

PLANNING/OUTCOMES DOCUMENT

Name of person(s) completing this form:	Del Ruff	Curriculum/Department:	GEAR UP/ College Access Programs
Purpose/Mission Statement		Vision Statement, 3-5 years	
<p>GEAR UP at Southwestern Community College in collaboration with Western Carolina University, Eastern Band of Cherokee Tribe, Rotary Clubs of Bryson City, Franklin, and Sylva, Drakes Fun Factory, and key Stakeholders in Jackson County, Macon County, Qualla Boundary, and Swain County will use a comprehensive approach to provide resources, programs, and services to empower and prepare students, families, and educators in readiness for post-secondary endeavors.</p>		<p>GEAR UP at Southwestern Community College envisions every student, regardless of his or her parents' wealth, ethnic background, or geographic location graduating from high school with the knowledge, skills, and abilities he or she needs to succeed in post-secondary school and the workplace; it sees a future in which fewer students need remediation during their first year of postsecondary education.</p> <p>GEAR UP at Southwestern Community College envisions a strong network of community-based college access organizations working together with educators and schools to ensure that all students receive academic and support services to help them stay in school, study hard, and take challenging and relevant courses that prepare them for college.</p> <p>GEAR UP at Southwestern Community College envisions parents and families developing high expectations for their children, planning post-secondary education endeavors together, and working with teachers to ensure that their children participate in a challenging curriculum that ensures students are college-ready, and learning about ways to finance college.</p> <p>GEAR UP at Southwestern Community College envisions supportive employers, faith-based groups, community organizations, and institutions of higher education that are actively engaged in providing students with mentors who encourage them to have high aspirations, ensuring that schools teach classes that prepare young people for postsecondary education, and helping families learn about opportunities beyond high school.</p>	

Departmental Strengths	Departmental Weaknesses
<p>This departments strengths:</p> <ul style="list-style-type: none"> • Staff has 60 + years of experience within Education grade 5-12. • Staff has a meriod of professionally experience that address all stakeholders. • Programs and services has served cohort schools for over eight (8) years. • Staff is located directly in schools. • Localized collaboration with school efforts for reform. • State level collaboration on the GEAR UP database. 	<p>This departments weaknesses:</p> <ul style="list-style-type: none"> • Taking advantage of professional development opportunities within and for the Community College. • Need of a continuous improvement model established for programs and services. • Full implementation and integration of programs and services in schools. • Avoiding supplanting pitfalls associated with school while attempting to address their needs. • Planning programs and services prior to service year. • High staff turnover.

Departmental Opportunities	Departmental Threats
<p>This department has the following opportunities:</p> <ul style="list-style-type: none"> • GEAR UP is making efforts to become more Holistic in its programs and services. • Collaborating more with SCC and WCU for higher education trends and student deficiencies. • Development of On-Line teacher development opportunities. • Development of Parent components that will assist with planning for middle school, high school, and post-secondary school. • Working closely with other College Access Programs at SCC, in NC, and other states to develop a “best practices” portfolio. • Developing opportunities for all stateholders to develop academically and affectively. 	<p>This department has the following threats:</p> <ul style="list-style-type: none"> • GEAR UP must work to define itself as a “College Readiness” program and not a program that can assist schools with “Testing Readiness” only. • Complacency providing services and daily operations while not realizing or addressing the changing needs of the stakeholders. • Developmental reluctance on the part of stakeholders and staff due to the austere nature of the region, community, and schools. • Development of sustainable programs and services that will not require 100% funding from GEAR UP funds over time. • Acquisition of data from schools on a consistent and timely basis. • Flexibility of staff schedules.

