



2015
Annual Department Review
(EOPS/CARE & CalWORKs)

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EOPS/CARE

Section 1: Department Planning:

Internal Analysis

During the 2015-2016 academic year the EOPS/CARE program encountered several challenges. Many of the challenges were a result of not having a permanent EOPS/CARE Director. As a result of this some of the initiatives proposed were not accomplished during the 2015-2016. As noted in the section below, one of the areas that the staff need to continue working on is increasing the programs visibility in the community. The EOPS/CARE program must almost double in size (from 175 to 320 students) by May of 2015. Progress on this goal was not made during the 2014-2015 academic year thus this will need to be the focus for the 2015-2016 academic year. It is critical to increase the number of students being served to 320 students in order to ensure that the programs are funded at the same level as the 2015-2016 year.

Service Area Outcome(s)

Due to the administrative changes in the department, the department decided to focus on assessing the relevancy of the SAO's. Through the careful examination of the SAO's it was determined by the department that changes were needed. In addition to determining that some new SAO's need to be created the department also found that changes to the survey need to be made. The changes to the survey will be made during the 2015-2016 to ensure that the survey captures the information needed to measure the new SAO's. The SAO's for the 2015-2016 are:

1. EOPS will demonstrate a higher semester to semester persistence rate compared to the general student population.
2. Newly admitted EOPS/CARE students will complete a comprehensive Student Educational Plan (SEP).
3. EOPS students will demonstrate an understanding an understanding of the program requirements.

SAO	ASSESSMENT MEASURE /TARGET
EOPS students will demonstrate an understanding of the program eligibility requirements.	Measure: Survey regarding program eligibility Target: 80% of students will be aware of the program eligibility requirements
Students will indicate their use and level of satisfaction with EOPS/CARE services	Measure: Satisfaction survey focused on services provided Target: 80% satisfaction
Provide accurate data to district data services for MIS upload	Measure: Review MIS data with district data services Target: 100% accuracy in the data reported

Progress on Forward Strategy Initiative(s)

Table 1.2 *Progress on Forward Strategies*

Initiative(s)	Status	Progress Status Description	Outcome(s)
Position the EOPS/CARE program for restoration of the Program Director position, for which a waiver from the State CCC Chancellor's Office will expire June 30, 2013.	Terminated	Since a Director was hired there is no need to submit a waiver to the CCC Chancellor's Office	Not Applicable
A full-time director needs to be hired now so that the EOPS/CARE Department is not penalized.	Completed	The EOPS/CARE director was hired and began September 2 nd , 2015	The EOPS/CARE Director was hired at the start of the next fiscal year (2015-2016) therefore, this initiative had no outcomes during the 2014-2015 academic year.
Continue to develop, strengthen and nurture relationships with Coastline faculty, managers, staff, and students to facilitate mutual referrals and follow-up.	Completed	The EOPS/CARE program staff are working closely with CalWORKs to ensure that students who meet both criteria are participating in both programs. The EOPS/CARE staff also have represented the program and the interest of our students at various committee meetings. The EOPS/CARE staff also worked with ASG and collaborated during the recruitment process.	Improved working relationships with Coastline faculty, managers, and staff have improved the programs ability to deliver services. For instance, the EOPS/CARE staff member collaborated with CalWORKs and referred students who may qualified for that program to them. The outcome of this relationship resulted in the non-duplication of services.
Continue to develop, strengthen and nurture relationships with educational partners (counselors, vocational specialists, career advisors) at local service area high schools and social service agencies to increase access to their constituencies who are likely candidates for EOPS/CARE eligibility.	In-Progress	The EOPS/CARE staff attended Region 8 meetings to develop and strengthen their relationships with other EOPS/CARE programs. The EOPS/CARE program also hired a recruiter during the 2014-2015 academic year to increase the program's visibility across different partner high schools. Moving forward the EOPS/CARE staff will continue working on developing and fostering relationships with community partners.	Alongside. ASG the EOPS/CARE staff worked together to strengthen the partnerships with high school. This effort resulted in EOPS/CARE staff servicing more students from the target population.
Maintain comprehensive student support, counseling, retention and	Completed	EOPS/CARE continues to provide services to	The services provided by EOPS/CARE help ensure that

