

2019 Annual Program Review: Instruction and Student Services

1. Purpose of the Program

- a. State the purpose of program, area or unit.

Palo Verde College provides opportunities for personal and professional growth to a diverse and unique community of learners in an academic environment committed to student success and equity by supporting student achievement of basic skills, certificate, degree, university transfer, and career goals. The purpose of Instruction and Student Services is closely aligned with the mission of the district by supporting and administering services supporting student success, equity, and student achievement.

- b. How does the program, area or unit support the College Mission?

The purpose of the Office of Instruction and Student Services is to provide instructional services and support to students, and as such, is one and the same as the mission of the college.

2. Population(s) Served

- a. Describe the populations served by the program, area or unit, identifying special populations, if any.
Instruction and PVC students.

Instruction and Student Services serves all populations of students attending Palo Verde College.

- b. Describe other populations that should be served by the program, area or unit and identify plans to implement.

Instruction and Student Services is engaged in the identification, recruitment, and marketing to future students of Palo Verde College.

3. Accomplishments in Achieving Goals

- a. List area related Strategic Planning Goals and program, area or unit specific goals, and describe progress in achieving each goal, strategy, objective, and appropriate task.

Strategic Planning Goals, 2017-2020:

Task #	Task	Progress Report
1.2.1.1	Identify transfer opportunities for incarcerated students by December 31, 2018.	<i>New ADT programs have been identified for expanded transfer opportunities.</i>
1.2.1.2	Reach out to transfer institutions to develop transfer pathways and/or articulation agreements by June 30, 2019.	<i>New ADT templates are being reviewed for PVC. ADTs represent significant articulation agreements with the CSU. In addition, the college continuously processes requests with four-year institutions for articulation of its courses and programs.</i>
1.2.2.1	Identify high growth industry sectors and align with employability of ex-offenders during the 2018-19 academic year.	<i>CTE and new ADT programs have been identified for all students and many ex-offenders.</i>
1.2.2.2	Work with CDCR to develop new programs or enhance existing programs with high employment opportunities for ex-offenders for	<i>Palo Verde College continues to work with CDCR to accept Palo Verde College's offering of CTE.</i>

	implementation by the 2019-20 academic year.	
2.1.2.3	Develop a Veterans Center for all students who have served in any branch of Armed Forces with equal emphasis on both academic and support services (2018-19).	<i>An on-campus site is being evaluated and the Veterans' Center is now being planned.</i>
2.1.2.4	Process application to designate PVCCD as a Hispanic Serving Institution (HSI) by submitting a letter of intent.	<i>An application for HSI designation is an annual renewal. PVCCD received HSI designation for 2018 in January 2018 good through December 2018. The district did not submit a letter of intent for 2019 therefore was not eligible to submit an application.</i>
2.1.3.1	Student Equity and Faculty Division Chairs will initially research relevant textbook authors reflective of global interactions and will compile a list of diverse authors to recommend for use in the classroom (2018-19) to be updated annually.	<i>Continuing to adopt practices for selecting textbooks reflective of society and the diverse population served by PVCCD.</i>
2.1.3.2	Student Equity and Faculty Division Chairs will conduct a review and update of the recommended authors list annually.	<i>Continuing process. This process incorporates collaboration with multiple sectors including the district and the California Department of Corrections and Rehabilitation (CDCR). Plans for eventual alignment proposed for Fall 2021.</i>
3.2.3.1	Review assessment policies and practices in order to develop and implement a process which places students in appropriate math and English course levels through the use of multiple measures and implement by fall 2018.	<i>AB 705 Placement mandate eliminated assessment processes in Fall 2018. The college is fully compliant with the requirements of AB 705.</i>
3.2.3.1	Fully deploy Ellucian student planning module by summer 2018.	<i>Deployment of Ellucian student planning remains an ongoing project.</i>
3.2.3.2	Identify and implement follow-up and early detection best practices to improve student retention during the 2018-2019 academic year.	<i>The BSI initiative and funding were folded into SSSP.</i>
3.2.3.3	Develop and train staff and faculty on available data resources throughout 2018-2019 academic year.	<i>This has been recognized as an ongoing project including future website for Key Performance Indicators with emphasis on evaluating KPI and, where needed, responding with actions for improvement.</i>
3.2.6.2	Develop FYE workshops that promote positive experiences between students and faculty, staff,	<i>Student Success Workshops were designed through collaboration with various departments including Financial Aid, Library, and Career Services. The workshops also involved community participants</i>

	key student services offices, and student groups.	<i>including Eve's Place (community resource for victims of domestic violence).</i>
4.1.1.2	Determine appropriate institution-set standards for student achievement, including course completion, program completion, job placement rates, and licensure examination passage rates, and reports these data to ACCJC by March 31st of each year.	<i>ACCJC Annual Report was submitted before March 31, 2018 which included institutional set standards and stretch goals.</i>
4.2.3.2	Gather information to assess whether the services are being used and are effective in alignment with the four-year program review cycle.	<i>Program Review is being overhauled to provide annual assessment components and facilitate more effective use of data.</i>
7.3.1.1	Update SAP Business Objects and develop relevant dashboards by December 31, 2018.	<i>Updating SAP Business Objects is now an ongoing process in conjunction with other Ellucian maintenance.</i>
7.3.1.2	Complete installation and related training of SchoolGauge by December 31, 2017.	<i>The SchoolGauge project was terminated in Fall 2018.</i>
7.3.1.3	Complete installation and related training of eLumen for curriculum management, SLO assessment, and program review by December 15, 2018.	<i>Installation and related training for eLumen for curriculum management was completed. The implementation of the SLO and strategic planning components is ongoing and is expected to go live in academic year 2020-21.</i>
8.1.2.1	Explore seminars, conferences, and other media that faculty can attend individually or in small groups, and promote those opportunities on an ongoing basis as they become known.	<i>PVC continues to explore a wide variety of professional development for faculty. This includes attending conferences such as the Curriculum Institute.</i>
8.1.2.2	Subscribe to organizations that exist to promote innovation in teaching and provide opportunities for faculty to avail themselves of these resources.	<i>Division Chairs control the funding for professional development in consultation the Dean of Instruction and Student Services. The process is ongoing.</i>
8.1.2.3	Provide on-site training opportunities with professional facilitators who are trained in stimulating and encouraging innovation in teaching and learning.	<i>Instruction and Student Services provides support for Flex Days where training is provided.</i>
9.1.1.1	Provide academic departments with annual funds to send faculty to conferences in their	<i>Each academic/faculty division is budgeted \$2,500 annually for conferences.</i>

	disciplines, to be shared with their colleagues.	
9.1.1.2	Create separate focused adjunct faculty training programs for onground and online instructors by August 2018.	<i>Training needs for adjunct faculty have been addressed through a combination of Flex Day activities, Human Resource trainings, and Canvas trainings (provided by Instructure and Vision Success Center/Lynda).</i>
9.2.1.1	Increase the number of student organizations (e.g., Phi Theta Kappa Honor Society, et al) and promote regular activities. Identify additional organizations by June 2019 and review annually.	<p><i>PVC continues to increase number of organizations with the addition of Umoja to promote equity and student success review as part of the effort to promote student equity.</i></p> <p><i>In addition, SS&E is actively recruiting for a coordinator/advisor for the Puente Program, Umoja, and the Phi Theta Kappa Honor Society. Once personnel are identified, the student organizations will launch.</i></p> <p><i>Many student (social) programs have launched including the Republicans Club, The Gamers Club, Pirates Basketball Club, Softball Club, MeChA.</i></p> <p><i>Future plans are to develop a local Math Society to encourage STEM students and completion.</i></p>
9.3.1.2	Initiate a sports program at the college by fall 2019.	<i>The development of intercollegiate basketball is underway and expected to start at PVC during Fall 2019.</i>

Department Goals:

- *Increase student success and achievement while mitigating performance gaps based on equity analysis.*
- *Increase FTES while supporting achievement goals of current students.*
- *Continue to successfully integrate Instruction and Student Services.*

b. Explain modifications, if any, of goals.

N/A

4. Strengths, Weaknesses & Accomplishments/Activities

a. List and comment on the major strengths of the program, area or unit.

- *Integration of Instruction and Student Services.*
- *Balance of support for community, incarcerated, and ISA students.*

b. List and comment on the major weaknesses of the program, area or unit.

- *The SLO component of eLumen implementation has not yet been completed.*
- *Instructional Services is understaffed and needs reorganization.*
- *Program Review and SLO Assessment require updating.*

c. List activities and discuss accomplishments during review period.

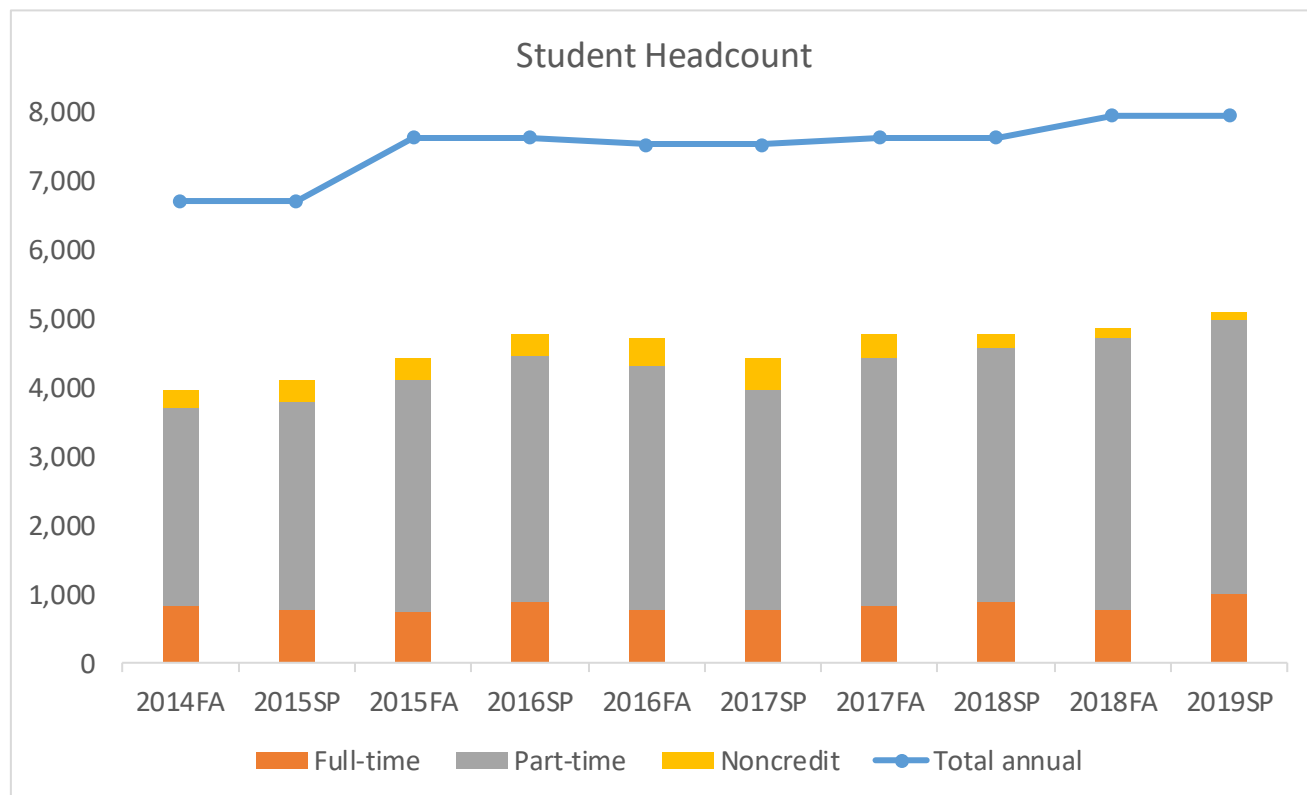
See attached reports from Instruction and Student Services to Board of Trustees

5. Service Area Outcomes (SAO)

Appropriate Service Area Outcomes will be developed by each non-instructional area to reflect appropriate outcomes including Program Area Outcomes and/or Service Area Outcomes (SAO).

Service Area Outcome	SAO Metric
SAO #1: Instruction and Student Services will provide annual presentation and analysis of Student Success data, including performance gaps that will assist in improving course scheduling to better serve student needs.	<i>See data and analysis below</i>
SAO #2: Instruction and Student Services will provide annual presentation and analysis of Student Achievement data.	<i>See data and analysis below</i>
SAO #3: Instruction and Student Services will provide annual presentation and analysis of Student Enrollment data.	<i>See program reviews for: Admission and Records Counseling and Categorical Services Financial Aid</i>
SAO #4: Creation and distribution of information items for current and future students including Catalog, Schedule, Student Handbook, and marketing campaigns.	<i>PVC 2018-19 Catalog, schedule, and handbook.</i>

Student Headcounts



Unduplicated Enrollment headcount	2014-15		2015-16		2016-17		2017-18		2018-19	
Total annual	6,697		7,625		7,510		7,621		7,933	
	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
Full-time	830	778	741	879	778	764	812	889	760	1,004
Part-time	2,872	3,013	3,352	3,560	3,512	3,201	3,599	3,687	3,957	3,978
Noncredit	249	311	324	318	413	460	363	206	142	112

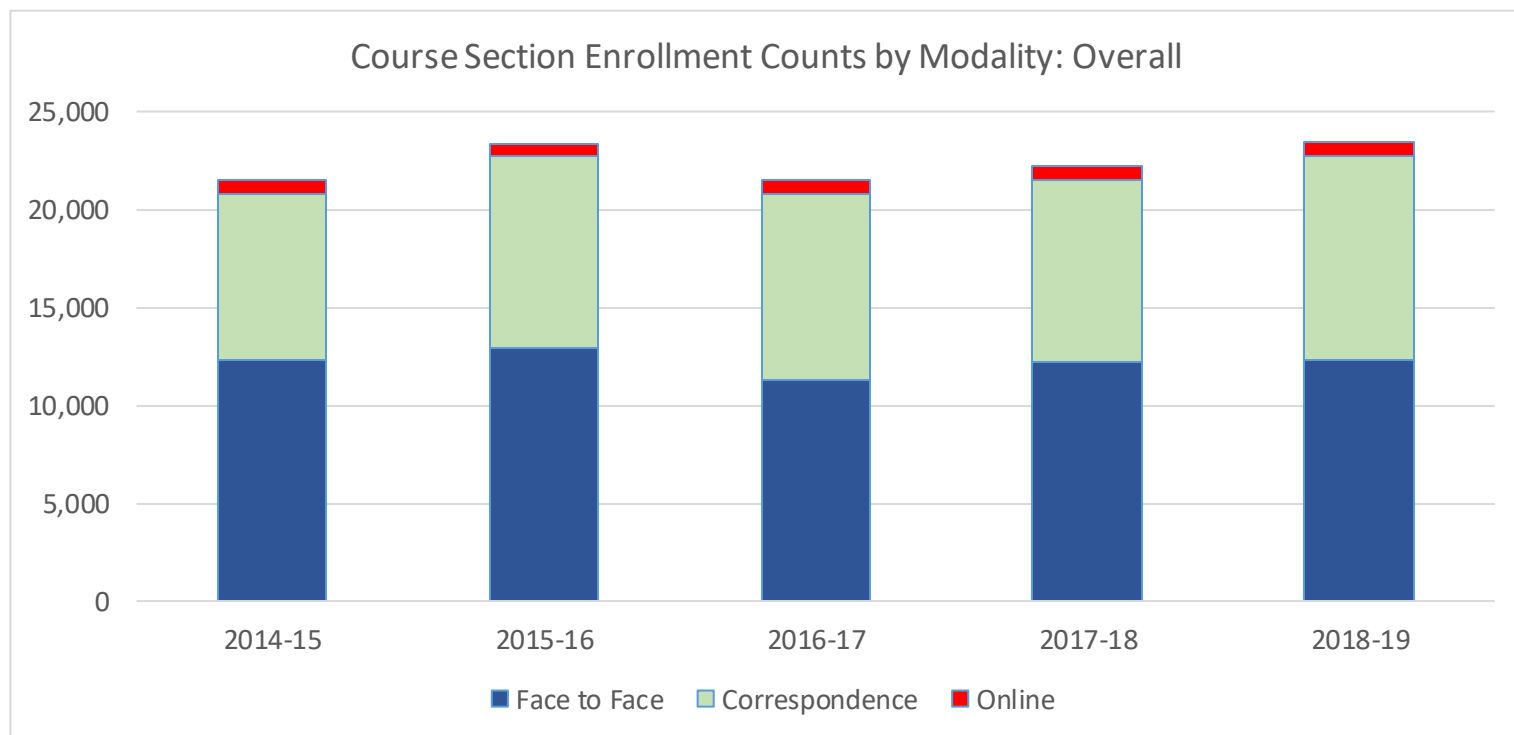
Student headcount has steadily increased over the five-year period represented. The comparatively large population of part-time students is likely attributable to Fire Science students who enroll part-time through an instructional services agreement. Non-credit only student headcounts are subject to semester by semester variation.

Source: Colleague ERP/Business Objects

Enrollments by Modality

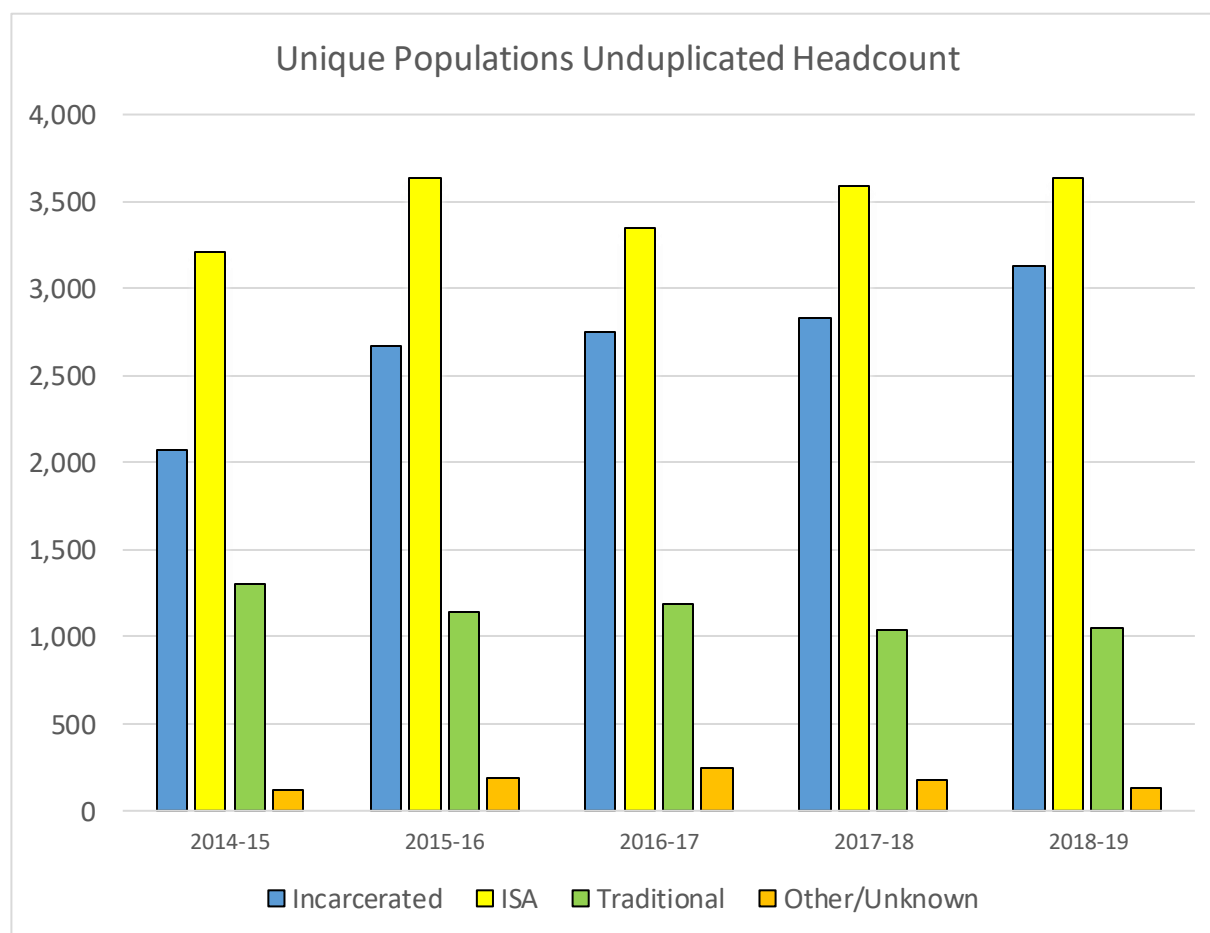
The balance of offerings between face to face, correspondence, and online has remained steady and appropriate to the unique student population and mission of Palo Verde College.

