

Hartnell College

Educational and Facilities Master Plan

Goals Assessment - 2002

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Developed by:

Hartnell College Institutional Planning Committee

Volume 3 • April 2003

Hartnell College

Educational and Facilities Master Plan Goals Assessment - 2002

Hartnell College Institutional Planning Committee

Celia Barberena
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Michael Ely
Jose Luis Fernandez
Gary Hughes
Vic Krimsley
Chris Myers, Co-Chair

Becky Pimentel
Bill Rawson
Lourdes Sanchez
Alice Solivan
Carol Thole
Margie Wiebusch

Report Prepared by: Institutional Research and Planning Office

Chris Myers, Director
Michael Ely, Institutional Research Analyst
Stephanie Betancourt, Institutional Research Assistant
Leda Polio, Student Assistant

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Forward

In 1995-96, Hartnell College embarked on a journey to develop an institutional planning process that would assist it in planning for the 21st century. Since that time, the Hartnell internal and external communities have worked together to develop a mission statement, vision statements, and an Educational and Facilities Master Plan. These documents delineate the college's purposes and goals, as well as describe how each unit contributes to the realization of these goals.

But it is not enough to just establish goals. The college must regularly assess the degree to which it successfully implements its goals. This process enables us to determine if we're on track in meeting the needs of our students and community. It also provides information that is useful in modifying our goals.

To this end, I have asked the Institutional Planning Committee to annually summarize the accomplishments of each unit in meeting the goals specified in the Educational and Facilities Master Plan. This document represents Hartnell College's third report of its goals assessment.

I would like to express my appreciation to the Institutional Planning Committee for their work on this project, as well as to the entire Hartnell College community for transforming the Educational and Facilities Master Plan from words into action.

Edward J. Valeau
President/Superintendent

Institutional Planning Committee Members

Celia Barberena^{1,2}
David Beymer, Co-Chair^{1,2}
Larry Carrier^{1,2}
Judy DeArman¹
Michael Ely²
Bill Fellner¹
Jose Luis Fernandez^{1,2}
Gabe Garcia¹
Gary Hughes^{1,2}
Vic Krimsley^{1,2}
Sandra Martinez¹
Chris Myers, Co-Chair^{1,2}

Becky Pimentel²
Andrea Preppernau¹
Bill Rawson^{1,2}
Gabriella Rodriguez¹
Lourdes Sanchez^{1,2}
Alice Soliven^{1,2}
Connie Suarez¹
Carol Thole²
Margie Wiebusch²
Pam Wiese, Co-Chair¹

¹ 2001-02 member

² 2002-03 member

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Summary

In spring 2002, Hartnell College planning units assessed their accomplishments in meeting area goals listed in the 1999-2010 Educational and Facilities Master Plan. The purpose of this assessment was to document the college's accomplishments, as well as to provide information for modifying area goals and objectives. This report summarizes the results of that assessment.

For each area or unit, the attached table lists (1) area goal(s), (2) accomplishment(s) achieved, and (3) the impact of the accomplishment(s). These results show that most areas realized a wide range of accomplishments, ranging from developing new courses and curriculum to enhancing technology. Similarly, the accomplishments impacted Hartnell College and its communities in numerous ways, including creating partnerships with other institutions, increasing availability of relevant instructional courses and programs for students, and facilitating greater access to current technology.

Goals Assessment

**Hartnell College Educational and Facilities Master Plan
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Area Goal	Accomplishment	Impact
<p>Office of Instruction Promote and develop modern and relevant occupational education programs geared to the needs of the community.</p>	<p>A revised Agriculture program, with options in Agriculture Production and Agriculture Business approved by the Chancellor's Office.</p>	<p>It is now possible to offer comprehensive programs that are articulated with Cal Poly SLO, UC Davis, and Fresno State University.</p>
	<p>Computer Information Systems name changed to Computer Science and Information Systems and five instructional strands are under curricular development.</p>	<p>Students will be able to study several different computer options, including network certifications.</p>
<p>Office of Instruction Develop distant learning opportunities for students.</p>	<p>A revised distance education form has been approved by the Curriculum Committee with definitions of specific modalities. A policy has been set in place that defines the scope of courses to be offered via distance education.</p>	<p>There will be an increase in the number of courses offered via distance education in the coming academic year.</p>
<p>Office of Instruction Support partnerships with local high schools and universities to provide seamless transitions from high school through Hartnell College to university baccalaureate degree completion.</p>	<p>Through the Tech Prep, MESA, TRDP and Las Alianzas programs, articulation agreements with high schools are being implemented.</p>	<p>Students will be able to receive college credit for approved Hartnell courses through established processes for gaining college credit.</p>
	<p>Through the HELP consortium, the Partnership to Degree program with CSUMB has been established.</p>	<p>Students can enter Hartnell College and be automatically accepted to CSUMB with guaranteed acceptance of coursework taken at Hartnell College.</p>

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Area Goal	Accomplishment	Impact
<p>Office of Instruction Provide leadership and coordination of the College's accreditation activities.</p>	<p>Hartnell College's Interim Report was prepared and a site visit was coordinated.</p>	<p>The Interim Report was validated by the visiting team and accepted by the Accrediting Commission.</p>
<p>Office of Instruction Develop a comprehensive curriculum for transfer, occupational, and basic skills education that is performance outcome-based.</p>	<p>Took a team of six to the California Assessment Institute in San Diego in October, 2001.</p>	<p>A cadre of faculty and administrators are prepared to participate in discussions and planning surrounding the college's efforts in assessing student learning outcomes.</p>
<p>Office of Instruction Increase sensitivity to and offer more curriculum for the Latino community.</p>	<p>Invited Dr. Bill Piland to present a flex-day workshop on Infusing Multiculturalism Across the Curriculum.</p>	<p>Faculty received Dr. Piland positively and expressed willingness to continue working with him; Office of Instruction is coordinating an Fund for Instructional Improvement grant proposal that would continue the work with Dr. Piland.</p>

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Area Goal	Accomplishment	Impact
<p>Office of Instruction Implement curriculum approval and program review processes that are working smoothly and kept up-to-date.</p>	<p>Took group of ten to Curriculum Institute; began process of overhauling curriculum approval infrastructure.</p>	<p>By year end, outlines being submitted to Curriculum Committee were of high quality with all appropriate elements in compliance with Title 5 and best practices.</p>
	<p>Completed revision of the Program and Services Review Process; implemented Instructional Services review.</p>	<p>By year end, all three segments, Instructional, Student Services, and Administrative Services Review, were active and functioning.</p>
<p>Office of Instruction Support development of the Natividad site with expansion of new programs such as a dental hygiene program.</p>	<p>Visits were made to three Dental Hygiene programs; preparation of course outlines for DH program was undertaken; funds were raised by the Monterey Bay Dental Society; and facilities planning was under development.</p>	<p>The feasibility of a Hartnell College Dental Hygiene program was brought closer to a possibility, as many of the funding and logistical questions were getting closer to being answered.</p>
<p>Academic Senate Advise all shared governance committees about the views of the faculty.</p>	<p>Completed through Academic Senate Minutes and Highlights.</p>	<p>Improve communication within the college community.</p>
	<p>Completed through Academic Senate Minutes and Highlights.</p>	<p>Giving reassigned time to our Secretary/Treasurer allowed the Senate to keep effective minutes.</p>

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Area Goal	Accomplishment	Impact
<p>Academic Senate Work to increase the total amount of reassigned time received by the Senate from .7 FTES to 1.0 FTES so that the Senate can be more effective.</p>	Increased FTES to .80.	By filling vacancies committees were able to conduct business.
<p>Academic Senate Strengthen the Senate and faculty roles in the shared governance process.</p>	Solicited and successfully appointed faculty positions on shared governance committees.	
<p>Academic Senate Complete and reach mutual agreement on all components of the District's "Shared Governance Manual," including descriptions of all shared governance committees.</p>	Done.	Improved communication between the faculty and the administration. Clarification of roles and responsibilities.
<p>Academic Senate Write a position paper on Instruction in Languages Other Than English.</p>	Academic Senate approval on April 23, 2002.	To implement a board policy which will address how the campus will teach and deliver instruction in languages other than English.
<p>English as a Second Language (ESL) Continued articulation with the English discipline for smooth transition of ESL students into English.</p>	Continued discussion with English Faculty.	Smoother transition for students between ESL and English departments.

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Area Goal	Accomplishment	Impact
English as a Second Language (ESL) Keep curriculum updated.	Revision of beginning composition courses.	Better instruction for students.
English Provide accurate placement to increase student success.	Trained English instructors on placement reading.	Increased pool of placement readers. Increased curricular cohesion.
English Ensure the breadth and effectiveness of the discipline by increasing the number of full-time instructors.	Increased English faculty.	Improved breadth and effectiveness of English discipline.
English Forge more effective cooperation between the composition courses and the reading and writing laboratories that support them.	Increased dialogue between reading and writing laboratories and English discipline.	Improved instruction for students.
English Implement the State-validated placement test for composition courses.	Implemented.	Improved student success.

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Area Goal	Accomplishment	Impact
<p>English Diversify the methods of presenting the discipline by making well-planned use of technology where appropriate.</p>	Instituted Academic Systems instruction with full-time instruction.	Broadened methods of instruction for English composition learners.
	Offered on-line English 1A composition course.	Provided alternative mode of instruction for students.
<p>English Create connections and articulation with <i>The Western Stage</i> and <i>El Teatro Campesino</i>.</p>	Students attended Western Stage performance.	Broadened student learning experience.
	Students attended presentation by Victor Villaseñor.	Broadened student learning experience.
<p>English Establish a structured format to articulate with adjunct faculty, and complete an informational handbook for new adjunct faculty.</p>	Created English Department Handbook with course outlines, sample syllabi, exit skills for courses.	Provided important instructional information to part-time faculty.
<p>English Devise more effective means for preparing under-prepared students for success in both the academic and working worlds.</p>	Revised credit non-associate degree curriculum.	Provides for greater student success.

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Area Goal	Accomplishment	Impact
<p>English Establish a larger percentage of full-time to adjunct faculty.</p>	Hired three full-time instructors.	Provides for greater curriculum development and instructional cohesion.
<p>Visual Arts Reintroduce a computer classroom in the Visual Arts Building to integrate the logistical needs of computer graphics, digital photography, digital video and audio, and multimedia.</p>	Introduction of new curriculum to the graphics program.	Students trained on most modern software. Improves their employment potential.
	Acquisition and installation of new modern computers in the computer graphics lab.	Students trained on the most modern technology. Improves their employment potential.
<p>Visual Arts Replacement of dilapidated ceramic equipment, especially eighteen (18) potter's wheels, and two kilns to utilize greater energy efficiency.</p>	Purchase of new kiln.	Improves instructional capability and also improves student retention.
<p>Visual Arts Redesign and upgrade the darkroom and photography studio with state-of-the-art technology.</p>	Completed the redesign and upgrading of the darkroom.	Tripled the number of students that can use darkroom facility. Greatly improves student retention.

