

## 2019-20 Middle College Annual Program Plan

### I.A. Program Profile: Purpose

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?

#### **Narrative**

Middle College is an alternative education program offered by the South San Francisco Unified School District and San Mateo Union High School District in collaboration with Skyline College that provides high school students with an exciting and challenging learning environment where they can take control of their own education, complete high school graduation, and begin accumulating college credits.

Middle College students complete the requirements for high school graduation while enrolled in college courses on the Skyline College campus. Students take their high school courses that include self-development and college & Career exploration. Students can save \$25,000 in college expenses.

Middle College provides students with the opportunity to successfully transition from high school to college and directly aligns with Skyline College's goal of helping students "get in, get through, and graduate on time."

**I.B. Program Planning Team**

Annual program planning is intended to be a collaborative process which promotes dialogue and reflection. Please identify all individuals who contributed to or shaped the narrative. Include names and the title or role of each person.

**Narrative**

Dr. Raymond Jones, Director of MCSC

Martina Center, Retention Specialist

Chris Gibson, Dean of Language Arts

## **II.A. Analysis: Progress on Prior Program Objectives (Goals) and Activities**

Describe the progress made on previously established program objectives (goals) including identification of achievements or areas in which further effort is needed. New programs which have not yet established CPR/APP objectives should discuss progress on program implementation or activities.

### **Narrative**

The Middle College at Skyline College goals are as follows:

1. Establish a partnership(s) with the Districts to provide unique educational opportunities for selected high school students who are able to benefit from a challenging and stimulating program of study. MCSC has strong partnerships with South San Francisco Unified School District and San Mateo Union High School District. MCSC also needs to explore establishing a partnership with Jefferson Union High School District.
2. Provide academic pathways for students to earn a high school diploma through agreements that incorporate articulation and concurrent enrollment courses. MCSC currently has high retention and high school graduations rates with 97% of the 2018-2019 12th grade cohort graduating with a high school diploma.
3. Provide career pathways options for students to earn high school diploma and a Career Technical Education (CTE) certificate to enter the work force. MCSC has developed an effective relationship with the Strategic Partnerships and Workforce Development Division at Skyline College to help students explore career pathways and opportunities.
4. Provide post-secondary learning experience for students to earn units toward an associate degree and/or transferring to an institution of higher education. MCSC students are able to enroll in up to 11 college units each semester, and they will earn a minimum of 24 transferable college units while also earning a high school diploma.
5. Assist students with their effective assimilation into a college environment by providing requisite support services that promote academic success and social well-being. MCSC students receive the following support services: academic coaching, tutoring, retention specialists, academic counseling, career services, psychological/health services, and priority registration.

## II.B. Analysis: Program Environment

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.

### Narrative

1. **COVID-19 Pandemic:** The Spring 2020 COVID-19 Pandemic has required MCSC to move to distance education, which required all students and faculty to continue the learning off campus. The move off campus creates challenges for continuity of instruction and focus for both students and faculty as they had to transition quickly to off site instruction.
2. **Enrollment:** MCSC continuously works to increase enrollment and expand partnerships with area high school districts to help expand enrollment. The MCSC classified professionals and director have worked diligently to continue outreach and enrollment for the 2020-2021 academic year while under shelter in place. MCSC would like to increase enrollment from current partners, SSFUSD and SMUHSD, and has experienced challenges with both. SSFUSD faculty have expressed concerns about more students and funding being dedicated to the partnership with MCSC, and MCSC has limited outreach opportunities with SMUHSD since much of the SMUHSD service area falls under the College of San Mateo. MCSC has not yet established a partnership with Jefferson Union High School District, which would be a great starting point for additional enrollment.
3. **Faculty Turnover and Recruitment:** MCSC's excellent faculty is composed of 100% part-time instructors for both high school and college courses. This inherently creates periodic turnover and instability as some faculty seek full-time employment. MCSC has struggled to find instructors who possess single-subject credentials for high school instruction; for example, in Fall 2019, MCSC lost one of the high school instructors and were unable to find a qualified replacement until early Spring 2020.
4. **Classroom Spaces:** MCSC currently has two assigned classrooms (2-305 and 8-116) and has experienced challenges throughout its existence in securing classrooms for the high schools courses. Since the high school courses do not have CRNs, MCSC works with the Dean of Language Arts to find classrooms for the high school courses. MCSC has been able to borrow classrooms from other Divisions, which could be more challenging as B19 is used for swing space during the B2 renovation.
5. **Building 2 Renovation:** As Building 2 renovation moves forward, MCSC will transition to Pacific Heights (Building 19) for the duration of the construction. In the end, MCSC will have a modernized and state-of-the-art facility on the third floor of B2. During the construction, MCSC will continue to serve students in the B19 swing space starting in Fall 2020.