Online section enrollments by incarcerated students, while rare, occur in courses delivered to Ironwood State Prison by our Inmate Educational Network Canvas instance via a partnership with ISP and the State of California Corrections Department.



Enrollment by Modality	2014-15		2015-16		2016-17		2017-18		2018-19	
Face to Face	12,260	57.10%	12,894	55.25%	11,269	52.30%	12,206	55.06%	12,284	52.47%
Correspondence	8,537	39.76%	9,812	42.05%	9,523	44.20%	9,294	41.93%	10,467	44.71%
Online	675	3.14%	630	2.70%	754	3.50%	667	3.01%	661	2.82%
Total	21,472	100.00%	23,336	100.00%	21,546	100.00%	22,167	100.00%	23,412	100.00%

Unique Populations Unduplicated Headcount



Unique Population	2014-15	2015-16	2016-17	2017-18	2018-19
Incarcerated	2,076	2,674	2,752	2,832	3,128
ISA	3,210	3,635	3,351	3,592	3,641
Traditional	1,303	1,140	1,188	1,034	1,052
Other	108	176	219	163	112
Unknown	8	7	27	17	20

Consistent with its mission, Palo Verde College has developed an innovative approach to serving our unique populations, which include incarcerated students, Fire Science students, and traditional on-campus students.

District FTE

FTE	2014-15	2015-16	2016-17	2017-18	2018-19
District Total	1,921.36	2,056.73	2,095.00	2,165.73	2,102.97
Only Needles Center	114.60	116.79	107.98	146.96	163.17

Total FTE has generally increased year over year. PVC FTE is at historically high levels.

Source: Admissions and Records Office / 320 Reports

Completion & Retention Overall

(Excluding ISA Fire Science, Non-credit ABE, NBE Courses)

The College's institution-set standards may be found on the website: Main page > Institutional Effectiveness > Institutional Effectiveness Rates June 2017. In 2018-19, the overall course completion rate was 73.4% compared to the institution-set completion rate standard of 73.5%. While the College comes very close to meeting that goal overall, some groups fell well below it, namely, Female (66.6%) and African-American (63.1%). Other groups surpassed the goal: Asian/Pacific Islander (73.8%), Hawaiian/Native American (75.7%) and White (77.0%). The College did not set a standard for retention.

Completion

Course Completion Rate		2014-15	2015-16	2016-17	2017-18	2018-19
	Overall	59.5%	62.7%	68.8%	72.6%	73.4%
	Female	55.9%	63.0%	66.9%	65.6%	66.6%
	Male	61.2%	62.6%	69.4%	74.5%	73.4%
	Asian/Pacific Islander	72.3%	69.2%	76.7%	75.9%	73.8%
	African-American	53.3%	53.9%	59.6%	65.2%	63.1%
	Hawaiian/Nat Am	60.7%	51.8%	62.4%	73.7%	75.7%
	Hispanic	58.9%	62.6%	67.7%	70.8%	72.3%
	White	63.3%	68.8%	74.9%	78.8%	77.0%
	Inmate	59.5%	59.7%	66.5%	74.6%	73.0%
	Disabled	61.6%	69.2%	76.1%	81.0%	80.4%
	Foster Youth	27.3%	47.8%	92.3%	27.6%	47.5%
	Veteran	59.1%	64.8%	60.2%	74.9%	80.4%

Retention

		Course Retention Rate	2014-15	2015-16	2016-17	2017-18	2018-19
		Overall	81.1%	83.0%	86.9%	88.5%	88.8%
		Female	78.9%	83.2%	86.9%	84.2%	84.1%
		Male	82.1%	83.0%	86.9%	89.6%	89.8%
		Asian/Pacific Islander	88.9%	84.3%	90.0%	89.9%	89.4%
		African-American	80.4%	80.5%	84.5%	88.2%	86.6%
		Hawaiian/Nat Am	86.2%	77.9%	85.9%	88.5%	91.5%
		Hispanic	80.3%	83.2%	86.4%	87.3%	88.9%
		White	81.6%	84.9%	88.3%	89.9%	89.7%
		Inmate	81.2%	81.9%	85.7%	90.3%	89.4%
		Disabled	79.6%	84.5%	89.8%	91.1%	90.2%
		Foster Youth	72.7%	69.9%	100.0%	77.6%	88.5%
		Veteran	88.6%	87.5%	87.8%	92.4%	91.3%

Source: Colleague ERP/Business Objects

Degrees and Certificates Awarded

While the majority of degrees awarded are AA or AS there has been an increase in AAT and AST degree types in the last 3 years. The majority of certificates awarded are below 18 units. While there has been some variation in total awards, the levels has remained fairly constant.

Degrees and Certificates	2014-15	2015-16	2016-17	2017-18	2018-19
AA	85	68	73	91	109
AAT	1	-	6	4	6
AS	25	17	22	14	35
AST	-	-	5	3	12
Total Degrees	111	85	106	112	162
Cert <6 units	2	-	5	9	12
Cert 6 to 18 units	209	206	297	198	229
Cert 18 to 30 units	24	19	21	29	23
Cert 30 to 60 units	23	12	30	9	20
Total Certificates	258	237	353	245	284

Source: Colleague ERP/Business Objects

Transfers

Transfers	2014-15	2015-16	2016-17	2017-18	2018-19
ISP+OS	74	56	39	32	27
CSU/UC	14	13	10	5	12
Total	88	69	49	37	39

ISP = In State Private / OS = Out of State

Source: CalPass Plus/CCCCO Vision Dashboard, CCCCCO Datamart, CSU, UC

6. Human Resources and Staff Development

- a. Provide current organization chart of the program, area or unit, showing key functions and responsibilities.

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

No. Plans have been developed for future growth including filling vacant Student Services Tech I/Instructional Services Tech I position to support Student Services and Institutional Research.

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

Instruction and Student Services provides primary support for faculty professional development beyond related activities administered through Human Resources. SEA contributes speakers and presentations scheduled during Fall and Spring Flex Days. The primary focus is on equity-related issues such "Teaching African-American Males in Community College", Umoja, and Puente. Student success-related topics include AB705, multiple measures, and mental health awareness.

d. Describe areas of unmet professional development needs among personnel in this program, area or unit, if applicable, and outline plans to address these needs.

Additional professional development to support continuous improvement for pedagogical and discipline related practices to serve students including training of faculty in SLO assessments using eLumen.

e. Describe organizational changes that would improve program, area or unit performance. Provide timelines for the achievement of such changes, and describe measures that assess the effectiveness of such changes.

Instructional Services would benefit from a reorganization of the reporting structure within the organization.

Standing committees related to Instruction and Student Services need to be consolidated and reorganized to provide a more responsive and effective decision-making process by AY 2019-20. Effectiveness will be assessed through the Integrated Planning Process.

7. Facilities

a. Are current facilities adequate to support the program, area or unit? Explain.

No. Computer Information Systems lab facilities are inadequate and student services would benefit from being consolidated into a cohesive unit.

b. Describe plans for future changes to support facilities.

Move Computer Information Systems lab into the Performing Arts Center Building and develop plans for a reorganization of the 1st floor of the College Services building.

8. Technology and Equipment

a. Is the current technology and equipment adequate to support the program, area or unit? Explain.

No. CIS Lab requires new technology and Instructional Services needs upgraded printing capabilities.

b. Describe plans for future changes to support technology or equipment.

- *Acquisition of new technology for the CIS program.*
- *Planning for a new printer to support the large inhouse material production requirements for Instructional Services.*

9. Financial Resources

a. Provide an appropriate financial report for program, area or unit during reporting period. Explain any significant deviations from previous reporting period.

Dept	Code	Object Code Description	Budget	Expenses
SEA		SALARIES	633,565.15	963,690.33
SEA	2304	TUTOR	29,582.31	28,128.81
SEA	2331	STUDENT HELP HOURLY	34,972.94	33,441.69
SEA	2430	INSTRUCTIONAL AIDES, OTHER HOURLY	7,082.08	7,082.08
SEA		BENEFITS	285,530.14	439,595.64
SEA	4100	TEXTBOOKS	14,851.97	14,851.97
SEA	4210	OTHER BOOKS	191.70	191.70
SEA	4320	DIRECT PURCHASE INSTRUCTIONAL SUPPLIES	2,411.22	1,261.22
SEA	4350	INSTRUCTIONAL MEDIA	4,395.82	4,395.82
SEA	4550	OFFICE SUPPLIES	5,851.23	5,851.23
SEA	4556	COPYING	1,774.13	1,586.13
SEA	4557	PRINTING	7,000.00	0.00
SEA	4590	OTHER SUPPLIES	2,721.06	2,721.06
SEA	4710	FOOD	6,762.50	6,980.78
SEA	5045	POSTAGE	47.21	47.21
SEA	5210	MILEAGE	5,925.72	906.72
SEA	5211	FLEET MILEAGE	3,655.45	3,655.45
SEA	5220	CONFERENCES	37,541.79	13,115.36
SEA	5222	PROFESSIONAL GROWTH	4,010.66	345.69
SEA	5620	ALL OTHER CONTRACT	345,589.20	315,861.30
SEA	5630	RENTS AND LEASES	6,000.00	0.00
SEA	5690	ALL OTHER	250.00	250.00
SEA	5740	ADVERTISING	25,123.00	17,623.00
SEA	5890	OTHER SERVICES	400.00	400.00
SEA	6491	OTHER INSTR. EQUIP	387.72	387.72
SEA	6492	OTHER EQUIP, NON INSTR	1,700.00	1,700.00
SEA	7660	TRANSPORTATION/BUS PASSES	170.00	170.00
SEA	8650	REIMBURSABLE CATEGORICAL PROGRAMS	1,117,603.00	1,089,904.00
SSA		SALARIES	140,415.00	137,350.23
		BENEFITS	39,525.00	43,273.79
SSA	4370	COMMENCEMENT	8,000.00	7,928.13
SSA	5211	FLEET MILEAGE	0.00	26.10
SSA	5310	MEMBERSHIPS	0.00	100.00

b. Describe whether the current budget is adequate to carry out the responsibilities of the program, area or unit or operation.

Yes, but there is an over reliance on use of categorical funding.

c. Describe plans for future budget changes, if any.

Requests have been made for additional contingency funds.

10. Four year plan

a. Place future request for resources (human, financial, facilities, technology & equipment) in a four-year matrix to facilitate future planning.

Future Area Needs			2019-20	2020-21	2021-22	2022-23
	Human Resources		<i>Additional Instructional/Student Services Tech</i>			
	Fiscal Resources		<i>GF, SEA, GDP, CTE, VRC</i>			
	Physical Resources		<i>Student Success Lab Veterans Resources Center</i>	<i>Reorganize CS Building 1st Floor</i>		
	Technology Resources			<i>Production Printer</i>		

Admissions & Records

- Districts Annual 320 Apportionment report was certified for 2,079.42 FTES on 7/9/2018 (Chancellor's Office & RCOE).
- Districts Spring 2018 MIS files were all submitted/accepted on 7/25/2018 (Chancellor's Office).
- Academic Standing Notifications were sent out to all students for probation & dismissal status on 6/27/2018.
- BOGW (Promise Grant) Ineligible Notifications – Emailed out on 7/17/2018 (Effective for Spring 2019).
- Emailed out all summer 2018 Final Grade Reports & Fall 2018 Student Schedules to all prison locations 8/7/2018.
- Currently working on processing degrees/certificates for Spring 2018 completions.
- Director of A&R participated in the following training/consulting sessions;
- Ellucian on-site Financial Aid Consulting – 17, 18, and 19, 2018
- Business Objects Report Writing Training – on-site – July 23, 24, and 25, 2018
- Ellucian on-site Accounts Receivable Consulting – July 31 – August 2nd, 2018

ASG

- ASG will greet and pass out candy on the first day of classes Aug. 13.
- First ASG meeting Aug. 21st.
- Week of Welcome Aug. 27-30.
- Oath of Office took place on Aug. 7th.

CalWORKs

- Enrollment taking place.
- CAW orientation Aug. 15th.
- DPSS visit and Outreach Aug. 9th.
- Student Worker interviews Aug. 8th and 9th.
- New Student Worker Orientation Aug. 17th.

Civic Center

- Space reserved for Border Patrol training Aug. 27 CL 101 all day.
- EDD multiple reservations for the month.
- Auditions for Fall play Aug. 14-16 Theater.

Dean of Instruction & Student Services

- SIMMAN, SIMMOM, and LLEAP training was conducted at PVC by Laerdal Company. Representative on July 31, August 1 and August 2.
- All instructional nursing faculty including Dr. Cicci and Biju Raman were trained on operating the manikins in automatic and manual modes.
- The setup and demonstration has been shown to all faculty during FLEX on August 9.
- Additional work is underway to update the software systems.
- Currently, the work on the manikins is in addition to the clinical hours that nursing students are mandated to complete.

- The Board of Nursing in California is moving towards making this practice mandatory in the near future. When that happens, PVC is prepared to meet the challenge.

DSPS

- DSPS is in process of recruiting at both ISP and CVSP.
- Our numbers are not at this point confirmed until registration is over. Once registration is over, DSPS will have a confirmed number.

EOPS

- EOPS currently has 500 students.
- Out of 500, 393 students are from ISP/CVSP.
- EOPS currently has 7 CARE students.
- EOPS/CARE will continue to do outreach via KERU radio and face to face.

Financial Aid

- Financial Aid had an Ellucian Consultant on campus July 17-19 regarding recommended changes in assisting with automation of awarding students. One of the recommended processes will require additional steps that will need to be run by the Admissions and Records Department.
- We will be awarding students PELL three times a semester instead of two. This will assist the students with budgeting and will also benefit the College with a lower rate of R2T4's.
- Assisting students with completing their FAFSA application and also working with students so that they can submit all required documents so that their files can be complete.
- Have identified students eligible for Federal Work Study and are currently in the process of conducting interviews.
- Have awarded students Pell for the 2018 Fall term.
- Working on the awarding of Cal Grants for the fall term.
- Reviewing and will process all eligible Veteran students for Veteran awards.
- Have identified our Dreamer students and have awarded the students the eligible award(s).
- Held an Outreach Event at the Needles Center over the summer.
- In the process of planning Outreach Events on and off campus and collaborating with other departments, including but not limited to the disbursement of door hangers in the community.

Instructional Services

- Fire science courses- adding them to Ellucian/Colleague.
- Adjunct instructor's contracts for fall—Had to update the old contracts to include office hours.
- Seeking new instructors to teach for Palo Verde College to meet the needs of students.
- Keeping track of those classes that are below the minimum required number of students and in the process of cancelling if not enough students enrolled.
- Working on new orientation for instructors teaching at CVSP and ISP.
- Constant changes to courses for fall- depending on instructor's request (add more seats, classroom change, modality change, etc)
- Interviews for student workers.

- Adding to the calendar ITV courses.

Institutional Research

- Onsite training was conducted for our primary report building system, Business Objects, on July 23-25. Training was provided by a consultant from A Lange Consulting. We covered running reports for general users, advanced techniques for report builder, and the new features from our recent upgrade.
- Onsite analysis performed by Ellucian has now been completed in three primary areas in our ongoing optimization and evaluation project: Admissions and Records, Financial Aid, and Accounts Receivable. There will be follow up consulting to address areas identified in these sessions in which our usage of the various Ellucian Colleague modules can be made more efficient and automated.
- Our implementation of Ellucian Mobile (<https://www.ellucian.com/mobile-campus/>) is underway. This initiative will enable a range of services, information, and communication avenues to students via a Palo Verde College mobile phone app. The onsite connections to Ellucian's cloud have been setup and Ellucian is currently building our PVC branded version of their mobile app.
- The initial data import from our registration system and curriculum inventory database into our test eLumen system has been completed. A training session is scheduled for August 8th with the college staff comprising the go live team. A data load into production will proceed after this training session with additional go live efforts to immediately follow.

Outreach & Marketing

- Outreach tentatively scheduled for PVHS and Needles for semester tentative dates assigned will confirm.
- Facebook count down till first day is taking place as well as posting of jobs, events, and dates to remember.
- Multiple other conversation have taken place to be continued on marketing, outreach, and advertising for PVC/Needles.

Student Success

- Correspondence Education Coordinator Graciela Milke, General Counselor Victor Hernandez, Academic Advisor Dana Maxfield, Student Success Manager Jaclyn Randall, and DSPS Program Assistant Ida Hamblen traveled to Chuckawalla Valley State Prison (CVSP) and Ironwood State Prison (ISP) to conduct face-to-face orientations and sign-up new students to Palo Verde College and the DSPS program. Between the both prisons, 175 students attended orientation while the counselors met approximately new, continuing, and returning students during the visit.
- Student Success Manager Jaclyn Randall and faculty members Drs. Rosanna Hartline and Karen Redwine introduced the PVC Umoja Community to faculty member during Flex Day. The trio spent Friday morning presenting the 18 Umoja Community's 18 Practices, immersing the group in Umoja Community traditions, and asking for recruitment help. Umoja is Swahili for unity and focuses on African American achievement with emphasis on transferring and course completion from an African diaspora perspective.

VPI/SS Report

Admissions & Records

-In Process;

- Collecting & entering “No Show’s” and Permanent Rosters (Census 9/3/18)
Receiving/Entering/Filing registration withdrawals.
- Processing Transcript Evaluations.
- Scanning all registration/counseling documents pertaining to students permanent file. Need to these documents to the student Colleague profile.

-Reporting In Process or Upcoming;

- Summer MIS File (185) – Chancellor’s Office.
- National Student Clearinghouse File Submission (First of Term) for Fall 2018.
- Completed IPEDS Institution Identification and IC-Header on 8/22/2018.
- IPEDS – Fall Collection (Institutional Characteristics, Completions, & 12-Month Enrollment) due by 10/17/2018.
- MIS Program Award File – due by 9/14/2018 – Chancellor’s Office.
- CCFS-320 Annual Recalc Report – Due prior to 10/1/2018 – Chancellor’s Office.
- Gainful Employment Disclosures – NSLDS.
- Gainful Employment Annual File – NSLDS.
- E-Verify – ADT’s CSU System.

ASG

- Finished Week of Welcome strong. Great to see students on campus and using the Activities Center.
- Regular meetings Tuesday 11:00am ASG room.
- Blood Drive Sept. 13th CS 133.
- Sept. Newsletter is out the student workers in the ASG room did a great job.
- All ASG positions are filled including appointed positions.

