

# STUDENT SERVICES PROGRAM REVIEW WORKSHEET

**Student Services Area:** John F. Kennedy Middle College High School Partnership

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**Academic Year:** 2015-2016

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## I. Student Services Area Overview

### 1. Mission Statements

The Norco College and John F. Kennedy Middle College High School Enrollment/Partnership Group serves to maximize academic potential by providing college access and services to all JFK Middle College high school students. (Adopted 2016)

### 2. Philosophy Statement

Middle college high school students will complete a Comprehensive Student Education Plan (SEP) in order to accomplish their academic goals at Norco College. (Adopted 2016)

### 3. Summary

- Facilitates enrollment of the John F. Kennedy Middle College High School program including the establishment of guidelines and limitations consistent with Title 5 regulations.
- Provides middle college high school students with access to academic and student services programs.
- Addresses matters that impact student success through regular monthly meetings.
- Offers course articulation in math and other high school courses.
- Provides regular reporting of enrollment records.
- Provides regular workshops for all JFK students annually (Orientation and A&R Conference).

### 4. Strengths

- Dedicated Counseling services on-site at JFK campus as a result of grant funds.
  - Academic Counselor at 10 hours a week
  - Educational Advisor at 19 hours a week
  - A&R Operations Assistant at 10 hours a week
- Highest enrollment took place in 15FAL at 497 students enrolled at Norco College.

- Maintain success rates at a higher level than overall Norco College population.
- Hosted 13 different information and success workshops specific to JFK students.
- Incorporated tutorial sessions for JFK students.
- Completed 126 Comprehensive Student Education Plans by Spring 2016.
- 8 Students graduated from Norco College in Spring 2016. The most graduates in one year.
- 64 JFK students completed at least 30 units in Spring 2016.
- Updated and modified the annual application renewal process.
- Restructured the Student Orientation and Admissions and Records Conference to serve all students.
- Continued to ensure a seamless online enrollment process.
- Continued the collaboration with JFK's Administrative team on general access issues.

## FALL 2015 ENROLLMENT & STATISTICS

Students enrolled at JFK Middle College HS	<b>578</b>	100%
JFK students approved to attend Norco College	<b>554</b>	95%
JFK students enrolled at Norco College	<b>497</b>	85%

Units Enrolled	Students	%
<b>9 - 11</b>	21	4.5%
<b>7 - 8</b>	66	13%
<b>4 - 6</b>	170	34%
<b>1 - 3</b>	240	48.5%

Top 5 Courses	Students	%
<b>THE-3</b> - Intro to Theater	58	11.5%
<b>SOC-1</b> - Intro to Sociology	56	11%
<b>POL-1</b> - American Politics	56	11%
<b>PSY-1</b> - Intro to Psychology	40	8%
<b>SPA-1</b> - Spanish 1	39	7.8%

Cumulative GPA	Students	%
<b>4</b>	53	10.5%
<b>3-3.9</b>	115	23%
<b>2-2.9</b>	95	19%
<b>0-1.9</b>	32	6.5%
New students (no academic record)	202	41%

Total Units Completed	Students	%
<b>30 or more</b>	17	10%
<b>20 to 29</b>	32	10%
<b>10 to 19</b>	97	20%
<b>0 to 9</b>	149	38%
New students (no academic record)	202	22%

## SPRING 2016 ENROLLMENT & STATISTICS

Students enrolled at JFK Middle College HS	<b>557</b>	100%
JFK students approved to attend Norco College	<b>531</b>	95%
JFK students enrolled at Norco College	<b>435</b>	78%

