

Program SLOs as of February 1, 2013
Palo Verde College
Spring 2013
Updated March 6, 2013

Associate degrees each have two SLOs: one is for general education; the other is for the degree emphasis, or “major”. Certificates each have one SLO.

Program assessments and action plans are performed by faculty members of the division sponsoring the program. A “program assessment” describes how students are performing in achieving SLOs. An “action plan” describes steps to improve the program.

Program assessments and action plans for degree and certificates are based on the assessment findings and action plans of one or more key, representative courses required for the degree or certificate.

Learning support programs have SLOs that demonstrate what the program does to advance student learning in the support area. They have one or more SLOs, identified methods for assessment, and action plans to address assessment results. Learning support programs are listed starting with item #52, below.

Institutional learning outcomes, which will be discussed at the February 28 staff meeting, are derived from the assessments and action plans of PVC’s certificate, degree and learning support programs. Like courses and programs, institutional outcomes are assessed and have action plans for improvement.

1. AS General Education (Option A) **FEB 1 FLEX DAY**

Sponsoring Divisions: Communications, HSS, Math and Science

SLO #1 (AS General Education) (Aligned with all institutional learning outcomes): Acquire fundamental grounding in communications, science, mathematics, humanities, the social sciences and self-development.

Program assessment based on outcomes and assessments of these representative courses:

ENG 101: Read, discuss and meaningfully interpret college-level written materials.

MAT 086 or 088: Add, subtract, multiply, divide, exponential expressions involving integer and rational exponents.

BIO 100: Describe and compare plants as producers and animals as consumers.

POS 145: Compare and contrast the responsibilities of the federal government, state governments and local governments in the U.S.

GES 115: Distinguish and utilize programs, services and resources, both on campus and in the community that meet the individual’s needs.

Action Plan:

2. AA CSU General Education Breadth (Option B) **FEB 1 FLEX DAY**

Sponsoring Divisions: Communications, HSS, Math and Science

SLO #1 (CSU-GE and IGETC) (Aligned with all institutional learning outcomes): Acquire fundamental grounding in communication, critical thinking, scientific inquiry, and quantitative reasoning, the arts, literature and humanities, social, political and economic institutions, and self-development.

Program assessment based on outcomes and assessments of these courses:

ENG 103: Employ sophisticated tools for interpretation, critique and contextualization in the active reading of texts.

ENG 101: Invent, develop, research, draft, rewrite and finish a college-level research paper.

SOC 101: Analyze society and social groups using a sociological perspective.

BIO 101/BIO 100: Describe and compare plants as producers and animals as consumers.

GES 115: Distinguish and utilize programs, services and resources, both on campus and in the community that meet the individual's needs.

Action Plan:

3. AA IGETC (Option C) **FEB 1 FLEX DAY**

Sponsoring Divisions: Communications, HSS, Math and Science

SLO #1 (CSU-GE and IGETC) (Aligned with all institutional learning outcomes): Acquire fundamental grounding in communication, critical thinking, scientific inquiry, and quantitative reasoning, the arts, literature and humanities, social, political and economic institutions, and self-development.

Program assessment based on outcomes and assessments of these courses:

ENG 103: Employ sophisticated tools for interpretation, critique and contextualization in the active reading of texts.

ENG 101: Invent, develop, research, draft, rewrite and finish a college-level research paper.

SOC 101: Analyze society and social groups using a sociological perspective.

BIO 101/BIO 100: Describe and compare plants as producers and animals as consumers.

GES 115: Distinguish and utilize programs, services and resources, both on campus and in the community that meet the individual's needs.

Action Plan:

4. AA for Transfer in Psychology

K. REDWINE

Sponsoring Division: HSS

SLO #1: See SLO for CSU-GE and IGETC

SLO #2: Acquire an essential foundation and skills in concepts, principles, and research methods of psychology.

Program assessment based on assessments of these courses: PSY 155, PSY 150, PSY 101

Action Plan: Emphasize and reinforce the science of psychology (i.e., scientific method, statistics), and the physiology underlying psychological functions (both typical and atypical).

5. AA for Transfer in Sociology

C. MEDINA and L. ANDRADE

Sponsoring Division: HSS

SLO #1: See SLO for CSU-GE and IGETC

SLO #2: Explain and apply the major theoretical perspectives in sociology.

SLO #3: Interpret and communicate the "sociological perspective" and the diverse intersections of social categories, including race, class gender, sexuality, age, religion, and nationality.

Program assessment based on assessments of this course: SOC 101

Action Plan: As this program is relatively new, no changes are being considered at this time.

6. AA Liberal Arts, Arts and Humanities **FEB 1 FLEX DAY**

Sponsoring Division: Communications

SLO #1: See SLO for CSU-GE and IGETC

SLO #2: (Critical and Creative Thinking; Communication; Community and Global Awareness; Personal and Professional Growth and Awareness) Acquire a broad understanding and appreciation of the arts and humanities.