extracurricular services to EOPS/CARE students at a level that is consistent with the allocation provided by the State Chancellor's Office. Ensure that the program's priorities support the College's Master Plan, including an emphasis on outreach, services and activities which increase student completion rates.		students to ensure that the students are receiving the agreed upon services.	students persist from semester to semester.
Ensure that computers/monitors/software upgrades for use by program counselors and staff are completed during FY 2013-14. Additionally, the EOPS has moved to a new office that had 7 computer work-stations for student to use.	In Progress	New computers are still needed for this area.	Not Applicable
Engage program counselors, staff, student participants and advisory committee members in regular and on-going annual program evaluation and review activities to guide program planning and budget decisions. Such activities would include discussion about "best practices" for service delivery and program efficiency and programmatic responses to student trends/interests/ needs.	Completed	The EOPS/CARE committee is required to meet at least once a year. The EOPS/CARE committee met twice last year and will continue to do so to have discussions about the future of the programs.	As a result of meeting with the Advisory Committee the EOP/CARE staff revised the EOPS application. The EOPS Application is now much clearer. The expected outcome is an increase in student applicants.
Continue to seek additional funding through the Coastline Foundation, Associated Student Government, and private-sector and community partners to supplement programmatic activities.	Completed	EOPS/CARE continued seeking funds from the foundation and ASG. ASG supported the EOPS/CARE programs by part of the cost for the EOPS/CARE year end event.	As a result of securing funding through ASG, EOPS/CARE staff was able to provide students with food gift cards during the holiday season. In addition, the ASG funds also helped the EOPS/CARE program hold a successful year end event for the EOPS/CARE students.
Continue to pursue outreach events and activities that will increase Coastline's CARE student population. Maintain and build partnerships with counselors/advisors, teachers, and mentors at service area high schools, and non-profit and social service agencies. Continue to work with other Coastline departments and programs to	In-Progress	The EOPS/CARE program participated in college events in order to recruit more students into the program. However, since the target of 300 EOPS/CARE students has not been met, the program will continue to make this initiative a priority.	EOP/CARE has been working on strategies to identify current students who may be eligible for CARE. However, during the 2014-2015 not much progress was made in this initiative.

<p>identify <u>current</u> students who may be eligible for CARE program services.</p>			
<p>Provide opportunities for EOPS/CARE Director, counselors and staff to discuss student issues; operational (including computer equipment/software upgrades), programmatic and budgetary goals and priorities; and opportunities for partnerships with other Coastline departments (e.g. Career Services providing employment services or internships) to increase efficiency and efficacy of service delivery to CARE students.</p>	<p>Completed</p>	<p>As mentioned previously, the EOPS/CARE staff have attend various committees to ensure that the program needs are kept in mind.</p>	<p>As a result of working collaboratively with other departments the EOPS/CARE program has been able to redirect the use of funds to student services.</p>

Section 2: Human Capital Planning

Staffing

Table 2.1 Staffing Plan

Year	Administrator	Management	F/T Faculty	Adjunct	Classified	Hourly
Previous year				Adjunct Counselor (3)	EOPS/CARE Accountant Tech (1) EOPS/CARE Outreach Specialist (1)	
Current year		Director, EOPS/CARE & CalWorks (1)	EOPS/CARE & CalWorks Counselor (1)	Adjunct Counselor (3)	EOPS/CARE Accountant Tech (1) EOPS/CARE Specialist (1)	Receptionist – PT (1)
1 year		Director, EOPS/CARE & CalWorks (1)	EOPS/CARE & CalWorks Counselor (1)	Adjunct Counselor (3)	EOPS/CARE Accountant Tech (1) EOPS/CARE Specialist (1)	Receptionist – PT (1)