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<p>Visual Arts Apply sheet-rock over the existing Art Gallery walls to provide a smooth, flat surface for exhibitions and displays.</p>	Applied sheet rock over Seminar Gallery.	Expanded capability of gallery. Improved student shows in gallery.
<p>Visual Arts Re-floor the main Art Gallery and Seminar Gallery floors with high quality vinyl such as Pergo flooring.</p>	Installation of new flooring.	Improved gallery. Reduced maintenance to floor.
<p>Visual Arts Facility development/equipment.</p>	Purchased 14 Enlargers (four can print 2¼" X 2¾" negatives)	This has doubled the photo lab capacity from 11 to 24 work stations, and facilitated higher retention of students.
	Purchased two professional film cameras and one professional-level digital camera.	Hartnell now offers the only digital camera course instruction in the area.
	Purchased one flat art scanner and one film scanner.	Expansion of instruction (for Photo 1, 2 and 3) into digital production.
	Purchased one Photo-quality Inkjet Printer	An expansion of instruction in Photo 2 and 3. A separate digital photo course is being developed.

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Area Goal	Accomplishment	Impact
Theater Arts Expanding programming choices to better serve Latino, African American, and Asian American members of the community.	Guest speaker Victor Villaseñor made a presentation to several hundred Hartnell College students.	Broadened student appreciation of Latino culture. Reinforced Latino students of their potential.
	Agreement with Victor Villaseñor to adapt <u>Rain of Gold</u> for a play.	Broaden appeal of theatre program.
Theater Arts Facility Development/Equipment.	Installation of new sound system in Main Theatre.	Dependable sound delivery during plays.
	Installation of new rigging system for overhead lighting.	Greatly increased safety; lighting capability improved.
Anthropology Create a program that caters to the student of the future by designing on-line classes that are more interactive and community-based.	Offering on-line course.	Provide students with alternative learning mode.

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Area Goal	Accomplishment	Impact
<p>Psychology Increase the frequency and diversity of course offerings.</p>	<p>A new course, Abnormal Psychology, has been approved by the Curriculum Committee and will be offered in Fall 2002.</p>	<p>Provided a broader spectrum of course offerings.</p>
<p>Sociology Update curriculum and increase the use of technology in the classroom and in research.</p>	<p>All courses offered have been updated.</p>	<p>Provides better guidelines to part-time instructors and assures more relevant material presented to students.</p>
<p>Speech Continued introduction of technology to student presentations.</p>	<p>Speech classrooms now have computers, document cameras, projectors and VHS video machines.</p>	<p>Students now capable of making state-of-the-art electronic presentations.</p>
<p>Speech Outreach to the business community.</p>	<p>Flyers sent to Business community regarding Organizational Communication class time change. Business community invited to speak with class.</p>	<p>Exposure of Hartnell College to the community. Students provided opportunity to understand application of classroom experience in real-life work situations.</p>
<p>Speech Equip communication classrooms with similar electronic presentation capabilities.</p>	<p>Communication classrooms equipped with similar electronic presentation capabilities.</p>	<p>Students now capable of making state-of-the-art electronic presentations.</p>

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Area Goal	Accomplishment	Impact
<p>Speech Equip the speech classrooms with a computer that has a wireless mouse, Compact Disc-Read Only Memory (CD-ROM), Zigzag Inline Package (ZIP), JAZ, and multimedia architecture to match the presentation equipment already scheduled for those rooms.</p>	<p>Computer with wireless mouse, CD-ROM, ZIP, JAZ and multimedia architecture installed.</p>	<p>Students now capable of making state-of-the-art electronic presentations.</p>
<p>Speech Develop curriculum to address the changing needs of the District's population.</p>	<p>ESL speech course developed.</p>	<p>Addressing changing educational requirements of State of California.</p>
<p>Speech Address the changing educational requirements of the State of California.</p>	<p>New course descriptions developed for SPE 1A, 3 and 5.</p>	<p>Addressing changing educational requirements of State of California.</p>
<p>Speech Develop staff training activities to upgrade faculty skills.</p>	<p>Part-time faculty trained in use of presentation equipment.</p>	<p>Faculty more knowledgeable about new equipment. Better qualified staff to assist students.</p>
<p>Speech Facility Development/Equipment.</p>	<p>Expanded classrooms VAF 209 and 220.</p>	<p>Increased number of students in speech classes.</p>

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Area Goal	Accomplishment	Impact
Agriculture Implement the Agriculture Production and the Agricultural Business Programs.	Develop partnerships with USDA, ALBA, and Leaders of East Campus.	Students will have a place to gain hands on experience in the field.
	Received Chancellors office approval of programs and successfully started classes.	Increase FTES.
Agriculture Develop five to nine short courses, industry driven, to meet the needs of the small farmer industry.	We have developed a list and are in the process of writing outlines, gathering information, and recruiting.	Meet the need of the small farmer, as well as specialized courses for industry. We should reach out to 200 additional students.
Agriculture Develop and implement recruitment strategies.	Develop two Power Point presentations, one for High Schools and the other for 1 st through 8 th grade. Developed brochures. Partnerships developed with local high school and junior high schools.	Develop a successful program, meet workforce needs, increase FTES.
Agriculture Establish financial viability for the ag programs.	Wrote a \$300,000 grant and waiting to hear from the Feds.	Successful implementation of ag programs.

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<p>Early Childhood Education Increase Funding for ECE.</p>	<p>Received a Federal Grant for \$534,000 to implement a Head Start program.</p>	<p>The Monterey County and Migrant Education Head Start program will be able to meet their Federal Educational Mandates.</p> <p>Increase number of ECE AA degree and certificate graduates, expand the number of students completing courses, grow the number of students receiving credentials.</p> <p>Increase FTES.</p>
<p>Early Childhood Education Revitalize the ECE Curriculum and redesign the Program.</p>	<p>Developed a philosophy and goals for the program.</p>	<p>When completed, the career paths will be established and the ECE students will be best served.</p>
<p>Early Childhood Education Expand ECE business Partnership.</p>	<p>Begun to upgrade all ECE curriculum based on state competencies.</p> <p>Developed new partnerships with EOC Migrant Head Start, Salinas Adult School and ROP programs.</p>	<p>Ten courses will be completed by the end of the academic year.</p> <p>Increase FTES and revenue.</p> <p>Expand workforce base.</p>

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<p>Auto Collision Repair Revitalize curriculum to meet I-CAR and ASE standards.</p>	<p>Revised and processed six courses through the curriculum committee.</p>	<p>Increase quality of instruction. Increase quality of workforce and FTES.</p>
<p>Auto Collision Repair Increase quality of instructional technology and equipment.</p>	<p>Hartnell College received a replacement for a new laser computerized metal frame straightening machine valued at over one hundred thousand dollars.</p> <p>Procured hand power tools, over \$6,000.</p> <p>Started teaching metal frame straightening classes in state of the art technology and to ASE and I-CAR standards.</p>	<p>Increased quality of instruction and workforce preparation.</p> <p>Increase FTES.</p>
<p>Auto Collision Repair Assist faculty in obtaining I-CAR and Industry certification.</p>	<p>Instructors attended I-CAR and industry conferences and renewed and obtained new certifications in welding, paint and metal frame systems.</p>	<p>Increase quality of instruction and workforce preparation.</p>
<p>Auto Collision Repair Replace retiring AUC faculty.</p>	<p>The hiring of new faculty has been approved by the college.</p>	<p>The continuance of an Auto Collision program.</p>

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Drafting Increase the quality of technology for the CAD lab.	Replace the LCD projection.	Increase quality of instruction
	Reconfigure the Drafting CAD lab network.	More space for the mechanical drafting station.
	Upgrade six CAD stations to mechanical desk top of Auto CAD.	Increase in FTES.
Administration of Justice Develop two distance education classes.	Development of two distance education courses, AJ 1 and 21.	Expand modality of delivery. Expand access to education and increase FTES.
Administration of Justice Implement instruction in the Paralegal program.	Successfully started teaching paralegal classes.	Fulfill new workforce needs. Increase FTES.
Administration of Justice Develop website for AJ program.	Administration of Justice website was developed.	Increase quality of instruction.

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Area Goal	Accomplishment	Impact
<p>Administration of Justice Increase quality of Instruction through website capability.</p>	<p>Instruction upgraded and implemented through website.</p>	<p>Students are able to observe and access power point presentations, videos, and internet web sites during and after class.</p>
<p>Administration of Justice Promote staff development for AJ faculty to teach online.</p>	<p>Two online classes are presently taught via distance education.</p>	<p>Increase access to education and grow FTES.</p>
<p>Administration of Justice Develop one AJ learning community.</p>	<p>A learning community course is designed and ready to offer for Fall 2002.</p>	<p>Increase quality of instruction.</p>
<p>Automotive Technology Increase quality of instruction through business/industry training partnerships.</p>	<p>A.C. Delco scheduled and taught classes for local technicians, faculty and students of Hartnell on main campus.</p>	<p>Increase quality of workforce for the community.</p>
<p>Automotive Technology Continue the revitalization of curriculum to articulate with ASE and CATTs standards.</p>	<p>Two courses were revised.</p>	<p>Increase caliber of program.</p>

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Area Goal	Accomplishment	Impact
Automotive Technology Complete installation of computer network in the auto tech lab.	The computer network is operational.	Access to internet on Main and East campuses.
Automotive Technology Upgrade instructional technology and teach to the new Monterey County Emission standards.	Purchased Emission Analyzer and related technology. We are offering advanced emission control classes with enrollments of 32 students.	Increase FTES. Ability to meet contemporary workforce needs.
Construction Access computer capability for construction program.	Procured a new PC with CD ROM and laser printer.	Construction students are able to access all building codes on CD ROM versions.
Construction Develop a certificate on construction inspection.	Four new construction inspection courses developed.	Building code course a success! Mechanical code class cancelled, only 12 students enrolled.
Construction 2 nd year of Low Income house.	2 nd home built.	One more affordable house sold in local market.
Construction Developing partnership with the city of Salinas.	Housing Agency in the city of Salinas.	The city is to buy next year's house for local market.

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Area Goal	Accomplishment	Impact
<p>Business Develop a business academy.</p>	Business faculty are presently developing curriculum.	When completed, the college will be able to serve students at East campus and in King City. A certificate of skills acquisition will be offered. FTES will increase.
<p>Business Develop one smart classroom.</p>	One smart classroom was developed for the business department. A second computer business classroom was upgraded.	Increase the quality of instruction.
<p>Business Promote and support staff development.</p>	Faculty attended conferences and courses in MOUSE certification, information technology and distance education.	Increase in quality of instruction and programs. Distance education courses will be developed next year.
<p>Computer and Information Sciences Promote staff development.</p>	Faculty received training and made progress in CISCO, A+ and ORACLE certification.	When training is completed, we will have fully certified faculty and programs in CISCO, A+, and ORACLE.

