

CaWORKs

Annual Update 2016

LASSEN COMMUNITY COLLEGE

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CalWORKs

Annual Update

Progress Report

Review previous NIPR and/or annual updates. Describe progress made on any recommendations. Describe any changes made within the program.

1. Continue to provide a professional and functional area for the Lassen Community College (LCC) CalWORKs student's needs for academic, career, and employment needs. *On-going*
 - a. The LCC CalWORKs Career Center in DM130 has 10 computers for student use to support student success in academic, career and employment endeavors. A career library of printed material is also available in the LCC CalWORKs Career Center for student use.

2. Continue to work collaboratively with the local social services department in order to provide a meaningful and successful process for the LCC CalWORKs student's academic and career goal attainment. *On-going*
 - a. Multiple face to face meetings and presentations have occurred between LCC CalWORKs staff and Lassen County Department of Community and Social Services personnel.

3. The LCC CalWORKs program needs to work on having additional supportive services including but not limited to, mental health, domestic violence, homelessness, drug abuse, and alcohol abuse to further enable LCC CalWORKs students to overcome obstacles and be successful. *Completed*
 - a. LCC CalWORKs budget does not allow expenditures for mental health, domestic violence, homelessness, drug abuse, and alcohol abuse. These services are funded out of other programs. In a cooperative effort to support student success for students experiencing any issues related to the above, the LCC CalWORKs intake form is in the revision process. The revised version will further facilitate student referral to appropriate supportive service agency.

4. Implementation of a LCC CalWORKs progress report. *Completed*
 - a. A progress report was developed. The progress report is to be completed by LCC instructors and returned to the LCC CalWORKs office who will then forward the student data directly to Lassen County Department of Community and Social Services.

5. Require LCC CalWORKs students participating in the LCC CalWORKs Work-Study Program to enroll in and complete LCC Cooperative Work Experience Education I and II. *Revised*
 - a. LCC CalWORKs and Work Experience maintain a cooperative relationship.

6. Continue to complete all LCC CalWORKs forms, documents, and reports in a timely manner. *On-going*
 - a. LCC CalWORKs Program Plan and Budget forms were submitted to the California Community College Chancellor's Office by the deadline.

7. Increase the involvement of LCC CalWORKs with the employment services by requiring regular contacts and progress reports. *Completed/On-going*
 - a. LCC CalWORKs work-study students and their employers receive monthly contact from the LCC CalWORKs office. Routinely this contact occurs during the collection of timesheets; often additional communication occurs through campus and community informal interactions. LCC CalWORKs work-study students are evaluated monthly by their supervisors on their quality of work, dependability, job knowledge, reliability and overall performance. This information is reported to the LCC CalWORKs office and follow-up occurs where student skill deficiency is noted.

8. Increase LCC CalWORKs enrollments. *On-going*
 - a. Recruitment efforts for 2014-2015 have included presentations at Integrated Case Worker meetings, Discover Lassen College, LCC College Fair, LCC Counselor Luncheon, and a weekly ad in the Lassen County times. Each semester campus research is conducted to identify potentially eligible students on campus and contact is initiated to determine their interest in the LCC CalWORKs program. Additionally a CalWORKs check box has been added to the LCC application.

9. Continue to provide individual orientations to all participants. *On-going*
 - a. Each term every LCC CalWORKs student receives an individual orientation.

10. Hire a part-time student assistant if budget allows. *Completed*
 - a. A .75 FTE Administrative Assistant II position has been filled.

11. Continue staff's attendance at State and Regional trainings to stay current on all issues concerning LCC CalWORKs. *On-going*
 - a. LCC CalWORKs Program Assistant has received training via telephone conferences with Cristina Mora, CalWORKs New Directors Training, CalWORKs Association Conference, and meetings with Lassen County Community and Social Services personnel.

12. A centralized location for the LCC CalWORKs/Career Center office that is more user friendly. *Completed*
 - a. November of 2016 the LCC CalWORKs office will be relocated upstairs in the Creative Arts Building.

13. Create LCC CalWORKs office forms that are professional and uniform. *Completed*
 - a. A LCC CalWORKs application, book loan, work-study authorization, employer agreement, work-study time sheet, billing statement, student file checklist, and progress report have been created.

14. Update LCC CalWORKs information on the LCC webpage. *In-progress*
 - a. Update information, add an online application, and a link to the community resources guide.

Administrative Unit and/or Student Learning Outcomes

Note emerging needs based on assessment of AUO and/or SLO. Note any planning or budget changes based on assessment of AUO and/or SLO.

CalWORKs does not have any emerging needs, planning or budget changes at this time.

Program Needs Assessment

Describe new needs that have developed since the previous review. Consider new needs in staffing, equipment, training, facilities, or funding. Make sure to include data sources in the previous item that support emerging program needs.

A .75 FTE Administrative Assistant II has been hired in the CalWORKs department.

Progress and Reprioritization of Recommendations

Review the prioritized recommendations in the previous program review. Record outcomes of items in the planning agendas for each section. Note any changes in priority as well as any additions or deletions. Provide updated planning agenda forms for each planning committee. See next page.

Prioritized Recommendations for Inclusion in Institutional Effectiveness Master Plan

CalWORKs 2016

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome

Prioritized Recommendation for Inclusion in Student Services Master Plan

CalWORKs 2016

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome

Prioritized Recommendations for Inclusion in Educational Master Plan
CalWORKs 2016

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome

Prioritized Recommendations for Inclusion in Human Recourse Master Plan
CalWORKs 2016

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome

Prioritized Recommendations for Inclusion in the Facilities Master Plan
CalWORKs 2016

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome

Prioritized Recommendations Inclusion in Institutional Technology Master Plan

CalWORKs 2016

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome

Additional Information

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

Lassen Community College Master Plan Overview

Six master plans comprise the Comprehensive Institutional Master Plan. Recommendations from program reviews will be input into the selected master plans as determined by faculty in the prioritized recommendation spreadsheets. To better understand which master plan might be most appropriate for each program recommendation, a summary/objective of each plan is included below. More information can be found in the Shared Governance and Consultation Council Handbook and the Comprehensive Institutional Master Plan.

Institutional Effectiveness Master Plan (IEMP): the IEMP addresses college needs not addressed in other plans. These needs include research, governance, outcome assessment, and administrative operations.

Educational Master Plan (EMP): The EMP addresses the instructional planning needs of the college.

Student Services Master Plan (SSMP): The SSMP highlights the services needed to maximize the student experience through a variety of key student support services.

Institutional Technology Master Plan (ITMP): The ITMP addresses the technology needs of the campus.

Facilities Master Plan (FMP): The FMP addresses the physical infrastructure, facility, and maintenance needs of the campus.

Human Resources Master Plan (HRMP): The HRMP identifies and manages the administrative functions of recruitment, selection, evaluation, and professional development needs of the College to ensure a fully-staffed and highly functioning team of employees.