The EOPS/CARE program currently has (1) Full-time Director, (1) Full-time EOPS/CARE Accountant Technician, (1) Full-time EOPS/CARE Specialist and (3) Adjunct Counselors. Moving forward EOPS/CARE plans to hire a Full-time EOP/CARE & CalWORKs Counselor, (1) Part-time Receptionist, and (1) Part-time EOPS/CARE Recruiter. Hiring a Counselor during the 2015-2016 academic year is critical especially since the program plans to service twice the number of students. In addition, the State Chancellor’s Office requires for EOPS Counselors to have at least 3 contacts with each students. This cannot be accomplished without hiring a Full-time Counselor. In addition, the department is need of a Part-time Clerk. This individual is needed because currently there is no one assigned to the front desk area. Therefore, when students come an EOP/CARE staff member has to stop what they are doing to help the students at the front counter. Filling these roles will help Coastline with its goals related to “Growth & Efficiency” and “Access, Persistence & Completion.” More specifically, the Full-time EOPS Counselor’s role will be instrumental in helping students persist and complete their degrees.

Professional Development

During the 2014-2015 academic year, the Dean of Counseling, who was overseeing the EOPS/CARE program attended two trainings: 1)Chancellor’s Office EOPS/CARE Statewide Technical Assistance and Training and 2) California Community College Chancellor’s Office Training & Orientation for EOPS, CARE & CalWORKs. These trainings helped the Dean of Counseling gain a better understanding of the regulations, logistics and issues related the program. It was of utmost importance that the Dean of Counseling attend these training since it was her responsibility to ensure that the program was in compliance with state Annual Program Review Template: Revised 4/13/15 and Approved

regulations. During the 2015-2016 academic year it is important that the EOPS/CARE continue attending the trainings since there are regulations that may change or be updated. In addition, it is good practice and encourage by the State Chancellor's office that they EOPS/CARE staff attend the annual conference at the very least in order for the staff to learn about best practices. Also, since the EOPS/CARE funds have been restored it is important to learn about what additional services are allowable and not allowable per state regulations. Attending these conferences will help the EOPS/CARE staff strengthen the programs and services offered.

Section 3: Facilities Planning

Facility Assessment

The EOPS/CARE program is currently located on the 4th floor. Two offices and six cubicles have been allocated to the program. However, the program is in need of an additional office. Once the Full-time EOPS/CARE Counselor is hired they will be given the current Counseling Office. However, since students are required to have 3 contacts a semester, the 3 Adjunct Counselors will need to continue providing counseling services to the EOPS/CARE students. It is proposed that the office that is currently used by the tutors in the Financial Aid & EOPS/CARE be made available to the EOPS/CARE program so that the adjunct counselors can have a designated office for their appointments with students.

Section 4: Technology Planning

Technology Assessment

All current EOPS/CARE employees have computer workstations. However, 2 computer workstations are in need of being replaced. It is important that the staff have computers that function well since the staff often has to access banner to look up student information. Providing the staff with new work stations will increase the efficiency of the tasks assigned to the staff. In addition, two additional computer workstations & printers are necessary since the program plans to hire a Receptionist and a Full-Time Counselor. Computer Workstations are essential to these individuals completing their duties. The EOPS/CARE Director also needs an additional monitor to increase the efficiency of managing the program budgets. Managing program budget is a key role of the director and in order to maximize how her time is spent, thus two monitors are necessary.



CalWORKs

Section 1: Department Planning:

Internal Analysis

During the 2015-2015 the CalWORKs program has been faced with challenges. One of the greatest challenges is that there was only one Full-time staff member assigned to work with CalWORKs students. Although there were less than 45 students participating in the CalWORKs program, it is necessary that another staff member be trained and equipped to meet the needs of the CalWORKs students should the staff assigned not be available. The CalWORKs program has also had a difficult time recruiting new students or getting referral because there is no child care center on campus. Moving forward the program needs to work on increasing the number of students served as well as cross training the staff in the department.