Program assessment based on outcomes and assessments of this course:

SPE 101:

or

ART 110:

Action Plan: Encourage more course work in the written and spoken expression of original thinking and analysis.

7. AA Liberal Arts, Business and Technology **FEB 1 FLEX DAY**

Sponsoring Division: Business

SLO #1: See SLO for CSU-GE and IGETC

SLO #2: Acquire fundamental knowledge of the operations and technical support requirements of a business organization.

Program assessment based on outcomes and assessments of these courses:

BUS 101: Identify management functions, styles, processes and the role of organized labor.

ACC 102: Demonstrate knowledge of accounting for corporations, limited liability corporations and partnerships.

CIS 101: Describe a real-world outlook on computers and information systems and their effects on society.

Action Plan: Encourage more writing exercises and opportunities for verbal expression on topics dealing with business organizations, practices and functions.

8. AA Liberal Arts, Mathematics and Sciences

FEB 1 FLEX DAY

Sponsoring Division: Mathematics and Science

SLO #1: See SLO for CSU-GE and IGETC

SLO #2: Understand the process of photosynthesis leading to formation of oxygen and carbohydrates.

Program assessment based on assessments of these courses: BIO 100, CHE 101 or MAT 083/084

Action Plan: Increase class participation and student performance in science and mathematics.

9. AA Liberal Arts, Social and Behavioral Sciences

K. EOFF

Sponsoring Division: HSS

SLO #1: See SLO for CSU-GE or IGETC

SLO #2: Acquire fundamental knowledge and skills in various disciplines constituting the social sciences.

Program assessment based on assessments of this course: POS 145

Action Plan: Improve students' abilities to evaluate and interpret data in its various forms, quantitative and qualitative, with emphasis on the social sciences.

10. AS Automotive Technology

H. RINALDI

Sponsoring Division: Professional Technologies

SLO #1: See SLO for AS General Education

SLO #2: Acquire knowledge and skills in AUT 200, demonstrating the proper procedure and techniques for diagnosing and rebuilding engines.

Program assessment based on assessments of this course: AUT 200

Assessment Methods and Results: The majority of students were successful in achieving the course SLOs. If a student did not achieve the goal, it was due to poor attendance.

Action Plan: Results can be improved by stressing the need for daily attendance and doing make-up work after class hours. Students will be more successful when reviewing the steps and procedures for rebuilding an engine on a regular interval.

11. AS Building Construction Technology

M. RHOADES

Sponsoring Division: Professional Technologies

SLO #1: See SLO for AS General Education

SLO # 2: (Technology) Acquire knowledge and skill in the organization for the trades of building construction projects.

Program assessment based on assessments of this course: BCT 100

Assessment Results:

90% of students were able to demonstrate the competencies of SLO #2

Action Plan: Results can be improved by giving students more time on projects. Additional instructor's guidance will assure student's success.

12. AS Business Management

FEB 1 FLEX DAY

Sponsoring Division: Business

SLO #1: See SLO for AS General Education

SLO # 2: (Global; Community) Acquire fundamental knowledge of the operations of business organizations.

Program assessment based on assessments of this course: BUS 101

Assessment results of SLO #2 indicated that 75% of students were able to express themselves verbally and in writing, at the college level, the key functions and responsibilities of a business manager.

Action Plan: Encourage more writing exercises and opportunities for verbal expression on topics dealing with business organizations, practices and functions.

13. AS Child Development

B. WALLACE

Sponsoring Division: HSS

SLO #1: See SLO for AS General Education

SLO # 2: Acquire knowledge and skill in the professional care of children.

Program assessment based on assessments of these courses: Core of 8 plus one CHD elective

Action Plan: No changes needed at this time.

14. AS Computer Information Systems **FEB 1 FLEX DAY**

Sponsoring Division: Business

SLO #1: See SLO for AS General Education

SLO # 2: (Technology; Global) Demonstrate knowledge of technology applicable to the field, and a proficiency in appropriate software; be competent evaluators and users of hardware; adapt to technological changes and select a current solution for a given problem.

Program assessment based on assessments of this course: CIS 101

Action Plan: Provide clearer information to student about the goals or objectives of the relevant assignment or assessment methods, increase in-class discussion and activities, increase student collaboration and/or peer review, and increase guidance for student.

15. AS Criminal Justice

W. SMITH

Sponsoring Division: Allied Health

SLO #1: See SLO for AS General Education

SLO # 2: Acquire theoretical knowledge and practical skills in law enforcement and corrections.
Or: Students will demonstrate skill in advising suspects of their Miranda rights.

Program assessment based on assessments of this course: CRJ 103 and CRJ 220

Action Plan: Encourage students to improve communication and report-writing skills.

