**GAVILAN COLLEGE**

**Institutional Support Program Self Study**

**Morgan Hill**

**Program Review**

**I**. **Provide an organizational breakdown of your program. Do not include individual’s names, only position titles and FTE.**

|  |  |  |
| --- | --- | --- |
|  | Title | FTE |
| Administrator | Executive V. P. | 1 |
| Faculty - FT |  |  |
| Faculty - PT |  |  |
| Professional Support Staff | Instructional Site DirectorProgram Service Specialist | 11 |

**II. Program Progress:**

1. **Purpose of program**

The mission of the Morgan Hill site of Gavilan Community College is to provide a nurturing and inviting environment where students and the community can receive quality customer service, programs and support to encourage life-long learning through educational, career and vocational training.

Improved student support services have encouraged student engagement to off-site campuses. Wi-Fi has been added to the site. Overall, the campus distance education is now at 18% of enrollment. This site offers tutoring for Spanish, math, English and other general education subjects. From 146 students surveyed in the fall of 2013, 63% reside in Morgan Hill and 55.48% prefer taking classes at this site because they are closer to home. Technology was improved in 2013 by replacing 24 computers with the newest version of Micro-Soft; a new telephone system was purchased and using the ladder concept, Spanish 1A was taught at 8:10 am four mornings each week to an enrollment of 25 students by mid-term. With this success, Spanish 1B is offered in the spring, 2014. A tutor is on site for Spanish twice every week. Assessment testing at the site has now been upgraded in the fall of 2012 by using Accuplacer. Test results from this computer program are available at the end of testing for each student. A second drop-in student computer room was added, adding a total of 7 computer stations, increased from 3. A security guard has been hired four evenings each week for the off sites to be available to escort students to their vehicles, and secure the building. In the past year a vending machine offering school supplies (pencils, scantrons, etc.) has been added. In addition, a self service touch screen for counseling appointments is located in the lobby and a site kiosk for student needing to obtain Banner information (financial aid, enrollment records).

1. **Describe the services your program provides (provide any data, which indicates performance in the service areas).**

Wi-Fi has made it possible for lap-tops to be used throughout the campus; on-line classes have made it possible for students to work from home or work at their convenience; students living in Morgan Hill are able to take a class close to home. Overall, the campus distance learning education comprises 18% of enrollment. Photoshop I and II students in the fall were able to have the newest version of this computer program; Assessment testing has greatly improved using Accuplacer, with students obtaining instantaneous results. Assessment test results give students the opportunity to enroll on line or see a counselor to register with no time wasted. The increase in available computers to students has eliminated any waiting. A security guard makes this campus safer for faculty and students. A counselor has been assigned to this site one day each week from 10 am – 6 pm. Tutoring is provided for general education one day per week, from 3 – 6 pm. Spanish tutor is provided 2 mornings each week, from 9:30 – 11 am.

The addition of STEM laptops (24) are now used for the statistics class. Doing this eliminates the need to hold class in our computer lab. Scheduling actual computer classes in both labs is beneficial for this site.

Library services are offered in the lab every Monday and Tuesday mornings. Students take this opportunity to obtain assistance for research papers.

1. **How have the services provided changed over time? What factors have influenced a change in services? (Provide data if available.)**

The Morgan Hill campus was established in 1998. It was permanently relocated to the Community & Cultural Center in 2006. Gavilan College has a partnership with the City of Morgan Hill and we lease a 10,000 square foot building in this park-like setting. In 2006 site director’s hours were split from 8 am – 2 pm; 5:30 pm – 8 pm. This was over a ten year period. In 2007 a program service specialist was hired full time. In 2010 office hours changed to 8 am – 6 pm Mon –Thurs.; Fri. 8 am – 5 pm. A security guard was hired Mon. – Thurs. from 6 – 10 pm. The MHG site increased enrollment by 10% and the spring semester has 800 students, with 43 classes and 34 professors.

|  |  |  |  |
| --- | --- | --- | --- |
| **Fall ’10** | Fall ’11 | Fall ‘ 12 | Fall ‘13 |
| 150.1 | 141.3 | 125.8 | 122.1 |

The Banner data system is the college’s Admissions & Records program which enables students to access their records. This system, installed in 2008, enables them to do all transactions on line. This service does not eliminate a contact person if someone has an issue. The Morgan Hill staff provides follow up services; it is important not to lose the human contact and constant professionalism. In 2014 a site kiosk was installed in the lobby for students to access their records.

