

YEARLY PLANNING DISCUSSION TEMPLATE

General Questions

Program Name Human Services **Academic Year** 2023-2024

1. Has your program mission or primary function changed in the last year?

No, there have been improvements made but primary function remains the same

2. Were there any noteworthy changes to the program over the past year? (eg, new courses, degrees, certificates, articulation agreements)

There have been changes to what was previously called Human Services: Addiction Studies AS degree and Certificate of Achievement. A new degree and certificate have replaced the previously mentioned, now called, "Human Services: Substance Abuse and Treatment Studies AS degree and Human Services: Substance Abuse and Treatment Studies Certificate of Achievement. The degree now includes HUSV 135: Ethics for Human Services and has omitted FCS 131: Life Planning from the degree requirements. The certificate was also reduced from 42 units to 21 units, that are more focused on the core of addiction studies.

1 degree and 8 certificates will soon be deactivated and are in the process of being reviewed for vitality.

Lastly, we are not renewing our accreditation through CAADE and will be registering with CCAPP instead.

3. Is your two-year program map in place and were there any challenges maintaining the planned schedule?

The Guided Pathways program is in progress, course sequencing has been determined and will soon be reflected.

4. Were there any staffing changes?

Yes, Alexandria "Lexy" Conrad has filled the Full-time Faculty position, Human Services Assistant Professor/Coordinator.

Edwin Weaver was hired on as part-time faculty to teach HUSV courses in both the North Branch Jail and Lompoc Federal Prison.

5. What were your program successes in your area of focus last year?

N/A.

Learning Outcomes Assessment

- a. Please summarize key results from this year's assessment.

Learning Outcomes Assessment has not been completed. Semester is still in progress.

- b. Please summarize your reflections, analysis, and interpretation of the learning outcome assessment and data.

N/A

- c. Please summarize recommendations and/or accolades that were made within the program/department.

There will be additional changes to the Human Services program that will include a transfer degree, more online modalities, and outreach/programming for local juvenile hall/continuation schools.

- d. Please review and attach any changes to planning documentation, including PLO rubrics, associations, and cycles planning.

N/A

Distance Education (DE) Modality Course Design Peer Review Update (Please attach documentation extracted from the *Rubric for Assessing Regular and Substantive Interaction in Distance Education Courses*)

- a. Which courses were reviewed for regular and substantive interactions (RSI)?

HUSV 135: Ethics for Human Services

- b. What were some key findings regarding RSI?

HUSV 135 DE course provided many different modes of RSI and also provided additional culturally relevant materials to the course as well.

- Some strengths:

There was a great amount of engagement between Instructor and student.

Contact was made weekly and promptly through Canvas inbox, grading, discussion boards, and announcements.

Students were very active with course work as well as reaching out when needing additional support.

- Some areas of possible improvement:

Create short videos for each week.

- c. What is the plan for improvement?

Create short instructional videos each week for students to watch, that include weekly coverage of material and assignments.

CTE two-year review of labor market data and pre-requisite review

- a. Does the program meet documented labor market demand?

n/a

- b. How does the program address needs that are not met by similar programs?

There are two options for the Substance Abuse and Treatment programs, one is more robust and offers a degree, the other is more specified that requires less units for a certificate.

- c. Does the employment, completion, and success data of students indicate program effectiveness and vitality? Please, explain.

n/a

- d. Has the program met the Title 5 requirements to review course prerequisites, and advisories within the prescribed cycle of every 2 year for CTE programs and every 5 years for all others?

n/a

- e. Have recommendations from the previous report been addressed?

n/a

Use the tables below to fill in **NEW** resources and planning initiatives that **do not apply directly to core topics**. *This section is only used if there are new planning initiatives and resources requested.*

Sample:

New Program Planning Initiative (Objective) – Yearly Planning Only	
Title (including number):	ER Obj-2 Video Speeches for Student Learning and enhancement
Planning years:	(The academic years this will take to complete) 2021-22 to 2024-25
Description:	
(A more detailed version of initiative. Please include a description of the initiative, why it is needed, who will be responsible, and actions that need to happen, so it is completed.) The success levels of our courses have indicated that students need to be able to review their own speeches. Videotaping the student’s speech provides a very constructive approach to review and improve their oratory skills.	
What college plans are associated with this Objective? (Please select from the list below):	
<input type="checkbox"/> Ed Master Plan <input type="checkbox"/> Student Equity Plan <input type="checkbox"/> Guided Pathways <input type="checkbox"/> AB 705 <input type="checkbox"/> Technology Plan <input checked="" type="checkbox"/> Facilities Plan <input type="checkbox"/> Strong Workforce <input type="checkbox"/> Equal Employment Opp. <input type="checkbox"/> Title V	

Resource Requests: Please use the Resource Request Excel template located on the Program Review web page to enter resource requests for equipment, supplies, staffing, facilities, and misc. resources needed. Send completed excel document along with completed program view core topic for signature.

The screenshot shows an Excel spreadsheet with the following table structure:

Dept	Program	Source	Year	Initiative (Objective) Reference	Resource Need	Requested Item(s) Please include per item
English	English Rhetoric	Yearly Planning and Core	2022-2023	ER OBJ - 2	Equipment	video cameras \$600 each

The spreadsheet also includes a text box with instructions: "Enter equipment requests below. Equipment is defined as having useful life of more than one year AND a purchase price of more than \$200 each including tax. This includes all items that are part of the initial purchase."

Area of Focus Discussion Template

ACADEMIC SERVICES AND SUPPORT

Academic Services and Support – assess and improve relationship with tutorial services, library, counseling, learning assistance program (LAP), etc. and evaluate co-curricular support courses.

