**Reedley College Program Review Recommendations\* Annual Progress Report**

**(\*“Recommendation” changed to “Goals” beginning Cycle Three)**

**Program: Reedley College DSP&S Year: 2011-2012 Contact: Linda Reither/Samara Trimble**

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| **Goal(s)** | **Proposed Timeline** | **Activities/Facilities/ Curriculum/Equipment Necessary to Accomplish Goals \*** | **Resources Needed, Include Estimate Costs** | **Status** | **Outcome**  |
| 1. Use SARS for student appointments and student services data tracking.

Pgs: 12-13, 15-19 | Spring 2011 | Program Setup, migrate from outlook to SARS, staff training on program use.  | Staff training time and technological support. College and District support. | **Spring 2012:** SARS is used for all student appointments and most student services data tracking within DSP&S. | Completed |
| 1. Uniform use of MIS codes to streamline data collection.

Pgs: 12-13, 15-19 | Fall 2011 | Staff collaboration and agreement on codes, implementation of code use.  | Staff meeting time, staff collaboration, college and district support.  | **Spring 2012:** Progressing: Fewer codes being used.  | In progress:* Staff will review again during Summer 2012 to continue to improve consistency.
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| 1. Quiet, reduced distraction, accessible, monitored location for administration of testing accommodations.

Pgs: 6, 27, 29 | Fall 2011 | Identification of location outside of DSP&S building, purchase/setup of video monitoring system, staffing to monitor/administer tests. (i.e. stand along system or Tegrity & webcam) | District/campus support of effort, Video monitoring equipment: $1500, Staffing costs. | **Spring 2012:** No Change: attempts have been made to establish test proctoring in alternate locations on campus. | No Progress has been made. |
| 1. Campus specific policies & procedures for test proctoring.

Pgs: 6, 27, 29 | Fall 2011 | Staff collaboration to develop policies and procedures, distribution of information to students and faculty. | Staff meeting time, support of office of instruction and student services. | **Spring 2012:** All forms have been developed and are distributed as needed for students and faculty.  | In Progress:* Forms Completed
* Effective distribution to faculty in progress.
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| 1. Add a certificated DSP&S Administrator/ Coordinator position.

Pgs: 5, 12, 20-23, 27-29 | Fall 2012 | This will require additional college/district/institutional support. | 100% of an on-campus DSP&S Administrator/ Coordinator.  | **Spring 2012:** No Change | No Progress has been made. |
| 1. Add a certificated DSP&S LD specialist position.

Pgs: 15-19, 20-23, 29 | Fall 2014 | Funding from DSP&S and the college that is not grant dependent. |  60% of LD specialist position is currently grant funded. | **Spring 2012:** No Change | No Progress has been made. |
| 1. Implement online faculty training program using the DARE program.

Pg: 29-30 | Fall 2011 | Setup DARE program on college website, distribute information to all faculty.  | District/College Tech support, support from office of instruction.  | **Spring 2012:** No Change | No Progress has been made. |
| 1. Maintain up to date technology.

Pgs: 7-9, 29-30 | ongoing | Maintain computers, hardware, software, current licenses and upgrades (i.e. Kurzweil, Inspiration, FastForWord Progress Tracker, Jaws)  | Institutional/District funds to cover costs, tech support to implement, training for staff/students on how to use.  | **Spring 2012:** All technology is up to date. | In Progress: October 2012, Progress Tracker will expire and need renewal. All other software and computer needs are met. |

1. Provide any additional changes made to the program that were not a part of your program review report.

In the process of review Student Services Program Learning Outcomes, we determined that the DSP&S Program Learning Outcomes needed to be revised to become more measureable. The DSP&S Devser SLO Flow Chart (see blackboard) was updated to reflect the revised Program Learning Outcomes and Revised Assessment Strategies.

1. List in detail any new program needs and a brief rational for this need.

At the end of June 2012, the Tenure Track DSP&S Counselor will be retired. DSP&S needs to retain and hire for this position because this is the only non-adjunct DSP&S counselor in the department who is not grant funded. Services for students not participating in one of the DSP&S grants depend on this position. In addition, as a district-wide department, DSP&S has 10% of an administrator and therefore the day to day departmental administrative duties will be delegated to the counselor/coordinator in this position.

1. Summarize the progress your program has made this year on SLO assessment.

All Devser courses have completed SLO Course Assessments. No major changes have been necessary. PLO Changes were made as described above in #1 and evaluated in the 2011-2012 DSP&S PLO Program Assessment Report. Results appear to be positive for all PLO’s at this time.

1. Provide any additional information that your program would like to share.

DSP&S continues to do an excellent job in continuing to serve students and meet all campus reporting requirements despite diminishing resources.