

## PROGRAM REVIEW REPORT

Name of Program: Office of Learning

Division/Operational Area: Instructional/Student Services

Contact Person: Antonia Ecung

Submission Date: May 17, 2006

*[Note: The information in this area will repeat on all pages.]*

### **Porterville College Mission Statement:**

Students are our focus at Porterville College. We are committed to providing an excellent educational experience to our diverse community in an environment that fosters student learning and success. In promoting a student-centered learning environment, we commit ourselves to innovation, respect, collaboration, collegiality and participatory governance.

### **Program Mission Statement:**

In support of the Porterville College mission statement the Office of Learning is committed to facilitating student learning and success through collaborative relationships with all College staff, students our local community as well as the Kern Community College District, regional and state agencies. These collaborations assist the Office in promoting the mission of the College by maintaining mutual respect, collegiality, and a commitment to participatory governance.

### **Program Student Learning Outcomes:**

This Office has not yet developed student learning outcomes specific to an administrative office. These will be developed during the 2006-07 academic year.

### **Student Services Areas**

The Counseling Center is collaborating with the Porterville College Institutional Researcher to develop survey instruments to assess Student Learning Outcomes relevant to the services provided by the Transfer Center, Matriculation, the Counseling Center, CALWorks, EOPS and LISTO. The Disabilities Resource Center has already developed such a survey and is in the process of gathering information from the students receiving accommodation and services in their area.

These surveys will be used to poll students early in the fall 2006 term. The results from the survey will provide feedback to be used to determine areas that need improvement to maintain student satisfaction in the services provided by these areas. The surveys will also help to reinforce and highlight areas of success and achievement in these student services areas.

### **Instructional Areas**

Faculty representatives and division chairs have been involved in a summer training program to assist them in creating student learning outcomes within their divisions and departments, and for their classes. The instructional areas are at different stages of developing and assessing specific student learning outcomes.

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## **Analysis of Current Performance:**

The office of the Dean of Learning is staffed by the dean and one administrative secretary. The administrative secretary supports community services that include courses in Traffic Safety, Gun Safety and Emergency Medical Training. She also monitors the budget for the Porterville Developmental Center. The Dean of Learning works with various instructional and student services areas. Please see lists below.

The dean interprets and administers district policy regarding academic, student and student services programs, faculty load and scheduling; assists in recruitment, selection, evaluation and orientation of faculty; evaluates the performance of faculty and classified personnel; coordinates fall, spring, and summer scheduling, course offerings, and staff assignments; works with division chairs in curriculum maintenance and development; interprets and administers college policy with respect to student assessment and student discipline; supervises the development and implementation of the College Career and Transfer Center; coordinates education courses and orientation activities.

The Porterville College instructional and student services areas support the campus mission by working with faculty and staff to facilitate student success. Both areas work diligently to support students in their efforts to attain their academic goals, become productive citizens and enrich the local and the global communities.

As part of the Office of Learning this office works with the following instructional areas:

<b><u>Fine Arts</u></b>	<b><u>Social Science</u></b>	<b><u>Language Arts</u></b>
Art	Anthropology	History
Drama	Political Science	Psychology
Music	Sociology	Philosophy
Speech	Economics	Human Services
		Composition & Literature
		Reading
		American Sign Language
		Spanish and French
		English as a Foreign Lang.
		Developmental Lang. Arts

## **Child Development and Education**

Work Experience

Classes related to Child Development

Education (preparation for college) and Introduction to teaching.

The Student Services areas assigned this office include:

CALWorks	Matriculation	Health Services (Campus Nurse)
EOPS	Disabilities Resource Center	Associated Students
Counseling	LISTO	Student Discipline
Articulation	Transfer Center	Student Grievances (related instructional areas)

Each of these student services areas is in various stages of development relative to student learning outcomes.

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### **Program Strengths and Areas for Improvement:**

The student services programs include those that are categorically funded and those that are part of the Porterville College budget.

Although they too are faced with shrinking allocations, the categorical programs are doing an excellent job meeting student needs, expanding their programs and working with faculty, staff, and the community. They are well staffed and departmentalized so they can address the specific needs of the student constituency groups they support.