Possible topics:

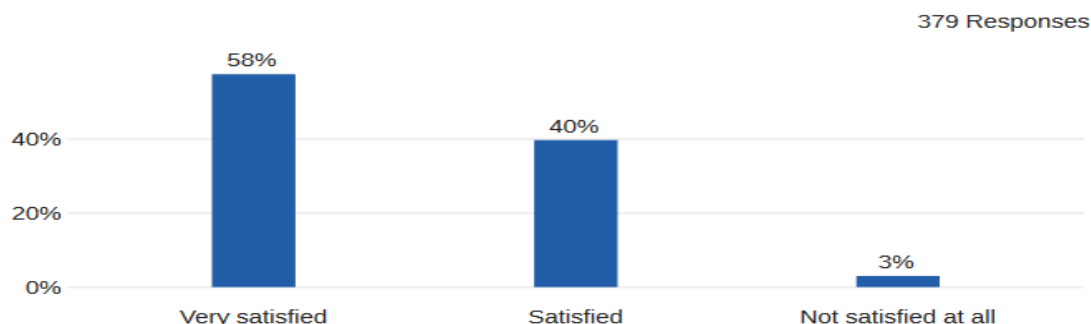
- Collaborate with student success team members to ensure institutional barriers are mitigated.
- Review and summarize student support options.
- Implement student surveys and evaluate results.
- Assess co-curricular support programs and services.

1. What data were analyzed and what were the main conclusions?

The Student Services Survey for Spring 2024 was used to address the following questions. When I requested that an Academic Services and Support survey be done for students enrolled in Human Services classes in early April, I was informed that this survey was currently being completed by our students. The Office of Institutional Effectiveness informed me that the results of their Student Services Survey could be used to address the questions of this Core Topic for the Human Services program (personal communication with I.E.). Although the student data presented here is not specific to the Human Services program, it does provide a general overview of how our population utilizes AHC’s Academic Services and Support services. The conclusion is that over 95% of the students are either “satisfied” to “very satisfied” with the Academic Services and Support provided by the college (see survey data below).

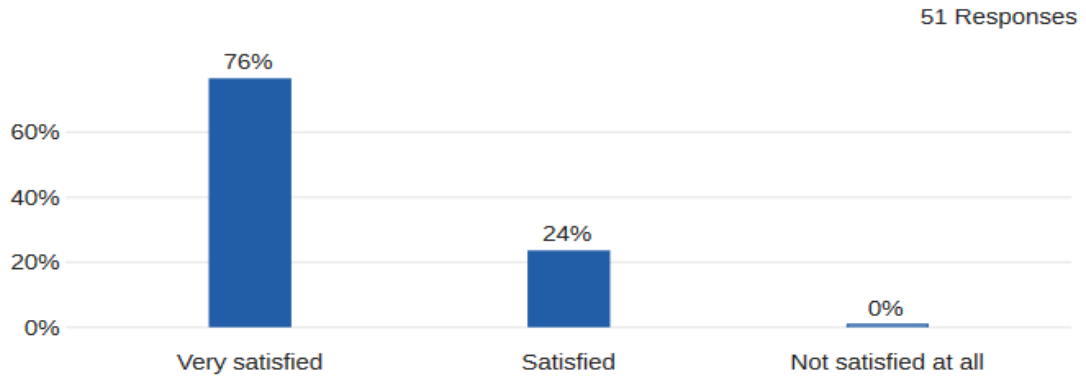
A. General counseling services survey results:

Q38 - How satisfied were you with general counseling services?



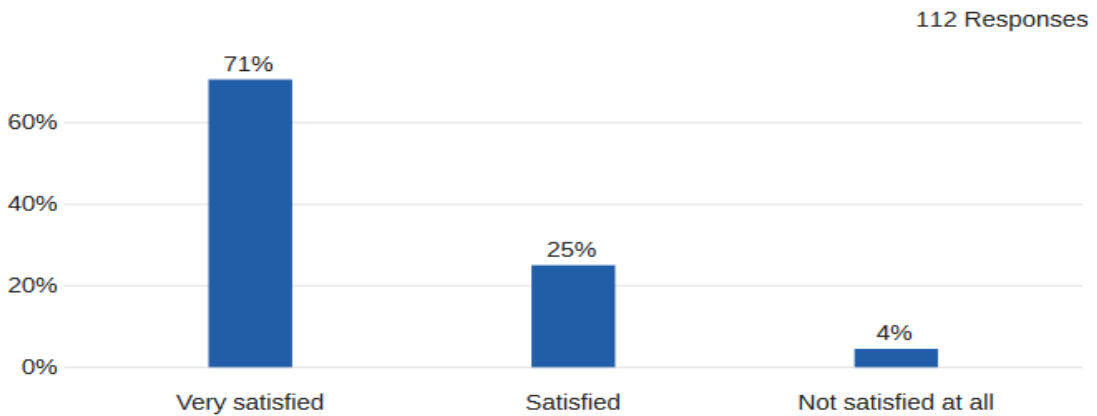
B. Phoenix/Rising Scholars services survey results:

Q50 - How satisfied were you with Phoenix/Rising Scholars services?



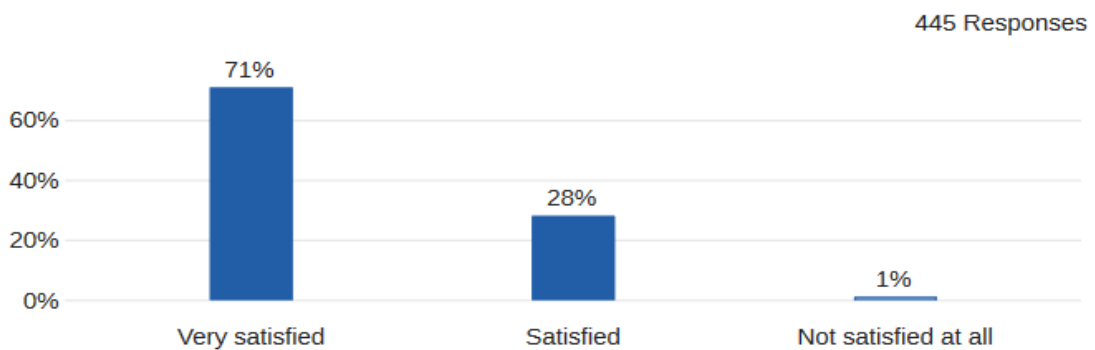
C. Learning Assistance Program (LAP) services survey results:

Q58 - How satisfied were you with LAP services?



