Assessment Report

Yuba Community College District

YC - CalWorks Program Recommendations

Year of Review: 2013-2014

Type of Review: Self-Study (4-year review)

Executive Summary (Include a list of team members): CalWORKs provides for comprehensive student support that is highly consistent with current best practices associated with the State's Student Success and Support initiative. Examples of program components are placement testing, orientation, and the development of student education plan. Other practice directly associated with student success are progress reports that are sent to faculty and case management with internal support services such as Counseling, tutoring, DSPS, and childcare. There is also a collaborative relationship with our county CW providers (Lake, Sutter, and Yuba) for ensuring students are served consistent with highly regulated efficiency under both State and Federal mandates for participation. Of notable practice within the CW program are the opportunities for students to not only develop marketable employment skills, but the program also entails job development and placement to give students direct experience in the workplace. Wherever possible, students are placed in positions that are related to their career interests for experience and the benefit of supervision and coaching from employers. Work study students who are placed in positions related to their majors are equally fortunate for the exposure they have to issues they are studying in the curriculum and the analysis and solving of problems in authentic environments. The literature strongly supports more postsecondary programs to incorporate opportunities for internships that is also consistent with our community college mission to produce work-ready student upon the completion of their studies. The National Association of Colleges and Employers reports that 67 percent of paid interns at for-profit organizations were offered full-time jobs in 2013 (Sacramento Bee. December 17, 2013).

CalWORKS is commended for its data-driven decision making relative to student tracking, the monitoring of budget expenditures and the completion of two SLO cycles. The program produces an annual "Labor Market Information" manual from the California Employment Development Department that indicates a need for training and training that can be accomplished by YCCD. As the Director of CW I have had the opportunity to observe an exemplary program that is an excellent model for today's 21st Century community college. As noted

Program Description : Yes.

The CW programs at the Marysville (MV) and Clearlake (CL) campuses provide CW Cash Aid eligible students with comprehensive support services designed to enable students to succeed in meeting their educational goal(s).

Components of the program are: coordination of educational services including one on one Orientation, documentation of students Placement exam, and Development of a Student educational plan, case management, counseling, work study funding, job development, off-campus job placement, childcare, educational supplies, book purchase or book loans, student progress reports, and student participation tracking.

Staff maintain MIS data collection and input, completion of annual CW Budget, annual CW Program Plan and CW Year End Report for submittal to the California Community Colleges Chancellor’s Office.

Development of a Student educational plan, case management, counseling, work study funding, job development, off-campus job placement, childcare, educational supplies, book purchase or book loans, student progress reports, and student participation tracking all lend in assisting a CalWORKs participant to succeed and excel in college.

We either do or do not make changes to how we operate our program based on data. For example, one FULL School year, the CW Counselor/Coordinator had NO support staff and could not provide Progress Reports (our Early Alert) system. As a result less students came in for assistance and there was less Persistence within that year.

Due to changes and possible Exemptions at the state level for one third of our student case load, we are still using our same SLO but have pulled out the students with no county referral from the batch as they no longer have a mandated major match with a county Welfare to Work plan.

Industry Trends and Program CalWORKs provided over $45,000 last year (12-13) for work study funding, job development, and off-campus job placement of

Data Analysis : eligible CalWORKs Yuba College students at both Marysville and Clearlake Campuses.
CW Counselor/Coordinator joined the Basic Skills Initiative Committee as many CalWORKs students place into lower levels of Math and English through placement testing. (As evidenced by Placement exam review with students during individual counseling appointments)

Otherwise, The CalWORKs Community College program is driven by a base funding model and student head count funding formula which makes it very hard to establish a new facet of our program when the next year our funding may be lower than the previous year.

Curriculum & SLO Assessment Summary : We are an Intrusive Student Services model Program. We develop, along with the student and County welfare to Work plan, Student educational plans, we case manage, provide counseling, work study funding, job development, off-campus job placement, childcare, educational supplies, book purchase or book loans, and student progress reports. We do all this to assist students to succeed in college and career goals.
In an effort to encourage CW students to utilize on-campus student support services, tutoring, study groups, the computer lab for study time and online study tools, the CW Program conducts attendance and progress reports each semester. Transcripts are reviewed for academic progress and statistics are kept on degrees and certificates achieved.
I do email with my current CW students but it is not a usual practice. CalWORKs program does not provide DE instruction.

