program and measures of student success or client satisfaction.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	No new resources for Career Services this year.	☐

Student Services Program Review	Performance Level			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Current State of the Program				
6A. State of the Program—Observation: Describe the current state of the program (include strengths and challenges)	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Data was presented about the number of students served and the reason for their visit, but no analysis of this data was provided. Great information and analysis was provided about the Job Fair. More information could have been provided for Majors 2 Career. Challenges were	☒

			clearly articulated.	
6B. State of Program—Evaluation: What changes could be implemented to improve your program?	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Great over all, it might be nice to include evidence to support the need for the proposed workshops.	☒
7A. Current Service Area Outcomes (SAOs) Assessment and Student Learning Outcomes (SLOs) Assessment: State your current year SAOs and SLOs.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	SAOs and SLOs were very clear and relevant to Career Services.	☒
7B. SAO Assessment Plan: Describe your program's SAO Assessment Plan.	Provides: ☒ Evidence ☐ Analysis ☐ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Clear plan for SAO assessment.	☒
7C. SAO Assessment Results and Impact: Summarize the findings of your program's SAO Assessments.	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Nice analysis.	☒
7D. SLO Assessment Plan: Describe your program's SLO Assessment Plan	Provides: ☒ Evidence ☐ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Pre/post surveys.	☒
7E. SLO Assessment Results and Impact: Summarize the findings of your program's SLO Assessments. What are some improvements that have been, or can be, implemented as a result of SLO Assessment?	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Nice visual representation of information, well done.	☒

Student Services Program Review	**Performance Level**			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary**

				Check
Looking Ahead				
7F. SAOs and SLOs for the Next Review Cycle: Describe how you will address identified opportunities for improvement.	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Changes made for logical reasons.	☒
Resource Requests	**Developing**	**Acceptable**	**Exemplary**	**Comments**
8. Equipment, technology, and facilities requests: Use this objective to request supplies, equipment, technology or facilities improvements.	☐ Information is unclear	☐ Description is acceptable but needs additional information	☒ Information is complete	Click here to enter text.
9. Strategic Action Plans: Use this objective to describe the action plans that your program intends to implement. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.	☒ Information is unclear	☐ Description is acceptable but needs additional information	☐ Information is complete	I couldn't find the information about the proposed position in the strategic planning area. This may be attributed to my own "user error" with regard to navigation SPOL.

Overall Commendations:

Very succinctly written, lots of tremendous information presented about career services.

Overall Recommendations:

Click here to enter text.

Overall Program Effectiveness:

☒Highly effective
☐Effective
☐Needs program improvement

Dean's perspective on the vitality of program:
See the executive summary under SSPR in SPOL
Click here to enter text.

Approval Process is embedded in SPOL (Approval from SSPC chairs and VPs)
Click here to enter text.

Annual Program Plan/Review Assessment
Student Services Planning Committee

Program Name: 30700 Career Services	
SSPC Member(s) Reviewers: Maria Huning	Date Reviewed: 3/7/16

The purpose of this form is to provide feedback on the quality of the program review to the Department/Program.

Student Services Program Review	Performance Level			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Executive Summary				
Please summarize your program's strengths, opportunities/challenges, and action plans. This information will be presented to the Board of Trustees.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	None provided.	☐
Program Context				
1. Mission	Provides: ☒ Evidence ☐ Analysis ☒ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
2. Program Description	Provides: ☒ Evidence ☒ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
3. **Community and Labor Needs**: Describe how changes in community needs, employment needs, technology, licensing, or accreditation affect your program.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	None provided.	☐
Looking Back				
4. Describe **major accomplishments**	Provides: ☒ Evidence ☒ Analysis ☐ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐

5. **Impact of Resources Allocations:** Describe the impact to date that each new resource (staff, non-instructional assignment, equipment, facilities, research, funding) has had on your program and measures of student success or client satisfaction.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	None provided.	☐
Student Services Program Review	Performance Level			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Current State of the Program				
6A. State of the Program—Observation: Describe the current state of the program (include strengths and challenges)	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
6B. State of Program—Evaluation: What changes could be implemented to improve your program?	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7A. Current Service Area Outcomes (SAOs) Assessment and Student Learning Outcomes (SLOs) Assessment: State your current year SAOs and SLOs.	Provides: ☒ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7B. SAO Assessment Plan: Describe your program's SAO Assessment Plan.	Provides: ☒ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7C. SAO Assessment Results and Impact: Summarize the findings of your program's SAO Assessments.	Provides: ☒ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☒ Analysis ☒ Impact on students ☐ Efforts to make changes	Next time provide more analysis and impact to students.	☐
7D. SLO Assessment Plan: Describe your program's SLO Assessment Plan	Provides: ☒ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐

7E. SLO Assessment Results and Impact: Summarize the findings of your program's SLO Assessments. What are some improvements that have been, or can be, implemented as a result of SLO Assessment?	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Next time provide more analysis and impact to students.	☐

Student Services Program Review	**Performance Level**			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Looking Ahead				
7F. SAOs and SLOs for the Next Review Cycle: Describe how you will address identified opportunities for improvement.	Provides: ☒ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☒ Analysis ☒ Impact on students ☐ Efforts to make changes	More content & context needed, how will this improve access & student skills?	☐
Resource Requests	**Developing**	**Acceptable**	**Exemplary**	**Comments**
8. Equipment, technology, and facilities requests: Use this objective to request supplies, equipment, technology or facilities improvements.	☐ Information is unclear	☐ Description is acceptable but needs additional information	☐ Information is complete	None found.
9. Strategic Action Plans: Use this objective to describe the action plans that your program intends to implement. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.	☐ Information is unclear	☐ Description is acceptable but needs additional information	☒ Information is complete	Click here to enter text.

Overall Commendations:

Excellent job, cleanly written. The data is compelling and it is evident that there have been great strides made in Career Services. The increased attendance is remarkable and commendable, considering many have a hard time engaging our students.

Overall Recommendations:

It would be good if there were more data analysis and interpretation to identify how your data would impact students. Doubling attendance size and increased completion of surveys are excellent starts, but what does this mean for the resources you currently have? Will you need more staff? Will you need better ways of engaging them after attendance? What kind of follow up is there with students after workshops/appointments? How are you impacting students of different backgrounds, learning styles, and abilities?

Overall Program Effectiveness:

☐Highly effective
☒Effective
☐Needs program improvement

Dean's perspective on the vitality of program:
See the executive summary under SSPR in SPOL
Click here to enter text.

Approval Process is embedded in SPOL (Approval from SSPC chairs and VPs)
Click here to enter text.

Annual Program Plan/Review Assessment
Student Services Planning Committee

Program Name: Career Services	
SSPC Member(s) Reviewers: Margie Carrington	Date Reviewed: 3/3/2016

The purpose of this form is to provide feedback on the quality of the program review to the Department/Program.

Student Services Program Review	**Performance Level**			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Executive Summary				
Please summarize your program's strengths, opportunities/challenges, and action plans. This information will be presented to the Board of Trustees.	Provides: ☐ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Clear and succinct – would capitalize "center" when referenced for the Career Center	☐
Program Context				
1. Mission	Provides: ☐ Evidence ☐ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Good	☐
2. Program Description	Provides: ☒ Evidence ☐ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Just grammer – "College Success" is a class and should be in caps.	☐
3. **Community and Labor Needs**: Describe how changes in community needs, employment needs, technology, licensing, or accreditation affect your program.	Provides: ☐ Evidence ☐ Analysis ☒ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	NAR blank but other sections speak about increasing partnerships, workshops, internships, etc which aligns	☐