With the purchase and installation of the Accuplacer program in 2013, students have results of their assessment test immediately after completion. Placement exams are scheduled at least monthly at the MHG site. We continue to have a counselor every Wednesday with appointments from 10 am to 6 pm. This has been ongoing since the site opened. Significant improvements to help students be more successful include online transcript requests, online assessment sign-up and online applications.

In 2013 a vending machine, for school supplies, was set up by the Follet Book Store. This enables students to purchase scantrons, green books, etc. at any time.

Summer, 2014 will bring a new, faster and updated copier to this site. The present copier will be welcomed by our instructors. This is not an absolute surety but the site’s copier is now 7 years old.

The Go-Print machine was installed in lobby and 2 labs in 2010. Purchase of this card enables students to add money on their card to print. In doing this, the college reduces costs of paper, toner and overall paper waste.

Due to demand, a second drop-in computer room was added. The site now has 7 stations for students to utilize. This is the result of a larger enrollment of students during days and evenings.

It is noted that due to the result of a student survey in 2002, Morgan Hill began block scheduling prior to the implementation at the Gilroy campus. The MHG site offers the non-traditional student a choice of working and attending classes with a 2 or 3 day class schedule.

 D. **Describe how your program coordinates with other programs on campus. Provide specific examples of how this collaboration has benefited students.**

Student Services has bi-monthly meetings addressing pertinent information with regard to all services relating to each program. Student Learning Outcomes are reviewed as well as qualitative data development. Admissions & Records has monthly meetings addressing time-lines relating to registration, financial aid, outreach and counseling. These meetings result in cross-training. Through collaboration of all student services, a Steps for New Students was written and these cards are distributed to the sites, as well as admissions at main campus. It is a step by step guide to successfully enrolling in Gavilan College.

A variety of general education courses are offered at the MHG site. Students can take 12 units of transferable g.e. classes in the morning at this site. They arrange their work schedule, child care needs, etc. around classes. Courses in degree and certificate programs such as administration of justice, computer science and information technology and child development are regularly offered at the Morgan Hill site.

E. **What specific accomplishments have occurred to support college-level strategic initiatives during the past three years? (Provide data from Program Plans or other sources to support how goals have been accomplished.**)

Professional Development Day occurs twice each year at the start of each semester. A variety of classes are offered to staff on that morning and repeated in the afternoon. Classes consist of first aid, guidelines for addressing disruptive student behavior and sexual harassment in the workplace, leadership program. Extensive emergency operational preparedness has been put in place and administrators are trained in emergency response each semester. Staff development is also given at: bi-monthly student service meetings; quarterly Admissions & Records meetings; monthly managers’ meetings. All of these meetings give staff an opportunity to participate, engage in campus culture.

Morgan Hill Site has broadened contacts and communications with the Morgan Hill Unified School District and the MH Chamber of Commerce. The Chamber’s Education Committee has now partnered with MESA, STEM and CTE. A tour was arranged for some members of the Gavilan administration, including a trustee, to tour 3 local businesses (Anaerobe Systems, Solar City and Anritsu Co.) to understand what education is needed to e employed in these firms. Internships will be possible at this time. Reaching out to high school juniors and seniors was done a Rock the Mock and will be repeated again this year. Interviews are conducted by a group of trained professionals helping the interviewee with resume and communication skills. A step by step explanation was given to seniors on the convenience of enrolling in Gavilan and taking classes at Morgan Hill and Gilroy.

F. **How has the service or program supported student success and retention over the past three years? What initiatives have been specifically developed to support success and retention? What were the specific, measured outcomes of these initiatives?**

All programs are evaluated and modified by the curriculum committee, comprised of faculty and deans. Classroom vacancy is important in this evaluation. If curriculum has not been updated in the past three years, course is deleted from schedule.

The program is articulated with four-year colleges, universities and district high schools. It does have an AA=T and AS-T in place. Morgan Hill counselors meet with students each semester, updating their educational plan to be ready for transfer to four year colleges.

 The college, as a whole, is focused on basic skills course improvement.

**Basic skills Success rates**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Academic Year | 09/10 | 10/11 | 11/12 | 12/13 | % change since 09/10 |
| English | 49.94% | 56.67% | 57.41% | 58.75% | 8.81% |
| ESL | 71.44% | 79.20% | 80.23% | 82.61% | 11.17% |
| Math | 44.22% | 45.29% | 54.67% | 59.66% | 15.44% |

* Success is defined as the proportion of students who either received a grade of C or above or credit

 **Basic skills improvement (2 levels below)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Academic Year | Fall 08- Sp 10 | Fall 09- Sp 11 | Fall 10- Sp 12 | Fall 11- Sp 13 |
| English reading (2 level below transfer) | 22.67% (17) | 24.49% (12) | 34.38% (22) | 15.38% (12) |
| English writing (2 level below transfer) | 29.90% (29) | 20.83% (15) | 25.00% (25) | 22.94% (25) |
| Math (2 level below transfer) | 9.24% (33) | 7.82% (23) | 6.21% (19) | 9.13% (19) |