D. AHC Library survey results:

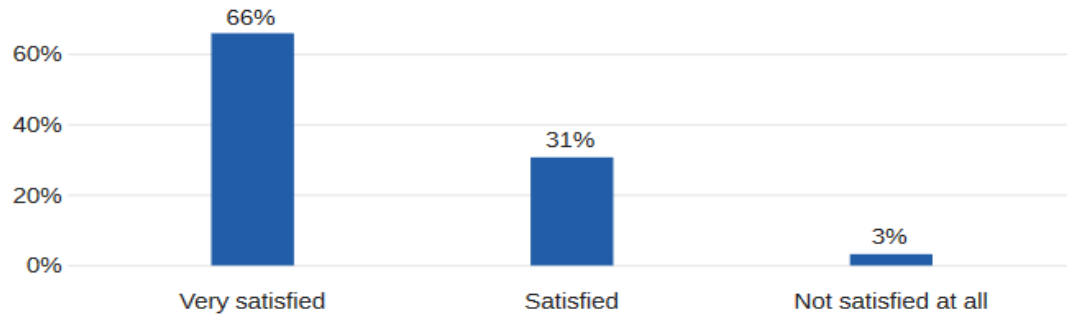
Q62 - How satisfied were you with AHC Library services?



E. MESA survey results:

Q66 - How satisfied were you with MESA services?

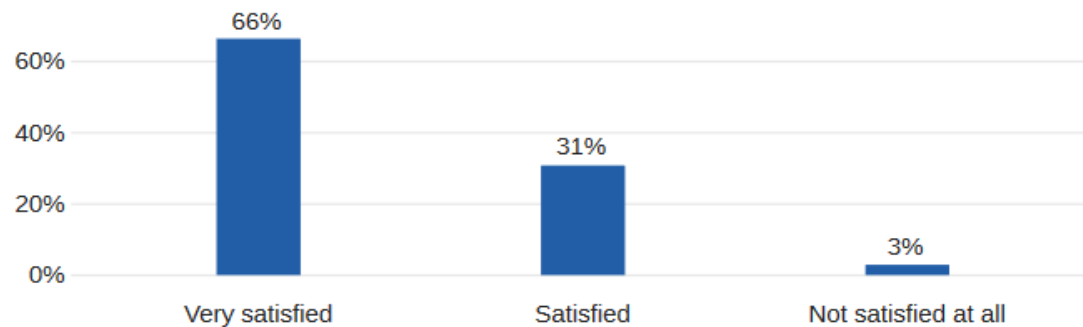
91 Responses



F. Tutoring services survey results:

Q78 - How satisfied were you with Tutoring services?

