

1. Assessment Plan - Four Column



PIE - Business - CS&DT: Family & Consumer Science (FCS) Unit

Narrative Reporting Year

2017-18

Contact Person: Lisa Amos

Email/Extension: lamos1@mtsac.edu / Ext. 6335

Program Planning Dialog: Discussions with faculty and program advisory included. Minutes from Fall 2017 Advisory Meeting are under "Documents."

1. Discussion of status of FCS 80/Personal Financial Planning for CSU GE as the CSUs are considering making it a Math option. Waiting to hear back from CSULB on how to proceed.
2. Submitted FCS 61/Housing course in May 2017. It is waiting in the system for me to revise the certificate. This course will articulate with CSULB thus allowing Mt. SAC to offer all the lower division courses for transfer for the CSULB Consumer Affairs BA.
3. Waiting to hear from CSULB on FCS 80 before we submit changes to the FCS Consumer Relations certificate and consider creating an Associates Degree.

External Conditions, Trends, or Impacts:

1. Employment: According to the BLS, there is 5% national job growth projected for 43-4051 Customer Service Representatives from 2016-2026. for LA County and 14.9% for the state. This has been relatively consistent over the past few years. LA County is listed #6 in the Top 10 metropolitan areas nationally for highest employment level with 55,000 job openings. LA County has 80,250 total jobs with a mean hourly rate of \$18,65 and mean annual income of \$39,210.
2. Gainful Employment: Students generally need additional coursework at the University level in this field to be gainfully employed. CSULB and CSUN offer Consumer Affairs Programs. In addition, CSUN offers a FCS Education program to provide students with education/training to be FCS Secondary Teachers. The FCS program as it stands for Mt. SAC is primarily providing students with life skills through the FCS 41 and FCS 80 courses. In addition, the FCS 51 course benefits students in our program as well as in Fashion since it is a restricted elective option that articulates with Cal Poly Pomona.

Internal Conditions, Trends, or Impacts : Facilities: Our new classroom 77-2080 is phenomenal. Only issue is that we are missing bulletin boards and an overhead projector/Elmo because our classroom was originally planned to be in Bldg 78, but was changed to 77 and we didn't get the classroom equipment/supplies we had planned for.

Certificate Completions: We had 1 completer for the Consumer Relations certificate in 2016/17. We need to market this more and explain to students what they can do when they complete the coursework. Also need to encourage students to apply for the certificate.

Tutoring: Work Study student hired for the 17/18 year with many open hours for studying ad tutoring, but students not taking advantage of resource.

Adjunct Faculty: We struggled to cover Tues/Thurs day classes for the Spring term, so had to cancel two sections before the schedule was finalized. This probably hurt students who wanted to take day classes.

Enrollments for Spring trending lower than for Fall: We had to cancel 2 sections of FCS 41 as well as the FCS 80 class due to low enrollments. This is the 2rd year that spring enrollments have been lower than for fall.

Year to year our enrollments have been pretty steady. Only change is in trend toward students preferring online classes for FCS 41. 2014/15 enrollments = 841. 2015/16 = 851. 2016/17 = 851.

Success Data: Fall and Spring terms range from 65-70% while Winter and Summer range from 79-97%. Online classes in 2016/17 were 78%

Retention Data: Ranges from 83-97%. For online classes it was 94%.

Critical Decisions Made by Unit: Scheduling of classes: Adding more online sections as they fill quickly and have good completion rates. Getting adjunct faculty SPOT trained so they can teach online classes. Growth is primarily with our online classes.

Notable Achievements for Theme A: To Advance Academic Excellence and Student Achievement: 1. Life Management, preliminary edition, was published by Lisa Amos for the FCS 41 course. This custom edition for Mt. SAC was designed specifically for our course, our students, and our college. Although it is still rough, it is much better than other textbooks we have had available to us in years.

2. 7 students from Rowland High School successfully completed the articulation agreement and earned Mt. SAC college credit for FCS 41/Life Management.

3. 19 students from Rowland High School successfully completed the articulation agreement and earned Mt. SAC college credit for FCS 80/Personal Financial Planning.

