Non-instructional Guided Pathways Program Review

As Hartnell College is embarking on a journey to join a growing national movement aiming at improving student success called “Guided Pathways,” the Guided Pathways framework is incorporated into the Spring 2018 Program Review. The Guided Pathways framework “creates a highly structured approach to student success that provides all students with a set of clear course-taking patterns that promotes better enrollment decisions and prepares students for future success. The Guided Pathways framework also integrates support services in ways that make it easier for students to get the help they need during every step of their community college experience.” (California Community College Guided Pathways, http://cccgp.cccco.edu/About-Guided-Pathways)


Please note that resource requests will occur in fall 2018.

<table>
<thead>
<tr>
<th>Service/Office/Non-Instructional Program</th>
<th>Date Submitted to VP (Deadline by 4/27/17)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Student Program</td>
<td>June 8, 2018</td>
</tr>
</tbody>
</table>

*Please note that you should work with your colleagues and supervisor/director/dean to ensure that this report is completed, revised as needed, in its final form and submitted no later than April 27, 2017.

List of Contributors, including Title/Position

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
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<tbody>
<tr>
<td>Mary Dominguez</td>
<td>Dean Student Affairs/Enrollment Services</td>
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<tr>
<td>Irene Haneta</td>
<td>Enrollment Services Lead</td>
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<tr>
<td>Monica Navarro (p/t)</td>
<td>Admissions and Records Technician</td>
</tr>
</tbody>
</table>

typed Name of Manager  Date
Mary Dominguez  June 8, 2018

A. STUDENT SUCCESS
1. As Hartnell is a student-focused college, how does your service/office/non-instructional program focus on students?

[Enter your response in the table cell below. The box will expand as you enter text:]

Our program assists students from other countries who have entered the United States on an F-1 Student Visa and who have enrolled at Hartnell College through our International Student Program. We provide year-round assistance with the pre-arrival process, including documentation preparation for the visa application and provide referrals for off-campus housing. Upon arrival, students receive assistance with registration, academic counseling, immigration matters, and transfer and career advising. The Services provided to International students through Admissions and Records and the International Program are not duplicated in any other department on campus. The staff that supports the International Student program is knowledgeable on the College’s policies and procedures as well as U.S. Immigration and Customs Enforcement federal regulations.

2. How does your service/office/non-instructional program interact with prospective students in the community and assist/support students to enroll? Is there more that it can do?

[Enter your response in the table cell below. The box will expand as you enter text:]

Since there is no permanent staff assigned and no budget, we do not actively recruit international students. We have information available on our website about the enrollment process and the criteria for being admitted as an international student. Most interaction is generated by the student initiating a request for information and or enrollment. Only at that time, do we then interact directly with the international students to assist them in being admitted, enrolled, and completing a request for an I-20 VISA for them to arrive in the U.S.

3. How does your service/office/non-instructional program support students in choosing their pathway? Is there more that it can do?

[Enter your response in the table cell below. The box will expand as you enter text:]

Upon arrival to Salinas, students are required to meet with the international staff for both a one-on-one orientation to college and to meet with an academic counselor. During their initial interaction an educational plan is created based on the student’s
International students are required to follow their educational plan due to federal regulations surround F-1 visa students. If during their course of study, the international student decides to change their program or goal, they must meet with an academic counselor again for a new ed plan and submit a copy of the revised plan to the international student office personnel.

4. What does your service/office/non-instructional program do to impact and/or support students’ learning in the classroom? Is there more that it can do?

[Enter your response in the table cell below. The box will expand as you enter text:]

While we do not offer direct support services to students learning in the classroom, we ensure that we make referrals to students about other campus services such as the Tutorial Center, Panther Learning Lab to help meet their instructional needs. In addition, we also make referrals to support programs such as TRiO, EOPS, Veterans, MiCasa, sports counseling, MESA, Math Academy, Associated Students of Hartnell College, etc.

