### Division and Program-Level SLOs and anticipated measures/evidence

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<tr>
<th>Academic Year (AY)</th>
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<th>Program Level Student Learning Outcomes (PLSLO)</th>
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<tr>
<td>AY 2012-2013</td>
<td>Demonstrate self-advocacy/self-initiative</td>
<td>PLSLO #1: Students who have completed 30 units or more of COM units will be required to choose a Major from the MyCom Portal during the registration and add/drop period.</td>
<td>Measures: (a) ITS will fix MyCom portal to exclude undecided as an option for choosing a Major. Data from updated Major codes will be obtain through an ITS report.</td>
</tr>
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Please answer all of the following questions. If you are assessing more than one PLSLO this year, please provide the same information for your second PLSLO as well.

**Assessment Focus and Methods for PLSLO #1:** Students will be required to choose a Major from the MyCom Portal during the registration and add/drop period when the system detects total COM units as 30 units or more.

**How will SLO be assessed?** By examining the number of students who have 30 units or more and are listed with a Major Code of undecided in Spring 2012 and comparing it to the number of students who are undecided for Spring 2013.

**What information/data will be collected?** Major code selections. Collect data from ARGOS reporting system and Banner form, SGASTDN.

**When and by whom?** Admissions and Records Office, in a joint venture with Information Technology, will create or enhance registration pop up screen on the student portal that requires students to choose a Major along with their Educational goals.

**How will it be analyzed?** Comparing the number of students who update their Major code with the number of students who are listed as uncollected/undecided as a major code and have 30 units or more.

**How will it be reported?** Through the Argos reporting system.
Reporting plan for assessment of PLSLO #1: Students will select a major code prior to registering for courses and the data will be collected and stored in ARGOS reporting system.

Where will results be disseminated? In the SLO report.

When will changes be implemented? Beginning Spring 2013

When will the annual report be completed? 05/14
CalWORKs
2012-2013

Division and Program-Level SLOs and anticipated measures/evidence

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<td>PLSLO: By changing to electronic media as the primary method of communication with our students, students will demonstrate responsive behaviors that will make them more successful students.</td>
<td>Measures: (a) Number of email responses. (b) Number of students who complete orientation and are in program by end of week 1 in the semester. (c ) Number of students who take advantage of priority reg.</td>
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Please answer all of the following questions.

Assessment Focus and Methods for PLSLO

How will SLO be assessed?
(a) Number of email responses.
(b) Number of students who complete orientation and are in program by end of week 1 in the semester.
(c ) Number of students who take advantage of priority reg.

What information/data will be collected?
See above

When and by whom?
By the EOPS Director and the EOPS Specialist

How will it be analyzed?
In department meetings.

How will it be reported?
In SS SLO division meetings and Student Services meetings
Reporting plan for assessment of PLSLO

Where will results be disseminated?
In department and division meetings.

When will changes be implemented?
Spring 2013 semester.

When will the annual report be completed?
Spring 2013 semester.
Division and Program-Level SLOs and anticipated measures/evidence

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<td>AY 2012-2013</td>
<td>SLO #1: Identify and use college resources that support student success</td>
<td>PLSLO #2: Student parents whose children are in enrolled in the Child Development Program will identify and use college and community resources that support student success and the wellbeing of their families.</td>
<td>(a) Students will complete an annual Parent Survey that measures their satisfaction with the Child Development Program and the resources that the program provides to support student success and family wellbeing</td>
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Please answer all of the following questions. If you are assessing more than one PLSLO this year, please provide the same information for your second PLSLO as well.

**Assessment Focus and Methods for PLSLO #1 (PLSLO #2 from our 2011-2013 Two-Year Plan):** Student parents whose children are in enrolled in the Child Development Program will identify and use college and community resources that support student success and the wellbeing of their families.

**How will SLO be assessed?**
Students will complete an annual Parent Survey that measures their satisfaction with the Child Development Program (CDP) and the resources that the program provides to support student success and family wellbeing.

**What information/data will be collected?**
Please see attached Parent Survey, which is made available to parents in English and Spanish.

**When and by whom?**
The CDP Centers Site Supervisors distribute the survey to all parents in early May and collect it one week later.

