Commendation

**Academic Year** 2007-2008  
**Commendation** A good start to an important document for the Outreach & Recruitment department. As the state of this department changes over time and evolves according to the college’s needs, this Program Review document will be revisited often to help shape the direction of the department, considering all the internal pressures (staffing, space, fiscal) and external pressures (constituents, demand, availability).

**Validation Meeting:**
Thursday, November 19, 2009 at 2:30pm  
Members in attendance: Mark Pursley, Dennis Schroeder, Rosalie Torres, Ludi Villegas

### Recommendations

<table>
<thead>
<tr>
<th>Year</th>
<th>Recommendation</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007-2008</td>
<td>Key section left blank, but needed to help guide program in determining high/mid/low level goals based on available or projected resources. Any related research (articles, input from constituents, etc.) should be included or attached to the Program Review document when making future revisions.</td>
<td>- Mark Pursley, Dennis Schroeder, Rosalie Torres, Ludi Villegas</td>
</tr>
</tbody>
</table>

#### Objectives

0 Objectives.

<table>
<thead>
<tr>
<th>Year</th>
<th>Recommendation</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007-2008</td>
<td>Good summary of the extent to which Outreach &amp; Recruitment works with outside organizations (highs schools, adult schools, local not-for-profits, etc.). If a master source document exists that lists all the organizations which LAMC connects, this should be included with future Program Review documents.</td>
<td>- Mark Pursley, Dennis Schroeder, Rosalie Torres, Ludi Villegas</td>
</tr>
</tbody>
</table>

#### Objectives

0 Objectives.

<table>
<thead>
<tr>
<th>Year</th>
<th>Recommendation</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007-2008</td>
<td>Key section left blank, which should be updated as it will help determine future needs for current staff and help shape the expectations for future department employees.</td>
<td>- Mark Pursley, Dennis Schroeder, Rosalie Torres, Ludi Villegas</td>
</tr>
</tbody>
</table>

#### Objectives

0 Objectives.

<table>
<thead>
<tr>
<th>Year</th>
<th>Recommendation</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007-2008</td>
<td>Martha indicated that this section was left blank as it was assumed that most of the facility-related issues would be resolved once space on the lower floor of the Campus Center would be renovated and re-tasked for use by the Outreach &amp; Recruitment Office.</td>
<td>- Mark Pursley, Dennis Schroeder, Rosalie Torres, Ludi Villegas</td>
</tr>
</tbody>
</table>

#### Objectives

0 Objectives.
Objectives

0 Objectives.

**Year**: 2007-2008
**Program Effectiveness – Surveys / Student Satisfaction Survey**
Survey or evaluation results from any events or activities should be included in Program Review document revisions. Are surveys or evaluations conducted at or after events?

**Recommendation**: Martha indicated that different survey and evaluation instruments are used for the varied events and outings the Outreach & Recruitment Office attend throughout the year. The summary of this information is available in other documents or electronic format.

**Response**: - Mark Pursley, Dennis Schroeder, Rosalie Torres, Ludi Villegas

**Response Update**: InProgress

Objectives

0 Objectives.

**Year**: 2007-2008
**Program Overview – Overview / Response to Demand**
Program Overview – Overview / Number of Participants Served

**Recommendation**: Additional breakdown of the different types of contacts/meetings/events held by or sponsored by Outreach & Recruitment would demonstrate and better quantify the work of the department. In particular, the number and type of events would assist in future planning when determining a balance between big/small, and on/off-campus events when financial or personnel constraints are considered.

**Response**: - Mark Pursley, Dennis Schroeder, Rosalie Torres, Ludi Villegas

**Response Update**: InProgress
Objectives
0 Objectives.

Unit Review - Mission Statement

Program Mission

Describe the purpose of the program:

Outreach & Recruitment mission is to actively publicize, promote interest and increase knowledge of the academic and vocational programs and student support services at Los Angeles Mission College through welcome brochures, student support services brochures, classroom presentations, admissions applications and financial aid workshops, college & career fairs and community events. Implement outreach and recruitment plans designed to recruit potential students, and maintain a consistent presence at high schools and the local community.

