### Validation Review Recommendations & Responses

#### Commendations

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Commendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007-2008</td>
<td>A good start to an important document for the Outreach &amp; 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).</td>
</tr>
</tbody>
</table>

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>Resources – Planning / Service Area Planning Assumptions</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>
</tr>
<tr>
<td></td>
<td>Resources – Resource Request</td>
<td>Mark Pursley, Dennis Schroeder, Rosalie Torres, Ludi Villegas</td>
</tr>
</tbody>
</table>

**Response Update**
InProgress

<table>
<thead>
<tr>
<th>Year</th>
<th>Recommendation</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007-2008</td>
<td>Program Outreach / Program Outreach</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>
</tr>
<tr>
<td></td>
<td></td>
<td>Mark Pursley, Dennis Schroeder, Rosalie Torres, Ludi Villegas</td>
</tr>
</tbody>
</table>

**Response Update**
InProgress

<table>
<thead>
<tr>
<th>Year</th>
<th>Recommendation</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007-2008</td>
<td>Professional Development / Professional Development</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>
</tr>
<tr>
<td></td>
<td></td>
<td>Mark Pursley, Dennis Schroeder, Rosalie Torres, Ludi Villegas</td>
</tr>
</tbody>
</table>

**Response Update**
InProgress

<table>
<thead>
<tr>
<th>Year</th>
<th>Recommendation</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007-2008</td>
<td>Resources – Facilities / Facilities</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>
</tr>
<tr>
<td></td>
<td></td>
<td>Mark Pursley, Dennis Schroeder, Rosalie Torres, Ludi Villegas</td>
</tr>
</tbody>
</table>

**Response Update**
InProgress

### 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.

- Mark Pursley, Dennis Schroeder, Rosalie Torres, Ludi Villegas

**Response**

**Response Update**

**Status** InProgress

### Year: 2007-2008
#### Program Effectiveness – Surveys / Faculty/Staff Program Assessment Survey
Survey results or other faculty/staff input mechanisms should be summarized in this area of the document. Are there defined methods to garnering faculty and staff input towards outreach and recruitment efforts?

**Recommendation**
Martha indicated that she worked directly with many faculty and staff at the high schools, but not as often with LAMC faculty and staff. She also indicated that Outreach & Recruitment was working towards establishing a committee comprised of LAMC stakeholders.

- Mark Pursley, Dennis Schroeder, Rosalie Torres, Ludi Villegas

**Response**

**Response Update**

**Status** InProgress

### Year: 2007-2008
#### SLOs – Program SLOs / Program SLOs
SLOs – Program SLOs / Core Competencies Alignment
SLOs – Program SLOs / Assessment

**Recommendation**
Activities should consist of observable behaviors, such as "students will learn...". Skills learned by students in workshops could be tracked and surveyed. For example, what percentages of students attending a financial aid workshop were successful in processing the FAFSA online? Recommend to look at how other institutions use of SLOs for similar department. As LAMC recruitment efforts focus is on high schools, what other kinds of outreach could be done for working adults in local businesses and industries?

Martha indicated that the Outreach & Recruitment Office does work with local businesses and non-school entities, oftentimes through local events and off-site presentations.

Additional information in Alignment and Assessment sub-sections is needed in future updates to Program Review document revisions.

- Mark Pursley, Dennis Schroeder, Rosalie Torres, Ludi Villegas

**Response**

**Response Update**

**Status** InProgress

### 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 restraints are considered.

Martha indicated that much of this information does exist on a master spreadsheet maintained for each academic year. Also, going forward, she has created a database to track events, outreach efforts and attendance at all events.

- Mark Pursley, Dennis Schroeder, Rosalie Torres, Ludi Villegas

**Response**

**Response Update**

**Status** InProgress
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>Remove</td>
</tr>
<tr>
<td>Recruitment</td>
<td>On-going</td>
<td>Remove</td>
</tr>
<tr>
<td>Inreach</td>
<td>On-going</td>
<td>Remove</td>
</tr>
<tr>
<td>BOG fee waiver form assistance</td>
<td>On-going</td>
<td>Remove</td>
</tr>
<tr>
<td>FAFSA one-on-one assistance</td>
<td>On-going</td>
<td>Remove</td>
</tr>
<tr>
<td>Admissions application assistance</td>
<td>On-going</td>
<td>Remove</td>
</tr>
<tr>
<td>Admissions process workshops</td>
<td>On-going</td>
<td>Remove</td>
</tr>
<tr>
<td>Add/Drop classes online assistance</td>
<td>On-going</td>
<td>Remove</td>
</tr>
<tr>
<td>FAFSA worksheet form assistance</td>
<td>On-going</td>
<td>Remove</td>
</tr>
<tr>
<td>Community Colleges workshops</td>
<td>On-going</td>
<td>Remove</td>
</tr>
<tr>
<td>Scholarship web search assistance</td>
<td>On-going</td>
<td>Remove</td>
</tr>
<tr>
<td>High School seniors assessment</td>
<td>On-going</td>
<td>Remove</td>
</tr>
<tr>
<td>Distribution of schedule of classes &amp; catalogs</td>
<td>On-going</td>
<td>Remove</td>
</tr>
<tr>
<td>Campus Tours</td>
<td>On-going</td>
<td>Remove</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?

