

Santiago Canyon College
Student Services
Student Learning Outcomes Annual Report: 08/09

1. Program-Department Name

Scholarship Program

2. Program-Department Mission Statement

The Scholarship Program is part of the Office of College Advancement. One of the main functions of College Advancement includes coordinating the selection, notification, and recognition of scholarship recipients.

The mission of College Advancement is to coordinate and spearhead revenue-generating opportunities.

3. Student Learning Outcome(s)

As a result of reviewing the Scholarship Handbook, and/or attending a scholarship workshop, and/or attending a one-on-one consultation session, students will be able to identify the necessary components to complete a scholarship application.

4. Methods

Scholarship handbooks are made available for students in November and include an overview of the scholarship process, describe the scholarships available, and include the application.

Two scholarship application workshops were scheduled in February offering students direction and guidance on completing their scholarship application. Components of a scholarship application include a contact page, personal statement, and letters of recommendation.

When students were unable to attend a scheduled workshop, yet had questions about the process, they were accommodated by scheduling a one-on-one consultation. The same information that was given in the workshop was provided during the consultation.

The assessment tool was a brief survey that was given to students when they submitted their application.

a. With criteria for each outcome

Of the 125 scholarship applications received, 2 applications lacked enough information to be considered complete. The Student Services Specialist contacted each of those two students to ensure their application was complete.

b. Add limitation, if applicable

While many students pick up scholarship handbooks, it is out of our control whether a student submits their final application packet. In addition, out of the 125 applicants, only 50% (58 students) completed the program survey. Many students were unable to

complete the survey due to the lack of time they had available and the location of where they submitted them.

5. Implementation of Assessment Process: Who? How? When?

a. Identify who is responsible for doing each step in the evaluation process (list all of the individuals involved in the assessment process).

- The Student Services Specialist provided the workshops and one-on-one consultations.
- Along with the Director of College Advancement, the Student Services Specialist evaluated the process and outcome.
- The assistance of a student worker was used to tabulate the survey results.

b. Outline the timeline for implementation

The following timeline was used for the 2008/09 academic year:

- November: Scholarship process began. Handbooks and applications were made available for students.
- February: Two scholarship workshops conducted
- March: Scholarship applications were due and surveys completed
- May: Scholarships awarded
- June: Student learning outcome survey was tabulated & evaluated

One-on-one consultations were provided on an as needed-basis.

c. Identify who will be evaluated

The responses of the 58 students who completed a survey will be evaluated.

d. Identify other programs who are assisting with the evaluation

Beyond the assistance of tabulating the results, this is will be exclusively handled in the Office of College Advancement.

e. Identify who is the intended user of the data that will be collected

The intended user of the data is the Scholarship Program. The collected data will be used to enhance services provided to students.

6. Results

a. Summarize the results for each outcome

- Of the 125 scholarship applications, 58 completed survey responses were received.
- Of the 58 responses, 9 students attended the scholarship workshop. Each of the 9 students strongly agreed that the workshop provided information to help identify the necessary components of the application packet.
- Of the 58 responses, 44 strongly agreed that the handbook helped identify the necessary components of the application. 13 agreed and 1 disagreed.

b. Summarize the process to verify/validate the results

Along with submitting their application, a student was asked to complete the survey. The information was validated when they submitted the information.

7. Decisions and Recommendations

a. Summarize the decisions/recommendations made for each outcome:

The results of the survey were very positive, including the open-ended questions. The recommendation moving forward is to increase the number of survey responses.

b. Identify the groups who participated in the discussion of the evidence that led to the recommendations and decisions:

The scholarship program staff had discussions regarding the many ways that students learn about the scholarship application process and the benefits to a student who participates in the program. The survey responses were also reviewed and taken into consideration.

c. Summarize the suggestions for improving the assessment process (including improvement of outcome, evaluation methods, criteria, etc.):

To increase the number of completed surveys, the scholarship program staff will make the surveys available at all locations where the applications can be submitted. This year, the surveys were only available in the scholarship office.

d. Identify when each outcome will be evaluated again (if the outcome is to be retained):

This outcome will be evaluated again in spring 2010.

e. Identify those responsible for implementing recommended changes:

The Student Services Specialist responsible for the scholarship program will be responsible for implementing the recommended changes.