OKR Worksheet

Objective	Key Results	Activities	People Involved	Timeframe
SECTION 1 **Produce revised & updated EOPS Mission Statement**	1. **Review EOPS Mission Statement**	• **The mission statement is reviewed every one to three academic years.** • **The mission statement is reviewed when there is a major change or transition in the focus of the EOPS program.**	• **All EOPS Staff Members**	**2023-2024**
	2. **Update of the Mission Statement**	• **The mission statement is updated when it no longer reflects or aligns with the current mission statement.** • **The mission statement is updated when the goals and objectives of the EOPS program changes.** • **The mission statement is updated when there is a major transition in the EOPS program.**	• **All EOPS Staff Members**	**2023-2024**

	3. Improve marketing of EOPS Mission Statement	• Mission Statement is visible in the EOPS main office. • Mission Statement is printed on all EOPS marketing material (i.e. EOPS pamphlets). • Mission Statement is made visible in counseling and advising offices.	• All EOPS Staff Members	
SECTION 2 **Facilitate the improvement of the EOPS Programs & Services**	1. The EOPS Program and Services are reviewed annually for quality and improvement.	• Institutional research data is used to compare EOPS performance with other campus-wide programs. • Review of the EOPS program and service to identify areas and gaps that need improvement.	• All EOPS Staff Members	**2023-2024 Academic Year**
	2. Areas needed improvement will be determined and resources allocations will be addressed.	• Review program and services to compare how the EOPS program is doing against best practices. • Use data from students to make improvements to the services, programs, and resources we provide. • To provide professional development for all EOPS staff.	• All EOPS Staff Members	**2023-2024 Academic Year**

SECTION 3 **Developed new/updated Student Learning, Development and Success Outcomes/SSLO**	1. **Counselors and advisors help students identify strategies and strengths for success.**	• **Offer resources and support to all students.** • **Counselors and advisors attend conferences and workshops to keep abreast of current research and information.**	• **All EOPS Staff Members**	**2023-2024 Academic Year**
	2. **Counselors help students to cope with and alleviate academic stress and to develop confidence towards learning.**	• **Counselors and advisors offer referrals and recommendations when needed** • **Students attends workshops and conference to develop skills and techniques to cope with academic stress.**	• **All EOPS Staff Members**	2023-2024 Academic Year
Objective **SECTION 4** **Develop a written procedure for collecting data.**	**Key Results** 4. **Review and assess current written procedure.**	**Activities** • **Discuss at a staff meeting**	**People Involved** • **All Staff**	**Winter 2024**

	5. Identify what is working and areas for improvement. Detail any changes that need to be made to procedures.	• Discuss at a staff meeting • Identify staff members who will implement procedures • Determine a timeline to carry out procedures	• All Staff	Winter 2024
	6. Revise and update procedures.	• Discuss at a staff meeting • Wordsmith and develop language • Ensure all staff have access to updated written procedures	• All Staff	Winter 2024
	7. Revisit new written procedures. Debrief to see if any additional changes need to be made.	• Discuss at a staff meeting • Make final revisions to written procedures, if needed.	• All Staff	Spring and Summer 2024

Objective	Key Results	Activities	People Involved	Timeframe

SECTION 4
 	
Develop methods for assessing student learning via Student Learning Outcomes.
	1. **Review current methods of assessing student learning.**
	
	    <u>Examples of Types of Assessments (ICC):</u>
	
	• **Communication and Expression**
	• **Information Literacy**
	• **Physical/Mental Wellness and Personal Responsibility**
	• **Civic Capacity for Global, Cultural, Social, and Environmental Justice**
	• **Critical Thinking**
		• **Discuss at staff meeting**
		• **Review data entered in TracDat? Who has access?**
		• **Review old SSLO reports**
		
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		    Questions:
		
		• **How are we measuring ICC?**
		    o **Surveys**
		    o **Exit Interview**
		    o **Mutual Responsibility Agreements (Personal Responsibility)**
		• **Past Outcomes**
		    o **Students will demonstrate and understand EOPS program participation requirements, policies, and procedures (Revised 2.23.10)**
		    o **Students will identify and demonstrate essential skills necessary to accomplish their academic goals (Revised 5/17/10)**
		• **SLO vs. SAO?**
			• **All Staff**	**Winter – Spring 2024**

	2. **Develop new methods of assessment or use old methods with new mechanisms.**
	
	    Examples of Methods:
	
	    • **Demonstration**
	    • **Exam**
	    • **Exit Interview**
	    • **Field Placement / Internship**
	    • **Lab Project**
	    • **Presentation / Performance**
	    • **Project**
	    • **Survey**
	    • **Tracked Academic Behavior**
	    • **Underlying Course**
		• **Discuss at staff meeting**
		
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		    Questions:
			• **All Staff**	**Winter – Spring 2024**