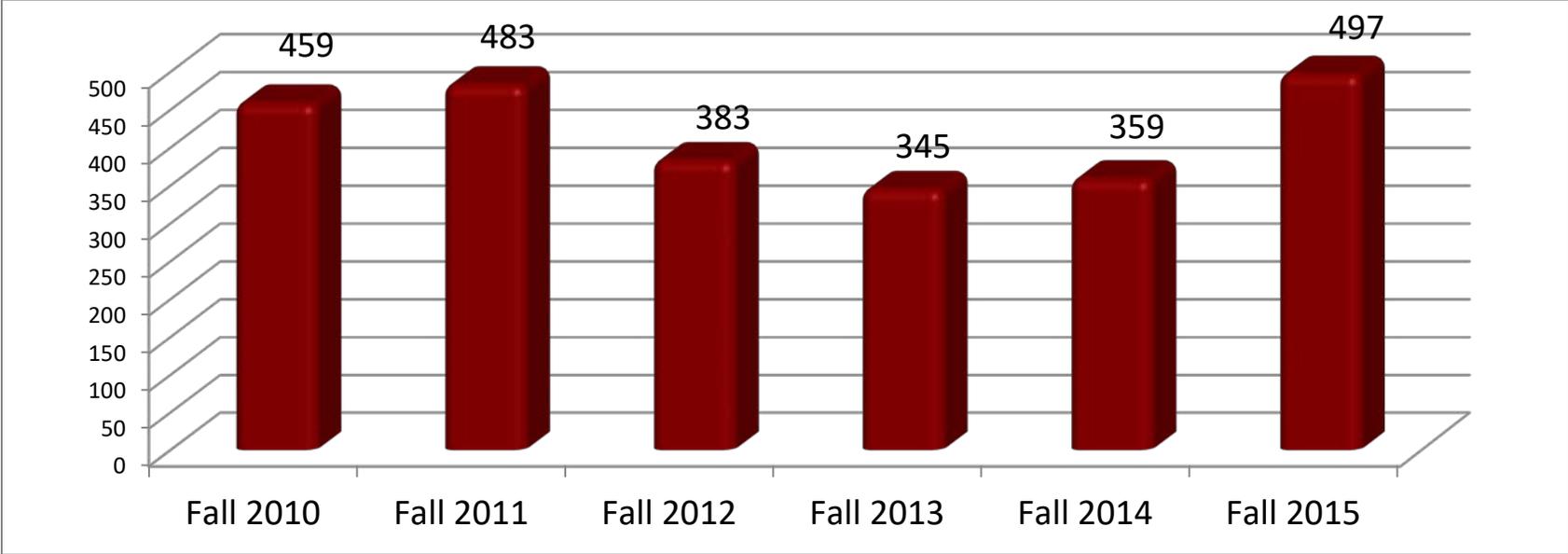
Units Enrolled	Students	%
<b>9 - 11</b>	13	2.9%
<b>7 - 8</b>	95	21.8%
<b>4 - 6</b>	154	35.5%
<b>1 - 3</b>	173	37.8%

Top 5 Courses	Students	%
<b>THE-3</b> - Intro to Theater	64	13.5%
<b>SOC-1</b> - Intro to Sociology	59	12.5%
<b>HES-1</b> - Health Science	35	7.5%
<b>SPA-1</b> - Spanish 1	34	7.3%
<b>POL-1</b> - American Politics	30	6.5%

Cumulative GPA	Students	%
<b>4</b>	43	9.8%
<b>3-3.9</b>	180	41.4%
<b>2-2.9</b>	139	32%
<b>0-1.9</b>	73	16.8%
New students (no academic record)	0	0

Total Units Completed	Students	%
<b>30 or more</b>	64	14.8%
<b>20 to 29</b>	74	17%
<b>10 to 19</b>	142	32.6%
<b>0 to 9</b>	155	35.6%
New students (no academic record)	0	0

### Enrollment Data



### Completed College Units

TERM	New Students	1 to 9 units	10 to 19 units	20 to 29 units	30 + units
Fall 2013	131	120	76	17	1
Spring 2014	59	153	108	38	16
Fall 2014	111	63	89	50	46
Spring 2015	88	154	79	40	41
Fall 2015	202	149	97	32	17
Spring 2016	0	155	142	74	64

## 5. Students Served

Student Groups	Enrollment Headcount at Census							
	Summer '15		Fall '15		Winter '16		Spring '16	
John F. Kennedy Middle College High School Students	06/29/15	140	09/14/15	497	01/11/16	160	03/07/16	435

<b>2015-2016</b>						
New and Returning JFK Students	SUMMER	FALL	WINTER	SPRING	TOTAL	DIFFERENCE
JFK Parent Approval Forms	76	281	7	30	394	-5%
<b>2014-2015</b>						
JFK Parent Approval Forms	98	183	62	71	414	-28%

## II. Assessing Outcomes

### 1.A. Report on 2014-2015 Assessment Plan and Objectives for Student Services Area: Norco College/JFK MCHS Partnership