214 Responses

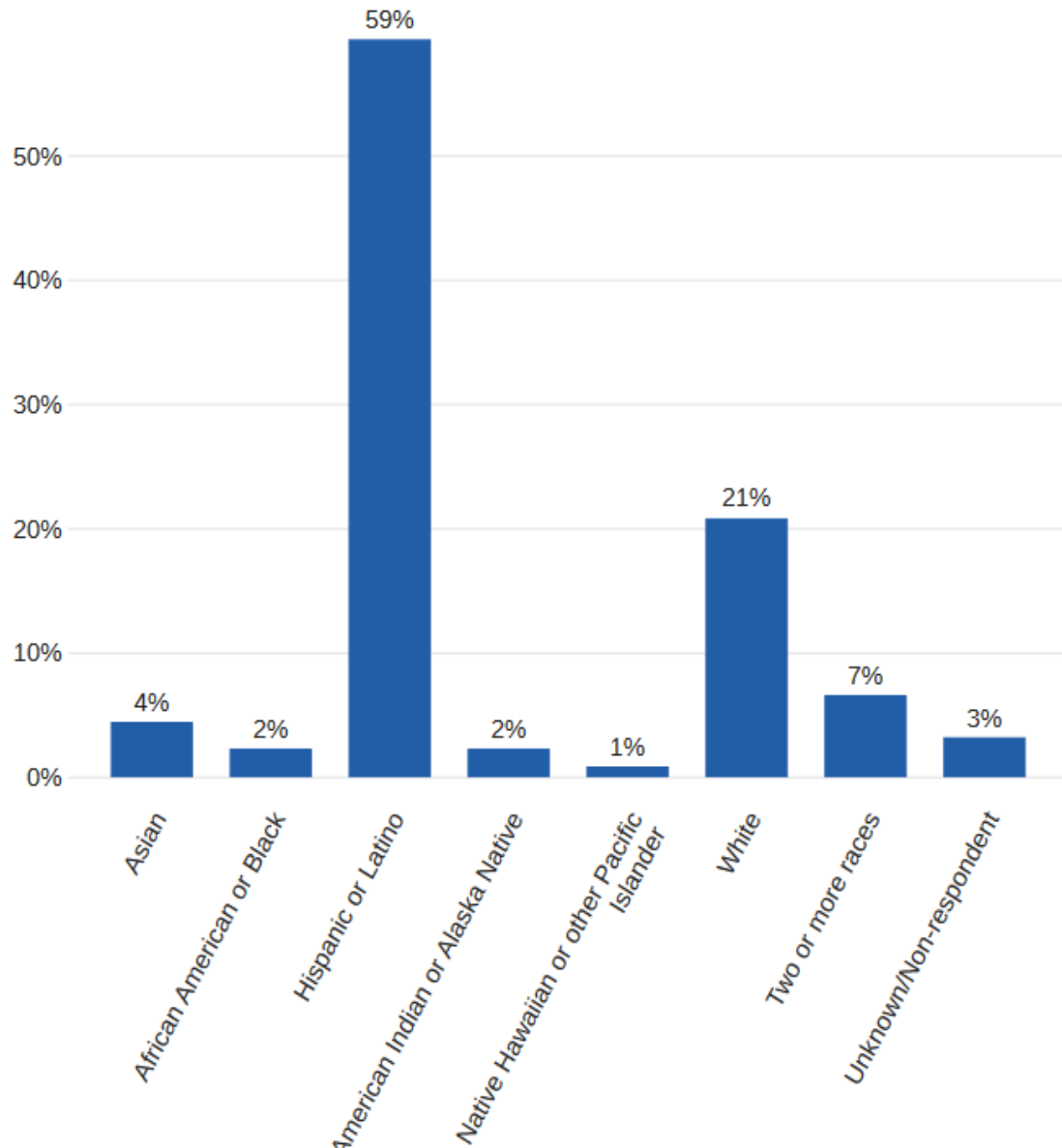


2. Based on the data analysis and looking through a lens of equity, what do you perceive as *challenges* with student success or access in your area of focus?

It is difficult to identify any challenges with student success through the lens of equity as the survey results are not disaggregated by ethnicity. Question 121 of the Student Services Survey shows that 59% of the respondents to the survey identified as Hispanic or Latino (see below).

Q121 - What is your race or ethnicity? Please check all that apply.

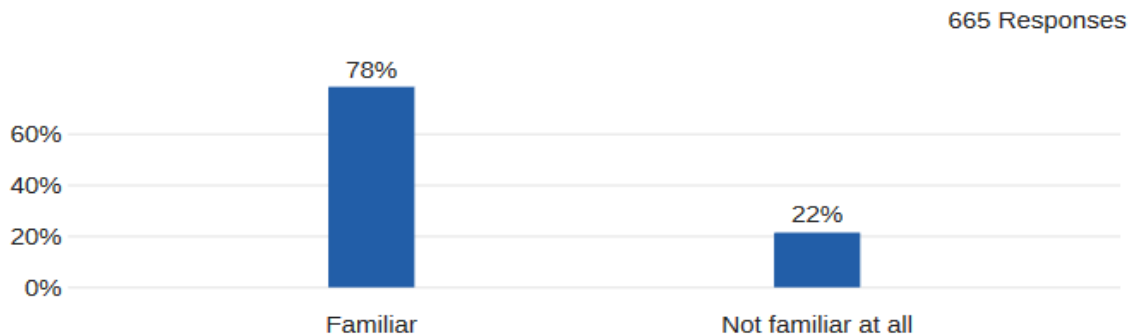
495 Responses



Looking at Student Services Survey questions that relate to Academic Services and Support, it appears that some students are not aware of or take advantage of them (see below). Some of these results are likely due to students not needing or seeking out these resources (i.e., Phoenix/Rising Scholars services, LAP, & MESA). However, there are likely students who would benefit from using the Library, MESA, and Tutorial services if they knew that they were available. Increased awareness of these Academic

Services and Support by our Hispanic or Latino students could lead to increased academic success.

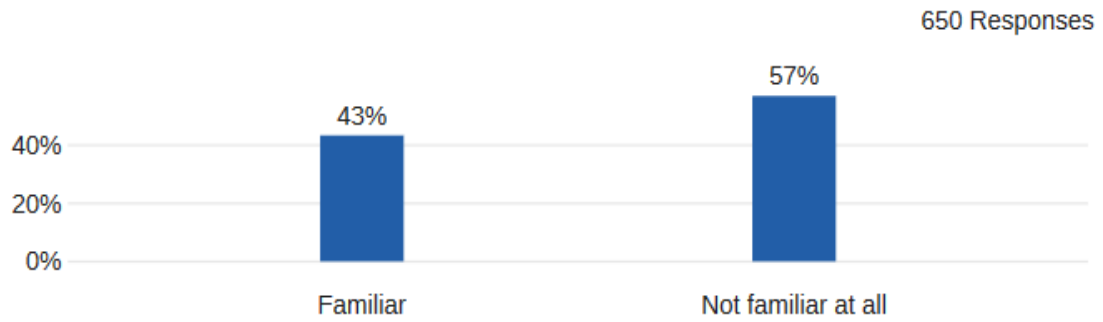
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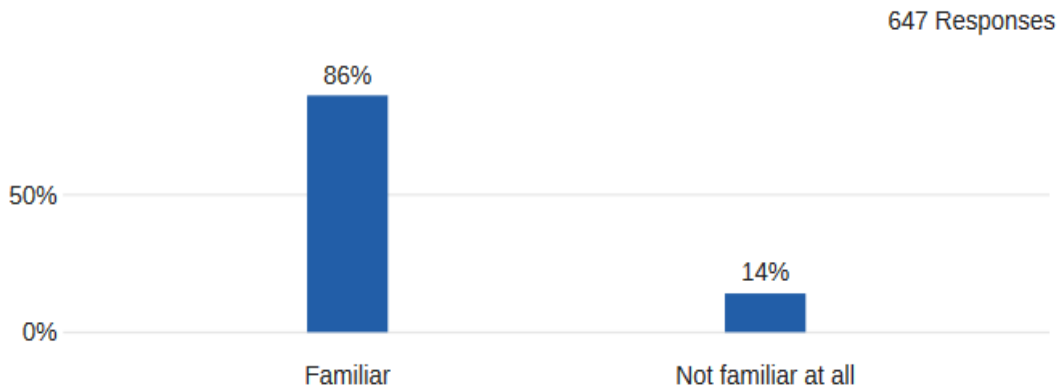
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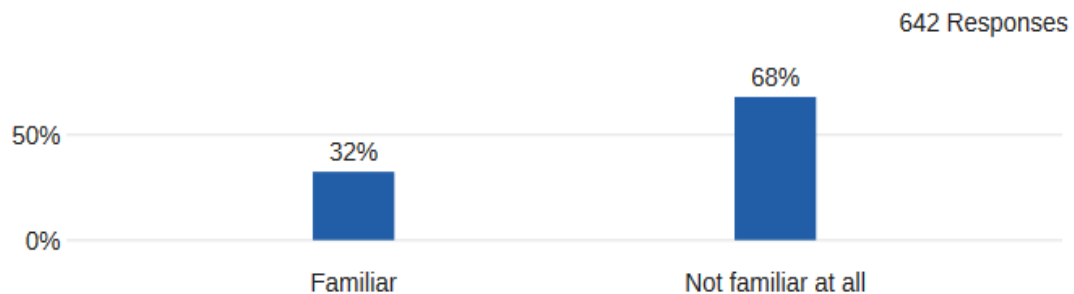
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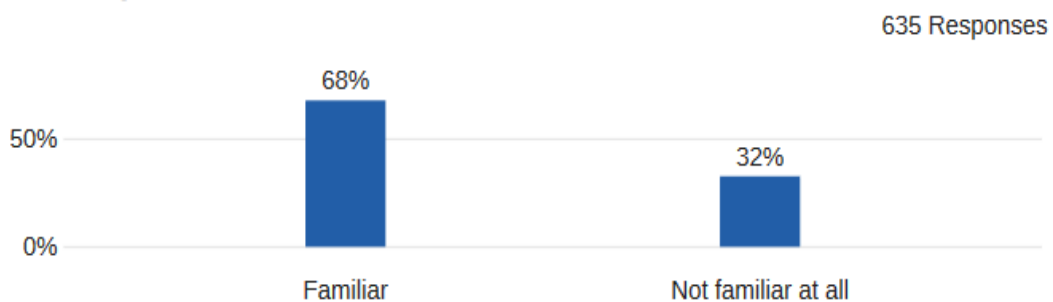
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Q63 - MESA provides support services for mathematics, engineering, and science students. Please tell us how familiar you are with MESA services.



