

UNIT EFFECTIVENESS PROCESS
PHASE 1 – ASSESSMENT PLAN for ADMINISTRATIVE OUTCOMES
2006-2007

Unit Name: Educational Opportunity Center

Core Functions

1) Provide educational and career counseling services to eligible participants, 2) help them navigate college admissions and financial aid processes, and 3) assure external funders of accountability and success.

Intended Outcome 1

15% of EOC participants not already enrolled in a continuing education program will enroll during each budget period.

Related Core Function and/or Planning Priority Strategy

1

Action Steps to Achieve Intended Outcome

1. Recruit eligible participants by identifying the schools and organizations that hold the most potential for the EOC to draw clients. 2. Verify that prospective participants meet federal eligibility criteria. 3) Assess needs. 4) Help participants enroll in a GED program in order to obtain college-ready status and ultimately enroll in college.

Assessment Methodology Description

Include the following:

- *full description of the planned assessment activity*
- *the criteria for success*
- *the timetable for assessment activity*
- *responsible persons (by job title, not name) and specific duty*

Assessment activity: Track number of participants and services received.

Documentation of assessment: Records of phone contact sheets, daily logs, brochures and flyers disseminated, monthly reports, spreadsheets, participant status forms, and verification of enrollment forms.

Criteria for success: 15% of those not already enrolled in a GED program will enroll.

Timetable: Federal project year: September 1-August 31, with progress to be measured weekly, monthly, and annually.

Responsible persons: Director, oversight, strategy, and Annual Performance Report; Community Education Specialists, services and reports; Administrative Secretary, data input and specialized reports.

Intended Outcome 2

55% of participants not already enrolled in a postsecondary school will

apply for financial aid during each budget period.

Related Core Function and/or Planning Priority Strategy

2

Action Steps to Achieve Intended Outcome

1) Assess needs. 2. Help participants complete federal student financial aid forms and scholarship applications.

Assessment Methodology Description

Include the following:

- *full description of the planned assessment activity*
- *the criteria for success*
- *the timetable for assessment activity*
- *responsible persons (by job title, not name) and specific duty*

Assessment activity: Track number of participants and services received, track financial aid/scholarships applications and awards received.

Criteria for success: 55% of participants not enrolled in college, university, or vocational school will apply for financial aid.

Documentation of Assessment- Verification of submitted applications, Student Aid Reports, participant status forms.

Timetable: Project year, September 1-August 31; track weekly, monthly, and annually.

Responsible persons: Director, oversight, strategy, coordination, staff training, and Annual Performance Report; Specialists, assist participants with applications; Secretary, input data and retrieve specialized reports.

Intended Outcome 3

20% of participants not already enrolled in postsceondary school will apply for admission during each buget period.

Related Core Function and/or Planning Priority Strategy

2

Action Steps to Achieve Intended Outcome

1) Assess needs. 2. Help participants complete admissions applications to postsecondary institutions of their choice.

Assessment Methodology Description

Include the following:

- *full description of the planned assessment activity*
- *the criteria for success*
- *the timetable for assessment activity*
- *responsible persons (by job title, not name) and specific duty*

Assessment activity: Track number of participants and services received, track admission confirmations by participant and institution.

Criteria for success- 20% of those not already enrolled in college, university, or vocational school will apply for admission.

Documentation of assessment: Admission letters, receipts, verification of

submitted applications.

Responsible persons: Director, oversight, coordination, strategy, staff training, Annual Performance Report; Specialists, track weekly, monthly, annually; Secretary, input data and retrieve specialized reports.

Intended Outcome 4

30% of participants not already enrolled in postsecondary school will enroll during during each budget period or during the next fall term.

Related Core Function and/or Planning Priority Strategy

2

Action Steps to Achieve Intended Outcome

1) Monitor participant progress via in-person, phone, and e-mail contact. 2) Confirm admission via letter of acceptance from the institution or federal aid award confirmation through the EOC Verification of Enrollment form.

Assessment Methodology Description

Include the following:

- *full description of the planned assessment activity*
- *the criteria for success*
- *the timetable for assessment activity*
- *responsible persons (by job title, not name) and specific duty*

Assessment activity: Track participant enrollment into college, university, or vocational school via copies of letters of acceptance, financial aid awards, copy of class schedule, and/or participant status form.

Criteria for success: 30% of participants not already enrolled in college, university, or vocational school will enroll.

Timetable: Project year and fall term: weekly, monthly, annually.

Responsible persons: Director, oversight, coordination, staff training, Annual Performance Report; Community Education Specialists, track weekly, monthly, annually and obtain documentation; Administrative Secretary, input data and create specialized reports.