**How will it be analyzed?**
The responses are collated into a spreadsheet and analyzed by the Director and teachers.

**How will it be reported?**
The CDP Director creates a Parent Survey Report that goes to the California Department of Education (CDE) in June of each year as part of our required annual California State Preschool Program Self-Evaluation process. The report includes a detailed description of how we plan to respond to parent concerns, suggestions, and requests. We implement program improvements that respond to our Parent Survey results the following school year. For example, we are now implementing program improvements based on the Parent Survey that we conducted in May 2012. Results indicated that parents want more information on how they can support their children’s development...
Annual Program-Level Assessment Plan

and learning and how to find campus and community services that will support their academic progress and family success. The program improvements that we have implemented so far include providing parents with a packet during their fall orientation meeting that includes informational materials about campus and community resources, such as Single Stop, The Tutoring Center, Marin agencies that provide medical, dental, mental health, and social services for low-income families, the Raising A Reader Early Literacy Program, etc. We also invited Edwin Towle, Director of Single Stop, and Kerry Bacho, Marin County Family Literacy Specialist, to our fall parent meetings at both CDP centers to describe their services and how parents can access these resources for themselves and their families.

**Reporting plan for assessment of PLSLO #1 (PLSLO #2 from our 2011-2013 Two-Year Plan):** Student parents whose children are in enrolled in the Child Development Program will identify and use college and community resources that support student success and the wellbeing of their families.

**Where will results be disseminated?**
Our contract with the California Department of Education requires that we gather information from parents annually using the Parent Survey tool attached. We maintain these records and the records of the program improvements that we make in response to parents’ expressed concerns and suggestions for CDE review. These records will now form the evidence for this PLSLO. Parent satisfaction with the Child Development Program and our efforts to make program improvements based on the Parent Surveys is of interest to the College Administration and Board of Trustees and will be shared with them upon request.

**When will changes be implemented?**
We are already in the process of implementing program improvements based on the June 2012 Parent Survey Report.

**When will the annual report be completed?**
The Annual Program Level Assessment Report will be completed by March 15, 2013.
### Division and Program-Level SLOs and anticipated measures/evidence

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<td>Developing effective planning skills that support educational goals and lifelong success.</td>
<td>The use of Student Educational Plans support educational goals and lifelong learning.</td>
<td>Measures: (a) The Counseling Department will evaluate student enrollment behavior/retention of First Time Student Cohort enrolled Fall 2012 (FTSC Fall 2012) to identify Student Education Planning and Student Educational Goals. (b) The Department will identify effectiveness of Orientation and Student Education Plan's effectiveness as &quot;planning skills&quot; which support student educational goals and lifelong learning.</td>
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Please answer all of the following questions.

**Assessment Focus and Methods for PLSLO**

*How will SLO be assessed?*

First Time Student Cohort from Fall 2012 of approximately 180 students will have their Counselor generated Student Education Plans evaluated to assess enrollment behavior and retention. The Counseling Department will use a random sample from the approximate 180 students in the Fall 2012 New Student Cohort.

*What information/data will be collected?*
The Counseling Department Faculty will analyze deviation/discrepancies through identifying students who did NOT enroll in 2 classes listed on their Student Education Plan (SEP) developed by the Counselor with the student after Orientation. A random sample group will be identified to conduct this analysis of student behavior/retention. Follow-up contact will be made with the sample group to identify why the student deviated from the SEP or why there are discrepancies.

When and by whom?
The Counseling Department, staff and faculty. Fall 2012.

How will it be analyzed?
The Counseling Department will analyze the data, and discuss intervention methodologies that can be implemented that will facilitate students getting back on track with planning. Some intervention methods are revising SEP's, identifying educational goals, and ensuring the implementation takes place. A review of the SEP and actual course registration will be linked to the results of the follow-up with students. The Counseling Department will evaluate options to improve effective planning that will support students in their educational goals.

How will it be reported?
The Counseling Department will utilize this data in Program Review. The counseling Department will facilitate further institutional dialogue with other Student Services Departments that have identified in their own Program Level Student Learning Outcomes to include mandatory Counseling/Orientation as part of their outcomes (i.e. Admissions and Records, Child Development Program, Veteran's Office, Matriculation).

The Counseling Department will work to improve institutional dialogue and effectiveness by identifying students in the Fall 2012 New Student Cohort that are also shared students in "special programs" which provide intervention.

