1. **Department**: The High School & Community Outreach Department

2. **Mission Statement**: – Our mission is to provide and disseminate critical information to current and prospective students via outreach efforts and events to college constituents, the K-12 education system, the community and local businesses

3. **Student Learning Outcome(s)**

   As a result of the Early Decision Application Workshop, prospective Santiago Canyon College incoming students will be able to identify:

   1. the steps of the SCC matriculation process,
   2. the appropriate mathematics placement test level based on their educational preparedness, and
   3. at least 2, student support/academic services at SCC

4. **Methods**
   
   a. A survey consisting of three questions was developed to assess the learning outcomes of the Early Decision Application Workshops. A total of 15 Application Workshops were presented to various high schools throughout multiple districts in Orange County. The survey, however, was distributed to two feeder high schools (Orange and Canyon) and one non-feeder high school (Esperanza). At Orange High School all seniors received an Application Workshop during their Economic/Government classes which covered the entire senior class. At Canyon High School and Esperanza High School interested students signed up for their Application Workshops through their Career Centers. Students from these three schools were asked to anonymously answer three questions: the steps of the SCC matriculation process; the appropriate math placement test level based on their educational preparedness; at least 2, student support/academic services at SCC. The questions were developed in conjunction with the development of the content for Application Workshops during which a new emphasis was placed on the importance of choosing the appropriate math placement test level in order to ensure proper test-level placement; students also received a brief description of support services and special programs provided to them by SCC as well as an explanation of the three steps in the matriculation process (i.e. completing an Admissions Application, Placement Testing & Registering for classes).

   b. With criteria for each outcome – The target rate for correct responses for both questions #1 and #2 was 75% and the target rate for identifying at least 2 student support services was also 75% from the sample populations.

Identify who is responsible for doing each step in the evaluation process (list all of the individuals involved in the assessment process) – The evaluation was conducted by the Outreach Coordinator and Outreach Staff members. The development of the assessment tool was a collaborative effort amongst the outreach staff. The survey was aligned with the objectives of the Application Workshops. The final assessment survey was subject to approval of the Vice President of Student Services. The Application Workshops were held during Spring 2009 (January/February) and were led by appointed staff members who were responsible for the disseminating of the information as well as the distribution and collection of the survey questions at the end of their respective application workshops.

Outline the timeline for implementation -- The opportunity to implement the assessment was during Early Decision Application Workshops held in January and February 2009 and a total of 15 different high schools received an Application Workshop, while assessment was conducted at the 3 high schools which represent two school districts (Orange Unified School District and Yorba Linda/Placentia Unified School District).

Identify who were evaluated – The intended target population to be evaluated were all high school seniors from Orange High School and high school seniors interested in attending Santiago Canyon College from Esperanza and Canyon High School. A total of 474 students were surveyed with the highest number coming from Orange High School, a primary feeder school.

Identify who is the intended user of the data that will be collected The data collected will be used by the High School and Community Outreach Department to measure the effectiveness and content of Early Decision Application Workshops and to enhance Early Decision program development. In addition, data will be shared with student support services departments to illustrate the importance of early exposure to their programs. The results of this assessment may be used in future planning and SLO development, including program reviews offered by various campus departments.
6. Results

- Percentage of correct overall for question #1 = 75%
- Percentage of correct overall for question #2 = 70%
- Percentage of students who named at least 2 support services = 76%

### Canyon High School
- Total participants- 94
- Total of correct responses for question #1 = 67
- Total of correct responses for question #2 = 76
- Total who identified at least 2 support programs and services = 81 (86%)

### Esperanza
- Total participants- 57
- Total of correct responses for question #1 = 51
- Total of correct responses for question #2 = 53
- Total who identified at least 2 support programs and services = 57 (100%)

### Orange High School
- Total participants- 323
- Total of correct responses for question #1 = 241
- Total of correct responses for question #2 = 203
- Total who identified at least 2 support programs and services = 224 (69%)
7. Decisions and Recommendations
   a. Summarize the decisions/recommendations made for each outcome
   A total of 75% of students responded correctly to question #1. This indicated that the Early Decision Application Workshop was successful in conveying the important steps of the matriculation process. Recommendation for this question was to continue to stress the matriculation process as the content for the Early Decision Application Workshop is revised for next year. A total of 70% of students responded correctly to question #2. This indicated that there is still a lack of understanding of the methods and factors a student should consider when determining the selection of his/her appropriate mathematics placement test level. However, compared to previous years, as a result of the new emphasis placed on mathematics placement testing during the Early Decision Application Workshops, more students took the correct mathematics placement test, resulting in fewer students retaking their test. As the Early Decision Application Workshop is revised for next year, it is recommended that more emphasis be placed on explaining the methods and factors a student should consider when determining the selection of his/her appropriate mathematics placement test level. In response to question #3, a total of 76% of respondents identified at least 2 student support services at Santiago Canyon College. This indicates that the presentation of student support services during the Early Decision Application Workshops was successful. The recommendation is to continue to provide students with information on student support services via-the-student-information-sheet and an explanation of each student support services program on campus.

   Due to budget and staffing constraints in the department, a recommendation for next year is to restructure Early Decision Application Workshops to Information Sessions. During these sessions, students will no longer fill out a paper version of their admission application but will receive a worksheet and will be instructed to apply online. This will allow more time to be spent focusing on the matriculation process, proper selection of the appropriate mathematics placement test level and student support services.

   b. Identify the groups who participated in the discussion of the evidence that led to the recommendations and decisions.
The High School and Community Outreach Department staff all participated in the discussion of the evidence that led to the recommendations and decisions.

   c. Summarize the suggestions for improving the assessment process (including improvement of outcome, evaluation methods, criteria, etc.)
It was decided that the survey was the best approach to assess students on the retention of the information presented during the Early Decision Application Workshops. A concern was that students did not have ample time to complete the survey at the end of the Early Decision Application Workshops. Due to the time constraint, additional time will be allotted during the Information Sessions for both instruction and the completion of the survey. A suggestion for providing a more sophisticated and longitudinal assessment process was to add an additional follow-up survey during Early Decision Registration in order to measure the retention of the information provided to students.
d. Identify when each outcome will be evaluated again (if the outcome is to be retained)
The outcome will be first evaluated during the month of January 2010 and the follow up assessment will take place during May 2010.

e. Identify those responsible for implementing recommended changes
All assessment methods and implementation of recommendations will be developed and coordinated by the High School and Community Outreach Department staff with final approval of any changes by the direct administrator of the department.