16. AS Hazardous Materials Specialist

S. PETERSON

Sponsoring Division: Allied Health

SLO #1: See SLO for AS General Education

SLO # 2: Demonstrate knowledge of fire-fighting equipment, operation and maintenance, principles of fire science and combustible substances, methods of controlling different types of fires, hazardous material handling, fire rescue procedures, public relations and applicable laws and regulations.

Program assessment based on assessments of this course: FST 150

Assessment Results: All students successfully achieved this SLO.

Action Plan: No change is considered at this time.

17. AS Welding Technology

J. BOIRE

Sponsoring Division: Professional Technologies

SLO #1: See SLO for AS General Education

SLO # 2: Acquire knowledge and skills in WEL 201, demonstrating the proper procedure and techniques for welding mild steel plates and tubing.

Program assessment based on assessments of this course: WEL 201

Assessment Results: The majority of students were successful in achieving the course SLOs. If a student did not achieve the goal, it was due to poor attendance.

Action Plan: Results can be improved by stressing the need for daily attendance and doing make-up work after class hours. Students will be more successful with more practice on the new virtual welding machines.

18. Basic Skills-English

FEB 1 FLEX DAY

Sponsoring Division: Communications

SLO: Demonstrate skill in writing at the college level.

Program assessment based on assessments of this course: ENG 099

Action Plan: Need more emphasis on oral and written interpretation of texts.

19. Basic Skills-Mathematics

FEB 1 FLEX DAY

Sponsoring Division: Mathematics and Science

SLO #1: Be able to do simple calculations, including percents, decimals, and fractions.

SLO #2: Improve student competency in solving application programs.

Program assessment based on assessments of this course: MAT 080, MAT 081/082

Assessment Results: Based on exams and quizzes

Action Plan: Improve student study skills and retention.

20. Basic Skills-Reading

TM BROWN

Sponsoring Division: Communications

SLO: Demonstrate skill in reading and comprehending level-appropriate texts.

Program assessment based on assessments of this course: RDG 086

Action Plan: To improve the student's ability to read, write and think better. By reading professional writers closely and critically, the student will understand how they organize, develop and support ideas and will bring the knowledge to bear on his/her own writing. By learning how professional writers lay out an argument, the student will learn to become a better thinker.

21. Certificate of Achievement, Alcohol and Drug Studies

L. ANDRADE

Sponsoring Division: HSS

SLO: Obtain competencies of knowledge and skill in alcohol and drug treatment.

Program assessment based on assessments of these courses: ADS 103, ADS 109

Action Plan: Revise activities leading up to and/or supporting assignments or assessment methods and increase student collaboration and/or peer review.

Program assessment based on assessments of this course: AUT 101

Action Plan: Students can improve their results by allocating more time to complete lab assignments. Students will obtain more experience by concentrating their efforts on lab and reading assignments, resulting in better successes.

22. Certificate of Achievement, Automotive Technology **H. RINALDI**

SLO: Acquire fundamental understanding of the principles and practices of automotive technology.

Assessment Methods and Results: 80 percent of students were successful in achieving the class goal through lab work, class participation and quizzes in AUT 101.

Program assessment based on assessment of this course: AUT 101

Action Plan: Students can improve their results by allocating more time to complete lab assignments. Students will obtain more experience by concentrating their efforts on lab and reading assignments, resulting in better successes.

23. Certificate of Achievement, Building Construction Technology **M. RHOADES**

Sponsoring Division: Professional Technologies

SLO: Acquire fundamental understanding of the principles and practices of building construction technology.

Assessment Results:

90% of students were able to demonstrate the competencies of the SLO.

Program assessment based on assessments of this course: BCT 100

Action Plan: Results can be improved by giving students more time on projects. Additional instructor's guidance will assure student's success and will increase class discussions on each of their activities.

24. Certificate of Achievement, Business Management **FEB 1 FLEX DAY**

Sponsoring Division: Business

SLO: (Global; Community) Acquire fundamental understanding of the principles and practices of business management.

Program assessment based on assessments of this course: BUS 202

Action Plan: Increase number of written assignments.

25. Certificate of Achievement, Child Development—Teacher

B. WALLACE

Sponsoring Division: HSS

SLO: Meet the course requirements for the Child Development Permit Matrix.

Program assessment based on assessments of these courses: Core of 8 plus selected general education courses

Action Plan: No changes needed at this time

26. Certificate of Achievement, Criminal Justice

W. SMITH

Sponsoring Division: Allied Health

SLO: Students will be able to recognize the key differences between felony and manslaughter, and will be able to explain the reasoning behind them.

Program assessment based on assessments of this course: CRJ 115

Action Plan: Students need to have better report-writing and other communication skills.

27. Certificate of Achievement, Fire Science Technician

Sponsoring Division: Allied Health

S. PETERSON

SLO: Acquire understanding of the theory and practice of fire management in urban, suburban and rural settings.