Data will be shared and reported to the Student Services SLO Committee

Reporting plan for assessment of PLSLO

Where will results be disseminated?
Currently, the Counseling Department is required to do three (3) separate Program Reviews and 3 separate sets of Program SLO's:

1. STUDENT SERVICES DIVISION AND PROGRAM LEVEL SLO'S (Counseling Program Level SLO's Student Services)
2. COUNSELING DEPARTMENT CURRICULUM PROGRAM SLO'S (Instructional)
3. COUNSELING DEPARTMENT PROGRAM REVIEW AND COUNSELING DEPARTMENT SLO'S (Instructional)

The Counseling Department will disseminate the results of #1 PLSLO in reports to all separate areas of 1, 2, and 3 listed above.
The Counseling Department will disseminate the results of #1 PLSLO to the faculty of the Counseling Department in an in-service training later this Fall 2012 semester. The Counseling Department faculty will utilize the data/results in implementing appropriate intervention strategies, and utilize the results in planning for the Spring 2013 "College Success Saturday" annual event.

At issue here is the fact that the Counseling Department is being required to do 3 separate Program Reviews/3 separate sets of SLO's. This puts a tremendous strain on human resources in the Department to complete all of the work required. Each Program Review/SLO set requires different focus from the role of instruction. Unfortunately, "by design, the 3 Program Reviews/3 sets of different SLO's are not duplication of the same SLO's but multiplication of separate SLO's".

The Counseling Department is seeking to correct this replication and defining that the Counseling Department faculty to do ONE Counseling Department Program Review/One Counseling Department set of SLO's and report the data on the DASHBOARD with the other COM disciplines. In the past, that was the practice of the Counseling Department Program Review and Departmental SLO's.

*When will changes be implemented?*

The Counseling Department has designed the PSLO to be implemented Fall 2012 and Spring 2013.

*When will the annual report be completed?*

The annual report will be completed at the end of the Academic Year, June 30, 2013.
### Division and Program-Level SLOs and anticipated measures/evidence

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<td>AY 2012-2013</td>
<td>Developing effective planning skills that support educational goals and lifelong success.</td>
<td>Students in consultation with a DSPS counselor, will develop an Educational Contract and a Student Educational Plan</td>
<td>Measures: (a) Every student will have an updated student educational plan annually. (b) Students will have a signed contract agreeing to specific courses that will progressively bring them to their selected goal.</td>
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Please answer all of the following questions. If you are assessing more than one PLSLO this year, please provide the same information for your second PLSLO as well.

**Assessment Focus and Methods for PLSLO #1:** Students in consultation with a DSPS counselor, will develop an Educational Contract and a Student Educational Plan

**How will SLO be assessed?**

*Every student’s DSPS file will contain an annual Educational Contract and Educational Plan which has been prepared in consultation with a DSPS Counselor. Staff will manage the files to insure they are updated.*

**What information/data will be collected?**

*The updated signed Contract and Ed. Plan, as well as, notes kept by the Counselors on specifics on accommodations and other education needs and issues.*

**When and by whom?**

*At the end of the fall and spring semesters staff will confirm up-dated files. All students will complete a survey that is design to confirm their academic major or other educational goal, as well as, their estimated time to completion.*

**How will it be analyzed?**

*The student surveys, when compared with the Educational Plans, will provide an indicator of the student understanding and level of commitment to a specific goal.*
Reporting plan for assessment of PLSLO #1: Students in consultation with a DSPS counselor, will develop an Educational Contract and a Student Educational Plan

Where will results be disseminated?
The result of the analysis will be shared with appropriate DSPS staff for discussion and action planning.

When will changes be implemented?
Changes will be implemented in the fall of 2013.

When will the annual report be completed?
The final report will be completed in the summer of 2013.
Division and Program-Level SLOs and anticipated measures/evidence

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<td>PLSLO #1: By changing to technology as the primary method of communication with our students, students will demonstrate responsive behaviors that will make them more successful students.</td>
<td>Measures: (a) Number of email responses. (b) Number of students who complete orientation and are in program by end of week 1 in the semester. (c) Number of students who take advantage of priority reg.</td>
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Please answer all of the following questions.

**Assessment Focus and Methods for PLSLO**

*How will SLO be assessed?*
(a) Number of email responses.
(b) Number of students who complete orientation and are in program by end of week 1 in the semester.
(c) Number of students who take advantage of priority reg.

*What information/data will be collected?*
See above

*When and by whom?*
By the EOPS Director and the EOPS Specialist

*How will it be analyzed?*
In department meetings.