Q75 - Tutoring services are provided at the Academic Resource Center (ARC), Tutoring Center, Math Lab, and Writing Center. Please tell us how familiar you are with Tutoring services.



3. What are your plans for change or *innovation*?

Based on the survey evidence provided there was a general response not specific to the Human Services program, however, many of the students within the program are a part of Rising Scholars, LAP, general counseling, and utilizing tutoring services. This is known through student self-disclosure of involvement in student services and life experiences that would qualify them for these services if they were not already involved. Moving forward, utilizing opportunities for student services programs to present in front of the classroom at the beginning of the semester, along with a quick survey to assess needs would potentially create a bridge for the students that are not enrolled in such programs to gain a better understanding.

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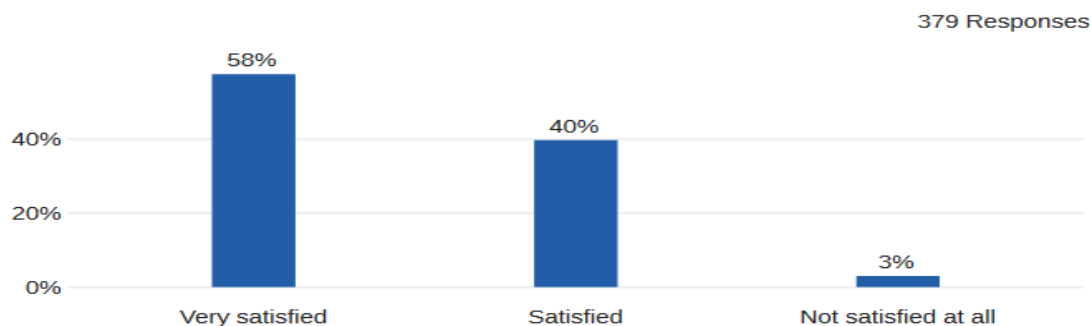
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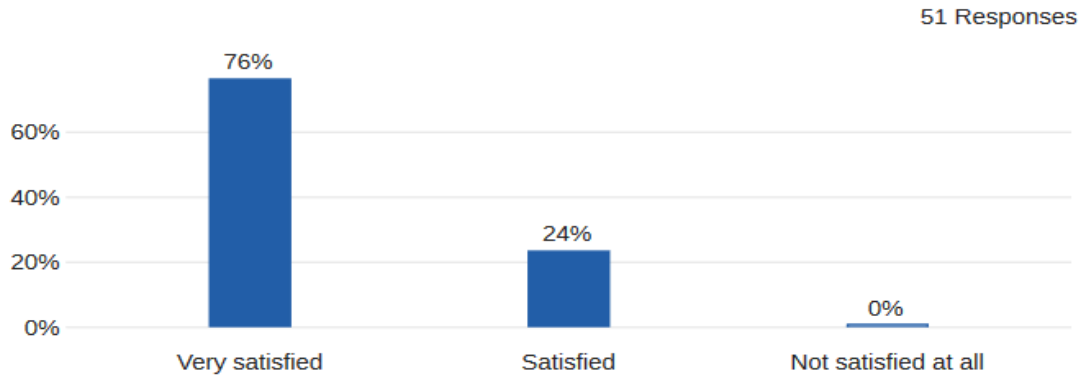
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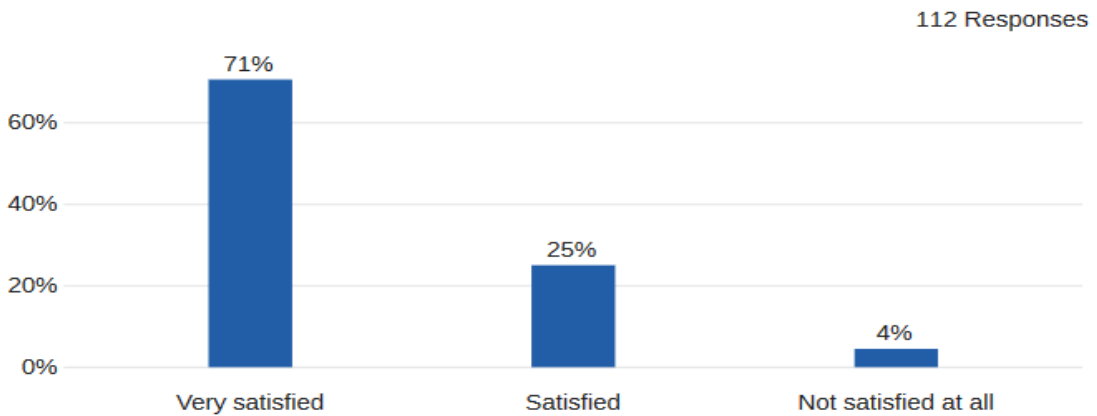
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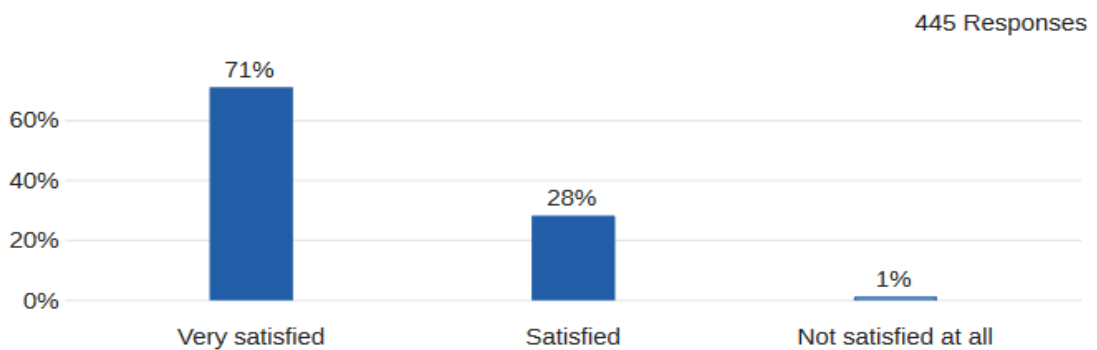
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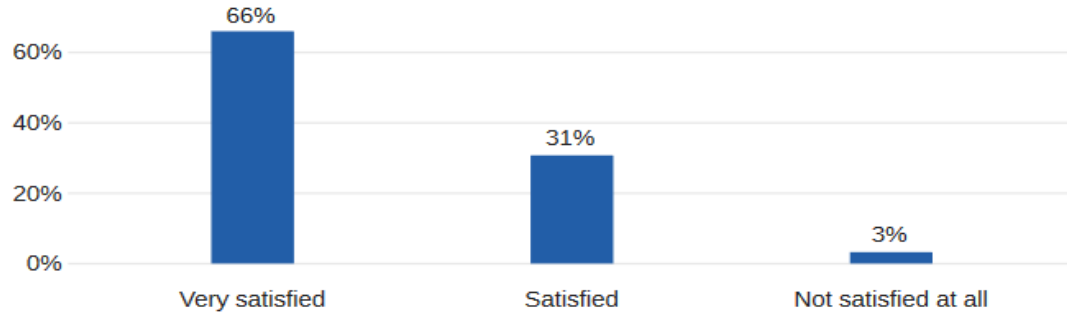
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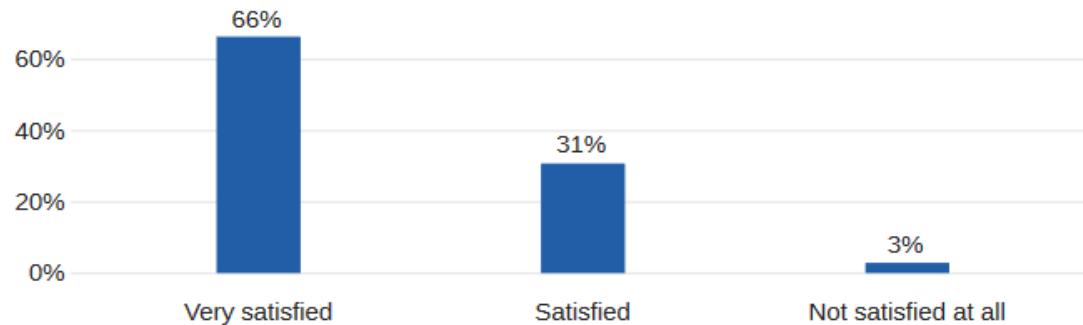
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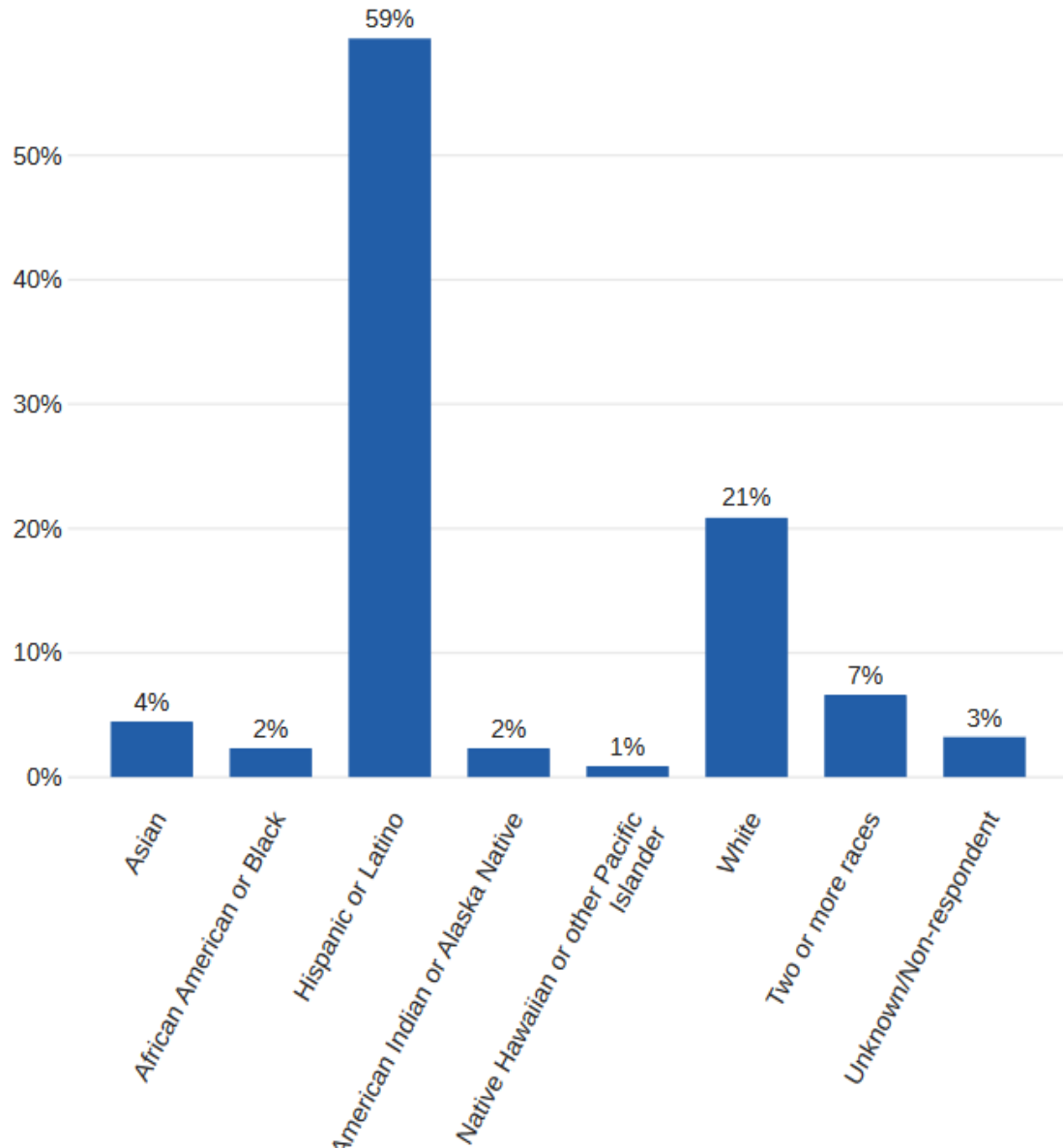


