

2017 TRiO Annual Program Plan

TRIO TRiO

I.A. Describe the program(s) to be reviewed. What is the purpose of the program and how does it contribute to the mission of Skyline College? (**Program Profile: Purpose**)

Narrative

The mission of TRiO is to enable and facilitate the academic success of low income, first generation college students and students with a learning of physical difference or disability., TRiO objectives are to increase student persistence, good academic standing, and graduation/transfer of program participants.

The TRiO mission is directly aligned with Skyline College. We are positioned to help students Get In...Get Through...Get Out..OnTime

Associated Objectives

 [168-Good Academic Standing](#)

 [164-Persistence Rate](#)

II.A. Describe the progress made on previously established program objectives (goals) including identification of achievements or areas in which further effort is needed. Programs which have not yet established CPR/APP objectives should discuss progress on program implementation or activities. (**Analysis: Progress on Prior Program Objectives (Goals) and Activities**)

Narrative

The TRiO transfer objective as required by the US Department of Education, is directly aligned with the mission and core of Skyline College, to prepare students for a quality education, "To empower and transform a global community of learners." The ability for students to achieve their educational goals and transfer to their desired institution will increase their autonomy, empowerment and opportunity.

Associated Objectives

 [171-Transfer](#)

II.B. Describe any recent external or internal changes impacting the program or which are expected to impact the program in the next year. Please include when the specified changes occurred or are expected to occur. (**Analysis: Program Environment**)

Narrative

TRiO recently hired a full time Math Coordinator who also coordinates TRiO STEM tutoring. Although the person is shared with the Math Department, it will allow a deeper examination of program services related to STEM major outcomes and TRiO tutoring.

II.C. (1) Instructional Programs Only: Describe what was learned from the assessment of course SLOs for the current and past year.

(2) Student Service Programs Only: If PSLOs are being assessed this year (3-year cycle), describe what was learned. If no assessment was done because this is an off-cycle year, please state that this item is not applicable. (**Analysis: Student Learning Outcomes (SLOs and PSLOs)**)

Narrative

This item is not applicable.

Associated Objectives

 [168-Good Academic Standing](#)

 [169-Graduation Objective](#)

 [164-Persistence Rate](#)

 [171-Transfer](#)

III.A. Consider the previous analysis of progress achieved, program environment, and course-level SLOs or PSLOs (if applicable). What are the key findings and/or conclusions drawn? Discuss how what was learned can be used to improve the program's effectiveness. **(Reflection: Considering Key Findings)**

Narrative

According to the US Department of Education TRiO has surpassed its good standing, persistence and graduation objectives, seek below:

2015-16 Persistence Rate					
Number of Participants Funded to Serve	Number of Participants Served	Number Persisted	Approved Persistence Objective	Actual Persistence Rate	Difference Between Goal and Outcome
330	433	373	60%	86%	+26

2015-16 Results for the Good Academic Standing (GAS) Objective					
Number of Participants Funded to Serve	Number of Participants Served	Number in GAS	Approved Persistence Objective	Actual Persistence Rate	Difference Between Goal and Outcome
330	433	397	82%	92%	+10

2015-16 Results for the Associate's Degree or Certificate Attainment Objective					
Cohort Year	Number of Participants in Cohort	Number Attaining Associate's Degree or Certificate	Approved Associate's Degree – Certificate Objective	Actual Associate's Degree – Certificate Attainment Rate	Difference Between Goal and Outcome
2012-13	161	70	35%	43%	+8

III.B. If the program participated in assessment of ISLOs this year:

- (1) What are the findings and/or conclusions drawn?
- (2) Does the program intend to make any changes or investigate further based on the findings? If so, briefly describe what the program intends to do. (**Reflection: ISLOs**)

Narrative

TRiO did not undergo an ISLO evaluation; it is not applicable at this time.

IV.A. Indicate whether the program is continuing implementation of the last CPR strategy or revising the strategy. Please describe the modifications if revisions are intended.

Note: Any new strategies should be linked to Institutional Goals through creation of objectives in the next section. If the program has not yet participated in comprehensive program review, an annual or multi-year strategy can be defined in this item. **(Strategy for Program Enhancement: Continuation/Modification)**

Narrative

The program has not had the opportunity to implement CPR strategy or modifications.

IV.B. Based on the most recent CPR and any desired modifications, develop an annual action plan with related resource requests. No narrative response will be entered in this section, but the objectives you create will be printed automatically in the APP report under this item.

(1) To begin, click on PLANNING at the top of the page, then CREATE A NEW OBJECTIVE. To view previously created objectives, click PLANNING at the top of the page, then VIEW MY OBJECTIVE.