Program assessment based on assessments of this course: FST 150

Assessment Results: All students achieved this SLO

Action Plan: No changes are contemplated at this time.

28. Certificate of Achievement, Hazardous Materials Specialist **S. PETERSON**

Sponsoring Division: Allied Health

SLO: Acquire understanding of basic principles and procedures for operations at hazardous materials incidents where personal protective equipment (PPE) Levels A, B and C are required.

Program assessment based on assessments of this course: FST 150

Assessment Results: All students successfully achieved this SLO.

Action Plan: No changes are being considered at this time.

29. Certificate of Achievement, Traditional Vocational Nursing **FEB 1 FLEX DAY**

Sponsoring Division: Allied Health

SLO #1: Graduate a multicultural group of students demonstrating successful accomplishment of the stated program objectives, validated by successful passage of the NCLEX licensure exam, according to California standards.

SLO #2: Students will be able to find employment as an LVN in the areas of nursing found in our community.

Program assessment based on successful completion of required courses and successful passage of the NCLEX licensure exam.

Action Plan: Provide additional opportunities for students to remediate skills and theory concepts in a laboratory setting.

30. Certificate of Achievement, Welding Technology **J. BOIRE**

Sponsoring Division: Professional Technologies

SLO: Describe the health and safety practices used in Gas Metal Arc Welding and Flux Core Arc Welding processes.

Assessment Methods: 80 percent of students were successful in achieving the class goal through lab work, class participation, and quizzes in WEL 102.

Program assessment based on assessments of this course: WEL 102

Action Plan: Students can improve their results by allocating more time to complete lab assignments. Students will obtain more practice with the new virtual welding technology being installed in the welding classroom, resulting in better successes.

31. Certificate of Career Preparation, 3D Computer Animation

S. PETERSON

Sponsoring Division: Business

SLO: (Information Competency) Students will demonstrate understanding of 3D animation principles in 3d production.

Program assessment based on assessments of these courses: CIS 133

Action Plan: Provide clearer information to student about goals or objectives of the relevant assignment or assessment methods and revise activities leading up to and/or supporting assignments or assessment methods.

32. Certificate of Career Preparation, ADS Specialist I

L. ANDRADE

Sponsoring Division: HSS

SLO: Obtain basic knowledge of the principles and practices of the field of alcohol and drug treatment.

Program assessment based on assessments of this course: ADS 101

Action Plan: Provide clearer information to student about goals or objectives of the relevant assignment or assessment methods and revise activities leading up to and/or support assignments or assessment methods.

33. Certificate of Career Preparation, ADS Specialist II

L. ANDRADE

Sponsoring Division: HSS

SLO: Obtain fundamental skill and knowledge in the principles and practices in alcohol and drug treatment.

Program assessment based on assessments of this course: ADS 105

Action Plan: Provide clearer information to student about goals or objectives of the relevant assignment or assessment methods and revise activities leading up to and/or support assignments or assessment methods.

34. Certificate of Career Preparation, Automotive Fabrication

H. RINALDI

Sponsoring Division: Professional Technologies

SLO: Acquire basic understanding of the rules and regulations of sanctioned stock car racing. Safety, fabrication, and suspension setup will be taught in this two-unit class.

Program Assessment and Results: 80 percent of students were successful in achieving the class goal through lab work, class participation, and quizzes in AUT 090.

Program assessment based on assessments of this course: AUT 090

Action Plan: Students can improve their results by allocating more time on and off the track. Students will obtain more experience by concentrating their efforts on lab and reading assignments.

35. Certificate of Career Preparation, Business Literacy

S. PETERSON

Sponsoring Division: Business

SLO: Acquire fundamental understanding of the principles and practices of business.

Program assessment based on assessments of this course: BUS 101

Action Plan: Identify management functions, styles and processes and the role of organized labor.

36. Certificate of Career Preparation, Certified Nursing Assistant **FEB 1 FLEX DAY**

Sponsoring Division: Allied Health

SLO #1: Demonstrate compliance with the established federal and state standards of practice for the nursing assistant, measured by successful completion of the California written and skill certification exam.

SLO #2 Demonstrate ethical behaviors of a nursing assistant

Program assessment based on assessments of this course: NUR 100

Action Plan: Provide additional opportunities for students to remediate skills and theory concepts in a laboratory setting

37. Certificate of Career Preparation, Child Development—Assistant **B WALLACE**

Sponsoring Division: HSS

SLO: Acquire competency to qualify for the Child Development Permit Matrix: Assistant Permit.

Program assessment based on assessments of these courses: First two courses from the core of 8

Action Plan: No changes needed at this time

38. Certificate of Career Preparation, Child Development—Associate Teacher **B. WALLACE**

Sponsoring Division: HSS

SLO: Acquire competency to quality for the Child Development Associate Teacher Certificate

Program assessment based on assessments of these four courses: CHD 101, 102, 103 and 104 from the Core of 8

Action Plan: No changes needed at this time

39. Certificate of Career Preparation, Computer Applications **FEB 1 FLEX DAY**

Sponsoring Division: Business

SLO: (Information Competency; Technological Competency) Students will demonstrate understanding of the basics of computers and applications, including web page design and desktop publishing.

