### Data and Analysis

### Department/Program Data

|  |  |  |  |
| --- | --- | --- | --- |
|  | Current Year 2013-14 | Previous Year 2012-13 | Two Years Prior 2011-12 |
| Number of Full-Time Classified | 2.4 | 2 | 2 |
| Number of Full-Time Faculty | 6 | 5 | 6 |
| Number of Full-Time Managers | 1 | 1 | 0 |
| Number of Part-Time Classified | 2 | 1 | 0 |
| Number of Part-Time Faculty | 35 | 35 | N/A |
| Number of Part-Time Managers | 0 | 0 | 0 |
| Students Served Annually | N/A | N/A | N/a |
| Total Non-Restricted Annual Budget | $12,350.00 | $12,350.00 | $12,350.00 |

### Department/Program Activities

|  |
| --- |
| Please list areas of responsibility and any seasonal activities (i.e. heavy enrollment periods for A/R) that may impact your department/program.  1. Not all of the full and part time faculty that teach at this center report to the Center Dean.  2. This list only includes full time faculty members who have office space in this building and does not include the distance learning faculty who report to the Garden Grove Center dean.  3. This list does not include Paralegal Studies where the full time faculty member has office space at the Newport Beach Center.  4. The .4 full time classified staff person is the STAR facilitator whose salary is posted to Distance Learning.  One of the part-time classified staff is paid for through Title III funds. |

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* 1. **Proposed Projects Requiring Additional Resources (not listed in Section B-Action Plans/Resource)**

|  |  |
| --- | --- |
| **Project Name and Description** | **Total Additional Dollars/Staff Needed** |
| **N/A** | **N/A** |
|  |  |
|  |  |
|  |  |

* 1. **Outcomes (from most recent Program Review or Annual Program/Department Reports)**

|  |  |  |
| --- | --- | --- |
| **Student Learning/Service Area Outcomes Statements** | **Strategies to Achieve or Improve SLOs/SAO Goals** | **Outcome Data or Other Assessment Results (i.e. Data from Student SLO Survey)** |
| 1. Students will state that their specific computer application or other software-use skills have improved as result of receiving services in the Information Commons.. | Design tutorials, workshops and individual assistance to learn basic computer skills | To be surveyed in April 2014 |
| 1. Students will state their grades have improved as result of receiving services and/or studying in or using equipment in the Information Commons | Tutoring Services | To be surveyed in April 2014 |
| 1. Students are aware of and satisfied with services in the Information Commons. | Survey of student needs | To be surveyed in April 2014 |
| 1. Students will demonstrate knowledge of the availability of textbooks in the Reserve Library. -With the library questions. | Signage, faculty instruction | To be surveyed in April 2014 |

**Analysis of Progress on Outcomes**

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| The Garden Grove Center and the Information Commons have recently added the Lab assistant to help students and facilitate the lab. Use has increased and the students seem very happy with the hours of operation. A follow up student survey will be completed in the Spring. |

**Progress on 5-year Goals (from most recent Program Review)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Goal** | **Complete** | **Partially Complete** | **Not Started** | **Abandoned** | **Comments** |
| 1. The Information Commons should expand the tutoring services that are currently offered to include tutoring options for Math, Psychology, and other CTE programs. | X |  |  |  | Always room to add more |
| 1. Lab hour expansion should be considered as more students utilize the Information Commons and some consideration to having the lab open on weekends should be researched. | X |  |  |  |  |
| 1. Institutionalization of the staffing and equipment costs for maintaining the Information Commons should be investigated. |  | X |  |  | The full time classified member who works as the lab assistant in the Information Commons is out of general funds, we need to find ongoing funding for 12 hour per week part time lab assistant that is currently paid for through Title III funds. |

**Analysis of** **Progress on 5-year Goals**

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| --- |
| **Great Progress** |

**New Annual Program/Department Goals**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Goal** | **5 yr Goal**  **Addressed** | **Project**  **Completion**  **Date** | **Lead**  **Employee** | **Comments** |
| Expand Workshops and Student Success Activities | 1 | 5/14 | Marin | In progress |
| The Garden Grove Center will develop materials and/or processes to provide students with easy access to common information. (i.e. FAQs/Phone Tree) | **1** | Ongoing | Carolyn Clausen |  |
| The Garden Grove Center will arrange Faculty and Staff appreciation activities. | **2** | Ongoing | Carolyn Clausen |  |
| The Garden Grove Center will publish a CTE newsletter every semester. | **2** | Ongoing | Carolyn Clausen |  |
| The Garden Grove Center will develop a student feedback mechanism that helps to improve student service. | **2** | Fall 2013 | Carolyn Clausen |  |
| The Garden Grove Center will hold workshops with Linda Morin, to start the development phase of the Emergency Operations Plan | **3** | Ongoing | Cynthia Berry |  |
| The Garden Grove Center will develop cash handling procedures | **4** | Fall 2013 | Carolyn Clausen |  |
| The Garden Grove Center will develop a plan for tracking equipment deliveries and asset tagging. | **4** | Fall 2013 | Carolyn Clausen |  |
| The Garden Grove Center staff will prepare SOP manuals for at least 3 of their responsibilities and provide cross training to at least one other employee. | **5** | Fall 2013 | Carolyn Clausen |  |

### Action Plan and Resource Requests Based on Annual Data

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Action** | **Institutional planning goals\*** | **How action will improve student success** | **Type of Resource** | **Resource needs, if any** | **Department priority\*\*** | **Approximate cost** | **Potential Funding Source** |
|  |  |  | Equipment |  |  |  |  |
|  |  |  | Facilities |  |  |  |  |
| 12 hr/week lab assistant to extend lab hours | 1 | Will allow students more time to use the Information Commons to complete assignments and use textbooks. | Personnel |  | 1 | $10,000 | General Fund |
|  |  |  | Software |  |  |  |  |
|  |  |  | Supplies |  |  |  |  |
|  |  |  | Technology |  |  |  |  |
|  |  |  | Training |  |  |  |  |
|  |  |  | Other |  |  |  |  |

\*Reference specific sections of College Education Master Plan, Strategic Initiatives, 5-year Program Review Goals, Accreditation Recommendations, SLO/SAO evaluation and assessment, College Mission, or other relevant planning documents. \*\*Prioritize the program’s resource needs with 1 being the most important and subsequent numbers being less urgent.