

# 1. Assessment Plan - Four Column



## PIE - Student Services: Scholarships Unit

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>	
<p><b>Informed Staff</b> - Ensure Scholarship staff members are trained and informed of continued and new rules and processes.  <b>Status:</b> Active  <b>Goal Year(s):</b> 2016-17, 2017-18  <b>Goal Entered:</b> 09/01/2016</p>	<p><b>In Progress</b> - Student Services Program Coordinator, Scholarships  <b>Describe Plans &amp; Activities</b>  <b>Supported:</b> Human Resources  <b>Lead:</b> Chau Dao  <b>One-Time Funding Requested (if applicable):</b> 80000  <b>Type of Request:</b> Human Resources  <b>Planning Unit Priority:</b> High</p>	<p><b>In Progress</b> - Provide support to Scholarship Team members in attending scholarship-specific trainings/conferences.  <b>Type of Request:</b> Professional Development</p>	
<p><b>Faculty Participation</b> - Increase faculty participation on the Scholarship Committee (as reviewers, advocates of programmatic needs, outreach partners, etc.).  <b>Status:</b> Active  <b>Goal Year(s):</b> 2016-17, 2017-18  <b>Goal Entered:</b> 09/01/2016</p>	<p><b>In Progress</b> - Train ALL faculty members participating in the scoring and application review process.</p>	<p><b>Reporting Year:</b> 2016-17  <b>% Completed:</b> 100            Achieved as all active faculty Scholarship Committee members participated fully in reviewer training.            (07/10/2017)</p>	<p>: Reviewer training for faculty will continue to be offered.            (07/10/2017)</p>
<p><b>Student Support</b> - Increase staff support available to applicants of the Mt. SAC Scholarship Program  <b>Status:</b> Active</p>	<p><b>In Progress</b> - Scholarship Week operational budget  <b>Describe Plans &amp; Activities</b>  <b>Supported:</b> Marketing materials and</p>		

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**Goal Year(s):** 2016-17, 2017-18  
**Goal Entered:** 09/01/2016

promotional items.  
**Lead:** Chau Dao  
**One-Time Funding Requested (if applicable):** 5000  
**Type of Request:** Marketing, Student Services  
**Planning Unit Priority:** High  
**What would success look like and how would you measure it?:**  
 Applicant count will increase from prior year.  
**Documentation Attached?:** No  
**In Progress -** Increase the annual College's Scholarship Ceremony budget by \$5,000.  
**Describe Plans & Activities**  
**Supported:** Financial (\$20,000 facility rental, \$2,000 marketing, \$2,000 supplies, \$1,000 printing)  
**Lead:** Chau Dao  
**One-Time Funding Requested (if applicable):** 25000  
**Type of Request:** Facilities, Marketing, Student Services  
**Planning Unit Priority:** High  
**Documentation Attached?:** No

**Increase Awareness -** Increase awareness of and attendance at Mt. SAC Scholarship Program Workshops.  
**Status:** Active  
**Goal Year(s):** 2016-17, 2017-18  
**Goal Entered:** 09/01/2016

**In Progress -** Develop multi-media outreach campaign.  
**Type of Request:** Marketing  
**In Progress -** Administer a survey to determine how students become aware of Scholarship workshops.

**Reporting Year:** 2016-17  
**% Completed:** 75  
 Students surveyed indicated they attended Scholarship Workshop as a result of:  
 36% -- Flyers  
 38% -- Referrals  
 11% -- Website  
 15% -- Email (07/10/2017)

: Outreach efforts for workshops will focus highly on the use of flyers and informing key stakeholders throughout campus so they can make referrals to students about the importance of attending a workshop. (07/10/2017)

**Increase Applications -** Increase the

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>	
<p>number of students who submit completed scholarship applications (versus drafted or unfinished)</p> <p><b>Status:</b> Active</p> <p><b>Goal Year(s):</b> 2016-17, 2017-18</p> <p><b>Goal Entered:</b> 09/01/2016</p>	<p><b>In Progress</b> - Develop an assessment survey to determine why students do not complete their applications.</p> <p><b>Type of Request:</b> Research, Student Services</p>	<p><b>Reporting Year:</b> 2016-17</p> <p><b>% Completed:</b> 100</p> <p>Students surveyed reported they did not complete/submit their Mt. SAC Scholarship Application because:</p> <p>41% I did not have enough time/I forgot/I missed the deadline</p> <p>9% They questions were too difficult/confusing to answer</p> <p>4% I only wanted to be considered for the Book Scholarship (no essay required)</p> <p>18% I did not know it was not complete/submitted (07/10/2017)</p>	<p>; Staff will closely monitor students in the drafted stage of the process and follow-up through targeted outreach to ensure applicants are aware of the deadline and the status of their application. (07/10/2017)</p>
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<p><b>Collaboration</b> - Align unit's scholarship selection timeline with Foundation's donor commitment timeline</p> <p><b>Status:</b> Active</p> <p><b>Goal Year(s):</b> 2016-17, 2017-18</p> <p><b>Goal Entered:</b> 09/01/2016</p>			