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Those counselors providing academic advising for the total Porterville College student population have no budget allocation. Each counselor also carries the responsibilities of other areas supported by the Counseling Center. These responsibilities include the Transfer Center, Articulation, Orientation, Assessment, and special counseling sessions for veterans and student athletes. Adding one more full-time counselor to the staff would extend all of these services which would enhance student retention and success rates. There are not enough counselors to provide full coverage (summer, fall and spring) for all of the necessary advising and support services programs listed above. The Center could be opened for longer periods during the day and evenings in support of full-time, part-time, working students, and parents advising needs. Another counselor would also provide full-time summer academic advising, particularly to provide services for the large fall freshmen enrollments.

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Grants have become important to the campus as Porterville College looks for ways to continue funding for established programs and to develop new programs that are pertinent to meeting and supporting student needs. Many on campus, including faculty and staff, are wearing several different program hats. It becomes harder each year for individuals to monitor and maintain various grants. A new position is necessary to monitor all of the budgets and requirements for the grants that have been and will be established on campus.

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All instructional divisions and programs and student services are shared by both Deans of Learning. It might be easier for students, faculty, and staff to determine which dean carries particular responsibilities if the campus administration was reorganized. However, there are important factors to consider. The new compressed calendar would mean there will be more faculty and staff evaluations to be completed in a shorter period of time; the same number of meeting responsibilities will need to be met during academic terms with fewer weeks. These and other responsibilities to be faced by administrators need to be addressed before any form of reorganization can be attempted.

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**Goals** (This section is for you to report on progress on previously established goals and listing of new goals. If your program is addressing more than 2 goals, please duplicate this page)

Goal(s)	Timetable for Completion	Needed resources	Obstacles to completion (if any)
1. Develop an plan specific to outreach services involving Assessment/Orientation and Matriculation	Complete during the 2006-07 academic terms.	None	The new compressed calendar will challenge the scheduling of assessment and placement activities. This will impact on the amount of time to be devoted to planning.

Progress on Goal: Ongoing

\_\_\_ Completed (Date        )  
 \_\_\_ Revised (Date        )

Comments: A committee will be formed to assist in completing the goal and its objectives. Matriculation will attempt to complete the goal in the allotted time frame. However, an early completion date will serve to assist in facilitating and developing student learning outcomes for this program.

Goal(s)	Timetable for Completion	Needed resources	Obstacles to completion (if any)
2. Continue to work with instructional divisions and student services programs to encourage and assist in creating student learning outcomes for and within each department.	This effort is ongoing	A budget to encourage and sponsor in-house workshops and hands on activities for those faculty and staff who need added support in developing student learning outcomes for their subject and service areas.	Faculty schedules and the new class schedule may make it difficult to coordinate meetings and workshops.  Since the counselors have the responsibility of academic advising for <b>all</b> students it will be challenging to arrange their schedules and maintain complete coverage in the Counseling Center

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			while facilitating meetings and workshops.
<p>Progress on Goal: Ongoing</p> <p>___ Completed (Date        ) )</p> <p>___ Revised (Date        ) )</p> <p>Comments:</p>			

### STAFFING REQUEST

<b><u>Staff Resources:</u></b>				
<b><u>Current Staffing Levels</u></b>				
<b><u>Full-time Staff (FTE)</u></b>			<b><u>Part-time Staff (FTE)</u></b>	
Faculty			Faculty	
Temporary			Temporary	
Classified	1		Classified	
Management	1		Management	
<b><u>Request for New/Replacement Staff</u></b>				
Use one line for each position requested. Justify each position in the space below.				
	Title of Position	Classification <small>(Faculty, Classified, or Management)</small>	Full or Part Time	New or Replacement
Position 1	Counselor	Faculty	Full-time	New
Position 2				
Position 3				
<p>Justification:</p> <p>An additional counselor would increase the hours the Counseling Center would be open to meet the academic advising needs of the Porterville College student population. It will also alleviate the number of outside responsibilities each counselor carries, affording them more time to provide much needed academic advising.</p>				

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### BUDGET REQUEST

	Current Budget	Amount of Increase	Revised Total
2000 (Student)			
4313	0	\$1,000	\$1000
5220	0	\$500	\$500
Other			

**Justification:**

Counselors need a department budget allocated for supplies and equipment. Presently there is no budget assigned to that area. Office supplies and equipment are necessary since their responsibilities extend to retention and academic advising for all Porterville College students. Office forms, paper, ink cartridges, etc. are necessary to support those efforts.

Funding for conferences and meetings pertinent to the work they do should be allocated. These conferences will keep counselors informed as to changes in transfer requirements at UC and CSU institutions. Attendance at these conferences will also keep them abreast of innovations in their areas of expertise, as well as, expand their networks and contacts within the state.