NA

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/FDN 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
- Polycitech High School
- San Fernando High School
- Sun Valley High School
- Sylmar High School
- Van Nuys High School
- Vaught 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
## Unit Effectiveness - SLOs

### Student Service Area Outcomes

<table>
<thead>
<tr>
<th>Year</th>
<th>2010</th>
<th>2012</th>
<th>2011</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>Non-Traditional students will learn college admissions process.</td>
<td>Students will be able to demonstrate the ability to maneuver the transition process from high school to college.</td>
</tr>
<tr>
<td>2) Related ILO</td>
<td>2) Information Competency</td>
<td>2) Information Competency</td>
<td>3) Problem Solving</td>
</tr>
<tr>
<td>3) Contribution of SAO to Student Learning</td>
<td></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>Presentations at non-traditional schools</td>
<td></td>
</tr>
<tr>
<td>5) Criterion/Benchmark</td>
<td></td>
<td>To expand outreach efforts at non-traditional schools</td>
<td></td>
</tr>
<tr>
<td>6) Results</td>
<td></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>
<td></td>
</tr>
<tr>
<td>8) Re-Evaluation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assessment Date</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Next Assessment Date</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Remove</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

Discuss and analyze Faculty/Staff Program Assessment Survey results and what program changes will be implemented in response to the survey data.

NA
### Year 2007

### 1) Outcome
Students will learn the basics of admissions, assessment, orientation and counseling process offered at Los Angeles Mission College.

### 2) Related ILO

| Information Competency |

### 3) Contribution of SAO to Student Learning

### 4) Assessment Method
Number of students that have participated in workshops will come from sign-in sheets.

### 5) Criterion/Benchmark

### 6) Results

### 7) Implementation Plan
Workshops will be conducted at least once a month at various high schools and community events. Outreach & Recruitment will provide information about the admissions process, assessment, orientation, and counseling.

### 8) Re-Evaluation

<table>
<thead>
<tr>
<th>Assessment Date</th>
<th>Next Assessment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

### Year 2010

### 1) Outcome
Students will learn the basics of admissions, assessment, orientation and counseling process offered at Los Angeles Mission College.

### 2) Related ILO

| Information Competency |

### 3) Contribution of SAO to Student Learning

### 4) Assessment Method
Number of students that have participated in workshops will come from sign-in sheets.

### 5) Criterion/Benchmark

### 6) Results

### 7) Implementation Plan
Workshops will be conducted at least once a month at various high schools and community events. Outreach & Recruitment will provide information about the admissions process, assessment, orientation, and counseling.

### 8) Re-Evaluation

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

### Year 2011

### 1) Outcome
Community will learn pathways to higher education, vocational and career opportunities.

### 2) Related ILO

| Problem Solving |

### 3) Contribution of SAO to Student Learning

### 4) Assessment Method
Number of participants will come from outreach & recruitment event participation report.

### 5) Criterion/Benchmark

### 6) Results

### 7) Implementation Plan
Participate in College & Job Fairs and community events. Outreach & Recruitment will distribute college brochures with information on the academic disciplines and student services process.

### 8) Re-Evaluation

<table>
<thead>
<tr>
<th>Assessment Date</th>
<th>Next Assessment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

### Year 2012

### 1) Outcome
Students will learn the basics of admissions, assessment, orientation and counseling process offered at Los Angeles Mission College.

### 2) Related ILO

| Information Competency |

### 3) Contribution of SAO to Student Learning

### 4) Assessment Method
Number of students that have participated in workshops will come from sign-in sheets.

### 5) Criterion/Benchmark

### 6) Results

### 7) Implementation Plan
Workshops will be conducted at least once a month at various high schools and community events. Outreach & Recruitment will provide information about the admissions process, assessment, orientation, and counseling.

### 8) Re-Evaluation

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

### Year 2013

### 1) Outcome
Community will learn pathways to higher education, vocational and career opportunities.

### 2) Related ILO

| Problem Solving |

### 3) Contribution of SAO to Student Learning

### 4) Assessment Method
Number of participants will come from outreach & recruitment event participation report.

### 5) Criterion/Benchmark

### 6) Results

### 7) Implementation Plan
Participate in College & Job Fairs and community events. Outreach & Recruitment will distribute college brochures with information on the academic disciplines and student services process.

### 8) Re-Evaluation

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

### Year 2014

### 1) Outcome
Students will learn the basics of admissions, assessment, orientation and counseling process offered at Los Angeles Mission College.