\*Note: The figures represent the proportion of students enrolled in the beginning course who successfully completed the ending course within the time period

1. How has the staffing changed during the past three years?

In order for the program to meet all local, state, and federal requirements, including professional, or trades and industry organizations, Gavilan College is reviewed every 5 years by the accreditation team of the Ca. Community Colleges and has always excelled and complied with suggestions offered. Staffing at the Morgan Hill site continues to be maintained by the site director and program services specialist. The site continues to have a counselor once a week, but no longer has a representative for DRC or EOPS. The site has added a tutor for general education for 3 hours once each week. Also added is a Spanish tutor for 2 hours twice each week. Library research assistance is offered twice each week in the morning. Since the fall of 2013 a security guard was added four nights per week, 4 hours each evening.

Modern technology has been added in assisting students. As of 2014 spring semester a site kiosk was installed in our lobby for students to find answers to questions regarding registration, financial aid, counseling appointments. Updated computers in one lab have been installed for the current version of Photoshop I and II.

1. Budgetary allocations over the past 3 years (4-5-6’s)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Director | Org # | Org Description | Acct | Description | 11-12 Actual | 12-13 Actual | 13-14Actual |
| Rose /(Welk) | 600610 | Morgan Hill Extension | 4310 | Instructional Supplies | 0 | 376 | 375.59 |
|   |   |   | 4510 | Office Supplies | 582 | 376 | 375.62 |
|   |   |   | 4570 | Meeting Exp | 124 | 0 | 124 |
|   |   |   | 5150 | Printing | 38 | 0 | 0 |
|   |   |   | 5250 | Mileage | 591 | 658 | 658.13 |
|   |   |   | 5510 | Natural Gas | 1,254 | 431 | 431.11 |
|   |   |   | 5511 | Electricity | 19,191 | 21,365 | 21,365.23 |
|   |   |   | 5520 | Water | 269 | 356 | 356 |
|   |   |   | 5530 | Telephone/Pagers | 12,777 | 12,190 | 12,189.89 |
|   |   |   | 5540 | Sewer | 930 | 924 | 923.95 |
|   |   |   | 5612 | Facility Rental | 224,037 | 224,987 | 224,987.21 |
|   |   |   | 5630 | Repairs & Maintenance | 2,162 | 1,803 | 1,803.41 |
|   |   |   | 5823 | Advertising/Program | 137 | 265 | 265 |
|   |   |   | 5831 | Contracted Services/NonInstructional | 2,450 | 2,700 | 2,699.66 |
|   |   |   | 6400 | Fixed Assets | 0 | 0 | 0 |
|   |   | Morgan Hill Extension Total |   |   | $264,542 | $266,431 | 463,070.20 |

I. If your program has an instructional component, please answer the following questions:

**1. Basic description of program**: The Morgan Hill site provides a variety of general education courses. Students can take 12 units of transferable general education classes in morning or evenings.

1. Enrollment and FTES(MHG)

|  |  |  |  |
| --- | --- | --- | --- |
| Fall ‘10 | Fall 11 | Fall 12 | Fall ‘13 |
| 150.1  | 141.3  | 125.8  | 122.1 |

1. Enrollment by top code and course over time (4 years) MHFTES

|  |  |  |  |
| --- | --- | --- | --- |
| Fall ‘10 | Fall 11 | Fall 12 | Fall ‘13 |
| 2688  | 2710  | 2188  | 1104 |

iii. Current enrollment by term last available census

|  |  |  |
| --- | --- | --- |
| MH FTES | Fall ’13  | 122.1 |

2. **Student Outcomes**

i. Success rate by top code and course and year (4 years)

|  |  |  |  |
| --- | --- | --- | --- |
| 10/11 | 11/12 | 12/13 | Fall 13 |
| 63.10% | 60.03% | 65.63% | 67.12% |

ii. Retention rate by top code and course and year (4 years)

|  |  |  |  |
| --- | --- | --- | --- |
| 10/11 | 11/12 | 12/13 | Fall 13 |
| 83.80% | 85.90% | 89.80% | 90.70% |

3. **What specific goals, curricula, program, and/or pedagogical modifications were made within the program to support college-level strategic initiatives and student success during the past three years (For example, scheduling changes, distance learning, ladder concepts, work-based learning strategies, internships, service learning, learning communities, technological enhancements, and other student centered learning pedagogies)?**

 The goal of this site is to be nurturing and provide an inviting environment where students receive a quality education. To that end, achievements have been made over the past three years to meet that goal.