CalWORKs

- Books and childcare have all been taken care of for CalWORKs students as needed.
- Student workers have been placed.
- CalWORKs orientation took place Aug. 15th.
- New Student Worker Orientation took place Aug. 17th.
- Sept. meeting for CalWORKs will be Sept. 6th.
- CAW conference is Sept. 17-19 I will attend.

Child Development Center

- The CDC has 36 children enrolled into the program.

Civic Center

- As normal space is being reserved EDD, Border Patrol, Choir, Wedding, PVHS Drama in our theater.

DSPS

- DSPS would like to report that we have 514 students enrolled for FALL 2018. DSPS does not have a cap. Students are from MCM, ISP, CVSP and other locations.

EOPS

- EOPS/DSPS students: Within the 560 students, EOPS has 282 students that are also in the DSPS program.
- CARE-End of the Year Report was submitted to the Chancellors on: August 31, 2018.
- CARE enrollment status: CARE currently has 9 students. We will continue to recruit throughout the academic year.
- EOPS/CARE has spent thus far for Fall/2018: Estimation regarding the Fall book grant amount, which included main campus, Needles and the two institutions-ISP and CVSP. \$ 97,367.45.001ST EOPS.
- Mandatory contact at both institutions, ISP and CVSP: The purpose of 1st Contact is to meet with all EOPS students who are currently in the program. It's a meeting for students to share with EOPS, if they received books and started their classes. Contact was met on September 27 thru the 29th.
- 1ST Mandatory Contact on campus: September 10th thru September 14th, 2018.
- CCCEOPSA Conference & Training: October 29-31 in Monterey, CA. The EOPS/CARE Director will be attending as well as the EOPS Counselor and full-time Secretary.

Financial Aid

- Students have received their first check disbursement. We are currently working on awarding FSEOG and Cal Grants.
- Completion of the close-out for the 2017-18 and starting on the new reporting that will soon be due.

Instructional Services

- Course information: All courses are set for fall semester-no more cancellations or additions of courses except for Fire Science.
- Fire science- working on scheduling a meeting with Mark Ladas (Fire science contact at Industrial Emergency Council) and his team.
- Adjunct instructors contracts for fall—making sure we receive all contracts with signatures.
- Budget lines updated to give to payroll.
- Initiation for Instructors and non-teaching staff evaluations.
- Working on setting up a meeting with Chuckawalla Valley State Prison personnel/administrators, distance education, and other staff members.
- Working with new College Program Coordinator Glenn Willer from California Substance Abuse Treatment Facility and State Prison, Corcoran, CA. to make sure we have the required information to start providing courses during the spring 2019.
- Working on new office hours contracts for all adjunct instructors.

Institutional Research

- A orientation/training call with eLumen was held with the Technical Review Committee on August 29th. Another training session will be held with the full Curriculum Committee on September 13th.
- We are working through the details of entering the components of our course outlines that were not included in the imported data. Currently we are ironing out one issue with eLumen regarding the eLumen app and the fact we have Committee and Board approval dates for each of the three modalities we offer courses in: face to face, correspondence, and distance education. This should only take a day or two.
- We are concurrently finishing our data entry guide document to ensure that we process all of our Course Outline documents in a consistent manner regardless of who is doing this one-time data entry. Moving forward all of our Course Outline data will be maintained electronically in eLumen throughout any proposal or revision processing activities.
- Working with Peter Martinez to finalize a report to break out total faculty loads by subject and modality over various semesters to use for planning purposes.

Student Success

- SSSP, SEP, & BSI are now consolidated to: Student Equity and Achievement (SEA) Program beginning this year. This move made by the Chancellor's Office is intended to align Student Success, Student Equity, and Basic Skills Initiative (which will most likely become defunct due to AB 705) with California Community Colleges Guided Pathways Grant Program. In addition, the Umoja Program Coordinator (Student Success Manager Jaclyn Randall) and Umoja practitioners Drs. Rosanna Hartline and Karen Redwine are preparing for the group's first student meeting scheduled for 9-11 at 11 a.m. Ms. Randall is also coordinating efforts to bring the Puente Program to our campus this coming Spring. Puente representatives plan to visit the campus later this semester to begin the process.

VPI/SS Report

- The office of Instruction and Student Services has been working with the various departments of the unit to enhance student success, equity, and academic excellence.
- Dean Raman and I have reviewed the Integrated Planning Manual and are working with the Academic Senate to strengthen and align the Program Review process. We are also reviewing the Strategic Plan Status Update working toward an effort to recalibrate task dates and keep the plan current.
- Accreditation worksheets are being provided to various units to prepare for future accreditation activities. These include standards, evaluation criteria, and sources of evidence guidelines.
- We are in the process of organizing student equity success data for ongoing discussions with academic divisions. We are working to create specific goals and strategies to affect positive change in this area, especially where performance gaps are significant.
- We also held a meeting of the stakeholders for the emerging Athletics program at Palo Verde College. The primary focus was to distribute current California Community College Athletic Association Constitution and Bylaws and start the process of getting the different stakeholders certified through the on-line testing program.

Admissions & Records

-In Process;

- Continuing to collect permanent (census) rosters.
- Reinstating student's that were reported as "no shows".
- Scanning & linking all documents (registration forms, petitions, educational plans etc.)
- Processing transcript evaluations.
- Remote consulting with Ellucian on Registration Optimization (PRT Project Grant) (Oct 2 – 4, 2018).

Reporting Items;

- Completed IPEDS Fall Collection Reporting (Institutional Characteristics, Completions, 12-Month Enrollment Files) 9/20/2018.
- MIS Program Award File Submitted/Accepted by Chancellor's Office 9/10/2018.
- MIS Summer File Submitted/Accepted by Chancellor's Office.
- MIS Assessment File Submitted/Accepted by Chancellor's Office 9/19/2018.
- Certified CCFS-320 Annual Recalculation Report for 2,165.73 – Submitted report to the Chancellor's Office & Riverside County Office of Education.
- Currently working on Gainful Employment Annual File & Gainful Employment Disclosure Information.
ADT Verifications (E-Verify) for transfer students – Due by October 31, 2018

ASG

- Pumpkin contest will take place this month.
- Basket drawing (men spa day and women spa day).
- Lockdown will take place Oct. 31 warrants may be purchase in the Student Activities Center.
- Pink ribbon may be purchased in in Student Activities Center and all funds raised will go to CRCD (Blythe).
- OCT... Newsletter has been sent out and is on the web.

CalWORKs

- CAW Conference was Sept. 17 and 18 lots of new info.
- Next meeting for students is Oct. 11 at 11:00am Job Specialist will speak during meeting.
- Planning taking place for our gifts for the holiday's Dec. 6th for CAW students.
- SSARCC completed.

Child Development Center

- Will be submitting Funding Application to the state for FY 2019-2020. Will need board approval.

Civic Center/Outreach/Events

- Twin Palms Outreach Oct. 2.
- Outreach at CVSP and ISP for employees this week Oct. 3 and 4th.
- Transfer Day Oct. 9th in Courtyard (Thank you to Irma Dagnino) ASG will also assist with a PVC table along with FA.
- College Day at PVHS all ASG will assist and serve as liaison's for PVC.
- Wedding in Courtyard Oct. 20th.
- Sioux's play Oct 19 and 21 CL101.

EOPS

- October 15th and 16th, EOPS will be meeting with 195 students at ISP for 2nd Mandatory Contact. 2ND Mandatory Contacts consists of a current “Progress Report” completed by the instructors.
- October 16, EOPS invited Riverside County Mental Health to present a “Suicide Prevention Workshop” at Palo Verde College starting at 11:00 a.m. to 12:30 p.m. in CS 236.
- October 17th and 18th, EOPS will be meeting with 224 students at CVSP for 2nd Mandatory contact.
- October 22 – October 26, EOPS/CARE will be meeting with 157 students, on campus. This will be their second follow up contact. There are three total for the semester. We will also have them complete a Petition to Graduate with either a Certificate or Degree.
- October 28 – October 31, the Director of EOPS/CARE, EOPS Secretary and the EOPS Counselor will be at a CCCEOPSA Conference in Monterey, California.
- November 2nd, as an Advisor the club, Movimiento Estudiantil Chicanos De Aztlán, and as the EOPS/CARE Director, we will be participating in the November 2nd “Días De Los Muertos Outreach Event”. EOPS will assist with the planning and the funding, and MEChA will perform a couple Ballet Folklórico dances, selling of candles, fund raiser for scholarships, and assisting with the security of the event.

Financial Aid

- Working on the second pell disbursement for the fall term.
 - Completed and submitted the Osher and FISAP reports. Currently working on completing the MIS.
 - Participated in the Twin Palms Orientation and assisted students with the completion of their FAFSA application.
 - Will be attending the College Kick off day at Palo Verde High School and doing a presentation on Financial Aid.
 - All of the staff in Financial Aid will be attending the CASFAA Conference at the end of the month. The conference will be held in Palm Springs.
 - Currently have the Financial Aid Tech III position being flown with hopes to receive a large number of applicants.
 - AB 19 College Promise funds were returned. If Palo Verde College kept the funds we would have to start doing loans effective January 1, 2019.
- I will also be working on getting loans removed from our PPA application.

Instructional Services

- Invitation of new adjunct instructors for Spring Semester- We are working with a new institution from Corcoran, CA. and we are inviting 10 new adjunct instructors to teach for us starting spring semester. At this moment, we have seven that have responded and are working on their paperwork (fingerprints, updating application, etc.) and waiting on the response of three more.
- Instructors evaluation- We have 10 instructors and 4 counselors that need to be evaluated during spring semester; the process to do complete the evaluations started September 17 and should be completed by the middle of October (students and faculty evaluations).
- Spring semester schedule- division chairs are working closely together with faculty (full time and part-time faculty) to get the new spring semester request back to my office no later than October

10. Once the request is submitted, a new spring semester catalog will be created (should be completed by the last week of October).

- Updating forms for IEC- After meeting with a team from IEC(Industrial Emergency Council) and discussing the Fire Science Technology courses, some updates need to be done to the form we created for them to submit their request. I am working with the IT department to update that form. We are also in the process to bring all the evaluation up to date.
- Meeting with Division Chairs- I was invited to meet with all division chairs on 10/02/18 to discuss spring semester schedule, we are all working together toward a successful semester.

Institutional Research

- IPEDS - The 2018-19 Fall IPEDS collection cycle is complete and locked in. The Winter and Spring Collections will open in December and close in late February and April. We are fortunate to have some of this workload done for us via our CCC MIS data but there are still reports from various areas that must be submitted.
- eLumen – Preparing for next training session with Curriculum Committee on October 11th. Working with vendor to create training resources for faculty and we will be providing logins to our test environment to committee members so they can become familiar with system operation and run through curriculum change workflow scenarios with test data.
- Business Objects/Reporting - some upgrades and fixes needed to address Financial Aid reporting issues were identified and installed. We are beginning the work of reorganizing our reporting folder structure and creating inventory of existing reports and resources in order to facilitate wider access to information across our departments.
- Colleague - working on UI5 Upgrade – UI5 is the interface to Colleague that staff members use to access the screens of our student information system. In addition to keeping us up-to-date, migrating to version 5 will simplify some issues we have been having because it is based newer web technology. The interface also matches the style used on Ellucian's mobile application and newer student web framework (self-service) which should provide a much for consistent experience for all of our users.
- Ellucian Mobile – the first build of our mobile/tablet application has been completed. We are currently resolving some issues with student/staff logins to the app so that we can complete our internal testing prior to beginning the deployment phase.

Nursing and Allied Health Department

- PVC Foundation: Met with Stephanie Slagan. Foundation will continue to fund VN Graduates for payment of NCLEX-PN Licensure Exam fee. Nursing faculty met and voted that VN Student MUST test for NCLEX-PN within three months of graduation. With Holidays after completion, 12/13/2018, the dates chosen for the Dec. 2018 VN Cohort are 01/01/2019 – 03/31/2019.
- Applications for VN Program beginning 01/28/2019 are still open until 11/11/2018. 25 applications sent out or picked up in Nursing Office. Three complete applications in, so far. Marketing: Bill Boards on Hobsonway, Banners on Hobsonway and in the CL Building, KERU Hispanic Radio stream announcements, PVVT article 10/4/2018, Flyers out to community. We will begin interviews with panel of Nursing Instructors, Biju, Jaclyn Randall, Jeanette Garrett and Maria Lopez in November. Blind reading of essays by Nursing and English Dept. in November. TEAS standardized Science and Math knowledge for entrance into Nursing Program on November 16, 2018 here at PVC.
- CNA Programs: State of CA Strong Workforce Initiative, Healthcare Workforce in August. Asking for more CNA Programs due to CA severe shortage of CNAs. We have fit Fall

and Spring Semester curriculum into six Week Summer Semester. We will submit to PVC and CDPH certification Board for approval. It is dual enrollment program for high school students 16 years of age or older. We will market to that group so as not to deplete our regular students who attend during the Fall and Spring semesters. We can take up to 15 students in the summer program. Course, faculty and supplies will be funded by CA Strong Workforce grant for up to three years.

- Citizens Bond Oversight Committee met with Dr. Wallace 10/02/2018 and were shown the Nursing SIM Lab in CL 210-211, funded by Bond monies.
- Healthcare Workforce Initiative meetings for collaboration and RN Specialty Training Project in CA 10/04 at Copper Mountain College, Joshua Tree and 10/18 in San Bernardino, CA.
- PVHS College Kick-off Day 10/10/18 from 0900-1300. Presentation, five-ten minutes, to Seniors between 0900-1000 and each class to tables one by one for questions and information 0900-1300.
- Food Bank distribution on 10/16/18 at PVC. Meetings continue with suppliers, donations, etc.
- Site visit for VN Program at John F. Kennedy Memorial Hospital, Indio on 09/06/18. 1700-1800 when faculty and students in VN program doing clinical hours on Medical-Surgical, Pediatrics and Nursery/Post-Partum.
- Annual Report to BVNPT due 09/30/2018. Sent and received on 08/27/2018.
- SIM Lab: Continue to purchase stock items. Only major purchase left is SimCartRx with SimEMR - Mobile medication dispensing, student/faculty access to patient records during simulations and mobile charting workstation with built-in keypad, height adjustment, touchscreen computer with mounted barcode scanner, computer keyboard and mouse 7 electronic, independently operated medication drawers, eight hour cart battery and charging station. Unlimited licenses for SimEMR and I professor license. One year standard parts warranty. IT installed 360 degree security camera in CL 210.
- CNA CDPH re-certification sent.

Student Success

- Student Success & Support, Student Equity, and Basic Skills Initiative have formally combined as of Oct. 1. The consolidated program Student Equity Achievement (SEA) continues operating under the previous guidelines until receiving the state's expectations. Dr. Scott Bauer and Student Success Manager Jaclyn Randall will travel to San Diego Oct. 11 to learn about the updated changes and the program expectations.
- Puente representatives from UC Berkeley will be on campus Oct. 30 to meet with administrators and possibly English and counselors to learn about bringing the program to Palo Verde College. According to Puente representatives, this is the ideal time to join Puente considering the organization is working in tandem with Umoja to Puente-fy/Umoja-fy curriculum for students in the respective programs.
- Umoja is off to a good start. Next meeting scheduled for Oct. 9 with plans to move meetings to Thursdays at 12 p.m. Eight students were selected to attend the Umoja XIV Conference scheduled for Nov. 9-10 in Riverside. Umoja headquarters announced and released MOUs to participating colleges for the current year. Dr. Wallace has signed and Ms. Randall emailed the documents to Umoja headquarters. Once the RFA (due to be released Oct. 18) is submitted, PVC will learn how much the local Umoja program will receive for operations.
- CalFresh representatives will be on campus Oct. 16 from 8:30 a.m. – 3 p.m. to train PVC selected staff with the CalFresh application process so we are able to assist students in applying for CalFresh (food stamps) which complies with the Hunger-Free Campus Initiative.

- The Transfer Counseling Department is hosting “College/Transfer Day” Tues., Oct. 9, 2018 with 20 universities scheduled to attend. The event will be in the Ted Courtyard.
- Working with the Transfer Dept. and the Nursing Dept. to administer a survey to students, staff, and the community regarding interest levels for PVC to host a 4-year university (Pacific Oaks) and to gauge support and interest for a Registered Nursing (RN) program.
- Collaborating with Librarian June Turner to develop a Student Success Lab in the Classroom/Laboratory Building. This space will serve as an extension of the Learning Skills lab in the library to operate during the day for specific Math/English (AB 705) students, student groups (Umoja, Puente, EOPs, etc.), and tutoring. After hours, adjunct professors would utilize the space for tutoring. This is still in the planning process.
- The Pirates’ Chest faces moving the first distribution date to early Spring 2019 due to the logistics, paperwork, and funding. Partnerships with Find Food based out of Indio and possible funding from Coca-Cola and a local grantor will help bolster and sustain the Food Pantry through the semesters.
- MEChA, ESL, and Umoja are planning “Evening with Coco” as a cultural community event planned for Friday, Nov. 2 from 4 – 8 p.m. Guest speaker will be PVC Alumni and author Harpo Celaya. Arts, crafts, and food will be provided by various clubs for no fee or no more than \$2 an item.
- Next Student Success Workshop scheduled for Tues. Oct. 9 at 2 p.m.; topic: Eve’s Place, Mental Illness.
- Next Probation Student (Fresh Start) Workshop scheduled for Tues., Oct. 19; topic: Financial Aid.
- The Clancy Osborne Physical Education Center opened to students Monday, Oct. 1. Mondays-Thursdays from 8 a.m. – 3 p.m. and Fridays 8 a.m.- 1 p.m. Students must have a current ASG card and a signed liability waiver on file to use. Six students are employed to work in either the basketball court or in the workout room.

Dean of Instruction & Student Services

- Scheduling for the Spring 19 semester (process and procedure to be clarified).
- Report on the Data Analyst hiring (consultant instead of full time).
- Instructors cancelling classes (Standard operating protocol).

Vice President of Instruction & Student Services

- All departments are very active and are producing results towards our shared goal of student success.
- Remarkable work is being accomplished by the curriculum committee with the ongoing implementation of eLumen, and by the AB 705 taskforce dramatically changing the approach to college level English and Math toward a model emphasizing throughput rather than placement.
- Instructional and Student services managers participated at very productive meetings at Chuckawalla Valley State Prison and at the new headquarters for Industrial Emergency Council (IEC) creating needed relationships and information sharing to support quality instruction and continued growth.

Admissions & Records

- Continuing to reinstate students that were reported as “no shows”.
- Continuing to scan and link documents into Image Now/Colleague.
- Registration Optimization with Ellucian took place on Oct 2 – 4 and was very productive. Worked through A&R setup to move from Webadvisor to the new Self Service module in the near future. Reviewed all registration setup – Formulated plans for more streamlined “No-Show” process within new Self Service Module, and process for ending student programs when applicable.
- Submitted the annual Gainful Employment file – 9/28/2018 – NSLDS – Federally required.
- Completed the annual Gainful Employment Disclosure Completions file – Federally required.
- Submitted National Student Clearinghouse (NSC) file for October – 10/10/2018.
- Processed Summer graduates petitions & conferred certificates and degrees – 10/08-12/2018.
- Submitted Financial Aid Annual MIS (180) File – 10/22/2018.
- Sent out midterm deficiency notification to all students receiving midterm grades – 10/15-18/2018.
- Set up priority registration rules within Colleague & flagged all eligible students – 10/22-25/2018.
- Working with IT on Ellucian Mobile Implementation & Colleague UI upgrade
- Working on Image Now upgrade project – February 2019.

