



Annual Program Plan Feedback - SSPC

Program:

Financial Aid Literacy

SSPC Member(s) Reviewers:

Ruth Muller

The purpose of this form is to provide feedback to the Program Team.

I. <u>SLOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, <u>plan</u>
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments?				NO
2. How has student learning been improved due to the changes made?	NO SLO THIS YEAR PLAN FOR NEXT YEAR			
Comments/Questions:				

II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				✓
Comments/Questions: GOOD JOB				

Annual Program Plan Feedback - SSPC

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with accurate data.				✓
2. Justification fits Program /Department/Division/College needs				
Comments/Questions:				

V. <u>Professional Development Needs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				✓
Comments/Questions:				

VI. <u>Equipment Request (Item description, Number of Items, Total Cost)</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information	XXXX			✓
2. Justification is consistent with Department/Division/College needs				
Comments/Questions: Need Vendor, catalog #, Unit Price For scanning machine				



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VII. Facilities Request (Either new or maintenance issues)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs		N/A		
Comments/Questions:				

SSPC Co-Chair Signature:



Date:

5/13/15

VPSS Signature:

Date:



Annual Program Plan Feedback - SSPC

Program: Financial Aid / SparkPoint

SSPC Member(s) Reviewers: Robin Richards

The purpose of this form is to provide feedback to the Program Team.

I. <u>SLOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments?				
2. How has student learning been improved due to the changes made?				
Comments/Questions: <u>Making changes - planning for next year</u>				

II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				✓
Comments/Questions: <u>FA - Incr. FA applications</u>				

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IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with accurate data.		✓		
2. Justification fits Program /Department/Division/College needs			✓	
Comments/Questions: <i>< Additional staff - workshops & scalability > need to have more data on students, services</i> <i>• Presentations / Added activities (outside FA office)</i> <i>• Financial coaching / Lack of staff for park tour (only 1.95) demand</i>				

V. <u>Professional Development Needs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				
Comments/Questions:				

VI. <u>Equipment Request (Item description, Number of Items, Total Cost)</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				✓
2. Justification is consistent with Department/Division/College needs				✓
Comments/Questions: <i>- Card swipe - good idea</i> <i>- Laptops - good idea</i>				



Annual Program Plan Feedback - SSPC

VII. <u>Facilities Request</u> (Either new or maintenance issues)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				
Comments/Questions: NA				

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____



Annual Program Plan Feedback - SSPC

Program: FA Spark Point

SSPC Member(s) Reviewers: _____

The purpose of this form is to provide feedback to the Program Team.

I. <u>SLOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments?				
2. How has student learning been improved due to the changes made?				
Comments/Questions: <i>excellent</i>				

II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				
Comments/Questions: <i>excellent</i>				

Annual Program Plan Feedback - SSPC

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with accurate data.				
2. Justification fits Program /Department/Division/College needs				
Comments/Questions: <i>Can the requests also be put in SEP?</i>				

V. <u>Professional Development Needs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				
Comments/Questions: <i>yes</i>				

VI. <u>Equipment Request (Item description, Number of Items, Total Cost)</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions: <i>yes, can the requests also be put in SEP?</i>				



Annual Program Plan Feedback - SSPC

VII. Facilities Request (Either new or maintenance issues)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				
Comments/Questions: NA				

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____



Annual Program Plan Feedback - SSPC

Program: Sparkpoint, Financial Aid, Financial Literacy

SSPC Member(s) Reviewers: Patricia Guevara

The purpose of this form is to provide feedback to the Program Team.

I. <u>SLOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments?	✓			
2. How has student learning been improved due to the changes made?				
Comments/Questions:				

II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				✓
Comments/Questions:				

Annual Program Plan Feedback - SSPC

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with accurate data.				X
2. Justification fits Program /Department/Division/College needs				X
Comments/Questions:				

V. <u>Professional Development Needs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				X
Comments/Questions:				

VI. <u>Equipment Request (Item description, Number of Items, Total Cost)</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				X
2. Justification is consistent with Department/Division/College needs				X
Comments/Questions:				



Annual Program Plan Feedback - SSPC

VII. Facilities Request (Either new or maintenance issues)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				X
Comments/Questions:				

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____



Annual Program Plan Feedback - SSPC

Program: Orientation, Assessment, Registration

SSPC Member(s) Reviewers: Patricia Guevara

The purpose of this form is to provide feedback to the Program Team.

