

**Validation Review Recommendations & Responses**

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**Commendations**

Academic Year	Commendation
2007-2008	<p>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).</p> <p>Validation Meeting:                      Thursday, November 19, 2009 at 2:30pm                      Members in attendance: Mark Pursley, Dennis Schroeder, Rosalie Torres, Ludi Villegas</p>

**Recommendations**

<b>Year</b>	2007-2008 Resources – Planning / Service Area Planning Assumptions Resources – Resource Request
<b>Recommendation</b>	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.  - Mark Pursley, Dennis Schroeder, Rosalie Torres, Ludi Villegas
<b>Response</b>	
<b>Response Update</b>	
<b>Status</b>	InProgress
<b>Objectives</b>	
0 Objectives.	

<b>Year</b>	2007-2008 Program Outreach / Program Outreach
<b>Recommendation</b>	Good summary of the extent to which Outreach & Recruitment works with outside organizations (high 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.  - Mark Pursley, Dennis Schroeder, Rosalie Torres, Ludi Villegas
<b>Response</b>	
<b>Response Update</b>	
<b>Status</b>	InProgress
<b>Objectives</b>	
0 Objectives.	

<b>Year</b>	2007-2008 Professional Development / Professional Development
<b>Recommendation</b>	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.  - Mark Pursley, Dennis Schroeder, Rosalie Torres, Ludi Villegas
<b>Response</b>	
<b>Response Update</b>	
<b>Status</b>	InProgress
<b>Objectives</b>	
0 Objectives.	

<b>Year</b>	2007-2008 Resources – Facilities / Facilities
<b>Recommendation</b>	Key section left blank, but necessary for future planning.  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 & Recruitment Office.  - Mark Pursley, Dennis Schroeder, Rosalie Torres, Ludi Villegas
<b>Response</b>	

<b>Response Update</b>	
<b>Status</b>	InProgress
<b>Objectives</b>	
0 Objectives.	

<b>Year</b>	2007-2008 Program Effectiveness – Surveys / Student Satisfaction Survey
<b>Recommendation</b>	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?  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
<b>Response</b>	
<b>Response Update</b>	
<b>Status</b>	InProgress
<b>Objectives</b>	
0 Objectives.	

<b>Year</b>	2007-2008 Program Effectiveness – Surveys / Faculty/Staff Program Assessment Survey
<b>Recommendation</b>	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?  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
<b>Response</b>	
<b>Response Update</b>	
<b>Status</b>	InProgress
<b>Objectives</b>	
0 Objectives.	

<b>Year</b>	2007-2008 SLOs – Program SLOs / Program SLOs SLOs – Program SLOs / Core Competencies Alignment SLOs – Program SLOs / Assessment
<b>Recommendation</b>	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 SAOs 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
<b>Response</b>	
<b>Response Update</b>	
<b>Status</b>	InProgress
<b>Objectives</b>	
0 Objectives.	

<b>Year</b>	2007-2008 Program Overview – Overview / Response to Demand Program Overview – Overview / Number of Participants Served
<b>Recommendation</b>	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
<b>Response</b>	
<b>Response Update</b>	
<b>Status</b>	InProgress

## Objectives

0 Objectives.

## Unit Review - Mission Statement

[Page Description](#)

### 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

[Page Description](#)

### Program Services & Hours of Operation

Location, days/hours:

**Campus Center Basement-Outreach & Recruitment Center is currently closed due to budget restrains.**

Respondent: **Joe S. Ramirez**

Services offered during last cycle:

Service	Date Added	Date Deleted	
Financial Aid Workshops	🗄 On-going		<a href="#">Remove</a>
Recruitment	🗄 On-going		<a href="#">Remove</a>
Inreach	🗄 On-going		<a href="#">Remove</a>
BOG fee waiver form assistance	🗄 On-going		<a href="#">Remove</a>
FAFSA one-on-one assistance	🗄 On-going		<a href="#">Remove</a>
Admissions application assistance	🗄 On-going		<a href="#">Remove</a>
Admissions process workshops	🗄 On-going		<a href="#">Remove</a>
Add/Drop classes online assistance	🗄 On-going		<a href="#">Remove</a>
FAFSA worksheet form assistance	🗄 On-going		<a href="#">Remove</a>
Community Colleges workshops	🗄 On-going		<a href="#">Remove</a>
Scholarship web search assistance	🗄 On-going		<a href="#">Remove</a>
High School seniors assessment	🗄 On-going		<a href="#">Remove</a>
Distribution of schedule of classes & catalogs	🗄 On-going		<a href="#">Remove</a>
Campus Tours	🗄 On-going		<a href="#">Remove</a>

### Population Served

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

**NA**

## Unit Review - Staffing

[Page Description](#)

### Certificated Administrator, Faculty

No Administrator/Faculty Added.