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Area Goal	Accomplishment	Impact
<p>Computer and Information Sciences Revitalize the CIS program and revise 100% of its curriculum.</p>	<p>The CIS faculty has revised and developed over 100 courses. Faculty has developed six degree and certificate programs.</p>	<p>The college will be able to offer six AA degree and certificate programs by Fall 2003. The CIS programs will be responsive to the contemporary and future workforce and industry needs. Increase in FTES.</p>
<p>Computer and Information Sciences Revitalize the Advisory Committee.</p>	<p>The new CIS Advisory Board met three times and assessed the CIS programs, recommended modification to the existing curriculum and requested the development of a new degree.</p>	<p>One new AA degree was developed this year as recommended by the Advisory Committee. Increase FTES. Fulfill contemporary workforce needs.</p>
<p>Electronics Enhance classroom facilities and procure new instructional equipment.</p>	<p>Procured computer technology and developed a second network with six computers. Procured six A+ Certification stations.</p>	<p>Increase quality of instruction.</p>
<p>Electronics Revise Electronics Curriculum.</p>	<p>Upgrading these courses during 2001-02.</p>	<p>Increase quality of instruction.</p>
<p>Welding Upgrade industrial technologies.</p>	<p>Purchased and upgraded eight welding systems.</p>	<p>Increased quality of both instruction and workforce.</p>

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Area Goal	Accomplishment	Impact
<p>Welding Promote staff development.</p>	<p>Faculty attended conferences and training, and upgraded their welding certifications to the American Welding Society and I-CAR standards.</p>	<p>Hartnell College and Ali Americupan can train and certify welders, trainers, and inspectors under the American Welding Society in any kind of metals from precious to industrial metals.</p>
<p>Physical Education Improve facilities and upgrade equipment to maintain student interest and safety.</p>	<p>A temporary fence (which can be removed during soccer season) was erected around the outfield of the softball field to enclose the field.</p>	<p>This helps maintain our compliance with Title IX regulations. The fence has also made the field more defined which makes it a better facility.</p>
	<p>Two new water polo goals were built for the pool area.</p>	<p>These were needed to replace older equipment that looked bad and were unstable when not installed properly.</p>
	<p>A permanent fence was completed around the baseball field. A yellow border was also installed around the top of the fence.</p>	<p>The new fence and border give better definition and a cleaner look to the field which makes it a better facility.</p>
	<p>With financial help from the president's office, a new state-of-the-art sound system was installed in the main gymnasium.</p>	<p>This was needed to replace unusable older equipment. This will allow the spectators to hear the announcer at sporting events and improves our facility.</p>

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Area Goal	Accomplishment	Impact
<p>Physical Education Improve facilities and upgrade equipment to maintain student interest and safety.</p>	<p>Through budget augmentation, two new elliptical running machines were purchased for the weight room. Some other older equipment that was broken was also replaced.</p>	<p>The new equipment will help maintain student interest. The replacement of the broken equipment will make the room safer and will also help keep student interest.</p>
<p>Workforce and Community Development Center Develop new programs, particularly relating to Foster and Kinship Care Education and Independent Living Programs.</p>	<p>Completed Independent Living Program agreement and established program offering training and services in Spring 2002. Currently renegotiating contract for 2002-03.</p>	<p>Program will prepare foster youth for emancipation by teaching life skills.</p>
	<p>Completed Community Training Institute agreement and established program offering services in Spring 2002 to assist Monterey County implement highly individualized “wraparound” services for seriously disturbed foster children and adolescents.</p>	<p>The institute will deliver a comprehensive training program to implement and maintain wraparound services; and 2) Wraparound Infrastructure Development: Curriculum development, staff training, and mentor training.</p>
	<p>Concluding Specialized Training for Adoptive Parents negotiation process at this time for 2002-03.</p>	<p>New agreement will make better use of funds, serve more families and reduce Hartnell staff time.</p>

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Area Goal	Accomplishment	Impact
Workforce and Community Development Center Add fee-supported, vocational training programs.	Leadership Academy started in Fall 2001 and Customer Service academy started in Spring 2002.	Hartnell will train employees of local businesses and agencies.
	Supervisory Academy has grown to point where a second series of twelve modules was added.	Hartnell is strengthening the leadership and supervisory skills of employees of local businesses.
	Recently completed 2001-02 Pharmacy Technician Training program.	Hartnell will train and help place pharmacy technicians in local hospital and retail pharmacies.
	We now offer the following fee-supported training programs online: Microsoft Office, Paralegal, A+ Certification, Webmaster, Computer Repair Technician.	Hartnell is providing training to students who might not otherwise complete traditional classroom or lab training.

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Area Goal	Accomplishment	Impact
<p>Workforce and Community Development Center</p> <p>Publish and distribute class schedules that emphasize business courses and services.</p>	Business courses and services are promoted on Hartnell's web site.	Increasingly, students are finding professional development courses through the internet and our web site.
	Produce and distribute Online Training Source schedule of online classes.	Online courses are our fastest growing instructional area.
	Distribution of Pathways and Training Source to local medical offices, retail stores, malls, and restaurants ongoing.	Gives Hartnell visual presence throughout the community.
<p>Workforce and Community Development Center</p> <p>Present courses through alternative delivery systems, including Internet, teleconference, and home study.</p>	Produce and distribute Online Training Source schedule of online classes.	Hartnell is reaching students who might not enroll in traditional instructional programs.
	Registration process now back online through secure site for Summer 2002 (after losing capability last year).	Reduced staff time required for registration.

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Area Goal	Accomplishment	Impact
<p>Workforce and Community Development Center Make Emeritus College self-supporting.</p>	<p>Emeritus total enrollments continually increased from Spring 1999 through Spring 2000 before leveling off.</p>	<p>Class cancellation rate caused us to review the efficiency of the program. Number of classes reduced and length of courses extended to 12 or 16 weeks.</p>
<p>Student Outreach, Recruitment, and Retention Implement job shadow program.</p>	<p>Job shadow completed yearly.</p>	<p>This activity has contributed to the increased enrollments that Hartnell College has experienced over the past five years.</p>
<p>Student Outreach, Recruitment, and Retention Early alert program to detect potential academic/attendance problems.</p>	<p>There has been a delay in the accomplishment of this goal due to Datatel implementation. After the content, format, and timing of the Early Alert student letter are finalized under the direction of Ruth McMullen, an automated distribution plan will be developed and implemented.</p>	<p>This service contributes to student success and therefore to the retention, graduation and transfer of Hartnell College students.</p>
<p>Student Outreach, Recruitment, and Retention Implement Delante Mujer Hispana conference.</p>	<p>Provided leadership and contributed to the resources necessary to implement this yearly conference that brings 300-400 Latinas to campus.</p>	<p>This service serves as a major recruitment activity and public relations function for the campus.</p>

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Area Goal	Accomplishment	Impact
<p>Student Services Increase management support for Student Services.</p>	<p>Developed, advocated, and obtained approval for re-alignment of the organizational management and unit structure of student services.</p>	<p>Improved management support contributed to operational efficiency and responsiveness to student needs.</p>
	<p>The development of the student services one-stop-shop is included in the Facilities Master Plan and list of needs advocated in the Hartnell College capital campaign initiatives.</p>	<p>Improved services to students through effective, efficient, visible and easily located facilities.</p>
	<p>Obtained the collaboration of faculty and staff in the review of the PEER process.</p>	<p>Utilization of objective data in the improvement of student services. Refined understanding by the college community of the contributions that each service makes to student development. Compliance with accreditation standards.</p>
	<p>Developed and organized technology in-service session regarding student services on-line, technical support, and infrastructure needs.</p>	<p>Increase knowledge base allows for the assessment of current institutional capacity to meet the needs of distant learners and from the development of plans of action to meet the needs of these students.</p>

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Area Goal	Accomplishment	Impact
<p>Student Services Maintain or enhance professional or personal growth for faculty, managers and staff.</p>	Purchase of ergonomically correct stations for almost all of the Student Services workforce.	Improved physical health of employees.
	Purchase of updated computers at every desktop for all Students Services workforce.	Improved efficiency in the provision of services to students.
	Provision of all of the necessary software and training for scheduling, word processing and administrative functions.	Improved efficiency in the provision of services to students.
	Provided resources necessary to obtain training through attendance at conferences, workshops and interactive hands-on informal training sessions so that appropriate personnel is able utilize equipment and software necessary to perform their duties.	Improved efficiency in the provision of services to students.
<p>Counseling Develop Internship Program for Counselor Education Graduate students.</p>	In progress: the draft of the Counseling Internship Program is under review by the Office of Human Resources. The program is designed to include training and supervision in the following areas: academic counseling, career counseling, personal counseling, and detailed policies and procedures of Hartnell College.	Enhanced recruitment of qualified persons pursuing graduate degrees into faculty positions at Hartnell College. Enhanced community college efforts toward building a diverse and representative faculty. The internship program shall place special emphasis on locating and attracting qualified individuals who are members of underrepresented groups.

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Area Goal	Accomplishment	Impact
<p>Counseling Increase inter-department collaboration to provide quality services for students.</p>	<p>Completed the “Counseling and Technology Project,” a strong collaborative partnership between the Counseling Department, Office of Instruction, Occupational Education Division and Computer Information Systems. The Counseling faculty have developed the following technology based curriculum and services: (A) development and offering an open entry/exit on-line college orientation class for new students; (B) development and offering an on-line college orientation challenge exam for students; (C) on-line academic counseling and advising services; (D) on-line UC and CSU application workshops and on-line transfer advising; (E) on-line Financial Aid application workshops; and (F) on-line educational plans for occupational education majors.</p> <p>Statewide recognition by Chancellor’s Office for this Hartnell College collaborative effort in utilizing computer and web based technology to assist students with critical college advising/counseling, instruction and student services information for college success.</p>	<p>New students to Hartnell College are oriented for College success. Students receive timely and accurate information for graduation. Students are successfully transferring to the university of their choice. Students learn and apply computer technology skills. Counseling faculty is competent in computer-assisted technologies.</p>

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Area Goal	Accomplishment	Impact
<p>Counseling Maintain or enhance professional or personal growth for faculty, managers and staff.</p>	<p>Completed. Coordinated Technical Staff/Counseling Technology Training (SARS GRID). Training included technical issues, managerial review of system settings, system administrator training, basic scheduling functions, reports overview and data needs assessment and counselor class/practice sessions for AIS staff, counselors, and counseling clerical support.</p>	<p>Increased competency of counseling faculty in computer-assisted technologies and improved efficiency in the provision of services to students.</p>
<p>Counseling To continually develop, revise and adapt new service delivery techniques and practices.</p>	<p>In progress: "What's Next? Steps to Careers and College" Project, a collaboration between Hartnell College Student Services Counseling department, School to College/Occupational Education, Monterey Bay Regional Partnership and Cabrillo College School to Career/Tech Prep Consortium Counseling and Guidance Collaborative. Introduction and/or ongoing development meetings held with OI, Area Deans, and counseling faculty.</p>	<p>A new course to assist high school students make a successful transition to college or work after high school graduation.</p>

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Area Goal	Accomplishment	Impact
<p>Transfer Services/Weekend College Develop Transfer Services: Weekend College Handbook for the Hartnell College website.</p>	<p>In progress. The Handbook is going through the second draft (Spring 2002) by the transfer counselor, East Campus counselor, and Director of Counseling in preparation for content review by Counseling department and Area Deans.</p>	
<p>Transfer Services/Weekend College Increase enrollment in Weekend College courses.</p>	<p>Ongoing: Spring 2001 : Fifteen courses Summer 2001: Two courses Fall 2001: Fourteen courses Spring 2002: Eleven courses</p>	

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Area Goal	Accomplishment	Impact
<p>Improving Transfer Success Increase collaboration with EOPS/DSPS, MESA and Transfer Center to provide expanded services and increase participation by target population students.</p>	<p>Fall 2001: Nuts & Bolts Committee formed (Transfer Center, EOPS/DSPS, MESA and Counseling department representatives) to provide expanded services and increase participation by target population students and to maintain strong coordination among all of the programs that support this student population.</p>	<p>Increased participation at workshops and field trips by EOPS/DSPS, CalWorks, MESA, and general population students. Fall 2001: San Jose State Trip: Seven (7) students Spring 2002: San Jose State: Fourteen (14) students CSUMB: Fourteen (14) students Fresno State: Fourteen (14) students Cal Poly: Fourteen (14) students CSU Sacramento: Fourteen (14) students</p>
	<p>Ongoing: Increased number of transfer related workshops.</p>	<p>Fall 2001: Presented (5) CSU/UC On Line Application Sessions and sixty (60) students successfully completed applications and submitted them to their campus of choice.</p>
	<p>Fall 2001: Transfer Day King City, Gleason Center.</p>	
	<p>Transfer Center sponsored a Fall 2001 "open house" for the campus community.</p>	