#### Objectives:

1. Enhance the admissions and enrollment processes of middle college high school students to Norco College.
  - a. Continue to meet with administrators of Norco College and JFKMCHS to address student issues.
  - b. Continue to discuss technology related matters with RCCD Information Services.
  - c. Review State mandates that support middle college programs.
2. Increase student participation in Orientation and A&R Conference.
  - a. Continue to relay information to high school administration for dissemination.
  - b. Offer workshops for incoming, returning, and continuing students.
3. Encourage MCHS students to obtain student education plans.
  - a. Provide a counselor to serve specifically with MCHS students.
  - b. Enhance collaboration between high school and college counselors.
  - c. Provide dedicated staffing to support counseling efforts.
4. Create pathways for students interested in completing specific student educational goals.
  - a. Degree, certificate, or transfer requirements are communicated directly with students upon their entry to JFKMCHS.
  - b. If necessary, provide Assessment, Orientation, Counseling (AOC) instructions as part of initial matriculation.
  - c. Continue to publicize and enhance Math Articulation agreement.

	<b>Objective</b>	<b>Student Learning Outcome (SLO) or Service Area Outcome (SAO)</b>	<b>Relevance of Objective to Norco College Mission *</b>	<b>Assessment Criteria (Specify Target Performance Level)</b>	<b>Assessment Measure</b>	<b>Findings</b>	<b>Improvement Recommendations (next step)</b>	<b>Assessment Status A) Continued/ modified B) Moved to Strengths C) Discontinued (please state why)</b>
1.	<b>Objective #2:</b> Provide an Orientation to introduce available college services.	<b>SLO:</b> JFK students will learn to enroll in courses after attending the Fall Orientation.	Effective use of technology to enhance the online application process.	80% of students who attended the Orientation will enroll in classes in fall.	Term based report of applicants will be reviewed.	Completion: Fall 2014  Findings: Goal was not met. 54 (62%) out of 87 students were able to enroll in classes.	Continue to provide orientation to JFK MCHS students. Due to the variation in registration appointments and course availability, consider pre and post-test to demonstrate learning. Consider accepting late applicants in order to accommodate new students who decided to	Continued and modified

							attend JFK after the application deadline. Review possibility of enhancing the process through the use of technology. Review possibility of making a mandatory orientation process before course enrollment.	
2.	<b>Objective #1:</b> Enhance the Admission and Enrollment process at Norco College.	<b>SLO:</b> JFK students will learn to submit the JFK requirements by the deadline.	Provide effective enrollment management techniques.	Increase the number of JFK high school applicants by 5% each year.	Term based report (major terms only) of applicants will be reviewed for comparison.	Completion: Spring 2014  Findings: Goal is met in both terms with 16% increase in fall and 9% increase in spring.  14FAL- 482 15SPR- 517 13FAL-407 14SPR-469	The increase of applicants must be based upon the recruitment potential at JFK. Norco College alone cannot increase applicants without the possibility of increasing the capacity at JFK. Review the possibility of hosting an information session for the general public.	Discontinued as this has been well established given for many years.
3.	<b>Objective #2:</b> Provide a mid-year conference to promote success and persistence.	<b>SLO:</b> JFK students will learn available college programs and services after attending the A&R Conference.	Provide enrollment access through community partnerships.	80% of JFK students who attended the A&R Conference will demonstrate knowledge in at least one area.	Post survey provided to students who attended the A&R Conference.	Completion: Fall 2014  Findings: Goal is met. Every student (100%) in 5 out of 6 workshops demonstrated knowledge in at least one area. In one workshop, 97% of students demonstrated knowledge in one area.	Since the subject matter is not specific to A&R, consider revising the name of the workshop. Continue to assess individual workshops. Since attendance was not high in the registration and enrollment areas, consider removing these sessions and create a Q&A forum pertaining to enrollment.	Continued and modified.