Notable Achievements for Theme B: To Support Student Access and Success: 1. We moved into the new BCT for the Spring term. Our classroom and office space are wonderful.

2. A work study student was hired to provide tutoring for students in the program and also assist faculty in the program.

3. We had 1 student completer for the Consumer Relations certificate in the 2016/17 year.

Notable Achievements for Theme C: Secure Human, Technological, & Financial Resources: 1. Perkins funds were utilized for professional development and to support the Consumer Protection Symposium

2. POD funds were utilized for professional development

Notable Achievements for Theme D: To Foster an Atmosphere of Cooperation and Collaboration: 1. FCS faculty met at the spring Flex Day to discuss curriculum, equipment, and the new classroom. After we went out to dinner to collaborate more.

2. FCS faculty are working to norm course content including Powerpoints, assignments, discussion forums, class activities, and exams.

3. FCS faculty met for the program advisory in October, 2017.

Contributors to the Report: Lisa Amos - CSDT/FCS

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>Articulations - Develop, maintain, and strengthen course articulations with area high schools as well as with CSU.</p> <p>Status: Active</p> <p>Goal Year(s): 2018-19</p> <p>Date Goal Entered (Optional): 07/01/2017</p>	<p>Report directly on Goal</p> <hr/> <p>In Progress - Submit FCS 80/Personal Financial Planning for CSU GE approval.</p> <p>Describe Plans & Activities</p> <p>Supported: Waiting to hear what the CSUs are doing with regards to lower division Personal Finance classes.</p>	<p>Reporting Year: 2017-18</p> <p>% Completed: 50</p> <p>Successfully completed articulation with Rowland High School for FCS 41 and FCS 80.</p> <p>We articulate with CSULB for FCS 80, but curriculum changes at CSU may change this in 18/19. (05/22/2018)</p> <hr/> <p>Reporting Year: 2017-18</p> <p>% Completed: 0</p> <p>This goal is on hold while the CSUs decide if Personal Finance will be considered as a math class. (04/12/2018)</p> <hr/> <p>Reporting Year: 2016-17</p> <p>% Completed: 25</p> <p style="text-align: right;">: No results yet 7/1/17 (07/01/2017)</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>	
	<p>They were working on making them a Math option. FCS program faculty working closely with CSULB faculty. Proposal prepared already. Waiting for next steps which hopefully will happen in 2018/19 year.</p> <p>Lead: Lisa Amos</p> <p>One-Time Funding Requested (if applicable): 0</p> <p>Planning Unit Priority: High</p> <p>What would success look like and how would you measure it?: Multiple levels of success: 1. course approved by CSU's; 2. more sections offered; 3. student completion rates</p> <p>Documentation Attached?: No</p> <p>In Progress - Maintain articulation agreements with Rowland High School for FCS 41 and FCS 80</p> <p>Describe Plans & Activities</p> <p>Supported: Time to work with high school teachers as well as to administer and grade final exams.</p> <p>Lead: Lisa Amos</p> <p>One-Time Funding Requested (if applicable): 500</p> <p>On-Going Funding Requested (if applicable): 500</p> <p>Type of Request: Staffing</p> <p>Planning Unit Priority: Medium</p> <p>What would success look like and how would you measure it?: At least 75% of the students who sign up for the articulation agreement will successfully earn college credit at Mt. SAC.</p> <p>Documentation Attached?: No</p>	<p>Currently waiting for word from the CSU GE committee. May not hear until April 2018. (07/01/2017)</p> <p>Reporting Year: 2017-18</p> <p>% Completed: 50</p> <p>Articulation agreements in place with CSULB for multiple courses. Waiting to hear from CSULB on FCS 80/Personal Finance as to changes with GE.</p> <p>Articulation agreement completed with Rowland High School for FCS 41 and FCS 80 for 2016/17 year. (05/22/2018)</p>	
		<p>Reporting Year: 2016-17</p> <p>% Completed: 25</p> <p>Success rates have varied from year to year, but overall our articulation agreements with Rowland High School have been successful. (07/01/2017)</p>	<p>: 2016/17: 7 of 8 student successfully earned Mt. SAC credit for FCS 41 course. Waiting for results for FCS 80. (07/01/2017)</p>
<p>Class Demand Programs - Provide sufficient class sections of all courses</p>	<p>Report directly on Goal</p>	<p>Reporting Year: 2017-18</p> <p>% Completed: 100</p>	