*How will it be reported?*
In SS SLO division meetings and Student Services meetings
Reporting plan for assessment of PLSLO

Where will results be disseminated?
In department and division meetings.

When will changes be implemented?
Spring 2013 semester.

When will the annual report be completed?
Spring 2013 semester.
Financial Aid Office
2012-2013

Division and Program-Level SLOs and anticipated measures/evidence

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<td>AY 2012-2013</td>
<td>Identify and use college resources that support student success</td>
<td>PLSLO #1: As a result of implementing Higher One, students will have several choices of how they receive their financial aid funds.</td>
<td>Measures: (a) Measure student satisfaction with the new disbursement process.</td>
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Please answer all of the following questions. If you are assessing more than one PLSLO this year, please provide the same information for your second PLSLO as well.

Assessment Focus and Methods for PLSLO #1: As a result of implementing Higher One, students will have several choices of how they receive their financial aid funds.

*How will SLO be assessed?* Conduct a student satisfaction survey.

*What information/data will be collected?* A making a comparison between the old and new systems.

*When and by whom?* At the end of 2012-13 by the Office of Planning, Research and Institutional Effectiveness.

*How will it be analyzed?* Determine if satisfaction is greater than before the change.

*How will it be reported?* By the Student Services Unit

Reporting plan for assessment of PLSLO #1: As a result of implementing Higher One, students will have several choices of how they receive their financial aid funds.

*Where will results be disseminated?* In Student Service Division and SLO meetings.

*When will changes be implemented?* Higher One is being piloted in spring 2013.

*When will the annual report be completed?* By May 1, 2013.
Division and Program-Level SLOs and anticipated measures/evidence

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<td>AY 2012-2013</td>
<td>Identify and use college resources that support student success</td>
<td>PLSLO #1: Demonstrate knowledge of how to access mental health resources on campus</td>
<td># of times link is accessed by students # of referrals to COM mental health counselor. # of students asking for mental health referrals at the COM Health Services</td>
</tr>
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</table>

Assessment Focus and Methods for PLSLO #1: Demonstrate knowledge of how to access mental health resources on campus

*How will SLO be assessed? What information/data will be collected? When and by Whom? How will it be analyzed? How will it be reported?*

At the beginning of the Spring semester, SHS will begin tracking of students self-referred to mental health counseling or referred by faculty/staff. SHS will collect information from Ginnie Hanna, mental health counselor and student health services. Surveys will be given to these students to ascertain if the online tools were instrumental in his/her seeking MH support. The data collected will be analyzed and put into a report to be presented to the Director of student health services. The information will be used to improve current mental health support.

Assessment Focus and Methods for PLSLO #2: Demonstrate a knowledge of how to access mental health resources in the community.

*How student learning was assessed by the SLO stated above? What information/data was collected? When and by Whom? How was it analyzed? How was it reported?*

Same as above.

Reporting plan

*Where will results be disseminated? When will changes be implemented? When will the annual report be completed?*

Results will be given to the Director of Student Activities. Based on the results, changes can be implemented by the following school semester.
We are expecting to become a member Library of the local public library system (MariNet).

**Please answer all of the following questions.**

**Assessment Focus and Methods for PLSLO**

**How will SLO be assessed?**

Library staff will work together to develop a marketing plan to let students know about MariNet “holds” option and track the number of holds recorded in the system.

**What information/data will be collected?**

The number of holds/requests made to MariNet

**When and by whom?**

Daily by Gaylene (additional staffing needed to support extra activities required by joining MariNet)

**How will it be analyzed?**

By using the data gathered to see if the “holds” rise or fall.

**How will it be reported?** Reports electronically sent to Staff and all interested parties.

To Librarians, Lib. staff, directors etc. Instructors may be interested to?

**Reporting plan for assessment of PLSLO**

Where will results be disseminated? To the library staff

When will changes be implemented? Spring 2013

When will the annual report be completed? Spring 2013

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<td>AY 2012-2013</td>
<td>Demonstrates Self-advocacy/ Self-Initiative</td>
<td>PLSLO: Students will demonstrate their knowledge of how to find materials and put them on hold in the MariNet system.</td>
<td>Measures: (a) Provide information on the MariNet “holds” system and evaluate the effectiveness of that information. (b) Holds placed &amp; received through MariNet</td>
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**Annual Program-Level Assessment Plan**

**MATRICULATION 2012-2013**

**Division and Program-Level SLOs and anticipated measures/evidence**

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Please answer all of the following questions.