I. <u>SLOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments?				✓
2. How has student learning been improved due to the changes made?				
Comments/Questions:				

II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				✓
Comments/Questions:				

Annual Program Plan Feedback - SSPC

IV. Faculty and Staff Hiring Request	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with accurate data.				
2. Justification fits Program /Department/Division/College needs				
Comments/Questions:				

V. Professional Development Needs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs			X	
Comments/Questions:				

VI. Equipment Request (Item description, Number of Items, Total Cost)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				X
2. Justification is consistent with Department/Division/College needs				
Comments/Questions:				



Annual Program Plan Feedback - SSPC

Program: Sparkpoint / Fin Aid + Literacy

SSPC Member(s) Reviewers: Bob Haick

The purpose of this form is to provide feedback to the Program Team.

I. SLOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?	No SLO's for these programs			for 2014-15 complete SLO's for 2015-16 ✓
Comments/Questions: Good SLO's for 2015 + 16				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				yes for both fiscal years
Comments/Questions: SAO's for Sparkpoint + Fin aid were very good for 2014 as are the SAO's for 15-16				

Annual Program Plan Feedback - SSPC

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with accurate data.	In Process			
2. Justification fits Program /Department/Division/College needs				Yes
Comments/Questions:				

V. <u>Professional Development Needs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				Yes
Comments/Questions:				

VI. <u>Equipment Request (Item description, Number of Items, Total Cost)</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				Yes
2. Justification is consistent with Department/Division/College needs				Yes
Comments/Questions: Colon is powerful tool to market to students. I recommend that they should have one —				

Annual Program Plan Feedback - SSPC

Program: FINANCIAL AID, FIN LITERACY + SPARKPOINT

SSPC Member(s) Reviewers: MEUNSA ALFARO

The purpose of this form is to provide feedback to the Program Team.

I. <u>SLOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments?				
2. How has student learning been improved due to the changes made?	X			X
Comments/Questions:				

II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.	X			X
Comments/Questions:				



Annual Program Plan Feedback - SSPC

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with accurate data.				X
2. Justification fits Program /Department/Division/College needs				X
Comments/Questions:				

V. <u>Professional Development Needs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				X
Comments/Questions:				

VI. <u>Equipment Request (Item description, Number of Items, Total Cost)</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information	CAN'T source			X
2. Justification is consistent with Department/Division/College needs				X
Comments/Questions:				



Annual Program Plan Feedback - SSPC

Program: Financial Aid, SparkPoint, & Financial Literacy

SSPC Member(s) Reviewers: Lizette Bricker

The purpose of this form is to provide feedback to the Program Team.

I. <u>SLOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments?				
2. How has student learning been improved due to the changes made?	X			8
Comments/Questions: <u>Couldn't the # of false completion rates become your SLO for this year.</u>				

II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				X
Comments/Questions:				

Annual Program Plan Feedback - SSPC

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with accurate data.			X	
2. Justification fits Program /Department/Division/College needs			X	
Comments/Questions: <i>Are these positions full-time or part-time?</i> <i>Great idea for Fin Aid Counselor - they have a good model at CCSF.</i>				

V. <u>Professional Development Needs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				X
Comments/Questions:				

VI. <u>Equipment Request (Item description, Number of Items, Total Cost)</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information			X	X
2. Justification is consistent with Department/Division/College needs			X	X
Comments/Questions:				



Annual Program Plan Feedback - SSPC

VII. <u>Facilities Request</u> (Either new or maintenance issues)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				
Comments/Questions: n/a				

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____



Annual Program Plan Feedback - SSPC

Program: Sparkpoint, Fin. Aid, Fin. Literacy

SSPC Member(s) Reviewers: Gloria Darafshi

The purpose of this form is to provide feedback to the Program Team.

I. <u>SLOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments?				
2. How has student learning been improved due to the changes made?				
Comments/Questions: <u>N/A</u>				

Inc. FAFSA apps by 10%
Fin Aid - incorporate workshop into appeal process.

II <u>SAOs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				<u>SP Center opened;</u>
Comments/Questions: <u>appeal w/esp established.</u> <u>FAFSA - dec. in the past yr.</u>				

Annual Program Plan Feedback - SSPC

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with accurate data.				✓
2. Justification fits Program /Department/Division/College needs				✓
Comments/Questions: <i>-dedicated counseling time . Program Services Coordinator for FA, SP & Outreach . Office Assistant</i>				

V. <u>Professional Development Needs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				
Comments/Questions: <i>- Have resources in budget to cover this - - Go on "Best Practices" trips / conferences .</i>				

VI. <u>Equipment Request (Item description, Number of Items, Total Cost)</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				✓
2. Justification is consistent with Department/Division/College needs				✓
Comments/Questions: <i>Laptop, printer</i>				



Annual Program Plan Feedback - SSPC

VII. <u>Facilities Request</u> (Either new or maintenance issues)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				
Comments/Questions: N/A				

Non-Instruction Card-Swipe System

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____



Annual Program Plan Feedback - SSPC

Program: Sparkpoint, Fin Aid & Literacy

SSPC Member(s) Reviewers: Sipinda Simekephony

The purpose of this form is to provide feedback to the Program Team.

I. SLOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments?		N/A		
2. How has student learning been improved due to the changes made?				
Comments/Questions: Financial Aid: not sure what the SLO is no consistency in delivery of workshops, so did not collect data → future FinAid counselor no SLO's Sparkpoint new				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				
Comments/Questions: Financial appeal process increase FAFSA by 10%. → did not meet this year (-5%) will be doing comparison of student enrolled to % of Fin Aid not increase of apps in general				

Annual Program Plan Feedback - SSPC

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with accurate data.		✓		
2. Justification fits Program /Department/Division/College needs		✓		
Comments/Questions: <i>Financial Aid counselors</i>				

V. <u>Professional Development Needs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs			✓	
Comments/Questions:				

VI. <u>Equipment Request (Item description, Number of Items, Total Cost)</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information	<i>cardswipe</i>	<i>laptop</i>		
2. Justification is consistent with Department/Division/College needs	<i>cardswipe</i>	<i>laptop</i>		
Comments/Questions: <i>cardswipe how many students attending workshops now? 2-9 ppl per workshop</i>				

Annual Program Plan Feedback - SSPC

Program: SparkPoint, Financial Aid & Financial Lit.

SSPC Member(s) Reviewers: Soraya Sohrabi

The purpose of this form is to provide feedback to the Program Team.

I. SLOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments?				
2. How has student learning been improved due to the changes made?				✓
Comments/Questions: Clearly stated the changes made to the program and developing the Sparkpoint, adding staff, to F/A.				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				✓
Comments/Questions: You may also add add financial aid workshop for transfer students.				

instead of Career 401 course, I recommend to develop seminars.
~~recommends to~~ Changing Career 401 requires changes in the COE that must be done by a counselor, & approved by the curriculum committee.
A Seminar may allow to create the opportunity now than later.

Annual Program Plan Feedback - SSPC

IV. Faculty and Staff Hiring Request	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with accurate data.				✓
2. Justification fits Program /Department/Division/College needs				✓
Comments/Questions:				

V. Professional Development Needs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				
Comments/Questions:				

VI. Equipment Request (Item description, Number of Items, Total Cost)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs				
Comments/Questions:				



Annual Program Plan Feedback - SSPC

Program: Financial Aid + Sparkpoint
SSPC Member(s) Reviewers: Sarah Aranyan

The purpose of this form is to provide feedback to the Program Team.

I. SLOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments?				
2. How has student learning been improved due to the changes made?				
Comments/Questions: <u>NO SLO</u>				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				X
Comments/Questions: <u>Sparkpoint - participation Satisfaction 3.76</u> <u>Financial Aid - increase fapca app.</u>				



Annual Program Plan Feedback - SSPC

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with accurate data.			X	
2. Justification fits Program /Department/Division/College needs			X	
Comments/Questions: <i>financial resources</i> <i>Program Services Coordinator (financial aid, Sparkpoint + Center)</i>				

V. <u>Professional Development Needs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs			X	
Comments/Questions: <i>Sparkpoint - visit other colleges to bring best practices.</i>				

VI. <u>Equipment Request</u> (Item description, Number of Items, Total Cost)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				X
2. Justification is consistent with Department/Division/College needs				X
Comments/Questions:				

Annual Program Plan Feedback - SSPC

Program:

sparkPoint / Financial aid

SSPC Member(s) Reviewers:

Kim Lopez

The purpose of this form is to provide feedback to the Program Team.

I. SLOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. What program improvements have been implemented due to the SLO assessments?	X to begin in		Fall 2015	
2. How has student learning been improved due to the changes made?				
Comments/Questions: Financial aid will begin to implement pre and post surveys in Fall 2015 sparkPoint will track SLOs beginning Fall '15				

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Status of SAO Assessment Cycle.				
Comments/Questions: SAO: 1 - increase fin. aid application rate. FA decline in 2013-14 by .50% financial				

SAO-1 - Provide workshops to develop awareness.
sparkPoint - survey of student behavior will begin in Fall 2015

student satisfaction surveys indicated a 3.76/4.0 satisfaction by students.

Annual Program Plan Feedback - SSPC

IV. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with accurate data.				
2. Justification fits Program /Department/Division/College needs				
Comments/Questions: counseling for FA - PSC - FA Sparkpoint OA-Spring 2016				

V. <u>Professional Development Needs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				✓
Comments/Questions: on going training will be needed				

VI. <u>Equipment Request (Item description, Number of Items, Total Cost)</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				✓
2. Justification is consistent with Department/Division/College needs				
Comments/Questions: card swipe laptops & HP laserjet				



Annual Program Plan Feedback - SSPC

VII. <u>Facilities Request</u> (Either new or maintenance issues)	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				
Comments/Questions: NA				

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____