4. Strengths

1. Consistent with national data and in alignment with goal #2 of the Norco College Strategic Plan, Student Employment Services improves the quality of student life by making sure their financial needs are met, while also giving many students real-world experiences to prepare them for future careers.
2. Effectively administered nearly $300,000 of Norco College's Federal Work Study allocation to support eligible students for on- and off-campus employment opportunities.
3. For this academic year, approximately 270 students were placed in on-and off-campus employment positions, with the majority being funded through the Federal Work Study program: 162 students were hired through Federal Work Study, 81 students were hired through Department Funded Work Study, and 27 were hired through CalWORKs Work Study.
4. Effectively monitored student eligibility throughout the year to ensure students maintained a minimum 2.0 cumulative grade point average and enrolled in a minimum half-time status.
5. Student employee supervisors continue to submit documents (hire forms, timesheets, etc.) in a timely manner with minimal errors. These collaborative efforts are important to ensuring student employees receive a timely start date at their placement sites, as well as proper delivery of paychecks.

5. Students Served
During the 2015-2016 academic year, 270 students were served by receiving employment in either on- or off-campus positions.

Assessing Outcomes

1. A. Report on 2014-2015 Assessment Plan and Objectives for Student Services Area: <u>Student Employment Services</u>

Objectives:
Student employees will learn transferrable computer skills.
Student employees will gain interpersonal skills.
Student Employment will increase the number of CalWORKs students hired on campus.

Objective	Student Learning Outcome (SLO) or Service Area Outcome (SAO)	Relevance of objective to Norco College Mission*	Assessment

| 3. | Student Employment will increase the number of CalWORKs students hired on campus. | SAO: As a result of increasing awareness of the CalWORKs program more students in that program will be employed on-campus. | Provides foundational skills and pathways to transfer, career and technical education, certificates and degrees. | At least 16 CalWORKs students will be placed in an on-campus position this academic year. | Measured from the CalWORKs work study students hired in the 2014/2015 school year to the current hires. | Sixteen CalWORKs students were hired on campus last in 2014-15. | While we hit our goal this year, Student Employment should partner with CalWORKs to informally survey students who were not employed on campus to find out why and what, if anything, could be done differently to get them employed. | Continue: As the number of CalWORKs' students increase, Student Employment Services should proportionately increase the number of students hired on-campus. |

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.

Outcome	Evidenced and detailed (Describe how you used outcome data for programmatic modifications)
Student employees will learn transferrable computer skills.	Since the goal of 50% was not met, we have decided to reset the goal, but assess doing an intervention, which will aid in increasing transferrable computer skills. By working with supervisors to administer these trainings we expect to achieve our target goal.
Student employees will gain interpersonal skills.	While this goal was achieved, we determined it was extremely valuable for the students and decided to raise the target for the upcoming year to 60%.

Student Employment will increase the number of CalWORKs' students hired on campus.

As the number of CalWORKs' students increase, Student Employment Services should proportionately increase the number of students hired on-campus.

3. Student Employment will increase the number of CalWORKs students hired on campus.

III. Needs Assessment

1. **Staffing Level:** *Provide a very brief description of your current staffing level or attach an organizational chart that includes positions only.*

Student Employment Services Organizational Chart

```
┌─────────────────────────┐
│   Vice President of      │
│   Student Services       │
└─────────────────────────┘

┌─────────────────────────┐
│   Dean of Student Life   │
│       (1.0 FTE)          │
└─────────────────────────┘

┌─────────────────────────┐
│   Student Employment     │
│   Personnel Specialist   │
│       (1.0 FTE)          │
└─────────────────────────┘
```

- Another important function of this area is to provide outreach to the local community and to establish partnerships which allow for student job opportunities. These efforts are currently hindered because of the limited staffing for Student Employment Services. The Dean of Student Life will be investigating the possibility of increasing the department to two staff members in 2017-18.

4. Staff Needs

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

List Staff Positions Needed for Academic Year 2016-2017 **Please be as specific and as brief as possible when offering a reason.** Place titles on list in order (rank) or importance.	**Indicate** **N = New** **R=Replacement** **I = Increase time**	**Annual TCP*** TCP for employee
1. N/A Reason:		
2. Reason:		
3. Reason:		
4. Reason:		
5. Reason:		
6. Reason:		

* 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 es

5. Equipment (*Not* including technology) Needs <u>Not</u> Covered by Current Budget

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

6. Technology++ Needs <u>Not</u> Covered by Current Budget

7. Facilities Needs <u>Not</u> Covered by Current Building or Remodeling Projects*

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

*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.

8. Professional or Organizational Development Needs <u>*Not*</u> Covered by Current Budget*

     List Professional Development Needs for Academic Year 2016-2017

1. **N/A**

<u>Reason:</u>

13

9. OTHER NEEDS *not* covered by current budget

List Other Needs for Academic Year 2016-2017 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.	Cost per item	Number Requested	Total Cost of Request
1. N/A			

Reason:

Appendix

(The following 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