

Program Review - Service - Hawk's Nest Food Pantry Latest Version

Overview

Program Review - Collaborators : Version by **Alonzo, Joseph** on **12/13/2019 07:31**

Collaborators
Jovannys Mejia

Program Review Overview - Organizational Chart

Please insert the organizational chart for this program or service area.

No Value

Program Review Overview - Service Area Functions : Version by **Alonzo, Joseph** on **12/13/2019 07:31**

Function	Description
Food Distribution	The Hawks Nest Food Pantry will provide perishable and non-perishable food items to SCC credit and noncredit students on a biweekly basis.
Resource Referral	The Hawks Nest Food Pantry Staff will work with campus and community partners to refer students in need to the appropriate service, or program.
CalFRESH Enrollment	The Hawk's Nest Food Pantry Staff will assist qualified student with enrollment in the CalFRESH Program, which will provide them with supplemental income for food.
Community Garden	THE Hawk's Nest Food Pantry staff will partner with faculty to create, maintain, and harvest food from the Hawk's Nest Community Garden.
Program Development	The Student Service Coordinator will develop programming that will provide students with the tools and skills necessary to access resources for themselves.

Goals and Objectives

Program Review Goals & Objectives - Process and Mission Statement Alignment : Version by **Alonzo, Joseph** on **12/13/2019 07:31**

What processes does your program/service area follow to create, evaluate, and update annual plan goals?

Aggregate data is collected on distribution days. This shows us who is participating in the program. We use exit surveys to measure if we met the students needs on a particular day.

How is SCC's mission statement (<https://www.sccollege.edu/About/Pages/CollegeMissionStatement.aspx>) reflected in your goals?

The overall mission of the Hawk's Nest Food Pantry aligns with the campus mission in creating opportunities for personal growth.

Program Review Goals & Objectives - Annual Plan Goals Not Aligned with EMP Goals : Version by **Alonzo, Joseph** on **12/13/2019 07:31**

Annual Plan Goal
Decrease the amount of students who are food insecure.

Data Analysis

Program Review Data Analysis - Service : Version by **Alonzo, Joseph** on **12/13/2019 07:31**

Please provide comment on student survey results administered by the program, if any.

N/A

Please provide comment on program exit exams or other assessments of graduating students, if any.

N/A

Please provide data on former students' post-SCC experiences (e.g. transfer success, career advances, post-graduation surveys), if any.

N/A

Please provide data pertaining to the instruction or delivery of service, if any.

The Hawk's Nest Food Pantry distributes over 20,000 pounds of food to students annually.

We have six food corners in program offices that support equity groups.

Since 2018, we have enrolled over 40 students in CalFRESH.

Outcomes Assessment

Program Review Outcomes Assessment - SAOs : Version by **Alonzo, Joseph** on **12/13/2019 07:31**

Total Number of Service Areas	Total Number of SAOs	Total Number of SAOs Measured
1	5	0

Program Review Outcomes Assessment - SAOs Table : Version by **Alonzo, Joseph** on **12/13/2019 07:31**

Service Area Outcome	Outcome Met?	Explanation of Assessment Result
The Hawk's Nest Food Pantry will increase the amount of food distributed on an annual basis.	N/A	1st Year N/A
The Hawks Nest Food Pantry Staff will refer students to appropriate services.	N/A	N/A 1st Year
The Hawks Nest Food Pantry will enroll students in CalFRESH	N/A	N/A 1st Year
The Hawks Nest Food Pantry will create and maintain a Community Garden	N/A	N/A 1st Year
The Hawk's Nest Food Pantry will provide programming design to build skills in self reliance to students.	N/A	N/A 1st Year

Program Review Outcomes Assessment - SAOs Prompted Change : Version by **Alonzo, Joseph** on **12/13/2019 07:31**

What changes will the service area make based on its assessment of service area outcomes? Give specific examples.
Because this is the first year developing SAO's, we will measure them once the activities are complete at the end of the year.

