



INSTITUTIONAL RESEARCH AND PLANNING 2010-2011 PLANNING PROCESS



PROGRAM REVIEW EXECUTIVE SUMMARY

Program: **CalWORKS**

Date: **November 4, 2009**

Program Review Committee: Marie Eckstrom, Alonso Garcia, Rachel Garcia, Joshua Rosales, Adrian Tanakeyowma

Program Guests: Christine Aldrich, Dan Rubalcava, Francesca Crosby (former CalWORKS student)

Commendations

- Commendations for sustaining a "Women's Support Group," a safe and confidential venue for CalWORKS participants to bond and help each other.
- Commendations for providing a designated CalWORKS computer lab to assist students in achieving their requisite instructional hours.
- Commendations on establishing an emergency fund and scholarship for program participants.
- Commendations on efforts to collaborate with other student service areas.
- Commendations on continuing efficient and thorough operations while sustaining a 41% decrease in funding due to the current fiscal crisis.

Recommendations

- Attend to Mission Statement. It should be consistent on website and program documents.
- Update website.
- Finalize log-in system. Work with Information Technology (IT) to capture student contact in the CalWORKS office as well as throughout the various campus computer labs.
- Work with Institutional Research and Planning Office (IRP) toward capturing quantitative and qualitative data necessary to document the program.
- Work with Staff Development Office to provide an informational FLEX Day workshop to faculty about the CalWORKS program.
- Ensure that during the ongoing campus construction and after the new student services building is completed CalWORKS is housed in proximity to other student services programs.
- Investigate ways to share counseling and clerical resources with general and EOPS counseling services.
- Work with other programs (EOPS, athletic, etc.) to devise one Work-In-Progress student form for all programs. Educate faculty about their responsibility to conference with students about course progress *before* signing WIP form.