

CalWORKs Program Review Summary

CalWORKs: Current management and staff are adequate to perform functions and responsibilities. The CalWORKs coordinator attends annual conferences and partnership summit meetings to stay abreast of CalWORKs program policies, procedures, needs and concerns. Due to the size of and unique demographics of Palo Verde College, the students receive over the top one-on-one service. Wait time is minimal and students are provided educational supplies, childcare, and program needs are met in an exemplary fashion. CalWORKs will increase partnerships to increase student work placement, and will place more emphasis on student transfer to obtain a bachelor's degree after successful completion of a two year degree. With the increasing CalWORKs student population, eventually a full time CalWORKs coordinator position will be warranted to adequately provide CalWORKs services. The budget is also a concern as future state funding may be cut.

CalWORKs

1. Support of the College Mission

a. Summarize the program in terms of key functions and responsibilities.

A categorically funded program serving CalWORKs students and their families by providing educational and career opportunities combined with an array of high-quality support services that enable students to complete their educational goals, find meaningful employment, and successfully transition to the workforce. Through collaboration and advocacy with the college and community partners, CalWORKs prepares a segment of the California's workforce by promoting the economic self-sufficiency for CalWORKs students through the attainment of a higher education (page 2, CalWORKs handbook, 2010).

b. Describe how the program supports the overall mission of the College as adopted by the Board of Trustees.

See page 9, Mission Statement in the 2013-2014 Palo Verde College Catalog

CalWORKs supports an "exemplary learning environment with high quality educational programs and services" by providing supportive educational services (e.g., tutoring, books, needed supplies and referrals to other programs), and child care while students attend class. CalWORKs also provides monthly workshops on topics which students have expressed an interest. The above services promote "student success" along with monitoring of attendance and providing resources (via the System Office of California Community Colleges) if needed (CalWORKs Current Program Handbook). CalWORKs promotes lifelong learning through workshops offering lifelong skills such as self-esteem, money management, parenting skill, and employment training.

c. Describe, in qualitative and quantitative terms, the population served by the program.

A very specific population is served as outlined in the program Handbook (CalWORKs Program Handbook, pg. 8, 2009). Qualitatively, one must be receiving cash aid from the county, must be enrolled in classes at Palo Verde College, and must have children under the age of 13 to receive services from the CalWORKs program.

Quantitatively, the 2010-2011 MIS data reported on 37 females, 8 male (15 African Americans, 5 two or more races, 15 Hispanics, 1 American Indian, and 9 Whites)...

Quantitatively, the 2011-2012 MIS data reported on 27 females, 3 males (8 African American, 17 Hispanic, 2 two or More Races, and 3 Whites)

Quantitatively, the 2012-2013 MIS data reported on 31 females and 4 males (8 African Americans, 21 Hispanics, and 6 Whites)

2. Accomplishments in Achieving Goals Outlined in the Previous Program Review.

a. Describe progress in achieving goals outlined in the previous program review, including evidence documenting such achievements.

The previous goals have all been met: Monthly meetings have been in place since the last review, job readiness skills workshops are provided, referrals to additional services are provided as needed and job placement has been established. In addition, increased recruitment efforts have been implemented along with county involvement at the CalWORKs orientation during each semester. Since the last program review, the current CalWORKs Coordinator attends annual CalWORKs Conferences and regularly scheduled regional meetings to keep abreast on new policies and procedures.

b. Explain modifications of goals outlined in the previous program review, including evidence documenting such modifications.

As stated in subset “a” of question 2, the goals outlined in the previous program review were achieved without modifications.

c. Describe specific, documented accomplishments that support and facilitate the achievement and assessment of student learning outcomes, including measures employed to evaluate program effectiveness in achieving such outcomes.

CalWORKs has addressed SLO’s. CalWORKs SLO assessment is conducted in the spring and fall of each semester, using a pre-test/post-test design to investigate orientation effectiveness. The results were discussed with the CalWORKs department and advisory group, and analyzed. Due to the number of incorrect answers the Orientation now provides a great deal more information to assist the students in understanding the requirements of the CalWORKs program. Through discussion, analysis, and incorporated improvements the outcomes should improve.

3. New Goals

a. Outline new goals including an explanation how the program supports the achievement of student learning outcomes, and state timelines for completion, measures for evaluating achievement of such goals, and a process for implementing improvements.

CalWORKs will encourage each student to have a working resume in place by the end of semester. For example, workshops will be offered on resume writing and promote Transfer and Career Center collaboration. CalWORKs will continue to form partnerships for student employment (preferably on campus) through advisory committee efforts.

4. Personnel Summary

a. Provide an organizational chart of the program, showing personnel coverage of key functions and responsibilities.

See organizational chart located on last page

b. Are current management and staff adequate to perform functions and responsibilities satisfactorily and to achieve program goals? Explain.

Current management and staff are adequate to perform functions and responsibilities; however, an ever increasing CalWORKs student population will eventually warrant a full time CalWORKs coordinator position to adequately address PVC CalWORKs students.

c. Describe organizational changes that will improve program performance, provide timelines for the achievement of such changes, and describe measures that will assess the effectiveness of such changes.