 Scheduling: MHG continues the block system which has worked well for the non-traditional students who attends an off-site campus. BOT (Medical Terminology for the Office) is now offered both fall and spring semesters.

 Spanish 1A was first offered in the fall, 2013 and met with adequate enrollment. Spanish 1B was offered in the spring, 2014 with class members from 1A returning as well as additional students. This is a 5 unit course. Splitting and moving History 1 was well liked by students. One class meets a.m. on Mon – Wed.; the other meets in the afternoon Tues.-Thurs. Guidance 210 for first year college students has long been needed at this site. This class is offered for the first time in spring, 2014, with hopes that this returns in the fall, 2014. Excel Spreadsheet is offered in the evening spring, 2014. In the past it was offered on Friday mornings, with low attendance. Photoshop I and II have been brought back with success. Photoshop has always been a staple and students need to continue to the next level.

 Distance Education comprises 18% of enrollment. MHG offers an open lab each Sunday afternoon from 4 – 7:30 pm. The professor assists all students but he teaches on-line and his students have this opportunity to have face to face with him. Classes such as C++ and Unix are taught in both disciplines by the same teacher.

 Pedagogical modifications have been made with our basic skills. Algebra I and II are taught at this site. Boot camp is now offered to our students both winter and summer at the Gilroy campus. The college has brought forth a new Algebra sequence to obtain a faster transfer rate. English 250 is taught at the MHG site. It has been recommended that a writing center be available here for students who cannot attend in Gilroy.

 Modern technology is being strongly considered this year in terms of mounted projectors for each of the 6 classrooms. This is long overdue and will be welcomed by staff, instructors and students. The computers on wheels, about 8 years old, disrupt the class due to moving furniture and they are a safety hazard with many cords stretched across the room. With 4 of these and 6 rooms, this is and has been a great challenge.

J. **Provide an overview of how budget allocations have changed over the past three years.**

Budget allocations have not changed over the past three years. However, it is possible that funds from Measure E may be allocated for the MHG site. Modern classroom equipment, such as mounted projectors for the rooms is a strong possibility for summer, 2014. Relocation of a counseling office is being worked on. Student confidentiality is a priority for the move. Although the budget remains the same, allocations from Measure E and Title V have and will help in bringing this site up to modern technology standards thus improving student success.

**K. Provide** a comparison of other colleges’ services and staffing.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **College** | **FTES** | **Program Services** | **Staffing** | **Comments** |
| Hartnell College | Enrollment 4000 | Office hours for Registration and Financial Aid 8-5 Mon-Fri. | Dean-Renata Funke (FT)Admin.Ass’t Kimberly Kessier (FT)Enrollment ServicesSpecialist inc. Financial Aid Assistance-Olga Galvan (FT)Security Officers | 2 Positions were deleted and Financial Aid and Enrollment were combined as 1 position. |
| Hartnell CollegeNatividad Center | Not currently being used | Not currently being used | No currently being used | No currently being used |
| Hartnell CollegeAlisai Campus | 1623 enrollment | Admissions/Records9:30- 6 p.m. M-Th | Director of HEP Program Director of Community Collabrorative & Articul. Stu. ServicrTech/Admissions/FinancialAid – PT3-Admin Assistant1 Admin Assistant -PT2 Counselors -PT |  |
| Cabrillo Watsonville Center | 1,962 enrollment430 FTES | Admin M-F 8 a.m.- 5 p.m. | Dean of Education Centers1 Admin. Assistant1 Learning Center coordinator (faculty)3 instructional assistants (Learning Center1 Instructional Assistant(computer lab)2 Enrollment Services Positions1 Computer Lab coordinator (faculty)1Computer Maintenance Technician2 custodians;2 counselors | More positions were added |
| Merced College Los Baños Campus | 1014.6 FTES | Student Services 8 am-4:30 pm. T-ThWednesdays 8 am 7 pmFridays 8am-4pmLibrary 8 an-8 pm M-Th and 8 am-12 pm | Student Service Coordinator 4- Student ServicesAssistants2 Instructional Support Tech3 Library/Media TechMaintenance Mechanic2 custodians1 grounds |  |
| Morgan Hill Site | 1104 FTES | Office Hours M-Th8 am- 6pm; Friday 8 am 5 pmCounselingWed. 10am-6 pmTutoring Thurs. 3 – 6 pm – G.E.Spanish –Mon& Wed. 9:30 – 10:30 amLibrary Assistance Mon & Tues 9:30-11:30 amAssessment Testing once a monthBook Sales –firsr week of each semester 2 drop-in labs | Site DirectorProgram Serv. SpecialistCounselorAssessment LibrarianTutorsSecurity Guard | Student Services are limited to 1x each week or 1x each month |