			with industry and community needs considerations.	
Looking Back				
4. Describe **major accomplishments**	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
5. **Impact of Resources Allocations:** Describe the impact to date that each new resource (staff, non-instructional assignment, equipment, facilities, research, funding) has had on your program and measures of student success or client satisfaction.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	N/A	☐
Student Services Program Review	Performance Level			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Current State of the Program				
6A. State of the Program—Observation: Describe the current state of the program (include strengths and challenges)	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Cost escalations would appear to be justification for an increase in budget	☐
6B. State of Program—Evaluation: What changes could be implemented to improve your program?	Provides: ☒ Evidence ☐ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Supports staffing need	☐
7A. Current Service Area Outcomes (SAOs) Assessment and Student Learning Outcomes (SLOs) Assessment: State your current year SAOs and SLOs.	Provides: ☐ Evidence ☐ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7B. SAO Assessment Plan: Describe your program's SAO Assessment Plan.	Provides: ☒ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐

7C. SAO Assessment Results and Impact: Summarize the findings of your program's SAO Assessments.	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Good data tracking on web usage,	☐
7D. SLO Assessment Plan: Describe your program's SLO Assessment Plan	Provides: ☐ Evidence ☐ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7E. SLO Assessment Results and Impact: Summarize the findings of your program's SLO Assessments. What are some improvements that have been, or can be, implemented as a result of SLO Assessment?	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Evidence suggests need to reframe/adjust the inquiry.	☐

Student Services Program Review	**Performance Level**			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Looking Ahead				
7F. SAOs and SLOs for the Next Review Cycle: Describe how you will address identified opportunities for improvement.	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Implementing change to improve student learning as a result of data analysis.	☐
Resource Requests	**Developing**	**Acceptable**	**Exemplary**	**Comments**
8. Equipment, technology, and facilities requests: Use this objective to request supplies, equipment, technology or facilities improvements.	☐ Information is unclear	☐ Description is acceptable but needs additional information	☐ Information is complete	Click here to enter text.
9. Strategic Action Plans: Use this objective to describe the action plans that your program intends to implement. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.	☐ Information is unclear	☐ Description is acceptable but needs additional information	☐ Information is complete	Click here to enter text.

Overall Commendations:

Click here to enter text.

Overall Recommendations:

Click here to enter text.

Overall Program Effectiveness:

☐Highly effective
☐Effective
☐Needs program improvement

Dean's perspective on the vitality of program:
See the executive summary under SSPR in SPOL
Click here to enter text.

Approval Process is embedded in SPOL (Approval from SSPC chairs and VPs)
Click here to enter text.

Annual Program Plan/Review Assessment
Student Services Planning Committee

Program Name: Career Services	
SSPC Member(s) Reviewers: Kim Lopez	Date Reviewed: 3/2/2016

The purpose of this form is to provide feedback on the quality of the program review to the Department/Program.

Student Services Program Review	**Performance Level**			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Executive Summary				
Please summarize your program's strengths, opportunities/challenges, and action plans. This information will be presented to the Board of Trustees.	Provides: ☒ Evidence ☐ Analysis ☐ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☒ Analysis ☒ Impact on students ☐ Efforts to make changes	Need to include challenges and action plans (request to hire a full-time postion)	☐
Program Context				
1. Mission	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
2. Program Description	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
3. **Community and Labor Needs**: Describe how changes in community needs, employment needs, technology, licensing, or accreditation affect your program.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	NA	☐
Looking Back				
4. Describe **major accomplishments**	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐

5. **Impact of Resources Allocations:** Describe the impact to date that each new resource (staff, non-instructional assignment, equipment, facilities, research, funding) has had on your program and measures of student success or client satisfaction.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	NA	☐

Student Services Program Review	Performance Level			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Current State of the Program				
6A. State of the Program—Observation: Describe the current state of the program (include strengths and challenges)	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Do you track career services using SARS Reason Codes?	☐
6B. State of Program—Evaluation: What changes could be implemented to improve your program?	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☒ Analysis ☒ Impact on students ☐ Efforts to make changes	Do you want to set a goal for internship placement? Conduct a student needs survey to determine what students want.	☐
7A. Current Service Area Outcomes (SAOs) Assessment and Student Learning Outcomes (SLOs) Assessment: State your current year SAOs and SLOs.	Provides: ☒ Evidence ☐ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☒ Analysis ☐ Impact on students ☐ Efforts to make changes	A student need survey and a faculty/staff need survey could identify additional areas for expansion/growth.	☐
7B. SAO Assessment Plan: Describe your program's SAO Assessment Plan.	Provides: ☒ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	See comments above.	☐