**\*Please see appendix for description.**

**II.1.B. Program Modifications for 2014-2015 Data Assessment (“Closing the Loop”)**

*Note: For 2014-2015 outcomes assessments you are continuing or modifying in your 2015-2016 Assessment plan, please provide a brief description on how your area used outcome data from last year to drive programmatic modifications to improve services to students.*

<p><b>Outcome</b></p>	<p><b>Evidenced and detailed (Describe how you used outcome data for programmatic modifications)</b></p>
<p>JFK students will learn to enroll in courses after attending the Fall Orientation.</p>	<p><i>Learning to enroll in classes is a process covered in the JFK Orientation. Because the number of students enrolled serves as the assessment measure, we have discovered a gap where students may have learned to enroll not necessarily from Orientation but from innate abilities to traverse through WebAdvisor. This year, while the effectiveness of Orientation was assessed, pre and post tests were implemented to ensure students reported their knowledge of WebAdvisor before and after attending Orientation.</i></p>
<p>JFK students will learn available college programs and services after attending the A&amp;R Conference.</p>	<p><i>The A&amp;R Conference was a workshop that provided JFK students with college information and resources particularly in the area of academic counseling. Last year, as a result of grant funds, Norco College was able to hire an academic counselor and educational advisor specifically to serve JFK student on the JFK campus. As a result, 9 workshops were added for JFK students geared towards academic success.</i></p>

**II.2.A. 2015-2016 Assessment Plan and Objectives for Student Services Area: Norco College/JFK MCHS Partnership**

**Objectives:**

1. Enhance the admission and enrollment processes of middle college high school students to Norco College.
  - a. Continue to meet with administrators of Norco College and JFKMCHS to address student issues.
  - b. Continue to discuss technology related matters with RCCD Information Services.
  - c. Review State mandates that support middle college programs.
2. Increase student participation in Orientation and A&R Conference.
  - a. Continue to relay information to high school administration for dissemination.
  - b. Offer workshops for incoming, returning, and continuing students.
3. Encourage MCHS students to obtain student education plans.
  - a. Provide a counselor to serve specifically with MCHS students.
  - b. Enhance collaboration between high school and college counselors.
  - c. Provide dedicated staffing to support counseling efforts.
4. Create pathways for students interested in completing specific student educational goals.
  - a. Degree, certificate, or transfer requirements are communicated directly with students upon their entry to JFKMCHS.
  - b. If necessary, provide Orientation, Assessment, and Counseling (OAC) instructions as part of initial matriculation.
  - c. Continue to publicize and enhance Math Articulation agreement.

	<b>Objective</b>	<b>Student Learning Outcome (SLO) or Service Area Outcome (SAO)</b>	<b>Relevance of objective to Norco College Mission*</b>	<b>Assessment Criteria (Specify Target Performance Level)</b>	<b>Assessment Measure (Measurement tool)</b>	<b>Completion (or anticipate completion)/ Findings**</b>	<b>Improvement Recommendations (next step)*</b>
1.	Enhance the admission and enrollment processes of the middle college high school students to Norco College.	<b>SLO:</b> New students will learn how to apply and register for classes as a result of attending orientation provided before the fall term.	1a/1c- Service to students, community, and workforce by providing educational opportunities and promoting collaboration	85% of JFK students will learn the registration process at Norco College.	Pre and Post-test	Completion: Fall 2015  <b>Goal is met and exceeded by 12-14%.</b> 99% learned the registration process. 97% learned how to find their registration appointments.	Continue to conduct pre and post-tests to determine effectiveness of the Fall JFK Orientation.

2.	Encourage MCHS students to obtain student education plans.	<b>SLO:</b> By providing College Knowledge Hour, students will learn to obtain a comprehensive education plans.	2a- Providing support and encouragement through innovative approach to learning.	Increase completion of Comprehensive Student Ed Plans by 10% each year.	Annual report on Comprehensive Education Plans completed by JFK students.	Completion: Spring 2016  <b>Goal is met.</b> 126 Comprehensive Ed. Plans were created for JFK in 2015-16 vs. 15 in 2014-15.	Continue to evaluate annually. Consider raising target performance as a result of dedicated counseling staff at JFK.
3.	Provide dedicated staffing to support counseling efforts at JFK.	<b>SLO:</b> JFK students will complete a degree or state certificate by their high school graduation.	3- Provides foundational skills and pathways to transfer, career and technical education, certificates and degrees	Increase completion of degree and certificate recipients by 5% each year.	Annual report on degree and certificate recipients.	Completion: Spring 2016  <b>Goal is met and exceeded by 33%.</b> 8 students completed AA/S degrees in 2015-16 vs. 6 in 2014-15.	Continue to evaluate. Consider separating degree and certification completion as two different assessments and ensure certificate programs are properly advertised to JFK students.
4.	Enhance the admission and enrollment processes while providing staffing support for all students onsite.	<b>SLO:</b> JFK students will perform at a higher success rate than the overall Norco College population as a result of Counseling Services available onsite.	1a/1c- Service to students, community, and workforce by providing educational opportunities and promoting collaboration	JFK students will perform at a rate of 5% higher than the overall population at Norco College.	Term based report on success rates from previous fall term.	Completion: Fall 2015  <b>Goal was met and exceeded by 4%.</b> Fall 2015 Success Rates: JFK- 79.3% Norco College- 70.3%	Continue to evaluate annually.