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Area Goal	Accomplishment	Impact
<p>Improving Transfer Success Create a transfer sponsored achievement program for students in targeted transfer classes.</p>	<p>Completed. Hartnell College Transfer Center sponsored the first Who's Who in American Community Colleges celebration, March 2002.</p>	<p>Twenty-four Hartnell students with high GPA's were nominated for national inclusion. Hartnell administrators and twelve (12) students attended</p>
<p>Improving Transfer Success Update articulation agreements.</p>	<p>Ongoing.</p>	<p>This year, 2001-02, Hartnell College has 141 courses articulated with the CAN system. These agreements are available statewide on ASSIST.</p>
<p>Improving Transfer Success Develop and present transfer presentations and information for selected sections of transferable (Math, English, Science) courses.</p>	<p>Ongoing. Fall 2001 five (5) classrooms were visited.</p>	<p>Fall 2001 five (5) classrooms were visited: Spanish 1S (Mendez), Spanish 2S (Vacaflor), and three Geology 1 courses (Simmons). One hundred three students participated.</p>
<p>Improving Transfer Success Improve transfer rates from Hartnell College.</p>	<p>Ongoing.</p>	<p>California Postsecondary Education Commission (CPEC) November 2001 – Student Profile: Hartnell transfers to UC (full year) 60; Hartnell transfers to CSU (full year) 343. CSU Monterey Bay Final TAA Report for Fall 2002: Thirty-three (33) Hartnell students submitted TAA's for Fall. San Jose State School of Origin Report: All students attending from Hartnell: 175; new from Hartnell: 42.</p>

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Area Goal	Accomplishment	Impact
Improving Transfer Success Improve transfer rates from Hartnell College.	Ongoing: Active campus participation in the Degree Partnership Program (DPP) with CSUMB. This program is under the purview of the HELP (Higher Education Learning Programs) Steering Committee.	Fall 2001: Fifteen (15) continuing DPP students. Twenty-nine (29) new DPP students attended fall orientation at CSUMB November 2001
	Ongoing: Active campus participation in the UC Santa Cruz Dual Admission Program (DAP).	Hartnell students are assisted in planning and preparation for a timely and efficient transfer through regular meetings with the HC Counselor and UCSC Counselor. Fall 2001: There are currently 84 students enrolled regionally and Hartnell is one of the three top colleges (i.e., students per participating college); ten (10) Hartnell students are enrolled.
	Ongoing: Transfer Admission Agreements.	On 11/14/2001 for filing period Aug. 1 through Oct. 15, 2001 – intended Transfer Date: Fall 2001-- Total written: 88; Underrepresented: 60; Accepted: 38; *Denied: 3; Pending: 47. *Fall 2001 163 students from the region were not admitted.

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Area Goal	Accomplishment	Impact
<p>Extended Opportunity Program & Services (EOP&S) Utilizing Datatel and auto-packaging procedures, decrease the time to process, award, and notify students of their acceptance and enrollment into the EOPS/CARE program.</p>	<p>During the spring semester 2002, EOPS eligibility processing was reduced to 4 days while CARE eligibility processing was reduced to 7 days. EOPS and CARE eligibility processing decreased by one day over the same period last year.</p>	<p>Utilizing Datatel technology to auto-package EOPS and CARE students during financial aid awarding has helped decrease the amount of time of EOPS and CARE student eligibility notification.</p>
<p>Extended Opportunity Program & Services (EOP&S) Increase the total number of EOPS and CARE enrollments and unduplicated students served above the 2000-2001 totals.</p>	<p>By February 1, 2002, EOPS enrolled 794 students while serving 647 who met all program criteria and were counted as “served.” The total number of students served by EOPS last year was 646.</p>	<p>The goal of serving at least 668 EOPS students during 2001-2002 will enable us to reach cap according to the CCC Chancellor’s Office directive. Serving additional students will qualify EOPS/CARE for growth funding during 2002-2003.</p>

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Area Goal	Accomplishment	Impact
<p>Extended Opportunity Program & Services (EOP&S) Ensure that all counselors and administrative staff workstations are connected to Datatel and have access to applicable Novell applications.</p>	<p>As of Spring 2002, all full-time faculty, administrative staff, and the unit manager are connected to Datatel and have access to applicable Novell applications including SARS-GRID.</p>	<p>Datatel access and functional Novell applications (including SARS-GRID) are vital to the overall success of the EOPS/CARE department. Ongoing staff training is recommended for all software applications.</p>
<p>Extended Opportunity Program & Services (EOP&S) Obtain a new laser printer to generate and locally print EOPS reports from Datatel.</p>	<p>Completed. In Spring 2002 a new HP 4100 TN network laser printer was purchased and installed in the EOPS/CARE office. Five administrative staff members and the unit manager have access to the network printer.</p>	<p>The purchase of a network laser printer was delayed until Spring 2002. The ability to print larger documents (including Datatel reports and budgets) at higher speeds has increased our department's efficiency.</p>

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Area Goal	Accomplishment	Impact
<p>Extended Opportunity Program & Services (EOP&S) Provide staff development and in-service training for all administrative staff, counselors, and peer advisors.</p>	<p>In 2001-2002, administrative staff participated in classified staff inservice and flex day activities, the CCC Chancellor's Mega Conference, on-campus technology workshops and related activities. EOPS/CARE counselors attended the annual EOPSA conference, CSU and UC counselor conferences, the Ensuring Transfer Success conference, flex day activities, new counselor training, and other on- and off-campus workshops and activities. EOPS/CARE peer advisors and program assistants received peer advisor and customer service training among other activities.</p>	<p>Administrative staff employed their training to enter data elements into the Datatel system, order supplies electronically from vendors, produce budget reports and enrollment information from Datatel. Counselors employed their training to better serve students with current UC, CSU and private college requirements; provide updated transfer information, and monitor student appointments and class enrollments in SARS-GRID and Datatel. Peer advisors have employed their training to become more customer service oriented.</p>
<p>Extended Opportunity Program & Services (EOP&S) Provide EOPS student access to the DSPS/EOPS computer lab and provide assistance to those utilizing computer services.</p>	<p>Completed. EOPS/CARE students gained access to the lab in Fall 2001. An EOPS lab assistant was hired to provide computer support during afternoon and evening hours. Virtual campus tours, CSU/UC electronic applications, financial aid and EOP applications have been completed on-line during the academic year.</p>	<p>Students are able to access needed resources and strategies at their convenience from any computer located in the DSPS/EOPS computer lab.</p>

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Area Goal	Accomplishment	Impact
<p>Extended Opportunity Program & Services (EOP&S) Create an EOPS/CARE Orientation in Power-point format and place on all computers in the DSPS/EOPS computer lab.</p>	<p>The EOPS/CARE Orientation in Powerpoint format was completed in Fall 2001. The Powerpoint presentation is scheduled for installation on all computers in the DSPS/EOPS computer lab in Spring 2002. The presentation will be modified in the future to include questions that will require student responses and feedback by EOPS/CARE counselors.</p>	<p>Students can complete the EOPS/CARE new student orientation when they have a scheduling conflict and are unable to attend a group orientation. The Powerpoint presentation will allow students to complete the orientation at their convenience from any computer located in the DSPS/EOPS computer lab.</p>
<p>Extended Opportunity Program & Services (EOP&S) Update the electronic EOPS/CARE applications in English and Spanish on the EOPS website and insure that a streamlined method for retrieving applications is functional.</p>	<p>The EOPS/CARE application was updated in English and Spanish in late Fall 2001. Installation of the new application on the EOPS/CARE web page (in English and Spanish) is scheduled for Spring 2002. A streamlined method for retrieving application information has yet to be resolved.</p>	<p>Students are able to access the EOPS/CARE student application in both English and Spanish formats from any computer. Completion and submission of the on-line application will be reviewed by the EOPS/CARE staff in order to determine eligibility notification.</p>

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Area Goal	Accomplishment	Impact
<p>Extended Opportunity Program & Services (EOP&S) Create an EOPS/CARE Program Presentation in Powerpoint format that can be used for marketing, information and recruitment purposes.</p>	<p>The EOPS/CARE Program Presentation in Powerpoint format was completed in Spring 2002. Plans are to include the presentation as a link from the EOPS/CARE website. An EOPS/CARE program presentation utilizing the software was featured in a Brown Bag Lunch presentation in Spring 2002.</p>	<p>Students, faculty, administrative staff and the general public can access information regarding the services provided by the EOPS/CARE program by executing the presentation from the EOPS/CARE website.</p>
<p>Career Center Increase the number of students enrolled in the work experience programs.</p>	<p>Have steadily increased the number of students enrolled in 99 and 99I work experience courses. Fall 2000 = 95 students, Spring 2001 = 115, Fall 2001 = 83 (accounted for from 9/11 incident), and current Spring 2002 semester shows 142 enrolled. Current numbers will change due to drops.</p>	<p>More and more students are becoming aware of the alternate forms of education they can receive and taking advantage of these programs. Many of the connections made through the Internship 99I program has led to employment offers.</p>

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Area Goal	Accomplishment	Impact
<p>Career Center Hire a CalWORKs/CARE Counselor and develop a case management system to track student participation in CalWORKs.</p>	<p>CalWORKs/CARE Counselor Laureen Balducci-Flynn was hired August 13, 2001. An Access Database was created (exact date unknown).</p>	<p>CalWORKs and CARE students were provided with a full-time counseling resource. This position is key because of the unique understanding of both Department of Social Services CalWORKs requirements and Hartnell policies. The database has provided a means for collecting and tracking new, existing, and discontinued participants in the CalWORKs program.</p>
<p>Career Center Recruit additional participants into the CalWORKs program once participation can be tracked.</p>	<p>Spring 2002 showed an increase of 44 new students.</p>	<p>More participants are taking advantage of the services provided by CalWORKs, gaining valuable education towards becoming self-sufficient, and increasing Hartnell FTES.</p>
<p>Career Center Strengthen the relationships of faculty and counseling faculty participation in Career and Workbased Learning activities through staff development.</p>	<p>In Fall 2001, a faculty training workshop was provided through the Workbased Learning Grant on workbased learning, cooperative work experience, and internship. In Spring 2002, several requested workshops were provided on the Cooperative Work Experience and Internship program by faculty above and beyond normal orientation.</p>	<p>More faculty became aware of the programs available through the Career Center. There was an increased number of faculty agreeing to participate as instructors for the Cooperative Work Experience program.</p>

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Area Goal	Accomplishment	Impact
Student Activities Develop student activities that will increase campus life, awareness of programs, promote involvement in student government and campus governance.	Completed Club Day.	Allows students to recruit others into their clubs, increasing student involvement in campus life.
	Completed holiday food drive.	Increase involvement with campus and community.
	Completed Black history month events.	Celebrate and educate the campus community about Black history.
	Collaborated in the development of International Week.	Involve the campus and community in global education and global issues affecting our community.
	Completed Cinco de Mayo celebration.	Celebrate and educate the campus community about Mexican culture.
	Completed student elections.	Increase student involvement in campus life and the governance of the school.
	Completed leadership retreat.	Develops leadership skills.