ASG

- Halloween Lockdown was a success E-mail went out after event.
- Club Fair scheduled for Nov. 6 from 9-1pm.
- ASG Basket Drawing Nov. 7th.
- ASG daily events taking place in the Student Activities Center have been posted.
- Christmas Float Construction underway.
- Christmas Parade Dec. 1st.

CalWORKs

- Monthly notes have gone out to students.
- November meeting will take place November 8th & topic will be Scholarships and Financial Aid.
- Gifts for the Holiday’s will take place on Dec. 6th if you would like to purchase a gift for a child please stop by Student Services and see Alice for a tag.
- Priority Registration will begin Nov. 26th.
- Advisory meeting scheduled for Dec. 11th.

Child Development Center

- CDC we will be having their annual Thanksgiving Luncheon for the children and their parents on Thursday November 15, 2018 at 11:30-1pm.
- Children attending CDC were brought to Palo Verde College for Halloween field trip .

Civic Center/Outreach/Events

- Pipeline training in CS 123/124 5:00am on Nov. 6th.
- PVHS will be in the theater Nov. 8-10 for talent competition.
- Sheriff Training in Weight room Nov. 8th and 9th.
- Juliette in the theater Nov. 14, 21, 27, 28 show on the 28th.
- CVSP booked for Dec. 5th CS 123/124.

- Polar Express is scheduled to show is the theater December 14th is employee night and December 15th for the community.

DSPS

- DSPS has continued to increase in enrollment. DSPS as of now has 532 students in the program.

EOPS

- EOPS/CARE currently has 591 students.
- Completed 2nd Mandatory contact.
- EOPS met with 391 students regarding 2nd mandatory contact. The goal of 2nd mandatory contact is to see how our students are doing.
- Attended EOPS conference in Monterey, CA. The EOPS staff brought back new ideas for workshops to help our students express themselves when they feel stressed during finals.
- EOPS will visit ISP on November 6th for Spring registration.
- 3rd contact and Priority registration on campus will be November 26 - November 30, 2018.
- EOPS/DSPS Advisory meeting will be on December 13, 2018.

Financial Aid

- All of the Financial Aid Staff attended the CASFAA (California Association of Student Financial Aid Administrators) Conference October 29 – October 30 in Rancho Mirage.
 - Sessions attended were on CA Dream Act application
 - How to make Student communication stick
 - The Power of Student Success
 - Cal Grant consolidation
 - How Effective is your website
 - NASFAA – Overview on legislation and regulation process
 - Overawards & overpayments
 - R2T4 – Return to Title IV
 - Web Grants Nuts and Bolts
 - Administering adds, drops and withdrawals
 - How to Detect and Deter Federal Financial Aid Fraud
 - Automating Verification to Improve Student Success
 - Year Round Pell
- We have ordered the second Pell disbursement checks for 188 students
- We have awarded CCPG (California Colleges Promise Grant) Fee waivers to 3,653 students majority of them are manually entered
- 25 students have received a Cal Grant
- 1 student was eligible for the Chafee Grant – Foster Youth (we have several others that were not eligible at the time)
- 56 students received an FSEOG grant (Federal supplemental educational opportunity grant)
- And 6 students are currently participating in the Federal Work Study program
- The Financial Aid staff attended College kick-off day at Palo Verde College and a powerpoint presentation on financial aid was presented to the students
- The Fall Scholarship application deadline was October 26.
 - **The Community Foundation Scholarship** Fund is made up of distributions from the following endowment funds: Tillie Ayres, William Brooks, Ida Bruce, Charles Brouse, Leon Heseman, Eleanor Pearl Hunter, and Elizabeth Vermillion.

- 25 applications received for the Community Foundation
- 24 applications received for the Agatha Baxter
- 10 applications received for the Molly Adams
- 12 applications received for the Lena Pond
- 20 applications received for the Osher Foundation
- SSARC (Student services automated reporting for community colleges) report was due on October 26 and was submitted on October 17
- We are currently getting ready with the set up for the 2019-2020 year
- The FAFSA application opened up to students on October 1, 2018 for the 2019-2020 year.
- Reviewing of files for the last Pell disbursement for the FALL term.
- We will be going out the CVSP and ISP to assist with the CCPG fee waivers for the incarcerated students.

Instructional Services

Courses information:

- Correspondence courses catalog was given to correspondence department and all counselors
 - Spring semester catalog has been sent to the printers and will be here next week
 - We have 9 new adjunct instructors joining us for Spring semester:
- 1. Ashley DeFreese- ADS courses
 - 2. Julie Walton—BIO courses
 - 3. Diana Esquibel- BUS courses
 - 4. Stephanie Slagan- BUS courses
 - 5. Andrew Hoyt- HIS courses
 - 6. Jaclyn Randall- PSY courses
 - 7. Moussa Sabbara- SPE courses
 - 8. Graciela Arriaga Sosa- SPA courses
 - 9. Venja Velickovska- BIO courses

Other assignments currently working on:

- Fire Science- working on scheduling.
- Adjunct instructor's contracts for spring—new contracts will include office hours.
- Finishing staff evaluations.
- Working on a new job description.

Institutional Research

- eLumen – Currently working on importing and entering course data for the Spring 2019 courses that were not already entered as part of the current Fall data. Working with PVC IT and eLumen technical services to setup authentication for faculty logins to utilize our single password sign-on system. This is not yet been completed as delays have encountered but work continues. Call with eLumen is scheduled this week to address both issues.
- Colleague – Continuing to work on the UI5 upgrade. Have been working with support resources to track down a several issues that have cropped up the last month. Planning transition of student and faculty functions from WebAdvisor (pvc-services) to the newer Ellucian self-service framework as we want to get this completed in the near term.

- Ellucian Mobile – We have three issues that need to be resolved in order for us to move into testing of the mobile app and maintain our implementation schedule. A call with Ellucian is scheduled this week to discuss these issues as well as emphasize the need for additional vendor support to move these items to resolution.
- Program Review – Program Review data and templates for 2019 cycle was generated and sent to Division Heads. Reusable smart Excel templates were developed to speed up this process in the next iteration. Currently working on new reports for additional data to include in a future Program Review cycles.

Marketing/Outreach

- Distribute schedules upon arrival for Spring.
- Facebooks posts scheduled for closures in Nov. 12 and Nov. 22 and 23 as well as all events in Nov. and Dec.
- Meetings are being held monthly to keep us on informed and on the same page.

Nursing and Allied Health Department

- 10/04 Strong Workforce Continuing Education Administrators and faculty at Copper Mountain CC. National Speaker Donna Ignavicticus, Author and speaker. Worked with administration of Inland Empire and CPC (Clinical Placement Coordinators) for Best Practices in clinical placement criteria and clinical education to meet clinical objectives of Vocational Nursing Training in CA.
- 10/08 Clinical site visit at La Paz Regional Hospital in Parker, AZ.
- National University Transfer Day-table in Theater court yard from 10:00 am – 1:30pm.
- 10/10 College Kick-Off Day PVHS. Presented overview of VN, CAN and Phlebotomy programs to seniors; inside table from 10:30 am-1:00 pm; outdoor table 1:30 pm – 3:00 pm. 30 students 16 years old and older signed up for interest in summer 2019 CNA course.
- 10/10 Evaluated VN students from December 2015 course for NCLEX-PN re-testing from 3:00 – 5:30 pm. Tutored to decrease risk of not being successful.
- 10/12 Institution Day 8:00 am – 4:00 pm.
- 10/17 VN third semester Kaplan Review 9:00 am – 3:00 pm.
- 10/18 9:00 am – 1:00 pm San Bernardino meeting all CCC in Inland Empire meeting to discuss and plan training for VN and RN students in specialty areas in healthcare. Severe shortage in Riverside and San Bernardino Counties, i.e. critical Care, ED, OR, Labor & Delivery, etc.
- 10/22 11:00 – 12:30 pm “Suicide Prevention College Campuses” CS 236.
- 10/23 – 10/25 San Diego COADN annual State CA Board of RN meeting and education. Information for feasibility Study for ADN (RN) Program at PVC but also collecting data from CCCs in Inland Empire concerning number of students applying for RN program, how many qualified, how many accepted?
- 11/01 Working with CNA Certification Body in CA to waiver the probation of Blythe Post Acute (BPA) for clinical practicums of our CNAs and VN students. Probation 09/2017 – 09/2019 for Environmental Code citation. BPA sent letter of request to CDPH CNA certification department asking for waiver since PVC has nowhere else we can send our CNA students to and for VN students to makeup missed clinical time. We are permitted to complete the Fall 2018 course but we are on hold for the Spring and Summer 2019 semesters!
- 11/02 Letters to VN January 2019 10 candidates with fully completed applications for interview times and dates and TEAS Assessment test directions for November 16, 2018. Applications close 11:59 pm 11/11. 10 non-complete applications still waiting in Nursing Department. Candidates reminded by email every two weeks to complete applications.

- 11/05 Site meeting with Abrazo West Medical Center, Buckeye, AZ. Only take RN students. Do not hire VNs so will not allow them to have clinical practicums there so that more RN students can practice there. Will have to look at asking CA BRN for waiver to have our RN Students there since there are no clinical placements left in Inland Empire. Could possibly get 7:00pm to 7:30am shift or 3:00 pm – 11:30 pm but we will have difficulty marketing an RN program with ALL off-shift clinical practicums. And, RN students NEED to be on 7:00 am – 7:30 pm or 7:00 am-3:30 pm for the experience. Each shift for a nurse has different expectations, mandatory requirements, workload, work flow, etc. CA Chancellor's Office wants more ADN (RN) programs and that 80% of CA RNs will have a BSN by 2025.

Student Success

- Puente representatives visited the campus to meet with administration, faculty, and Student Success to gather information and move forward with the program on campus. Puente involves English and Counseling to increase completion and transfer (UC/CSU) rates. Looking to implement Fall 2019.
- Food Pantry will distribute Thanksgiving meals (one per household) to students who signed up Tues., Nov. 20.
- In conjunction with EOPS, ESL, student groups, and the Foundation, we presented "Evening with Coco" as an outreach community event. Approximately 400 community members showed up for the music, arts & Crafts, and movie. All the student groups sold out of their food items such as Mexican corn, churros con cinnamon and sugar, churritos con chili, Mexican candy, horchata, and Jamaica.
- Completing the Umoja RFA so the program can receive \$16,000 for its first year.
- Plans to contribute to Veterans program being planned by the PVC Foundation slated for President's Day/Week.
- Collecting information from Math and English departments for Student Success Lab. Met with Math last week (Tues., Oct. 30) and will meet with English Tues., Nov. 6.
- Probation Workshop – Nov. 16, Topic: Transfer; Student Success Workshop – Nov. 13; Topic: Resume Writing.
- Leave Thurs., Nov. 8 for Umoja XIV Conference. Facilitators Dr. Rosanna Hartline and Jaclyn Randall will travel to Riverside with 7 students for the annual conference.
- Face-to-face orientations at ISP and CVSP the week of Nov. 13-16
- Survey Monkey for Nursing and Transfer Departments scheduled through November 24th. Please encourage community members to participate.

Dean of Instruction & Student Services

- Campus tour scheduled for potential Geosciences instructor - Ms. Linda Martin on Wednesday - November 7 at 11:00AM.
- Regional Coordinators for Guided Pathways will either visit/zoom in for our committee meeting on Tuesday - November 13 at 4:00PM.
- AB 705 work proceeding as planned by both English/Math departments.
- PVC will be able to hire consultants to help in Institutional Research on a contract basis (deliverables defined) using the Strong Work Force Funding.
- Work to be initiated on culinary/office administration program using both Strong Workforce and AEBG money.

- In the process of purchasing Electric/Hybrid vehicles for the Blythe campus automotive program using Round 1 monies of the Strong Workforce.

Vice President of Instruction & Student Services

- PVC has just received formal permission from CCCAA to conduct out of state recruiting for our basketball program to begin competition next fall. We are in the process of achieving compliance with all appropriate by laws on athletic recruitment.
- The office of Instruction and Student Services is also engaged with initiating feasibility studies for registered nursing and kinesiology programs at Palo Verde College.

Admissions & Records

- Final Grading is now open for faculty to begin entering their final grades
- Final grading will close on December 27th and all grades will be verified (available to students online)
- Priority Registration for Group 2 began 12/1/2018 (Continuing & New Fully Matriculated Students in good standing)
- Academic Records Optimization with Ellucian is scheduled for the week of 03/25/2019. (Remote session)
- MIS Consulting with Ellucian, Jan Benoist, is scheduled for December (12/4 & 12/6/2018) and (12/11 & 12/13/2018) to setup parameters to capture/report the newly state mandated MIS data elements.
- Contract renewal with A. Lange LLC is on the board agenda for 12/11/2018. Contract will provide report development assistance/training to A&R for data analysis of MIS and state mandated reporting. Also, the contract will provide a suite of reports for Enrollment Management purposes
- National Student Clearinghouse (NSC) file for December is due on 12/07/2018
- Continuing to work with IT on Ellucian Mobile Implementation & Colleague UI upgrade/Testing
- Continuing to work on Image Now upgrade project – February 2019
- IPEDS Fall Enrollment file opens on 12/12/2018 – Deadline for locking all spring collection files is 04/10/2019
- Met with Mr. Timothy Pointer, U.S. Immigration and Customs Enforcement Field Representative regarding our current International Student & Exchange Visitor Program on 11/15/2018. The meeting is an annual requirement of SEVP for issuance of student I-20 forms.

ASG

- Christmas Parade Dec. 1st ASG took home a 1st place ribbon.
- ASG office will be closed Dec. 14th- Jan. 28th pending date Student workers may return to work ASG.
- Last meeting was Tuesday Dec. 4th for the Fall term.
- First meeting Spring term will be Jan. 29th along with welcome back event.
- ASG will assist with the CalWORKs event on Dec. 6th as well as Christmas movie on Dec. 14th and 15th.

CalWORKs

- Enrolling students for Spring 2019 term.
- Gifts for the Holidays event will take place on Dec. 6th.
- Study tips will be reviewed and important dates for spring will be given. The event will end with a visit from Santa and gifts for the children to take home.
- Portraits for success are in the process and will be submitted prior to January.

Child Development Center

- Will be handing out the Desired Results for Children and Families-Parent Survey regarding the center to all parents.
- Will be celebrating Christmas with the children and having Santa Clause visit the center and present the children with a gift on Tuesday December 18, 2018 at 10:00 a.m.

Civic Center/Outreach/Events

- CVSP will be on campus Dec. 5th for their holiday event.
- PVC Christmas Party will take place on Dec. 7th.
- PVC Christmas movie will take place on Dec. 14th and 15th.
- Miss Blythe and Miss Blythe Outstanding teen will take place January 26th prior to classes beginning in the theater.
- Our first PVC Graduation meeting will take place Jan. 16th.

DSPS

- DSPS has continued to increase with student population from both CVSP and ISP. Our estimated number thus so far, since registration is still taking place is roughly around 558 as of now and still growing.
- DSPS is working on updating student educational plans on Student Planning for incarcerated students (CVSP, ISP and other). The intention is to get all DSPS student's (558) with a cohesive SEP via Student Planning to be used for MIS. Currently each student has a written SEP in their file.

EOPS

- EOPS has 580 students.
- EOPS has been visiting ISP regarding the follow-ups and 3rd contact. EOPS met with EOPS students on A, B, C, and D, yard. EOPS has provided ISP-E yard with 25 new slots. If there are more students interested in signing up for the program, we will gladly accommodate them with counseling and books.
- EOPS and Riverside County Mental Health had a table in the front lobby in the CS side with information in regards to "Suicide Prevention Awareness" information on December 5th.
- EOPS will be at CVSP on December 6, and on December 11th completing 3rd contact and registration.
- EOPS/CVSP will be having their Advisory Meeting on December 13th, 2018 from 12:00 noon to 1:00 pm.
- EOPS will be ordering books for ISP/CVSP and for the EOPS/CARE lending library. EOPS will also be issuing out the book vouchers to all students before the Christmas break.

Financial Aid

- The final Pell checks disbursement for the Fall semester has been submitted, processed and the checks will be disbursed to students on December 6th as planned.
- Another order of Cal Grant checks has been placed for students that needed to update their status with the California Student Aid Commission.
- Financial Aid will be attending an Outreach Event at the Needles High School and the PVC site to assist students with completing their FAFSA application as well as the CCCApply.
- We are currently in the process of meeting with different companies and reviewing the different options available regarding the financial aid verification process. Financial Aid received a "Financial Aid Technology Allocation" as did all of the other colleges in the state of California. These funds are to enable the community colleges to more efficiently process state and federal financial aid grants. The funds have restrictions and reporting on how funds were spent and how much will be part of the FA SSARCC (Financial Aid Student Services Automated Reporting for Community Colleges) report.
- We will have the auditors here the week of December 10th.
- Reports have been submitted to The Community Foundation Scholarship Fund with names of the recipients that will be receiving the awards. Then Fund is made up of distributions from the following endowments: Tillies Ayers, William Brooks, Charles Brouse, Leon Heseman, Eleanor Pearl Hunter, and Elizabeth Vermillion. PVC has been fortunate to be a part of this, as these funds assist many of our students during the FALL semester with their educational expenses.
- The Financial Aid Tech III has been hired and started on December 3, 2018.

Instructional Services

- All courses were added to Colleague for Spring semester.
- Working on adjunct teaching contract:
-This year we will be adding their office hours and will be calculated on their contracts
- Reviewing syllabi to make sure they meet standards:
-Office hours, SLO, etc.
- Added new full time instructor for GEO & GEL schedule to Colleague.
- Assisting with the hiring process for the new Child Development Program Site Supervisor.
- Adding Fire Science courses to Colleague.

Institutional Research

- Provided a Business Objects overview and intro training session to Student Services managers in November.
- Updated data exports for Canvas for Spring sections and enrollments.
- eLumen – Entering the course outlines for Spring courses that were not offered and hence not entered during Fall. Adapting data exports used for Canvas to push section, instructor, and enrollment data to eLumen (a prerequisite for enabling Student Learning Outcome assessment inside of eLumen)
- Ellucian Mobile – Resolved two of three remaining setup and configuration issues, working with Ellucian helpdesk on the third configuration issue.
- Ellucian Optimization – Working with Ellucian to schedule the remaining consulting/training sessions for HR and Financial Aid.
- Reporting – building reports to support student performance/equity data to incorporate into reports for Program Review and Academic Divisions.
- Colleague – worked with Ellucian to resolve an issue that was preventing account creations for new student registrations.
- Documenting our current inventory of reports, developing a needs assessment of additional reports, and compiling into a development roadmap. Also reviewing existing contracts with consulting resources A Lange Consulting (support for Business Objects) and Jeremy Jones (support for Ellucian systems) to align their services with future reporting roadmap as well as Strong Workforce grant.

Marketing/Outreach

- Spring schedules have been distributed.
- Social media has been connected we now have Facebook, Instagram, and Twitter and are being updated regularly.

Nursing and Allied Health Department

- **11/08: 0900-1330** Regional Advisory & Industrial Skills Meeting and Panel, K-12 to CCC alignment Rancho Cucamonga, CA.
- **11/09: 0900-1100** Two interviews for new VN class, cohort June 2020. 18 applicants full application.
1200-1600 ATI Nursing Support Company. Slide show and product descriptions for VN student review for licensure exam success (NCLEX-PN). Prep materials for TEAS assessment of students applying for VN and RN Programs. Tests students on Reading, Math, Science and Language needed to be successful in VN and/or RN programs. Nationally and regionally used. Full school package of preparation throughout program for assessment, progression, evaluation and tools for VN and RN students to be successful in program and on licensure exam.
- **11/14: 0800-1330** Five interviews for new VN class, cohort June 2020.