SAO Student Services Survey

CalWORKs Participation & Change in Abilities

Of 548 respondents, 96.4% **have not participated** in the CalWORKs program, and 3.6% **have participated** in the program. Respondents who indicated that they are currently receiving services from the Coastline CalWORKs Office were asked to indicate their level of agreement with the statements in Table 45 (below) as a result of participating in a CalWORKs counseling session.

Table 1.1 *Change in Abilities from CalWORKs Participation*

Answer Options	Agree	Disagree	Respondents
Calculate my 32-hour requirement of education and work-study activities.	92.9%	7.1%	14
Recognize college resources that support student success.	92.9%	7.1%	14
Identify program eligibility requirements.	92.3%	7.7%	13
State my career options.	100.0%	0.0%	12

The majority of respondents have experienced a **positive change** in their abilities as a result of participating in a CalWORKs counseling session. Specifically, 92.9% of respondents agree that they can calculate their 32-hour requirement of education and work-study activities, 92.9% can recognize college resources that support student services, 92.3% can identify program eligibility requirements, and 100% indicated that they can state their career options.

Service Area Outcome(s)

The CalWORKs program staff was effective in helping students calculate their 32 hour requirement as demonstrated in the survey. In addition, the CalWORKs students were provided with workshops on Careers. However, in the future students will be asked to complete a survey immediately following the Career Workshop in order to measure the effectiveness of the workshop. In addition, during the 2015-2016 academic year, a counselor will be assigned to work more closely with the CalWORKs population so that they can ensure that the students are following through with their education plans.

SAO	ASSESSMENT MEASURE /TARGET
Students will demonstrate the ability to calculate their mandated hours ranging from 20 – 35 hours per week of participation in the CalWORKs program for education and work study activities.	Measure: Assessment Target: 80% of students will calculate their required mandated hours of education and work study activities accurately
Provide awareness of student career options.	Measure: Survey regarding CalWORKs student awareness of careers Target: 80% will be aware of career options
Demonstrate progress toward educational and career goals.	Measure: Student educational plans tracking Target: 100% of CalWORKs students will follow their student educational plans

Progress on Forward Strategy Initiative(s)

Table 1.2 Progress on Forward Strategies

Initiative(s)	Status	Progress Status Description	Outcome(s)
Cross train EOPS/CARE classified staff about the CalWORKs program and vice versa	Not Started	During the 2014-2015 academic year the staff was not crossed training. However, this initiative will be follow up with during the 2015-2016 academic year.	Not yet available.
Hire a Director to oversee both CalWORKs and EOPS/CARE Programs	Completed	The EOPS/CARE director was hired and began September 2 nd , 2015	The EOPS/CARE Director was hired at the start of the next fiscal year (2015-2016) therefore, this initiative had no outcomes during the 2014-2015 academic year.
Encourage CalWORKs students to meet with academic counselor at least once a semester	Completed	During one-on-one meetings the CalWORKs Staff Assistant encouraged students to meet with academic counselors.	During the 2014-2015 we did not measure how many of the students followed through with the recommendation but it will be included in the 2015-2016 survey.
Increase enrollment and retention	In Progress	The CalWorks program currently has 40 enrolled in the program and the CalWORKs staff assistant keeps them engaged in order to ensure that they persist from semester to semester.	During the 2014-2015 the number of participants remained constant therefore this an area that needs to be focused on.

