Assessment: Assessment Unit Planning

Program Review 2014-15

YC - Beale AFB Outreach Facility Program Review

Year Under Review : 2014-15
Type of Review: Self-Study (4-year review)
Program Description : The Yuba College Outreach Program at Beale Air Force Base (AFB) is designed to support the educational needs of the active duty military, family members, government civilian employees, veteran spouses and veterans employed at Beale AFB. A full range of Student Services are provided at the Beale Outreach site. Counseling, assessment, orientation, registration, financial aid information (including Tuition Assistance (TA) through the military) are among the student services available.

- Each academic year, Yuba College offers two 18-week (Fall and Spring) semesters and a 6-week Summer Session. Beale Outreach also provides two 9-week terms within the 18 week semester, proving to be popular with military personnel.
- Most classes offered at the Beale Outreach location will fulfill general education requirements for Yuba College and the Community College of the Air Force (CCAF) Degree programs. Many of the classes also help to prepare students for transfer to four-year degree programs with the University of California and the California State University system, as well as Embry-Riddle Aeronautical University and the University of Phoenix at the Beale Education Center. All courses offered at Beale Outreach go through the same approval and review process as classes offered at the Marysville (Linda) Campus.
- Many active duty Air Force personnel and their family members interested in particular degree or certificate programs not fully available at Beale Outreach site, also enrolled in classes located at the Marysville (Linda) Campus and the Sutter County Center in Yuba City. The Marysville (Linda) Campus offers a full schedule of day and evening classes and is easily accessible to students from Beale AFB.

The Yuba College Outreach Program at Beale AFB maintains a Certified Test Administrator for the National Test Center, proctoring CLEP, Dantes, College Board Accuplacer, in addition to Distant Education courses through Yuba College.

- CLEP (College Board) and DSST (DANTES) exams: Exams are scheduled regularly, two times a day and four times a week. Yuba College receives a proctor fee of $20.00 per student. There are nine seats available per test session.
- Accuplacer Exams are scheduled each week Monday, Wednesday and Friday to assist students to complete requirements for English and Math placement. There are two small cubicle areas with two computer stations.
- Beale Outreach is another site for students to complete exams that require a proctor for their on-line/distance education courses. These are scheduled as needed each semester and through Information Technologies/DE Support Specialists.

Executive Summary (Include a list of team members): Karsten Stemmann is the Dean of STEM and Outreach, which includes the Beale Outreach site. A full-time Campus Operations Specialist, Annie Revell, is responsible for the on-site coordination of all aspects of the Beale Outreach operation. Ms. Revell , who has been with Yuba College since 2008, just recently came to the Beale site in December 2014. She replaces Corrine Gil, who accepted another position on the Marysville (Linda) Campus. Beale AFB has been part of the Yuba College outreach since 1960. It is located 11 miles from the Yuba College campus in Linda.

Beale Outreach also employs approximately six Veteran students who are paid for their services while attending college; their funding is provided through the United States Department of Veteran Affairs. Their assistance is crucial due to the volume of face-to-face contacts, phone calls received on a daily basis and night-monitor/securing the facility Monday through Thursday from 1700 to 2300 hours.
01SP. Department Goals (Click '?' for Prompt): The enrollment trend from the last three years is very discouraging. Goals and plans are being worked out to improve advertising techniques and approaches; the new website design will correct many current issues. Beale AFB has been re-added to all advertising methods, where previously, the Beale related zip codes had been removed.
02SP. Facilitate Learning & Collaboration (Click '?' for Prompt): All courses scheduled at the Beale Outreach location are scheduled by the Dean, in consultation with the appropriate Yuba College Divisions/Departments. They are all held to the same standards as any course taught at the Marysville (Linda) Campus. Beale Outreach also serves as a proctoring site for students to

complete exams for their online/distance education courses. These are scheduled as needed each semester and through Information Technologies/DE Support Specialists.