**II.2.B. 2015-2016 Assessment Plan Findings/Data Analysis**

**SLO #1:** New students will learn how to apply and register for classes as a result of attending orientation provided before the fall term.

**Findings/Data Analysis: Goal is met and exceeded by 12-14%.**

PRE-TEST	Strongly Agree	Agree	Disagree	Strongly Disagree
	I know how to register	35	91	65
TOTAL	126		66	
Percentage	66%		34%	
I know how to find my registration appointment	38	85	51	25
TOTAL	123		76	
Percentage	62%		38%	
POST-TEST	Strongly Agree	Agree	Disagree	Strongly Disagree
	I know how to register	94	89	0
TOTAL	183		1	
Percentage	100%		0.5%	
I know how to find my registration appointment	100	79	4	1
TOTAL	179		5	
Percentage	97%		3%	

**Improvement Recommendations:** Continue to conduct pre and post-tests to determine effectiveness of the Fall JFK Orientation.

**SLO #2:** By providing College Knowledge Hour, students will learn to obtain a comprehensive education plans.

**Findings/Data Analysis: Goal is met and exceed by 740%**

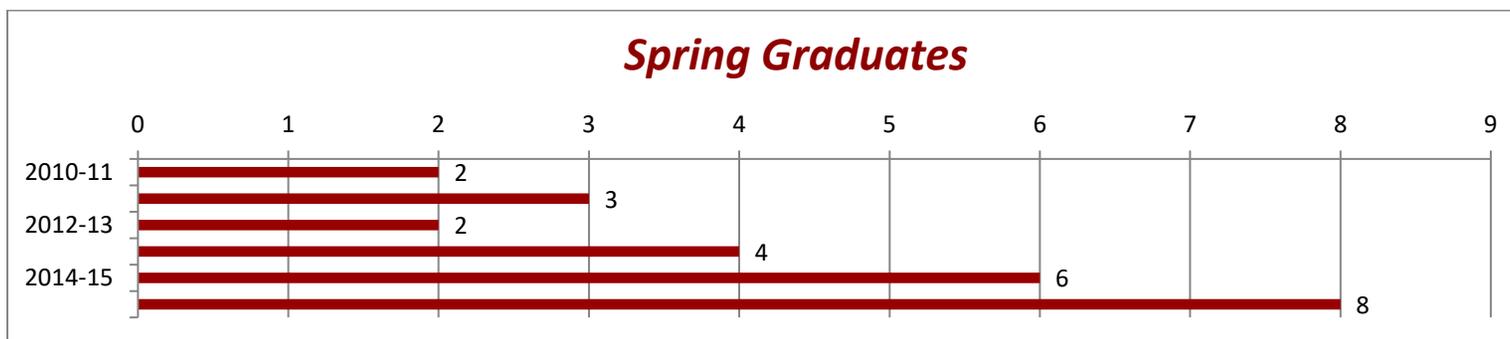
Issued Comprehensive Education Plans	Academic Year	
	2014-15	2015-16
	15	126

**Improvement Recommendations:** Continue to evaluate annually. Consider raising target performance as a result of dedicated counseling staff at JFK.

**SLO #3:** JFK students will complete a degree or state certificate by their high school graduation.

**Findings/Data Analysis: Goal is met and exceeded by 33%**

- 8 students completed AA/S degrees in 2015-16 versus 6 in 2014-15.