### 2) Related ILO

| Information Competency |

### 3) Contribution of SAO to Student Learning

### 4) Assessment Method
Number of students that have participated in workshops will come from sign-in sheets.

### 5) Criterion/Benchmark

### 6) Results

### 7) Implementation Plan
Workshops will be conducted at least once a month at various high schools and community events. Outreach & Recruitment will provide information about the admissions process, assessment, orientation, and counseling.

### 8) Re-Evaluation

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

### Year 2015

### 1) Outcome
Community will learn pathways to higher education, vocational and career opportunities.

### 2) Related ILO

| Problem Solving |

### 3) Contribution of SAO to Student Learning

### 4) Assessment Method
Number of participants will come from outreach & recruitment event participation report.

### 5) Criterion/Benchmark

### 6) Results

### 7) Implementation Plan
Participate in College & Job Fairs and community events. Outreach & Recruitment will distribute college brochures with information on the academic disciplines and student services process.

### 8) Re-Evaluation

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

### 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, CCCSFAAA 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?

NA

What is the program’s accreditation status?
Recommendations

Indicate recommendation of the most recent accreditation evaluation of the program and corrective actions taken or planned. Most recent accreditation report and all additional pertinent documentation and explanations should be available on site for consultant review.

NA

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.

NA

Supplemental Material

Supplemental Files

Supplemental Materials:

<table>
<thead>
<tr>
<th>FileName</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 5:46:00 PM</td>
<td>Supplemental Files</td>
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</tr>
<tr>
<td>Outreach__Recruitment_Budget_Proposal2011-2012.xls</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: Increase student access by increasing number of outreach events (2014-2015) (Priority: High) |
| Previous Set Goal: 1. Expand Access |
| New Related Goal Areas: 1. Expand Access and Prepare Students for Success 3. Improve Quality of Educational Programs and Services to Increase Student Success |
| Individual(s) Responsible: Student Recruitment Coordinator |
| Period: 7/1/2014 - 6/1/2015 |
| Activity: In order to increase student access the number of outreach and recruitment events at the high schools and the local community will also need to increase. We will develop a timeline as we are going to the HS and the community to ensure that the students receive the information they need to successfully matriculate. We will identify any improvements as we collaborate with the intra-campus departments and high school gatekeepers. |
| Expected Outcome and Measure: a management database system will be created to input, store and maintain prospective student information. High School and community member contacts will be contacted as a follow up to assist them in their understanding of the enrollment process and the programs and services offered at the college. They will be referred to the appropriate departments as needed. |
| Priority: High |
| Assessment: Out of the new contacts 482 students attended Senior Day, a transitional event for 12th graders. 95% of attendees of all students completing the end of event survey demonstrated that they understood the enrollment process and were aware of the programs and services offered at the college. |

Reminder: Keep copies of your Minutes for audit purposes.

<table>
<thead>
<tr>
<th>Previous Set Goal</th>
<th>New Related Goal Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Expand Access</td>
<td>2. Strengthen Institutional Effectiveness</td>
</tr>
<tr>
<td></td>
<td>3. Improve Quality of Educational Programs and Services to Increase Student Success</td>
</tr>
<tr>
<td></td>
<td>6. Increase Community Engagement and Partnerships</td>
</tr>
</tbody>
</table>

**Individual(s) Responsible:** Wendy Rivera

**Activity:** Establishing the annual High School Counselor Workshop to foster a collaborative partnership with the local feeder schools to discuss any updates, developments or changes in LACCD, LA Mission and LAUSD, Charter School or agencies. This will foster collaboration, improved quality of services and in turn student success.

**Expected Outcome and Measurement:** Agendas, sign-in sheets and a qualitative survey will be used.

**Priority:** High

**Assessment:** 100% of respondents indicated that the workshop increased their understanding of the enrollment process and programs and services offered at LACCD and LA Mission College.

**Status:** InProgress

---

### 2015-2016 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</td>
<td>$0</td>
</tr>
<tr>
<td>Personnel (Misc E-E Bnfts/Classified/Unclassified)</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Personnel (Certificated)</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Supplies/Printing/Postage</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Equipment</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Other</td>
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<td>$0</td>
</tr>
<tr>
<td>Totals</td>
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<td>$0</td>
</tr>
</tbody>
</table>

### 2016-2017 Active Resource Summary

<table>
<thead>
<tr>
<th>Category</th>
<th>FTE</th>
<th>On-Going Requests</th>
<th>One-Time Requests</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
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<td>Personnel (Adjunct)</td>
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<td>Supplies/Printing</td>
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</tbody>
</table>
Final Summary

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

Overall Evaluation: 

Submit Program Review

Thank you for your participation in the Unit Assessment process.

Unit Assessment Completed by:

Save & Continue Later

Save & Submit Assessment