- **11/16: 1000-1330** TEAS exam for VN applicants.
- **11/26: 0900-1230** Three interviews for new VN class, cohort June 2020.
- **11/29: 0900-1200** Three interviews for new VN class, cohort June 2020.
1530-1630 Meeting with CNA adjunct faculty for update on new CNA program rules for clinical practicums; PCV requirements-clinical evaluations at midterm and final weeks unless student needs remediation to improve their clinical performance, then evaluation done as needed also. Sign-in requirements for student arrival for clinical practicums and then exiting clinical practicums. Review of absentee policy and dress code for CNAs for class as well as clinical practicums. Expectations that clinical faculty will uphold policies and rules and efficiently and appropriately and report noncompliance to Division Chair and Associate Dean of Nursing and Allied Health. Standardized date (4th Friday in semester prior to CNA students beginning clinical practicums) for required documents (enrollment fee, Physical exam < one year old, TB test, flu shots, malpractice insurance, finger prints/FBI clearance, and current CPR certification) and attire for clinical practicums (scrubs/uniforms, shoes, PVC picture ID, PVC CNA student patch on uniform) to be submitted to Nursing and Allied Health Office.
- **11/30: 0900-1300** Five interviews for new VN class, cohort June 2020.
1330-1430 Discussion with Supervising Education Consultant of the BRN (Board of Registered Nursing) regarding application for RN Program for PVC.
- **12/04: 1030-1330** Panel blind selection of VN student cohort June 2020. All 18 files blinded and 0-3 point system assigned to essay, interview, letters of recommendation, GPA for high school and any transcripts for higher education and the ATI assessment exam-the TEAS. Students will be ranked 1-15 for the BVNPT.
- CNA & Phlebotomy Completion Pinning Ceremony will take place on December 13, 2018.
-

Student Success

- Completed over 200 face-to-face orientations at Ironwood and Chuckawalla Valley State Prisons in November. Those students also met with counselors to create student education plans and plan for their Spring 2019 semester courses. On campus face-to-face orientations are planned for Jan. 22 & 24, 2019.
- Umoja is nearing the close of its inaugural semester at PVC. There were 13 students who were active in the program. Umoja Practitioner Dr. Rosanna Hartline and Umoja Coordinator Jaclyn Randall took seven students to the Umoja XIV Conference Nov. 8-10 held at the Riverside Convention Center. Attendees had the opportunity to attend breakout sessions and hear speakers Eric Thomas “The Hip Hop Preacher” and author/educator Dr. Joy DeGruy in person. As a prelude to the conference, students also had the opportunity to tour UCR on Nov. 7. An RFA will be completed for submission to Umoja headquarters to receive funding (\$16,000 the first year) to help support the current efforts this month.
- The Puente MOU and application is nearing completion and will be forwarded to the President’s Office for review and signature this month. Puente representatives visited the campus in late October and met with Drs. Wallace and Bauer, Student Success Manager, and potential faculty/staff personnel. Puente designated \$10,000 for each school in its first year.
- The Food Insecurity Advisory Committee used approximately \$2,000 (Hunger Free Campus Fund) to feed 28 students and their families for Thanksgiving for a total of 138 people. The group tentatively has plans to possibly conduct a Christmas distribution.

Dean of Instruction & Student Services

- Guided pathways implementation moving forward with support from Sacramento team informing process
- Number of ADTs to be doubled in the next academic year providing additional pathways to the students
- Breakfast meeting with Palo Verde Unified planned for the 13th of December between primarily college high school contacts and key unified personnel
- Work initiated on PVC becoming a ASE certified center and AWS welding testing center
- List of faculty/staff serving on the "A" accreditation team identified
- New Scantron machine and customized forms being set up for use
- Onboarding of new geosciences instructor - Ms. Linda Martin taking place
- Strong work force - Round 1 monies expected to be encumbered before December 31, 2018 avoiding any money to be returned to state
- New Faculty Orientation Manual proceeding with Academic Senate help, replacing previous processes
- Student Success Center preparation nearing completion with details being finalized regarding personnel and facilities

Vice President of Instruction & Student Services

- Instruction and Student Services have continued to demonstrate significant and wide-ranging activities and planning related to student success and integrated student services at Palo Verde College.
- Financial Aid now has a full complement of technicians and we are starting the process to develop an updated procedure manual for all Financial Aid activities.
- PVC Athletics has begun the recruitment process for students to participate in our Basketball program. We will be offering an appropriate conditioning courses this spring.

Admissions & Records

- Peek Registration – Manual entry of all Incarcerated student enrollment, importing online admissions applications daily, and assisting our community students with registration processes and questions.
- CCFS-320 P1 report submitted 1/11/2019 – Due 1/15/2019 (1955.57 FTES Certified).
- Final Grades Verified & Available to community students via pvc-services on 12/27/2018.
- Final Grades emailed to all incarcerated students on 1/09/2019.
- Waitlist Process – Running Daily.
- NPSAS Report – Submitted 1/11/2019.
- CCCApply Import Process – Running Daily.

TO DO

- MIS - Fall 2018 – End of Term Files (187) – Due Now!
- Academic Standing Process & Student Notifications – Due Now!
- Requisite Report – Due Now! Process includes deregistering & notifying students that did not pass required prerequisites for Spring 2019 classes.
- IPEDS – Winter Collection – inclusive of Graduation Rates (GR) 200% Graduation Rates (GR200) Admissions (ADM) and Outcome Measures (OM) - Due before 2/8/2019.

ASG

- First meeting for Spring Semester Jan. 29th.
- ASG Day of Welcome Jan. 29th CS 133.
- ASG student workers are scheduled to come back to work by the 22nd of Jan.
- Jan. Newsletter was E-mailed out, placed on web, and printed.

CalWORKs

- Completing student files for Spring Semester.
- Books for enrolled students and completed files are/ have been ordered and will continue to be ordered.
- CalWORKs Orientation will take place on Jan. 24th.
- MIS in process.
- Portraits of success extended.

Civic Center/Outreach/Events

- Facility reservations have continued EDD will be in CS 236 for Census Training on Jan. 25th.
- PHVS band has requested theater dates.
- Sioux has request her rehearsal dates and performance dates for the theater.
- LFD- has requested the week of June 9-16th.
- Miss Blythe will not take place in Jan. but possible in Nov.

DSPS

- DSPS had a total of 564 students for Fall 2018.
- DSPS has 501 students for Spring 2019.
- DSPS will be going to both ISP on January 16th, 17th and 18th. Then to CVSP the following week.
- We are estimating a total of 600 of student's at the end of this spring.

EOPS

- Currently working on registrations.
- EOPS visit ISP and CVSP on January 16, 17th, 22 and 23.
- EOPS has spent close to \$86,000 on books for prisons and students on campus for Spring 2019.

Financial Aid

- We have submitted the Financial Aid Consortium Participation form. The Financial Aid Consortium Participation was established to coordinate interested California Community Colleges to contract with Ellucian to create a custom interface with the ability to import California State Grant Rosters and the California Dream Act/CALISIR data into Colleague and use the data to award financial aid effectively and efficiently.
- Working with one of our consultants to get Colleague setup for the 2019-2020 year.
- Working on completing the Financial Aid portion in IPEDS.
- Working on the first pell disbursement for the Spring 2019 term.
- The Financial Aid Staff attended an Outreach Event at PHVS on Tuesday, January 15 to assist students with the completion of their FAFSA applications.
- The staff is working on completing files for new students to determine their eligibility.
- The staff is working on sending out email notifications to students that are on "Warning", "Max time", "Near Max time", and Ineligible to receive financial

aid. Students can submit an appeal but must keep in mind that supporting documentation must be submitted with the appeal.

- We are working on cancelling checks and ordering any adjustment checks for students that changed majors.
- We are currently working with Palo Verde High School to schedule additional outreach events and a FAFSA night to help students/parents with the completion of the FAFSA application prior to the March 2 deadline.

Instructional Services

- Canceling courses to meet new requirements.
- Adding courses to try and meet students' needs.
- Reviewing syllabi.
- Assisting new adjunct instructors with information needed to get them started for the semester.
- Scheduling new fire science courses.
- Staff meetings- we want to create a report or handout information for the handbook and Flex Day meeting.
- Contracts for adjunct and full time instructors.

Institutional Research

- Installation and configuration of Colleague updates to support 2018 1098T student forms and IRS submission file. Will be providing ongoing support for generation and review of data until end of January deadline.
- Data report for program review annual snapshots.
- Supported completion of a report for National Post-Secondary Aid Study. During this report creation, issues with Business Object reporting data universe were discovered. Worked with ALange Co to resolve the issue. To identify and prevent further such issues, we will be performing strategic work detailed in the next item.
- Generated report and provided input for two different requests from the Nursing Dept.
- Held initial call with ALange Co regarding advisement in an upgrade to the most recent version of Ellucian reporting universes. In conjunction with this upgrade will also be working on a) cleaning up custom data elements that were added for our use during initial implementation in a manner not consistent with current best practices and b) auditing existing reports, cleaning up those that use these data elements, and migrating to newer universes.
- Engaging in assorted preparations to support upcoming accreditation activities.

Marketing/Outreach

- First Marketing/Events/Outreach meeting for this semester will be Jan. 31st.
- Social media posts have been scheduled and will continue to be scheduled as well as flyers around campus and the web.
- Student Handbook for 2019-2020 in the works first E-mail was sent awaiting feedback from departments.
- Several brochures, flyers, banners have been updated and or created and printed.
- First Graduation meeting will be Jan. 16th.

Nursing and Allied Health Department

- 12/07/2018:** Telephone conference meeting with UCSF for involvement in College Health Study. After assessment PVC too small, not enough participants.
- 12/07/2018:** Received official letter from BRN (State Board of Registered Nursing) that we were approved to begin application for RN (ADN) associates degree in registered nursing either Spring 2020 or Fall 2020. Contacted the Nursing Education Consultant for PVC to begin Feasibility Study.
- 12/10/2018:** Conference call with CA Chancellor's Office for more information concerning Compliance on new mandate for reporting annual data about BVNPT program statistics. All Allied Health training programs will be required to send annual data to Chancellor's Office. Seven programs reporting 2019. VN Programs one of the Seven. 2020 others will be added and 2021 all Allied Health Programs will be included, i.e. phlebotomy technician program.
- 12/13/2018:** Palo Verde High School and PVC breakfast meeting with VP and Dean Instruction & Student Services, Superintendent Palo Verde Unified School District, Principal, Counselors, faculty senate. H.S. interested in PVC Nursing Having a CNA course for junior and senior students, one afternoon/week, since Most have no classes then. Clinical hours would be Sat/Sun.
- 12/13/2018:** CNA and VN Pinning Ceremonies and VN closing ceremony. VN - Three \$100 Scholarships to three new VN students beginning 01/29/2019. One \$250 scholarship and one Kaplan NCLEX-PN Review Course for two different new VN Students as well. CNA – two “Best” clinical practice awards to two different CNA students and one “best” overall course grade award. Faculty and Administration present at both.
- 12/14/2018:** New VN Students' Orientation to VN Program. All 13 students attended. Contracts for program signed. Review of expectations of program and first Semester included. SIM Lab brief orientation.
- 01/07/2019:** Meeting with Stephanie Slogan for Grant writing for CNA program. Due 1/11/19. Grant for SIM Lab also discussed.

- 01/08/2019:** Meeting with Irma Dagnino regarding required general education courses for RN Program – ADN degree.
- 01/08/2019:** Laerdal representative in with new Nursing Anne high fidelity Manikin for SIM Lab. Demonstration given and comparison to SIM Man and SIM Mom discussed.
- 01/10/2019:** Conference call with new Medical Shipment representative. Discussed what she could do for us to decrease equipment and supply comparison and get us best prices for orders. Discussed orders we had gotten in which we had missing equipment.
- 01/14/2019:** Visit to Indio to John F. Kennedy Memorial Hospital for visit concerning future RN Program and RN student clinical placements at JFK.
- 01/15/2019:** Meeting with Summer CNA instructors to prepare for new Summer semester Program.
- 01/16/2019:** Meeting at Palo Verde Head Start for clinical placement of VN students for Pediatrics experiences.
- 01/17/2019:** First Quarter Strong/Health force compression meeting, Crafton Hills College, Yucaipa, CA (0900-1230). Clinical Placement Meeting (1300-1600).
- 01/18/2019:** Conference call and video streaming with BLine Medical Equipment demonstrating SIM Lab equipment.

Student Success

- Updating face-to-face orientations to reflect “Students’ Rights and Responsibilities” in preparation of the scheduled on-campus orientations for Tues., Jan. 22nd and Thurs., Jan. 24, 2019.
- Preparing for the Puente Program presentation at Thursday’s (Day 1) Flex Day. SEA is sponsoring Breakfast and Lunch for that Flex Day.
- Umoja is prepping for its follow-up semester. This Spring, interested students will be required to sign a mutually agreed upon contract. The group is also planning the Black History Month Celebration scheduled for Saturday, Feb. 23, 2019. Umoja partnered with the PVC Pirates’ Basketball Club to present a basketball tournament (Feb. 22-23) and BHM events (Feb. 23).
- Working with counselors for the upcoming 2019 Summer Bridge Program scheduled for June 18-20, 2019 (NDLS) and June 25-27, 2019 (MC). Recruitment starts now.
- Launched CalFresh Application program on campus. Riverside County students are now able to complete a CalFresh application through the Food Insecurity Advisory Committee. Group submitted one application just after the break for a homeless student.

- Completed FIND Food application in conjunction with the Foundation. Will submit once the \$75 application fee goes through proper approval channels (Hunger Free Campus funds).
- The Food Insecurity Advisory Committee served 28 PVC families for over 140 people for the Christmas Meal on Thursday, Dec. 20th at the City of Blythe's Multipurpose Room.
- Ms. Randall with Ms. Stephanie Slagan presented to the Community Improvement Fund's (CIF) grant committee Thurs., Jan. 10 in hopes of securing funding for the food pantry (Pirates' Chest) launch this Spring Semester.
- Completed and submitted the Veterans Resource Center Ongoing Funding Certification Form for 2018-2019.
- Completed (with Shelley Hamilton's help) and submitted requested information to National Postsecondary Student Aid Study (NPSAS) Jan. 18th.
- Solidifying plans and details for the upcoming Student Success Lab planned for CL 122 this semester in support of student success and AB705.

Dean of Instruction & Student Services

- No more remedial correspondence classes at CDCR in English or Math to be offered.
- Key Talent Road Show for the Inland Empire/Desert Regional Consortium Strong Work Force Program to held at CS 123/124 on January 29 between 10:30 - 2:00PM.
- Student Success lab planning proceeding as planned.
- PVC awarded \$486,331 for Round 4 of the regional money toward Strong Work Force.
- Preparations underway to receive faculty back on the 24 of January for FLEX day.

Vice President of Instruction & Student Services

All areas of Instruction and Student service have been very productive during the current reporting period actively preparing for the upcoming spring semester and student success initiatives. Early reporting indicates a continued increase in enrollment and successful application of integrated student services.

College Planning has been active component of Instruction and Student Services with the administration of the PVC Integrated Planning Manual including Review of the Mission Statement and Assessment of the Planning Process. Proposed changes to the planning process are part of the bi-annual process and will result in proposed changes including the areas of Program Review and Resource Allocations. Furthermore, work has begun to align the college's strategic planning goals with the California Community College

Chancellor's new Goals for Success as a part of the ongoing Assessment of Progress on Districts Institutional Goals and the aforementioned Assessment of the Planning Process.

Admissions & Records

- Last day to register - February 8, 2019.
- Current FTES – 870.23 as of 2/4/2019.
- Student Schedules were emailed to all prisons multiple times over the past 3 weeks.
- Waitlist Process– Last day that the waitlist will be ran for the Spring 2019 registration period is 2/7/2019.
- NPSAS Report – Collected/submitted additional enrollment data (units enrolled and load) for Jaclyn - 1/31/2019.
- CCCApply Import Process – Continue to run daily through registration period.
- IPEDS Winter Collection Survey Files (Graduation Rates, 200% Graduation Rates, Outcome Measures) Reviewed & Resolved Errors – 2/1/2019.
- Processing IEC student applications and registrations from Fall 2018 – Sandra Dagnino
- Coordinated & Participated in Ellucian HR consulting (PRT Grant Funded) – 1/17/2019.
- Working with Ellucian's project Manager, Andrea Borst to coordinate and schedule HR MIS/IPEDS training, A&R Registration Optimization, Business Office-Student Billing/Fees Consulting, and continuing to participate and assist with Implementation of Ellucian Mobile App, and Self Service Module.

Upcoming

- Fall 2018 Graduates – Review all Fall 2018 petitions, Confer degrees & certificates, and print/distribute all Degrees/Certificates.
- Image Now (Hyland) Upgrade project tentatively scheduled for week of Feb. 18th – 22nd.
- NSC (National Student Clearinghouse) First of Term File due 2/11/2019.
- Create Registration Dates Calendar & Admissions & Records Submission Dates Calendars for Fall 2019 and Spring 2020 for catalog/handbook/class schedule.
- Will attend LaunchBoard Training – March 1, 2019 – Fontana, CA.
- Will attend Guided Pathways Summit – March 3 – 5, 2019 – Riverside, CA.
- MIS – Fall 187 File Resubmission – Pending Colleague patch install by consultant, Jeremy Jones. The Colleague patch encompasses MIS parameter reporting corrections for the Special Populations (SG) file.
- Will continue to work with Ellucian's MIS consultant, Jan Carpenter to make adjustments to Colleague MIS valcode and translation tables to assure accurate reporting for the SG (Special Populations) MIS file.
- Will schedule additional hours with Ellucian's 320 reporting consultant, Jan Carpenter to make customizations to our current CCFS-320 reporting process to adjust to the Chancellor's Office New Funding Formula.

ASG

- Day of welcome took place and ASG served pepper bellies to welcome back students.
- Our First ASG meeting took place for the semester fundraisers in the works as well as discussing ASG events this semester.
- Student Workers are back in the ASG room and working away.
- ASG Feb. Newsletter was E-mailed and posted on the web.
- Valentines grams will be sold the week of Valentines.

Child Development Center

- On 1/15/2019 Jennifer Beggs and her team presented CDC with a Certificate of Achievement award and also an award from QRIS Block Grant for \$19,500.00 for the Child Development Center.

CalWORKs

- Enrollment has continued.
- Books have been ordered for Spring 2019 Semester.
- Last day to enroll is Feb. 8th and we will continue to enroll CalWORKs students that qualify.
- County meetings have continued to meet the needs of CalWORKs students.
- CalWORKs meeting Feb. 14th.

Civic Center/Outreach/Events

- PVHS Band will be in the theater Feb. 28th.
- B-ball tournament was booked in the gym Feb. 22nd & 23rd.
- EDD has continued to reserve space as needed as well as Sherriff Department for training.
- Multiple outside individuals have reserved space will post as we approach the dates.

DSPS

- DSPS is currently recruiting students in both MCM, CVSP, ISP and Needles, CA and etc. Total current count is 539 and that number will continue to grow throughout the spring semester. DSPS files are being updated on a continuous basis with completion of comprehensive educational plans for each student.
- DSPS LIBRARY: More books have been ordered for DSPS library which serves, ISP, CVSP and MCM. Books have been sent to all campuses. Pending fall books from MCM are in progress.