Analysis of the above research with respect to the Morgan Hill site is consistent office hours with other college site campuses. With two staff, this site is able to bring the best customer service to our students. We get to know most of them their needs and can assist them in their desire to succeed. The same is true of our part-time faculty and their needs. We understand their frustrations in dealing with technology that is now the best or malfunctions. If the staff cannot find a solution, the MIS techs are there ASAP. The MHG site lacks additional classes in our schedule to maintain constant classroom occupied. We do have constraints, such as no wet labs. Therefore, all science and allied health classes need to be taught in Gilroy. Having one counselor for six hours once a week limits availability for students that consistently are unavailable on Wednesdays. Basic skills can use a writing center in Morgan Hill. English 250, English 1A,1B and 1C are taught here. Business is a major for many of our students. We offer the Fundamentals of Business and Payroll Accounting at this site. Financial and Managerial Accounting would be well received.

**III. Trends Affecting your Program**

1. **Briefly describe your program’s strengths and challenges**

One challenge has been to identify additional classes through block scheduling options for this site. We presently have space but could use more scheduled classes to occupy each room. This site needs to be attuned and responsive to giving these students classes close to home; on the weekends and hybrid options. A survey was assessed for Morgan Hill students on reasons for enrolling in classes in the fall 2013 semester. The table displays the percentages and answers.







1. Provide a brief review of the past three program plans and any emerging themes identified in them.

Expanding student services at the site is our constant goal. Sales of books the first weeks of classes and having them ordered and mailed to the site for pick up saves the student travel time and gas to the Gilroy campus. Adding a vending machine with school supplies is another added feature to this site. Library assistance two mornings each week provides the students the ability to learn proper research for term papers. Assessment tests at the site provide the students the opportunity to take the exam close to home and various days of the week. Through the speed of Accuplacer, test results are given on the spot. The student is able to enroll ASAP giving them a bit of an edge in getting into a particular class. Tutoring of most subjects is once a week from 3 – 6 pm. This is not the best time for many, but it has helped. Spanish tutoring for Spanish 1A & 1B is now twice each week directly following the Spanish class. There is conversation in the English Department about establishing a Writing Center at this site.

1. If not mentioned above, what are some other needs or challenges, either internal or external, affecting your program (include support and documentation for your contentions)?

Modern technology for each of the 6 classrooms would enable instructors to give a more professional presentation. Carts on wheels obstruct views and furniture needs to be reconfigured each time. Wires get in the way. We have 4 projectors for 6 rooms and this is a challenge. These projectors are 10 years old and continue to have down-time. In discussion with the counseling department and the counselor assigned to the site, it is determined that relocation of this office for student privacy is essential. Due to limited usable office space it was recently determined that combining 2 drop-in computer labs into 1 will free a private office for counselor and student. Close to the lobby there would be no hovering in the hall waiting for an appointment. Purchasing 8 stations for 8 computers will give the site an additional work station for students. This challenge has a solution with Measure E funding.

**IV. Program/Student Learning Outcomes**

Complete the program/student learning outcome matrix for your program(s). If assessments have not been completed, provide an update of your program’s work to assess your program-level student learning outcomes.

|  |  |  |  |
| --- | --- | --- | --- |
| **Program/Student Learning Outcomes**  | **Assessment / Measurement**  | **Result** | **Use of Results**  |
| 30 % of students will utilize services provided at the Morgan Hill site | Morgan Hill site Survey. | Students create their ed. plan with a counselor prior to enrollment. 26% of students wanted wi-fi. | Students take advantage of counseling hours once a week.Wi-fi was installed in 2012. |
| Students will use information they receive from Morgan Hill's site front desk. | Morgan Hill site Survey. | Attend tutoring on the day offered due to flyers at the front desk. 10% of Math students prefer better times for tutoring. | Students notices flyers at the registration counter more than on bulletin boards |
| Students will use knowledge of site-based student services to access those services. | Morgan Hill site Survey. | Students are able to have more confidence due to help from librarian when writing term papers | A librarian is on site to offer help in research papers 2 times each week |
| Improve promotion of site services offered for new students at Morgan Hill | Survey a sample of students with a one page questionnaire | Spanish tutor is not utilized as she should. Rotate hours may improve participation. Spanish 1A is offered early a.m.; tutoring is offered late p.m. | We now offer a tutor for Spanish language at all levels along with tutoring for all other subjects |
| Increase use of technology in classroom through the use of STEM mobile lab. | Stem lab log (# of times different instructors use STEM lab) | STEM in the classroom is a great advantage to students and frees lab for computer based classes. This lab should be used for other classes. | STEM lab log is used only for Math 5 and could be used by other instructors |

**V. Program Plan/Budget Requests**

A. List goals and objectives for the next three to five years that will address the needs and trends identified above and in your course and program level SLO assessment results.

