Cañada College

Annual Program Plan Feedback - SSPC

Program: Financial Aid Literacy

SSPC Member(s) Reviewers: Ruth miller

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

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

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

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

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

VI. **Equipment Request** (Item description, Number of Items, Total Cost)	**Incomplete information**	**Complete information, some analysis**	**Complete information, analysis**	**Complete information, analysis, plan**
Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost				
1. Complete source/cost information	~~scribble~~			✓
2. Justification is consistent with Department/Division/College needs				
Comments/Questions: NEED VENDOR, Catalog #, UNIT PRICE FOR Scanning machine				

Annual Program Plan Feedback - SSPC

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

SSPC Co-Chair Signature: _Ruth Miller_   Date: _5|13|15_

VPSS Signature: _____ Date: _____

Cañada College

Annual Program Plan Feedback - SSPC

Program: Financial Aid / SparkPoint

SSPC Member(s) Reviewers: Robin Richards

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

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

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

Annual Program Plan Feedback - SSPC

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

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

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

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

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____

Annual Program Plan Feedback - SSPC

Program: *FA SparkPoint*

SSPC Member(s) Reviewers: _____

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

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

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

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

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

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

Annual Program Plan Feedback - SSPC

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

Comments/Questions:

NA

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____

Annual Program Plan Feedback - SSPC

Program: Sparkpoint, Financial Aid, Financial Literacy

SSPC Member(s) Reviewers: Patricia Guevara

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

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

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

Annual Program Plan Feedback - SSPC

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

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

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

Annual Program Plan Feedback - SSPC

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

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____

Cañada College

Annual Program Plan Feedback - SSPC

Program: Orientation, Assessment, Registration

SSPC Member(s) Reviewers: Patricia Guevara

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

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

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

Annual Program Plan Feedback - SSPC

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

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

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

Cañada College

Annual Program Plan Feedback - SSPC

Program: Sparkpoint / Fin Aid + Literacy

SSPC Member(s) Reviewers: Bob Haick

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

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

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

Office of Student Services

Page 1 of 3

Annual Program Plan Feedback - SSPC

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

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

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

Cañada College

Annual Program Plan Feedback - SSPC

Program: FINANCIAL AID, FIN LITERACY + SPARKPOINT

SSPC Member(s) Reviewers: MELISSA ALFORJA

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

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

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

Annual Program Plan Feedback - SSPC

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

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

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

Program: Financial Aid, SparkPoint, & Financial Literacy

SSPC Member(s) Reviewers: Lizette Bricker

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

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

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

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

Comments/Questions:

Are these positions full-time or part-time?
Great idea for Fin Aid Counselor — they have a good model at CCSF.

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

Comments/Questions:

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

Comments/Questions:

Annual Program Plan Feedback - SSPC

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

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____

Annual Program Plan Feedback - SSPC

Program: _Sparkpoint, Fin. Aid, Fin. Literacy_

SSPC Member(s) Reviewers: _Gloria Darafshi_

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

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

Inc. FAFSA apps by 10%
Fin Aid - incorporate workshop into appeal process.
SP - Host Grand Opening

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

Cañada College

Annual Program Plan Feedback - SSPC

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

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

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

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

Non-Instruction   Card-Swipe System

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____

Annual Program Plan Feedback - SSPC

Program: Sparkpoint, Fin Aid & Literacy

SSPC Member(s) Reviewers: Sipinda Sinnlkaphong

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

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

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

Annual Program Plan Feedback - SSPC

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

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

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

Annual Program Plan Feedback - SSPC

Program: _SparkPoint, Financial Aid & Financial Lit._

SSPC Member(s) Reviewers: _Soraya Sohrabi_

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

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

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

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

Cañada College

Annual Program Plan Feedback - SSPC

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

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

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

Annual Program Plan Feedback - SSPC

Program: Financial Aid + Sparkpoint

SSPC Member(s) Reviewers: Sarah Aranyani

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

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

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

Annual Program Plan Feedback - SSPC

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

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

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

Cañada College

Annual Program Plan Feedback - SSPC

Program: SparkPoint/Financial aid

SSPC Member(s) Reviewers: Kim Lopez

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

I. SLOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
1. What program improvements have been implemented due to the SLO assessments? 2. How has student learning been improved due to the changes made?	X to begin in	Fall 2015.		

Comments/Questions:

Financial aid will begin to implement pre and post surveys in Fall 2015
Sparkpoint will track SLOs beginning Fall '15

II SAOs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
Guidelines: This section should include the following:				
3. Status of SAO Assessment Cycle.				

Comments/Questions:

SAO.1 - increase fin. aid application rate.
(FA) decline in 2013-14 by .5% financial

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

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

Office of Student Services   Page 1 of 3

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

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

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

Annual Program Plan Feedback - SSPC

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

SSPC Co-Chair Signature: _____ Date: _____

VPSS Signature: _____ Date: _____