

**Title IV-E  
PROGRAM REVIEW/PLANNING AND EVALUATION PROCESS  
QUESTIONNAIRE FOR NON-INSTRUCTIONAL PROGRAMS**

**INSTRUCTIONS:**

Complete all sections as instructed. Click the shaded sections to type your answer. When completed, please save your file and e-mail as an attachment to tanya\_hanton@westvalley.edu.

**A. INTRODUCTORY QUESTIONS:**

1. Program Name: ***West Valley College Title IV-E Program***

2. Person(s) completing the questionnaire: *Mae Conroy*

3. Date of completion: *October 30, 2007*

4. What are the primary purposes of the program? Check all that apply.

- WVC Degrees and Certificates
- Transfer Courses
- WVC General Education
- Lifelong Learning/Life Enrichment
- Occupational / Vocational Courses
- Student Support Services
- Academic Support Services
- Administrative Functions

5. In one paragraph, how does the program further the College's mission and goals? (only new information need be added)

*Title IV-E provides Vocational Technical Education, Community Education and Economic Development to the community partners of the Title IV-E Collaborative through a contract with Santa Clara County Department of Social Services and EMQ Children and Family Services. Title IV-E Training and Education opportunities increase the quality of care for children in Santa Clara County in foster care, group homes, foster family agencies and residential treatment facilities. The program provides targeted vocational training, education in collaboration among community based organizations and encourages life long learning.*

6. In one paragraph, what significant events have affected or impacted the program since the last program review?

*Last fiscal year Title IV-E achieved maximum contract capacity, a fiscal and educational success. The Campbell Campus of West Valley College was opened creating training and education classrooms and a presence closer to community partners of Title IV-E.*

## B. DATA ELEMENT ANALYSIS SECTION (ANALYSIS AND RESPONSE)

1. In analyzing any available program data concerning student use of services:

- a) What significant trends are revealed in the data?
- b) What conclusions do you draw from this analysis that could form the basis for an action, objective or request for resources?

*Title IV-E has two credit based courses, CHS 33A and 33B, Family Development Program. This has been a highly successful credential opportunity with a full capacity class each semester with students from multiple community agencies. The community based agencies that serve children and families in Santa Clara County view West Valley as an institution of higher education that provides high quality educational courses for their staff and foster parents. These two courses are examples of the power of collaborative education where students have the same vocational and professional goals, contributing to the culture of the social work profession in Santa Clara County. These courses enhance the strength based, culturally diverse and respectful culture.*

2. In analyzing any available program data concerning student demographics (e.g. gender, age, ethnicity):

- a) What significant trends are revealed in the data?
- b) What factors might contribute to any program differences compared to college-wide data? See attachment for college-wide statistics.
- c) What conclusions do you draw from this analysis that could form the basis for an action, objective or request for resources?

*Title IV-E students and participants are over representative of traditionally underrepresented students at West Valley College.*

*Title IV-E is a revenue generating program and has no request for resources other than the contracted match agreement of classroom space.*

3. In analyzing any available program data concerning program "satisfaction" (e.g. extent of services available, timeliness of appointments, effectiveness of service, follow-up opportunities, referral process to other services, contribution to personal or academic development):

- a) What significant trends are revealed in the data?
- b) What conclusions do you draw from this analysis that could form the basis for an action, objective or request for resources?

*Title IV-E participants evaluate each course and workshop. These evaluation results are submitted to Santa Clara County Department of Social Service with billing monthly. The evaluations of Title IV-E training are consistently high in each measurement category. The outcomes of the training and education offered through this program are watched carefully for improvement opportunities.*

4. In analyzing available program data concerning success measures (e.g. transfer rates or AA degrees, retention rates for students, course completion, and/or contribution to student learning):

- a) What significant trends are revealed in the data?
- b) What factors might contribute to any significant differences from the College averages? See attachment.

*Click once here and type your response*

5. Are there any data or factors (e.g. integration of technology; college, district, or state expectation or mandates) concerning staffing in the program, that suggest a need for increasing or decreasing program staff (e.g. permanent and associate FTE, permanent and hourly classified staffing or administrative staffing)?

No.

### C. STUDENT LEARNING OUTCOMES (ANALYSIS AND RESPONSE)

1. Considering any program level Student Learning Outcomes that have been developed:

- a) What relevant findings have been derived through the SLO assessment process?
- b) What changes have been implemented, or are planned, based on the findings since the last program review?
- c) What conclusions do you draw from this analysis that could form the basis for an action, objective or request for resources?

**NOTE: Please contact LeAnn McGinley (741-2402), Assessment Coordinator, with any questions concerning SLOs.**

None.