EOPS

- EOPS/CARE currently serves 565 students.
- EOPS completed 1st mandatory at ISP. Working on completing 1st mandatory contact for CVSP and, on campus.
- Director met via/skype with planning committee for the yearly CARE and EOPS conference. CARE conference is scheduled to be on April 3rd, 4th, and 5th. EOPS is assisting other regions in putting together the yearly conference for EOPS and CARE. EOPS yearly conference will be held in Palm Springs on October 22, 23, and 24.
- EOPS/CARE is assisting with completing Petitions to Graduate. EOPS Counselors are assisting students with Petitions. We are putting together a list of potential graduates for our EOPS/CARE Ceremony that will be held on April 25th.
- EOPS is looking for space to store books for lending library. Currently stored in Lorenzo's office, EOPS Counselor.

Financial Aid

- We continue to work on new student files.
- Set up meetings with students that are on Financial Aid Warning status due to low GPA or not having completed the number of units required.
- Pell grant checks have been ordered for the disbursement date of February 6, 2019.
- The Financial Aid portion in IPEDS has been completed and submitted to the keyholder so that it can be locked.
- 4,147 students have been awarded a CCPG (formerly the BOG waiver) and we continue to receive applications that need to be manually entered in to Colleague (of these 300 are on campus students).
- 226 students have completed their FAFSA application for the 2018-2019 year and 131 were awarded pell for the first disbursement this Spring.
- Diana Mendez will be co-presenting at the AEBG Parent Project on Thursday, February 7th.
- The Financial Aid staff will be hosting a FAFSA night at Palo Verde High school on February 21st.
- A CalVet (California Veterans) Representative was on campus January 29 and will be coming monthly to PVC to work with the Financial Aid Staff to assist us in providing more services for our Veterans on campus.
We also have a Disabled Veterans Outreach Program Specialist that will be working with our department and hosting events.

- Diana and German will be attending the CCCSFAA (California Community Colleges Student Financial Aid Administrators) conference March 3 – 7 in San Diego.

Instructional Services

- Cancelling courses to meet new requirements.
- Scheduling new fire science courses.
- Sending contracts for full-times and adjuncts .

Institutional Research

- Continuing to work with eLumen. Held overview for faculty on Flex Day. Working on addressing remaining issues in curriculum/program handing and configuring SLO assessment process to map to current PVC processes.
- Refining reporting tabulation and breakout capabilities for student equity data and working on associated reports in support of Program Review activities.
- Generated a number of new reports for data needed to complete Inmate Re-Entry Grant application.
- Currently working on Winter 2018-19 IPEDS reporting cycle due to close February 13th.
- Researching and discussing some additional inmate related data elements.
- Currently generating submission for CTE Outcomes Survey 2019.
- In process for upgrading Business Objects reporting Universes to latest version but currently waiting on Ellucian to resolve issue preventing me from download needed upgrade files.
- Provided support to Administrative Services for student 1098T generation and processing overview for new Director of Fiscal Services.
- Data export from Colleague to Canvas and Inmate Education Network.
- Colleague patching for updates needed for 1098T and MIS submission generation.
- Held remote Ellucian consulting with HR to address a number of issues and questions regarding employee and job position handling. Though many of HR functions are handled through the county Galaxy system certain HR processing must be done correctly in Colleague to support MIS reporting.

Marketing/Outreach

- Grad meetings have begun all is being organized.
- Grad Schedule will be posted this week on the web.
- Cap and gown link has been added for students to order.
- Our next Grad meeting is Feb. 13th.
- MKT, Outreach, Events meeting will continue Feb. 28th.

- Social media is being updated regularly.

Nursing and Allied Health Department

- 01/23: (0800-1630) Faculty to COD for SIMulation Workshop.
- 01/24: (0730-1700) Continue to collect data for RN Board Feasibility Study for RN Program.
- 01/25: (1100-1130) Phone Conference with BLine Medical concerning video streaming, for SIM Lab.
- (1300-1500) Department Meeting with FT and Adjunct Faculty.
- (1500-1545) Pharmacology Medication Administration Meeting to set up Skills labs for student practice and testing in Physical Assessment and Medication Administration.
- 01/29: (0900-1000) Phone conference with Meridys Uniforms. Need uniforms for RN students.
- (1000-1100) At VN class for review of syllabus and student questions.
- 02/02: (1300-1430) Meeting for writing proposal for Nursing Education Investment Grant. Update RN Program Feasibility Study.
- 02/05: (0930-1100) Board Report Meeting for BOT meeting next week.
- 02/05 (1500-1600) Full administrative board meeting.
- 02/06: (1300-2100) Trip to Coachella for Strong Workforce CTE Advisory Meeting and dinner. Attended by Biju Raman, Jeanette Garrett, and myself.

Student Success

- SEA hosted Puente Project representative Grace Ebron from UC Berkeley during Flex Day #1. She presented the Puente Project to faculty and administration the importance of culture and heritage recognition as student success contributors. She also stated that Puente has results showing course acceleration and college-level placement works.
- Currently planning the African American History & Culture event planned in conjunction with the PVC Umoja Community and PVC Pirates Basketball Club

scheduled for Sat., Feb. 23. PVC Umoja will offer activities, food (bbq), African drums, and silent disco from 11 am-3 pm. The basketball tournament starts Friday and will go until over Saturday.

- Check for FIND Food application expected shortly. Final process for application process so we can open the Pirates' Chest (food pantry).
- Received \$10,000 from Rabobank for operational costs for the food pantry. Thank you, Stephanie.
- Working with IT and Maintenance to organize the Student Success Lab in CL122. Biju is working with adjunct personnel for staffing while student workers are scheduled to work during the day. The lab will be peer-manned and structured during the day (Monday-Thursday) with adjunct working evenings for tutoring. This lab is in direct response to AB705. Student success lab structures are student-focused and reflects and stimulates intellectual, personal, and social growth in an encouraging and inviting area that promotes student success.
- Future plans are to continue to provide and develop services that prepare student for college-level work and/or careers.
- Working with Ryan Copple to recruit (men/women) students into the Athletic Program slated for debut Fall 2019.
- Working with library staff on Accreditation Standard II: Student Learning Programs and Support Services in efforts to meet the first draft deadline.
- Updating the Strategic Plan 20/20 to include, update, and address any changes since publishing.
- Planning for "PVC Grad Day" – a promotion of submitting a "Petition to Graduate" and to inform students about graduation options – and scheduled for the last Thursday in February which aligns with the First Thursday in March (the last day to submit petition) for Summer graduation inclusion.
- Co-sponsoring with Career/Job Placement Specialist a graduation gown exchange. Anyone is invited and encouraged to donate their gently used black graduation gowns to Jeanette Garrett. We are collecting them and offering them, as a loaner to students who may otherwise may not be able to afford a gown.
- Face-to-Face Orientations continue through Thurs., Feb. 7. The first two orientations seen 27 new students in attendance.
- Working with Ellucian to launch Ellucian Go. Waiting on last minute technical submission before full launch.
- Student Planning module button has been moved to the front page on the website. Scheduling training sessions for staff and students. Will eventually replace PVC Services.

- Probation Workshops scheduled for the semester. Due to consistent attendance and use of the tools and resources to students, six students successfully were removed from the probation/dismissal list.
- Uploaded student sample data to the National Postsecondary Student Aid System (NPSAS).
- Umoja had its first meeting of the semester Feb. 7th. Also the Umoja Regional Coordinator Sabrina Taylor was scheduled for a site visit Feb. 7th. Umoja coordinator (Randall) and Dr. Hartline, Umoja Practitioner, met with returning students one-on-one Tuesday, Feb. 5 and Wed., Feb. 6.
- Basketball Club had its first meeting Thurs., Feb. 7 as they prepare for the upcoming Black History Month Basketball Tournament. So far five teams have signed up. Deadline to register is Feb. 15.
- Volunteered at the PVHS FFA Regional Competition as a judge during the Interview portion on Feb. 7.
- Generating the Dean's and President's Lists and letters to students who earned at least a 3.5 gpa for Fall 2018.
- Working with counselor's for an upcoming Counselor Retreat scheduled for April 23-24 in San Diego.
- Planning for our first SEA meeting of Spring 2019 (Wed., Feb. 13) @ 1 p.m.
- Setting orientation dates for Fall 2019 for submission to A&R (Shelley).

Dean of Instruction & Student Services

- Faculty are back and classes are going on full swing.
- FLEX days were well utilized with CPR certification training and Guided Pathways information.
- Attended Inland Empire Desert Regional Consortium meeting on February 4, 2019 at Hesperia.
- Work proceeding on Course Outline of Record preparation for four Associate Degrees of Transfer. Will be ready for submission at the February curriculum meeting.

Vice President of Instruction & Student Services

Admissions & Records

IN PROGRESS

- CCFS-320 P2 report Due - 4/15/2019.
- Priority Registration for Summer and Fall begins April 29, 2019 – Currently working on setting up our SIS in preparation for upcoming registration periods.
- Midterm Grades are due by April 12, 2019.
- Permanent Census Roster were due on March 4, 2019.
- Image Now Upgrade project is underway – IT has built the new servers necessary for the upgrade, and planning for on-site consulting is underway.
- Last day to petition to graduate was 3/7/2019 – all petitions received will be reviewed for graduation eligibility within the next week.
- Ellucian registration optimization call is schedule for 3/15/2019 – The registration optimization is part of the PRT grant received last year.
- Admissions and Records is heavily engaged in AB 705 and Guided Pathways – attending various meetings and trainings.

COMPLETED

- MIS - Fall 2018 – End of Term Files (187) – Submitted & Accepted by the Chancellor's Office on 1/25/2019.
- Academic Standing Process completed on 1/14/2019 & student notifications were sent out via email and letters on 1/28/2019.
- Requisite Report completed on 1/11/2019 – Report identifies students that did not satisfy their prerequisites for spring 2019.
- Students that did not pass required prerequisite courses in Fall 2018 were deregistered for Spring 2019 classes & sent notifications via email.
- Letters were mailed to non-community students.
- IPEDS – Winter Collection Surveys – inclusive of Graduation Rates (GR) 200% Graduation Rates (GR200) Admissions (ADM) and Outcome Measures.
- (OM) - Completed on 2/5/2019.
- Fall 2018 Degree & Certificate completions – Conferred a total of 237 individual certificates & degrees for Fall 2018.
- Attended Guided Pathways Summit in Riverside CA on March 4th and 5th 2019.
- Attended LaunchBoard Training in Fontana CA on March 1st 2019.

ASG

- March Newsletter completed.
- St. Patrick's event scheduled for March 13th.
- Regular meetings taking place each Tuesday.
- ASG will be assisting with Career Day on March 20th.
- ASG will be attending PVHS collaboration events scheduled at lunch to take place at PVHS/ Date TBD.
- Guest speaker will attend an ASG meeting group titled Invincible a research group for CTE.

Child Development Center

- New Site Supervisor, Dana Rethwisch start date was Feb. 28th.

CalWORKs

- Enrollment complete.
- Orientation complete monthly meeting continuing along with monthly childcare and several special events in the planning stages for CalWORKs students enrolled in the CalWORKs program.
- Conference to attend in April.
- Will set up dates to visit the county for Summer and Fall registration.

Civic Center/Outreach/Events

- PVHS band concert took place on Feb. 28th went very smooth the theater was full approx. 150-200 people attended. Approx. 50 High School Students performed.
- Sioux Play March 22nd and 23rd.
- Multiple reservations for CS 123/124 for foster youth, veterans, CAW meeting.
- Also EDD for multiple rooms in multiple buildings.
- Graduation meetings are taking place and the last day to petition to graduate is March 7th E-mails will follow with information for students. It has already been posted on social media and on our PVC website.

EOPS

- EOPS/CARE has 49 main campus students who “Petitioned to Graduate” with an AA, AS, or certificate. On our next EOPS Board report, we will give the amount of the inmates who have petitioned to graduate.
- EOPS/CARE is also working on the EOPS/CARE Awards Ceremony that will take place on April 25th, 2019.
- EOPS/CARE is currently serving 590 students.
- EOPS/CARE is currently meeting with students for 1st contact. EOPS has met with an average of 80% to 90% of the total population of EOPS students.

Financial Aid

- A financial aid employee attended the CalWORKs meeting on February 14 and did a presentation to those students regarding scholarships
- All of the financial aid staff attended the FAFSA night at Palo Verde High School on February 22, where we had good attendance from students that were accompanied by their parents. The Counselors from Palo Verde High school coordinated with our department to set up the event.
- The financial aid department in conjunction with the foundation put on two scholarship workshops here at our main campus and also traveled to Needles High school to do a workshop there. Two workshops were held on campus and one at the Needles High School with a total of 83 students.
- We will also be going to Palo Verde High on March 6 to put on a scholarship workshop there.
- The financial aid department will be having a luncheon to recognize our Foster Youth and also to present them with Laptop that have been made available to them by “Ticket to Dream”

- The CalVet Representative will be visiting our campus March 20 and will also have a table for Career Day.
- The Military Division from Grand Canyon University will be sending a representative to our campus to hold an event for our Veterans students.
- We are working on the second check disbursement which is scheduled for March 27, 2019.

Instructional Services

- Adjunct instructor's contracts for spring semester.
- Full time instructors CTLC's contracts.
- Summer and fall schedule-courses deadline to submit is March 8th for majority of courses, MATH and English March 14th.
- Accreditation research.
- Fire Science :
 - Evaluations
 - Instructors
 - Updated fire science request form
- Elizabeth has been working on:
 - Accreditation
 - eLumen
 - TRC agendas/meetings
 - COCI webinars

Institutional Research

- March CalGrant data submitted to CSAC.
- Attended initial webinar regarding the contract our regional consortium entered into with Ellucian for the development of a vendor maintained common set of functionality to support CalGrant related reporting. This will be a good eventuality but the meeting was a preliminary discussion.
- Setting up the configuration to make the first SLO Assessment cycle work as we want it to utilizing of eLumen. We have worked out an initial configuration that will simplify the use the initial term as well as most closely align with the method by which these assessments have been happening at PVC.
- Attended the annual CISOA conference. Was able to:
 - Attend a session about how RCC implemented auto awarding of degrees and certificates with Colleague. Expected to generate significant one time as well as ongoing revenue for them under the new funding formula. We may wish to evaluate this.
 - Identification of a possible vendor to setup a Single Sign On solution for our various systems. Right now nearly every application we have utilized the same password source but we don't have something to do a seamless handoff between applications and prevent reentry of the same password.
 - Two sessions regarding supporting and customizing the code for the Ellucian self-service framework in order to make customizations of add functionality at that layer. The schools were able to simplify the work required in order to develop and maintain these changes over the standard recommended methodology.

Marketing/Outreach

- Schedule cover for Fall semester has been created.
- Continued posting on social media per requests and academic reminders, flyers for events, motivational Monday etc.
- Fair will take place on March 14-17th and PVC will be represented with an information table along with multiple entries from CTE programs.
- Visits are scheduled for PVHS, Needles, and also a request from ISP/CVSP for PVC to host an information booth.
- Schedules for Summer/Fall will be distributed upon arrival.
- Handbooks are still in the planning process.
- Outreach/Marketing/Events meeting are taking place monthly and had been a great avenue to keep all on the same page.

Nursing and Allied Health Department

- 02/06: Grant writing for RN Program SIM lab Equipment and PVHD RNs.
- 02/06: Coachella Valley USD CTE Program Advisory Meeting, Marriott Desert Springs Resort.
- 02/08: Phone Conference with ATI new representative for PVC.
- 02/12-19: VAC
- 02/20: PVC and PVUSD Collaborative Meeting. Summer CAN Course for 15 HS students only, June 17-July 26, 2019.
- 02/21: VN Directors' Meeting, Marriott Burbank Airport.
- 02/22: VN Board of Nursing (BVNPT) meeting. FULL APPROVAL granted to PVC VN Program. We are OFF Provisional Status!
- 02/25: Updated Dean of Instruction and Student Services of Progress on BRN Program Application. Feasibility Study Continues.
- 02/26: Met with six VN Students and Faculty (Anjela Bavaro-Ricci). Permission granted for trip to NSNA (National Student Nurses Association) Annual Convention in Salt Lake City, UT. Convention 04/02-04/07. Funded by SEA and NUR for six students and one faculty for 04/03-06/2019 for Convention Registration Fees, airfare, food and hotel.
- 02/27: Meeting at COD for scheduling clinical days and times at John F. Kennedy Memorial Hospital (JFK) Indio, CA with COD, Copper Mtn. College and CSUSB.
- 03/01: Interview and hire J. De La Rosa, RN, MSN adjunct faculty for VN Clinical Practicums Th/F 03/06 – 06/07/2019, work on RN Curriculum and Self-Study for BRN. Jessica is Geriatric specialist RN with teaching experiences in nursing/hospital informatics, clinical practicums with RN students and at the two State prisons.
- 03/04: Began work on 2019-2020 Nursing and Allied Health Budgets.
- 03/06: Strong Health-force initiative second quarter Compression Meeting at COD.

Student Success

- PVC Grad Day on Thursday, Feb, 28, 2019. 14 students submitted “Petitions to Graduate”. Six students ordered regalia. All held in the Student Success Lab.
- 1st Probation Workshop in Spring 2019, Friday, Feb. 22, 2019. 12 students attended the 3-hour session where we give students a “Fresh Start”.
- Collaborating with Palo Verde Valley Times for a Women’s Expo on campus Sat., April 12th.
- Designing a “Student Resource Guide” that contains all Student/Social Services available to students on campus and in the community. (A small 10-page colorful guide handed out to all students and in the community).
- Designing a “Student Conduct Guide” for use in classrooms and for faculty resource tool.
- Attending a Puente Conference with Dr. Don Wallace March 21-22nd in Riverside, CA.
- Collaborating with Foundation for a Veterans event planned for Wednesday, May 22, 2019. Time to be determined.
- Attended Guided Pathways conference with 13-person team at the Riverside Convention Center March 3-5, 2019.
- Umoja and PVC Pirates Basketball Club co-hosted the Black History Month event. Black History activities were outside and organized by Umoja while the basketball club held a 2-day tournament with 8 teams (10-man rosters) inside the gymnasium. Approximately 200-250 people attended the joint events.
- In discussions with Riverside County Jail – Robert Presley Detention – contacted SEA regarding Coastline not serving their population for Summer 2019. They have 70 students who take courses and are seeking out our institution to continue to serve those students.
- Grand Opening for Student Success Lab – Monday, March 18, 2019 11-3 p.m. CL 122.
- PVHS Outreach and collaboration with their counselors to relieve some student barriers between PVUSD and PVC.
- Working on a community-wide and joint outreach effort and make it an annual basis.
- Attended a Region 9 Equity Leaders meeting March 1 at College of the Desert. Next meeting scheduled for May 31st at San Bernardino Valley College.

Vice President of Instruction & Student Services

- I will be attending a meeting of the Inland Empire Athletic Conference March 12 to finalize upcoming schedule for next year where the Lady Pirates will have 24 games and the Men’s Pirates will have 28 games following CCCAA rules. We will be hosting our first game on November 5th, 2019.
- Important work continues on Pathways, new ADTs, Program Review and Dual Enrollment.
- All of the 13 PVC Accreditation Teams have had their “launching meeting” are in the process of starting an initial responses for the ISER for ACCJC.
- The SLO assessment component of Elumen will be operational this semester with 288 course SLO loaded.

