



## Program Review Annual Update

1. **Department:** Kinship
2. **Reporting year:** 2013-2014
3. **Names of the individuals participating in the review:** Denise Stevenson, Director of Kinship, and Tiffany Stone, Kinship Admin. III
4. **Progress Report: Review previous IPR or NIPR and/or annual update. Describe progress made on any recommendations and any changes made within the program.**
  1. Seek to change the structure of the programs foundation by aligning it with the other programs within the system. *In-progress*
    - Increased program hours to align with other statewide programs. Anticipated June 2014.
  2. Purchase a new docking laptop computer. *Completed*
    - Laptop purchased in summer 2013.
  3. Seek out ways to make workshops FTE generating. *In-progress/On-going*
    - Investigating new modes making applications electronic and offering online courses.
  4. Look for new avenues to announce upcoming workshops. *In-progress*
    - Utilize new student email system
    - Investigate social media advertising
  5. Work to achieve the 100-hour minimum training. *In-progress*
  6. Collaborate with other agencies to provide large trainings in an effort to maximize training moneys and to encourage individuals who might not otherwise consider taking workshops from the LCC Kinship Program. *In-progress*
    - In fall 2014, the department will be facilitating and participating with the multi-county level event (CAMP).
  7. Keep non-enhanced expenditures to under 20% of total spending. *Completed*
    - Completed in 2012-2013
  8. Revise assessment survey to better reflect SLO. *Terminated*
  9. LCC Kinship Program recommends that the Kinship Classroom and Library stay together in one place for consistency and convenience of participants. *Completed*
    - In spring 2013, it was determined that the program should remain near the library.
  10. Continue to use the survey to monitor and improve upon the program. *Completed/On-going*
  11. Incorporate portions of the presenter's proposal into the Personal Service Agreement so that the Board of Trustees will have a better idea of the content of each workshop. *Completed*
    - Information has been submitted to the board annual as of spring 2013.

12. Continue to develop a pool of highly qualified local resources. *Completed*
  - Agencies are seeking out the program to provide presentations on topic of interest to Kinship providers.
13. LCC Kinship Program will implement written criteria for presenters assuring expertise in the subject matter being presented the program continue to seek out and contract the highest quality presenters. *Completed*
  - In spring 2013, a standard pay rate was implemented by the department.
14. To develop a stronger relationship with the Lassen County Child Protective Services. *Completed*
  - In spring 2013, meetings began occur on a quarterly basis.
  - The emphases of the meetings have revolved around program and course offerings.
15. LCC Kinship Staff continue to receive training and updates on the complex issues of Kinship Education though professional development activities and state training conferences. *Completed*
  - Attends 3 meetings per year at minimum based on the state's mandates.
16. LCC Kinship Education Program continuing to adhere to FKCE standards and collaborate with other community groups to maximize resources. Continue to use the Self-Review and Program Plan Process to achieve FKCE standards and goals. *Completed*
  - In spring 2013, self-review process was completed.
17. Update the library by purchasing only materials suggested by the California Community College Chancellors Office (CCCCO). *Completed*
  - In summer 2013 materials and books were purchased based on CCCCCO recommendations.
18. LCC Kinship Program recommends that the staff continue to attend the State and Regional trainings to stay current on all issues concerning Kinship. *Completed/ On-going*
  - The staff attends the regional and statewide meeting based on budgetary capabilities.

**5. Outcome Assessment (SLOs/PSLOs/AUOs):**

The assessment of 2012-2013 showed the achievement target of AUO1 was partially met with three of the six metrics meeting the achievement target.

**6. Curriculum:** Not applicable

**7. Program Emerging Needs Assessment: Describe needs that have developed since the previous review. Consider emerging needs in staffing, equipment, training, facilities, or funding, Include data sources in the previous item that support emerging program needs.**

- Increase Admin. III hours to 37.5 + benefits (\$25,100.00)

**8. Progress and Reprioritization of Recommendations:**

- a. Review the prioritized recommendations in the previous program review.
- b. Record outcomes of items in the planning agendas for each section.
- c. Specify any changes in priority as well as any additions or deletions.
- d. Provide updated planning agenda forms for each planning committee.

Table 1. 2013-2014 Kinship Prioritized Recommendations Requiring Institutional Action for Inclusion in Educational Master Plan

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost	Expected Outcome

Table 2. 2013-2014 Kinship Prioritized Recommendations Requiring Institutional Action for Inclusion in Human Resource/Professional Development Master Plan

<b>Strategic Goal</b>	<b>Planning Agenda Item(s)</b>	<b>Implementation Timeframe (Year)</b>	<b>Estimated Cost</b>	<b>Expected Outcome</b>
1	Increased hours for Admin. III	2015-2016	25,100.00	Increase hours to meet workload demand

Table 3. 2013-2014 Kinship Prioritized Recommendations Requiring Institutional Action for Inclusion in Facilities Master Plan

<b>Strategic Goal</b>	<b>Planning Agenda Item</b>	<b>Implementation Time Frame</b>	<b>Estimated Cost</b>	<b>Expected Outcome</b>

Table 4. 2013-2014 Kinship Prioritized Recommendations Requiring Institutional Action for Inclusion in Institutional Technology Master Plan

<b>Strategic Goal</b>	<b>Planning Agenda Item</b>	<b>Implementation Time Frame</b>	<b>Estimated Cost</b>	<b>Expected Outcome</b>

Table 5. 2013-2014 Kinship Prioritized Recommendations Requiring Institutional Action for Inclusion in Student Services Master Plan

<b>Strategic Goal</b>	<b>Planning Agenda Item</b>	<b>Implementation Time Frame</b>	<b>Estimated Cost</b>	<b>Expected Outcome</b>

**9. Additional Information: Describe or note additional information pertinent to the program, particularly information which supports new needs or growth or that documents program successes.**