Program assessment based on assessments of this course: CIS 124

Action Plan: Increase student collaboration and/or peer review, provide more frequent or more detailed feedback on student progress, increase guidance for student, and increase interaction with students outside of class.

40. Certificate of Career Preparation, Emergency Medical Technician **S. BURGESSON**

Sponsoring Division: Allied Health

SLO #1: Demonstrates successful completion of the EMS program objectives and skills competencies, validated by passing the NREMT licensure exam and skills checklist required by the State of California.

SLO #2: Discuss and demonstrate professionalism and medical ethics.

Action Plan: Provide additional opportunities for students to demonstrate skills competency in the laboratory setting.

41. Certificate of Career Preparation, Fire Instructor I **S. PETERSON**

Sponsoring Division: Allied Health

SLO: Acquire skills and knowledge to perform certain fire and EMS training and education

Program assessment based on assessments of these courses: FST 178 and FST 179

Action Plan:

42. Certificate of Career Preparation, Fire Instructor II **S. PETERSON**

Sponsoring Division: Allied Health

SLO: Acquire skills and knowledge in fire technology instruction to perform the technique of evaluation, course writing and media uses.

Program assessment based on assessments of this course: FST 216

Action Plan:

43. Certificate of Career Preparation, Firefighter I **S. PETERSON**

Sponsoring Division: Allied Health

SLO: Acquire skills and knowledge to perform the work of a firefighter

Program assessment based on assessments of this course: FST 150

Assessment Results: All students successfully achieved the SLO.

Action Plan: No changes are being considered at this time.

44. Certificate of Career Preparation, Graphic Design and Web Content **S. PETERSON**

Sponsoring Division: Business

SLO: Demonstrate knowledge of technology applicable to the field, and a proficiency in appropriate software; adapt to technological changes and select a current solution for a given problem.

Program assessment based on assessments of this course: CIS 265

Action Plan: Revise activities leading up to and/or supporting assignments or assessment methods and increase student collaboration and/or peer review.

45. Certificate of Career Preparation, Information Technology Literacy **S. PETERSON**

Sponsoring Division: Business

SLO: (Information Competency) Acquire and validate resources to solve technical problems; use information resources to gather discipline specific information or materials.

Program assessment based on assessments of this course: CIS 102

Action Plan: Increase in-class discussions and activities and increase student collaboration and/or peer review.

46. Certificate of Career Preparation, Management Information Systems **S. PETERSON**

Sponsoring Division: Business

SLO: (Technology) Demonstrate knowledge of technology applicable to the field, and a proficiency in appropriate software related to managing information systems; adapt to technological changes and select a current solution for a given problem in today's business environment.

Program assessment based on assessments of this course: CIS 101

Action Plan: Provide clearer information to student about the goals or objectives of the relevant assignment or assessment methods, increase in-class discussions and activities, increase student collaboration and/or peer review, and increase guidance for students.

47. Certificate of Career Preparation, Phlebotomy

FEB 1 FLEX DAY

Sponsoring Division: Allied Health

SLO: (Technology) Demonstrate compliance with state and federal standards of practice for certified phlebotomy technicians, measured by successful completion of clinical training and written exam.

Action Plan: No change is considered at this time

LEARNING SUPPORT PROGRAMS

48. Admissions and Records

S. HAMILTON

SLO #1: Students will understand the process for requesting transcripts and forwarding them to other colleges.

Assessment method: Track the number of transcripts requested using online technology. Track the number of transcripts sent and received electronically.

Results: Will enable A&R to make decisions on training and advertising of online transcript ordering, sending and receiving technology.

SLO #2: Provide students with complete and accurate transcripts.

Assessment method: Work with DataTel consultant to correct known programming errors for repeated courses with the aim to increase student transfer rates.

Results: Will assist in identifying needed improvements and corrections to transcripts. Student suggestions will be considered in making improvements.

SLO #3: Increase number of students that complete the online application (CCC Apply).

Assessment method: Track the number of students completing the online admissions application.

Results: Will enable A&R to make adjustments to advertising and training efforts. Student suggestions will be considered in making improvements.

49. Associated Student Government (ASG)

S. LEE

SLO #1: As a result of participation in Student Activities, students will be able to understand and identify effective leadership skills.

SLO #2: As a result of participating in Student Activities, students will be able to understand basic Roberts' Rules of Order and parliamentary procedures.

SLO #3: As a result of participation in student clubs and organizations, students will be able to organize and design programs in response to their organizational needs.