**Assessment Focus and Methods for PLSLO**

*How will SLO be assessed?*

First Time Student Cohort from Fall 2012 of approximately 180 students will have their Counselor generated Student Education Plans evaluated to assess enrollment behavior and retention. The Counseling Department will use a random sample from the approximate 180 students in the Fall 2012 New Student Cohort.

*What information/data will be collected?*
Annual Program-Level Assessment Plan

The Counseling Department Faculty will analyze deviation/discrepancies through identifying students who did NOT enroll in 2 classes listed on their Student Education Plan (SEP) developed by the Counselor with the student after Orientation. A random sample group will be identified to conduct this analysis of student behavior/retention. Follow-up contact will be made with the sample group to identify why the student deviated from the SEP or why there are discrepancies.

When and by whom?
The Counseling Department, staff and faculty. Fall 2012.

How will it be analyzed?
The Counseling Department will analyze the data, and discuss intervention methodologies that can be implemented that will facilitate students getting back on track with planning. Some intervention methods are revising SEP’s, identifying educational goals, and ensuring the implementation takes place. A review of the SEP and actual course registration will be linked to the results of the follow-up with students. The Counseling Department will evaluate options to improve effective planning that will support students in their educational goals.

How will it be reported?
The Counseling Department will utilize this data in Program Review. The counseling Department will facilitate further institutional dialogue with other Student Services Departments that have identified in their own Program Level Student Learning Outcomes to include mandatory Counseling/Orientation as part of their outcomes (i.e. Admissions and Records, Child Development Program, Veteran’s Office, Matriculation).

The Counseling Department will work to improve institutional dialogue and effectiveness by identifying students in the Fall 2012 New Student Cohort that are also shared students in "special programs" which provide intervention, Data will be shared and reported to the Student Services SLO Committee

Reporting plan for assessment of PLSLO

Where will results be disseminated?
Currently, the Counseling Department is required to do 3 separate Program Reviews and 3 separate sets of Program SLO’s:
1. STUDENT SERVICES DIVISION AND PROGRAM LEVEL SLO’S (Counseling Program Level SLO's Student Services)
2. COUNSELING DEPARTMENT CURRICULUM PROGRAM SLO’S (Instructional)
3. COUNSELING DEPARTMENT PROGRAM REVIEW AND COUNSELING DEPARTMENT SLO’S (Instructional)
The Counseling Department will disseminate the results of #1 PLSLO in reports to all separate areas of 1, 2, and 3 listed above.

The Counseling Department will disseminate the results of #1 PLSLO to the faculty of the Counseling Department in an in-service training later this Fall 2012 semester. The Counseling Department faculty will utilize the data/results in
implementing appropriate intervention strategies, and utilize the results in planning for the Spring 2013 "College Success Saturday" annual event.

At issue here is the fact that the Counseling Department is being required to do 3 separate Program Reviews/3 separate sets of SLO’s. This puts a tremendous strain on human resources in the Department to complete all of the work required. Each Program Review/SLO set requires different focus from the role of instruction. Unfortunately, "by design, the 3 Program Reviews/3 sets of different SLO’s are not duplication of the same SLO’s but multiplication of separate SLO’s".

The Counseling Department is seeking to correct this replication and defining that the Counseling Department faculty to do ONE Counseling Department Program Review/ One Counseling Department set of SLO’s and report the data on the DASHBOARD with the other COM disciplines. In the past, that was the practice of the Counseling Department Program Review and Departmental SLO’s.

When will changes be implemented?
The Counseling Department has designed the PSLO to be implemented Fall 2012 and Spring 2013.

When will the annual report be completed?
The annual report will be completed at the end of the Academic Year, June 30, 2013.
Division and Program-Level SLOs and anticipated measures/evidence

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<td>Developing effective planning skills that support educational goals and lifelong success.</td>
<td>PLSLO #1: Students will demonstrate knowledge of the 3 step matriculation process</td>
<td>Measures: (a) Survey measuring recall of steps and the importance of the process (b) Headcount of students (c) Tracking of students who complete matriculation process and enroll (e.g., College Success Saturday)</td>
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Please answer all of the following questions. If you are assessing more than one PLSLO this year, please provide the same information for your second PLSLO as well.