College Goals	2007-08 Department Outcomes/Goals	Success Criteria (Method for measuring extent to which outcome is achieved)	Plan of Action (including resources needed)
4,5,7	Hiring of staff, training staff and development of Yearly Work-Plan.	Staffing positions filled with qualified personnel and Work-Plan Developed	Interview and hiring process according to SCC requirements. Use of a facilitator to hold a GEAR UP Retreat to help establish a framework and develop our Yearly Work-Plan.
6	Development of a data collection tool that allows us to collect, measure and report GEAR UP services.	Data collection tool is developed and in place for school year 2007-08.	Work with GEAR UP NC and Appalachian State GEAR UP to develop a NC on-line database tool.
6	Effective collection of GEAR UP student service data in order to establish baseline data.	We will be able to collect necessary student data and effectively establish baseline measurements.	Each site is responsible for input of data routinely.
6	Successful submission of Annual Performance Report (APR) to the U.S. Dept. of Education.	Renewal of GEAR UP grant based on Annual Performance Report submission.	Success is determined by our ability to collect, collate and analyze our data collection. Each site Coordinator is responsible for collecting student service data, collect student information and assist in collating and analyzing data. Project Director will assist in providing direction and technical assistance to assist this collection. The Director will be responsible for submitting the APR.

Criteria Results for 2007-08 Outcomes Be sure to utilize most current data available	End of Year Analysis (Goals achieved, impact of equipment purchased, improvements to program or service, etc.). Describe how you used the results to improve your program/department.
Hiring was completed. Work-Plan was developed and initiated.	New Director hired in January. Work-Plan is in place and clearly defines GEAR UP's direction and goals.
On-line data collection tool for student services developed and in place for school year 2007-08.	The webportal is effective for storing data. While limited for 25% of our program, it is a valuable tool for statistical gathering of services.
Data was collected .	Data was collected but no consistent means for analysis developed.
Annual Performance Report (APR) submitted to Department of Education and successfully accepted with no revisions.	A procedure for collecting data and information for the APR will be instrumental in continued success.

College Goals	2008-09 Department Outcomes/Goals	Success Criteria (Method for measuring extent to which outcome is achieved)	Plan of Action (including resources needed)
1,2,5,7	Development of a Western NC College Readiness Committee.	-80% participation in meetings and planning activities for the committee.	<ul style="list-style-type: none"> -Request representatives of partners and community stakeholders. -Schedule meetings in which a Quorum can be formed. -Formation of a College Readiness Rubric for Western NC.
1,2,4,7	Greater participation at Southwestern Community College.	-80% of GEAR UP staff will participate at Southwestern Community College.	<ul style="list-style-type: none"> -Encouragement to be included in committees at SCC. -Participation at SCC events. -Taking courses to develop skills, knowledge, and abilities. -Volunteer for functions and events at SCC. -Increase knowledge about NC Community College System.
1,2,6,7	Development of a tentative calendar of programs and services by the end of a school year.	-75% of GEAR UP sites will have a calendar of events.	<ul style="list-style-type: none"> -Coordinator collaborative planning with GEAR UP staff. -Continuous dialogue with stakeholders in sites. -Include Holistic Programs and services to reduce overlap.
1,4,6,7	Development of continuous improvement model.	-80% of GEAR UP programs and services will use the Improvement Model.	<ul style="list-style-type: none"> -Procedures for development of programs and services. -Collection methods for Quantitative and Qualitative information needed. -Writing educational research proposals. -Local, State, and National presentations of programs and services.

1,2,4,5,6,7	Development of programs and services designed to engage parents, families, and educators about college readiness.	-60% of programs and services will be designed to address parents, families, and educators about college readiness.	-Flexible GEAR UP staff schedule to meet the needs of the parents, families, and educators. -Collaborative planning amongst GEAR UP and district stakeholders.
2,5,6,7	Increase collaborative opportunities for partners in the current GEAR UP grant.	-90% awareness by all partners of GEAR UP.	-Provide at least thirty (30) day notices of events. -Improve procedures for requests for collaborations. -Provide information frequently to partners about GEAR UP programs and services.
1,3,5,7	Development of on-line college readiness curriculum for all stakeholders.	-80% of curriculum will be accessible by the years end.	-Secure consultants knowledgeable of on-line platforms. -Survey stakeholders for needs assessment. -Work with SCC Distance Learning Department to determine feasibility and logistics. -Negotiate costs associated with initiative.

Budget Item Description (Budget items requested from college funds)	Current Year Budget:	Ongoing Operational Budget:	Expansion Budget:
Supplies-			
Equipment-			
Travel-			
Program Accreditation-			
Other-			
TOTALS			

Mid-point Review

Progress Notes:

