

PROGRAM REVIEW: Planning and Evaluation Process

Questionnaire for NON-INSTRUCTIONAL Programs: Career Education, Work Force Development, or Info/Tech Services

INTRODUCTORY QUESTIONS

1. Program Name: ***Community Education***
2. Person(s) completing the questionnaire: *Elizabeth Maciel*
3. Date of completion: *October 8, 2008*
4. What are the primary purposes of the program? Check all that apply.

<input type="checkbox"/> WVC Degrees and Certificates	<input type="checkbox"/> Occupational / Vocational Courses
<input type="checkbox"/> Transfer Courses	<input type="checkbox"/> Student Support Services
<input type="checkbox"/> WVC General Education	<input type="checkbox"/> Academic Support Services
<input checked="" type="checkbox"/> Lifelong Learning/Life Enrichment	<input type="checkbox"/> Administrative Functions

5. How does the program further the College's **mission** and **goals**?
Click on URL to see mission and goals: http://westvalley.edu/mission_and_goals.html

The Community Education program is able to further the College's mission and goals by offering courses that enhance an individual's own personal and professional goals. Courses offered by Community Education are not traditional college credit courses; however, the courses introduce students to the vast courses available by the College.

DATA ELEMENTS SECTION

1. In analyzing any available program data concerning use of services, what significant trends are revealed in the data?

The needs of our clientele are those of personal and professional nature. Our Older Adult clientele are seeking courses that will keep them active socially, physically and mentally. The present economy has also required many to seek part-time employment; thus requiring them to search for courses that will help them maintain or develop new skills.

College for Kids is the most popular program offered by Community Education. The reputation of our program is known throughout the community and the challenges we face are two-fold, 1) creating new and challenging courses, and 2) finding a pool of high caliber instructors. Parents have specifically indicated that they desire courses that will prepare their child for the coming school year.

2. In analyzing any available program data concerning users' 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?

For college-wide data, click on:

http://www.westvalley.edu/documents/faculty_resources/Program_Review/2008-2009_Academic_Year/

Community Education is a community-based program that serves several communities in Santa Clara county. Therefore, our students come from various ethnic, social-economic environments. Our programs serve individuals who range from 10–90 years of age, foreign countries (Ireland, Spain, Taiwan, etc/) as well as those who have disabilities, thus making our program a diverse program for various generations.

3. In analyzing any available program data concerning program "satisfaction" (e.g. extent of services, effectiveness, follow-up, referrals) and / or "success" (e.g. completion, achievements, retention, transfer rates, degrees):

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

For college-wide data, click on:

http://www.westvalley.edu/documents/faculty_resources/Program_Review/2008-2009_Academic_Year/

Our surveys have indicated that our students desire that we offer more or similar courses currently offered, in addition to more computer courses. Many would like to have college prep courses in our College for Kids program, and seniors would like to see more activity based classes, whereas, active adults request courses to further their career goals. For these programs (courses) to be implemented additional funding would be necessary for staffing and development.

4. Based on the above analysis of available data, what conclusions do you draw that could form the basis for an action, objective or request for resources?

Based on the responses from our surveys we are currently doing preliminary work on the implementation of three new programs. They are 1) GED Preparation courses, 2) College Prep courses and 3) Active Senior Program. All three programs have the potential to increase college enrollment and FTES by the 2009 fall semester; however, for an aggressive plan to be implemented an approximate amount of \$40,000 is needed for groundwork.

TARGET POPULATION SECTION

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

To date, we have continued with the expansion of the Older Adult program by expanding class hours, offering additional courses at various sites, and expanding the pool of instructors.

EXTERNAL INFLUENCES SECTION

1. What significant factors are currently affecting the program? Check all that apply.

- Accreditation Requirements
- College, District or State Mandates
- Advisory Boards
- Government Regulations
- Articulations
- Labor Market Demand
- Changes in Technology
- Transfer Institution
- Other External Factor: The factors currently affecting Community Education are:

1) lack of staffing, 2) funding for implementation of new programs, 3) classroom availability

2. How might these influences form the basis for an action, objective, or request for resources?

Our ability to effectively and efficiently implement any new programs relies on the assistance and cooperation of college staff and management. The mission of Community Education is not only to offer courses that enhance an individual's own personal and professional goals, but to also assist the College by introducing the community to the array of courses available for personal and career growth and higher education. Only by working together can this be achieved.

SUMMARY AND CONCLUSION SECTION

1. What general conclusions do you draw about your program's strengths and challenges?

As stated in previous Program Reviews, the strength of Community Education lies with its two F/T employees and student workers. If it were not for the efforts of these individuals' diligence and strong dedication to work the current programs would not have seen another year of financial improvement.

The challenges Community Education faces continue to remain the same as in the previous year, staffing and funding. We struggle to maintain the programs we currently have with the shortage of staff and the lack of the new programs. Time and energy is spent on administrative functions, with limited time spent on program development. Daily tasks are prioritized on an "as needed" basis.

ACTIONS AND OBJECTIVES SECTION

- 1. Based on your analyses and findings in the previous sections, what are the program’s intended actions or objectives for the next three years?

The intended actions or objectives over the next three years are to hire additional staff and a program director. Nevertheless, the decision to hire additional staff or the development and implementation of new programs will be based on whether funding is available.

- 2. Of these stated actions or objectives, which ones will be initiated and/or completed by the end of Fall 2009, given adequate resources?

Provided that adequate resources are available the first of the three programs to be completed would be the Active Seniors program, followed by GED and College Prep.

- 3. Which actions or objectives identified in the previous Program Reviews were initiated and/or completed.

The actions from the previous Program Review completed were the expansion of the Older Adult program.

2008 – 2009 RESOURCE REQUESTS

- 1. Briefly describe **new or additional** resources required to accomplish the stated actions and objectives?

Please complete the following table:

Full-time faculty FTE (Full Time Equivalent): *None*

Associate faculty FTE (Full Time Equivalent): *None*

Classified Staff FTE (Full Time Equivalent): *1.0 additional FTE*

Classified Hourly (in dollars): *\$30,000*

Administrative Staff FTE (Full Time Equivalent): *1.0*

Facilities and Room Furnishings: *Additional office and storage space is desperately needed. Presently, the hallway and any open small space are used for storage. There are four programs operating from the Giurlani House (Community Education, ATTE, CDAAP and Public Relations).*

Equipment, Hardware and Software (with estimated total cost): *\$20,000 – office equipment, \$50,000 for a new air conditioner/heating system.*

Supplies (with estimated total cost): *\$10,000 for College for Kids supplies (refrigerator and portable stoves), \$10,000 for two new computers for hourly staff.*

Staff Development (with estimated total cost): *\$4,000 to learn new skills and technologies.*

Other (with estimated total cost): *\$2,000 for mileage; \$2,000 for travel to attend Community Education conferences.*