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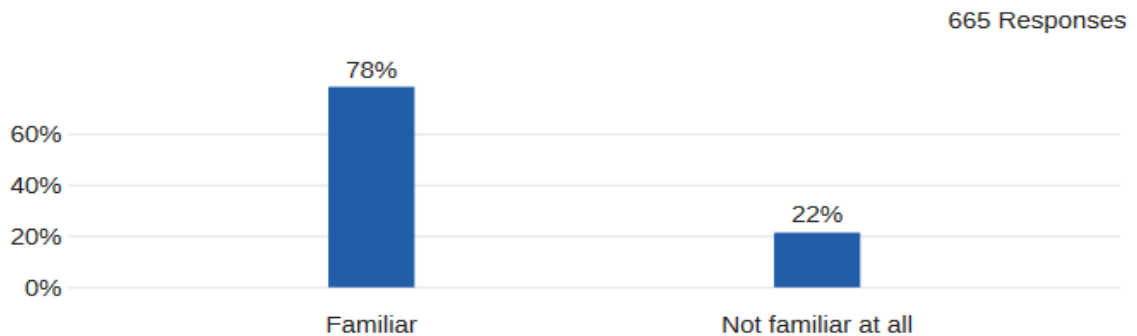
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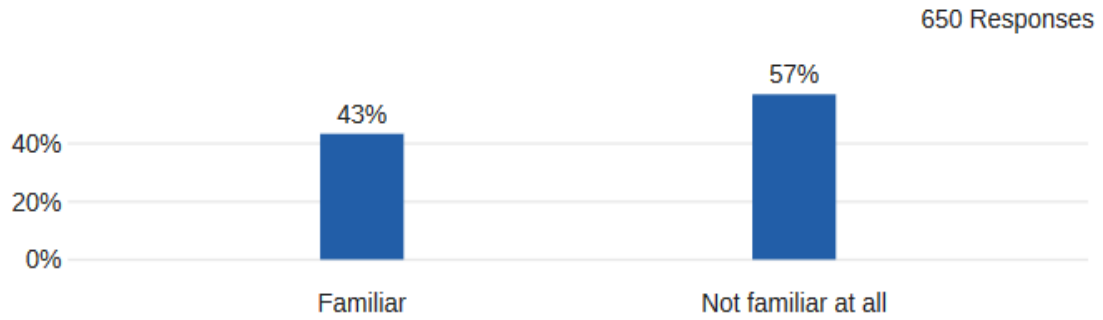
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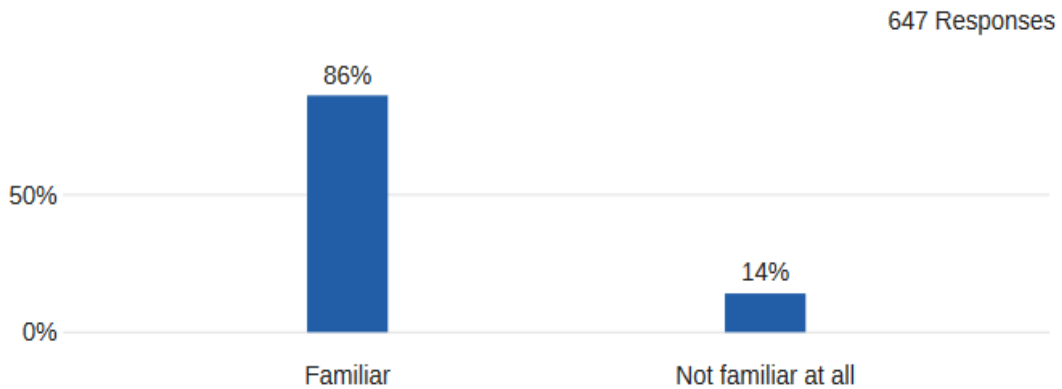
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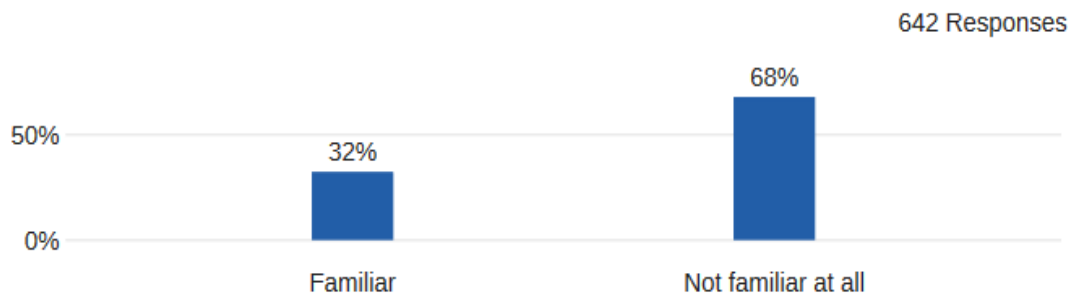
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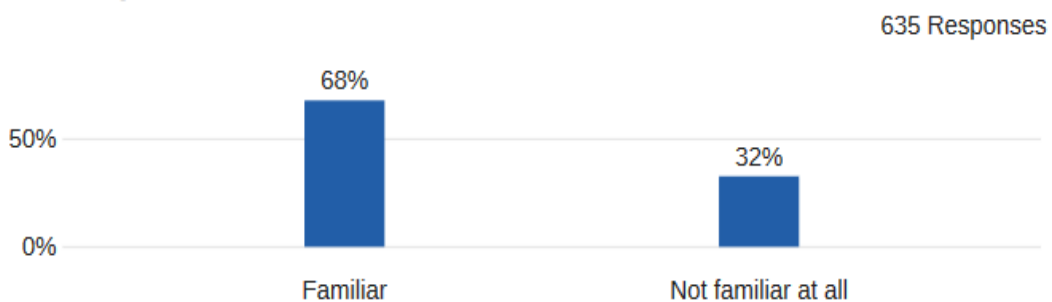
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The Human Services program will also become registered with a new entity, CCAPP, which will allow students to meet requirements to become certified as Substance Abuse/AOD counselors to work within the community.

