

Administrative Services, President's Cluster, and Student Success and Support
Programs, College Centers
Annual Program Planning Worksheet for 2025

Program: Community Programs

Current Year: 2025

Last Year CPPR Completed: 2022

Current Date: March 3, 2025

Cluster: Student Success and Support Programs

The Annual Program Planning Worksheet (APPW) is the process for:

- Reviewing, analyzing and assessing programs on an annual basis
- Documenting relevant program changes, trends, and plans for the upcoming year
- Identifying program needs, if any, that will become part of the program's Resource Plan ([download from this folder](#)) (Please review the [Resource Allocation Rubric](#) when preparing the resource plan)
- Highlighting specific program accomplishments and updates since last year's APPW

Please complete the following information. Please note that responses are not required for all elements of this document.

I. General Program Update

Describe changes and improvements to the program, such as changes to the mission, purpose or direction. Indicate any changes that have been made to address equity gaps.

None

II. Data Analysis and Program-Specific Measurements

Programs are often impacted by institutional or other organizational change. Please review program-relevant institutional data sources, such as institutional enrollment trends, which along with some other relevant program data, is available on the [SLOCCCD Institutional Research website](#). Other organizational or departmental measurements may provide useful information for planning in your program; please describe those measurements and the data below.

A. Data Summary:

Community Education Offerings

Enrollments (from March to March)

Institutional Measurement	10-15 (average)	15-16	16-17	17-18	18-19	19-20	20- 21	21-22	22-23	23-24	24-25
College for Kids	1510	1844	1617	1843	2071	2208	351	391	1257	1791	1818
Education Offerings (Classes/Activities)	1119	1179	1234	1331	2188	2480	434	1419	1677	1597	1383
Writers' Conference	252	239	325	303	372	392	126	33	21	308	137
Online w/ Ed2Go & World Education	184	107	99	114	202	225	592	460	781	645	408

Community Recreation Offerings

Enrollments (from March to March)

Institutional Measurement	10-15 (average)	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25
Aquatics	2314	939	2934	3026	1040	3416	3867	3457	4891	6649	7098
Recreation Offerings (Classes/Activities)	466	89	86	279	765	587	6	161	463	444	419
Camps/Clinics/Open Gyms	170	677	547	560	1079	486	0	29	36	7	0

- Describe data collection tool(s) used.

The data for Community Programs is maintained in the ActiveNet fee-based registration system.

- Include updates to program data results from the previous year, if any.

NA

B. Data Interpretation:

- Describe results from previous improvement efforts to the program based on institutional or departmental changes.

College for Kids continues to rebound and has grown enrollment to near pre-pandemic levels. The partnership with Guadalupe Union School District has significantly stabilized enrollment across all offerings. The enrollment numbers are encouraging in the face of new competition with San Luis Coastal's free summer enrichment program. The coming year will be telling as the SLCUSD summer enrichment program is offering more

flexibility to families and no longer requiring the full 6-week commitment. The flexibility of CFK's 2-week sessions has continued to be appreciated by families.

Community Education enrollments have tailed off slightly over the past two years. The lack of a coordinator during this time period is likely the primary cause as the absence impacted marketing, hiring, program development, and instructor support.

The Writers' Conference has a new director come on in 2023 and positively rebounded but saw a sharp decline in 2024. The director resigned and has been replaced and the conference is expanding back to two days this year.

Aquatics has experienced steady growth in enrollment and continues to fill a major need in the community. Discounts for academic Cuesta students and employees have been positively received and resulted in increased lap swim enrollments and participation. The addition of Adult Water Polo has helped drive aquatics enrollment beyond 7,000 for the first time.

Recreation is fairly stable but is an area with significant potential. Growing these programs in the coming year is a priority of the department.

- Identify areas if any that may need improvement for program quality and growth.

Community Education

Writers' Conference

Community Recreation Camps and Clinics

- Recommend any changes and updates to program based on the analysis above. For elements that require funding, complete the Resource Plan Worksheet ([download from this folder](#)) and review the [Resource Allocation Rubric](#).

Online programs with Ed2Go and World Education have declined over the past two years. Filling the vacant Assistant/Receptionist position is a goal for the coming year that will allow the department to provide necessary support to the unique Supplement Job Displacement students these programs serve.

The addition of a full-time Aquatics Lead will help to strengthen oversight of our growing Aquatics program. With lifeguard staff starting at 5:00am and programs running until 6:30pm, there are gaps in supervision and support. The addition of this position would ensure supervision and availability of a permanent employee at all hours of operation.

The Aquatics Lead position will also help to free up the Aquatics and Recreation Coordinator to build programming for Community Recreation Camps and Clinics.