### Classified Staff

No Classified Staff Added.

## Student Workers

No Student Workers Added.

## Projections

Projected Retirements:

**none**

Are available faculty and classified staff adequate to support the program?

**No classified permanent staff have been funded by Outreach & Recruitment. A Student Recruitment Coordinator, A Student Recruiter, An Office Assistant and four to six CGCA's or program assistants are needed for this program to be successful.**

Respondent: **Martha Perez**

## Unit Review - Program Outreach

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### 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  
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

[Page Description](#)

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**

Respondent: **Joe S. Ramirez**

## Faculty/Staff Program Assessment Survey

No Survey(s) Added.

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

**NA**

## Unit Effectiveness - SLOs

[Page Description](#)

### Student Service Area Outcomes

Year	2010
1) Outcome	Students will learn the basics of the programs and services offered at Los Angeles Mission College.
2) Related ILO	<input type="text" value="2) Information Competency"/>
3) Contribution of SAO to Student Learning	
4) Assessment Method	Number of students that have received information will come from sign-in sheets.
5) Criterion/Benchmark	
6) Results	
7) Implementation Plan	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.
8) Re-Evaluation	
Assessment Date	<b>NA</b>
Next Assessment Date	<b>NA</b>
	<a href="#">Edit / Re-evaluate</a>
	<a href="#">Remove</a>

Year	2012
1) Outcome	Non-Traditional students will learn college admissions process.
2) Related ILO	<input type="text" value="2) Information Competency"/>
3) Contribution of SAO to Student Learning	
4) Assessment Method	Presentations at non-traditionals schools
5) Criterion/Benchmark	
6) Results	
7) Implementation Plan	To expand outreach efforts at non-traditional schools
8) Re-Evaluation	
Assessment Date	<b>NA</b>
Next Assessment Date	<b>NA</b>
	<a href="#">Edit / Re-evaluate</a>
	<a href="#">Remove</a>

Year	2011
1) Outcome	Students will be able to demonstrate the ability to maneuver the transition process from high school to college.
2) Related ILO	<input type="text" value="3) Problem Solving"/>
3) Contribution of SAO to Student Learning	
4) Assessment Method	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.
5) Criterion/Benchmark	
6) Results	
7) Implementation Plan	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 & College Program.
8) Re-Evaluation	
Assessment Date	<b>NA</b>
Next Assessment Date	<b>NA</b>
	<a href="#">Edit / Re-evaluate</a>
	<a href="#">Remove</a>

Year	2007
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1) Outcome	Students will learn the financial aid process, what forms to complete, type of grants and scholarships available through the FAFSA application.
2) Related ILO	2) Information Competency
3) Contribution of SAO to Student Learning	
4) Assessment Method	Number of students that have participated on workshops will come from sign in sheets
5) Criterion/Benchmark	
6) Results	
7) Implementation Plan	To provide information to students about the financial aid process, scholarships, Grants, and other financial resources to pay for a college education.
8) Re-Evaluation	
Assessment Date	NA
Next Assessment Date	NA
	<a href="#">Edit / Re-evaluate</a>
<a href="#">Remove</a>	

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	2) Information Competency
3) Contribution of SAO to Student Learning	
4) Assessment Method	Number of students that have participated on workshops will come from sign-in sheets.
5) Criterion/Benchmark	
6) Results	
7) Implementation Plan	Workshops will will be conducted at least once a month at the various high schools and community events. Outreach & Recruitment will provide information about the admissions process, assessment, orientation, and counseling .
8) Re-Evaluation	
Assessment Date	NA
Next Assessment Date	NA
	<a href="#">Edit / Re-evaluate</a>
<a href="#">Remove</a>	

Year	2011
1) Outcome	Community will learn pathways to higher education, vocational and career opportunities.
2) Related ILO	3) 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	
Assessment Date	NA
Next Assessment Date	NA
	<a href="#">Edit / Re-evaluate</a>
<a href="#">Remove</a>	