Admissions & Records

- CCFS-320 P2 report due - 4/15/2019.
- Priority Registration for Summer and Fall begins April 29, 2019 – Currently working on setting up our SIS in preparation for upcoming registration periods.
- Midterm Grades are due by April 12, 2019 – Student notifications will go out the week of April 15th.
- Image Now Upgrade project is underway – Onsite consulting is preliminary scheduled for the week of May 13th.
- Reviewed all Petitions to Graduate for eligibility to graduate, and sent final lists to Staci Lee for creation of our graduation program.
- National Student Clearinghouse Spring 2019 Subsequent of Term file – Produced & Transmitted on 4/08/2019.
- Working on creation of A&R's 2018-19 Budget.
- Working on implementing curriculum approved prerequisite/Corequisite changes within our SIS (Colleague).
- Reviewing A&R's section of the Student Handbook and the College Catalog and making the necessary changes.
- Completed Student Registration Optimization consulting with Ellucian the week of 3/25/2019 – The registration optimization is part of the PRT grant received last year. Multiple topics were discussed, and some processes will potentially be streamlined once the district is live with Ellucian's Self Service Module, which will replace our current "PVC-Services" (Webadvisor module).
- Working on creation and submission of districts MIS College Calendar for the 2019-2020 academic year.
- Assisting with writing the Accreditation Standard 1C for the upcoming ACCJC visit.
- Participating in upcoming Financial Aid Ellucian Optimization consulting May 6 – 10, 2019.
- I will be off campus attending the annual CACCRAO conference April 28 – May 1, 2019 in San Diego, CA.

ASG

- Basket drawing will take place April 16th.
- Elections will take place April 29-1.
- Newsletter will be E-mailed this week.
- Regular weekly meetings.

Child Development Center

- We have enrolled five more children and are currently at a population of 41 students.
- We have already accepted enrollment for 3 children who will be eligible to begin July, 1st and are assessing end dates of graduates and expected attendance for summer.
- We have completed an extensive review and are working to complete personnel records required to be houses on site for licensing purposes.
- We are working to enhance our large motor skills and literacy curriculum areas. We secured a donation of 11 playground balls from Modern Woodmen (Kyra Ford), which is helping provide more outdoor large motor skill development. We secured a grant donation from California Women Agriculture, and built a garden box for our playground. It has helped tremendously as we provide

exceptional science learning. The children are planting, caring for, graphing and discussing the growth of the plants, and looking forward to eating the produce.

- We are working to “spruce up” the image of our campus. We have repainted the sign at the parking lot entrance, and are working with maintenance to bring our playground up to safety code.

CalWORKs

- Our Easter event will take place April 18th.
- CalWORKs conference April 14-17 I will attend in San Diego.
- Scheduled meetings for DPSS will be set up to reg. for summer and fall.
- Training April 23rd.

Civic Center/Outreach/Events

- Outlook conference April 11th.
- Caliva testing to take place April 22-24th.
- ACCJC on campus lunch in scene shop April 24th.
- EDD in multiple rooms on April 9th and April 12th.

EOPS

- The week of April 8th and April 15th, EOPS will be registering at CVSP and ISP. EOPS along with DSPS are doing Summer and Fall registration.
- EOPS has received their first book, bulk order for the two institutions, ISP and CVSP. They will be distributed as they come in.
- 80% of the EOPS/CARE students met their 2nd Mandatory contact. USB bracelets were distributed to all students who met contact.
- EOPS/CARE Awards Ceremony is scheduled for the 25th of April, starting at 6:00 p.m. We hope you can all make it.
- EOPS/CARE is providing all EOPS students with a cap and gown, EOPS/CARE stole, and medallion. It is part of the EOPS/CARE program’s appreciation to all students who are receiving a Certificate or Degree.
- EOPS/CARE continue to distribute breakfast and lunch snack packs. Thus far, there has been 280 or more, snack packs distributed. Students are truly grateful for the food distribution.

Financial Aid

- Had a Recognition Lunch for our 5 Foster Youth students where they were presented with a laptop to assist them with their education. The laptops came from the “Ticket to Dream” Foundation which works with the Equity Foundation to assist Foster Youth Students.
- Held a Scholarship workshop at Palo Verde High School to assist students with their scholarship applications.
- We received a total of 84 PVC Foundation Scholarship applications, 13 CCCSFAAA (California Community Colleges Student Financial Aid Administrators Association) scholarship applications and 6 applications for the STEM scholarship (all applications have been reviewed, copied and forwarded to the proper committees). Of the 84 applications 2 were Needles High School students and 1 from the Needles site.
- Participated in the Fresh Start Workshops for students that are currently on Academic Probation with the college and did a Financial Aid workshop.

- All of the staff along with our student worker participated in Career Day. We had a table in the courtyard and German and Diana did a presentation on the FAFSA application.
- Our second check disbursement went very well and we are currently working on completing the last of the files that we still have pending so that we can start working on our third check disbursement for this semester.
- We are cancelling checks and are ordering checks that needed to be adjusted to ensure that students are not over awarded.
- Cal Grant checks and CCSG checks have been ordered as well.
- We will be participating in an Outreach Event at Palo Verde Head Start on April 10 from 10:00a.m-11:00a.m. and then moving over the Palo Verde High School for an Outreach event there from 11:00- 12:00noon.
- We are also working on purchase requisitions for any items that we need to order prior to the cut off dates for the current school year.

Instructional Services

- Fall and Summer schedule were completed and sent to the printers.
- Fire science courses:
 - Working on updating instructors list
 - Adding more courses to meet their needs
 - Working on evaluations for IEC instructors
 - Working on requesting approvals from new colleges to offer IEC courses
- Working on the list for new full time instructors:
 - Chemistry
 - Sociology
 - Anthropology
 - Agriculture
- Helping new Child Development Site Supervisor.
- Evaluations for all new adjunct instructors.

Marketing/Outreach

- PHVS April 10th.
- PV Head start April 10th.
- Will deliver Fall schedules when they arrive.

Nursing and Allied Health Department

- 03/06/19: Compression Session Strong Workforce/Healthforce. College of the Desert.
- 03/08/19: ATI visit; comprehensive nursing student program for NCLEX.
- 03/13/19: Meeting with Sandra Anaya, RN, MBA, CEO Palo Verde Healthcare District; Has five VNs she wants for the RN Program. Seven students from Imperial Valley also interested in RN Program and five from Blythe as well.
- 03/14/19: Visit El Centro Regional Medical Center (ECRMC), Imperial Valley. Will accept our RN Students for clinical practicums. May take VN students as well. Phlebotomy students accepted as well.
- 03/18/19: J. DeLa Rosa calling publishers to send complimentary copies of RN textbooks for us to evaluate for RN Program.

- 03/19/19: Meeting with Tracie Kern, Director Curriculum and Instruction, PVUSD. Further Planning of Summer and Fall 2019 CNA courses.
- 03/20/19: Career and Transfer Day with PVHS students. Four Nursing and Allied Health Presentations and table at the courtyard, Fine Arts Building.
- 03/30/19: CA School Nurses Association, South Section. Issues for School Nurses K-12 and CCC.
- 04/03-04/06/19: National Student Nurses Association (NSNA) annual Convention. Salt Lake City Convention Center. Six VN students and one faculty flew to Salt Lake City. Stayed at Hilton Hotel, attended convention 04/04, 04/05 and 04/06/19. Funded by Jaclyn Randall's Student Success Grant.
- 04/05/19: Began planning for Nurses Week, May 6-12, 2019.
- 04/11/19: 62nd Annual Palo Verde Conference at Fine Arts Building Theater.

Student Success

- Ongoing preparation for Student Success Lab.
- Ongoing preparation for the Pirates Chest (food pantry). Grand opening Tues., April 23, 2019. 10 AM – 4 PM. Refreshments, giveaways, etc.
- Attended the Puente Project Annual Conference in Riverside March 23 with Dr. Don Wallace and Instructor Carlos Medina.
- Attending the Engaging Excellence Fellowship sponsored by the Bill & Melinda Gates Foundation in Chicago, Ill Sunday, April 14-16; the first of three trips. The fellowship's focus is "Identifying Culturally Responsive Practices and Policies". All expenses paid by the Office of Community College Research and Leadership, University of Illinois at Urbana-Champaign.
- Preparing for Summer and Fall registration opening first week of April (non-priority students).
- Collaborating with City of Blythe and the Palo Verde Valley Economic Committee to present the annual PVV Outlook Conference Thurs., April 11 here on campus.
- Participated in the city-sponsored effort to provide goods to lower socioeconomic students in need of clothing, food, mattresses, etc. Presentation of goods planned for Wed., April. 17th at the former Blythe Middle School.
- The Helping Hands Organization based in Riverside is providing \$100,000 worth of goods to Blythe area residents in need. We have 67 students and their families who signed up to receive goods.
- Planning a Memorial Day event with PVC Foundation for veterans scheduled for May 22, 2019 from 4-6 p.m. in the CS Building. The event focuses on offering services to Veterans including medical, real estate, mental health, etc.

Vice President of Instruction & Student Services

- Attended the Chief Student Services Officers conference and California Community College Athletics Association Convention in March with both organizations focusing on student success strategies.
- Inland Empire Athletic Conference Commissioner Tony Lipold visited campus to tour our facilities and help us plan our upcoming Basketball season.
- Accreditation process is ongoing with an upcoming visit from Stephanie Droker, Ed.D., Vice President.
- Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges on April 24, 2019 for Intensive ISER Training for our Self Evaluation.
- American Welding Society and Automotive Society of Excellence Certification programs have been initiated with Fall 2019 implementation.

Admissions & Records

- CCFS-320 P2 Apportionment Report submitted – 2,096.64.
- Graduation Stats - Reviewed 633 Petitions to Graduate for the 2018-19 Academic Year - 394 students will receive a degree/certificate (unduplicated count) - 595 degrees/certificates will be conferred for the 18-19 Academic Year.
- Currently working on registering our incarcerated students for Summer and Fall semesters.
- Midterm Grades notifications were sent out to all student on April 15 & 16, 2019.
- Image Now Upgrade project is scheduled for the weeks of May 13th and 20th.
- National Student Clearinghouse Spring 2019 Subsequent of Term file – Due on 5/10/2019.
- Submitted 2018-19 Annual Department budget.
- Working on implementing curriculum approved prerequisite/Corequisite changes within our SIS (Colleague).
- Reviewed A&R's section of the Student Handbook and the College Catalog and made any necessary changes.
- Participating in on-site Financial Aid Optimization consulting with Ellucian the week of 05/07/2019 – The Financial Aid optimization is part of the PRT grant received last year.
- Working on creation and submission of districts MIS College Calendar for the 2019-2020 academic year – Due mid-June to the Chancellor's Office.
- Assisting with writing the Accreditation Standard 1C for the upcoming ACCJC visit.
- Working on A&R's Faculty Submission Calendar for Summer & Fall terms.

ASG

- Elections just took place new officers will be announced at Awards Ceremony along with outgoing officers staff, faculty, sophomore woman and man will also be announced and official awards will be given at Graduation.
- Last Newsletter for year went out for May and included June events at the beginning of month.

CalWORKS

- I attended CAW conference in San Diego great deal of new info. Most important is that we may no longer have a match.
- Easter event for CalWORKs took place and was fabulous Easter Basket was built by Building Trades for the Easter Bunny and it was beautiful.
- CalWORKs students will meet with Alice on Thurs. May 9th and pick up recognition items as well as discuss summer and fall enrollment.
- DPSS dates for July and August have been set to do workshops at the county office to assist with applications and enrollment for Fall term.

Child Development Center

- Increased child enrollment to 43. We are at the maximum we can handle with current space and staffing.
- Dramatically increased Science education by:
 - Building a garden box and planting a garden on our playground (funding provided by a grant from California Women for Agriculture).
 - Growing from seed, and transplanting outside, various flowers and vegetables.
 - Invited a guest Entomologist (from University of California Cooperative Extension) to come and teach us about insects ... caterpillars tickle when they crawl on our arms!
 - Built an insectarium and are watching those same caterpillars as they pupate, grow wings and turn to moths.
 - Procured fertile chicken eggs and an incubator, and began incubating the eggs to hatch.
- The children are SO EXCITED about ALL of these additions! They have a renewed interest in plants, animals and insects, and catch insects to add to our insectarium every day! They can't wait to show their parents the new insects and the incubating eggs each day. It is very rewarding to see their excitement about learning!
- Held the annual Trike-a-thon and raised \$491 for St. Jude Children's Hospital.
- Advertised for much-needed substitute staff candidates.
- Palo Verde College Child Development Center was named Blythe's BEST in Child Care Services for 2019! This is the second year in a row we have received this honor.

Civic Center/Outreach/Events

- Numerous events took place or will be taking place on campus:
 - Job Fair
 - EDD
 - Outlook Conf. ACCJC
 - Foundation BBQ
 - CVSP Training
 - Health Fair
 - Sheriff in weight room
 - Awards Ceremony- May 9
 - 7th Grade tour on- May 10
 - PVHS Film Festival- May 10
 - Juliette's concert- May 22
 - PVHS concert- May 29
 - CDC Grad- May 30
 - Desert Prep Kindergarten Grad-May 30
 - Main campus Grad rehearsal- June 7
 - Main campus Grad- June 8
 - CVSP Grad -June 11
 - ISP Grad- June 12
 - ISP Grad- June 13
 - CAPCA CS 123/124- June 13
- Met with Stephanie, Biju, Dr. Bauer about the process for rentals and will be updating

DSPS

- DSPS currently has a total of 654 student for Spring 2019.
- We estimate around 700 students at the end of this semester.
- DSPS has obtained a total of 60 plus new students for Summer and around 70 new student's for Fall.
- Typically we lose some enrollment each semester due to students graduating, transferred to another institution and so forth. However, those student's who do transfer, want to continue being served by DSPS/PVC. Those numbers are increasingly growing each semester (student's at other institutionalized systems).

EOPS

- EOPS/CARE is having their Advisory meeting on May 16th from 12:00 noon to 1:00 p.m. in CS 123/124.
- EOPS has completed SUMMER and FALL registration at ISP, CVSP and on main campus.
- For the 6th consecutive year, an EOPS student has earned the valedictorian.

Financial Aid

- Our third check disbursement went very well and we are currently working on completing the last of the files that we still have pending so that we can start working on our third check disbursement for this semester.
- We are cancelling checks and are ordering checks that needed to be adjusted to ensure that students are not over awarded.
- Cal Grant checks and CCSG checks have been ordered as well.
- We are also working on purchase requisitions for any items that we need to order prior to the cut off dates for the current school year.
- We will be participating in the Twin Palms Outreach Event this week.
- We have a Colleague Consultant on campus assisting with auto packager, Colleague Self-Service Financial Aid, missing information letters, student budgets, etc.
- Working on reconciling the Cal Grants, FSEOG, FWS, PELL, CCSG, and any other federal and state programs.

Instructional Services

- Adding new sections to the schedule and waiting for new full time faculty to be hired.
- Working with HR to find adjunct instructors for:

-Spanish

-Art

-Astronomy

-We already have a waitlist for these courses

- Working on new summer and fall contracts.
- Working on bringing more face to face courses for incarcerated students at CVSP.
- Volunteering for hiring committees.
- Assisting with student evaluations.
- Accreditation.
- Elizabeth is currently working on :

- eLumen input
- eLumen meetings (3)
- TRC minutes/agendas
- Curriculum minutes/agendas
- Programs for COCI research
- Enter courses into COCI
- Enter courses into Colleague
- Catalog updates
- Accreditation

Institutional Research

- SSL certificate replacements in Ellucian server systems.
- Completed division level annual snapshot summaries for program review. These snapshots contain completion percentages disaggregated by gender, ethnicity, inmate, veteran, disabled, and foster youth student characteristics.
- Completing on-site Ellucian Financial Aid consulting to optimize functionality and learn more about annual setup procedures. This should enable increased automated processing capabilities for the department as well as take care of a number of prerequisites needed for setting up the Financial Aid portions of the Ellucian self-service module.
- Completed discussions and finishing eLumen workflow and user role configuration. Completing the setup for handling curriculum proposal and revision processes. Setup of linkage between courses to form our programs as requirement to roll our SLO processing functionality. Our customer service manager left the company so we are working directly with Matt Coombs again on remaining setup issues and the specifics of faculty training and deployment.
- The Spring Collection for our IPEDS reporting is finished which completes the 2018-19 reporting cycle. Thank you to HR, the library, and Admissions and Records for their work in completing these reporting sections.
- The upgrade to the new HTML5 version of Colleague UI5 is complete. We will be switching users over to the new version in the next month. In addition to keeping us on a supported version this switch should eliminate some interface glitches some users were experiencing.
- Working on upgrading Colleague self-service framework to latest version number as well as other preparation for potential integration and deployment of add-on system to support SEP/Guided Pathways functionality.
- Participating in faculty hiring process meetings to provide input and develop reports to support the quantitative data the working group establishes as the baseline for guiding and prioritizing these processes moving forward.
- Created functions in Business Objects for identifying students by the attributes of disabled, foster youth, veteran to enable these characteristics to be used for slicing data tables.
- Working with IT to create a login role for proctors to use for accessing materials for correspondence sections via posting on IEN (inmate only) version of Canvas. Hopefully this will provide a more efficient method of moving course material from site to site.

Marketing/Outreach

- Have attended 3 outreach events at PVHS during lunch to increase PVC presents
- Attended Outreach event at Head Start
- Summer and Fall Schedules have been distributed around Blythe and surrounding areas
- Handbook will be submitted this week for print for 2019-2020

Nursing and Allied Health Department

- Table at 4th Annual Job Fair at PVC.
- Presentation of Summer 2019 CNA Course for Sophomore HS students to PVUSD School Board and parents.
- Worked on Feasibility Study for CA Board of Registered Nursing.
- Phone conversation with BSN Program at GCU, Phoenix, AZ about us partnering with them for our RN program BSN after students pass NCLEX.
- Teleconference with Exam Soft rep. concerning review course to prepare VN students to be successful on their License exam (NCLEX).
- Worked on Feasibility Study for the CA Boar Of Registered Nursing.
- Phone conference and demo. with Nurse Achieve rep. VN student prep course for preparing for licensure exam while in VN program.
- Six VN students who attended NSNA (National Student Nurse Association) each presented a conference or part of the convention they found most interesting and how it impacted them and how they can use it in their VN program.
- Teleconference with BLine Medical rep. concerning SIM Lab debriefing package with 2-6 video cameras, syncs with Laerdal manikins in SIM Lab.
- Allows streaming into any classroom so students, not performing in lab, can see the group that is. Can save video sequences for future use or to use in teaching case studies.
- VN faculty teaching class; required by BVNPT for compliance with IP-Instructional Plan.
- Motivis rep phone conference on products for VN school.
- Luncheon sponsored by PVHD CEO Sandra Anaya and three VNs and two HR staff that are interested in being in the RN Program.
- Worked on Feasibility Study for CA Board of Register Nursing.
- Attended all day conference “Dealing With Difficult People” at PVC.
- Women’s EXPO at PVC. VN students came in groups throughout that time and took blood pressures, pulse, and blood sugars (on Diabetics).
- Assembly with PVHS sophomores to summarize Summer 2019 CNA course and accept applications.
- Phone conference with Jaanuu Uniforms for comparing scrub quality and prices for the RN program students.
- Table at PVC College Night at Blythe Community Center.
- Meeting of Food Insecurity Committee. Discussed first food distribution May 21. Reviewed grants for products and items for the Food Pantry.
- Worked on Feasibility Study for CA Board of Registered Nursing.
- Put Banner on Hobsonway for Nurses’ Week May 6-12 and PVC Walkway.
- Assessing Summer CNA candidates. Committee: Maria Lopez, PVC, Elearie Johnson, PVHS and myself.
- Nurses Week Activities – pizza and cupcakes for VN & CNA students.

Student Success

- Student Equity & Achievement (SEA) is happy to report we are closer to the Grand Opening of the Student Success Lab. The reading lamps have been installed by IT. Now waiting on the whiteboard to be removed and the rugs to arrive.