Assessment Methods:

SLO #1 Observations and casual interviews throughout the semester, ongoing each semester

SLO #2 Observations and casual interviews; observations and minutes from Associated Student Body meetings, ongoing each semester

SLO #3 Number of approved clubs on campus; observation of events, ongoing each semester

Action Plan: No change changes considered at this time

50. Business Services

R. EGAN

The Business Services Department contributes to Institutional learning outcomes by providing service and support for all areas of instruction, student services, human resources, and institutional research and planning. All of these areas directly or indirectly affect student development and success.

Human Resources consisting of qualified personnel to support student learning programs and services wherever offered and by whatever means delivered, and stresses that the institution's personnel are treated equitably, are evaluated regularly and systematically, and are provided with opportunities for professional development.

Measurable by:

- Recruitment by local, state and national agencies including internet based companies. Assessment results: 100%
- All staff meeting minimum qualifications as stated in district negotiated job description and/or meeting minimum qualifications as mandated by Minimum Qualifications for Faculty and Administrator in California Community Colleges. Assessment results: 85%
- Meeting EEO guidelines. Assessment results: 100%

- Following evaluation procedures per CSEA and CTA agreements, the Classified Management/Confidential Handbook and Board Policies and Procedures. Assessment results: 80%
- Allowing all staff to participate in professional development activities, such as Flex days, trainings and taking classes as part of their approved professional growth plan. Assessment results: 100%

Accounts Payable/Purchasing consists of qualified personnel to evaluate purchases for appropriateness and pricing as well as make payments in a timely manner; so the college can promote high quality educational programs for our students and the community.

Measurable by:

- Evaluate each payment made throughout the year to make sure they are made in a timely manner. (Purchase order log and warrant registers with payment and purchasing logs sent to the Board of Trustees to evaluate and approve.) Assessment results: 95%
- Evaluate each purchase order or make sure the institution is getting the best possible price, to including indirect costs and instructional supplies. (Comparing previous years to current year's payment prices.) Assessment results: 80%

Payroll: The primary function of Payroll is to process data to produce accurate and timely payment of salary/wages of employees in accordance with District policy, federal and state laws, Education Code, and contractual agreements. Also to ensure that all payroll services of PVC are managed and accounted for with integrity and in an effective and efficient manner. Utilizing the highest standards and the best available technologies, all payroll records are presented in a timely, accurate, complete and meaningful format in support of the District's educational mission and the Colleges' educational master plans for Area Learning Outcomes. Working in coordination with the Human Resources Department, all payroll related processing for permanent employees and Part-time faculty and overload are handled in this department. The payroll office is located in Business Services.

Measurable by:

- Faculty, staff and students receiving their paychecks in a timely manner and without error each payroll period. Assessment results: 100%
- Federal and state taxes are reported correctly via W-2 forms. Assessment results: 100%
- Payroll changes take place per negotiations and new contract agreements. Assessment results: 90%
- Special payroll processing takes place when necessary to ensure an employee is paid money owed due to new assignments, promotions, stipend changes, etc. 90%

- Vacation/sick leave are posted in a timely manner to ensure employees are up to date on availability at all times. Assessment results: [...]

51. CalWORKS

S. LEE

SLO #1: As a result of participating in the CalWORKS program, the student will be able to identify, locate and utilize resources both on and off campus.

SLO #2: As a result of participating in the CalWORKS program, the student will understand his/her educational plan, career choices, and options for future advancement.

SLO #3: As a result of interactions with the CalWORKS staff, a student will gain understanding of the requirements of the CalWORKS program.

Assessment Methods:

SLO #1: Coordinator's observation of students, Fall and Spring ongoing

SLO #2: Annual review of certificates and degrees completed, Fall and Spring ongoing

SLO #3: Pre- and post-test, beginning of each semester and end of each semester

Action Plan: No changes considered at this time

52. Career and Transfer

T. RIVERA

SLO#1: Acquire learning about possible careers to pursue

SLO#2: Acquire learning about potential for transfer to four-year colleges

Assessment Methods: Student learning evaluated during orientation and counseling sessions

Results: It is estimated that about 70% of students have a full understanding of the various career options available to them. It is estimated that about 80% of students who seek to transfer have a full understanding of the process involved in applying for transfer.

Action Plan: The career and transfer process has worked well but could be improved by: 1) having a full- or part-time position dedicated to these services; having a career and transfer center physical location on campus; and having students prepare a career portfolio as part of their studies in courses such as GES 115.

53. Child Development Center

M. KEHL

SLO #1: Students who utilize the services of the Child Development Center derive the educational benefit of being able to attend PVC courses while their children are looked after by child care professionals.

SLO #2: Students enrolled in PVC nursing and child development programs benefit from the learning experience of working and interacting with small children ages three to five years and developing lesson plans that are age-appropriate.

Assessment Methods: Effectiveness of the utilization of child care services by students enrolled in PVC courses; review of grades earned at PVC; coordination between parents and CHD director and parents.