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Area Goal	Accomplishment	Impact
<p>Veterans Programs Implement VACERT – Electronic Certification of veteran students for VA Educational Benefits. Keep system updated.</p>	<p>Completed.</p>	<p>Students receive their benefits 2-3 weeks earlier than if they were certified by mail. This eases the financial burden for students while they are enrolled.</p>
<p>Veterans Programs Update educational plans in compliance with VA regulations.</p>	<p>Completed.</p>	<p>Students have a better understanding of what VA will accept in their certification for their VA educational benefits. They have a very clear picture of what courses they need to complete their educational goals.</p>
<p>Veterans Programs Update and distribute veterans benefits brochure.</p>	<p>Completed.</p>	<p>This brochure outlines VA regulations to students receiving educational benefits. Students are more likely to complete their courses if they understand the regulations and are in compliance.</p>

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Area Goal	Accomplishment	Impact
<p>Veterans Programs Develop and distribute to veterans a newsletter each semester outlining new rules and regulations that have been passed by the federal government affecting their benefits.</p>	<p>Completed.</p>	<p>Give students a better understanding of their benefits and what is expected of them to stay in compliance with regulations.</p>
<p>International & Re-entry Student Program Develop an effective recruitment program.</p>	<p>Continue to advertise in “Study in the USA,” a study abroad magazine and internet service. Attended the Americas Workshop to speak with advisors and agents that assist international students with educational goals. ESL instructor met with agents and attended college fair in Japan.</p>	<p>Increasing awareness of prospective international students about Hartnell College is important in this post 9-1-1 era and economic downturn. The economic impact of non-resident tuition is an important revenue to our institution. In addition, international students add a rich cultural diversity which enhances both our students and faculty.</p>
<p>International & Re-entry Student Program Conduct on-going research for program evaluation and improvement.</p>	<p>Continue to develop student survey through a committee of the Center for International/Intercultural Education. Monitor Hartnell English Institute program by class observation and informal survey with students.</p>	<p>Allows Hartnell College staff and faculty to evaluate and improve student services and instructional methods.</p>

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Area Goal	Accomplishment	Impact
<p>International & Re-entry Student Program Improve international student orientation.</p>	<p>Increase the number and variety of speakers appropriate for this student population. Add new activities as ice breakers and to reinforce information presented.</p>	<p>Allows new international students to learn valuable information about Hartnell College and living in Salinas and the U. S. which contributes to their success and retention.</p>
<p>International & Re-entry Student Program Increase number of activities/workshops for international students.</p>	<p>Completed each semester.</p>	<p>Gives students important information regarding INS and IRS responsibilities as well as skills for student's success, such as "study skills," "test-taking skills," "stress," and "math-anxiety" that promotes students' retention.</p>

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Area Goal	Accomplishment	Impact
<p>Disabled Student Programs and Services (DSP&S)</p> <p>Expand in-service training and flex day opportunities in technology, awareness, and instructional methodologies.</p>	<p>Through the new Instructional Technology Specialist, ongoing workshops in assistive technology, web access, and compliance laws have been held. DSP&S staff has met with instructional divisions offering strategies and instructional techniques for teaching students with disabilities, including types of accommodations and effective teaching strategies.</p>	<p>The entire campus staff, including instructors, counselors, staff, and administration, is more aware and knowledgeable about assistive technologies available for students. Section 508 workshops have been instrumental in bringing focus to college technology planning for access. Instructors have had input in evaluating curriculum for better serving students with disabilities. Students are completing transfer level coursework because instructors can ensure learning expectations are met through improved teaching methodologies, supplemental instruction (SI), and awareness of accommodations.</p>

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Area Goal	Accomplishment	Impact
<p>Disabled Student Programs and Services (DSP&S)</p> <p>Expand programs in Adaptive PE to include the use of a planned therapeutic pool.</p>	<p>While the therapeutic pool has not been implemented, the Adaptive PE program has expanded offerings to include a wall climbing course and cardiac rehabilitation course.</p>	<p>Adaptive PE enrollments have continued to be strong as the program flexes its curriculum to meet the needs of students.</p>
<p>Disabled Student Programs and Services (DSP&S)</p> <p>Implement an in-service program in high technology for the college.</p>	<p>Workshops are being held to ensure information regarding access to distance education and college technology is being implemented. The college Technology Plan now includes a complete plan for future high technology for the disabled student.</p>	<p>The college continues to maintain a very high standard of access to Braille, voice dictation software, large print software, screen readers, and student success software.</p>

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Area Goal	Accomplishment	Impact
<p>Disabled Student Programs and Services (DSP&S) Ensure access to distance education and the college video collection.</p>	<p>Distance education curriculum training for faculty includes state and federal accessibility guidelines. The Hartnell College video collection has been thoroughly assessed for access to deaf students. New videos have been purchased, captioning technology has been implemented, and a college policy has been established to ensure that all new videos are in compliance.</p>	<p>Distance education course development guidelines are established to ensure that courses are accessible for blind and hard of hearing students. The very complicated process of bringing caption to video, and the thorough assessment of existing collections will lead to a complete modernization of the college's video collection. This enables the college to now interface with other media centers throughout the state to even further improve the collection.</p>
<p>Disabled Student Programs and Services (DSP&S) Offer an advanced sign language course.</p>	<p>An advanced sign language course is being developed in coordination with MPC and CSU Monterey Bay to be offered in Spring 2003. Existing courses have been approved for inclusion in IGETC and GE.</p>	<p>Student demand for a transferable course at the advance level will be met.</p>

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Area Goal	Accomplishment	Impact
<p>Disabled Student Programs and Services (DSP&S)</p> <p>Evaluate and establish a common standard for all ADA computer workstations and bring each station up to this standard.</p>	<p>Standards have been established for accessible workstations, and upgrades to existing stations are being made with funds through the Instructional Technology Specialist. Currently the college has 38 ADA workstations and plans for an additional 10. South County and East Campus locations are included.</p>	<p>Purchasing of accessible workstations is moving forward rapidly because a strong standard has been established and tested across campus. Hartnell has become a model site for the inclusion of disabled students at all levels of the curriculum and support services.</p>
<p>Disabled Student Programs and Services (DSP&S)</p> <p>Provide workshops on transfer using an Internet ready computer lab.</p>	<p>The Educational Skills Lab was remodeled in Spring of 2001 to include 16 internet ready workstations. In Fall of 2001, ten workshops for students were held to assist 40 students in doing on line CSU/UC applications.</p>	<p>Students have excellent support in accessing the web for applications for transfer as well as daily workshops in accessing financial aid. This service was provided in time to meet the anticipated needs of students.</p>

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Area Goal	Accomplishment	Impact
<p>Disabled Student Programs and Services (DSP&S)</p> <p>Revise the Educational Skills lab curriculum to include supportive instruction in math and English using the expanded capabilities of the Internet.</p>	<p>The Educational Skills Lab has successfully integrated web access into its curriculum to support students in all their college coursework. Additionally, math tutorials have been installed for students to get direct special support. Additional specialized English software has been installed.</p>	<p>Students are reporting high levels of success in their mainstream math and English courses, enabling them to complete transfer and graduation requirements in these subjects.</p>
<p>Disabled Student Programs and Services (DSP&S)</p> <p>Revise the college interagency agreement with Behavioral Health/SEES for psychologically disabled students.</p>	<p>The interagency agreement between SEES/Interim and Hartnell College DSP&S was successfully drawn up after several meetings. The agreement outlines the effective coordination of staff and resources. DSP&S hired a full time counselor to be responsible for implementing this agreement. DSPS also serves an additional 15 psychologically disabled students not connected to SEES.</p>	<p>SEES reports a very high level of satisfaction with the communication process and supportive services received by students enrolled at the college. Forty-one students with psychological disabilities are being served through this agreement, and are able to successfully complete their coursework at the college.</p>

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Area Goal	Accomplishment	Impact
<p>Disabled Student Programs and Services (DSP&S)</p> <p>Establish systems to ensure the accuracy of DATATEL/MIS.</p>	<p>The accuracy of DATATEL/MIS procedures have not gone according to plan and DSP&S data have not been received by the Chancellor's office in correct format, resulting in inaccurate student count. Current efforts hope to correct the student contact section of this system. Feedback systems have been ineffective to correct this situation.</p>	<p>The DSP&S program was under funded for 2001-2002 by approximately \$25,000. This impact will continue to be felt until the DATATEL system correctly identifies DSP&S students. Workloads to input students and correct errors have been a significant factor in diverting staff from direct services to students.</p>
<p>Financial Aid</p> <p>Increase the number of students receiving financial aid by at least 10% to 20% per year.</p>	<p>Ongoing workshops at high schools.</p> <p>Letters to prospective students are being sent earlier every year.</p> <p>Computer lab to allow students access to financial aid on the web.</p> <p>Availability of staff during Week-End College.</p> <p>Conducted workshops for students at East Campus.</p> <p>Provided staff support at East Campus during registration.</p>	<p>Students declare that the assistance provided to them through the process for Financial Aid has made the process more user friendly.</p> <p>Coordination with other departments and Financial Aid has been implemented to promote student success.</p> <p>Financial assistance has expanded to those students who may not otherwise have been able to attend college.</p> <p>Financial aid awareness for high school students seeking higher education has increased.</p>

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Area Goal	Accomplishment	Impact
<p>Financial Aid Automate many of the manual processes in the Financial Aid Office in order to free the staff so that they can provide better quality services to students.</p>	<p>Set up financial aid Datatel program.</p> <p>Packaging and awarding performed by system allowing outreach and student servicing.</p> <p>Restructured and automated the check process.</p>	<p>Students are now packaged and awarded in a more timely manner.</p> <p>More time is available to interact with students, understand issues of their concern and provide solutions in timely manner.</p>
<p>Financial Aid Develop and implement on-going staff development workshops for the staff to continue learning new Title IV financial aid regulations.</p>	<p>All Staff received current and up-to-date training on State and Federal regulations.</p> <p>All staff attended workshops. (i.e. loans, CalGrants, Federal Pell grants)</p> <p>Attended more workshops/conferences throughout the year.</p> <p>Provided on-site tutorials. (U.S. Dept. Of Ed.)</p>	<p>Staff is kept abreast of new laws affecting Federal and State regulations.</p> <p>More knowledgeable and helpful staff has enabled better service to students.</p> <p>Networking with colleagues allows staff to learn new problem solving alternatives.</p> <p>Provided information to students, thereby enhancing student awareness.</p>
<p>Library, Distance Learning, Multimedia, Learning Centers, and Audio Visual/Network Services Continue Library remodeling and rearrangement of furniture and equipment.</p>	<p>Remodeled library work area for support staff.</p>	<p>Better working environment and work flow.</p>

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Area Goal	Accomplishment	Impact
<p>Library, Distance Learning, Multimedia, Learning Centers, and Audio Visual/Network Services</p> <p>Increase the number of study rooms for students.</p>	<p>Library remodeling of support staff area has freed up a study room.</p>	<p>Increased study rooms for students from 2 to 3.</p>
<p>Library, Distance Learning, Multimedia, Learning Centers, and Audio Visual/Network Services</p> <p>Maintain contact with the State Chancellor's office on the status of the application for the library building complex and continue to evaluate and review the funding proposal for this major project.</p>	<p>Received funding for preliminary drawings which must be completed by May 2002. Work in progress.</p>	<p>Preliminary drawings to be completed by May 2002.</p>
<p>Library, Distance Learning, Multimedia, Learning Centers, and Audio Visual/Network Services</p> <p>Continue the work of the library design team which is responsible for the overall planning of the new library building project and provide resources for the successful completion of this new 21st Century building.</p>	<p>Work in progress. Meeting with consultants. Visited other libraries.</p>	<p>Preliminary drawings to be completed by May 2002.</p>

