

De Anza College
 Student Services Planning and Budgeting Team (SSPBT)
 2019-20 Program Review (APRU)

TracDat Description (50 character max)	Part 1	Program Information	
	Program Review		If you are entering for a previous year complete in word document and submit to Vice President of Student Services.
	1a) Program Name	Occupational Training Institute (OTI)	Enter the name of the program being reviewed
	1b) Name(s) of the author(s) of this report:	Sabrina Stewart	Enter the name or names of those who authored this APRU
SS 1c) Number of students served annually & trend increasing, even, decreasing	1c) How many students are served by this program annually and is this number trending up, even, or down?	OTI serves students in several programs. The following is a list of OTI programs and number of students being served: CalWORKs De Anza College: 44 CalWORKs Foothill College: 26 Workforce Innovation and Opportunity Act (WIOA): 20 CompTechS: 14 off campus interns 100 computers donated CalWORKs is trending down due to low income families leaving the Bay Area due to high cost of living. WIOA is trending down due to low unemployment rates. CompTechS is trending slightly higher.	Please discuss the number of students who are served in the program and explain whether the number of students is increasing, even, or decreasing. Are there any anticipated trends in the number of students served?
	1d) Who are the typical students served by this program?	CalWORKs students are low income families with children under 18 years of age. WIOA students are dislocated workers and low-income adults CompTechS – general students population – mostly CIS majors.	Please discuss the typical students who are served in the program. Does the program specifically address the college's goals to increase access and success of 'targeted' student populations (Latina/o, African Ancestry, Pacific Islander, Filipino)?
	Part 2	MISSION and Accreditation Standard II.B.1	
	2a) What is the program Mission Statement?	OTI prepares socio-economically disadvantages students with career training and employment services including counseling and advisement, job preparation, job placement while providing employers with qualified employees.	Cut/paste or type in the program's most current Mission Statement.
SS 2b) In what ways and to what extent does program assure the quality of its services to students?	2b) In what ways and to what extent does the program assure the quality of its services to students?	CalWORKs and WIOA eligibility is determined by the referring agency. Once referred, an intake process is completed where the student is informed about services and programs, their eligibility and access them.	Please address part 1 of Accreditation Standard II.B.1-The institution assures the quality of student support services.

SS 2c) In what ways and to what extent does program support College Mission statement?	2c) In what ways and to what extent does the program demonstrate that its services support student learning and enhances the achievement of the College Mission?	During the intake process, the student completes a needs assessment to identify barriers regarding their basic needs such as food, medical, housing, financial. Also, the student completes a skills assessment where barriers regarding academics, goals, and career objectives are identified. Upon completion of assessments we are able to ascertain the areas where the student needs support and help them gain access to necessary services and resources. OTI supports the college's vision and values of equity, development of human capacity and innovation by providing support and opportunity to underrepresented populations.	Please address part 2 of Accreditation Standard II.B.1-The institution ...demonstrates that these services, regardless of location or means of delivery, support student learning and enhance achievement of the mission of the institution. The college Mission Statement can be found at: http://deanza.edu/about/mission.html
Part 3		Accreditation Standard II.B.3	
	3a) In what ways and to what extent does the program assure equitable access for all students?	CompTechS, our computer refurbishing and donation program, distributes computers to students who need them on both De Anza and Foothill campuses. Since the program's inception, over 3,000 computers have been distributed. This program affords all students the ability to own their own computer. CompTechS also offers paid (minimum income) IT internships to interested and eligible students.	Accreditation Standard II.B.3.a-The institution assures equitable access to all of its students by providing appropriate, comprehensive and reliable services to students regardless of service location or delivery method. Please address how the program is, or plans on, incorporating universal design concepts into its operations (materials, processes, activities, professional development, etc.) to assure that the program's services are accessible and effective for all students regardless of personal demographics or background. Cite specific examples.
SS 3b) State ways and extent that program encourages personal and civic responsibility.	3b) In what ways and to what extent does the program provide an environment that encourages personal and civic responsibility?	Every quarter we host orientations, for our students in preparation of the upcoming quarter and introduce information on various topics. These topics may include financial literacy, goal setting, mental health and other wellbeing programs, and legislative updates. Through these platforms we model and influence students to become personally and civically responsible and active citizens.	Accreditation Standard II.B.3.b-The institution provides an environment that encourages personal and civic responsibility, as well as intellectual, aesthetic and personal development for all of its students.
SS 3c) State ways & extent program designs, maintains and evaluates counseling &/or academic advising	3c) In what ways and to what extent does the program design, maintain and evaluate counseling and/or academic advising programs	Academic counseling and advising are key parts of the CalWORKs and WIOA programs. Each program requires that students have an approved educational plan to show compliance toward degree and/or certificate completion. Also, CalWORKs students receive mid-term progress reports that are discussed with the counselor to provide support in areas of trouble.	Accreditation Standard II.B.3.c-The institution designs, maintains and evaluates counseling and/or academic advising programs to support student development and success and prepares faculty and other personnel responsible for the advising function. (Answer only if applicable to the program under review)
SS 3d) State ways & extent program support/enhances student understanding & appreciation of diversity	3d) In what ways and to what extent does the program design and maintain practices and services that support and enhance student understanding and	OTI's programs have always existed to educate and support the underrepresented students. It is in our space were a student can enter without	Accreditation Standard II.B.3.d-The institution designs and maintains appropriate programs, practices and services that support and enhance student understanding and appreciation of diversity.