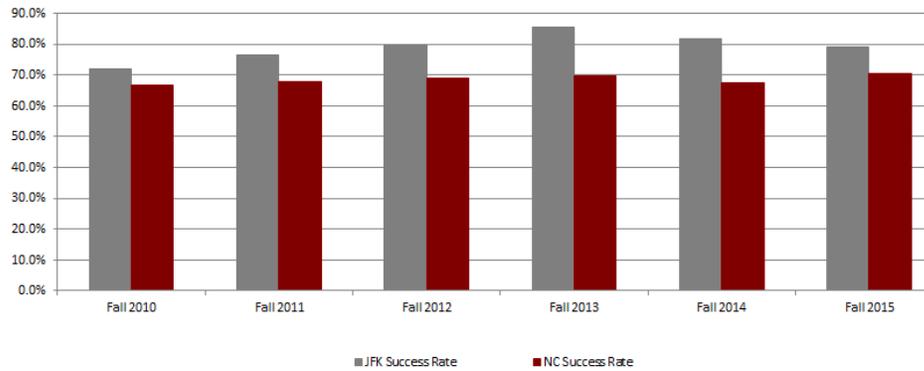
**Improvement Recommendations**

- Continue to evaluate.
- Consider separating degree and certification completion as two different assessments and ensure certificate programs are properly advertised to JFK students.

**SLO #4:** JFK students will perform at a higher success rate than the overall Norco College population as a result of Counseling Services available onsite.

**Findings/Data Analysis: Goal was met and exceeded by 4%.**

# Success Rates



Term	JFK Success Rate	Norco College Success Rate	Difference
Fall 2010	72.1%	66.8%	5.3%
Fall 2011	76.4%	67.8%	8.6%
Fall 2012	79.8%	69.1%	10.7%
Fall 2013	85.4%	69.6%	15.8%
Fall 2014	81.6%	67.6%	14.0%
Fall 2015	79.3%	70.3%	9.0%



## Improvement Recommendations

- Continue to evaluate annually.

## III. Needs Assessment

### 1. Staffing Level

Three deans at Norco College participate in monthly meetings with four JFK administrative team members (principal, assistant principal, counselor, and student advisor). All three deans at Norco College collectively serve JFK students at Norco College. A&R provides all registration and enrollment matters, Counseling provides resources, and Academic Affairs assists with instructional matters involving faculty contact and room specifications. Recently, 25% of time and effort from the Dean of A&R was allocated to support JFK. Additional staffing from A&R also support JFK's college enrollment, registration set up, and processing of applications. As a result of grant funds, Norco College was able to dedicate support to JFK students by providing an on-site academic counselor and educational advisor, as well as an enrollment services staff to complete all application and enrollment needs.

### 2. Staffing Profile

Please indicate the number in terms of FTE. (In other words a full time staff person is a 1.0, and a half time person is a .5)

Position	Staffing Levels for Each of the Previous Five Years					Anticipated total staff needed	
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016 - 2017	2017-2018
Administration				.25	.25	.25	.25
Classified Staff FT							
Classified Staff PT					.75	1.25	1.25
Confidential Staff FT							
Faculty FTE Full time							
Faculty FTE Part time					1	1	1
<b>Total Full Time Equivalent Permanent Staff</b>				.25	1.5	2	2
Short Term Staff							
Student Workers							

### 3. Improvement Areas

*Note: Identify specific issues that are affecting the efficiency or effectiveness of your area due to lack of staffing, equipment, or other resources.*

- Based on improvement areas provided by the Middle College Grant, Norco College needs to consider institutionalizing the dedicated team of support staff to ensure success of JFK students.
- Identify student pathways based on educational goals.
- Host information sessions in collaboration with JFK staff/administrators for recruitment and sharing of information to the general public.