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Area Goal	Accomplishment	Impact
<p>Library, Distance Learning, Multimedia, Learning Centers, and Audio Visual/Network Services</p> <p>Continue to expand online access to information resources through the Hartnell Library online catalogue and to other libraries through the World Wide Web, access to the collection of journals and newspapers in full text, and Internet links for various online reference resources.</p>	<p>Added Proquest, College Source, Gale, OED, Life Sciences Encyclopedia, and other electronic databases.</p>	<p>Added student resources and to support distance learning.</p>
<p>Library, Distance Learning, Multimedia, Learning Centers, and Audio Visual/Network Services</p> <p>Plan for and conduct a major inventory of the library's collection.</p>	<p>Tested inventory of reference collection, chose scanner and software,F864 and wrote a Title V grant to fund inventory.</p>	<p>Closer to conducting electronic inventories.</p>
<p>Library, Distance Learning, Multimedia, Learning Centers, and Audio Visual/Network Services</p> <p>Meet ADA requirements.</p>	<p>Determined which video tapes were not closed captioned. Ran tests on effort needed to caption. In progress of weeding non-compliant collection.</p>	<p>Closer to meeting ADA requirements.</p>

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Area Goal	Accomplishment	Impact
<p>Library, Distance Learning, Multimedia, Learning Centers, and Audio Visual/Network Services</p> <p>Keep the Learning Resource Center complex equipped with state-of-the-art technology and infrastructure that will support access requirements of students, faculty, and staff of the 21st century.</p>	<p>Replaced aged computers in the TLC and the Media areas. Replace computers in the Faculty/Staff Resource Center (FRC). Purchased a portable LCD panel for teaching in the FRC.</p>	<p>Complied with Chancellor's standards for keeping computers less that three years old in this area.</p>
<p>Library, Distance Learning, Multimedia, Learning Centers, and Audio Visual/Network Services</p> <p>Provide remote access to electronic resources from various locations on campus, various satellite campuses, and, eventually, the homes of faculty, staff, and students.</p>	<p>All electronic resources are now accessible from off-site locations.</p>	<p>Increased student and faculty access and support.</p>
<p>Library, Distance Learning, Multimedia, Learning Centers, and Audio Visual/Network Services</p> <p>Promote interactive learning, with an emphasis on the assimilation of instructional technology into teaching and the expansion of technology-based course delivery options.</p>	<p>Increased Instructional Technologists in the Faculty/Staff Resource Center from one to two. Second Instructional Technologists area of expertise is ADA.</p>	<p>Supporting faculty, staff and students with better instruction. Meeting student special needs.</p>

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Area Goal	Accomplishment	Impact
<p>Library, Distance Learning, Multimedia, Learning Centers, and Audio Visual/Network Services</p> <p>Continue to explore new technologies that will assist faculty members in the integration of new interactive technologies into their teaching.</p>	<p>Developed an electronic circuits lab in M8.</p>	<p>Provided students with electronic engineering courses which did not exist before. Provided over \$100K of sophisticated electronic test equipment in support of this lab.</p>
<p>Library, Distance Learning, Multimedia, Learning Centers, and Audio Visual/Network Services</p> <p>Develop quality collections of print and non-print materials that support the curriculum and needs of the College community.</p>	<p>Collection updated with new materials – mostly in reference, humanities and social sciences.</p>	<p>Collection has been improved.</p>
<p>Institutional Advancement/Foundation</p> <p>Provide increased publicity about the College.</p>	<p>In the fall of 2001, a Public Information Consultant was hired to write at least four press releases each week. She is an experienced person who was easily able to meet this goal and is now producing excellent press releases. She has also established contact with faculty and staff campus wide. In addition, the Office of Marketing and Public Information continues to produce the Annual Report, the <u>Linking Up</u> Newsletter, the Foundation <u>Focus</u> and the President's Weekly Newsletter. The Office of Marketing and Public Information is currently developing a series of newspaper ads featuring Hartnell College students and alumni.</p>	<p>Increased publicity about the College permits greater knowledge and support within the community.</p>

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Area Goal	Accomplishment	Impact
<p>Institutional Advancement/Foundation Coordinate grant funding campus wide.</p>	<p>The Office of Institutional Advancement continues to write a significant number of grants each month. Grant funding is coordinated by meeting with members of the faculty and staff, including Deans and Vice Presidents, concerning grant proposals. This process seems to be working very well.</p>	<p>The coordination of grant funding allows a smoother process and campus-wide coordination of the process.</p>
<p>Institutional Advancement/Foundation Support fund-raising activities for the South County Center in King City.</p>	<p>As of January 2002, the Capital Initiatives Committee for the South County Center in King City raised approximately \$250,000. Included in this total are grants which were written by the Office of Institutional Advancement. The Capital Initiatives Committee held a Citizen of the Year dinner dance and auction scheduled for February 23rd. All proceeds from the event will benefit the South County Center. As of January 2002, the Capital Initiatives Committee was approximately half way toward meeting their fund-raising goal of \$500,000. At the Citizen of the Year event, the Committee raised and pledged an additional \$300,000 for the South County Center.</p>	<p>The Committee has now exceeded their fund-arising goal. The South County Center will be furnished and equipped with private donations.</p>

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Area Goal	Accomplishment	Impact
<p>Institutional Advancement/Foundation Investigate and begin to implement the President's Circle for Business Excellence.</p>	<p>Working cooperatively with the Foundation's Executive Board and Fund-Raising Counsel, Ms. Kay Grace, the Office of Institutional Advancement is beginning to implement a President's Circle for Business Excellence. Ms. Grace will meet with the Executive Board on April 9th to discuss implementation of the President's Circle for Business Excellence.</p>	<p>Donations to the President's Circle will involve the local business community with Hartnell College and will provide a revenue stream for the Foundation's Annual Fund.</p>
<p>Institutional Research & Planning Plan and implement institutional research studies and program evaluations needed to meet federal, state, and local mandates, as well as to meet timelines for college planning and for increasing responsiveness to community and economic development needs.</p>	<p>The North County Educational Needs Assessment survey was administered to a representative sample of North County residents. The results were summarized in both a Research Brief and full report, and disseminated to the campus community.</p>	<p>The Board of Trustees, President, Office of Instruction, and Student Services Office used the results to make decisions about programs, support services, and facilities to meet the needs of North County residents.</p>

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Area Goal	Accomplishment	Impact
<p>Institutional Research & Planning Train Institutional Research and Planning staff to use current computer hardware and software in research methodology and in accessing data.</p>	<p>The Institutional Research Analyst was trained to develop scannable surveys using NCS Design Expert software and to scan completed surveys using Scan Tools software.</p>	<p>The Institutional Research Analyst produced three scannable surveys using this software, which resulted in increased efficiency and decreased time to input and analyze data.</p>
<p>Institutional Research & Planning Facilitate development and implementation of an institutional effectiveness plan through shared governance.</p>	<p>The Institutional Effectiveness Assessment Subcommittee of the Institutional Planning Committee, which is chaired by the Director of Institutional Research and Planning, conducted forums with campus units to discuss and receive feedback concerning the current Institutional Effectiveness Assessment Plan draft.</p>	<p>When finalized and implemented, the plan will enable Hartnell College to determine how well it is fulfilling its mission, vision statements, and goals, as well as provide guidance for improving programs and services for students.</p>
<p>Institutional Research & Planning Integrate institutional planning, institutional research, and budgeting.</p>	<p>The Institutional Planning Committee, which is co-chaired by the Director of Institutional Research and Planning, produced and published a document showing the institutional planning and budgeting priorities associated with the funded budget augmentations for 2000-01.</p>	<p>This publication shows the campus community how planning priorities and budgeting are linked, as prescribed in the institutional planning procedures.</p>

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Area Goal	Accomplishment	Impact
Business Services Streamline the College's budget process.	Adopted Budget is on the shared "R" Drive.	Allows those with access to the R drive access to budget information.
	General Ledger is posted on Datatel with look-up capability for those with Datatel access.	Those with Datatel access can see budget and actual information.
Business Services Provide timely budget variance analyses and facilitate corrective actions when necessary.	Hired a full time Accounting Assistant assigned to Grants.	Improves accounting assistance and oversight for over 60 active grants plus numerous other specialized projects.
Business Services Prepare and distribute accurate and timely financial statements for trust and agency accounts.	With the Datatel financial module fully installed and functional, financial statements are now being prepared monthly in a timely manner.	Up to date reporting provides the Board of Trustees current financial information.

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Area Goal	Accomplishment	Impact
Business Services Continue to improve office processes and procedures to increase quality and efficiency.	User IDs and passwords have been established to facilitate more Financial Aid draw downs of funds.	Provides for electronic transfer of funds directly from fund holders and in some cases a check is delivered directly to the college.
	Individual Datatel training for Payroll Timekeepers responsible for timekeeping.	Provides new employees responsible for timekeeping direct training on their own timecards increasing understanding and minimizing entry errors.
	Established Journal Entries for payroll information to be downloaded directly from excel spreadsheets to Datatel.	More efficient and accurate information being transferred. Saves many hours of data entry time.
	Designed and implemented a payroll database to track wage history and other vital payroll information such as health and welfare benefits.	Increases accuracy and efficiency of research into various payroll issues. Centralizes many other informational resources prior to Datatel implementation.

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Area Goal	Accomplishment	Impact
<p>Business Services Manage the College's telephone and mail distribution systems to deliver excellent service in a cost-effective manner.</p>	Establish security/safety with regard to incoming U.S. mail by sending out memos campus-wide restricting personal mail and mailroom access.	The District will not spend staff time handling personal mail or packages. By limiting access to the mailroom, the facility and employees are more secure.
	Reconfigure the floor plan and traffic pattern for the mailroom and install new furniture and switchboard.	Increases access, efficiency and the multi-tasking ability of the clerk by centralizing the switchboard and expanding work space.
<p>Business Services Continue to provide training in the mechanics of budget management and the Datatel System.</p>	On-going training sessions are provided once each month and a manual developed for ACBL/GLBS/ GLBA financial information.	Facilitates understanding of accessing and using the financial information available through Datatel for new employees and others needing refresher training.
<p>Business Services Implement processes, such as the on-line materials ordering and purchasing system, to reduce paperwork and increase efficiency.</p>	Instituted on-line ordering of office supplies and other materials through Office Depot.	Efficiency and accuracy of supply orders, cost savings by taking advantage of quantity discount pricing, effective shipping, more efficient vendor payments.
<p>Business Services Expand the functions and staffing of the business office to improve services.</p>	The business office is currently fully staffed and organized to utilize employees most efficiently.	Will improve accounting assistance and oversight for over 60 active grants plus numerous other specialized projects.