	appreciation of diversity?	shame, share their experiences, and learn to respect and appreciate other's backgrounds, share their experiences, and encourage others to complete their goals.	
SS 3e) State ways & extent program regularly evaluates admissions & placement practices	3e) In what ways and to what extent does the program regularly evaluate admissions and placement instruments and practices to validate their effectiveness while minimizing biases?	CalWORKs and WIOA students must go through an eligibility process which is determined by the referring agency. OTI promotes policies to create an environment that makes students feel comfortable, safe, and respected. Our programs further the appreciation of diversity by taking the time to learn about each student's background and interests, and by taking the time to explain services. We develop long term relationships with our students which allows us to create specific plans to ensure student success which we celebrate by having year end celebrations at the college and at local and state levels.	Accreditation Standard II.B.3.e-The institution regularly evaluates admissions and placement instruments and practices to validate their effectiveness while minimizing biases.(Answer only if applicable to the program under review)
SS 3f) State ways & extent program maintain student records securely & confidentially?	3f) In what ways and to what extent does the program maintain student records permanently, securely and confidentially, with provision for secure backup of all files?	All student files are kept in a secure, locked storage room in the OTI office. Files are stored, rotated, shredded according to program and state regulations.	Accreditation Standard II.B.3.f-The institution maintains student records permanently, securely and confidentially, with provision for secure backup of all files, regardless of the form in which those files are maintained. The institution publishes and follows established policies for release of student records.
	PART 4	Staffing	
SS 4a) Have there been any significant staffing changes since the last APRU?	4a) Have there been any significant staffing changes since the last APRU?	No.	Please explain any significant changes in Classified, Faculty, and Administration positions that have occurred over the past year.
	4b) Are there any significant staffing changes that will be needed?	We are anticipating the addition of a new program, Fresh Success, which may require an additional full time coordinator.	Please identify any anticipated changes in Classified, Faculty, and Administration positions that could occur over the next year. (Explain why these changes may be needed, i.e. new directions, retirements, policy issues, etc.).
	PART 5	Facilities	
	5a) Have there been any significant facility changes since the last APRU?	No.	Please explain any significant changes in program facilities that have occurred over the past year.
	5b) Are there any significant facility changes that will be needed?	The reception area become will be modified to accommodate wheel chair access – ADA compliant.	Please identify any anticipated facility needs that could occur over the next five years. (Explain why these changes may be needed).
	PART 6	Equipment	
	6a) Have there been any significant equipment changes since the last APRU?	No.	Please explain any significant changes in program equipment that have occurred over the past year. (Instructional and non-instructional)
	6b) Are there any significant equipment changes that will be needed over the next year?	No.	Please identify any anticipated program equipment needs that could occur over the next year. (Explain why these changes may be needed. Include both instructional and non-instructional needs)