I also offer phone call appointments for students unable to attend a face to face appointment. This is documented within the GRID coding system.

SLO #1

The CW students will develop a Student Educational Plan (SEP) with the CW Counselor that is consistent with the Welfare-to-Work (WTW-2) activity contract.

Based on analysis of results, CalWORKs has decided to keep CW SLO # 1. At this time no SLOS need be changed. All students who have a WTW-2 Plan have a Student Educational plan or Draft in their file. At times a student enters this program without a signed WTW-2 Plan. Therefore SEPs may not match a WTW-2 plan signed after the SEP is created.

We have decided to start utilizing one of our Job Placement SLO's for the 13-14 School year and will implement this SLO in the Spring Semester. We created this CW Job Placement SLOs in the *Fall of 2008 but are just now finding it appropriate to utilize as we now have a stabilized Work Study program.

(* Lay-offs and PINK Slips in 2009 -2010 School Year) In an effort to continue services to CW students, Yuba College opted to keep the full time CW Counselor/Coordinator (1.0 FTE) at MV and one Adjunct Counselor (.25 FTE) at the CL campus. Positions laid off were:
• 1.0 FTE Administrative Secretary-MV
• 1.0 FTE Employment Services Specialist-MV
• .40 FTE Temp Administrative Secretary- CL

Future Goals and Program Direction: The CW programs at the Marysville (MV) and Clearlake (CL) campuses provide CW Cash Aid eligible students with comprehensive support services designed to enable students to succeed in meeting their educational goal(s). Components of the program are: coordination of educational services, case management, counseling, work study funding, job development, off-campus job placement, childcare, educational supplies, book purchase or book loans, student progress reports, student participation tracking, MIS data collection and input, completion of annual CW Budget, annual CW Program Plan and CW Year End Report for submittal to the

California Community Colleges Chancellor's Office. Partnerships have been established and are maintained with other institutions of higher education, community organizations, and state organizations.

• We completed our SLOs in the Fall of 2008 when I was an Adjunct and have gone through assessment process every semester since then.
• 30% of our allocation spent on job placement via workstudy on-campus, or off-campus within our communities.
• Counselor/Coordinator is the Vice President of the California Community Colleges CalWORKs Association, which is recognized as the foremost collective voice for the promotion of education as a vehicle to self-sufficiency for CalWORKs Students.

• The Marysville campus has a dedicated, full time CW Counselor /Coordinator who provides services to students, completes CCC MIS requirements and maintains the integrity of the program.
• CW Counselor/Coordinator is knowledgeable about CW, TANF and the local county plans, who provides services and expertise in advocating for students.
• CW Counselor/Coordinator writes the annual CalWORKs plan sent to the CCCCO and obtains input from three different counties regarding the plan (Yuba, Sutter and Lake Counties).
• CW Counselors provide both academic and personal counseling in addition to possessing vocational knowledge.
• CW Program Contacts Community employers on and off campus for job development and placement of CW students. (30% of our allocation spent on job placement via Work Study on-campus, or off-campus within our communities.)

Are you ready to submit your final program review?: Yes

Goal	Recommendations	Plan of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
YC Goal 5 - The CalWORKs Counselor/Coordinator sits as the Vice President on the California Community Colleges CalWORKs Association Executive Board. She, along with other many other interested parties at the state level pushed for Priority registration for all CalWORKs students at community colleges statewide. On July 1, 2103, via a trailer bill, Priority Registration for CalWORKs Students became Law. Therefore, Yuba College (MV, CLC, and SCC) complied with this law.				

Goal	Recommendations	Plan of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
YC Goal 6 - • Seek Tenure for the Full-Time Yuba College (YC)CalWORKs Counselor as a sign of stability for the CalWORks program.				

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YC Goal 2 - • Move into the Counseling area in 100B where other Student Services are available for students.				

Goal	Recommendations	Plan of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
YC Goal 1 - • Provide YC CalWORKs Orientations every semester for new CW students.				