Assessment Focus and Methods for PLSLO #1: Students will demonstrate knowledge of the 3 step matriculation process

How will SLO be assessed? Using a short survey, students will demonstrate familiarity, understanding and importance of the matriculation. We will also track points of contact with students and parents over time, and eventually measure the conversion rate of students who ultimately complete the matriculation process and successfully enroll.

What information/data will be collected? Responses to prompt: “What are the 3 key steps in the matriculation process? Why are they important to student success? Who are the contact people for each step?”

When and by whom? Outreach School Relations (with Student Ambassadors) will collect this data at appropriate on and off campus events/workshops/classroom sessions where the matriculation process has been explained in detail.
How will it be analyzed? Completeness and accuracy of response, and matching up student names with list of new enrollees.

How will it be reported? Spreadsheet with student responses broken down by site/district/agency, with percentages based on completeness and accuracy, and conversion rates.

Reporting plan for assessment:

Where will results be disseminated? Results will be disseminated among Student Services Offices at monthly Outreach Team meetings, in meetings with Counseling Office and local high schools and community agencies, in SLO and management meetings.

When will changes be implemented? Throughout the year as needed.

When will the annual report be completed? Late spring 2013.
Annual Program-Level Assessment Plan

Student Affairs
2012-2013

Division and Program-Level SLOs and anticipated measures/evidence

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<td>AY 2011-2012</td>
<td>Developing effective planning skills that support educational goals and lifelong success.</td>
<td>PLSLO #1: Apply planning skills while participating in student government.</td>
<td>Measures: (a) Agendas/minutes (b) Event planning outline</td>
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Please answer all of the following questions. If you are assessing more than one PLSLO this year, please provide the same information for your second PLSLO as well.

Assessment Focus and Methods for PLSLO #1: Apply planning skills while participating in student government.

How will SLO be assessed?
At the beginning of the fall semester, department level SLOs will be shared with student leaders on the Associated Students board (ASCOM) and student leaders in the different clubs on campus. These students will be given a list of shared governance committees on the campus and will asked to participate in at least one governance committee. This request to participate will begin to inform us how much student leaders will be willing to participate in the shared governance process on the campus. We also will be requesting students on the campus to take an online survey to determine their knowledge about ASCOM and what services they would like to see ASCOM provide. With this information, we can begin to analyze what we have with regards to information, written and otherwise, what services students want, and if they are willing to participate in the governance process. Data from the survey will be analyzed and strategies will be put in place to consider the services being requested. Data collected and analyzed may impact how information is disseminated and what services could be provided to students.

What information/data will be collected?
In late fall 2012 information will be provided to student leaders about the shared governance process will be discussed with the student affairs staff, reported at a Student Services Department meeting, and discuss the students’ interest in the shared governance process. The planned online survey on what ASCOM is and what services ASCOM could provide will be done in the fall 2012. Consideration will be given on how to involve students in the governance process and information from the online survey will be analyzed in the fall 2012. Any changes would occur during the summer months in time for the beginning of the Fall Semester, 2013. The impact of any changes will be monitored and reported in the Student Affairs SLO annual report. This report will be completed at the end of the spring 2013 semester.
When and by whom?
Data Information and collection will be completed by the Fall, 2012 by the Director of Student Affairs/Health Center.

How will it be analyzed?
Analysis will be done through the summary of the data collected and discussion with the ASCOM leadership, as well as the Dean.

How will it be reported?
This information will be reported to the Dean and to the Student Services Team meetings.

Reporting plan for assessment of PLSLO #1: Apply planning skills while participating in student government.

Where will results be disseminated?
Results will be disseminated to the ASCOM leadership, the Dean’s office and the Student Services Team meetings.

When will changes be implemented?
Plans are to consider and begin to implement changes for the Spring semester 2013, if not for sure by the Summer 2013.

When will the annual report be completed?
The Student Affairs Annual Report will be completed by the end of the Spring semester 2013, i.e., end of May, 2013.
Office of Assessment & Testing
2012-2013

Division and Program-Level SLOs and anticipated measures/evidence

<table>
<thead>
<tr>
<th>Academic Year (AY)</th>
<th>Division Wide Student Learning Outcome</th>
<th>Program Level Student Learning Outcomes (PLSLO)</th>
<th>Measures/Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>AY 2012-2013</td>
<td>Identify and use college resources that support student success</td>
<td>PLSLO #1: Students use study resources for advance preparation for placement tests to positively impact placement test results.</td>
<td>Measures: (a) post-test survey</td>
</tr>
</tbody>
</table>

Please answer all of the following questions.