	PART 7	Operational Costs	
	7a) Have there been any significant operational cost changes since the last APRU?	No.	Please explain any significant changes in program operational funding that have occurred over the past year.
SS 7b) Will any significant operational cost changes be needed over the next year?	7B) Are there any significant operational cost changes that will be needed over the next year?	No.	Please identify any anticipated changes to operational cost needs that could occur over the next year. (Explain why these changes may be needed.)
	PART 8	Organizational Alignment	
SS 8a) Have there been any significant organizational alignment changes since the last APRU?	8a) Have there been any significant organizational alignment changes since the last APRU?	No.	Please explain any significant organizational alignment changes that have occurred over the past year.
	8b) Are there any significant organizational alignment changes that will be needed over the next year?	No.	Please identify any anticipated changes to organizational alignments that could occur over the next year. (Explain why these changes may be needed.)
	PART 9	Regulations/Laws/Policies	
SS 9a) Have there been any significant changes in regulations/laws/policies since the last APRU?	9a) Have there been any significant changes in regulations/laws/policies since the last APRU?	None.	Please explain any significant changes in regulations/laws/policies that have occurred over the past year. (Federal, State, Local, District, college, etc.
SS 9b) State significant changes in regulations/laws/policies affecting program over next year.	9b) Are there any significant changes in regulations/laws/policies that will affect the program over the next year?	Due a decrease of the CalWORKs population in the county there may be a 5% decrease in the budget . Per the state, the match requirement for CalWORKs will be eliminated.	Please identify any anticipated changes in regulations/laws/policies that could affect the program over the next year. (Federal, State, Local, District, college, etc.)
	PART 10	Professional Development	
SS 10a) State any significant professional development activities for the program since last CPR.	10a) Have there been any significant professional development activities for the program (or others) since the last APRU?	Each year the staff participates in the CalWORKs Annual Training Institute & quarterly regional Meetings. CalWORKs 101, CalWORKs Consortium, CalWORKs Advisory, and other training offered by the local social services agency. Other local and state trainings include: Perkins Non-Traditional and Special Populations Conference, Latina Leadership Conference, NCOE, NOVA Stakeholders Meeting. The staff also attends trainings germane to their positions such as WASTC at Cisco, Trauma Training, Leadership, and QuickBooks and other financial trainings.	Please explain any significant professional development activities that have occurred over the past year. Include the nature, reason, significance, and outcomes of the activities.
SS 10b) State any significant professional development needs for the program for the next year.	10b) Are there any significant professional development needs for the program (or others) over the next year?	As our programs evolve and student needs arise, OTI members will continue to be supported by the Staff Development Office, program and other external resources.	Please identify any anticipated professional development needs for the program over the next year. Include the anticipated nature, reason, significance, and outcomes of the activities.
	PART 11	Curriculum, Student Success, and Equity	
			The 2018-19 course data is located at: https://www.deanza.edu/ir/

