Program Review Plan of Action for TRIO Program

TRIO Programs will incorporate the SLCC goals of: 1) increase student completion; 2) improve transfer preparation and pathways; 3) achieve equity in student participation; and 4) achieve equity in student completion through short and long-term activities developed as a result of the self-study process and from the recommendations made by the site review team, the AVP, and the VP for Student Affairs. Progress toward these goals will be reported on within six months of Program Review and then every year as part of our annual assessment and highlights reports.

Department Name: TRIO Educational Talent Search (College Bound) Program

Program Review Plan of Action – March 8, 2017

Goal	ST-LT*	Action	Timeline	Progress
ETS – Increase collaboration with partner schools	*ST*	*-Schedule meetings with each partner school Principal and School Counselors at least once per term.* *-Provide program activities and updates to partner school contacts regarding students served and activity involvement at least once per term.*	*-At least one meeting each term* *-At least one meeting each term*	
ETS – Identify high school seniors in each partner school to align them with resources	*ST*	*-Track and document each high school senior's college choice and connect high school seniors to colleges' resources, ie., Admissions, SSS, STEM, FYE, College Outreach and Access activities, etc., staff members.*	*-Ongoing*	
ETS – Increase visibility of the ETS (College Bound) Program	*ST*	*-Transition ETS (College Bound) to Outreach and Access by Spring 2017.* *Share program objectives, retention rates, and graduation rates through a biannual newsletter and updating the ETS (College Bound) Program website biannually.* *-Attend activities planning meetings with partner schools and community organizations at least biannually to include the University & College Accountability Network (U-CAN).*	*-By the beginning of Spring 2017* *-At least twice a year* *-At least twice a year*	

*ST: short-term (up to 6 months to complete) LT: long-term (one year or more to complete)

Goal	ST-LT*	Action	Timeline	Progress
ETS – Continue to employ the use of technology	*ST*	*-Staff will continue to increase their knowledge and use of StudentAccess for data entry and retrieval.* *- Utilize CampusLabs for completing 100% of surveys.* *- Train all new staff on the use of StudentAccess within 30 days of their start date.*	*-On-going* *-On-going* *-As needed*	
ETS- Program Manager/Program Director Effectiveness	*LT*	*-Create a Memorandum of Understanding (MOU) with the school districts and partner schools by the end of the first year. The MOU should include: 1) What the districts' partnership entails; 2) what the schools' partnerships entails; 3) the number of students being served at each partner school; and 4) data sharing of ETS (College Bound) program participants.* *-Create a directory of key stakeholders to involve when planning events; approach targeted schools for next year's programming.* *-Update collaborative plans for fall and spring programming.* *-Explore interest in an advisory committee.*	*-Fall 2017* *-Annually* *-Annually* *-As needed*	
Increase collaboration across SLCC	*ST*	*-Brainstorm strategies with departments, such as Admissions, FYE, Thayne Center, TRIO SSS, and TRIO STEM on activities for ETS (College Bound) program participants and referral to campus programs and resources biannually.*	*-At least twice a year*	

*ST: short-term (up to 6 months to complete) LT: long-term (one year or more to complete)