Assessment Focus and Methods for PLSLO

How will SLO be assessed? A short survey post-testing.

What information/data will be collected? What study resources did the student utilize? Did the student find the study resources helpful in achieving a higher/better placement?

When and by whom? Testing Office staff will conduct the survey immediately following the student’s test session.

How will it be analyzed? It will be analyzed by Testing Office staff

How will it be reported? In the form of a graphed report.

Reporting plan for assessment of PLSLO

Where will results be disseminated? Results will be on file in the Office of Assessment & Testing

When will changes be implemented? Immediately

When will the annual report be completed? Sometime after we have had a chance to assimilate the results and combine them into an annual summary report.
Tutoring
2012-2013

Division and Program-Level SLOs and anticipated measures/evidence

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<td>AY 2012-2013</td>
<td>Identify and use college resources that support student success</td>
<td>PLSLO #1: Use online tutoring services to access course support.</td>
<td>Measures: (a) Tutor reports (b) Tutee end of year survey</td>
</tr>
</tbody>
</table>

Please answer all of the following questions.

Assessment Focus and Methods for PLSLO

*How will SLO be assessed?* This SLO will be assessed by comparing data from spring 12, when online tutoring was first piloted, with data from the fall semester to see whether we have been able to increase student usage of this resource.

Staff will distribute information on online tutoring to all instructors, including DE as well as face-to-face courses. We will also visit classes that have agreed to have a tutor come to class to advertise both ftf and online tutoring. We will then compare the results to determine whether online tutoring is an effective use of our resources.

*What information/data will be collected?* We will collect information about the number of students who access online tutoring from both DE and ftf courses. Repeat sessions for tutoring in each modality will be recorded as well to assess whether students who have mastered the technology for online tutoring are more inclines to keep using it, or whether they return to traditional tutoring.

In addition, a survey will be distributed both in the center and online.

*When and by whom?* Tutors record the length of sessions and the identity of their tutees after sessions are completed. The survey will be conducted in November, 2012.

*How will it be analyzed?* The coordinator and the Tutorial Assistant will review the data collected and look for patterns of use for both online tutoring and traditional tutoring.

*How will it be reported?* The coordinator and the Tutorial Assistant will write a report based on their analysis of data.
Reporting plan for assessment of PLSLO

Where will results be disseminated? The results will be disseminated in a report to the Director of Learning Resources, the Vice President for Student Learning, the President of the Academic Senate, PRAC, and the Director of Planning, Research and Institutional Effectiveness.

When will changes be implemented? Changes will be implemented for spring, 2013.

When will the annual report be completed? The annual report will be completed in May, 2013.
Veteran Services  
2012-2013

Division and Program-Level SLOs and anticipated measures/evidence

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<td>AY 2012-2013</td>
<td>Identify and commit to educational goals.</td>
<td>PLSLO #1: Establish Veterans Services Center on campus to assist veterans with educational goals.</td>
<td>Measures: (a) identify office space (b) staff office and provide information</td>
</tr>
</tbody>
</table>

Please answer all of the following questions. If you are assessing more than one PLSLO this year, please provide the same information for your second PLSLO as well.

Assessment Focus and Methods for PLSLO #1: Establish Veterans Services Center on campus to assist veterans with educational goals.

How will SLO be assessed?
Physical space identified and converted as office space for use by veteran services.
Staffing of office with a minimum of 20 hours; having readily available information for veteran students

What information/data will be collected?
Number of hours office is opened.
Number of takeaways (information) available for vet students to take with them.

When and by whom?
Veteran Office hours and staffing will be documented by the Director of Student Affairs/Health Center on a weekly basis. The information available will be noted by the office staff.

How will it be analyzed?
Number of hours; and number of documented will be noted.

How will it be reported?
Information will be reported to the dean and the Student Services Team meetings.

Reporting plan for assessment of PLSLO #1: Establish Veterans Services Center on campus to assist veterans with educational goals.
Annual Program-Level Assessment Plan

Where will results be disseminated?
Results will be disseminated to vet students, the dean and the Student Services Team.

When will changes be implemented?
Changes will be implemented as we can obtain more funds for more hours of staffing;
More information will be gathered to share with vet students as time and funding allows.

When will the annual report be completed?
Annual report will be completed at the end of May, 2013.