Program Review Outcomes Assessment - SLOs : Version by **Alonzo, Joseph** on **12/13/2019 07:31**

Total Number of SLOs	Total Number of SLOs Measured
3	0

Program Review Outcomes Assessment - SLOs Table : Version by **Alonzo, Joseph** on **12/13/2019 07:31**

Because this is the first year developing SLO's, we will measure them once the activities are complete at the end of the year.

Student Learning Outcome	Outcome Met?	Explanation of Assessment Result
Students will learn about services available to them.	N/A	N/A 1st Year
Students will learn how to apply to CalFRESH	N/A	N/A 1st Year
Students will learn tools and skills that will assist them in being self-reliant.	N/A	N/A 1st Year

Program Review Outcomes Assessment - SLOs Prompted Change : Version by **Alonzo, Joseph** on **12/13/2019 07:31**

What changes will the service area make based on its assessment of student learning outcomes? Give specific examples.
N/A

Curriculum and Program Management

Program Review - Curriculum and Program Management : Version by **Alonzo, Joseph** on **12/13/2019 07:31**

With **SCC's Mission Statement** in mind, explain how your program/service area meets the academic, developmental, and vocational needs of SCC's diverse student population?

The overall mission of the Hawk's Nest Food Pantry aligns with the campus mission in creating opportunities for personal growth.

Does your program/service area offer sufficient courses, workshops or other services, with sufficient frequency, at appropriate times, and through appropriate delivery modes to meet the major requirements, transfer goals, and general education, co-curricular, and elective needs of the student body? If not, list what changes would help accomplish this.

Because we are just starting workshop development, no, they are not offered frequently enough, or at appropriate times yet.

Does your program/service area offer learning opportunities that extend beyond the traditional classroom experience?

Yes, students in biology and women's studies support the development of the community garden. The Women's Studies courses have already begun working on the community garden, clearing land, building planter boxes, and filling them with dirt. These co-curricular activities add depth and meaning to classroom experiences for students.

How do program/service area faculty and/or staff **review the processes** it uses to manage the curriculum and program, including the process of introducing new courses and/or workshops and services, the process of conducting quadrennial reviews for instruction, and the process of creating new programs and services?

We have not implemented a full scale formal assessment process of services.

How do program/service area faculty and/or staff coordinate activities with other college programs and services, including the Library? How do program/service area faculty and/or staff maintain their knowledge of other programs and services offered at SCC? If applicable, what contact does the program/service area have with outside advisory groups?

The Hawk's Nest Food Pantry works with six programs that support equity groups (including EOPS, TRiO, Guardian Scholars/CAMP, Veterans, the First Year Support Center, and noncredit counseling) to provide them with food in their program offices. We send emails out to the campus community for each food distribution day. We also text all students on these days. . The Hawks NEst Food Pantry Staff also serve on the Dreamer Task Force, Housing Insecurity Task Force, and other campus committees.

Upon consideration of the information you have presented in this section, what areas or issues will need attention from the program/service area in the next three years?

With the organic growth and development of programs, we will encounter obstacles that we will navigate, but nothing that will keep us from supporting students.

Resources

Program Review Resources - Facilities Exclusive to Program/Service Area : Version by **Alonzo, Joseph** on **12/13/2019 07:31**

The Hawk's Nest Food Pantry was given space in U-104. We will begin utilizing the space in Spring 2020.

Classrooms	Labs	Offices	Storerooms	Conference Rooms
1			undefined	undefined

Program Review Resources - Facilities Shared with Other Programs/Service Areas : Version by **Alonzo, Joseph** on **12/13/2019 07:31**

The Hawk's Nest Food Pantry still utilizes space in the Office of Student Equity and Success (A213).

Classrooms	Labs	Offices	Storerooms	Conference Rooms
		1	undefined	undefined

Program Review Resources - Specialized Equipment and Resources : Version by **Alonzo, Joseph** on **12/13/2019 07:31**

Equipment/Resource	Description
Refrigeration	Due to perishable food item storage, we utilize refrigerators to keep food items fresh.
Computers	We use computers to log students in on distribution days and to assist students with enrolling in CalFRESH.