Evaluate current recruitment status to increase visibility in the community	In Progress	The CalWORKs Staff Assistant has made an active effort to increase visibility by attending job fairs, meetings at community organizations and collaborating with other departments.	Although the staff worked to increase visibility the outcome is not known. In the 2015-2016 survey a question regarding how they found out about the program will be added so that we are aware of where referrals are coming from.
Increase Banner accessibility so staff can pull financial aid assistance records for District match	Not Started	The CalWORKs staff still do not have access to this information. Nevertheless, the Financial Aid Office staff has been helpful in providing this information to the CalWORKs staff. The EOPS/CARE & CalWORKs Director will put in a request to gain this access.	Not yet applicable
Hire and train adjunct counselor to provide case management counseling with CalWORKs students.	In Progress	During the 2014-2015, the Dean overseeing the CalWORKs program hired an Adjunct Counselor to work with just CalWORKs students. During the 2015-2016, the EOPS/CARE & CalWORKs Director will also hire an Adjunct Counselor for CalWORKs.	As a result of hiring an Adjunct Counselor for the CalWORKs department, the majority of CalWORKs students met with them.
Increase coordination with the Coastline Career Center to assist students at the conclusion of their certificate or degree education to obtain employment. Refer to Coastline Community College Career Center for services.	In Progress	During the 2014-2016 year the CalWORKs Staff Assistant met with the manager in charge of the Career Center in an effort to learn about available career opportunities for CalWORKs students.	As a result of the collaboration, CalWORKs staff was able to inform students of career fairs and opportunities available to them.
Work with the campus webmaster to upgrade the CCC CalWORKs website to include a more of a 'student friendly' website and easier accessibility.	In Progress	Some of the changes were made to the website however other changes are still needed.	As a result of updating the website, CalWORKs students were able to download and complete forms. This gives students who are not local the opportunity to apply to the program.

Section 2: Human Capital Planning

Staffing

Table 2.1 Staffing Plan

Year	Administrator	Management	F/T Faculty	Adjunct	Classified	Hourly
Previous year 2014-2015				Adjunct Counselor (1)	CalWORKs Staff Assistant (1)	
Current year 2015-2016		Director, EOPS/CARE & CalWORKs (1)		Adjunct Counselor (1)	CalWORKs Staff Assistant (1)	Receptionist – PT (1)
1 year 2016-2017		Director, EOPS/CARE & CalWORKs (1)		Adjunct Counselor (1)	CalWORKs Staff Assistant (1)	Receptionist – PT (1)

The CalWORKs program currently has a Director and a full-time CalWORKs Staff Assistant. The program plans to move forward with hiring an Adjunct Counselor to serve the CalWORKs students. This is necessary since CalWORKs students usually require a specialized counselor for their needs. The part-time Receptionist position noted above, will be shared with EOPS/CARE. A person is needed in the front desk area since the area is often visited by students requesting additional information about our programs.

Professional Development

Our CalWORKs Staff Assistant, Lori Wood attended the CalWORKs Annual Training Institute last year. After returning from the conference Lori provided her supervisor with all the updates. In addition, through the training Lori was able to strengthen her knowledge base and as a result was able to better service the students. It is of critical importance that Lori continue attending the trainings to ensure that Coastline has the most up to date information. The training also helps expose staff members to the resources available for this population. In addition, the Dean of Counseling attended the Training and Orientation for EOPS/CARE and CalWORKs Program Directors/Coordinators. This training is also instrumental in that it gives the individuals the opportunity to learn how to manage CalWORKs effectively, comply with the regulations and implement the program services efficiently.

Name (Title)	Professional Development	Outcome
Lori Wood CalWORKs Staff Assistant, Sr	CalWORKs Annual Training Institute	Learn about best practices to increase number of students
Heidi Lockhart Dean of Counseling & Services	Orientation for EOPS/CARE and CalWORKs Program Directors/Coordinators	Learn how to effectively manage the program

Section 3: Facilities Planning

Facility Assessment

The CalWORKs program is currently located on the 4th floor. The Director has her office and the CalWORKs Staff Assistant has a cubicle. The space provided for the CalWORKs Staff Assistant is not conducive to her work. Her area needs to be enlarged as often time the students that come to the office bring their children with them. In addition, we need to ensure that the space is in compliance with ADA regulations. In addition, a space for the Adjunct Counselor who will be serving CalWORKs students is necessary. This is especially important given the nature of the counseling appoints.