7C. SAO Assessment Results and Impact: Summarize the findings of your program's SAO Assessments.	Provides: ☒ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Although you are aware of the traffic – do you know if students accessed employment or the results of the online traffic?	☐
7D. SLO Assessment Plan: Describe your program's SLO Assessment Plan	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7E. SLO Assessment Results and Impact: Summarize the findings of your program's SLO Assessments. What are some improvements that have been, or can be, implemented as a result of SLO Assessment?	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	May want to expand SLO assessment to other venues than workshops.	☐

Student Services Program Review	**Performance Level**			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Looking Ahead				
7F. SAOs and SLOs for the Next Review Cycle: Describe how you will address identified opportunities for improvement.	Provides: ☒ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	May want to consider an internship placement SAO/SLO	☐
Resource Requests	**Developing**	**Acceptable**	**Exemplary**	**Comments**
8. Equipment, technology, and facilities requests: Use this objective to request supplies, equipment, technology or facilities improvements.	☐ Information is unclear	☐ Description is acceptable but needs additional information	☒ Information is complete	Click here to enter text.
9. Strategic Action Plans: Use this objective to describe the action plans that your program intends to implement. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.	☐ Information is unclear	☒ Description is acceptable but needs additional information	☐ Information is complete	Suggest adding internship placement target.

Overall Commendations:

Program review document provides a good overview of the current state of the program. Student data is tracked on student usage of services and online access.

Overall Recommendations:

Specific goals needs to be set on internship placement of students. Students, faculty and staff should be surveyed to identify additional strengths of Career Services program and additional areas where growth/changes can occur.

Overall Program Effectiveness:

- ☐ Highly effective
- ☒ Effective
- ☐ Needs program improvement

Dean's perspective on the vitality of program:

See the executive summary under SSPR in SPOL

Click here to enter text.

Approval Process is embedded in SPOL (Approval from SSPC chairs and VPs)

Click here to enter text.

Annual Program Plan/Review Assessment
Student Services Planning Committee

Program Name: Career Services	
SSPC Member(s) Reviewers: Jeanne Stalker	Date Reviewed: 03/04/16

The purpose of this form is to provide feedback on the quality of the program review to the Department/Program.

Student Services Program Review	**Performance Level**			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Executive Summary				
Please summarize your program's strengths, opportunities/challenges, and action plans. This information will be presented to the Board of Trustees.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Add a few more highlights, details, number of students served in classes/at faires/work-shops	☒
Program Context				
1. Mission	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
2. Program Description	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Examples of workshops: resume writing, mock interviews, etc	☐
3. **Community and Labor Needs**: Describe how changes in community needs, employment needs, technology, licensing, or accreditation affect your program.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
Looking Back				
4. Describe **major accomplishments**	Provides: ☒ Evidence	Information needed: ☐ Evidence	Click here to enter text.	☐

	☐ Analysis ☐ Impact on students ☐ Efforts to make changes	☐ Analysis ☐ Impact on students ☐ Efforts to make changes		
5. **Impact of Resources Allocations:** Describe the impact to date that each new resource (staff, non-instructional assignment, equipment, facilities, research, funding) has had on your program and measures of student success or client satisfaction.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
Student Services Program Review	Performance Level			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Current State of the Program				
6A. State of the Program—Observation: Describe the current state of the program (include strengths and challenges)	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
6B. State of Program—Evaluation: What changes could be implemented to improve your program?	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7A. Current Service Area Outcomes (SAOs) Assessment and Student Learning Outcomes (SLOs) Assessment: State your current year SAOs and SLOs.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7B. SAO Assessment Plan: Describe your program's SAO Assessment Plan.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7C. SAO Assessment Results and Impact: Summarize the findings of your program's SAO Assessments.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐

7D. SLO Assessment Plan: Describe your program's SLO Assessment Plan	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7E. SLO Assessment Results and Impact: Summarize the findings of your program's SLO Assessments. What are some improvements that have been, or can be, implemented as a result of SLO Assessment?	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐

Student Services Program Review	**Performance Level**			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Looking Ahead				
7F. SAOs and SLOs for the Next Review Cycle: Describe how you will address identified opportunities for improvement.	Provides: ☐ Evidence ☒ Analysis ☒ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
Resource Requests	**Developing**	**Acceptable**	**Exemplary**	**Comments**
8. Equipment, technology, and facilities requests: Use this objective to request supplies, equipment, technology or facilities improvements.	☐ Information is unclear	☐ Description is acceptable but needs additional information	☐ Information is complete	Click here to enter text.
9. Strategic Action Plans: Use this objective to describe the action plans that your program intends to implement. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.	☐ Information is unclear	☐ Description is acceptable but needs additional information	☐ Information is complete	Click here to enter text.

Overall Commendations:

Click here to enter text.

Overall Recommendations:

Click here to enter text.

Overall Program Effectiveness:

☐Highly effective
☒Effective
☐Needs program improvement

Dean's perspective on the vitality of program:
See the executive summary under SSPR in SPOL
Click here to enter text.

Approval Process is embedded in SPOL (Approval from SSPC chairs and VPs)
Click here to enter text.

Annual Program Plan/Review Assessment
Student Services Planning Committee

Program Name: Career Services	
SSPC Member(s) Reviewers: Gloria Darafshi	Date Reviewed: 3/3/16

The purpose of this form is to provide feedback on the quality of the program review to the Department/Program.

Student Services Program Review	**Performance Level**			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Executive Summary				
Please summarize your program's strengths, opportunities/challenges, and action plans. This information will be presented to the Board of Trustees.	Provides: ☒ Evidence ☒ Analysis ☐ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☒ Impact on students ☐ Efforts to make changes	Include data on students served/impacted.	☐
Program Context				
1. Mission	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
2. Program Description	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
3. **Community and Labor Needs**: Describe how changes in community needs, employment needs, technology, licensing, or accreditation affect your program.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Not required?	☐
Looking Back				
4. Describe **major accomplishments**	Provides: ☒ Evidence ☒ Analysis ☐ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☒ Impact on students ☐ Efforts to make changes	Of the students who registered for Job Zone, do we have data on its usefulness?	☐

5. **Impact of Resources Allocations:** Describe the impact to date that each new resource (staff, non-instructional assignment, equipment, facilities, research, funding) has had on your program and measures of student success or client satisfaction.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	N/A	☐

Student Services Program Review	Performance Level			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Current State of the Program				
6A. State of the Program—Observation: Describe the current state of the program (include strengths and challenges)	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Can we expand the number of staff working on creating internships?	☐
6B. State of Program—Evaluation: What changes could be implemented to improve your program?	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7A. Current Service Area Outcomes (SAOs) Assessment and Student Learning Outcomes (SLOs) Assessment: State your current year SAOs and SLOs.	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7B. SAO Assessment Plan: Describe your program's SAO Assessment Plan.	Provides: ☒ Evidence ☐ Analysis ☐ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☒ Analysis ☒ Impact on students ☐ Efforts to make changes	Would be helpful to know if students find the resource valuable.	☐
7C. SAO Assessment Results and Impact: Summarize the findings of your program's SAO Assessments.	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7D. SLO Assessment Plan: Describe your program's SLO Assessment Plan	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐

7E. SLO Assessment Results and Impact: Summarize the findings of your program's SLO Assessments. What are some improvements that have been, or can be, implemented as a result of SLO Assessment?	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Possibly re-phrase question 2	☐

Student Services Program Review	**Performance Level**			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Looking Ahead				
7F. SAOs and SLOs for the Next Review Cycle: Describe how you will address identified opportunities for improvement.	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
Resource Requests	**Developing**	**Acceptable**	**Exemplary**	**Comments**
8. Equipment, technology, and facilities requests: Use this objective to request supplies, equipment, technology or facilities improvements.	☒ Information is unclear	☐ Description is acceptable but needs additional information	☐ Information is complete	Not clear how the additional monitor will inc. productivity.
9. Strategic Action Plans: Use this objective to describe the action plans that your program intends to implement. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.	☐ Information is unclear	☐ Description is acceptable but needs additional information	☒ Information is complete	Click here to enter text.