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>	
<p>(including online sections) to meet demand for GE courses as well as to move students through the FCS program certificate. Status: Active Goal Year(s): 2017-18 Date Goal Entered (Optional): 07/01/2017</p>	<p>Report directly on Goal</p> <hr/> <p>In Progress - Assess scheduling needs on an ongoing basis to best meet the needs of students including traditional as well as online sections. Describe Plans & Activities Supported: Enrollment data. Support from Division Dean. Lead: Lisa Amos One-Time Funding Requested (if applicable): 0 Planning Unit Priority: High What would success look like and how would you measure it?: Minimal sections being cancelled each term. Sections being added when classes fill quickly. Documentation Attached?: No</p>	<p>This is an ongoing goal. We evaluate courses from semester to semester. (05/22/2018)</p> <hr/> <p>Reporting Year: 2017-18 % Completed: 100 Our growth appears to be in the online sections. Those classes fill the fastest for our program. (05/22/2018)</p> <hr/> <p>Reporting Year: 2016-17 % Completed: 25 We cancelled 3 sections of FCS 41 in Spring 2017 due to low enrollments, but were able to add an 8 week late start online FCS 41 section that filled quickly. (07/01/2017)</p>	<p>: We hope the low enrollments for evening and Friday sections is not an ongoing trend. We are watching enrollments closely each term. (07/01/2017)</p>
<p>Facilities - Plan, design, construct, maintain quality physical facilities that will meet students' needs and accommodate future program expansion. Status: Active Goal Year(s): 2018-19 Date Goal Entered (Optional): 09/01/2016</p>	<p>Report directly on Goal</p> <hr/> <p>Full Funding Requested - Bulletin boards and plexi holders for FCS classroom 77-2080 (due to change of classroom from bldg 78 to 77.) Describe Plans & Activities Supported: Bulletin boards in the classroom will allow faculty space to post sample of student work, pertinent flyers, as well as posters relating to course content. Lead: Lisa Amos One-Time Funding Requested (if applicable): 2000 Type of Request: Instructional</p>	<p>Reporting Year: 2017-18 % Completed: 75 We are in our fabulous new BCT complex. The FCS classroom was moved from bldg 78 to bldg 77. As such we don't have bulletin boards or an Elmo projector in our new classroom. We need these still. (04/12/2018)</p>	

Unit Goals

Resources Needed

Where We Make an Impact: Closing the Loop on Goals and Plans

Supplies
Planning Unit Priority: High
What would success look like and how would you measure it?: Number of students being able to see information posted in the classroom.
Documentation Attached?: No
Full Funding Requested - Document camera (Elmo) comparable to other used in Business Division classrooms for 77-2080 FCS program classroom (due to change of classroom from bldg 78 to 77.)
Describe Plans & Activities
Supported: Document camera will allow faculty to share materials on the classroom screen during class that are in paper format. It will also assist students during presentations.
Lead: Lisa Amos
One-Time Funding Requested (if applicable): 1000
Type of Request: Instructional Equipment
Planning Unit Priority: High
What would success look like and how would you measure it?: Number of students being able to more easily see classroom material that faculty are sharing.
Documentation Attached?: No
Full Funding Requested - Plexi sign holders and wall bin for flyers and handouts
Describe Plans & Activities
Supported: Sign holders and wall bin for flyers and for program handouts are needed in the FCS classroom 77-2080 as well as for the FASH/FCS office suite in Bldg 78-2190.

