

Program Efficacy Team Report (Student Services)

2018 – 2019

Name of Department: Middle College High School

Efficacy Team: Abena Wahab, Girija Raghavan, and Todd Heibel

Overall Recommendation: Continuation

Continuation Conditional Probation

Rationale for Overall Recommendation:

This is the first time that the Middle College High School (MCHS) Program has participated in the Program Review Efficacy process. Considering that this is their first attempt, the program is to be commended in crafting a thorough, insightful document. With the exception of SAO and productivity sections, all other sections warrant a “meets” rating. The program is strongly encouraged to begin data collection, analysis, and assessment of SAOs. It should also incorporate student-counselor and associated survey data within its productivity analysis. Otherwise, the program nicely articulates its strengths and challenges throughout the efficacy document.

Part I: Questions Related to Strategic Initiative: Increase Access

Goal: SBVC will improve the application, registration, and enrollment procedures for all students.

SBVC Strategic Initiatives: [Strategic Directions + Goals](#)

	Does Not Meet	Meets	Exceeds
Demographics	The program <u>does not provide</u> an appropriate analysis regarding identified differences in the program’s population compared to that of the general population.	The program <u>provides an analysis</u> of the demographic data and provides an interpretation in response to any identified variance. The program <u>discusses the plans or activities</u> that are in place to recruit and retain underserved populations as appropriate.	In addition to the meets criteria, the program’s analysis and plan <u>demonstrates a need</u> for increased resources.
Pattern of Service	The program’s pattern of service is <u>not related to the needs of students.</u>	The <u>program provides</u> evidence that the pattern of service or instruction meets student needs. The program <u>discusses the plans or activities</u> that are in place to meet a broad range of needs.	In addition to the meets criteria, the program <u>demonstrates that the pattern of service needs to be extended.</u>

Does Not Meet Meets Exceeds

Efficacy Team Analysis and Feedback:

While the Middle College High School (MCHS) demographics vary from the San Bernardino Valley College (SBVC) demographics, they more closely match those of the San Bernardino Unified City School District (SBCUSD) from which their students derive. Although the MCHS student population is overwhelmingly self-identified as “Latino,” it is making efforts to diversify and attract students from other ethnicities. This section should include specific information about student recruiting strategies (e.g. efforts to recruit African-American and other populations are not explicitly addressed), as well as methods to modify the lottery algorithm, in an effort to increase student diversity. Overall the demographic section meets the stated criteria.

The pattern of service appears to adhere to typical high school service hours within the SBCUSD. This section is focused on high school counseling services. It would be interesting to see if the MCHS counselors and students engage in direct dialogue with SBVC counselors. Within the EMP document, there is mention of a lack of staffing and the need for full-time, permanent positions. It would be helpful to reiterate this need within this section, as a means to potentially expand services. There is a note regarding high school student availability for college-level classes (e.g. afternoons, evenings, and weekends) within the demographic section. Overall the pattern of service section meets the stated criteria.

Efficacy Team Recommendations: Include specific recruiting strategies oriented towards a multiplicity of under-represented student cohorts. Examine if and how the lottery algorithm could be modified to recruit under-represented student cohorts. Some of the rich EMP data could be incorporated into the “pattern of service” section of this document.

Part II: Questions Related to Strategic Initiative: Promote Student Success

Goal: SBVC will increase course success, program success, access to employment, and transfer rates by enhancing student learning.

SBVC Strategic Initiatives: [Strategic Directions + Goals](#)

	Does Not Meet	Meets	Exceeds
Data/Analysis demonstrating achievement of instructional or service success	Program <u>does not provide an adequate analysis</u> of the data provided with respect to relevant program data.	Program <u>provides an analysis</u> of the data which indicates progress on departmental goals.	In addition to the meets criteria, the program <u>uses the achievement data</u> in concrete planning and <u>demonstrates</u> that it is prepared for growth.
Service Area Outcomes and/or Student Learning Outcomes	Program <u>has not demonstrated</u> that it is continuously assessing Service Area Outcomes (SAOs) and/or Student Learning Outcomes (SLOs) based on the plans of the program since their last program efficacy.	Program <u>has demonstrated</u> that it has fully evaluated within a four-year cycle and is continuously assessing <u>all</u> Service Area Outcomes (SAOs) and/or Student Learning Outcomes (SLOs).	In addition to the meets criteria, the program <u>demonstrates that it has fully incorporated Service Area Outcomes (SAOs) and/or Student Learning Outcomes (SLOs) into its planning, made appropriate adjustments, and is prepared for growth.</u>