 Mounting of projectors to ceiling would eliminate difficulty in delivering instruction. Carts obstruct view of tables behind and students need to find room to view presentation. There is also danger in tripping over extension cords. Carts are 10 years old and are in constant need of repair. One hundred 6 or 8 foot tables will replace the 15 year old tables that cause splinters and cause damage to clothing. Having a larger selection of general education classes at this site will bring up enrollment. Expanding the Administrative of Justice and Child Development classes to where they were 4 years ago will enable our students to continue with their majors close to home. Expanding counseling days will support services at this site. Expanding tutoring hours and adding a writing center will provide needed assistance to the students.

1. **Provide your current Program Plan (required) which should include these goals and objectives.**

 **Alternative delivery of courses and services such as online, hybrid and high step**

**Status as of spring 2014:** MHG offersonly2 hybrid CSIS classes. Few students appear in person. The lab is not available for two nights due to this hybrid class. Instructors are now using internet presentations and DVDs. This has led to a challenge with 6 classrooms and 4 carts. The 2 labs usually have a class.

**Assessment:** Having 6 rooms and 4 carts at times creates a problem. If two rooms could have a mounted projector we could service the other 4 rooms with carts on wheels. We have set up 2 DVD players in 2 classrooms. This has eliminated the use of a cart.

Use data to plan a complete general education transfer pattern of courses and appropriate basic skills and career technical courses at Hollister and Morgan Hill facilities, and the Gavilan campus in the evenings and weekends.

**Status as of spring 2014:**

Starting in the fall, 2013 a pilot Math jumpstart program will be taught to help the students to finish all remedial Math prerequisites in one year. A mandatory boot camp section – Math 415 – will be offered. This will help students who normally take two or more years get through the Math in one.

Business Office Technology (BOT) is taught only in fall semester. No weekend classes are held at this time. Evening classes do have a large student population. MHG has approximately 460 students weekly.

**Assessment:** Changing Math courses will assist students to get on a 2 year track at Gavilan College and transfer. Additional vocational courses can provide a new career in this current job market. Offer BOT both fall and spring; offer Quick Books as well as Payroll Accounting.

Increase the student success rate and/or who can transfer within two years.

**Status as of spring 2014:**

Progress on this has only just begun. The Gavilan Outreach Team, of which I was a part of, went to high school campuses talking to seniors about the Morgan Hill site of Gavilan College. It was made clear to them about costs, success rates transferring to a four year college. Fall registration shows a high number of recent high school graduates attend. The major changes to the Math sequence will make a difference.

**Assessment:** Classes at the MHG site are limitedand ourstudents must take additional units in Gilroy. Boot camp for Math students will make a faster transfer rate.

Improve and maximize student support services to encourage student engagement, with special attention to off-site campuses.

**Status as of spring 2014:**

MHG offers student services on a limited basis. Counseling, tutoring, library, book sales and now we offer Accuplacer assessment testing. The use of STEM laptops are only used for Math 5. Security guard was discontinued due to lack of funding. The services we do offer are used continually. Having a second student drop in lab enables the second room to be a quiet study room, as well as access to computers. MHG now has a vending machine from the Book Store which can distribute class supplies.

**Assessment**: With the present budget, the MHG site provides weekly counseling, tutoring, and library research. We can provide financial aid assistance now that Irma has been trained on basic questions and answers. It is possible that Irma can process Board of Governor Fee Waivers in Morgan Hill. This would enable a student to know if they qualify for the fee on the spot and pay the remaining balance at that time.

Provide appropriate technology and support for teaching, student success and administrative services.

**Status as of spring 2014:**

The four carts are used by the majority of instructors. WiFi has made a considerable difference at the site. The constant traveling of the carts has left them needing frequent visits from the audio/visual department for adjustments and maintenance. Modern technology is needed at this site. We have signed another 5 year lease so investment in mounting projectors would help the teaching and learning for both instructors and students.

**Assessment:** Technology needs to come to Morgan Hill. Computers on the carts will need to be replaced. Suggestion is to spend this money making smart classrooms for at least 4. Moving furniture in the rooms to accommodate the cart causes frequent repair to table legs.