Action Plan: For PVC students whose children are enrolled at the CHD, instructors, through daily, face-to-face communication, continue to keep them apprised of their child's growth and development.

54. Counseling

D. SILVA

SLO #1: Students will formulate an educational plan to help them achieve their educational goal.

Assessment Methods: Group and one-on-one counseling, group and one-on-one orientation, GES 101 or 115 and classroom presentations.

Action Plan: Counselors and students will devote time in formulating and reviewing the educational plans by using the following resources: DataTel, Program Evaluation, Degree Audit and Image Now, and hard copies.

55. Distance Learning Office

L. LUJANO

SLO #1 Acquire understanding of the services, policies and procedures of distance learning.

SLO #2: Acquire understanding of the personal requirements needed to be successful in distance learning classes.

Assessment Methods: Student learning evaluated during orientation and counseling sessions

Action Plan: Utilize ongoing contacts with students to help them understand better what is expected of them and how they might benefit from distance learning.

56. DSPS/TRIO

T. RIVERA

SLO #1: In orientation, students will learn about services available from the DSPS department

SLO #2 in orientation, students will learn whether they should utilize DSPS services

Assessment Methods: Student learning is evaluated during orientation and counseling sessions

Findings: During orientation approximately 200 students are surveyed as to their needs for DSPS services; 100% reply to the survey, and the results indicate students are with various requests for services.

Action Plan: The assessment process is working well, but might be improved by devoting more time explaining in detail the DSPS services provided and how the process works.

57. EOPS

M. RIVERA

SLO #1: Students will understand the basic requirements of the EOPS program.

SLO #2: Students will understand how they can plan their semester in order to comply with EOPS requirements.

Assessment methods: Student learning evaluated during orientation and counseling sessions

Action Plan: Continue workshops and one-on-one counseling, resulting in an understanding and clarification of EOPS requirements.

58. Financial Aid **S. WOODS**

SLO #1: During the Financial Award Letter Orientation, students will learn the rules and guidelines in order to receive Federal Financial Aid.

SLO #2: Students will gain an understanding of Student Academic Progress for eligibility.

Assessment methods: Students completed a pre-survey card before orientation and a post-survey card after the orientation to assess their understanding of financial aid rules and eligibility requirements.

Action Plan: No changes is considered at this time

59. Information Technology

A. HOUSTON

SLO: Students acquire the educational benefit of being able to use technology hardware and software that is current and in good repair

Assessment Methods: Help desk requests and reports from teachers and students

Action Plan: Update the Technology Plan, encompassing equipment replacement, support services, tracking help desk requests, strategies for dealing with budget and staffing constraints and future technology needs.

60. Institutional Research

B. THIEBAUX

SLO: Students derive educational benefits from the assessment and improvement of PVC'S programs and services

Assessment Methods: Implementation of changes in programs and services to improve effectiveness

Action Plan: Use PVC website to expand dissemination of research findings.

61. Library

J. TURNER

SLO #1: Students will distinguish the library's online catalog from other online library resources, understand the purpose of the catalog and utilize the catalog by applying effective search strategies to identify and locate library resources.

Assessment methods: Pre- and post-tests, and hands-on activities requiring visual checks from the librarian.

Results: Pre and post-tests assess a student's understanding of the purpose of the library's online catalog; pre-test, 55% correct, post-test 100% correct. Student understanding of a call number; pre-test, 77% correct, post-test 100% correct.

Hands-on activity involves students searching the online catalog, identifying an item and its corresponding call number and locating and retrieving the correct item within the library. Visual checks by librarian include viewing call numbers and titles written on pieces of paper and then checking the call numbers and titles against the items the students have retrieved. Result: 77% success rate for students who identified both the correct call number and matching item.

Action Plan: Increase the information literacy skills of students and increase the number of students who receive information literacy training.

SLO #2: Students will recognize the difference between the library's subscription resources and the open web, and utilize appropriate search techniques to retrieve a relevant article from a subscription resource.

Assessment methods: Pre and post tests and hands-on activities.

Results: Pre and post-tests to assess understanding of library subscription databases. Pre-test: 77% correct, post-test: 100% correct. Visual check is done by librarian to ensure each student is able to retrieve a relevant article by using one or more search techniques using at least one subscription resource. Initial attempt: 66% were able to formulate search queries and retrieve articles on their own. With librarian intervention, all students successfully completed the task.

Action Plan: Increase the information literacy skills of students and increase the number of students who receive information literacy training.

SLO #3: Students will identify the bibliographic elements to properly cite an article or book and/or complete a citation.

Assessment methods: Exercises and hands-on activities.

Results: To assess a student's understanding of the bibliographic items of a book, each student selected a physical book and completed a written exercise identifying components to be used in a print citation, and gave both the book and exercise to the librarian for grading (72% listed all main components correctly). To assess a student's knowledge of the bibliographic elements of an online periodical, librarian uses exercises with students to order the elements or identify them individually.