	Evidence of data collection, evaluation, and reflection/feedback, and/or connection to area services is missing or incomplete .		
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Does Not Meet **Meets** **Exceeds**

Efficacy Team Analysis and Feedback:

The program has strongly articulated progress on goals within the service success section. This section aligns well with the goals stated within the EMP document. There is solid, detailed analysis that includes qualitative measures (e.g. priority registration, individualized counseling, academic monitoring, probation services, and student development) and quantitative measures (e.g. associate degree and IGETC completion). Overall, the service success section easily meets the stated criteria.

Although the MCHS Program has not yet officially assessed its two identified SAOs, it has detailed plans in place to measure and assess them. It appears that both SAOs are realistic and can be measured through existing means. For example, student completion data will be used to assess SAO one, and meeting minutes, policy updates, and student/parent surveys will be used to assess SAO two (although, this SAO is a bit wider ranging and more nebulous than SAO one). In spite of the overall lack of assessment data (i.e. no data have been collected, assessed, analyzed, and used to inform future SAO and program development), detailed, measurable plans are in place for future SAO assessment. Overall, this SAO section does not meet the stated criteria. The MCHS Program is strongly encouraged to collect and assess SAO data henceforth and report these data within future EMP and efficacy documents.

Efficacy Team Recommendations: Begin collection and analysis of SAO data and report these data within future efficacy documents.

Part III: Questions Related to Strategic Initiative: Improve Communication, Culture & Climate

Goal: SBVC will promote a collegial campus culture with open line of communication between all stakeholder groups on and off-campus.

SBVC Strategic Initiatives: [Strategic Directions + Goals](#)

	Does Not Meet	Meets	Exceeds
Communication	The program <u>does not identify</u> data that demonstrates communication with college and community.	The program <u>identifies</u> data that demonstrates communication with college and community.	In addition to the meets criteria, the program <u>describes</u> plans for extending communication with college and community and provides data or research that <u>demonstrates</u> the need for additional resources.
Culture & Climate	The program <u>does not identify</u> its impact on culture and climate or the plans are not supported by the data and information provided.	The program <u>identifies and describes</u> its impact on culture and climate. Program <u>addresses</u> how this impacts planning.	In addition to the meets criteria, the program provides data or research that <u>demonstrates</u> the need for additional resources.

Does Not Meet Meets Exceeds

Efficacy Team Analysis and Feedback:

Both communication and culture & climate sections are well organized and clearly articulate communication with the college and community, as well as impact on culture and climate and associated programmatic planning. The MCHS Program coordinates with SBVC instructional programs, SBVC student organizations, and SBVC administrative and student service programs. Community-level communication occurs largely through recruitment and parent workshop activities. The *Generation Go!* Program is a great opportunity to provide MCHS students with internship opportunities. Overall this section meets the stated criteria.

IV: Questions Related to Strategic Initiative: Maintain Leadership & Promote Professional Development

Goal: SBVC will maintain capable leadership and provide professional development to a staff that will need skills to function effectively in an evolving educational environment.

SBVC Strategic Initiatives: [Strategic Directions + Goals](#)

	Does Not Meet	Meets	Exceeds
Professional Development	The program does not identify currency in professional development activities.	Program identifies current avenues for professional development.	In addition to the meets criteria, the program shows that professional development has impacted/expanded the program and demonstrates that the program is positioning itself for growth.

Does Not Meet Meets Exceeds

Efficacy Team Analysis and Feedback:

The MCHS Program details conference attendance and training, enumerates professional organization membership, and reveals conference presentation and associated dissemination of any new ideas and techniques gleaned from conference attendance, presentation, and dialogue. This professional development section easily meets the stated criteria.