03SP. Student Contacts (Click '?' for Prompt): Enrollments at the Beale Outreach location have fallen in recent years. Beale only had 42 FTEs for Spring 2015. The recently launched survey is expected inform us of student's perspectives. Meetings have also recently taken place to examine such items as the length of classes, start times, etc.

04SP. Input to Improve (Click '?' for Prompt): A survey is being developed to gather input from students on services and courses. It is anticipated to be launched Fall 2015.

05SP. Course Outlines (Click '?' for Prompt): All courses scheduled at the Beale Outreach location are scheduled by the Dean, in consultation with the appropriate Yuba College Divisions/Departments. They are all held to the same standards as any course taught at the Marysville (Linda) Campus.

06SP. Collaboration (Click '?' for Prompt): A full range of Student Services are provided at the Beale Outreach location. Counseling, assessment, orientation, registration, financial aid information (including Tuition Assistance (TA) through the military) are among the student services available. In addition, The Yuba College Outreach Program at Beale maintains a Certified Test Administrator for the National Test Center, proctoring CLEP, Dantes, College Board Accuplacer, in addition to Distant Education courses through Yuba College.

07SP. Catalog Currency (Click '?' for Prompt): The current catalog accurately reflects the services and courses available at the Beale Outreach location.

08SP. Student Progress (Click '?' for Prompt): The MOU between USAF and Yuba College reads, “Offer high quality degree….and in vocational and occupational fields programs on Beale Air Force Base”. It is the goal of Beale Outreach staff to build strong relationships with base squadron commanders, to successfully offer specific courses for professional development, in their work related fields. As an example, meetings have been held or are scheduled for continued discussions to offer business communication courses, Fire Science, EMT, Law Enforcement and Auto Technology courses on base.

Many courses offered at Beale AFB have been scheduled to fulfill the CCAF requirements. Staff opinion is that military personnel will continue to enroll in courses that meet at their convenience; online and courses at Sutter County Center have become very popular options with military personnel.

09SP. DE Students (Click '?' for Prompt): Beale Outreach is another site for students to complete exams that require a proctor for their online/distance education courses. These are scheduled as needed each semester and through Information Technologies/DE Support Specialists.

10SP.Disproportionate Impact(Click '?' for Prompt): N/A

11SP. Mapping (Click '?' for Prompt): Yes

12SP. Core Competencies (Click '?' for Prompt): N/A

13SP. Professional Development (Click '?' for Prompt): Staff attended the Annual Admissions and Records Retreat hosted by the Yuba College Registrar. Current policies and procedures and upcoming changes are discussed throughout an interactive day. This assists in ensuring clarity and consistency throughout the District.
Additionally, the Beale Outreach Campus Operations Specialist trained to proctor CLEP and DSST tests, enabling this much-used service to continue at the site.

14SP. Reflection (Click '?' for Prompt): This program review will offer a road map for the new members of the Beale team. It will outline what services have been provided in the past and challenges and successes of each. It will offer a firm background of the importance of Beale Outreach. On this basis, staff will be able to provide meaningful input to current services and potential changes.

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

Program Recommendation: Hiring a Student Services Assistant

Hiring should be advanced for spring 2013 if budget allows.

Recommendation Priority: 3. High Priority
Year(s) Requested: 2012-2013
Request Date: 10/22/2012
Supporting Evidence : Ms. Susan Downing needs help in maintaining a student database that is used for planning a reporting purposes. Ms. Downing also needs help in keeping the Outreach office open while conducting placement assessments, CLEP exams and the scheduling of counseling session.

Plan of Action

Staffing - Technical/Clerical - A Student Services Assistant located at the Beale Outreach Center would assist the Campus

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Operations Specialist by providing coverage to allow the Campus Ops Specialist to proctor various types of tests. The SSA could also assist in devising methods for gathering data of services provided and gathering of said data. (Active)

YC - Location: Beale AFB Outreach Facility