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans	
	<p>Lead: Lisa Amos One-Time Funding Requested (if applicable): 300 Type of Request: Non-Instructional Supplies Planning Unit Priority: High What would success look like and how would you measure it?: Be able to professionally post our office hours, tutoring hours, program schedule matrices for upcoming terms, and to have other relevant handouts for students. Documentation Attached?: No</p>		
<p>Instructional Support Staffing: - Increase and maintain faculty and adjunct faculty positions to fully support the program including increased course offerings. Status: Active Goal Year(s): 2016-17, 2017-18, 2018-19 Date Goal Entered (Optional): 07/01/2017</p>	<p>Report directly on Goal</p> <hr/> <p>In Progress - Hire additional adjunct faculty who are available to teach day classes. Describe Plans & Activities Supported: Human Resources support Lead: Lisa Amos One-Time Funding Requested (if applicable): 0 Planning Unit Priority: Medium What would success look like and how would you measure it?: Hire 1-2 adjunct faculty who can teach day classes. Documentation Attached?: No</p>	<p>Reporting Year: 2018-19 % Completed: 100 We currently have adequate staffing for the 2018/19 academic year. (05/22/2018)</p> <hr/> <p>Reporting Year: 2017-18 % Completed: 50 Friday morning instructor will be able to teach day classes for us starting after Fall 2018. The other new instructor was scheduled to teach a night class for Spring 2018, but it was cancelled due to low enrollment. It is preferred that our adjunct faculty teach a face-to-face class before they are SPOT trained and teach an online class. Growth in our program seems to be with online classes. If the CSUs make Personal Finance a math option, then we will be able to offer additional sections of FCS 80 and need to hire additional faculty. (04/12/2018)</p>	<p>Reporting Year: 2016-17 % Completed: 50 We hired 2 adjunct faculty this year. One will teach our Friday morning FCS 41 class for Fall 2017. The other one will teach evening and/or online classes. (07/01/2017)</p> <p>: Hiring adjunct who can teach at the times students prefer to take classes is critical in supporting the program. (07/01/2017)</p>
<p>Student Success - Ensure that support services are in place to increase</p>	<p>In Progress - Periodicals to develop a FCS Program Consumer Resource</p>	<p>Reporting Year: 2017-18 % Completed: 0</p>	

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>access and success in completion and transfer.</p> <p>Status: Active</p> <p>Goal Year(s): 2018-19</p> <p>Date Goal Entered (Optional): 07/01/2017</p>	<p>Library.</p> <p>Describe Plans & Activities Supported: Funds for periodicals</p> <p>Lead: Lisa Amos</p> <p>One-Time Funding Requested (if applicable): 200</p> <p>Type of Request: Instructional Supplies</p> <p>Planning Unit Priority: Medium</p> <p>What would success look like and how would you measure it?: Students will have additional materials in the classroom to supplement the textbook and other classroom materials.</p> <p>Documentation Attached?: No</p>	<p>We are in our new classroom as of Spring 2018, but we have not yet established a consumer resource library for the program. (05/22/2018)</p> <hr/> <p>Reporting Year: 2016-17 % Completed: 0</p> <p>No progress yet. We received funds through Perkins 2 years ago, but did not have space to house them. Waiting until we move into BTC to set this up. (07/01/2017)</p>
	<p>In Progress - Student tutors (through Federal Work Study, SSEED or CalWORKs) to increase student retention and completion</p> <p>Describe Plans & Activities Supported: A student tutor who has taken classes in the FCS program will provide assistance to other students to help them with homework and studying for exams to improve their grades.</p> <p>Lead: Lisa Amos</p>	<p>Reporting Year: 2017-18 % Completed: 75</p> <p>We hired a Federal Work Study student for the 2017/18 year. For spring semester this resource wasn't utilized as fully as in past semesters. We need to advertise his hours more. (05/22/2018)</p>
	<p>On-Going Funding Requested (if applicable): 4000</p> <p>Type of Request: Staffing</p> <p>Planning Unit Priority: High</p> <p>What would success look like and how would you measure it?: Tutoring contacts to be tracked. Faculty and students can provide information about student success based on tutoring assistance.</p> <p>Documentation Attached?: No</p>	<p>Reporting Year: 2016-17 % Completed: 25</p> <p>We had some success this year. Signage in the classroom announced consistent tutoring hours, yet only about 25 students (out of 300+) took advantage of tutoring support within the program. (07/01/2017)</p>
	<p>In Progress - Professional</p>	<p>Reporting Year: 2017-18</p>