Overall Commendations:

Click here to enter text.

Overall Recommendations:

Click here to enter text.

Overall Program Effectiveness:

☐Highly effective
☐Effective
☐Needs program improvement

Dean's perspective on the vitality of program:
See the executive summary under SSPR in SPOL
Click here to enter text.

Approval Process is embedded in SPOL (Approval from SSPC chairs and VPs)
Click here to enter text.

Annual Program Plan/Review Assessment
Student Services Planning Committee

Program Name: Career Services	
SSPC Member(s) Reviewers: Debbie Joy	Date Reviewed: March 7, 2016

The purpose of this form is to provide feedback on the quality of the program review to the Department/Program.

Student Services Program Review	Performance Level			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Executive Summary				
Please summarize your program's strengths, opportunities/challenges, and action plans. This information will be presented to the Board of Trustees.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☒ Efforts to make changes	Information needed: ☒ Evidence ☐ Analysis ☒ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
Program Context				
1. Mission	Provides: ☐ Evidence ☐ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
2. Program Description	Provides: ☒ Evidence ☐ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
3. **Community and Labor Needs**: Describe how changes in community needs, employment needs, technology, licensing, or accreditation affect your program.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Needed this section.	☐
Looking Back				
4. Describe **major accomplishments**	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐

5. **Impact of Resources Allocations:** Describe the impact to date that each new resource (staff, non-instructional assignment, equipment, facilities, research, funding) has had on your program and measures of student success or client satisfaction.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	No requests.	☐

Student Services Program Review	Performance Level			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Current State of the Program				
6A. State of the Program—Observation: Describe the current state of the program (include strengths and challenges)	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
6B. State of Program—Evaluation: What changes could be implemented to improve your program?	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7A. Current Service Area Outcomes (SAOs) Assessment and Student Learning Outcomes (SLOs) Assessment: State your current year SAOs and SLOs.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7B. SAO Assessment Plan: Describe your program's SAO Assessment Plan.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7C. SAO Assessment Results and Impact: Summarize the findings of your program's SAO Assessments.	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
7D. SLO Assessment Plan: Describe your program's SLO Assessment Plan	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐

7E. SLO Assessment Results and Impact: Summarize the findings of your program's SLO Assessments. What are some improvements that have been, or can be, implemented as a result of SLO Assessment?	Provides: ☒ Evidence ☒ Analysis ☒ Impact on students ☒ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐

Student Services Program Review	**Performance Level**			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Looking Ahead				
7F. SAOs and SLOs for the Next Review Cycle: Describe how you will address identified opportunities for improvement.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Click here to enter text.	☐
Resource Requests	**Developing**	**Acceptable**	**Exemplary**	**Comments**
8. Equipment, technology, and facilities requests: Use this objective to request supplies, equipment, technology or facilities improvements.	☐ Information is unclear	☐ Description is acceptable but needs additional information	☐ Information is complete	Click here to enter text.
9. Strategic Action Plans: Use this objective to describe the action plans that your program intends to implement. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.	☐ Information is unclear	☐ Description is acceptable but needs additional information	☐ Information is complete	Information Needed.

Overall Commendations:

Click here to enter text.

Overall Recommendations:

Click here to enter text.

Overall Program Effectiveness:

☐Highly effective
☒Effective
☐Needs program improvement

Dean's perspective on the vitality of program:
See the executive summary under SSPR in SPOL
Click here to enter text.

Approval Process is embedded in SPOL (Approval from SSPC chairs and VPs)
Click here to enter text.