



CalWORKs NON-INSTRUCTIONAL ANNUAL PROGRAM REVIEW and PLAN 2013-2014

Committee Members:		
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1. Program Mission/Description:

Program Mission:

The Citrus College California Work Opportunities and Responsibilities to Kids (CalWORKs) program is committed to providing CalWORKs students a variety of comprehensive counseling and supportive services, which are necessary for the student to overcome personal barriers and transition off of public assistance. The CalWORKs faculty and staff provide a safe, welcoming, and positive environment for students and will advocate on the student's behalf to ensure they are receiving the appropriate services from the county. The CalWORKs program fosters a belief that education and training are the best solution for welfare recipients so they may gain economic stability for themselves and their family.

Program Description:

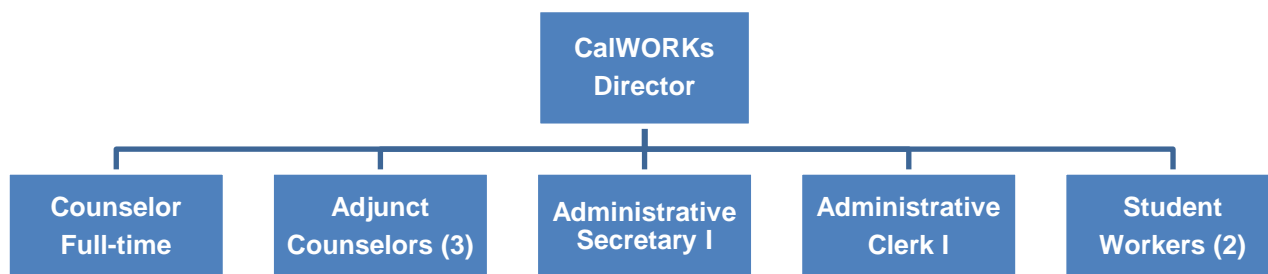
The CalWORKs program at Citrus College is responsible for providing support services to students who are recipients of Temporary Assistance to Needy Families (TANF). Through collaboration and advocacy with our college and community partners, we prepare a segment of California's workforce by promoting the economic self-sufficiency of CalWORKs students through the attainment of a higher education.

2. Key functions/goals of this Department/Program:

Key functions/goals include:

- Academic, personal and career counseling
- Case management
- Completion of county paperwork
- Work study and job development
- Child care, mental health, housing and legal aid referrals
- Referral to on campus support services

Organizational Chart



3. Assessment of Outcomes:

Assessment: How did you assess the outcomes? What method did you use?

Result: What was the product or consequence of your assessment?

Change: What will you do differently as a result of what you learned from the assessment?

Populate with the existing Unit Outcomes			
Outcome	Assessment	Result	Change
1. Students will understand the rules of their county approved educational employment contract, known as the Welfare to Work plan and the requirements to meet their academic goals.	<p>Students will acquire knowledge of graduation requirements after completion of the SEP appointment.</p> <p>As a result of completing a Student Education Plan (SEP) in CalWORKs, students will understand the following:</p> <p>Q1. Their county approved career goal.</p> <p>Q2. The number of required units in their major/certificate.</p> <p>Q3. The English and math courses required for completion of the associate degree.</p> <p>CalWORKs students will be asked to complete a pre-questionnaire before meeting with the counselor and a post-questionnaire at completion of their appointment.</p> <p><u>Criteria for success:</u> - 75% of the students will report that they know</p>	<p>Twenty (20) students completed the pre- and post- questionnaire in spring 2013.</p> <p><u>Results:</u></p> <p>Q1. 60% answered correctly in pre and 60% answered correctly in post.</p> <p>Q2. 10% answered correctly in pre and 55% answered correctly in post.</p> <p>Q3. 50% answered correctly in pre and 85% answered correctly in post.</p>	<p>The criterion for success was only met for question three.</p> <p>CalWORKs students were able to change their majors for a period of 6 months in the spring. This may have led to their uncertainty in question #1.</p> <p>The questionnaire will be modified in the second cycle to include an area for counselors to comment on whether they referred the student to their county worker to discuss a change of major.</p> <p>The process for administering the questionnaire and the topics covered in this appointment will also be reviewed and improved upon.</p>

	<p>their county approved career goal</p> <p>- 75% of the students will report that they know how many units are required in their major/certificate</p> <p>- 75% of students will report that they know what English and math classes are required for completion of the associate degree</p>		
2. Through counseling and case management, students will acquire knowledge of CalWORKs documentation and community resources.	This outcome will be assessed in 2014-2015.	This outcome will be assessed in 2014-2015.	This outcome will be assessed in 2014-2015.
3. Students will understand the responsibilities of gaining and maintaining employment through career counseling, job development workshops and work-study experience.	This outcome will be assessed in 2015-2016.	This outcome will be assessed in 2015-2016.	This outcome will be assessed in 2015-2016.

4. Recommendations/Next Steps:

	Previous Recommendation and / or Goals	Progress / Persons Responsible	Status	Est. completion
1	Visually enhance the CalWORKs office space to recognize student achievement. CCSP 2.3.7	All Staff	Completed	December 2012
2	Increase the number of CalWORKs students that are ready to be referred to work-study positions on campus.	Director, Adjunct Counselors	Completed	June 2013
3	Increase the number of SEP's completed this year.	Adjunct Counselors, Administrative Clerk I	Ongoing	June 2013

	New Recommendation	Persons Responsible	Est. completion	Priority
1	Increase awareness of educational opportunities for the CARE/CalWORKs population through community outreach. EFMP pg. 345	All Staff	June 2014	2
2	Develop Strategies to encourage CalWORKs students to complete English and math courses at the associate degree level at the earliest stage in their matriculation CCSP 1.1.3	All Counselors Director Administrative Clerk I	June 2014	3
3	Increase specialized programs to support student learning for CalWORKs students CCSP 2.2.4	All Counselors	June 2014	3

5. Resources requested:

CalWORKs

Certificated Personnel (FNIC)

Item	Discuss impact on goals / SLOs	Cost	Priority
N/A			

Classified Personnel

Position	Discuss impact on goals / SLOs	Cost	Priority
Student Aide (federal work-study)	Supports the Administrative Clerk II in providing clerical assistance for student needs.	\$0 due to work-study	2

Staff Development (Division)

Item	Discuss impact on goals / SLOs	Cost	Priority
CalWORKs Training Institute	Annual training for CalWORKs program staff, county welfare directors and legal advocates. Training usually focuses on changes/updates to state welfare policies, best practices, and Chancellor's Office updates.	\$300-\$500 per person	2

Facilities (Facilities)

Describe repairs or modifications needed	Discuss impact on goals / SLOs	Building / Room	Priority
N/A			

Computers / Software (TeCS)

Item	Discuss impact on goals / SLOs	Cost	Priority
N/A			

Equipment

Item	Discuss impact on goals / SLOs	Cost	Priority
N/A			

Supplies (Division)

Item	Discuss impact on goals / SLOs	Cost	Priority
N/A			