

Comprehensive Program Review Goals:

LEARNING SUPPORT OUTCOMES

LEARNING SUPPORT OUTCOMES	Students that attend Educational Planning & Registration workshops will feel comfortable navigating InSite tiles to check their email, canvas, financial aid status, and access the LMC Support Hub. Students will also learn how to find resources to register & search for classes and how to add classes after the semester has started.	Develop program coordinators skill set pertaining to project management, including initiation, planning, execution, goal and milestone setting, and communication. Program coordinators will learn how to use the Asana as a project management software as the department tool for project management.		
TARGET	Student	Employee		
MEASURE	Will gather data by having students complete a post workshop survey at the end of each workshop. Questions for each topic will ask students how they would score their knowledge of each subject prior to attending followed by a question asking them to score their knowledge after having attended the workshop. Students will score their level of comfort navigating each resource with 1 reflecting little to no understanding and 5 reflecting expertise and mastery level understanding.	At the end of each training, program coordinators will answer questions using a Likert scale to indicate their level of confidence using a new framework for practice, their personal evaluation of how much they learned as it pertains to project management organization, and a self-evaluation on their skill development using Asana as a project management software.		
STATUS	New Goal	New Goal		
INSERT LINK TO COMPLETED LSO REPORT	https://email4cd.sharepoint.com/:w:/s/LMCStudentOutreach/EQb15IfEnQdPrkZadOqSc1cBp1xynvTC1gySvvXLxGKXpg?e=jsD0uS	https://email4cd.sharepoint.com/:w:/s/LMCStudentOutreach/EU2dVUVTaC1PmDfZyLYCzVMBIGHbUCJxQTdtPyFvIzWwjjw?e=oKa9nX		
NEXT STEPS	Develop a post-survey for the educational planning & Registration workshops to be administered at the end of each workshop upon students completing their registration.	As a team, the department will collectively participate in Asana online courses and watch selected video tutorials that are a part of the Asana academy. The focus will be to break work down into actionable items for whole team collaboration, setting up and organizing tasks, improving team communication, and building a successful project plan in Asana with actionable tasks to execute the work.		
RESPONSIBLE PARTIES	Maryam Portillo Robert Delgado	Maryam Portillo Outreach Team		

ALIGNED STUDENT SERVICES THEME	Student Engagement & Success	Empowering Student Services Professionals		
ALIGNED COMPREHENSIVE PROGRAM REVIEW GOALS	In partnership with Counseling evolve the Outreach registration workshop into an Educational Planning & Registration workshop in which both Counseling and Outreach collaborate to provide students with the opportunity to receive support selecting their first semester of courses and registering by spring 2022.	By September 2018, put forth the structure for an on-going professional development training series for outreach staff in the area of student communication and interactions, student equity facilitation, and student support technologies		