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Area Goal	Accomplishment	Impact
<p>Business Services Institute a centralized purchasing process.</p>	<p>Partially complete. Centralized purchasing has been instituted for large items such as copiers, furniture and maintenance agreements.</p>	<p>Allows the college to take advantage of quantity discount pricing and provides college departments a centralized information and reference.</p>
<p>Business Services Eliminate manual check processing by providing electronic transfers of funds to employees' and students' bank accounts.</p>	<p>Part-time faculty direct deposit has been instituted.</p>	<p>This provides the same level of services to part-time faculty as to full time faculty with regard to timely receipt of paychecks.</p>
<p>Facilities Maintenance Update Deferred Maintenance Inventory.</p>	<p>Reflected in current and proposed Scheduled Maintenance 5-year Plan.</p>	<p>Majority of deferred work involves upgrades to HVAC which have a direct impact on air quality and personal comfort.</p>
<p>Facilities Maintenance Develop list of potential Bond projects.</p>	<p>List generated and under review for detailed input. Involves proposal for repairs, remodels, new buildings and projects such as parking facilities not normally funded by the State.</p>	<p>Useful for Scheduled Maintenance and Bond programs. List of needs reflects growth requirements and funding far in excess of the State resources and timing.</p>

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Area Goal	Accomplishment	Impact
<p>Facilities Maintenance Survey & select replacement software program for the existing obsolete and orphaned system.</p>	<p>Contacting various suppliers and meeting with M.I.S. department.</p>	<p>Current system no longer supported. Could impact entire work order, PM process and archives if system failed.</p>
<p>Facilities Maintenance Stabilize current operating budget.</p>	<p>Tracking process in place. Custodial and pool supplies being monitored for actual vs budget.</p>	<p>Pool costs appear to be in balance. Custodial supplies account needs increased budget.</p>
<p>Facilities Department Planning Update Emergency Response Plan.</p>	<p>Have outline of program structure. Working on 2nd revision of plan.</p>	<p>Will require considerably more involvement from staff and faculty over previous plans. Expect to have revised plan completed this summer for implementation in the fall.</p>
<p>Facilities Department Planning Update employee Illness & Prevention Plan (IIPP).</p>	<p>Former inadequate plan now current and implemented.</p>	<p>Program now adequate to withstand OSHA audit.</p>
<p>Facilities Department Planning Focus on Safety and reduced workers compensation issues.</p>	<p>Continue to decrease incident rate for Maintenance Department and Campus.</p>	<p>Currently experiencing the lowest incident rate in recent history. Major revenue savings by reducing and/or eliminating claims.</p>

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Area Goal	Accomplishment	Impact
<p>Facilities Department Planning Hire replacements for Administrative Assistant & Clerk positions.</p>	Both positions filled.	Improves Department functions & services. Relieves workload to allow focus on higher priority issues and programs.
<p>Food Services Upgrade with a new cash register system to include computer interface and declining balance charge capabilities.</p>	New register system was purchased and installed. Although it has the capability of computer interface, this has not been done. The declining balance system is operational.	The new system has simplified some financial record keeping.
<p>Food Services Maintain customer satisfaction by updating menu offerings to include new dishes.</p>	Conducted an informal written survey in May 01. Results indicated most customers were satisfied and provided ideas for new offerings. Eight new items were added.	The addition of eight new offerings has met with success.
<p>Food Services Perform a cost analysis on all menu items to track profitability.</p>	Cost analysis was completed in January 02 on most items.	

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Area Goal	Accomplishment	Impact
<p>Reprographics Decrease photocopier-printing turnaround time to requesters/customers.</p>	<p>Completed. Accomplished “Document Management Assessment” on campus with management/staff and faculty forums and department visits to determine needs. New, digital copier with hole-punch capability was added to current analog copier, doubling output.</p>	<p>Customers receive jobs immediately or same day.</p> <p>Customers do not have to go off campus, significantly decreasing soft costs and hard costs for them.</p> <p>Virtually no downtime with two machines.</p> <p>Productivity increases for other/different printing jobs requested.</p>
<p>Reprographics Decrease cost of supplies.</p>	<p>Completed. Cost reduction of copier paper through competitive quotes.</p>	<p>Initially, immediately, \$2.00+ cost reduction per case.</p>
<p>Follet's Bookstore Develop web site for customers to order/reserve textbooks.</p>	<p>Web site developed. Posted signs on campus. Off-site classes are encouraged to use web site. Posted signs at the South County Educational Center.</p>	<p>No waiting in line. Quick easy access to information: textbook prices, and required textbooks. Reduce out of stock textbooks. Ship direct to customer preferred address.</p>
<p>Follet's Bookstore Implemented campus charge (House Charge) at multiple cash registers.</p>	<p>Completed during the install of Point of Sale system (POS).</p>	<p>Expedite sales transactions for department. Real time account balance.</p>

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Area Goal	Accomplishment	Impact
<p>Follet's Bookstore To significantly increase Used Books sales.</p>	<p>Extensive use of Follett Wholesale Division and other used book wholesalers. Year-round Book Buyback promotion. Open communication with faculty.</p>	<p>Increase profits. Direct saving to students. Increase Book Buyback from students, immediate cash savings to students.</p>
<p>Follet's Bookstore Campus department to link with bookstore textbook re-adoptions.</p>	<p>In progress.</p>	<p>In progress.</p>

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Area Goal	Accomplishment	Impact
<p>Purchasing Implement centralized, on-line, e-commerce office supplies ordering system.</p>	<p>Completed. Emplaced Optimum Operating Efficiency: “piggyback” from the California State University System competitively bid office supplies agreement awarded to Office Depot.</p>	<p>End users introduced to (electronic commerce) on-line ordering of office supplies, saving time in not having to extensively research and order products using the manual, labor intensive paper requisition system. Saves significant time for end users and in Purchasing processing. Accuracy of supply orders greatly improved. Next-day desk top delivery to end users. All items shipped F.O.B. Hartnell College.</p> <p>Increased efficiency in vendor payment through monthly payment: Accounts Payable pays with 12 checks per year versus about 336 checks in previous years. Warehouse staff no longer ordering, stocking, inventorying, nor filling order requests and delivering office supplies to all departments. Hard Costs and Soft Costs greatly decreased. Written Purchasing Policy/Procedure emplaced.</p>
<p>Purchasing Implement improved ordering process for services and certain commodities, and pay vendors in a timely manner.</p>	<p>Completed. Increased number of Blanket Purchase Orders where appropriate for efficiency and timely payments.</p>	<p>Uninterrupted flow of services and certain commodities provided to end users. Timely payments made to vendors. Soft Costs decreased: Departments and Purchasing, processing significantly less regular purchase requisitions.</p>

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Area Goal	Accomplishment	Impact
<p>Purchasing Bulk mail processing: Implement system to improve efficiency and reduce both hard costs and soft costs.</p>	<p>Completed. Outsourced, to one local vendor, the bulk mail processing, as “one Hartnell College account.” Negotiated cost reduction.</p>	<p>Hartnell College gained maximum competitive advantage from its total economic power. Hard Costs reduced between 20% and 50%, depending on jobs submitted. Soft Costs reduced significantly for departments. Departments’ productivity increased in core activities. Vendor paid on time. Written Purchasing Policy/Procedure emplaced.</p>
<p>Purchasing Improve vehicle rental process.</p>	<p>Completed. Transferred responsibility of ordering rental vehicles from Facilities/Maintenance Department to individual departments.</p> <p><i>Note: Written Purchasing Policy/Procedure to be finalized.</i></p>	<p>Facilities/Maintenance Department: Soft costs reduced; more available time for Administrative/Clerical Assistant to spend on core work; direct ordering by departments increased efficiency, without increasing soft costs.</p>

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Area Goal	Accomplishment	Impact
<p>Purchasing Reduce cost of copy paper for departments and achieve optimum operating efficiency.</p>	<p>Completed. Copy paper available from on-line ordering of office supplies agreement at a reduced price.</p>	<p>Initial cost reduction per case was over \$5.00 for departments, with acceptable quality. Departments order copy paper on-line from office supply agreement, enjoying next day delivery, instead of ordering copy paper from Hartnell College Warehouse. Departments order paper as needed, instead of stockpiling. Warehouse removed from ordering, inventorying and delivering copy paper.</p>
<p>Purchasing Implement furniture acquisition program, obtaining quality, ergonomics and best price.</p>	<p>Completed. FCCC (Foundation for California Community Colleges) competitive bid agreement affords quality, ergonomics and best price. Managers and Staff defined and developed Hartnell College's standard furniture criteria at the on campus furniture forum.</p>	<p>Managers/staff acquisition costs eliminated. Pooling orders further reduced hard costs for all 12 participating departments. (Maximum Competitive Advantage from Hartnell College's Economic Power). Standardization of furniture provides flexibility and uniformity enhances the aesthetics of the offices. Ergonomic solutions helps keep the premium for Disability Insurance at an acceptable level. Warranty includes both parts and labor.</p>

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Area Goal	Accomplishment	Impact
<p>Purchasing Implement Photocopier Acquisition Program, obtaining standardized digital equipment capable of linking into Hartnell College's network system at best pricing, and acceptable service level to all departments.</p>	<p>Completed. All copier dealers presented copiers' capabilities, cost of copiers, cost per copy structure, and service levels. Negotiated with one local vendor for pricing and service level beyond initial competitive pricing and initial acceptable service level for Hartnell College.</p>	<p>Significant cost reduction in cost per copy. "Copy Management Program" allows flexibility without penalties. Service Level increased from normal 4 hours to 1 hour. Additional service visits to campus twice a week to assist staff. Standardization of equipment.</p>
<p>Purchasing Establish Hartnell College Service Agreement with Palm Net Service using Blanket Purchase Order.</p>	<p>Completed. Palm Net Service requires minimum 30 agency users on BPO to receive service. Hartnell College had 5-10 service end users. BPO established equaling 30+ users.</p>	<p>When out of town: Email capability provides immediate two-way communications. Arrange appointments and get directions to places very conveniently. Efficiency/customer service increased.</p>
<p>Purchasing Sell new, larger chair desks.</p>	<p>Completed. Sold 130 chair desks to Harbor High School in Santa Cruz.</p>	<p>Proceeds funded 136 smaller chair desks the Deans preferred.</p>
<p>Purchasing Establish Blanket purchase order accounts with book vendors, versus current deposit account method.</p>	<p>Completed. Two of the three book vendors converted to BPO accounts.</p>	<p>Order items on-line. Soft Costs decreased. Efficiency/customer service increased.</p>

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Area Goal	Accomplishment	Impact
<p>Purchasing Decrease Annual Cost of Pool Chemicals.</p>	<p>Completed. Negotiated annual, 36% cost reduction through one-time, annual purchase and delivery of one chemical used.</p>	<p>Hard Costs decreased. Soft Costs decreased.</p>
<p>Purchasing From campus-wide “Document Management Assessment”, including forum with faculty representatives, establish copier for exclusive use by faculty with improved charge-back system, given no available funds, no location identified and no identified support staff.</p>	<p>Completed. Calculated revenue from three newly placed “student” coin operated copiers will support those copiers and will support life cycle cost of one new, faculty, digital, networked copier. Location in Library CLTC and supported by Library staff.</p> <p><i>Note: “DebitLog card” is being reviewed. When approved by I.S., then implemented. Written procedure pending.</i></p>	<p>Faculty, for the first time, has its own copier to make copies. Jobs completed sooner. Productivity increased. Eventual “DebtLog card” system operational. Customer Service greatly improved.</p>