(2) IMPORTANT! Make sure to associate each objective to this standard in the APP. Need help? Contact the PRIE Office for further instructions. **(Strategy for Program Enhancement: Action Plan and Resource Requests)**

Narrative

TRiO has not participated in a CPR to date, but based on previous program outcomes, has developed a set of objectives to continue its academic success.

Associated Objectives

-  [168-Good Academic Standing](#)
-  [169-Graduation Objective](#)
-  [164-Persistence Rate](#)
-  [193-Post Baccalaurate Education](#)
-  [171-Transfer](#)

Task Details Report

Planning Year: 2017-2018

Planning Unit: TRiO
Unit Manager: Stokes, Michael

Objective: 164 - Persistence Rate

Objective Description:

Sixty percent (60%) of all participants served by the SSS Project will persist from one academic year to the beginning of the next academic year or graduate and/or transfer from a two-year to a four-year institution by the fall term of the next academic year.

Start Date: 4/28/2017	Task Type:	Priority Level: High	Task Order: 1
Due Date: 5/31/2018	Completion Date:	Task Status: New/Pending	Budget: \$0

1. Students will attend a minimum of 2 counseling appointments with TRiO Counseling faculty each semester.

Budget Remarks:

Date:	Name:	Remarks:
04/30/2017	Stokes, Michael	Funding for this objective is included in the counselor meetings for objective 1.

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
4/30/2017

Task Type:
Department/Division/Unit

Priority Level:
High

Task Order:
2

Due Date:
5/31/2018

Completion Date:

Task Status:
New/Pending

Budget:
\$0

2. Students will have an updated SEP to ensure progress to and graduation from Skyline College. The TRiO counseling faculty will monitor their progress and SEP development.

Budget Remarks:

Date:	Name:	Remarks:
04/30/2017	Stokes, Michael	Funding for this task is included in the meetings for objective 1.

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	



Task Details Report

Start Date:
4/30/2017

Task Type:
Department/Division/Unit

Priority Level:
High

Task Order:
3

Due Date:
5/31/2018

Completion Date:

Task Status:
New/Pending

Budget:
\$5,000

3. A minimum of 50% of program students will take part in programmatic activities (leadership, campus visits, TRiO Club, social events etc.) during the year.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
4520	TRiO	Varied costs for social events: 1,000 - Food 1,000 - Materials and supplies 2,000 - transportation 1,000 - leadership events. Program events will offer incentives for student involvement.	\$5000.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	



Task Details Report

Planning Unit: TRiO
Unit Manager: Stokes, Michael

Objective: 168 - Good Academic Standing

Objective Description:

Eighty two percent (82%) of all enrolled TRiO participants served will meet the performance level required to stay in good academic standing at Skyline College.

Start Date: 4/28/2017	Task Type: Department/Division/Unit	Priority Level: High	Task Order: 1
Due Date: 5/31/2018	Completion Date:	Task Status: New/Pending	Budget: \$39,600

1. Students will attend a minimum of 2 counseling appointments with TRiO Counseling faculty each semester.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
1251	TRiO	660 student appointments at 30 minutes each = 330 hours x \$60/hr average x 2 semesters. Counseling is required from all TRiO students.	\$39600.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
4/30/2017

Task Type:
Department/Division/Unit

Priority Level:
High

Task Order:
2

Due Date:
5/31/2018

Completion Date:

Task Status:
New/Pending

Budget:
\$13,800

2. Students with an academic need will sign up for TRiO tutoring, or the Learning Center if TRiO does not have the subject matter, each semester. Their progress will be reported by the tutor and monitored by the Math or English Coordinator.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
2392T	TRiO	120 students x 5 appointments (average) x 11.50/hr x 2 semesters = \$13,800 Students will receive TRiO tutoring when needed to improve academic performance.	\$13800.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
4/30/2017

Task Type:
Department/Division/Unit

Priority Level:
High

Task Order:
3

Due Date:
5/31/2018

Completion Date:

Task Status:
New/Pending

Budget:
\$2,300

3. Students will meet with an Academic Coach to refine their academic skills. Their progress will be reported by the Coach and monitored by the TRiO Counselor and Director.

Budget for this objective will be provided by TRiO and the Academic Coaching Program.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
1251	TRiO	200 hours x 11.50 per hour = \$2,300 - cost for individual student coaching meetings.	\$2300.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: TRiO
Unit Manager: Stokes, Michael

Objective: 169 - Graduation Objective

Objective Description:

A minimum of 35% of new participants served each year will graduate with an associate's degree or certificate within four (4) years.