Currently, CalWORKs is concerned over future state funding. In this budget crisis, sustainability is a greater concern compared to change and program improvement. The program is serving the CalWORKs population on campus to the best of the limited staffing ability. In the future, a full time CalWORKs Director/Manager along with an assistant would better meet the needs of the CalWORKs students (i.e., once the program reaches 100 to 150 enrolled students). In addition, a closed door office would be extremely beneficial for the Director/Manager and the assistant could operate the “front window” and help trouble shoot student needs.

5. Staff Development

a. Describe specific professional development activities in which program members participate, and explain how such activities benefit or enhance the program and support and facilitate student learning outcomes.

The CalWORKs Coordinator and CalWORKs Clerk attend annual conferences and partnership summit meetings to stay abreast of CalWORKs program policies, procedures, needs and concerns. This, in turn, provides PVC students with a complete, current and comprehensive program.

b. Describe areas of unmet professional development needs among personnel in this program, if applicable, and outline plans to address those needs.

The CalWORKs Coordinator and Clerk will continue to attend state wide trainings to stay up to date on new policies and procedure for the CalWORKs program.

6. Facilities and Equipment

a. Are current facilities, such as classrooms, offices and equipment, adequate to support the program?

Currently, the facilities and equipment are adequate to support the program.

b. Is available dedicated space adequate to support the program?

The space is appropriate, the openness of the cubical arrangement lends to student access when communicating with the CalWORKs Clerk. While the Private office space serves as a confidential area for students to address matters with the Coordinator.

c. Is available equipment adequate to support the program?

Yes, available equipment is adequate to support the program.

d. Describe plans for future changes in support facilities or equipment.

As of now future changes are not planned.

7. Financial Resources

a. Provide a financial report showing, for each year for the preceding 3 years, budget vs. actual expenditures for each of these line items, at a minimum: Personnel Salaries, Personnel Benefits, Supplies, Contract Services, and Capital Expenditures. Explain deviations from the budget exceeding 10% of any line item.

2010-2011	Budgeted	Actual
Personnel Salaries	\$33,660.00	\$33,660.00
Personnel Benefits	\$10,166.00	\$10,166.00
Supplies	\$16,728.00	\$16,728.00
Other Operating Expenses/ Contract Service	\$58,209.00	\$58,209.00
Capital Expenditures	\$0	\$0
Other Outgo	\$0	\$0
Total	\$118,763.00	\$118,763.00

2011-2012	Budgeted	Actual
Personnel Salaries	\$61,420.00	\$61,420.00
Personnel Benefits	\$8,207.00	\$8,207.00
Supplies	\$7,175.00	\$7,175.00
Other Operating Expenses/ Contract Service	\$15,495.00	\$15,495.00
Capital Expenditures	\$0	\$0
Other Outgo	\$23,589.00	\$23,589.00
Total	\$115,886.00	\$115,886.00

2012-2013	Budgeted	Actual
Personnel Salaries	\$30,714.00	\$30,714.00
Personnel Benefits	\$8,633.00	\$8,633.00
Supplies	\$23,157.00	\$23,157.00
Other Operating Expenses/ Contract Service	\$8,158.00	\$8,158.00
Capital Expenditures	\$0	\$0
Other Outgo	\$45,635	\$45,635
Total	\$ 116,297.00	\$116,297.00

b. Describe plans for future budget changes.

No changes at this time.

8. Strengths and Weaknesses

a. List and comment on the major strengths of the program.

Due to the size and unique demographics of Palo Verde College our students receive over the top one-on-one service. Students wait time is minimal. Students are provided educational supplies, childcare, and program needs are met in an exemplary fashion.

b. List and comment on the major weaknesses of the program.

The CalWORKs program could increase partnerships to place students for work placement, and place more emphasis on student transfer to obtain a bachelor's degree after successful completion of a two year degree.

c. List recommendations for improving and correcting identified weaknesses.

CalWORKs will increase partnerships to increase student work placement via the following methods: 1) Advisory Committee feedback; 2) Consult with the Employment Development Department; and 3) increase marketing and outreach efforts with the assistance of the CalWORKs Clerk.

Program Evaluation Summary

Evaluate each aspect of the program

1. Support of the College Mission

Very Strong Satisfactory Needs Improvement Major Concern N/A

2. Accomplishments in Achieving Goals Outlined in Previous Program Review

Very Strong Satisfactory Needs Improvement Major Concern N/A

3. New Goals

Very Strong Satisfactory Needs Improvement Major Concern N/A

4. Personnel Summary

Very Strong Satisfactory Needs Improvement Major Concern N/A

5. Staff Development

Very Strong Satisfactory Needs Improvement Major Concern N/A

6. Facilities and Equipment

Very Strong Satisfactory Needs Improvement Major Concern N/A

7. Financial Resources

Very Strong Satisfactory Needs Improvement Major Concern N/A

8. Strengths/Weaknesses

Very Strong Satisfactory Needs Improvement Major Concern N/A

Evaluate the Program Overall

Very Strong Satisfactory Needs Improvement Major Concern N/A

CalWORKs

Organizational Chart 2013-2014