Action Plan: Increase the information literacy skills of students and increase the number of students who receive information literacy training.

SLO #4: Students will be able to identify reliable sources of information on the Internet and use advanced search techniques to order results.

Assessment methods: Exercises and pre & post-tests.

Results: Question on ordering results by domain using Google; pre-test, 64% correct, post-test, 92% correct. Also, pair and group exercises have been used to assess reliability of internet sites.

Action Plan: Increase the information literacy skills of students and increase the number of students who receive information literacy training.

62. Maintenance and Operations

A. BRAMBILA

SLO: Students derive the educational benefit of studying and taking classes in a clean, safe, well-lighted and aesthetically appealing campus environment

Assessment Methods: Work order analysis, inspections, maintenance and repair schedules

Action Plan: Continue current efforts

63. Needles Center

L. PARKER and P. BLAKE

SLO: Students residing in Needles and surrounding areas derive the educational benefit of taking college courses and earning degrees and certificates under the auspices of the main PVC campus in Blythe

Assessment Methods: The SLO will be assessed by a combination of factors, including but not limited to successful completions of courses and awards, research findings, counselor and staff reports, student surveys, program review and the like. Assessment is ongoing.

Action Plan: Continue current efforts in assessing students' educational needs in Needles and surrounding areas, and providing quality instruction and support services.

64. Outreach/Marketing

D. WHITTAKER

SLO #1: Potential PVC students acquire understanding of the educational programs and services available at PVC

SLO #2: Potential PVC students learn to assess whether they themselves are ready to take classes at PVC, and whether PVC is appropriate for their continuing education

Assessment Methods: Career Day surveys and comments from students and participants

Action Plan: 1) Obtain sample SLOs from other colleges; 2) Review Career Day data and dialogue with constituencies regarding students' understanding of PVC educational programs and services; and 3) Update outreach and marketing plan

65. Superintendent/President

D. WHITTAKER

SLO #1: The Superintendent/President and support staff promote communication among the Board of Trustees, college personnel and the community

Assessment Method: 1) Survey Monkey; 2) Input from constituencies

Evidence: 1) Survey results; 2) Minutes and disseminated communications

Action Plan: Continue progress on communication efforts, revising methods to effectively and efficiently reach constituencies.

SLO #2: The Superintendent/President provides leadership for ongoing accreditation re-affirmation.

Assessment Method: Accreditation Status: Regained full affirmation February 13, 2013

Evidence: ACCJC Letter of removal of sanction

Action Plan: 1) Maintain efforts to satisfactorily meet Accreditation Standards; 2) Meet April 1, 2013 Special Report deadline regarding financial matters; 3) Meet October 15, 2013 Follow-Up Report deadline

SLO #3: The Superintendent/President provides leadership for instructional, student support services and operational integrity through transparent and shared decision-making processes

Assessment Method: 1) Survey Monkey; 2) Input from constituencies via College Council agenda dialogue; 3) CEO evaluation

Evidence: 1) Survey results; 2) Staff meeting agendas, College Council agendas and minutes; 3) Board evaluation; 4) CEO goals

Action Plan: Make progress on achieving CEO goals

66. Educational Technologies **J. MARTIN**

SLO #1: Students derive educational benefits from the diverse instructional approaches afforded by the Bridge, Starboard and other instructional support tools

SLO #2: Through online tutorials and face-to-face training, students learn the use of the Bridge and other online instructional tools

SLO #3: Students derive benefits in determining their preparedness for online courses

Assessment Methods: Evaluations and recommendations from students and from faculty, and number of requests for support and training

Action Plan: Consistently improve the availability and content of training tools and other support services.

67. Tutoring

L. NEWTON

SLO#1: Acquire basic mathematical skills sufficient to make normal progress in specific courses in which math skills are required

Assessment Methods: Tutor's assessment of student's individual needs

Action Plan: For courses requiring math skills, review math pre-requisites and co-requisites to help improve chances for student success.

68. Vice-President Student Services/Instruction

S. JONES

SLO#1: Students attain their educational goals as a result of appropriately scheduled courses, taught by highly qualified faculty.

Assessment Methods for SLO #1: Learning Outcome #1 will be assessed by various quantitative and qualitative measures including but not limited to completion rates, counselor and staff reports, research studies, student surveys and the like. Assessment is ongoing.

Action Plan for SLO #1: Develop a two-year plan.

SLO#2: Students' educational goals are facilitated by a variety of effective learning support services.

Assessment Methods for SLO #2: Learning Outcome #2 will be assessed by a combination of factors, including but not limited to student surveys of services, staff reports, research studies, assessments of the quality and effectiveness of the support services, student need and the like. Assessment is ongoing.

Action Plan for SLO #2: Enhance tutoring availability; reactivate the Transfer Center.