5. How does your service/office/non-instructional program support students to
   a. Complete their program?
   b. Complete their program on time?

   Is there more that it can do?

[Enter your response in the table cell below. The box will expand as you enter text:]

The staff checks the enrollment of international students at various points in the semester to ensure that the student is still enrolled in a minimum of 12 units. Each semester, their grades are reviewed for the minimum 2.0 GPA requirement as well as course completion. Should they not be making satisfactory progress, then the student must come in to meet with the Enrollment Services Lead to talk about why they are not progressing. If needed, we bring in an Academic Counselor and other support staff to help the student get back on track. International students are limited to the amount of time they can be studying in the U.S. so it is important that they complete their coursework on time.

6. What does your service/office/non-instructional program do to assist students in
a. Transferring to a four-year institution (finding the right institution and determining what needs to be done to get there)?

b. Finding employment opportunities in their field (finding the right employment opportunities and determining what needs to be done to get there)?

Is there more that it can do?

International students wishing to transfer to another institution as an F-1 visa holder requires assistance from the International staff. The staff has to ensure the other institution’s International Department is aware and approves the transfer before any work can begin. After the student receives acceptance from the other institution, Hartnell must transfer the student’s record through the US Governments portal called Student and Exchange Visitor Information System (SEVIS) record to the new institution.

F-1 visa holders are limited in terms of finding employment. If they are approved to work, the International staff assists the student in obtaining a work permit through the local Social Security Department.

B. SERVICE AREA OUTCOMES

Each service unit/office/non-instructional program develops its own Service Area Outcomes (SAOs). The outcomes should be directly related to the work of the service unit/office/non-instructional program, challenging but attainable, and measureable. SAOs should articulate what specifically is to be achieved; their measurement should assess how well the service unit/office/non-instructional program is performing.

http://www.hartnell.edu/service-area-outcomes

Please answer the following questions:

1. Which service area outcome did you assess? How did you assess it?

[Enter your response in the table cell below. The box will expand as you enter text:]
2. Describe how service area outcomes were specifically addressed by the service/office/program during the past year.

   Was there review and analysis of the data? How did the staff engage in discussion? Were any interventions conducted? Are there any plans to make changes/improvements in the service/office/program? What did you find?

   [Enter your response in the table cell below. The box will expand as you enter text:]

   Unfortunately due to our low number of international students, the educational plans are easily managed by the one part time International staff member.

   c. PREVIOUSLY SCHEDULED ACTIVITIES (Linked to previous PPA)

   1. Evaluate the success of each completed activity since your last PPA. What measurable outcomes were achieved? Did the activities and subsequent dialog lead to significant
change in student learning or program success? Your previous PPA can be found through this link: [http://www.hartnell.edu/2017-program-planning-and-assessment-reports-1](http://www.hartnell.edu/2017-program-planning-and-assessment-reports-1)

[Enter your response in the table cell below. The box will expand as you enter text:]

<table>
<thead>
<tr>
<th>Project</th>
<th>What Measurable Outcomes were achieved?</th>
<th>Did the Activity &amp; Subsequent dialog lead to significant change in program success</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Need budgetary resources for staff (advisor) training and travel</td>
<td>None (no allocation was made last year)</td>
<td>The District maybe out of compliance with Department of Homeland Security regulations as we have no funds for training opportunities to stay abreast of regulations changes.</td>
<td>2019 - 2020</td>
</tr>
<tr>
<td>2. Purchase the latest version of the NASFA Manual (online access)</td>
<td>None (no allocation was made last year)</td>
<td>The District maybe out of compliance with Department of Homeland Security regulations as we have no funds for training opportunities to stay abreast of regulations changes.</td>
<td>2019 - 2020</td>
</tr>
<tr>
<td>3. Need budgetary resources to publish recruitment/ outreach materials. Including advertising in international journals</td>
<td>None (no allocation was made last year)</td>
<td>No change as we have no funds to develop materials.</td>
<td>2019 - 2020</td>
</tr>
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