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Area Goal	Accomplishment	Impact
<p>Purchasing Generate three different vendor reports for the President per required, specific criteria.</p>	<p>Completed. Purchasing Technician researched information, worked with A.I.S., collaboratively, to have Datatel software respond with needed report information, and formatted and completed two of three reports per required, specific criteria requested.</p> <p><i>Note: Third report in progress.</i></p>	<p>Useful, complete, accurate and timely information presented, as specified, for the first time.</p>
<p>Purchasing Transfer Office Depot “Super User” responsibilities to Purchasing Technician.</p>	<p>Completed. Purchasing provided formal training by Office Depot representative and ongoing training by Director of Purchasing.</p>	<p>Cross training ensures enhanced support to end users. Director of Purchasing freed up to work on other projects.</p>
<p>Warehouse/Receiving Reduce inventories to zero.</p>	<p>Partially completed. Reduced inventories from \$71,000 to \$33,000.00.</p>	<p>Untied \$38,000 to be used elsewhere. Reduction in time to take end-of-year inventory and productivity increased.</p>
<p>Warehouse/Receiving Report monthly/annual consumption of custodial supplies.</p>	<p>Completed. Written monthly/annual report developed from “Warehouse Requisitions”.</p>	<p>Report used: as basis for custodial supply budget; to work toward J.I.T. receiving; to set reorder points; for cost reductions of items by: negotiations and bids.</p>

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Area Goal	Accomplishment	Impact
<p>Warehouse/Receiving Reduce cost of custodial supplies.</p>	<p>Partially completed. Knowing the annual usage of towel and tissue, the Warehouse Technician negotiated price per case downward.</p>	<p>\$2,101.13 saved in Facilities/Custodial Budget for fiscal year 01-02. More funds available for contingency custodial supplies, if needed.</p>
<p>Warehouse/Receiving Reduce obsolete custodial supplies.</p>	<p>Completed. Warehouse Technician traded, dollar-for-dollar, obsolete custodial supplies for items that are currently being used.</p>	<p>Contributed to reduction of overall inventory investment.</p>
<p>Warehouse/Receiving Reconfigure Warehouse.</p>	<p>Completed. Warehouse Technician and Assistant reconfigured shelving and where items are to be stored.</p>	<p>Time saved and efficiency increased in picking custodial orders and loading on cart. Separation of Warehouse-owned custodial supplies and Facilities/Custodial owned supplies. Periodic inventories easier to accomplish.</p>
<p>Human Resources and Staff Diversity Improve hiring timelines.</p>	<p>Ensured that the Hiring Committee meets weekly to identify faculty needs. Thus we were able to meet the December goal and advertise in January which allows Human Resources to close positions by April.</p>	<p>The college loses fewer potential educators to other institutions.</p>

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Area Goal	Accomplishment	Impact
<p>Human Resources and Staff Diversity Measure the success of each hire by cost, timelines and diversity.</p>	<p>This annual exercise helps the department to use limited funds to maximize the outreach for new faculty, staff and managers.</p>	<p>In spite of great competition for scarce human resources, Hartnell's recruitment and selection of employees is successful.</p>
<p>Human Resources and Staff Diversity Put Hartnell applications online.</p>	<p>Completed, all employment applications are online.</p>	<p>Greatly improves the process timelines, ease of access, completion, saves postage and paper cost, and standardizes the application packages.</p>
<p>Human Resources and Staff Diversity Increase the use of the internet for recruitment.</p>	<p>Ongoing goal to reach more applicants. Must keep abreast of new changes in technology to make use of reduced funds and human resources.</p>	<p>The outreach is greater. The applicant pools are getting larger and more diverse.</p>
<p>Human Resources and Staff Diversity Establish a cooperative with regional CCDs to recruit new educators.</p>	<p>Hartnell and eight other CCDs have joined to recruit nationwide and use one application for all. An applicant can apply for multiple openings with one online application form.</p>	<p>Greater cooperation makes the nine CCDs more attractive to prospective candidates and has been recognized by the State Chancellor's Office as a positive method to increase diversity.</p>

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Area Goal	Accomplishment	Impact
<p>Human Resources and Staff Diversity Improve professional growth for Human Resources staff.</p>	<p>Ongoing goal. Each Human Resources staff member is given opportunities to travel to and attend one or two annual training sessions on some aspect of Human Resources.</p>	<p>The training has translated into more customer friendly methods of processing the myriad of personnel actions to providing better service and the ability to stay current with labor laws, changes to the education code, and changing employment trends.</p>
<p>Human Resources and Staff Diversity Staff Development activities to help the workforce adjust to changing student needs and to access new technologies.</p>	<p>Ongoing goal. Many significant training sessions and multiple classes for faculty and staff are offered every semester in technology. One hundred percent of the faculty have been involved in lectures and workshops focused on diverse learning styles and the effect cultural differences make.</p>	<p>Twenty percent of the faculty are actively engaged in multicultural curriculum development. All of the efforts to provide an ever improved learning environment can be measured over a period of years in high transfer rates.</p>
<p>Human Resources and Staff Diversity Assume the responsibility for all personnel actions for all categories of employees – including student workers and short term employees.</p>	<p>This goal has been accomplished.</p>	<p>Single over site and processing eliminated a long standing audit exception and has allowed for greater standardization, greater control of costs and a more accurate way to analyze human resources needs.</p>
<p>Human Resources and Staff Diversity Assume the responsibility for time and attendance.</p>	<p>This goal has been accomplished.</p>	<p>Allowed the district to track the cost and use of various benefits. Collective Bargaining agreements have changed, workers comp claims are more accurately addressed, and the district has reduced errors and omissions.</p>

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Area Goal	Accomplishment	Impact
<p>Human Resources and Staff Diversity Assume the responsibility for institutional records retention and disposition.</p>	Yet to be attained.	
<p>Human Resources and Staff Diversity Establish a partnership with local higher education institutions to share part time faculty to maximize the use of adjuncts and provide better income for them.</p>	Yet to be attained.	
<p>Human Resources and Staff Diversity Place all Human Resources policies, procedures and employee information online.</p>	Human Resources has established three web sites and uses the internet to display most public and in-house information. Access is still difficult.	Virtually all personnel information, policy, contracts and benefit information is available to employees online. Access has been addressed.
<p>Technology Master Plan The College will add five “Smart” Classrooms each year beginning in 2002/03.</p>	Six new smart classrooms were created this year. They were CAD lab, Network Lab, CAB 279, CAB 267, Merrill 4 and Merrill 8.	Student learning using different modalities is now occurring in new areas of science, math and occupational education.

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Area Goal	Accomplishment	Impact
<p>Technology Master Plan Maintain a multi-media Macintosh Classroom.</p>	<p>FSS grant, RFA 00-008-008, Discipline Directed Internships in Multimedia, Project Director, Jerri Nemiro, Partnership for Excellence grant, Project director Jerri Nemiro, Mac lab upgrades, 20 G4's, High end- 3d modeling software, Lightwave 3D, video special effects, Adobe After Effects for all 31 Macs in lab. Video equipment for full frame video export and capture. DVD authoring on 2 MACs in lab.</p>	<p>Students skills for employment and intern placement increased. Curriculum revised to include contemporary high-end 3D modeling and animation and full frame video and video special effects. Thirty-nine student interns placed in the past two years with local employers by the FSS grant in multimedia, Project Director, Jerri Nemiro.</p>
<p>Technology Master Plan Maintain a Faculty/Staff Resource Center.</p>	<p>All 8 of the computers were upgraded this year. Additionally a plasma screen was purchased. Upgraded the video editing equipment.</p>	<p>An increased diversification of staff, faculty and administration now utilize the center. The plasma has provided a different resource that attracts more faculty and staff than ever before, as well as the video editing equipment.</p>
<p>Technology Master Plan Upgrade the Planetarium.</p>	<p>A technology plan was developed for the planetarium. This plan was then successfully used to receive a grant for \$300,000 that will provide funding for lab stations in the planetarium and new projection equipment.</p>	<p>Development of labs for astronomy lecture course, increased number of planetarium shows, and development of new curriculum for astronomy, which will increase student learning and retention.</p>

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Area Goal	Accomplishment	Impact
<p>Technology Master Plan Maintain an integrated college-wide finance, student records, and human resource system.</p>	<p>Datatel is up and running for human resource, financial, instruction and student services modules. Staff and faculty have been trained on this new system.</p>	<p>The College has implemented a system-wide administrative software system.</p>
<p>Technology Master Plan Develop Technologies at our King City campus.</p>	<p>Plans for the King City site have been completed and construction should be completed with the next two months. State of the art computers and projectors are now on order. A plan for designing a state-of-the-art distance learning lab has been funded.</p>	<p>It is expected that this state-of-the-art facility will be fully functional by summer 2002.</p>
<p>Technology Master Plan Provide faculty and staff with technology training.</p>	<p>Fifteen scheduled courses were given in the FRC providing training to staff and faculty. Over 300 people were trained in the FRC during this reporting period. Technology training was also provided to technical staff for the Xylan ATM switches.</p>	<p>Substantial inroads have been made into integrating technology literacy campus wide. The training has increased awareness not only in distance education but also in assistive technologies in accordance to new ADA regulations. Video editing training also has increased distance learning capabilities.</p>

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Area Goal	Accomplishment	Impact
<p>Technology Master Plan Provide disabled students with access to computer labs and equipment.</p>	<p>Surveyed existing amount of stations and technologies. Developing station standards and made at least 10% of all computers on campus ADA accessible, including King City Campus. Budgeted monies to allow for areas of deficiencies and upgraded equipment including a refreshable brailler. Larger monitors 19" STD+ and motorized adjustable tables now standard. Replacement equipment being ordered and installed.</p>	<p>Students can expect to be able to find in any computer lab on campus at least one ADA station with campus standards. Other more intense equipment is available and through faculty/staff training, awareness of what equipment is available is being raised, and therefore student awareness is also being raised.</p>
<p>Technology Master Plan Develop the College's World Wide Web capabilities.</p>	<p>Hired full time Web Administrator. Created Web Site Strategy draft.</p>	<p>Improvement to the College by creating capacity to respond to the needs of students. Web site is being upgraded to include being compliant with the ADA regulation: Section 508 which will allow for greater user accessibility.</p>
<p>Technology Master Plan Develop technologies to support the Health Professions Training Center, Natividad Medical Center.</p>	<p>Natividad is now connected to the Colleges data backbone via microwave. The microwave carries data and telephones.</p>	<p>Nursing students are now being trained at the Natividad facility.</p>

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Area Goal	Accomplishment	Impact
<p>Five Year Construction Plan List and prioritize projects to sequence a building in to construction each year beginning in 05-06. The LRC is currently projected for construction in 04-05.</p>	<p>The current order reflects the tightest construction sequencing the State will allow.</p>	<p>This is the optimum sequencing for presentation to the state but implementation and arranging swing space will require more time between projects.</p>
<p>Five Year Construction Plan Synchronize 5-yr construction with Capital Bond List of projects.</p>	<p>In process of building Capital Bond List to compliment the 5-year construction plan.</p>	<p>The duplication of New Building project list is severely impacting the Bond project inventory by committing almost half the projected \$125-\$150 million Bond potential. Need to look at adjusting priorities and projecting shared funding projects.</p>
<p>Five Year Construction Plan Integrate East Campus construction with the Main Campus Master Plan.</p>	<p>A Tech Center facility is being submitted as an FPP 5/02. A second facility is being projected also. As of 4/15/02 a developer/partner has been selected to evaluate the East Campus development. It is anticipated that a preliminary Site Master Plan will become available.</p>	<p>A preliminary Site Master Plan is required to effectively integrate both East and West Campuses.</p>

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Area Goal	Accomplishment	Impact
Five Year Construction Plan Periodically update the Main Campus Site Master Plan.	The current plan needs update revision.	Need periodic update to keep planning current.
Five Year Construction Plan Generate a preliminary Master Site Plan for East Campus.	Developer/partner to provided plan. Estimate 6 to 8 months before plan is available.	A general site plan would be helpful to visualize the configuration and quantity of buildings leading to the program usage.