

**Column 1** indicates the information being requested for the 2015-16 APRU. **Column 2** is where you enter your program information. **Column 3** contains the instructions for responding to the requested information. You can copy and paste or type in your information into the center column. Save this word doc in the following format: sspbt16apru\_*programname*. Once completed, e-mail it as an attachment to [watsonlaura@deanza.edu](mailto:watsonlaura@deanza.edu). She will upload the document to the SSPBT Program Review page. Keep a soft copy for your files to ensure that your work is not lost. Please contact: Stacey Cook ([cookstacey@deanza.edu](mailto:cookstacey@deanza.edu)) if you have questions about the Annual Program Review and Veronica Avila Acevedo ([avilaveronica@deanza.edu](mailto:avilaveronica@deanza.edu)) if you have questions about SSLOs and TracDat.

**Getting Started:** Review your 2013-14 Comprehensive Program Review and 2014-15 Reflection posted on the SSPBT website: <http://deanza.edu/gov/SSPBT>

Column 1 Information Requested for the 2015-16 SSPBT - APRU	Column 2 Input your answers in this column. Word wrap is turned on so the box will expand with your typing. Please provide brief responses. Note: Reference documents can also be attached, i.e. TracDat reports. Make sure to note the name of any reference documents in your explanations.	Column 3 Instructions:
Program Name:	<b>Financial Aid and Scholarships</b>	Enter the name of the program being reviewed.
Name(s) of the author(s) of this report:	Lisa Mandy	Enter the name or names of those who wrote this APRU.
What is the program's Mission Statement?		Cut and paste your most current Mission Statement. Please <b>highlight</b> any changes from the 2013-14 Comprehensive Program Review (CPRU)
Have you made any significant changes in your program based on	No	Include anything done in direct response to the SSPBT feedback on the 2013-14 CPRU.

<p>the feedback you received from the SSPBT’s review of your 2013-14 CPRU?</p>		
<p>Have there been any other significant changes to your program since the 2013-14 CPRU?</p>	<ul style="list-style-type: none"> <li>• New scholarship application software that integrates with Banner – Academic Works</li> <li>• Purchased 15 ipads with charging station to utilize for financial aid workshops</li> <li>• 3 retirements, 2 resignations</li> <li>• Added/hired a Supervisor for the financial aid department</li> <li>• Added/hired 2 Office Assistants</li> <li>• Reclassified a financial aid assistant position to an Office Assistant</li> <li>• Office staff received computer upgrades</li> <li>• Purchased desktop scanners for staff</li> <li>• In conjunction with bookstore/business office, implemented book loan program whereby students can “charge” their bookstore purchases against future financial aid disbursements</li> </ul>	<p>Significant changes in: Staffing, equipment, facilities, operational costs, organizational alignment, State/Federal regulations or laws, other?</p>
<p>What Impact have these significant changes had on your program?</p>	<ul style="list-style-type: none"> <li>• Scholarship application and awarding process has been streamlined</li> <li>• Hiring 2 Office Assistants has ensured we have coverage at all times at the front desk</li> <li>• iPads allow us to hold workshops more frequently</li> <li>•</li> </ul>	<p>Please explain these significant impacts and how your program now operates differently.</p>
<p>What Impact have these significant changes had on your students?</p>	<ul style="list-style-type: none"> <li>• Students need only submit a general application for scholarships, the system matches them to those they are qualified for</li> <li>• Continual coverage at the front desk ensures students receive assistance without waiting in line too long. Also ensures consistent information is being disseminated</li> <li>• Allowing students in good standing to utilize the</li> </ul>	<p>Please explain these significant impacts on your students including any positive or negative consequences.</p>

	<p>book loan program to ensure all students have the opportunity to obtain their books prior to classes starting. Also allows them to benefit from discount purchase days</p> <ul style="list-style-type: none"> <li>We do not have a computer lab, so the iPads allow us to conduct workshops in smaller environments</li> </ul>	
Have you initiated anything new to your program since the 2013-14 CPRU?	Default prevention partnership with ECMC	This is similar to the above question about significant changes but is meant to single out any new initiatives.
Is there anything else the SSPBT should know about what has happened in your program since the 2013-14 CPRU?	No	Briefly described anything else the SSPBT should know about your program including any trends, future concerns, things on the horizon, etc.
Are there any additions/deletions/edits to the list of common or unique services identified in your 2013-14 CPRU?	No	List any common or unique services provided to students. Are there any changes to that list?
Are there any changes to the common or unique service designations listed in your 2013-14 CPRU?	No	Describe these changes and decisions to: Grow, Maintain, Enhance, Change Direction, Reduce, or Discontinue. Are there any changes to these designations?
List all of your current and active Student Services Learning Outcome Statements as	<ol style="list-style-type: none"> <li>After visiting the financial aid website students and prospective students should be able to initiate a financial aid application and investigate the various</li> </ol>	You may cut and paste your SSLO statements here or attach a document to this APRU and indicate its name here. Attaching a document is preferred for programs with both SLOs and SSLOs. Some

they are numbered and recorded in your TracDat account.	<p>sources of aid available through this office.</p> <ol style="list-style-type: none"> <li>2. FHDA students seeking additional funding to help pay college costs will find the scholarship offerings, identify scholarships which match their academic qualifications, and successfully complete a scholarship application for consideration</li> <li>3. FHDA faculty, staff and administrators wishing to participate in the scholarship selection process will volunteer, be trained, and successfully rate student scholarship applicants on their match to advertised criteria.</li> </ol>	programs already have their outcome statements in a separate document and/or in their TracDat Document Repository.
What is or has been the outcomes /assessment activity for 2013-14?	At this time we do not have data to detail outcomes. We will be revising the SSLO's for the upcoming 2016-17 academic year	Please include everything done since the 2013-14 CPRU, including any work in progress.
Which SSLOACs were completed in 2013-14?	none	If any, please summarize the results, discussions, analyses, and any improvement plans that do not involve any new resources to implement.
Have you identified any improvement plans for which additional resources will be needed in order to achieve a desired outcome?	n/a	If yes, please summarize the results, discussions, analyses, and any improvement plans that will require new resources to implement.
Are there any deletions/edits to the resource requests listed in your 2013-14 CPRU?	n/a	Resources include: Staffing, equipment, facilities, staff development, operational costs, other.
Are there any additions to the resource requests listed in your 2013-14 CPRU?	n/a	<p>If adding new resource requests, please provide a brief explanations to the following for each new request:</p> <ol style="list-style-type: none"> <li>1. Is the request related to any of the Institutional Core</li> </ol>

		<p>Competencies?</p> <ol style="list-style-type: none"> <li>2. Is the request related to any of the Strategic Initiatives?</li> <li>3. Is the request related to any of the Core Values?</li> <li>4. Is the request related to any SSLO Assessment Cycle findings?</li> <li>5. Is the request related to your CPR 5-year plan?</li> <li>6. How many times has this request appeared on an APRU?</li> <li>7. Is the request related to any of the SSPBT priorities?</li> <li>8. What are the plans to assessment the effectiveness of this request if granted?</li> <li>9. Is there anything innovative, unique, or cutting edge about this request?</li> <li>10. Other information in support the resource request.</li> </ol>
<p>Specify resources received: staffing, computers, furniture, facilities, etc.</p>	<p>Increased staffing affords us the opportunity to better serve our students. We have the ability to do more outreach and meet with individual students.</p>	<p>Describe how students, staff, faculty, the program benefitted from the resources allocated.</p>