Start Date: 4/28/2017	Task Type: Department/Division/Unit	Priority Level: High	Task Order: 1
Due Date: 5/31/2018	Completion Date:	Task Status: New/Pending	Budget: \$39,600

1. Students will attend a minimum of 2 counseling appointments with TRiO Counseling faculty each semester.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
1451	TRiO	660 student appointments at 30 minutes each = 330 hours x \$60/hr average x 2 semesters. Counseling is required from all TRiO students.	\$39600.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
4/30/2017

Task Type:
Department/Division/Unit

Priority Level:
High

Task Order:
2

Due Date:
5/31/2018

Completion Date:

Task Status:
New/Pending

Budget:
\$0

2. Students will have an updated SEP to ensure progress to and graduation from Skyline College. The TRiO counseling faculty will monitor their progress and SEP development.

Budget Remarks:

Date:	Name:	Remarks:
04/30/2017	Stokes, Michael	The costs for this objective are incorporated in step 1 as it is included in the time of the counseling session.

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
4/30/2017

Task Type:
Department/Division/Unit

Priority Level:
High

Task Order:
3

Due Date:
5/31/2018

Completion Date:

Task Status:
New/Pending

Budget:
\$13,800

3. Students with an academic need will sign up for TRiO tutoring, or the Learning Center if TRiO does not have the subject matter, each semester. Their progress will be reported by the tutor and monitored by the Math or English Coordinator.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
2392T	TRiO	120 students x 5 appointments (average) x 11.50/hr x 2 semesters = \$13,800 Students will receive TRiO tutoring when needed to improve academic performance.	\$13800.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
4/30/2017

Task Type:
Department/Division/Unit

Priority Level:
High

Task Order:
4

Due Date:
5/31/2018

Completion Date:

Task Status:
New/Pending

Budget:
\$2,300

4. Students will meet with an Academic Coach to refine their academic skills. Their progress will be reported by the Coach and monitored by the TRiO Counselor and Director.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
2392T	TRiO	200 hours x 11.50 per hour = \$2,300 - cost for individual student coaching meetings	\$2300.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: TRiO
Unit Manager: Stokes, Michael

Objective: 171 - Transfer

Objective Description:

At least 30% of new participants served each year will transfer from Skyline College with an associate's degree or certificate within four (4) years.

Start Date: 4/28/2017	Task Type: Department/Division/Unit	Priority Level: High	Task Order: 1
Due Date: 5/31/2018	Completion Date:	Task Status: New/Pending	Budget: \$19,800

1. Students will have an updated SEP to ensure progress to and graduation from Skyline College. The TRiO counseling faculty will monitor their progress and SEP development.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
1251	TRiO	330 student appointments at 30 minutes each = 165 hours x \$60/hr average x 2 semesters. Counseling is required from all TRiO students each semester and at least one session will focus on their SEP and future plans.	\$19800.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
4/30/2017

Task Type:
Department/Division/Unit

Priority Level:
High

Task Order:
2

Due Date:
5/31/2018

Completion Date:

Task Status:
New/Pending

Budget:
\$4,300

2. At least 50 students will attend a college visit to gain more information and exposure surrounding their college options.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
4610	TRiO	3 buses at \$1,000 each 4 vans at \$200 each lunch and supplies for 50 students at \$500 Costs for trips will be covered to limit student costs and increase attendance.	\$4300.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: TRiO
Unit Manager: Stokes, Michael

Objective: 193 - Post Baccalaurate Education

Objective Description:

Provide a transformative experience and exposure to graduate school and the process to get selected to the school of your choice by taking 5-10 TRiO students (with 2 staff) to the Annual National Ronald McNair Research Conference and Graduate Fair in Lake Geneva, Wisconsin, October 26-28, 2017, the SAEOPP McNair Graduate School Conference in Mobile, AL, February 12-16, 2018 or a related conference.

Start Date: 4/30/2017	Task Type: Department/Division/Unit	Priority Level: High	Task Order: 1
Due Date: 9/15/2017	Completion Date:	Task Status: New/Pending	Budget: \$200

1. Create promotional and student recruitment materials, interview and select candidates.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
4520	TRiO	Materials (flyers and pamphlets to be distributed throughout campus). Exposure and recruitment are required to select those students who would greatly benefit from the trip.	\$200.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 4/30/2017	Task Type:	Priority Level: High	Task Order: 2
Due Date: 9/29/2017	Completion Date:	Task Status: New/Pending	Budget: \$9,500

2. Register students for the conference, includes hotel and meals (\$500 x 10), as well as arrange airfare for all students and staff.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
4610	TRiO	Conference registration estimates (including hotel and meals) - \$500 x 10 Airfare - \$450 x 10	\$9500.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Start Date: 4/30/2017	Task Type:	Priority Level: High	Task Order: 3
Due Date: 2/28/2018	Completion Date:	Task Status: New/Pending	Budget: \$250

3. Arrange Teach Back sessions for Skyline College to inform and inspire students about the possibility of graduate school.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
4520	TRiO	Refreshments for the Teach Back session.	\$250.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	