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans	
	<p>development to increase faculty knowledge base and improve the program.</p> <p>Describe Plans & Activities</p> <p>Supported: Funding for professional development for the full-time FCS faculty member to attend relevant conferences and meetings such as: AAFCS National Conference June 23-26, 2019 in St. Louis, Jump\$Start Financial Literacy Board Meetings in Sacramento, and other pertinent meetings or webinars.</p> <p>Lead: Lisa Amos</p> <p>One-Time Funding Requested (if applicable): 2000</p> <p>On-Going Funding Requested (if applicable): 2000</p> <p>Type of Request: Professional Development</p> <p>Planning Unit Priority: High</p> <p>What would success look like and how would you measure it?: Faculty will make modifications to curriculum based on information gained.</p> <p>Documentation Attached?: No</p> <p>In Progress - Secure funds for classroom supplies</p> <p>Describe Plans & Activities</p> <p>Supported: Be able to have supplies purchased with college funds rather than purchased by faculty. Example: In the 2016/17 year we used the \$150 in bookstore SPO to purchase a set of basic calculators for the FCS 80/Personal Finance classes. We often don't know exactly what our needs will be until we get into the year. Having funds available allows faculty to not have to make office</p>	<p>% Completed: 50</p> <p>Funds for 2017/18 for full time faculty to attend conferences were received through Division (\$200), Perkins, and POD. (05/22/2018)</p> <hr/> <p>Reporting Year: 2016-17</p> <p>% Completed: 25</p> <p>I have been successful in getting most of the funds I need through Perkins. I thought I would need to apply to POD for one conference in 2016/17 year, but because I had to cancel one conference attendance due to illness I had enough Perkins funds to cover other meetings/trainings. (07/01/2017)</p> <hr/> <p>Reporting Year: 2017-18</p> <p>% Completed: 50</p> <p>We received \$150 for supplies for the program. (05/22/2018)</p> <hr/> <p>Reporting Year: 2016-17</p> <p>% Completed: 100</p> <p>We received \$150 in the 2016/17 year as an SPO at the SAC RAC. We purchased a classroom set of calculators. (07/01/2017)</p>	<p>: My attendance at the AAFCS conference last week provided me with tools to overhaul how I teach the FCS 80 course and also provided me with tech tools for the other courses in our program. (07/01/2017)</p> <hr/> <p>: Calculators in the classroom provide for greater instructor control during exam time while providing students with a tool to assist them with calculations. (07/01/2017)</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
-------------------	-------------------------	---

supply purchases from their personal funds.

Lead: Lisa Amos

On-Going Funding Requested (if applicable): 150

Type of Request: Instructional Supplies

Planning Unit Priority: High

What would success look like and how would you measure it?: Being able to purchase classroom supplies when we need them. Not having to pay for classroom supplies out of own pocket.

Documentation Attached?: No

Full Funding Requested - Funding to pay an adjunct faculty member to coordinate Consumer Symposiums for students

Describe Plans & Activities

Supported: Events to be held during Money Smart Week in April or National Consumer Protection Week in March or Manage Your Money Week in October. Funding adjunct at their non-instructional hourly rate to coordinate speakers, marketing materials and hosting the day of the event. Students from FCS program invited, plus full campus and the community. This allows students in the program as well as others to build on their consumer and financial skill base.

Lead: Lisa Amos

On-Going Funding Requested (if applicable): 800

Type of Request: Staffing

Planning Unit Priority: Medium

What would success look like and

Unit Goals

Resources Needed

Where We Make an Impact: Closing the Loop on Goals and Plans

how would you measure it?: Number of students who attend the event. Documentation from FCS students as to what they gained from the workshop(s).

Documentation Attached?: No