SS 11a) Have there been any significant curriculum since the last APRU?	11a) Have there been any significant curriculum since the last APRU?	N/A	Please explain any significant curriculum changes that have occurred over the past year.
SS 11b) State any significant curriculum issues that will affect the program over the next year.	11b) Are there any significant curriculum issues in that will affect the program over the next year?	New students in enrolling into De Anza are no longer required to take placement exams.	Please identify any anticipated curriculum issues in that could affect the program over the next year.
SS 11c) State the aggregate student success rate in the instructional portions of the program?	11c) What is the aggregate student success rate in the instructional portions of the program?	More than 60% of OTI students have completed their courses earning degrees, certificates and transferring to universities.	In accordance with ACCJC requirements, the college has adopted an institutional standard for successful course completion at or above 60% http://www.deanza.edu/ir/deanza-research-projects/2012_13/ACCJC_IS.pdf . If student success rates in the program are below 60%, what plans are there to bring course success rates up to this level?
SS 11d) State gap of student success rates with targeted groups.	11d) What are the student success rates between groupings of students? Is there a success rate gap that exceeds 5% between any of these groupings?	There may be more than a 5% success rate gap between CalWORKs students and the traditional college student. CalWORKs students face a variety of barriers such not earning a high school diploma, housing and food insecurities, single parenting issues, learning disabilities, and required CalWORKs participation rates and regulations. Additional services are always added to counter these barriers such as offering drop in counseling, summer jobs for CalWORKs teens, and housing options.	The college equity goal is to have no more that a 5% student success gap between any groupings of students. Please explain any gaps exceeding 5% and what plans are in place, or are being made, to address closing this gap
	PART 12	Other	
SS 12a) Have there been any other significant program changes since the last APRU?	12a) Have there been any other significant program changes since the last APRU?	No significant changes.	Please explain any other significant program changes that have occurred over the past year.
	12b) Are there any other significant issues that will affect the program over the next year?	Other than budget reduction no other changes anticipated.	Please identify any other anticipated issues that could affect the program over the next year.
	PART 13	Student Services Learning Outcomes and Accreditation Standard II.B.4	
	13a) What are the current/active program outcome statements?	OTI's Learning Outcomes are as follows: 1-Upon completion of the intake process and orientation CalWORKs, NOVA, Work2Future, and all other OTI students will be able to demonstrate their ability to identify and access resources and services available to them at De Anza College, their referring agencies.. 2-OTI students will learn, acquire and identify skills that are necessary to create a plan to achieve a sustainable life and career. 3-Upon completion of the CalWORKs	Please list all of the Student Services Learning Outcomes (SSLO) statements for the program. (Cut/paste from TracDat, APRU or other documents.)

		<p>program at Foothill and/or De Anza Colleges, 85% of the students will have participated in one or more employment related activities.</p> <p>Our outcomes are in alignment with De Anza's mission statement and core competencies in that our students are from diverse socioeconomic backgrounds and during their tenure at De Anza College are allowed to realize, develop, and demonstrate their dreams, abilities, character and creativity while concurrently learning to express themselves, appreciate and respect diversity, and become responsible citizens of their communities both locally and globally.</p>	
	13b) How many SSLO/SLO statements have been assessed since the last APRU?	SSLO statements #2 and #3	Please identify the SSLO statements that have been assessed over the past year. (Cut/paste from TracDat, APRU or other documents.)
	13c) Summarize the outcomes assessment findings and resulting program enhancements made since the last APRU.	<p>SSLO #1: Fall 2019:29 students Winter 2020: 49 students reported needed supportive services.</p> <p>SSLO #2: Fall 2019: 44 students & Winter 2020:15 students were able to identify the skills necessary to create a plan for their achieve their goals.</p>	Please summarize the outcomes assessment findings and resulting program enhancements made over the past year. (Cut/paste from TracDat, APRU or other documents.)
	13d) What are the program outcome assessment plans for the next year?	The plan is to review the questions on the assessments to ensure services listed are relevant to student needs.	Please indicate which SSLO/SLO statements will be assessed over the next year and when. (Include any plans to create new outcome statements.)
	Part 14	APRU Summary	Part 15is intended to be a brief yet thorough overarching summary of Parts 1 through 14.
	14) Where has the program come from since last year, where is it now, and where does it anticipate or need to go over the next year?		Based on the information provided in Parts 1 through 14 above, please summarize: 1) Where the program has come from since the last APRU? 2) Where the program is now, and 3) Where the program anticipates or needs to go over the next year.
	Part 15	Divisional Perspective	Applicable to Divisions that have multiple programs that are writing CPRs
	15a) Name of the Division and the names of the programs.		Write the name of the division and the names of the programs that are submitting APRUs
	15b) Who wrote the Divisional Perspective?		Enter the name or names of those who authored this Divisional Perspective.
	15c) Summarize the APRU written by the programs of the Division.		Please summarize all the APRUs to be submitted in the Division. Provide a Division wide perspective on the CPRs explaining how they all fit or work together into a cohesive division plan.