



**NON-INSTRUCTIONAL/ADMINISTRATIVE PROGRAM REVIEW
ANNUAL UPDATE**

1. Discipline/Area/Department Name: S.T.A.R.TRIO Program (Student Transfer and Academic Retention)	2. Year: 2015-16 for 2017-18
3. Name of person leading this review: Saundra Cooley	
4. Names of all participants in this review: Saundra Cooley, STAR Director, Sara Stanton, Clerical III, and Stephanie Mattila, Counselor.	
5. Status Quo option: Year 1: Comprehensive review Year 2: Annual update or status quo option Year 3: Annual update Year 4: Annual update or status quo option	In years two and four of the review cycle, programs may determine that the program review conducted in the previous year will guide program and district planning for another year. <input type="checkbox"/> Check here to indicate that the program review report written last year accurately reflects program planning for the current academic year. (Only programs with no updates or changes may exercise the status quo option. All others will respond to questions 6 – 10.)

Data/Outcome Analysis and Use

Please review and interpret data by following the provided links:

#	Indicator	Comments and Trend Analysis
6.	Report program/area data showing the quantity of services provided over the past five years (e.g. number transactions, acreage maintained, students served, sales figures)	The College’s enrollment trends have little impact on the STAR Program because, the number of students to be served though the program has not changed in the past five years. The STAR Program continue to serve a maximum of 160 students each program year. The STAR Program has successfully served the following number of students during the respective academics years; 2013-14 served 177 students, 2014-15 served 162 students, and in the Fall of 2015, 90 students received services. Spring of 2016 number of students served have not been determined. During the past two years, the STAR Program have surpassed the program requirements in serving 160 students due to an increased demand for the needed support services.

- 6. Cite examples of using outcome (PLO, ILO, and/or OO) action plans as the basis for resource requests and the allocation of those requests (e.g. human, facilities/physical, technology, financial, professional development) or making other changes that resulted in or correlate with improved outcome findings over the past five years.

ILO/PLO/OO	Action Plan	Current Status	Impact of Action
ILP/PLO/OO	STAR staff will review all student files to determine if they have an Educational Plan.	Ongoing	100% of STAR Program Students will have an Educational Plan. To date all STAR Program students have met with the program Counselor and were assisted in developing an Educational Plan.
ILP/PLO/OO	STAR Counselor will review student files to determine degree and/or certificate requirements and discuss processes with student to ensure success.	Ongoing	A random sampling STAR student survey was conducted, which revealed that 85.7% of program participants felt that their Counselor was able to help them understand the curriculum at AVC related to meeting their goals. In addition, a follow up to the random sampling survey, a more comprehensive survey will be conducted in the upcoming program year. The findings will determine if further counseling services are needed to help the STAR students to become more astute.
ILP/PLO/OO	STAR staff will counsel program participants about curriculum that relates to career goals.	Ongoing	85.7% of STAR students surveyed indicated that the STAR Counselor help with their understanding of the curriculum as it relates to their career goals.

8. Review the goals identified in your most recent comprehensive self-study report and any subsequent annual reports. Briefly discuss your progress in achieving those goals.

Goals/Objectives/Action Plans	Current Status	Impact of Action (describe any relevant measures/data used to evaluate the impact)
Develop Student Survey as an Evaluation Instrument.	Ongoing	A Student Survey tool was developed as an Evaluation Instrument by the Office of Institutional Research. The Instrument was administered in short by STAR staff to determine

		the effectiveness of the counseling services offered to STAR students. The results revealed that 85.7% of the students agreed that they benefitted from the services offered.
Implement adjustments to STAR Program.	Ongoing	The STAR staff is currently reevaluating program goals and services in order to improve services.
<p>Briefly discuss your progress in achieving those goals: A comprehensive Summer STAR program has been developed to include an opportunity for students to finish program requirements that were not met during the prior Fall and Spring semesters, a trip is being offered to “active” program participants, an additional Career component will be offered to summer participants, and scholarships will be offered to new program participants and those who complete outstanding program deficient program requirements.</p> <p>Some of prior reporting period goals have not been implemented due to the challenges that the STAR Program faced during the 2015-16 program year, due to the absence of a Program Director during most of the year. To rectify this hardship a Program Director was recently recruited and hired by the AVC.</p>		
<p>Please describe how resources provided in support of previous program review contributed to program improvements: The STAR Program successfully surpassed the required number of students being served during 2014-15 program year. This 2015-16 program year, the Department of Education provided an additional 3% increase in grant funding. These resources will be used to fund the individualized Career Counseling component of the Sumer program.</p>		

9. Based on data analysis, outcomes, program indicators, assessment and summaries, list discipline/area goals and objectives to advancing district Strategic Goals, improving outcome findings and/or increasing the completion rate of courses, certificates, degrees and transfer requirements in 2016-2017. Discipline/area goals must be guided by [district Strategic Goals](#) in the Educational Master Plan (EMP). They **must be supported by an outcome or other reason (e.g., health and safety, data analysis, national or professional standards, a requirement or guideline from legislation or an outside agency)**. **In chart below, put goals you want to continue from above, if any, and/or include goals needed for grant compliance. Tip: It is usually more manageable and productive to have a few focused goals than to have many goals.**

Goal #	Discipline/area goal and objectives	Relationship to Strategic Goals* in Educational Master Plan (EMP) and/or other	Expected Impact of Program Outcomes/Student Learning	Action plan(s) or steps needed to achieve the goal**	Resources needed (Y/N)?
1.	To expose STAR students to California colleges and universities.	2. Increase the transfer rate	An increase number of STAR students will graduate and transfer to other institutions to further their education.	The STAR program will sponsor field trips to other higher learning institutions.	No
2.	To establish an online orientation and	7. Enhance technology's support of the college Mission	The student orientation process will be more easily	The online orientation will be set up in conjunction with the	No

	student file for STAR students.		accessible to student schedules.	college's IT department and STAR staff.	
3.	An ongoing review of student files to determine degree and/or certificate requirements and discuss processes with student to ensure success	*1. Support learning and facilitate student success	The STAR student will receive regular feedback on the status of their education plan which insures that the student will stay on track for graduation and/or transfer.	STAR Counselor will have a minimum of two counseling sessions each semester with students. Workshops and field trips will be an integral parts of the student plan for success.	No

****Action plan verbs: expand, reduce, maintain, eliminate, outsource, reorganize, re-engineer, study further, etc.**

10. Identify significant resource needs that should be addressed currently or in near term. For each request type identify which **discipline/area goal(s) from 9 guide this need**. **Your requests must link to your goals in Part 9 above.**

Indicate which Discipline/area Goal(s) guide this need	Type of Request (Personnel ¹ , Physical ² , Technology ³ , Professional development ⁴ , Other ⁵)	New or Repeat Request?	Briefly describe your request here	Amount, \$	One-time or Recurring Cost, \$?	Contact's name

¹List needed human resources in priority order. For faculty and staffing request attach Faculty Position Request form.

²List needed technology resources in priority order.

³In priority order, list facilities/physical resources (remodels, renovations, or new) needed for safer and appropriate student learning and/or work environment.

⁴List needed professional development resources in priority order. This request will be reviewed by the professional development committee.

⁵List any other needed resources in priority order.