

1. Assessment Plan - Three Column



PIE - Continuing Education: Off-campus High School

Narrative Reporting Year

2019-20

Contact Person: Angelena Pride

Email/Extension: apride@mtsac.edu

Summary of Notable Achievements: Due to the COVID-19 Pandemic OCHS had to convert over 400 courses to online format. This included FOMAR training for the faculty teaching those courses. All teacher meetings successfully took place via Zoom, as did training on new attendance reporting guidelines.

Program Planning (Equity, Retention and Success): At this time we are planning to continue "normal operations" during the 20-21 school year, but this is highly dependent on the guidelines that the K-12's must follow, which have yet to be released. A full plan cannot be developed until then but planning for online and in-person options are both in the works.

External and Internal Conditions Analysis: Externally COVID-19 is the biggest external condition since we don't know what learning for the K-12 students will look like yet. Internally budgetary concerns are a big factor; not know if we will be able to provide the same level of service to our K-12 partners or if we will be able to secure the staffing needed to run the OCHS department.

Critical Decisions Made by Unit: Moving all OCHS programs to online learning.

Contributors to the Report: Angelena Pride, Director, Off-Campus High School

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
<p>Student Support - Increase access to high quality student services to support student goals and promote pathways for a diverse noncredit population.</p> <p>Status: Active</p> <p>Goal Year(s): 2018-19, 2019-20, 2020-21</p>	<p>Report directly on Goal</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 50</p> <p>One new school district was added to the OCHS Departments summer program. This District included one comprehensive high school and one academy. The addition of this District should result in 100_ FTES for the summer of 2019 session.</p> <p>The OCHS Department added an additional school district, consisting of one comprehensive high school and one academy, to their summer program. The addition of this district should result in 100+ additional FTES for summer 2019.</p>

Unit Goals

Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

Report directly on Goal

The addition of this district, especially at such a late date, created a huge burden on the already understaffed OCHS Department. The department has not received an Administrative Specialist III, a full-time counselor, nor a Coordinator, Project/Program, as a result the Director has had to request assistance from various managers in the School of Education to utilize their staff to accomplish department goals. While the request was honored, on a limited basis, it resulted in their departments having to readjust staffing and assignments of duties as well.

Outcome data will not be available until August 30, 2019 (05/31/2019)

Request - Full Funding Requested -
Full-Time Coordinator,
Project/Program
Full-Time Administrative Assistant III
Full-Time Counselor

Reporting Year: 2018-19
% Completed: 75

***Describe Plans & Activities Supported (Justification of Need):**
Adjunct Counselors will visit all 36 Off-Campus sites to provide students in every class with an orientations, have them complete a Student Educational Plan (SEP;s), and provide follow-up counseling services when requested. Classroom visits will take place from July 2019-June 2020
-95% of students will have an orientation
-95% of students will complete an SEP
-100% of students will have the opportunity for follow-up with a counselor to obtain program specific information

Adjunct counselors visited 36 Off-Campus High School sites and provided students with an orientation, Student Educational Plan (SEP), and offered follow-up counseling. -98% of students received an orientation. This criterion for success was not met but could have been met if the OCHS department had a full-time counselor
-98% of the students completed an SEP. This criterion was exceeded.
-100% of students had access to follow-up counseling. This criterion was met because follow-up referral slips are left with the teachers so that even students who were absent could request to meet with the counselor. (06/27/2019)

***Lead:** Angelena Pride
What would success look like and

Unit Goals

Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

how would you measure it?: Success will be:
-95% of students receiving an orientation
-95% of students completing and SEP
-100%of students will have the opportunity for follow-up with a counselor to obtain program specific information

Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.

Planning Unit Priority: High
One-Time Funding Requested (if applicable): 10000

On-Going Funding Requested (if applicable): 225000

Total Funding Requested: 235000

Request - Full Funding Requested -
Full-Time Coordinator,
Project/Program
Full-Time Administrative Assistant III
Full-Time Counselor

***Describe Plans & Activities**

Supported (Justification of Need):
Adjunct Counselors will visit all 36 Off-Campus sites to provide students in every class with an orientations, have them complete a Student Educational Plan (SEP;s), and provide follow-up counseling services when requested. Classroom visits will take place from July 2019-June 2020
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<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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-100% of students will have the opportunity for follow-up with a counselor to obtain program specific information
***Lead:** Angelena Pride
What would success look like and how would you measure it?: Success will be:
 -95% of students receiving an orientation
 -95% of students completing and SEP
 -100% of students will have the opportunity for follow-up with a counselor to obtain program specific information

Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.
Planning Unit Priority: High
One-Time Funding Requested (if applicable): 10000
On-Going Funding Requested (if applicable): 225000
Total Funding Requested: 235000

<p>Teaching and Learning - Expand and support innovation in teaching, learning, academic support, and management within SCE. Status: Active Goal Year(s): 2018-19, 2019-20, 2020-21 Date Goal Entered (Optional): 09/10/2018 Date Goal Archived/Inactivated (Optional): 03/28/2019</p>	<p>Report directly on Goal</p>	<p>Reporting Year: 2018-19 % Completed: 100 The Off-Campus High School added another District to our program. The District added is comprised of one comprehensive high school and one academy. The Memorandum of Understanding was development and approved by both boards. Courses are scheduled to start with the new District on June 10, 2019. We are in talks to determine how we can continue the partnership beyond the summer 2019 session. (05/28/2019)</p>
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Request - Full Funding Requested - Reporting Year: 2018-19