Section 4: Technology Planning

Technology Assessment

Currently the CalWORKs staff has two full functioning computer workstations. In order to better service CalWORKs students, an additional computer workstation will be needed. This computer workstation will be utilized by the Adjunct Counselor hired to work with the CalWORKs population. The computer workstation will be used by the counselor to conduct counseling appointments and to look up student information. In addition, the program needs to purchase one printer in order for the director to print. This is necessary given the sensitive nature of the information often printed for CalWORKs students.

New Initiatives

Initiative: Increase the number of students served in EOPS/CARE and CalWorks.

Program	Current Number	Year 1 Goal (2015-2016)	Year 2 Goal (2016-2017)	Year 3 Goal (2017-2018)
EOPS	165	225	325	375
CARE	10	15	25	35
CalWorks	45	50	60	70

Describe how the initiative supports the college mission:

By EOPS/CARE & CalWORKs focusing on increasing the number of students serviced, EOPS/CARE & CalWORKs can contribute to the college mission, as related to the following 1) Student Success 2) Access, Persistence and Completion 3) Growth & Efficiency. EOPS/CARE & CalWORKs provides students with “over and above” services such as workshops. These workshops cover topics that will help students succeed. In addition, they EOPS/CARE & CalWORKs students receive counseling and during their appointments counselors help students complete an Education Plan. This along with other service help the students who are in these programs Succeed, Persist and complete their degrees. Therefore, increasing the number of students served will have a direct impact on the mission. Also, by increasing the visibility of the EOPS/CARE & CalWORKs program in the community more students may choose to attend Coastline College.

What college goal does the initiative align with?

- Student Success
- Access, Persistence and Retention
- Innovation
- Partnerships
- Culture of planning, evidence and inquiry
- Growth and efficiency

What College planning document(s) does the initiative align with? Select all that apply

- Educational Master Plan
- Staffing
- Facilities
- Technology

What evidence supports this initiative?

- Learning Outcome (SLO/PSLO) assessment
- Internal Research (Student achievement, program performance)
- External Research (Academic literature, market assessment, audit findings, compliance mandates)

Describe how the evidence supports this initiative.

Studies have supported the fact that EOPS students have better educational outcomes than non-EOPS students (Achebe, 2006; Bradford, 2004; Brown, 1990; and Grant-Vallone et. Al, 2004.) More specifically, Bradford (2004) found that 1) EOPS students attempted more units and completed more units than the non-EOPS students 2) EOPS students earned a higher overall GPA than the non-EOPS students 3) EOPS students had higher certificate and associate degree attainment than the non-EOPS student for certificates for associate degrees and 4) EOPS students showed a higher retention rate than the non-EOP&S students. Brown’s study which was conducted in the late 1980’s also provides evidence to support the claims made by Bradford (2004). Given the information presented it is important for the EOPS/CARE & CalWORKs staff make an active effort to increase the number of students served.

Recommended resource(s) needed for initiative achievement:

In order to achieve this initiative, the EOPS/CARE & CalWORKs Director will need to hire ONE full-time Counselor, TWO Adjunct Counselors and ONE part-time Receptionist.

Full-Time Counselor: A full-time counselor is needed because the State Chancellor’s office requires that students have 3 counselor contacts every semester. If there are going to be approximately 325 students and each is to have 6 contacts a year that is approximately 2,000 different appointment slots that are needed. Therefore, hiring at least one full-time counselor is absolutely necessary to make the requirements.

Adjunct Counselors: 2 additional adjunct counselors are needed since our program aims to provide services at the different mini campuses during the spring 2016 semester. Moving some services to the actual campus location should increase the visibility of the EOPS/CARE & CalWORKs program and thereby increase the numbers of students participating in the program. These counselor will also help deliver other services such as workshops.

PT Receptionist: One part-time receptionist is needed since there should be an increase in student traffic during the spring 2016 semester. In addition, this person will be primarily responsible for answer the phones and providing potential students with information regarding the programs offered. This individual will also help by sending information to current students and increasing the programs visibility through e-mails and other electronic methods.