Program Review Resources - Funding Sources : Version by **Alonzo, Joseph** on **12/13/2019 07:31**

Funding Source	Description
Donation	Donors provide funds through the foundation.
Hunger Free Campus	The state has provided one-time funding for the food pantry.
Grants	The Hawk's Nest Food Pantry works with the Foundation to apply for grants and has been successful on numerous occasions.

Program Review Resources : Version by **Alonzo, Joseph** on **12/13/2019 07:31**

How well do the facilities used by the program/service area meet its needs? Do facilities and equipment meet appropriate safety criteria?

Initially, the snack shack was used for distribution days, and this was not sustainable. As we move into U-104 we are working to make improvements to the space to ensure it is appropriate for use.

How sufficient are the program/service area's equipment, supplies, and materials? Does the program/service area have a budget and timeline for the purchase of needed equipment and supplies?

With the hunger free campus funds, we are purchasing equipment that will allow us to effectively run the program.

How well do technology resources (i.e., computers, software, media and presentation equipment) meet the needs of the program/service area?

Currently, technology resources meet our needs.

How well do technology resources (i.e., computers and software), training, and technical support meet the **administrative** needs of the program/service area?

Currently, technology resources meet our needs.

How adequate is staff support (provided by administrative assistants, lab assistants, learning facilitators, and instructional assistants, and other classified staff) to meet the instructional and operational needs of the program/service area?

There is one full-time student services coordinator, and one part-time coordinator on the books. With limited funds, we may not be able to fill the part-time position. Extra support is needed to ensure we are fully staffed.

Does your program/service area receive any categorical (Basic Skills, Student Equity, SSSP, Strong Workforce Program) and/or grant funding? If so, what major activities or resources has the funding allowed for? What impact has this had on your program/service area (address both positive *and* negative impacts)? If the college were to sustain these activities, which are critical to your program/service area and what would be required to institutionalize them?

Yes, Equity funds are used to pay for personnel that staff the food pantry. This has been an enormous help because we can utilize other funds for direct services to students.

Upon consideration of the information you have presented in this section, what areas or issues will need attention from the program/service area in the next three years?

Funding for personnel will allow the food pantry to run at full capacity.

Human Resources

Program Review Human Resources - Support Staff : Version by **Alonzo, Joseph** on **12/13/2019 07:31**

Title of Position	Count	Full-time or Part-time	Months per Year	Funding Source
Student Services Coordinator	1	Full-Time	12	Student Equity
Student Services Coordinator	1	Part-time	12	Student Equity (Vacant)

Program Review Human Resources : Version by **Alonzo, Joseph** on **12/13/2019 07:31**

What are faculty, staff, and administrators doing to remain current in knowledge of learning theory, counseling and student development theory, maintenance and operations practices, instructional strategies, and content? In which professional organizations and conferences do faculty, staff, and administrators participate?

The student services coordinator has participated in numerous conferences and trainings pertaining to food insecurity, housing insecurity, and overall basic needs.

How do faculty, staff, and administrators participate in college-wide programs, shared governance bodies, and leadership activities? In what ways do faculty, staff, and administrators serve as resources for the community?

All staff are encouraged to participate in shared governance committees. Classified staff sit on dreamer advisory committee and attend classified haws meetings.

Are adequate numbers of qualified faculty, staff, and administrators available to teach and/or implement all components within a program/service area's offerings or services?

No, additional staff is needed to fully implement program.

Are adequate and appropriate mentoring and professional development opportunities available and do department faculty, staff, and administrators regularly utilize these opportunities?

Yes, with basic needs being at the forefront of state-wide initiatives, there are ample opportunities for professional development.

To what extent are adjunct faculty, part-time staff, and interim administrators knowledgeable about the program/service area's practices and standards? What opportunities are provided for adjunct faculty, part-time staff, and interim administrators to become engaged in program/service area activities and communication?