The Outreach and Recruitment Office has not been operational for the past two years. We are hoping to get it back opened in AY ’14 - ’15.

Respondent: Joe S. Ramirez

Unit Review - Services & Hours of Operation

Program Services & Hours of Operation

Location, days/hours:
Campus Center Basement-Outreach & Recruitment Center is currently closed due to budget restraints.

Respondent: Joe S. Ramirez

Services offered during last cycle:

<table>
<thead>
<tr>
<th>Service</th>
<th>Date Added</th>
<th>Date Deleted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Aid Workshops</td>
<td>On-going</td>
<td></td>
</tr>
<tr>
<td>Recruitment</td>
<td>On-going</td>
<td></td>
</tr>
<tr>
<td>Inreach</td>
<td>On-going</td>
<td></td>
</tr>
<tr>
<td>BOG fee waiver form assistance</td>
<td>On-going</td>
<td></td>
</tr>
<tr>
<td>FAFSA one-on-one assistance</td>
<td>On-going</td>
<td></td>
</tr>
<tr>
<td>Admissions application assistance</td>
<td>On-going</td>
<td></td>
</tr>
<tr>
<td>Admissions process workshops</td>
<td>On-going</td>
<td></td>
</tr>
<tr>
<td>Add/Drop classes online assistance</td>
<td>On-going</td>
<td></td>
</tr>
<tr>
<td>FAFSA worksheet form assistance</td>
<td>On-going</td>
<td></td>
</tr>
<tr>
<td>Community Colleges workshops</td>
<td>On-going</td>
<td></td>
</tr>
<tr>
<td>Scholarship web search assistance</td>
<td>On-going</td>
<td></td>
</tr>
<tr>
<td>High School seniors assessment</td>
<td>On-going</td>
<td></td>
</tr>
<tr>
<td>Distribution of schedule of classes &amp; catalogs</td>
<td>On-going</td>
<td></td>
</tr>
<tr>
<td>Campus Tours</td>
<td>On-going</td>
<td></td>
</tr>
</tbody>
</table>

Population Served

Describe the population served and the trends in student characteristics and/or outcomes that may impact your unit.

NA

Unit Review - Staffing

Certificated Administrator, Faculty

No Administrator/Faculty Added.

Classified Staff
Unit Review - Program Outreach

Program Outreach

What standing committees does your program maintain? What are their charges and membership?

N/A

What intra-college collaboration has your program been involved in during the past six years?

In the past, Outreach & Recruitment has worked with EOP&S, TPP, DSPS, TECH Prep, Admissions & Records office in coordinating services and resources. LACCD Outreach & Recruitment-Marketing, Academic Affairs-High School Classes, Assessment-coordinate assessment at HS, counseling-High School Senior Day, Student Services. Outreach & Recruitment also works very close with the Financial Aid Office with coordinating various events, publications and resources. Worked with YSC/FOE in coordinating the Education, Career and Job Fair, Cash For College and College Fair.

What has your program done since the last review to establish connections with schools, institutions, organizations, businesses, and corporations in the community?

Establish connections with College counselors at the following High Schools:
Arleta High School
Community Charter Early College
Discovery Prep
Evergreen High School
Fulton College Prep
Jack London High School
James Monroe High School
Jane Addams Continuation
Kennedy High School
Kirk Douglas High School
North Hollywood High
North Valley Charter Academy
Opportunities for Learning
Options for Youth-Northridge
Options For Youth-Burbank 2
Options For Youth-Sylmar 1
Options For Youth-Sylmar 2
Options for Youth-Van Nuys
Panorama High School
Polytechnic High School
San Fernando High School
Sun Valley High School
Sylmar High School
Van Nuys High School
Vaughn Next Century Ctr
Verdugo Hills High
Will Rogers High School
Zane Grey High School
Participated in College & Career and Job Fairs at various high schools, and community events.