Unit Name: JFKMCHS Enrollment/Partnership

#### 4. Staff Needs

##### NEW OR REPLACEMENT STAFF (Administrative, Faculty, or Classified)

<p align="center"><b>List Staff Positions Needed for Academic Year 2016-2017</b>  <b>Please be as specific and as brief as possible when offering a reason.</b>            Place titles on list in order (rank) or importance.</p>	<p align="center"><b>Indicate</b>  <b>N = New</b>  <b>R=Replacement</b>  <b>I = Increase</b>  <b>time</b></p>	<p align="center"><b>Annual TCP*</b>            TCP for            employee</p>
<p><b>1. Educational Advisor (PPT .75FTE)</b>  <u>Reason:</u> To provide support to the academic counselor in areas of advising and follow up. This position is needed to maintain the success rates of the JFK population by providing workshops and other interventions. This position would support assessment, orientation, and counseling needs for the middle college population.</p>	<p align="center">N</p>	<p align="center"><b>\$75,088</b></p>
<p><b>2. Academic Counselor (Adjunct)</b>  <u>Reason:</u> To provide the JFK population with access to academic guidance and student education plans onsite. There are over 400 JFK students attending Norco College every term and less than 5% receive student education plans. As academic pathways are created for the JFK population, a counselor is needed to ensure adequate guidance is provided. This position would provide 15 hours of services per week.</p>	<p align="center">N</p>	<p align="center"><b>\$45,000</b></p>
<p><b>3. A&amp;R Operations Assistant (PPT .725 FTE)</b>  <u>Reason:</u> As a result of the Middle College Grant, an A&amp;R Operations Ass't was granted .25 FTE to support the enrollment functions for the JFK population in 2015-16. In 2016-17, the grant will allow another enrollment staff with 10 additional hours to provide additional support as the workload has increased. With projected growth and activities, it's necessary to institutionalize an enrollment services staff to provide support to the JFK population. The two temporary increases in workload will expire in June 2017 at the end of the grant.</p>	<p align="center">N</p>	<p align="center"><b>\$57,117</b></p>
<p><b>4. Middle College High School Director</b>  <u>Reason:</u> To provide a dedicated manager to support the enrollment activities and partnership between Norco College and JFKMCHS. Currently, the dean of A&amp;R supports this function at .25 FTE while overseeing other areas within Enrollment Services.</p>	<p align="center">N</p>	<p align="center"><b>\$127,057</b></p>

\* TCP = "Total Cost of Position" for one year is the cost of an average salary plus benefits for an individual. New positions (not replacement positions) also require space and equipment. Please speak with area manager to obtain accurate cost estimates. Please be sure to add related office space, equipment and other needs for new positions to the appropriate form and mention the link to the position.

Unit Name: JFKMCHS Enrollment/Partnership

**5. Equipment (Not including technology) Needs Not Covered by Current Budget**

<b>List Equipment or Equipment Repair Needed for Academic Year 2016-2017</b> <b>Please list/summarize the needs of your unit below.</b> <b>Please be as specific and as brief as possible.</b> Place items on list in order (rank) or importance.	<b>Annual TCO*</b>		
	Cost per item	Number Requested	Total Cost of Request
<b>1.</b> <u>Reason:</u>			
<b>2.</b> <u>Reason:</u>			
<b>3.</b> <u>Reason:</u>			
<b>4.</b> <u>Reason:</u>			
<b>5.</b> <u>Reason:</u>			
<b>6.</b> <u>Reason:</u>			

\* TCO = "Total Cost of Ownership" for one year is the cost of an average cost for one year. Please speak with your area manager to obtain accurate cost estimates. If equipment needs are linked to a position please be sure to mention that linkage.

Unit Name:   JFKMCHS Enrollment/Partnership  

## 6. Technology++ Needs Not Covered by Current Budget

*NOTE: Technology; excludes software, network infrastructure, furniture, and consumables (toner, cartridges, etc.)*

Priority	EQUIPMENT REQUESTED	New (N) or Replacement (R)?	Program: New (N) or Continuing (C)?	Location (i.e Office, Classroom, etc.)	Is there existing Infrastructure ?	How many users served ?	Has it been repaired frequently ?	Annual TCO*		
								Cost per item	Number Requested	Total Cost of Request
1. Usage / Justification										
2. Usage / Justification										
3. Usage / Justification										
4. Usage / Justification										
5. Usage / Justification										

- TCO = “Total Cost of Ownership” for one year is the cost of an average cost for one year. Please speak with your area manager to obtain accurate cost estimates. If equipment needs are linked to a position please be sure to mention that linkage.
- ++Technology is (1) equipment that attaches to a computer, or (2) a computer is needed to drive the equipment.

