2020 Annual Program Review

Program Name: Supplemental Instruction/Tutoring

Program Review Author: Wendi DeMorst

I. PROGRAM DESCRIPTION: In one or two paragraphs, provide a description of the primary goals of your program or service area. Attach an appendix to describe your program or service area in more detail, if needed.

Note: If no changes have occurred, feel free to copy and paste from your last review. If it exists, feel free to copy the brief description of your program from the college catalog: http://www.smc.edu/CollegeCatalog/Pages/default.aspx

A.	GOALS

At Santa Monica College the goal setting process for tutoring is centered around the collaborative work that is being done throughout the college to support the Vision of Success Goal, Board of Trustees Priorities, along with goals from the Equity Plan, redesign work teams and goals from Institutional Strategic Initiatives and Objectives.

Guided Pathways Redesign Goals #3	Student Support: All students receive proactive academic and non academic support
Equity Plan Metric	Increase the persistence, completion, and success in all courses, particularly the ESL and English and math sequences, for African-American and Latino/a/x students and other groups experiencing equity gaps.
Institutional Strategic Initiatives and Objectives	Using data and assessment of identified best practices, align the structure and operation of instructional supports.
Institutional Learning Outcomes Supporting Goals #2	Provide access to comprehensive student learning resources such as library, tutoring, and technology
Board of Trustees Core Priorities #1	Implement multiple measures, guided pathways, and models of support that increase student success. Monitor retention and completion rates, especially for groups of students identified in the student equity plan including African-American, Latino/a, and low-income students.

II. PROGRESS SINCE LAST REVIEW (LAST YEAR'S OBJECTIVES)

Identify the original objectives from your last review, as well as any objectives that emerged during the year (if applicable). For each objective, determine status and explanation for status.

Objective	Status (Check one)	Status Explanation
Continue to develop faculty assessment that can be given through IR to get faculty feedback on the program.	☐ Not Completed ☐ In Progress ☒ Completed	With the help of IR we have developed a survey that can be given out to faculty to get feedback from them on the program.
Develop SI Leader assessment on Training.	☐ Not Completed ☐ In Progress ☒ Completed	With the help of IR we have developed an assessment of the SI Leader training .
Collaborate and target the introductory courses that are being developed as a result of AB705 and Pathways	☐ Not Completed ☐ In Progress ☒ Completed	We have been working with Math, English, CSIS and Business and to target these courses to have embedded tutoring and SI sessions for them.
Click or tap here to enter text.	☐ Not Completed ☐ In Progress ☐ Completed	Click or tap here to enter text.
Click or tap here to enter text.	☐ Not Completed ☐ In Progress ☐ Completed	Click or tap here to enter text.

III. ACHIEVEMENTS

(Optional) List any notable achievements your program accomplished in the last year.

The biggest change/achievement has been within the last few months with the onset of COVID19 Pandemic and having to move all of Tutoring and Supplemental Instruction online.

I empowered the tutoring and SI Coordinators to decide which platform they felt would work best with their centers and the students who are served by them. I was able to get my employees who needed technology such as chrome-books what they needed so that they could support students. We did all that within remarkable time, one week and have been providing tutoring and SI for students remotely ever since.

IV. CURRENT PLANNING AND RESOURCE NEEDS

Part 1: Narrative

Broadly discuss issues or needs impacting program effectiveness for which institutional support or resources will be needed for the next academic/fiscal year.

It would be nice to see more district money designated to tutoring and SI services. It would also be beneficial if we could have our own budget so that I am able to track the expenditures that I am responsible for. Having line items in the budget to attend outside professional development as well and to provide for things like food for trainings and staff meetings would also be great.

There is a challenge also with hiring of SI leaders since they are tied to the budgets of grant funded programs. Until I get the green light from the people in charge of those grants on how much funding is available we can't do the hiring. This sometimes hasn't allowed for us to hire as many people as we could have because by the

time I was informed of the budget the term had already started. It would be nice to work more closely with the grants that fund SI to develop a model of SI that aligns with the grant's goals and outcomes.

Part 2: List of Resources Needed

Itemize the specific resources you will need to improve the effectiveness of your program, including resources and support you will need to accomplish your objectives for next year.

While this information will be reviewed and considered in institutional planning, the information does not supplant the need to request support or resources through established channels and processes.

Resource Category	Resource Description/Item	Rationale for Resource Need (Including Link to Objective)
Human Resources	Click or tap here to enter text.	Click or tap here to enter text.
Facilities *(info inputted here will be given to DPAC Facilitates Comm.)*	N/A	Click or tap here to enter text.
Equipment, Technology, Supplies *(tech inputted here will be given to Technology Planning Committee)*	40ipads we need to use for the GPS tracking system.	Integrate Starfish GPS "tracking" with instructional support which is one of the goals for the DPAC action plan.
Professional Development	Implement equity- and evidence-based professional development for instructors and learning resources staff members (Student Tutors—both embedded and drop-in, Instructional Assistants, Supplemental Instructors, Tutoring Coordinators)	This is one of the goals for the DPAC action plan.

V. CHALLENGES RELATED TO SPRING 2020 COVID-19 CRISIS AND RESPONSE:

List significant challenges your program faced in Spring 2020 due to COVID-19. Please also Include your responses and solutions to this crisis.

We didn't have any real challenges due to COVID19.

VI. THE NEXT SECTION IS FOR CTE PROGRAMS ONLY

PARTNERSHIPS:

Part 1: Industry advisory meeting dates and attendance for 2019-2020.

Date of Meeting	# of SMC Attendees	# of Non-SMC Attendees
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Part 2: Employer partnerships/collaborations for 2019-2020. Identify the most salient partnerships or collaborations.

Employer Name	Type of partnership or Collaboration • Advisory attendance • Internship site • Donations • Job placement • Other	Optional: Additional information about partnership or collaboration
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CONGRATULATIONS – that's it! Please save your document with your program's name and forward it to your area Vice President for review.

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The following section will be completed by your program's area VP

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<mark>Vice Presidents:</mark>

First, please let us know who you are by checking your name:
☐ Christopher Bonvenuto, Vice President, Business and Administration
☐ Don Girard, Senior Director, Government Relations & Institutional Communications
☐ Sherri Lee-Lewis, Vice President, Human Resources
☐ Jennifer Merlic, Vice President, Academic Affairs
☐ Teresita Rodriguez, Vice President, Enrollment Development
☐ Michael Tuitasi, Vice President, Student Affairs

☐ Next, please check this box to indicate that you have reviewed the program's annual report Provide any feedback and comments for the program here:

Click or tap here to enter text; the box will expand when you enter text.

Finally, please **save the document** and email it to both Stephanie Amerian (amerian_stephanie@smc.edu) and Erica LeBlanc (leblanc_erica@smc.edu). If you have any questions, please contact us!

Thank you for your input!