	3. **Pilot new methods of assessment and review the data.**	•	• **All Staff**	**Winter – Spring 2024**

			• All Staff	**Summer 2024**
		4. Reconvene to discuss pros and cons.	•	

Objective **SECTION 5** **Create a collaborative culture with campus affinity groups.**	**Key Results** 1. **Review and assess what we are currently doing with the campus affinity groups.**	**Activities** • **Discuss at a staff meeting**	**People Involved** • **All Staff**	**Timeframe** **Winter – Spring 2024**
	2. **Identify groups we would like to start working with.**	• **Discuss at a staff meeting** • **Identify key individuals involved with each affinity group** • **Identify additional groups we could potentially collaborate with**	• **All Staff**	**Winter – Spring 2024**

	3. Develop strategies and detail opportunities to work with affinity groups.	• Discuss at a staff meeting • Brainstorm events/activities • Identify staff and which groups each staff member will work with • Establish work groups • Initiate dialogue with affinity groups	• All Staff	Winter – Spring 2024
	4. Plan and execute strategies.	• Discuss at a staff meeting • Bi-weekly check-in on progress	• All Staff	Winter – Spring 2024
Objective **SECTION 6** **Participate in Services for Students Building planning.**	**Key Results** 1. Assess EOPS staff needs and vision for new Services for Students Building. Collect staff feedback.	**Activities** • Discuss at a staff meeting	**People Involved** • All Staff	**Timeframe** Summer 2023

	2. Attend / participate in all Services for Students Building planning meetings.	• Advocate for the needs of EOPS staff • Provide feedback to planning committee • Keep EOPS staff updated on developments	• Dean / Director	Fall 2023– Spring 2024
Objective **SECTION 7** **Create an enhanced and structured environment that contains:** 1. **A guide to outline and contain Program, College, and District Policies and procedures** 2. **Provide continuous training opportunities for counselors, advisors, students, and staff on the use of Clockworks.**	**Key Results** 1. **The guide would serve as an updated resource** 2. **Enhance knowledge of the new data management system** 3. **On and off campus training opportunities provides a broader range of learning opportunities for staff.** 4. **Provide opportunity for students to learn and job skills while assisting the staff with hectic and voluminous workloads.**	**Activities** • **Review current policies and procedures updating as needed. Add any new information and delete outdated information** • **Review new procedures for Use of Clockworks, New student applications, review of application, orientations, appointments, communication, expectations, data retrieval, and assessment** • **Research outside senates, regional groups, or community-based organizations for trainings related to EOPS.** • **Mini work fair for EOPS students who have FWS**	**People Involved** • **All staff, Specialists, supervisor, Asst Dir, all staff members**	**Time Frame** **Outline and possible first draft for the Guide: Should be started by Mid-winter quarter and a first draft completed by end of 2024-2025 school year** **CW Training: One-on-one training started fall quarter** **Training: Staff have continued to attend trainings and conferences. Leadership is open to proposals from staff for trainings off-campus and online.** **Student Workers: We anticipate hiring EOPS student workers for the Fall 2023 and Winter, Spring 2023 quarters**

3. Provide opportunities for counselors, advisors, and staff to participate in relevant trainings on-and off-campus 4. Hire student employees to assist with projects (EOPS/FWS), basic clerical tasks, and for student related events, surveys, and focus groups				
Objective **SECTION 8** Create an all-encompassing recruitment plan that includes: 1. Expand recruitment to non-traditional communities 2. Build a stronger relationship with Outreach	**Key Results** 1. Increased EOPS enrollment from students from highly impacted communities: such as formerly incarcerated, juvenile system, foster youth, Adult Ed, and community programs 2. Provide potential students with more robust information about the EOPS program and we can assist Outreach with Staffing. 3. Provide information about EOPS to communities that may not be reached by standard recruitment practices.	**Activities** 1. Intentionally identify specific organizations and groups and reach out to them. Build a roster of contacts for each group and reach out to them at least once a quarter 2. Identify calendars of community events that would be an arena where we could reach out to traditional students, or non-traditional students. 3. Hold monthly or quarterly meetings with Outreach. Plan where and how to recruit.	**People Involved** • Specialists, EOPS Coordinator and GSP Coordinator • Assistance from support staff.	**Time Frame** Identification of organization: Complete a roster of contacts by end Winter quarter 2024 Set-up a meeting with Outreach by January 2024. Set-up meetings for rest of year Complete list of community events , along with process for tabling if any the middle of the Winter quarter 2024.