Develop a process to coordinate courses, programs and services among all campuses as the college expands.

**Status as of spring 2014:**

This year the site reduced many of the certificated classes with only one AJ class, 3 Child Development classes, 1 accounting class and Photoshop 1 is offered but not the next level. MHG is down to 1 communication class (small group). This is a hardship for students who must find transportation to Gilroy to complete a certificate.

**Assessment:** Morgan Hill was a destination for students studying for a career in A.J. and CD. Late afternoon or evening classes for AJ had full enrollment. MHG enrollment was larger when we offered Conversation Spanish, evening classes such as history, and communications. I believe Span. 1A will be offered in the fall in MHG. With this, if Span. 8B can follow at this site in the future, this would be an attraction.

Publicize opportunities and impacts of grant-funded programs

**Status as of spring 2014:**

No change in this year. There has been a commitment from CSIS that new computers will be upgraded for Photo Shop 1. I do not know if this comes from a grant-funded program.

**Assessment:** No information on opportunities to write a grant for the needs at the MHG site. I would definitely apply if I knew who gives grants for modernizing classrooms with updated technology.

Prioritize and improve dialogue and transparency concerning program, departmental, divisions, college, and district activities and plans with special attention to the inclusion of students, classified staff, and part-time faculty.

**Status as of spring 2014:**

Dialogue between departments has always been a high priority at the Gavilan campus. Monthly managers’ meetings, bi-monthly admissions & records, student service meetings keeps all of us informed. An annual evaluation with my supervisor alerts me to what is good or what can be better. Periodic meetings with research director assist me in keeping on target for student learning outcomes. The Morgan Hill site is small enough that we have a good relationship with faculty and students. Encouraging and helping students is a priority.

**Assessment:** All of the above interactions and dialogue are important. I would suggest a departmental meeting with deans to review what classes can be held at the sites.

Create opportunities to improve integration and collaboration at every level, with emphasis on student success, e.g., a college hour, staff development opportunities.

**Status as of spring 2014:** Interaction continues with faculty and students at MHG. I am hopeful that Career Day on 3/27 is a success due to staff outreach to instructors and students. The Education Committee of the Morgan Hill Chamber of Commerce has reached out to deans and instructors to identify and strategize target areas of need with college students. We have engaged dean of Vocational & Technology, CTE, STEM, MESA, CalWorks, Community Education to participate. The Chamber is reaching out to local businesses to inquire of tours, interns and determine if it is a match that Gavilan instructors can make with appropriate businesses. An individual from the Chamber will serve on the MESA Advisory Board.

**Assessment:** Due to the excitement generated with an initial meeting, potential areas have been explored between the MH Chamber and Gavilan College. Internships and job shadowing will prepare our students for the workplace. This partnership has led to a presentation from Gavilan parties to the Education Committee in May, 2013.

Strengthen and augment means for students to communicate among themselves and to the broader campus community on issues of common concern.

**Status as of spring 2014**: Participation for events on the Gilroy campus is posted in the lobby, classrooms and bulletin boards in the hallways. We have non-traditional students that attend block classes in MHG and do not have opportunity to attend campus events. Issues of common concern for the MH students, unfortunately, have been auto burglaries.

**Assessment:** Classes have formed study groups and communicate among themselves at this site.ASB should update benefits of purchasing an ASB student card and distribute that to the sites.

Broaden contacts and communication with local high schools, businesses and agencies so such collaboration and feedback is widespread and frequent in all sectors of campus.

**Status as of spring 2014:**

Community outreach is continuous. MH Chamber completed the 2nd annual MHUDS Rock the Mock. Local leaders interview high school seniors, review resumes and spend 20 minutes mentoring about 180 seniors. Community Spirit Awards are presented annually by Gavilan to a business, individual and non profit. This Chamber Membership Business Leaders Lunch will have Dr. Rose as a speaker in June. Business Focus Group meets weekly at the MHG and the Career Days has been presented by our Career Center Specialist. Education Committee has partnered with MESA, STEM ad CTE. This will help in many ways, one being distribution of Science Alive brochures to both middle schools in the MH district.