### D. EXTERNAL INFLUENCES SECTION (ANALYSIS AND RESPONSE)

1. If applicable, considering the effect of external influences on the program's purposes and goals:

- a) How do accreditation requirements, government regulations, advisory boards, labor market demand, transfer institution articulations or other external factors affect the program?
- b) How might these influences form the basis for an action, objective, or request for resources?
- a) *The training and education needs of the vocation and profession do change with legislation, mandates, regulations and other larger social forces. The participants are mandated by federal, state and local regulations, Title 22 and Title 5 and Title I. Participants are required to meet and exceed both individual licensing requirements and facility or institution based licensing requirements that may change annually.*
- b) *The only resource request continues to be classroom space for training according to and contained within the contract.*

**E. STUDENT FACTORS SECTION (ANALYSIS AND RESPONSE)**

1. What program changes or initiatives has the program implemented since the last program review to meet the needs of its student population?

*Three additional credit based certificate programs have been identified through community agency and partner surveys. These will proceed through curriculum development and approval processes this fiscal year.*

**F. SUMMARY AND CONCLUSIONS SECTION:**

1. General conclusions and summary statement.

*Title IV-E is a successful and well considered community based training and education resource. The college and the community continue to benefit from this opportunity. It is particularly satisfying to provide education and training to individuals who work in often over stressed settings with the county's most vulnerable population, poor children at risk of removal from their parent's care. Now in our fourth year, West Valley is widely identified as a training resource for group home, foster family agency, residential treatment facilities and other community based agencies and social work professionals.*

2. Program Strengths:

*Fiscally successful, meeting contract targets consistently, high quality training measured by participant evaluation, grassroots feed back from community partners, reflexive, responsive and timely training provided in multiple settings and formats, trusted among the community partners, small staffing and overhead, evidence based training and practice.*

3. Program Challenges:

*Classroom space priority.*

**G. ACTIONS AND OBJECTIVES SECTION**

Based on the foregoing analyses and findings in Sections A. through F., what are the program's intended actions or objectives for the next three years?

*Continue along our successful track with continual input from community partners and self reflection through use of the participant evaluations. Implementation of in person survey results and interview of community agencies completed this summer and fall.*

**Timelines**

Over the next three years, what are the program's timelines (in terms of predicted initiation and completion dates) for the stated actions or objectives?

*In the next year increase credit based credential courses; formally propose AA degree in Social Services/Social Work.*

*In the next two years increase number and variety of credentials and certificates in Social Work, Family Studies, Community Studies and other areas.*

Which of these actions or objectives would be initiated and completed within the coming year, given adequate resources?

*Initiate process for AA degree in Social Work including a course in Behavior Analysis.*

*Increase credential and certificate opportunities in the vocation of social services.*

**H. RESOURCE REQUESTS 2006-2007**

1. Please indicate if any of the resource requests identified in the previous program review were funded through one or more of the various WVMCCD resource allocation processes that were available in 06 – 07 (e.g. FTE allocation, classified staff, one time funding, budget augmentation, facilities, Land Corporation):

Please complete the following table (leave blank if the answer is not applicable):

FUNDED by WVMCCD?

Full-time faculty FTE: <i>Click once here and type your response</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially
Associate faculty FTE: <i>Click once here and type your response</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially
Classified Staff FTE: <i>Click once here and type your response</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially

Classified Hourly (in dollars): <i>Click once here and type your response</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially
Administrative Staff FTE: <i>Click once here and type your response</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially
Facilities (brief narrative description): <i>Click once here and type your response</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially
Equipment (brief narrative description with estimated total cost): <i>Click once here and type your response</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially
Supplies (brief narrative description with estimated total cost): <i>Click once here and type your response</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially
Staff Development (brief narrative description): <i>Click once here and type your response</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially
Other (please specify): <i>Click once here and type your response</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially
<p>2. What have you been able to accomplish as a result of the resource obtained? (e.g. improved retention success and persistence, improved equity, new SLOs, higher enrollment, new online or satellite campus classes....)</p> <p>NOTE: The Program Review Committee realizes that in some cases, accomplishments and changes resulting from resource acquisition are too recent to be measurable. The current Program Review process is only one year old. Future reviews of funding requests will focus on accomplishments and change occurring over a two-year period.</p> <p><i>Click once here and type your response</i></p>	

**I. RESOURCE REQUESTS 2007-2008**

**Please complete the following table (leave blank if the answer is zero or none):**

Full-time faculty FTE *Click once here and type your response*

Associate faculty FTE *Click once here and type your response*

Classified Staff FTE: *Click once here and type your response*

Classified Hourly (in dollars): *Click once here and type your response*

Administrative Staff FTE: *Click once here and type your response*

Facilities (brief narrative description): *Click once here and type your response*

Equipment (brief narrative description with estimated total cost): *Click once here and type your response*

Supplies (brief narrative description with estimated total cost): *Click once here and type your response*

Staff Development (brief narrative description): *Click once here and type your response*

Other: *Click once here and type your response*

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