V: Questions Related to Strategic Initiative: Effective Evaluation & Accountability

Goal: SBVC will improve institutional effectiveness through a process of evaluation and continuous improvement.

SBVC Strategic Initiatives: [Strategic Directions + Goals](#)

	Does Not Meet	Meets	Exceeds
Mission/ Statement of Purpose	The program does not have a mission/ statement of purpose, or it does not clearly link with the institutional mission.	The program has a mission/statement of purpose, and it links	

		clearly with the institutional mission.	
Productivity	The data does not show an acceptable level of productivity for the program, or the issue of productivity is not adequately addressed.	The data shows the program is productive at an acceptable level.	The program demonstrates that it is highly productive and is positioning itself for growth.
Relevance, Currency, Articulation	The program does not provide evidence that it is relevant, current, and that courses articulate with CSU/UC, if appropriate. <u>Out of date course(s) that were not launched into Curricunet by Oct. 1, 2017 may result in an overall recommendation no higher than Conditional.</u>	The program provides evidence that the curriculum review process is up to date. Courses are relevant and current to the mission of the program. Appropriate courses have been articulated or transfer with UC/CSU, or plans are in place to articulate appropriate courses.	In addition to the meets criteria, the program discusses plans to enhance current offerings that link to student/community needs and positions the program for growth.
Challenges	The program does not incorporate weaknesses and challenges into planning.	The program incorporates weaknesses and challenges into planning.	The program incorporates weaknesses and challenges into planning that demonstrate the need for expansion.

Does Not Meet **Meets** **Exceeds**

Efficacy Team Analysis and Feedback:

The MCHS Program has a mission that aligns with the SBVC mission. The productivity discussion is rather brief, and could incorporate narratives from the EMP and previous sections (e.g. student success and SAO data). The need to collect future (survey) data is noted within the productivity section, but counseling session data is available and provided within the EMP document. These data would greatly benefit this section and provide a more robust analysis of productivity.

Although the curriculum currency and articulation largely do not apply to this Student Services-type program, the MCHS counselors teach the SDEV 102 class to high school freshmen. The SDEV 102 class is an introductory course designed for students seeking direction in setting academic and life goals. Because it is a foundational college course, perhaps the SDEV 102 class should be available to all MCHS students. The currency and relevance of contact and program information are noted within this section, and dialogue appears to be occurring within the purview of the SBVC catalog publication process.

Staffing shortages, personnel role updates, student success declines, and textbook cost challenges are well articulated and incorporated into programmatic planning.

Overall, this section does not fully meet the stated criteria.

Efficacy Team Recommendations: Incorporate current counseling session and future survey data into the “productivity” section. Some of these data are included within the EMP document.

Consider offering the SDEV 102 course to all grade levels.

VI: Questions Related to Strategic Initiative: Provide Exceptional Facilities

Goal: SBVC will support the construction and maintenance of safe, efficient, and functional facilities and infrastructure to meet the needs of students, employees, and the community.

SBVC Strategic Initiatives: [Strategic Directions + Goals](#)

	Does Not Meet	Meets	Exceeds
Facilities	The program <u>does not provide an evaluation</u> that addresses the sustainability of the physical environment for its programs.	Program <u>provides an evaluation</u> of the physical environment for its programs and <u>presents evidence</u> to support the evaluation.	In addition to the meets criteria, the program has <u>developed a plan</u> for obtaining or utilizing additional facilities for program growth.

Does Not Meet Meets Exceeds

Efficacy Team Analysis and Feedback:

It appears that the facilities are minimally adequate with a need for a larger, more permanent space to better accommodate students and counselors. Perhaps a facilities question could be included within a future survey instrument? The MCHS Program is encouraged to participate in future Program Review Needs Assessment cycles in order to request enhanced facilities. Overall, this section meets the stated criteria.

Efficacy Team Recommendations: Include a facilities question within future survey instruments (where appropriate). Participate in future Program Review Needs Assessment and grant funding application cycles, specifically as they relate to facility needs.

VII: Previous Does Not Meet Categories

Does Not Meet Meets Exceeds

Efficacy Team Analysis and Feedback:

This is the first time that the MCHS Program has participated within the Program Review Efficacy process.