Respondent: Joe S. Ramirez

Unit Effectiveness - Quality & Accessibility of Services

To access survey data, click here.

Student Satisfaction Survey

No Survey(s) Added.

Discuss and analyze Student Satisfaction Survey results and what program changes will be implemented in response to the survey data.

NA
## Student Service Area Outcomes

<table>
<thead>
<tr>
<th>Year</th>
<th>Outcome</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Outcome</td>
<td>Students will learn the basics of the programs and services offered at Los Angeles Mission College.</td>
<td></td>
</tr>
<tr>
<td>2) Related ILO</td>
<td>2) Information Competency</td>
<td></td>
</tr>
<tr>
<td>3) Contribution of SAO to Student Learning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4) Assessment Method</td>
<td>Number of students that have received information will come from sign-in sheets.</td>
<td></td>
</tr>
<tr>
<td>5) Criterion/Benchmark</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6) Results</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7) Implementation Plan</td>
<td>Classroom presentation and senior student presentations are conducted on a weekly basis at the various high schools about the programs and services. Within college presentation students are able to learn about academic programs and student services.</td>
<td></td>
</tr>
<tr>
<td>8) Re-Evaluation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assessment Date</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Next Assessment Date</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Edit / Re-evaluate</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Outcome</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Outcome</td>
<td>Non-Traditional students will learn college admissions process.</td>
<td></td>
</tr>
<tr>
<td>2) Related ILO</td>
<td>2) Information Competency</td>
<td></td>
</tr>
<tr>
<td>3) Contribution of SAO to Student Learning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4) Assessment Method</td>
<td>Presentations at non-traditional schools</td>
<td></td>
</tr>
<tr>
<td>5) Criterion/Benchmark</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6) Results</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7) Implementation Plan</td>
<td>To expand outreach efforts at non-traditional schools</td>
<td></td>
</tr>
<tr>
<td>8) Re-Evaluation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assessment Date</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Next Assessment Date</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Edit / Re-evaluate</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Outcome</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Outcome</td>
<td>Students will be able to demonstrate the ability to maneuver the transition process from high school to college.</td>
<td></td>
</tr>
<tr>
<td>2) Related ILO</td>
<td>3) Problem Solving</td>
<td></td>
</tr>
<tr>
<td>3) Contribution of SAO to Student Learning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4) Assessment Method</td>
<td>a student survey will be given at Senior Day event that will measure whether the student has been given enough information regarding the ability to maneuver transition from high school to college.</td>
<td></td>
</tr>
<tr>
<td>5) Criterion/Benchmark</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6) Results</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7) Implementation Plan</td>
<td>Classroom presentation and senior student presentations are conducted on a weekly basis at the various high schools about transition process. Within the college presentation students are able to learn about the Early Admissions &amp; College Program.</td>
<td></td>
</tr>
<tr>
<td>8) Re-Evaluation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assessment Date</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Next Assessment Date</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Edit / Re-evaluate</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Outcome</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Outcome</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) Related ILO</td>
<td></td>
<td></td>
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<tr>
<td>3) Contribution of SAO to Student Learning</td>
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<tr>
<td>8) Re-Evaluation</td>
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<td></td>
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<tr>
<td>Assessment Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Next Assessment Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Unit Effectiveness - SLOs
### Year 2010

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Students will learn the basics of admissions, assessment, orientation and counseling process offered at Los Angeles Mission College.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ILO 1</td>
<td>2) Information Competency</td>
</tr>
<tr>
<td>ILO 2</td>
<td>3) Problem Solving</td>
</tr>
<tr>
<td>ILO 3</td>
<td>4) Assessment Method: Number of students that have participated on workshops will come from sign in sheets.</td>
</tr>
<tr>
<td>ILO 4</td>
<td>5) Criterion/Benchmark: Workshops will be conducted at least once a month at the various high schools and community events. Outreach &amp; Recruitment will provide information about the admissions process, assessment, orientation, and counseling.</td>
</tr>
<tr>
<td>ILO 5</td>
<td>6) Re-Evaluation: NA</td>
</tr>
<tr>
<td>ILO 6</td>
<td>7) Implementation Plan: NA</td>
</tr>
<tr>
<td>ILO 7</td>
<td>8) Re-Evaluation: NA</td>
</tr>
</tbody>
</table>