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
	<p>Administrative Assistant III Coordinator, Project/Program</p> <p>*Describe Plans & Activities Supported (Justification of Need): The OCHS Department will expand high school offerings to additional school districts. We will research school districts that have minimal course offerings during the summer session but have a large number of students who need summer instruction in order to stay on track to graduate on time.</p> <ul style="list-style-type: none"> -A Memorandum of Understanding will be developed, and board approved by Winter 2019 -Course offered will be A-G approved -Enrollment in each course will be maintained at a minimum of 35 students -Students will be able to take courses for credit recovery and/or enrichment -There will be a strong focus on student equity in the development of the program at the new site <p>*Lead: Angelena Pride,</p> <p>What would success look like and how would you measure it?: -The OCHS Department will add at least one additional school district to their list of K-12 partners</p> <ul style="list-style-type: none"> -An Memorandum of Understanding will be established and approved by both boards no later than Spring 2019 -There will be an increase of a minimum 100 FTES for the Summer 2019 session 	<p>% Completed: 75</p> <p>The goal of adding an additional district was met. A new district was added, comprised of two comprehensive high schools, and they are currently offering a total of 27 year long courses.</p> <p>The MOU was developed and approved but both boards.</p> <p>The number of FTES gained from this new partnership is yet to be determined, depending upon final enrollment at the end of the 2019 summer session. (06/27/2019)</p>

Unit Goals

Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.

Planning Unit Priority: High

One-Time Funding Requested (if applicable): 80000

On-Going Funding Requested (if applicable): 150000

Request - Full Funding Requested -
Coordinator, Project/Program
Administrative Assistant III

***Describe Plans & Activities**

Supported (Justification of Need):

The OCHS Department will expand high school offerings to additional school districts. We will research school districts that have minimal course offerings during the summer session but have a large number of students who need summer instruction in order to stay on track to graduate on time.

-A Memorandum of Understanding will be developed, and board approved by Winter 2020

-Course offered will be A-G approved

-Enrollment in each course will be maintained at a minimum of 35 students

-Students will be able to take courses for credit recovery and/or enrichment

-There will be a strong focus on student equity in the development of the program at the new site

***Lead:** Angelena Pride,

What would success look like and

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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how would you measure it?: -The OCHS Department will add at least one additional school district to their list of K-12 partners
 -An Memorandum of Understanding will be established and approved by both boards no later than Spring 2020
 -There will be an increase of a minimum 100 FTES for the Summer 2020 session

Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.
Planning Unit Priority: High
One-Time Funding Requested (if applicable): 80000
On-Going Funding Requested (if applicable): 150000
Total Funding Requested: 230000

Communication - Increase effectiveness and consistency of communication among stakeholders.
Status: Active
Goal Year(s): 2018-19, 2019-20, 2020-21

Report directly on Goal

Reporting Year: 2018-19
% Completed: 50
 Due to the lack of a full-time Administrative Assistant III there was a delay in gathering the information needed by Research and Development to get the survey out within the last year. There were also several changes in the position of Coordinator at our Off-Campus High School locations. The positive side of the delay was that all staffing in the Coordinator position was able to be finalized and board approved. In addition staff were familiar enough with the program to provide true insight that can be used for performance improvement.

 An additional impact on the delay of this goal was the lack of staffing. With no Administrative Assistant III and Coordinator, Project/Program, the compiling of information to give to Research and Development took a longer time to put together.

Unit Goals

Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

Report directly on Goal

All information has been provided to Research and Development in May of 2019 and the survey went out on May 6, 2019. The survey data is currently being compiled but Research and Development and should be available by July 31, 2019. The delay is due to end of year task that Research and Development must work on.

(05/31/2019)

Request - Full Funding Requested -

Administrative Specialist III
Coordinator, Project/Program

***Describe Plans & Activities**

Supported (Justification of Need):

Gather information from Off-Campus High School staff and faculty on program quality and development to support the program review process. The initial survey will go out to 45 individuals who serve/served in the capacity of Summer High School Coordinator

***Lead:** Angelena Pride

What would success look like and

how would you measure it?: -At least 90% of OCHS Coordinators will complete a program quality and development survey

-At least 3 areas of improvement will be identified, and addressed

Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.

Planning Unit Priority: High

One-Time Funding Requested (if applicable): 10000

On-Going Funding Requested (if applicable): 125000

Reporting Year: 2018-19

% Completed: 50

A survey was developed and sent out via email to 45 Summer High School Coordinators in May of 2019. The Mt. San Antonio College Research and Development team worked on the survey and sent it out. They are currently in the process of analyzing the data, however due to year end obligations they will not have data available until mid-July.

The original goal was to have the survey go out in early April 2019, however the lack of an Administrative Specialist III and Coordinator, Project/Program, delayed this process because of the summer high school workload on current staff.

This goal will be complete for the 2019/2020 year.

(06/27/2019)

Request - Full Funding Requested -

Coordinator, Project/Program

Unit Goals

Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

Administrative Specialist III

***Describe Plans & Activities**

Supported (Justification of Need):

Gather information from Off-Campus High School staff and faculty on program quality and development to support the program review process. The initial survey will go out to 45 individuals who serve/served in the capacity of Summer High School Coordinator

***Lead:** Angelena Pride

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how would you measure it?: -At least

90% of OCHS Coordinators will complete a program quality and development survey

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Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.

Planning Unit Priority: High

One-Time Funding Requested (if applicable): 10000

On-Going Funding Requested (if applicable): 125000

Total Funding Requested: 135000