What is the anticipated outcome of completing the initiative?

The anticipated outcome is an increase in the number of students served. This initiative is also tied to funds. The more students we serve the more funds we are allocated from the State Chancellor’s Office. In addition, if we provide students with more opportunities to see counselors, we should see an increase in student performance.

Provide a timeline and timeframe from initiative inception to completion.

Year 1: 2015-2016	
Month	Activities
October	<ul style="list-style-type: none">• Upon approval submit the paperwork to hire a Full-time Counselor• Hire 2 adjunct counselors• Meet with the Director of ASG• Develop a Recruitment Strategy with the help of the ASG Director• Provide a training to the Student Ambassadors, ASG staff and EOPS Staff• Discuss strategy with EOPS/CARE & CalWORKs staff at the retreat scheduled for October 30th.• Meet with VP of Student Services to secure space at each of the mini campuses
November	<ul style="list-style-type: none">• Make the EOPS/CARE & CalWORKs application available on-line• Attend community events to increase visibility• Work with the Financial Aid Director to identify the students who may qualify for the program and send an e-mail to them

December & January	<ul style="list-style-type: none"> • Continue attending events in the community and start reaching out to high school counselors
February	<ul style="list-style-type: none"> • Begin providing counseling services at the mini campuses • Send staff to table during the first week of school • Start contacting high school counselors to make them aware of Coastlines programs
March-May	<ul style="list-style-type: none"> • Shift the focus from current students to high school students • Provide applications to the counselors at the local high schools • Table at high school events • Target potential STAR students who may qualify for the program
Summer	<ul style="list-style-type: none"> • Run 1 –week bridge program: EOPS/CARE & CalWORKs Success Week • Attend the STAR Orientation and set up a recruitment table at the event • Reach out to the students to inform them of the Fall 2016 events • Take students on at least one college trip

*The plan for Year 2 will be developed during the summer of 2016. The plan for Year 3 will be developed during the summer of 2017.

Prioritization

List and prioritize resource requests

Initiative	Resource(s)	Est. Cost	Funding Type	Health, Safety Compliance	Evidence	College Goal	To be Completed by	Priority
Although this is not tied to an initiative it is important to reconfigure the space for Lori Wood to ensure that we are meeting ADA standards.	Staff from facilities to move cubicles and expand the area of Lori Woods	\$0 – minimal amount	General Fund	YES	ADA compliance regulations	N/A	October 2015	1
Ensure that computers/monitors/software upgrades for use by program counselors and staff are completed during FY 2013-14. Additionally, the EOPS has moved to a new office that had 7 computer workstations for student to use.	4 new computer workstations 3 printers 1 computer monitor	\$5,000	General Fund	NO	N/A	6	December 2015	2

List and prioritize staffing requests. For full-time positions, include a Coast District approved job description.

Initiative	Resource(s)	Est. Cost	Funding Type	Health, Safety Compliance	Evidence	College Goal	To be Completed by	Priority
Increase the number of students served in EOPS/CARE and CalWorks.	Hire a Full-Time Counselor	\$81,165 - \$126,820	Student Equity & SSSP	No	Achebe, 2006; Bradford, 2004; Brown, 1990; and Grant-Vallone et. Al, 2004	1, 2 & 6	February 2016	1
Increase the number of students served in EOPS/CARE and CalWorks.	Hire a PT Receptionist	\$30,000	EOPS/CARE & CalWORKs Funds	No	Achebe, 2006; Bradford, 2004; Brown, 1990; and Grant-Vallone et. Al, 2004	6	January 2016	3
Increase the number of students served in EOPS/CARE and CalWorks.	Hire 2 Adjunct Counselors	\$70,000	EOPS/CARE & CalWORKs Funds	No	Achebe, 2006; Bradford, 2004; Brown, 1990; and Grant-Vallone et. Al, 2004	1, 2 & 6	November 2015	2