### Year 2011

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Community will learn pathways to higher education, vocational and career opportunities.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ILO 1</td>
<td>2) Information Competency</td>
</tr>
<tr>
<td>ILO 2</td>
<td>3) Problem Solving</td>
</tr>
<tr>
<td>ILO 3</td>
<td>4) Assessment Method: Number of participants will come from outreach &amp; recruitment event participation report.</td>
</tr>
<tr>
<td>ILO 4</td>
<td>5) Criterion/Benchmark: Participate in College &amp; Job Fairs and community events. Outreach &amp; Recruitment will distribute college brochures with information on the academic disciplines and student services process.</td>
</tr>
<tr>
<td>ILO 5</td>
<td>6) Re-Evaluation: NA</td>
</tr>
<tr>
<td>ILO 6</td>
<td>7) Implementation Plan: NA</td>
</tr>
<tr>
<td>ILO 7</td>
<td>8) Re-Evaluation: NA</td>
</tr>
</tbody>
</table>

### Year 2011

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Students will be able to demonstrate the ability to complete admissions application.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ILO 1</td>
<td>1) Problem Solving</td>
</tr>
<tr>
<td>ILO 2</td>
<td>2) Information Competency</td>
</tr>
<tr>
<td>ILO 3</td>
<td>3) Problem Solving</td>
</tr>
<tr>
<td>ILO 4</td>
<td>4) Assessment Method: Number of students that have completed application for admissions will come from outreach &amp; recruitment High School Senior database.</td>
</tr>
<tr>
<td>ILO 5</td>
<td>5) Criterion/Benchmark: Visits to high schools are scheduled once a week throughout academic school year. Outreach &amp; Recruitment meet one-on-one with students and provide assistance with completing admissions application.</td>
</tr>
<tr>
<td>ILO 6</td>
<td>6) Re-Evaluation: NA</td>
</tr>
<tr>
<td>ILO 7</td>
<td>7) Implementation Plan: NA</td>
</tr>
<tr>
<td>ILO 8</td>
<td>8) Re-Evaluation: NA</td>
</tr>
</tbody>
</table>

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**Unit Effectiveness - Human Resources**

---
Professional Development

<table>
<thead>
<tr>
<th>Name/Status</th>
<th>Activities</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martha Perez</td>
<td>Conferences Off-Campus Presentations On-Campus Presentations Professional Organization (Specify)</td>
<td>Attended Noel-Levitz conference, CCCSF AAA conference, CASFAA conference, USDE FSA conference, High School Counselors Workshop, conducted presentations on Financial Aid, College Academics and Admissions Process at various schools and community events throughout the year and at Cash for College at Mission College.</td>
</tr>
</tbody>
</table>

Professional Development Needs

Are there areas of unmet professional development needs among faculty in this program? Please explain a proposed plan of action for addressing this need and any resources needed to achieve this development.

NA

Respondent: NA

Unit Effectiveness - Facilities & Equipment

Facilities & Equipment

Is space and equipment currently assigned to your unit adequate to support the needs of the service area? Please explain?

The space currently assigned does support the needs of Outreach & Recruitment at this time. However, as our college and student enrollment grows, outreach & recruitment will need additional storage space, computer lab space, sitting area where students can complete admissions and financial aid applications.

Does the program regularly utilize general campus facilities? Are they available and adequate?