- The food pantry (Pirates' Chest) plans its first student distribution for Tuesday, May 21 from 11 AM – 2 PM. Open to all students. Students will be able to select up to 7 food category items (protein, dairy, fruits, etc.) in accordance with the household.
- Conducting face-to-face orientations at CVSP and ISP week of May 6 and May 13.
- Planning for the Veterans Honors Celebration planned for the Wednesday before Memorial Day (May 22, 4-6 p.m.; CS 123/124). Guest speaker: Andrew Kehl, US Air Force; Memoriam: Wallace "Wally" Morgan, WWII POW.
- Coordinating with Counselors (D. Silva, I. Dagnino) in preparation for our 5th Summer Bridge Program (GES 101) on the Main Campus and 3rd at Needles Preparing the institution's Student Equity Plan due June 30, 2019. Will present to board at the June meeting.

Dean of Instruction & Student Services

- Attended Strong Work Force retreat along with Academic Senate President in San Diego on April 25 and 26 to work on proposing projects to spend approximately \$1 million of regional funds.
- Palo Verde College and Copper Mountain have taken the lead on sharing of adjunct faculty among the various outlier colleges that do not have sufficient program enrollment to hire full time faculty (Ex. culinary, office administration etc.)
- American Welding Society and Automotive Society of Excellence registration projects are proceeding as planned.
- Instruction, Human Resources department and Academic Senate are working hand in hand to find replacements for the Biology, Child Development and Math/Physical Sciences positions which were vacated. We are also working on the hiring for the four new position for Chemistry, Sociology, Anthropology and Agriculture.

Vice President of Instruction & Student Services

The Office of Instruction and Student Services continues to demonstrate dedication to serving students and a strong commitment to the college. The ACCJC Vice President Stephanie Droker visited the Blythe campus two weeks ago to conduct training for the accreditation team. I also attended the ACCJC conference for additional training in the preparation of our Institution Self Evaluation Report and hosting our upcoming site visit in March 2020.

Admissions & Records

- Continuing to enter summer & fall applications and registrations.
- Submitted project plan & approved for \$90k Rural Technical Grant from the Chancellor's Office.
- Final grades for Spring 2019 will be verified and made accessible to our students on June 14, 2019.
- Wait listing – Due to A&R's utilization of the wait listing functionality, Maria Kehl has added numerous additional summer sections, allowing us to manually move students from the waitlist into the additional sections.
- Image Now Upgrade project is getting close to completion – new scanners have been connected in the A&R and Financial Aid Offices – consultant is currently working remotely to configure & map the connection of the new Image Now software to Colleague UI5.
- National Student Clearinghouse Spring 2019 Subsequent of Term file – Due 6/02/2019 – In progress.
- Submitted A&R's annual budget proposal for FY 19-20.
- Continuing to review/update curriculum approved prerequisite/Corequisite changes within our SIS (Colleague).
- In process of submitting the districts MIS College Calendar for the 2019-2020 academic year.
- Continuing to assist with writing the Accreditation Standard 1C for the upcoming ACCJC visit.
- Assisted/participated in the Financial Aid Ellucian Optimization consulting May 6 – 10, 2019 – On-Site consultant reviewed and trained the financial aid director on completing the annual setup in Colleague. Training was extremely beneficial.

ASG

- Last day for student workers is Friday June 7th.
- ASG will assist with Graduation, trustee, President, and officers.
- Oath of office for 2019-2020 officers will take place Aug. 6th.
- First ASG meeting Aug. 13th 11:00 CS 133.
- Week of Welcome for 2019-2020 will be Aug. 19th-22th with the laptop drawing on Tuesday Aug. 20th.

CalWORKS

- Calendar of events/ workshops for 2019-2020 completed.
- Year-end budget in process as well as reporting MIS.
- Enrollment for Summer and Fall are taking place.
- Books are being ordered as enrollment takes place.
- Year-end incentives have been dispersed and will continue till June 7th.

Child Development Center

- CELEBRATIONS: We celebrated Mother's Day in a BIG way with all our children's moms receiving special keepsake gifts made by their children. We continued celebrating as we held promotion ceremonies for our students on May 30th. We were excited to welcome a standing-room-only crowd at the PVC Theatre! 22 preschoolers will promote to Kindergarten, while the remaining 21 will promote to the next year of preschool.

- ADOPTIONS: We welcomed 8 baby chicks to our classroom, learned in awe as they hatched and grew, and then adopted them out to their new homes. This experience provided a great platform for learning science, responsibility, multiple math skills, verbalization skills, diversity, and much more!
- SUBSTITUTES: We welcomed three new staff members, who have joined us as substitute Instructional Aides. They were MUCH needed to help accommodate staffing ratio requirements, especially while staff use vacation during June; the day their paperwork was complete, they were each scheduled for nearly every day of June!
- Desired Results Developmental Profile: We complete a thorough developmental and progress assessment of each child every 6 months. These are then reported to the state, as part of our funding agreement. We are in the process of streamlining and completing this process.
- FOR JUNE: We are working on developing new curriculum and academic emphasis for next program year. Back by popular parental requests, we will celebrate “water days” every Friday throughout the summer, beginning June 7th. These will be held on our playground.

Civic Center/Outreach/Events

- Juliette Held her concert May 22nd.
- Memorial Day celebration took place May 22nd.
- PVHS Concert took place May 29th.
- CDC and Desert Prep Pre-school graduation both took place May 30th one in the theater one in CL 101.
- PVC Rehearsal June 7th.
- Graduation June 8th.
- CVSP Graduation June 11th.
- ISP Graduation June 12th and 13th.
- LFD recital Week of June 9-16th.
- CAPCA CS 123/124 June 13th.
- Future events are in the process of reserving space.

EOPS

- EOPS/CARE will be doing outreach at the clubhouses, in the apartments located in the city of Blythe and Ripley. Our goal is to increase our enrollment regarding our community students.

Financial Aid

- Traveled to Needles to deliver the final checks for this semester so that our students would not have to travel to Blythe to pick them up or have to wait for them to be delivered to the Needles site via mail.
- Made several copies of the 83 plus scholarship applications received and distributed them to the different committees for review.
- Held interviews for the STEM applicants.
- Financial Aid staff attended a Cal Grant training in San Diego.
- Worked with a Colleague Consultant on campus to resolve issue and set up the new academic year in the system.

- Will be attending the High School rehearsal (5th year) to promote the college programs.
- Working with the Business office to get all of the pending checks for students.
- Importing ISIRs for the 2019-2020 year and notifying students so that they can come in to complete their files.

Instructional Services

- Evaluations for all new adjunct instructors:
 - Waiting on signatures and self-disclosures from Division Chairs.
 - Putting all the information in order to submit to VP.
- Summer and Fall semester changes:
 - Some summer classes have students on the waitlist-opened more sections.
 - Fall semester- with all the changes-new faculty, faculty retiring, etc.
 - Some courses had to be cancelled, others had to be added, instructors moved around, etc.
- In search of more adjunct faculty:
 - We have several portals open and we are working on bringing more adjunct instructors for fall.
- Attend meetings.
- Keeping track of which classes need more sections open for fall.
- Adding fire science courses.
- Finishing contracts for summer and fall.

Marketing/Outreach

- Bridge Program for Needles June 18-20th.
- Bridge Program for Blythe June 25-27th.
- Handbook completed and scheduled to arrive in July.
- Summer and Fall schedules have been disbursed to the community and surrounding areas.
- Reviewing Civic Center Policies and fee schedules hopeful to have them completed and ready for approval process prior to new academic year.

Nursing and Allied Health Department

- 05/06/19: Met counselors at PVHS to review Summer CNA applicants and choose 15 + 1 alternate for FT program in Summer session 2019. 11 qualified. Criteria-greater than 2.5 GPA and low absenteeism 2018-2019 school year.
- 05/09-10/19: Clinical with 12 VN Students at La Paz Regional Hospital, 0600-1515.
- 05/10/19: 2 FT and one Adjunct faculty to COD for Alzheimer and Dementia class to become certified.
- 05/13/19: Vestigio Health demonstrated new clinical app. for smart phones to decrease instructor and student time documenting patient care, outcome goals in clinical practicums, track student absenteeism and tardiness, evaluate student clinical goals, among a few things, to one faculty and Director/Assoc. Dean. All CNA applicants notified by email and postal letter of acceptance or non-acceptance and Mandatory Orientation Monday, June 10, 2019. Basic Life Support Training (CPR), Picture IDs and course requirements and schedule.

- 05/28/19: Summer CNA Guided Pathways being developed for PVHS Summer and Fall 2019 semesters. Two Summer CNA students declined class. Opened class to other sophomores and juniors.
- 05/30/19: Selection one more sophomore and three juniors and one alternate to Summer CNA course. Emails and letters sent via USPS.
- 05/31/19: One Summer CNA student declined summer class.
- 06/03/19: Student from Palm Desert HS requested entrance into Summer CNA course. Will look at HS transcript and absenteeism as well as one other sophomore who asked to be reconsidered.
- 06/05/19: SIMulation one hour webinar for information on faculty and SIM Lab being certified so can be used as clinical site for some of our VN clinical hours required by the BVNPT. Review of two applicants for Summer CNA course with Counselors. Vestigio back to demonstrate TracPrac for all faculty.
- 06/06/2019: CNA and Phlebotomy Pinning Ceremony at Fine Arts Theatre.

Student Success

- Served 48 students and their households for a total of 172 people during the Pirates' Chest first distribution held Tuesday, May 28, 2019.
- The food pantry will open again for students in August 2019.
- 'Stress Free Finals' Week was June 3-7, 2019. We provided Starbucks coffee, water, juice, snack bags, fresh fruit, sandwiches, chips, and encouraging words throughout the week. Additionally, the ESL Club served burritos to the campus students Tuesday of the same week.
- The department in conjunction with the general counselors are preparing for the 4th year of the Summer Bridge Program (GES 101; June 25-27) on the main campus and the 3rd year in Needles (June 18-20).
- We expect to reach 30 students in Blythe and at least three in Needles. Completing the Student Equity Plan due June 30, 2019 on NOVA. Updates and modifications are included.
- Finishing the draft of the Accreditation for submission and proof to the editor-in-chief.
- Updating the Strategic Plan goals and future plans.

Dean of Instruction & Student Services

- Faculty on field trip to Mohave Community College in Kingman to observe certified AWS facility on Thursday - June 6, 2019.
- Summer moves of faculty offices and spaces to be done to facilitate collegiate discussion among faculty of the same division.

Vice President of Instruction & Student Services

Admissions & Records

- Fall 2019 – We are caught up, and registrations are still coming in daily
- Summer 2019 Session – Final Grade's posted on 7/31/19
- Waitlisting Process – Moving students into new sections
- Submitted 320 Annual Report to the Chancellor's Office on 7/11/19 – Total FTES reported 2,100.26
- Working on Spring 2019 (193) MIS submission Files due to the Chancellor's Office 7/31/2019 – working with Ellucian Support to resolve some issues with latest patch affecting MIS process
- Currently sending out student schedules for Fall 2019 for all Incarcerated students
- Will send out Summer 2019 Final Grade Reports to Incarcerated Students – week of 08/05/19
- Probation & Dismissal Notifications - Sent out email notifications to community students 7/22/19 – Letters will be sent out to Incarcerated students week of 08/05/19. Provided lists to all counselors for follow-up.
- Working on Self Service Implementation with Adam and Ellucian consultant with PRT Grant funds
- Working on Image Now Upgrade – In Process – Upgrade 90% complete for A&R, and just beginning for the FA Office
- Attending Ellucian Users Group Workshops (CHUGACUG) with Diana Mendez on August 7th & 8th in Los Angeles, CA
- Spring 2019 Certificates/Degrees – Will begin processing week of August 12th
- IPEDS Reporting – Begins 08/07/2019 – Institution Identification & IC Header due by 08/27/19
- Summer 2019(195) – MIS file due end by August 30th

ASG

- Oath Of Office Scheduled for Aug. 7th
- First ASG Meeting will take place Aug. 13th
- Week of Welcome Aug. 19-22
- Foundation Laptop Drawing Aug. 20th

CalWORKs

- DPSS presentations/visits are scheduled for July 31st and Aug. 7th
- Students are enrolling, books and supplies are being ordered
- CalWORKS orientation will take place Aug. 8th
- Classes Begin Aug. 12th last day to reg. Aug. 23rd
- MIS for spring completed summer underway
- Year-end reports and program plan for new year all in the process

Child Development Center

- New curriculum emphasis for this school year.
- Garden has flourished throughout summer teaching staff and students about eating fresh fruits and veggies and helping to reduce produce bills.
- CDC IS FULL as of July 30, for the school year beginning on August 12th . We are now keeping a waiting list to fill any openings or a new classroom in the future.

Civic Center/Outreach/Events

- Reserving space fall events
- Sioux, Juliette, EDD, PVHS and outside groups
- Scheduled review of civic Center Policies
- Student Handbooks are scheduled to arrive prior to classes beginning
- Last push of Fall schedules have been delivered
- Marketing meetings will begin Sept. 25th first meeting Calendar of events to follow
- Graduations for spring are being scheduled at ISP and CVSP
- Graduation meeting for Spring Graduation also scheduled

DSPS

- Number in student's continues to grow.

EOPS

- EOPS has 503 students total, 220 student are DSPS, 404 are incarcerated, and 123 are new or returning.
- EOPS went out to the prison on July 25th to give an overall orientation about the different programs that Palo Verde College offers.
- EOPS is reaching out to potential students in the community via KERU Spanish radio station.
- EOPS participated in the outreach event that took place at the Department of Social Services.
- EOPS will continue to register students up until August 23rd, which is the last day of registration.
- The EOPS lending library has been very instrumental by providing EOPS students books that their book voucher could not cover.

Financial Aid

- Approx. 150 students have completed their files and will receive either a CCPG/Pell or both
- We will be interviewing students to hire for the Federal Work Study program
- As of today we have received well over 3,000 CCPG applications and we are diligently working to input all of the applications in to Colleague

- We participated in Outreach events held by CalWorks at the DPSS office and assisted students with their applications and questions
- Continue to assist students the completion of their FAFSA applications
- Summer Pell was awarded to nineteen students
- The first check disbursement day is scheduled August 20
- We are working on closing out the 2018-2019 year
- We continue to work on student files getting them ready for the next check disbursement
- We will have a Representative from Campus Logic on Campus August 14, to demonstrate their software to assist the staff with the verification process
- The staff participated in the summer bridge program in Blythe and Needles
- The staff had an Outreach Event at Palo Verde High School during graduation rehearsal
- Working on the Policy and Procedure handbook which will be submitted to the Department of Education to ensure that the F.A. Department meets the required standards
- Assisting and Collecting CHOICE applications (assisting students with the completion of the application)
- The PPA agreement has been updated with the names of all of the current Board members

Instructional Services

- Moving classrooms: Some of the full time faculty moved offices and classrooms over the summer and those changes had to be reflected on Colleague
- Successful news, we hired some adjunct and full time instructors for fall semester Adjuncts for ART, BUS, MAN, MAT, BIO, PSY, HIS, SOC, ACC. Full time for CHE, BIO, CHD, ANT.
- Attend meetings
- Adding fire science courses
- Reviewing syllabi for full time faculty and adjuncts
- Completed fall contract

Institutional Research

- We have been working on Ellucian Self-Service (the software that runs the Student Planning module). In addition to upgrading the software to the latest version, we are working with Ellucian to do a performance and configuration review to ensure the framework can handle increased traffic. We are working on a plan to transition the student and faculty features of PVC-services (WebAdvisor) to the self-service platform over the course of this term. The self-service framework offers a more interactive and improved experience for users as well as new capabilities.

- Have been assisting A&R with some issues related to the Colleague updates and MIS file generation. Have also been tracking down some reported issues with existing Business Objects reports.
- We are making tweaks to the Colleague -> Canvas data link to create easier access the publicly accessible (not logged in view) of syllabi files in Canvas. This is not expected to cause any usage issues for faculty or staff once logged into the Canvas system.
- Generating Program Review data for the academic reviews as well as preparing documents and support for getting the non-instructional Service area Program Reviews completed using a new revised template.
- Currently working on the export of program data from Colleague Degree Audit for use in building our program import spreadsheet. Also configuring the linkage of SLO to Program level and institutional level outcomes in the software.
- Assisting with Accreditation ISER generation especially with respect to gathering of Evidence.

Nursing and Allied Health Department

- Continuing evaluation of supplies, equipment and technology suggested by faculty:
 - a. TracPrac clinical organizer, student outcomes evaluation, post clinical work design and submission, tardiness and absentee tracking, practice patient documentation system.
 - b. Kb Port SimCart for SIM Lab practice, testing, evaluation, support of theory
 - c. Kb Port Debriefing System for SIM Lab for evaluation of SIM lab experiences, student performance in SIM Lab, upgrading and improvement of SIM Lab.
- Clinical Sites visited for possible use in RN Program:
 - a. Fresenius Hemodialysis for Medical-Surgical courses-Blythe, Indio & El Centro.
 - b. Blythe Behavioral Health-Psych/Mental Health course
 - c. ABC Recovery Center, Indio. Mental Health for VN program.
 - d. Eve's Place, Quartzsite and Blythe. Domestic violence, rape, trauma-counseling and support center
 - e. PVC Needles Campus and CRMC (Colorado River Medical Center) for beginning CNA Program at PVC Needles Campus, Fall 2020. And, possible reopening of EMS Program at PVC Needles Campus in Spring or Fall 2020.
- CNA Summer High School Course:
 - a. Orientation June 10, 2019. 15 students attended.
 - b. First Day of class June 17, 2019. 14 students attended (one student did not want to attend after attending the orientation-was not what he had expected it would be).
 - c. First Day of clinical practice at Blythe Post Acute, June 26, 2019. 14 students attended. All required documentation submitted except one student.

- d. One student failed to submit required documentation for CDPH, Blythe Post Acute and PVC Nursing and Allied Health before July 8, 2019. Dismissed from course.
 - e. Graduation/Pinning July 25, 2019. 13 students passed course and attended ceremony. One (same student) student awarded Best Clinical Practice AND Best Theory GPA.
 - f. State certification Testing, July 29, 2019 at PVC. 12 students test. One with no SS# so unable to test for state certification. 10 students passed theory and clinical portion of exam. 2 students only passed skills exam.
 - CNA Pinning for 2019 to date: Spring=13; Summer=12.
 - Administration and Faculty continuing education:
 - a. CNE Prep course for CNE (Certified Nurse Educator) exam, 06/11-12/2019, 0800-1630.
 - b. Next Generation Learning NCLEX exam, 06/13/2019, 0900-1500.
 - c. Kb Port SimCart training, 07/16/2019 in SIM Lab, 0800-1500.
 - Meetings attended:
 - a. Third Quarter Strong Workforce/Healthforce Compression Meeting, Crafton Hills College, June 18, 2019.
 - b. SIM Dinner and networking, Avkin Technologies, June 20, 2019, Phoenix.
 - c. Fresenius Hemodialysis, Sara Lewis Clinical Coordinator, came to PVC.
 - d. Chief Public Officer, PVUSD, Cathleen Rice, came to PVC to see Summer High School CNA class and take pictures.
 - Meetings with Uriel, editor, Palo Verde Valley Times/Articles in newspaper:
 - a. June 17, 2019 pictures and interview Summer High School CNA program.
 - b. July 15, 2019 pictures and interview SimCart, Kb Port, PVC SIM Lab.
- July 24, 2019, Summer high school CNA pinning pictures

Student Success

Dean of Instruction & Student Services

Vice President of Instruction & Student Services