4. How will you *measure* the results of your plans to determine if they are successful?

Potentially measuring a pre and post survey of Human Services students, at the beginning and end of the semester. Evaluating which programs they are enrolled in, services that are being received, or what students could qualify for.

Validation for Program Planning Process: If you have chosen to do the Validation this year, please explain your process and the findings.

1. Who have you identified to validate your findings? (Could include Guided Pathway Success Teams, Advisory Committee Members, related faculty, industry partners or higher education partners) n/a
2. Are there specific recommendations regarding the core topic responses from the validation team? n/a

Based on the narratives for the prompts above, what are some program planning initiatives (objectives) and resources needed for the upcoming years? Use the tables below to fill in **NEW** planning initiatives. ***This section is only used if there are new planning initiatives that pertain to the Core Topic only.***


Sample:

New Program Planning Initiative (Objective) – Core Topic Only	
Title (including number):	<i>ER Obj-2 Video Speeches for Student Learning and enhancement</i>
Planning years:	<i>(The academic years this will take to complete) 2021-22 to 2024-25</i>
Description:	
<i>(A more detailed version of initiative. Please include a description of the initiative, why it is needed, who will be responsible, and actions that need to happen, so it is completed.)</i>	
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misc. resources needed. Send completed excel document along with completed program view core topic for signature.

Dept	Program	Source	Year	Initiative (Objective) Reference	Resource Need	Requested Item(s) Please include per item
English	English Rhetoric	Yearly Planning and Core	2022-2023	ER OBJ- 2	Equipment	/video cameras \$600 each

Program Review Signature Page:



 Program Review Lead

4.6.2024


 Date



 Program Dean

Jun 6, 2024

 Date



 Vice President, Academic Affairs

Jun 10, 2024

 Date









F23-S24 YPU and Academic Services and Support - HUSV_6.6.24

Final Audit Report

2024-06-10

Created:	2024-06-06
By:	Maryfrances Marecic (mmarecic@hancockcollege.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAKqluasbcgZxNm0BcW8IH8nSM8m3UqBwH

"F23-S24 YPU and Academic Services and Support - HUSV_6.6.24" History

-  Document created by Maryfrances Marecic (mmarecic@hancockcollege.edu)
2024-06-06 - 8:43:50 PM GMT- IP address: 209.129.94.61
-  Document emailed to RICK RANTZ (RRANTZ@HANCOCKCOLLEGE.EDU) for signature
2024-06-06 - 8:44:52 PM GMT
-  Email viewed by RICK RANTZ (RRANTZ@HANCOCKCOLLEGE.EDU)
2024-06-06 - 10:53:17 PM GMT- IP address: 104.47.58.126
-  Document e-signed by RICK RANTZ (RRANTZ@HANCOCKCOLLEGE.EDU)
Signature Date: 2024-06-06 - 10:53:27 PM GMT - Time Source: server- IP address: 209.129.94.61
-  Document emailed to Robert Curry (rcurry@hancockcollege.edu) for signature
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Signature Date: 2024-06-10 - 10:40:16 PM GMT - Time Source: server- IP address: 209.129.94.61
-  Agreement completed.
2024-06-10 - 10:40:16 PM GMT