3. Expand our recruitment to community events 4. Reach out to the office of equity and affinity groups	4. We can connect to students by going to them or setting the stage for them to come to us.	4. Research and maintain a list of community events: Cupertino, San Jose, Campbell, Milpitas etc. 5. Reach out to the affinity groups and ask for 5-10 minutes with each group when we are ready to start our recruitment on campus. 6. We can have zoom meetings where the leaders from each area can pop in and talk to our students.		Reach out to affinity leaders and as if they would like to attend student meetings or if they would like us to attend theirs. Complete by end of Winter 2024
Objective **SECTION 9** **Enhance staff opportunity and knowledge base** 1. **Provide Nonstandard opportunities for staff to enhance understanding of position and obligations to both students and self.** 2. **Develop an electronic resource guide for Staff (see section 7 for more in depth information)**	**Key Results** 1. **Provide staff with the opportunity to build a wider breadth of knowledge and skill set participating it community-, governance-, or equity-based organizations or groups** 2. **Provide staff with a tool to utilize when EOPS leadership are unavailable for response.**	**Activities** • **Based on input from staff, develop a list of professional growth events, organizations, training, or conferences for staff to utilize** • **Send out a request to staff to receive input on what they are looking for as far as growth opportunities.** • **Write Clockwork procedures** • **Write in office and remote procedures** • **Identify all relevant policies staff would need and pull from District website**	**People Involved** • **All faculty and staff, Supervisor , Asst Director, Dean, Specialists and Coordinator**	**Time Frame** **Request to go Winter 2024** **Responses by end of fall quarter Winter quarter 2024. Review and act on requests by Spring 2024 Quarter** **Clockwork procedures should be completed by end of Fall 2023.** **Office and remote procedures and Identification of policies by end of spring quarter 2025**

Objective:	Key Results	Activities	People Involved	Timeframe
SECTION 10 **Find funding for student needs.**	1. **Find current Student needs to advocate for funding**	• **Create Survey to students asking current needs.**		**Winter 2024**
	2. **Continue JBF relationship/funding**	• **Apply for funding yearly and report funding twice a month**	• **Maria/Flora**	**Yearly/twice a year**
	3. **Continue funding from DASG for Foster Youth**	• **Apply for DASG funding for foster youth**	• **Ammalinh/Flora Maria**	**Yearly in the Fall**

Objective:	Key Results	Activities	People Involved	Timeframe
SECTION 10 **Create more funding from Donors thru the District Foundation**	**1. Have a link for donation account**	• **Contact Foundation for a link/ video to be able to share thru different media platforms**	**Dean, Supervisor/Coordinator**	**Winter 2024**
	Key Results **2. Scholar Program Relationship with Donors**	• **Create more videos/Pictures to share with donors**	**Coordinator/ Yolanda**	**Winter/Spring 2024**
Objective **SECTION 11** **Develop and Execute a plan to revamp Technology (Software and Hardware) for the**	**Key Results** 1. **Identify what technology the program already has access to and uses.**	• **Create list of all technology available to our program, regardless of if it is being used or not.** • **Sort list by users. (staff, students, CAA, etc)**	**EOPS Technology team**	**Spring/Summer 2024 project**

EOPS program in its entirety. (CAA, Staff, Students)	2. Identify what is working and what can be improved or changed.	• Identify what processes utilize the technology and what features are needed/wanted and make revisions to the list. • Create notes on pros and cons of each technology and process.	EOPS Team	Spring 24
	3. Research alternative software options.	• Research what other EOPS programs use and their methods. • Research and provide information on alternative technology (ex. Pros and cons, cost, use, etc.) • Discuss with all EOPS staff for any ideas and feedback.	EOPS Technology team & all staff	Summer 2023
	4. Implement new technology and train all staff accordingly.	• List and sort out what technology should remain and what software can be purchased. • Implement any new technology and provide training to appropriate users.	EOPS Technology team	Summer/Fall 2023

Objective	Key Results	Activities	People Involved	Timeframe
SECTION 12 Renovate and revitalize EOPS office space	1. Design a larger, functional, safer, and more inviting space to accommodate the needs of faculty, staff & students	• The facility needs are being continuously discussed within SSPBT. • EOPS limited space must be judicial in assignment of office and workspace balancing the needs of functional workspace for the students	• EOPS Dean • DAC Administration • EOPS team • Facilities team • SSPBT	3 - 5 years?
Complete a needs assessment for the EOPS program office space	2. To develop a floor plan collaboratively of the future EOPS program office space where all EOPS team members can be housed together or at least within a reasonable vicinity of each other and the main office space	• A location of the future EOPS Office space will need to be determined which can meet the needs of the EOPS program and addresses the accessibility of the EOPS Office for students and the campus community at large	• EOPS Dean • DAC Administration • EOPS team • Facilities team • SSPBT	3 - 5 years?
Ensure that all operational equipment can be purchased, maintained, updated, and meet ergonomic standards	3. Assure that EOPS can complete day to day operational needs of the program in order for the program to run efficiently as well as effectively	• Complete an assessment of the EOPS program operational equipment needs	• EOPS Dean • EOPS team • Facilities team	Ongoing basis