**VI. Self Study Summary**

Since this off-site was established in 1998, it has taken 15 years to build a presence in the community. Gavilan is well represented at community functions and involved with the school district, always promoting the Gavilan College and its site. For the annual October Chamber of Commerce breakfast, Gavilan hosts the Community Spirit Awards with an audience of 70+ in attendance. Outreach by the college goes to both high schools and the alternative high school. “Rock the Mock” is now in its third year where business members of Morgan Hill volunteer to do mock interviews with high school students. Gavilan is represented by the site director and brings awareness of the site and the classes offered right in their own community. The Taste of Morgan Hill, now in its 25th year, is a free family festival over a 2 day period. Gavilan College is a vendor and gives first-hand knowledge of what Gavilan offers to residents of all ages. The Morgan Hill Chamber of Commerce hosts Celebrate Morgan Hill annually. At this banquet with an audience of 275 business leaders, residents honor a man, woman, volunteer, business, educator and student. For the past 3 years, Gavilan College was honored for Woman of the Year and twice for Educator of the Year. For further community outreach, the site director is an ambassador for the Chamber of Commerce, president of Leadership Morgan Hill, volunteer fundraiser for the annual YMCA capital campaign each February and serves on the board of directors for United Way Silicon Valley.

The site director organized a tour to learn about certain businesses in Morgan Hill. Five Gavilan College administrators, including one trustee, participated. The Assembly Member from Sacramento took at group of 10 in passenger vans for a tour of the city, stopping at Anritsu Co., a tele-communications firm, Solar City, solar energy firm, Anaerobe Systems, a bio-medical plant and a local winery for lunch. The purpose of the morning was for Gavilan admin to understand what various corporations are seeking in hiring and for internships jobs. This was accomplished. Another tour will be set up with a different variety of firms.

Due to the downward turn in our economy, a change in our student’s lifestyle has taken place. The trend is to take classes close to home, job and transportation. When the site first opened in 1998, it functioned separately from the Gilroy campus. This is not now the case. Services and staff hours are coordinated so our students have an easy transition between Gilroy and Morgan Hill campuses.

At this site, services consists of tutoring (both general education subjects and Spanish), counseling (one day each week), monthly assessment tests. Library assistance (2 mornings each week), Financial Aid assistance with BOG forms. The Program Service Specialist has been trained at the main campus and is able to answer most questions satisfactorily. The next step is to have additional training to approve, at the site, a BOG form. This would be entered into Banner immediately. This is especially helpful during deregistration time when a large balance is due. The site has 7 stations at our drop-in lab, on site book store sales for Morgan Hill classes; Go Print card machine with cards and reloads; ASB cards printed; class schedules, registration and payments, adds and drops are all done in person; all forms are available, first aid and health information accessed; site kiosk for students to check status of their personal file, vending machine for school supplies; counseling check-in kiosk in the lobby.

Classes offered spring, 2014 are similar to fall classes. 25 general education classes, mornings, afternoons and evenings, 4 Child Development; 10 CSIS; 1 PE, 2 vocational education; 1 business office tech.; and 3 ESL non credit classes.

The site is used at a minimum on Sat. with 1 ESL class and on Sun. with one CSIS class. The site has open lab on Sun. from 4 – 7:30 pm. Although this has not occurred in many years, it would be advantageous for the site director to meet with deans from vocational education and liberal arts & sciences to discuss class offerings, times and days in order to utilize fully the 6 classrooms and 2 labs. This should happen in the planning stages of a semester schedule, not at the schedule draft when curriculum is already set. For several years now, the MH Community Playhouse is the location of Gavilan’s Humanities 6 class for Contemporary World Cinema. Students enroll in this 3 unit class as well as community residents enrolling for non-credit. This theater is adjacent to the site.

As mentioned, this site is lacking in modern technology and updated furniture. Challenges occur each day with computers on wheels. They obstruct view of students, desks/chairs are rearranged and cords are easily tripped on. With 6 classrooms and 4 C.O.W.’s this in itself creates a challenge. SMART rooms is what we have been asking for. Along with this lack of proper equipment, 16 years of moving tables has resulted in wobbly legs and splintered ends. This hazard damages clothing and creates splinters on fingers.

In order to accommodate student confidentially, I have recently asked for a bid for 8 computer stations for a drop-in room. Switching the counseling office to the present drop-in computer room will allow for counselor/student privacy. Although we presently have 2 drop-in rooms, with 4 stations in one and 3 in another, combining one room with 8 stations will suffice and be more efficient. This funding will also be requested from Measure E.

It is a request of this site that a writing center can be put in place. Spring semester has 6 English classes and students/faculty have requested this.

This site has a number of daily Cal Works students. It would be appropriate that a counselor from that department schedule a weekly appointment schedule at the site. With a move into a larger office, a general education counselor every Wed. and a Cal Works counselor on another day, there is enough space to accommodate file cabinets for both. Along with this thinking, a DRC counselor might make appointments, as needed, at this site.

To summarize, the Morgan Hill site maintains the highest ethical standards in order to establish an atmosphere of cooperation and professionalism. We are proud of the Morgan Hill campus, its faculty, staff, students and the atmosphere provided.