

Draft Pilot Year PPA Proposal

Purpose/Philosophy

2/21/2008

The purpose of Program Planning and Assessment at Hartnell College is to obtain an honest and authentic view of a program and to assess its strengths, opportunities, needs, and connection to the mission and goals of the college. The process is based on the premise that each instructional program, student services department or administrative unit receives assessment data and uses it to plan for improvement. Program Planning and Assessment is a formative and cyclical process, by which faculty and staff analyze data, prepare annual plans, implement the plans, and reassess. The results of this cycle will feed into a periodic (every five-years) program self-study showing evidence of improvement and outlining long range goals. The self-assessment process will also be the foundation upon which programs advocate for their needs in achieving educational excellence. It will result in recommendations that will be addressed in the college plans and budgets. Program Planning and Assessment will provide fundamental information for college-wide decision making and resource allocation. Finally, the Program Planning and Assessment process will improve the flow of information about student learning at Hartnell College. It will provide communication to the governance process and to decision makers. The end result will be to improve institutional effectiveness and student success.

Annual Planning

Annual program planning based on data is a cornerstone of the process. Each year all programs will conduct annual planning. Programs in the context of PPA are defined to be the instructional disciplines (e.g. math, psychology, Spanish, ESL), the service units (e.g. financial aid, EOPS, library, tutorial center, admissions), and the administrative units (e.g. dean's offices, maintenance, business office, research office). The annual plans will be based on data and will identify interventions to be implemented by the department, as well as physical, technological, and human resource needs.

Pilot Year Instructional Planning

For the Pilot Year, 2007-2008, the annual instructional plans will be based on the following data:

- Salinas Valley 2020 (provided Dec. 2007)
- Degree and Certificate Review and Update (to be completed by Feb. 21, 2008)
- Core Competency Mapping (completed Feb., 2008)
- Department Screening Report (completed Feb. 2008)
- Assessment of Core Competency #1, Communication (to be completed by March, 2008)

Additional data will be phased in beginning in '08-'09. Examples of the data to be phased in include course level SLO data, additional Core Competency data, course fill rates, facilities and equipment inventories, student transfer rates, employment rates, and student surveys.

The annual plans produced will be used for Program Planning and Assessment (PPA) in addition to being compiled for the Educational Master Plan (EMP). The instructional plans produced will be reviewed by the administration (as per the EMP plan) and by the PPA committee, with suggested revisions sent back to the department. Initial drafts will be completed in February, 2008. Final drafts will be completed and compiled into EMP in May 2008.

Pilot Year Services Unit and Administrative Unit Planning

For the Pilot Year, 2007-2008, the annual services unit plans will be based on the Salinas Valley 2020 and on the draft instructional plans. The Pilot Year administrative unit plans will be based on the Salinas Valley 2020, the draft instructional plans, and the draft service unit plans. Additional data will be phased in over the next two years with each group having new data each year.