Campus -wide emails go out to all employees within the campus, including part-time, adjunct, and interim folks.

Upon consideration of the information you have presented in this section, what areas or issues will need attention from the program/service area in the next three years?

With limited funding, the cost of personnel will be a barrier. Finding additional revenue streams will be key in ensuring we can provide the same service as the program grows.

Internal and External Communication

Program Review Internal & External Communication : Version by **Alonzo, Joseph** on **12/13/2019 07:31**

When were the program/service area's catalog entries last updated to ensure currency and accuracy?

Summer 2019

When was the program/service area's Annual Plan (formerly called DPP) last updated to ensure currency and accuracy?

No Value

How does the program/service area keep its website comprehensive and current? Does the website contain the program/service area's mission? Does the website contain current contact information (telephone numbers, email addresses, and office hours and locations) for program/service area faculty and/or staff? Are program/service area outcomes posted? Are outcome assessment results posted?

Student Service Coordinator maintains website. The website does include the mission, and contact information.

How does the program/service area keep instructional faculty, counselors, advisors, and/or service area personnel informed about course offerings, trainings, workshops, and related practices?

Emails are sent to all employees and students. Students also receive texts.

How well do faculty and staff communicate about and coordinate the work of the program/service area?

Communication from staff is effective, and shows on distribution days when the demographics of the students match the demographics of the college as a whole. This means we are reaching all corners of the campus.

Upon consideration of the information you have presented in this section, what areas or issues will need attention from the program/service area in the next three years?

Currently, communication is effective. As we grow, we may need to shift the medium we utilize to connect with students. It is working effectively now.

Planning Agenda

Program Review Planning Agenda : Version by **Alonzo, Joseph** on **12/13/2019 07:31**

Actions for 2019-2022	Supporting Data	Resources Needed	Estimated Cost
Develop basic needs center	The fod pantry supports over 600 unique students, and distributes over 20,000 pounds of food. With the developoement of additional programs and services, we will need additional space to see students and provide intakes and referrals.	Campus support, and space	N/A

Actions for 2019-2022	Supporting Data	Resources Needed	Estimated Cost
Pursue alternative funding streams to increase personnel.	The food pantry supports over 600 unique students, and distributes over 20,000 pounds of food. With the development of a basic needs center, we will need additional staffing to ensure we are effectively running the program.	Campus support, and funding	\$30,000
Build community partnerships to provide one stop support service to students.	17% of our students identified as being food insecure. 10% have stayed on a friend's couch in the last year, 5% slept in a vehicle, 2% stayed with a stranger because they had no other place to stay.	Campus and community support.	N/A

Summary Report

Program Review Summary Report - What is and is not working : Version by **Alonzo, Joseph** on **12/13/2019 07:31**

Briefly describe and explain what is working well in your program/service area.

Food distributions now run smoothly, and student assistants run distribution days.

The community garden is in development.

CalFRESH enrollment is increasing.

We are gaining more community partners.

We are developing a basic needs center.

Briefly describe and explain what is not working well or needs attention in your program/service area.

We need additional funding for personnel and to increase programming to support students.

Program Review Summary Report - Resources : Version by **Alonzo, Joseph** on **12/13/2019 07:31**

Facilities	Technology	Equipment	Personnel
			Part-time student Services Coordinator

Program Review Summary Report - Initiatives and Other Findings : Version by **Alonzo, Joseph** on **12/13/2019 07:31**

What campus-wide initiatives intersect with your program's activities, operations and/or plans? (Please provide a hyperlink and a list of initiatives)

Many of the campus-wide initiatives fit naturally with the Hawk's Nest Food Pantry including College Promise, Guided Pathways, and SEAP.

Summarize any other findings from your program/service area review and planning process that you would like to share with the college community.

The Hawk's Nest Food Pantry will be transitioning from strictly food distribution, into a more macro mission of serving as a basic needs center. In the capacity, we will address the students holistically and provide them with the tools and skills to be more self-reliant.