Yes, Outreach & Recruitment usually uses the Campus Center Rooms and Campus Center Main to meet with high school students to conduct presentations and for Inreach & Outreach events. Most of the time the campus facilities are available.

Respondent: Martha Perez

External Accountability - Advisory/Oversight Committee

Advisory / College Oversight Committee

Members Names, Representation:

No Board Members Added.

Respondent: NA

Meetings

List the Date and Membership of your Advisory Board:

No Meetings Added

Reminder: Keep copies of your Minutes for audit purposes.

Recommendations

What have been the major recommendations resulting from your advisory board meetings? Of those recommendations, which have been acted upon, and what is your plan of action with regard to other recommendations discussed?

NA

External Accountability - Compliance Status

Accreditation or Compliance Status

Is this program subject to approval/accreditation by specialized state, regional, or national accrediting agencies?

What is the program’s accreditation status?
Planning Assumptions & Assessment

Service Area Planning Assumptions

In the space below, please list the planning assumptions that will guide your unit during the next 3 year period. Include assumptions for at least the following areas:

- Expected demand
- Anticipated funding trends
- Anticipated pedagogical trends
- Anticipated technological trends
- Anticipated trends in student needs and/or demographics
- Relevant Advisory Group recommendations

Outreach & Recruitment will be providing services to a new high school, Valley Region High School, with four separate high school academies on their campus opened September 2011.

Respondent: Joe S. Ramirez

Self-Assessment: Challenges, Opportunities & Strategies

A. Please present the unit’s analysis of the challenges it will face over the next 3 years in light of the measures of program effectiveness, progress toward past goals, and new planning assumptions.

Student Recruitment & Outreach biggest challenge continues to be funding. No funding has been provided to hire any classified staff to run the outreach & recruitment program.

B. Identify unit strengths and recommendations to strengthen existing unit programs.

Supplemental Material

Supplemental Files

<table>
<thead>
<tr>
<th>Supplemental Materials:</th>
<th>Description</th>
<th>Uploaded</th>
<th>Related Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOS ANGELES MISSION COLLEGE RECRUITMENT PLAN.pdf</td>
<td>3/1/2011 5:46:30 PM</td>
<td>Supplemental Files</td>
<td>Edit Delete</td>
</tr>
<tr>
<td>Outreach__Recruitment_Budget_Proposal2011-2012.xlsx</td>
<td>11/15/2010 5:57:00 PM</td>
<td>Supplemental Files</td>
<td>Edit Delete</td>
</tr>
</tbody>
</table>

Objectives & Resources

Objective

Objective 1: Coordinate various outreach & recruitment events (2011-2012) (Priority: High)

- Previous Set Goal: 1. Expand Access
- New Related Goal Areas:
- Individual(s) Responsible: Student Recruitment Coordinator
- Period: 7/1/2011 - 6/1/2012
- Activity: Coordinate a high school senior day and college fair.
- Expected Outcome and Measure: A management database system will be created to input, store and maintain student information. Students will be able to enroll in classes, increase enrollment.
- Priority: High
- Assessment: InProgress

Objective

Objective 2: Objective Placeholder (2010-2011) (Priority: Critical)

- Previous Set Goal: 1. Expand Access
Anticipated technological trends

Outcomes that may impact your unit.

Anticipated funding trends

Enrollment growth

Presentations at non-college collaboration has your program been involved in during the past three years?

What is the program's accreditation status?

Is this program subject to approval/accreditation by specialized state, regional, or other institutions?

List the Date and Membership of your Advisory Board:

Respondent:

Are there areas of unmet professional development needs among faculty in this program?

Describe the population served and the trends in student characteristics and/or needs of the service area? Please explain?

Overall Evaluation:

Program Weaknesses

3) Contribution of SAO to Student Advocacy

4) Assessment Method

5) Criterion/Benchmark

6) Results

7) Recommendations

8) Re-Going Requests

Objective


Previous Set Goal: 1. Expand Access

New Related Goal Areas:

Individual(s) Responsible:

Period: 7/1/2011 - 6/1/2012

Activity: Brochure will have information about all disciplines, all programs, enrollment & financial aid process. Brochure will be distributed at college & career fairs, high school presentations, high schools seniors and community events.