**II.C. Analysis: Student Learning Outcomes (SLOs and PSLOs)**

- 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.

**Narrative**

This item is not applicable.

### III.A. Reflection: Considering Key Findings

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.

#### Narrative

1. **Student Success:** Two major components in assessing the effectiveness of MCSC are high school graduation and post-secondary enrollment for MCSC students. 97% of MCSC students in the 2019 graduating class earned their high school diploma; this illustrates the dedication of both students and faculty to student success. 92% of MCSC students in the 2019 graduating cohort continue their education by attending a post-secondary institution. The collaborative nature of the MCSC classified professionals and faculty create an environment that supports students through their journey at MCSC, and the various support services integral to MCSC are a major part of the foundation for student success.
2. **Full-time Instructors:** Because MCSC faculty is wholly composed of part-time faculty, MCSC needs institutional support in hiring full-time instructors for the high school courses, which requires the faculty to have single-subject credentials for teaching high school. MCSC has excellent faculty, and their excellence means that we are in danger of losing them as they potentially pursue full-time teaching positions. There is the potential to work with current high school district partners to bring in qualified instructors by offsetting the cost of enrollment for the local high school districts.
3. **Enrollment and Recruitment:** With the goal of increasing enrollment, ideally to 120 students between the 11th and 12th grade cohorts, MCSC needs to continue to explore new partnerships and stronger partnerships with current partners. Increasing enrollment from SSFUSD and developing a partnership with JUHSD are two possibilities for expanding enrollment. MCSC is in the process of developing a stronger partnership with Marketing, Communications, and Public Relations to boost recruitment and outreach to students and families in the community.
4. **B2 Renovation:** As MCSC transitions to B19 for the duration of the B2 renovation, it will be essential that the support services continue uninterrupted. There are possible challenges with privacy for the office spaces for the MCSC retention specialists, who support students in a variety of issues that require confidentiality and care.
5. **Classroom Space:** The B2 transition will provide MCSC with two classrooms in addition to 8-116, giving MCSC 3 dedicated classrooms. MCSC will continue to need the support of campus partners and the Vice President of



Instruction's office to secure classrooms for the high school courses that do not have CRNs.

### **III.B. Reflection: ISLOs**

If your 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.

#### **Narrative**

MCSC did not participate in ISLO assessment this year.

#### **IV.A. Strategy for Program Enhancement: Continuation/Modification**

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.

##### **Narrative**

1. **Full-time Faculty:** In order for MCSC to have greater stability for students and the program, MCSC needs two full-time faculty with single subject credentials. This would minimize the challenge of finding qualified instructors for the high school courses and create greater access for MCSC students to their instructors.
2. **High School Partnerships and Enrollment:** MCSC needs to continue expanding partnerships with local high schools to expand enrollment with the long-term enrollment goal of 120 students for the 11th and 12th grade cohorts combined. MCSC has a great opportunity to establish a partnership with JUHSD as it is located within Skyline College's service area and already has strong partnerships with dual enrollment.

##### **Associated Objectives**

[1119-Full-Time Faculty](#)

#### **IV.B. Strategy for Program Enhancement: Action Plan and Resource Requests**

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. Institutional Goals. Need help? Contact the PRIE Office for further instructions.

#### **Narrative**

#### **Associated Objectives**

[1119-Full-Time Faculty](#)