Unit Name: JFKMCHS Enrollment/Partnership

**7. Facilities Needs Not Covered by Current Building or Remodeling Projects\***

<b>List Facility Needs for Academic Year 2016-2017 (Remodels, Renovations or added new facilities)</b> Place items on list in order (rank) or importance.	<b>Total Cost of Request</b>
<b>1.</b> <u>Reason:</u>	
<b>2.</b> <u>Reason:</u>	
<b>3.</b> <u>Reason:</u>	
<b>4.</b> <u>Reason:</u>	
<b>5.</b> <u>Reason:</u>	
<b>6.</b> <u>Reason:</u>	

\*Please speak with your area manager to obtain accurate cost estimates and to learn if the facilities you need are already in the planning stages.

Unit Name: JFKMCHS Enrollment/Partnership

**8. Professional or Organizational Development Needs Not Covered by Current Budget\***

<p align="center"><b>List Professional Development Needs for Academic Year 2016-2017</b></p> <p>Reasons might include in response to assessment findings or the need to update skills. <b>Please be as specific and as brief as possible.</b> Some items may not have a cost per se, but reflect the need to spend current staff time differently. Place items on list in order (rank) or importance.</p>			
	Cost per item	Number Requested	Total Cost of Request
<p><b>1.</b> <u>Reason:</u></p>			
<p><b>2.</b> <u>Reason:</u></p>			
<p><b>3.</b> <u>Reason:</u></p>			
<p><b>4.</b> <u>Reason:</u></p>			
<p><b>5.</b> <u>Reason:</u></p>			
<p><b>6.</b> <u>Reason:</u></p>			

\*It is recommended that you speak with Human Resources or the Management Association to see if your request can be met with current budget.

Unit Name: JFKMCHS Enrollment/Partnership

**9. SAFETY NEEDS not covered by current budget**

<p><b>List Safety Needs for Academic Year 2016-2017</b>                      Please list/summarize the needs of your unit below.                      Please be as specific and as brief as possible.                      Not all needs will have a cost, but may require a reallocation of current staff time. Place items on list in order (rank) or importance.</p>			
	Cost per item	Number Requested	Total Cost of Request
<p><b>1.</b> Reason:</p>			
<p><b>2.</b> Reason:</p>			
<p><b>3.</b> Reason:</p>			
<p><b>4.</b> Reason:</p>			
<p><b>5.</b> Reason:</p>			
<p><b>6.</b> Reason:</p>			

Unit Name: JFKMCHS Enrollment/Partnership

**10. OTHER NEEDS not covered by current budget**

<p><b>List Other Needs for Academic Year 2016-2017</b>                      Please list/summarize the needs of your unit below.                      Please be as specific and as brief as possible.                      Not all needs will have a cost, but may require a reallocation of current staff time. Place items on list in order (rank) or importance.</p>			
	Cost per item	Number Requested	Total Cost of Request
<p><b>1. Budgetary Augmentation</b>  <u>Reason:</u> A&amp;R &amp; VPSS currently support all JFK materials and promotional items. In addition, the A&amp;R budget did not receive an increase to support additional functions since the opening of JFKMCHS in 2006. Currently, while the FSS (Middle College) Grant provides additional resources, the grant is expected to expire in June 2016.</p>	<b>7,000</b>		<b>7,000</b>
<p><b>2.</b>  <u>Reason:</u></p>			
<p><b>3.</b>  <u>Reason:</u></p>			
<p><b>4.</b>  <u>Reason:</u></p>			
<p><b>5.</b>  <u>Reason:</u></p>			
<p><b>6.</b>  <u>Reason:</u></p>			

## Appendix

*(The follow is for use for your assessment plans in sections II.1.A. and II.2.A.)*

### Norco College Mission Statement

Norco College serves our students, our community, and its workforce by providing educational opportunities, celebrating diversity, and promoting collaboration. We encourage an inclusive, innovative approach to learning and the creative application of emerging technologies. We provide foundational skills and pathways to transfer, career and technical education, certificates and degrees.

Link of your outcomes assessment with the following options listed from the components of the Norco College Mission Statement.

1. Service to students, community, and workforce
  - a. By providing educational opportunities
  - b. By celebrating diversity
  - c. By promoting collaboration
2. Provides support and encouragement through
  - a. Innovative approach to learning
  - b. Application of emerging technologies
3. Provides foundational skills and pathways to transfer, career and technical education, certificates and degrees.

#### Example:

- ***SLO- Students will learn the services available through WebAdvisor.***
- How it is linked to the Mission Statement:
  - ***2b – Provides support and encouragement through application of emerging technologies.***