Expected Outcome and Measurement: Enrollment growth

Priority: High (-)

Assessment:

Status: InProgress

Resource


Classified Office Assistant

Anticipated Total Cost: $45,907

Contact Person:

Description of Item: A Office Assistant class code 2694 is needed to perform clerical duties, answer phones, maintain accurate files and records, answer inquiries and give out information concerning procedures, programs, and services of Outreach & Recruitment to visitors, students, and the public. Receives visitors, determines purpose of their visit, and assists students with computer login and navigating Mission College website and FAFSA website, provide assistance with completing various college admissions and enrollment forms.

Type: Ongoing

Resource Priority: Medium

Status: Pending Funding

Resource


Student Recruitment Coordinator

Anticipated Total Cost: $75,203

Contact Person:

Description of Item: Student Recruitment Coordinator - Coordinate Student Recruitment & Outreach events to recruit students for general and specially funded programs at Los Angeles Mission College. Attend College, Career, Community and Job Fairs to provide information about academic programs, admissions, financial aid and assessment process. Promote the college through the recruitment program at various high schools. Supervise and train CSGA's and student workers. Develop relationships with representatives of educational institutions, business organizations and the community to promote the programs at LAMC. Develop outreach & recruitment brochures, booklets and student handbooks. Attend Collaborative and college meetings. Manage budgets, prepare paperwork and reconcile outreach & recruitment and SFP funds through SAP. Create program review and various flyers for outreach events. Coordinate and promote college events such as Senior Day, College Fairs, Career & Job Fairs, Welcome Week, Financial Aid workshops and various recruitment events.

Type: Ongoing

Resource Priority: Critical

Status: Pending Funding

2014-2015 Outreach & Recruitment Funding Resources

<table>
<thead>
<tr>
<th>Category</th>
<th>FTE</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel (Adjunct)</td>
<td>0.0</td>
<td>$0</td>
</tr>
<tr>
<td>Personnel (Misc E-E Bnfts/Classified/Unclassified)</td>
<td>0.0</td>
<td>$0</td>
</tr>
<tr>
<td>Personnel (Certificated)</td>
<td>0.0</td>
<td>$0</td>
</tr>
<tr>
<td>Supplies/Printing/Postage</td>
<td>0.0</td>
<td>$0</td>
</tr>
<tr>
<td>Equipment</td>
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<td>$0</td>
</tr>
<tr>
<td>Other</td>
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<td>Totals</td>
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</tbody>
</table>

2015-2016 Active Resource Summary

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<tr>
<th>Category</th>
<th>FTE</th>
<th>Ongoing Requests</th>
<th>One-Time Requests</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel (Adjunct)</td>
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<td>$0</td>
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<td>Personnel (FRg/Classified/Unclassified)</td>
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<td>$0</td>
</tr>
<tr>
<td>Equipment</td>
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<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
</tbody>
</table>
Summary

Based on your program review, summarize:

Program Strengths - What is your program doing well?

Established relationships with various high schools. Recruited high school seniors at various high schools - total seniors who applied for admissions for 2010-2011 was 1,194 students. Promoted Mission College within the community (attended a total of 34 community events). Monitor offsite classes at various high schools. Provided information and services to high school seniors and to Mission college students.

Program Weaknesses - What areas can your program improve?

Need more personnel to provide a better quality service to the high schools and to show a college presence within the college fairs and community. Need outreach brochure to promote all the programs and enrollment process at Mission.

Discuss anything else you would like to share about your program that has not been addressed.

Respondent: Martha Perez

Recommendations

Validation Review

Submit Program Review

Thank you for your participation in the Unit Assessment process.

Unit Assessment Completed by:

Save & Continue Later

Save & Submit Assessment