Year	2011
1) Outcome	Students will be able to demonstrate the ability to complete admissions application.
2) Related ILO	3) Problem Solving
3) Contribution of SAO to Student Learning	
4) Assessment Method	Number of students that have completed application for admissions will come from outreach & recruitment High School Senior database.
5) Criterion/Benchmark	
6) Results	
7) Implementation Plan	Visits to high schools are scheduled once a week throughout academic school year. Outreach & Recruitment meet one-on-one with students and provide assistance with completing admissions application.
8) Re-Evaluation	
Assessment Date	NA
Next Assessment Date	NA
	<a href="#">Edit / Re-evaluate</a>
<a href="#">Remove</a>	

## Professional Development

Name/Status	Activities	Comments	
Martha Perez	Conferences Off-Campus Presentations On-Campus Presentations Professional Organization (Specify)	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.	<a href="#">Remove</a>

## 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

[Page Description](#)

### 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

[Page Description](#)

### 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

[Page Description](#)

### 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?

NA

Respondent: NA

### 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

[Page Description](#)

### 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:				
FileName	Description	Uploaded	Related Area	
<a href="#">LOS ANGELES MISSION COLLEGE RECRUITMENT PLAN.pdf</a>		3/1/2011 5:46:00 PM	Supplemental Files	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Outreach_Recruitment_Budget_Proposal2011-2012.xls</a>		11/15/2010 5:57:00 PM	Supplemental Files	<a href="#">Edit</a> <a href="#">Delete</a>

## Objectives & Resources

### Objective

Objective 1 :	<b>Increase student access by increasing number of outreach events (2014-2015) (Priority: High)</b>
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 the students receive the education information they need to successfully matriculate. We will identify any improvements as we collaborate with the intra-campus departments and high school gate-keepers.
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 492 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.



**Resource**

Resource Requested:	PersonnelRegular (2014-2015) (Quantity: 1 FTEClassified Student Recruiter)
Anticipated Total Cost:	\$60,705
Contact Person:	
Description of Item:	A Student Recruiter is needed to assist Student Recruitment Coordinator to provide services to the community, high school students and college students. Promote the college through the recruitment program at various high schools. Provide assistance with completing various college admissions and enrollment forms. Conduct visits to the various high schools. Attend College, Career, Community and Job Fairs to provide information about academic programs, admissions, financial aid and assessment process.
Type:	Ongoing
Resource Priority:	Medium
Status:	PendingFunding

**Resource**

Resource Requested:	PersonnelRegular (2014-2015) (Quantity: 1 FTEClassified 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 assist 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:	PendingFunding

**Objective**

Objective 2 :	<b>Establish an annual High School Counselor Workshop</b> (2014-2015) (Priority: High)
Previous Set Goal:	1. Expand Access
New Related Goal Areas:	2. Strengthen Institutional Effectiveness 3. Improve Quality of Educational Programs and Services to Increase Student Success 6. Increase Community Engagement and Partnerships
Individual(s) Responsible:	Wendy Rivera
Period:	7/1/2014 - 6/1/2015
Activity:	Establishing the annual High School Counselor Workshop to foster a collaborative partnership with the local feeder schools and 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 Measure:	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

**Resource**

Resource Requested:	PersonnelRegular (2014-2015) (Quantity: 1 FTEClassified Office Assistant)
Anticipated Total Cost:	\$45,907
Contact Person:	Wendy Rivera
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 assist 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:	PendingFunding

**2015-2016 Outreach & Recruitment Funding Resources**

Category	FTE	Total Budget
Personnel (Adjunct)		\$0
Personnel (Misc E-E Bnfts/Classified/Unclassified)		\$0
Personnel (Certificated)		\$0
Supplies/Printing/Postage		\$0
Equipment		\$0
Other		\$0
<b>Totals</b>		<b>\$0</b>

**2016-2017 Active Resource Summary**

Category	FTE	On-Going Requests	One-Time Requests	Total Cost
Personnel (Adjunct)	0.0	0	0	\$0
Personnel (FRg/Classified/Unclassified)	3.0	3	0	\$152,519
Supplies/Printing	0.0	0	0	\$0

Equipment	0.0	0	0	\$0
Other	0.0	0	0	\$0
<b>Totals</b>	<b>3.0</b>	<b>3</b>	<b>0</b>	<b>\$152,519</b>

## Final Summary

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### 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