III. Annual Program Outcomes (ASOS and SSOS), Assessment and Improvements

Your program has established either Administrative Service Outcomes or Student Service Outcomes. Those outcomes are assessed and tracked in the Course or Program Assessment Summary. Review CPAS documents for ASO or SSO assessment results for program outcomes.

A. Current Program Outcomes:

SSO 1: Community Programs will contribute to meeting the educational and recreational needs of San Luis Obispo County residents through a self-funded program structure.

SSO 2: As a result of participating in Community Programs activities, a patron will be satisfied with the content and delivery of the activity.

B. Describe your program assessment:

Community Programs is the structure within the college to respond to enrichment, recreation, and workforce training needs and has developed a response time to local needs that cannot be matched by credit or non-credit programs on campus. Coupled with the mechanism of being financially self-supporting, Community Programs can monitor the interests and workforce trends affecting the lives of local residents and be an immediately responsive and market-driven service of the college. Cuesta College can also use these findings to inform the higher-stakes, longer-development timeline for the credit and noncredit curriculum development process.

A satisfaction survey is implemented with every activity in person during the last meeting and/or online with a fillable form. We use this to assess the instructor, course content, and class format while also collecting suggestions for future class offerings.

C. Describe any results from improvement efforts arising from ASO or SSO assessment in the last year:

In response to feedback from students about challenges navigating campus and finding classrooms, staff has taken to placing signage out the day classes begin to direct students from parking lot to classroom.

With responses to online course evaluations dropping, staff are now placing paper evaluation forms in instructor class packets to try to encourage students to fill out course evaluations in-person on the last day of class.

CP staff have increased in-person meetings with instructors to help build comfort on campus and to help integrate them into the Cuesta community.

- D. Recommend changes and updates to program based on assessment of program outcomes. For elements that require funding, complete the Resource Plan Worksheet ([download from this folder](#)) and review the [Resource Allocation Rubric](#).

In the coming years, we plan to improve and expand on the evaluation process in two ways. First, we will be adding the objectives to the course descriptions and evaluation forms so that we can get more constructive feedback on the learning outcomes we have established for each course. Secondly, we will be implementing an instructor self-evaluation to gauge their effectiveness in the classroom and ability to help students reach their learning outcomes. F

While implementing these changes we will work with instructors to develop more detailed syllabuses that reflect a clear path toward achieving the learning outcomes established for each class.

IV. Anticipated Service Challenges/Changes

Provide a brief description of challenges or changes anticipated in the next year and any needs that have emerged consequently.

Suggested Elements:

A. Regulatory changes

B. Internal and external organizational changes

Community Programs is now a part of SSSP. This will result in increased collaboration with campus.

C. Student and staff demographic changes

D. Community economic changes – workforce demands

Inflation will continue to impact fee-based programming. CP is committed to DEI and enhancing its ability to subsidize and offer scholarships to prevent an economic barrier to access.

E. Role of technology for information, service delivery and data retrieval

Class delivery will continue both in-person and online. The purchase of student computers helps us to better meet the demands for technology training.

F. Providing service to multiple off-campus sites

Community Programs will look to increase programming on the North County and South County Campuses to further our reach in the community.

G. Anticipated staffing changes/retirements

We are currently recruiting for a Community Programs Coordinator to run the Community Education and Youth programs. We aim to fill the vacant Assistant/Receptionist position and add an Aquatics Lead.

V. Overall Budget Implications

Provide a brief description of the immediate budget request(s) made in your Resource Plan ([download from this folder](#)) (after having reviewed the [Resource Allocation Rubric](#)). These elements will be reflected in the District planning and budget process.

Elements:

A. Personnel

The Aquatics Lead position will help to strengthen oversight of our growing Aquatics program. With lifeguard staff starting at 5:00am and programs running until 6:30pm, there are gaps in supervision and support. The addition of this position would ensure supervision and availability of a permanent employee at all hours of operation.

B. Equipment/furniture (other than technology)

C. Technology

Upgrading ActiveNet, Community Programs' registration system, will improve the experience of patrons enrolling in programs while also streamlining email marketing, program updates/reminders, and data/analytics. We currently have the most basic package which provides registration service but no other features.

D. Facilities

A permanent lifeguard station and office at the 1600 aquatics facility will allow the Aquatics Program Coordinator and Aquatics Lead to work more efficiently and

productively, as well as be present on the pool deck providing daily oversight and ensuring safe operations.

Signature Page

List the names and titles of managers, faculty, and classified staff who contributed to the annual planning and program review process.

Name	Position
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Name	Position
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Student Success and Support Programs, College Centers and Administrative Services Programs: Managers completing this process must sign. All full-time director(s), managers, faculty and/or classified staff in the program must sign this form.

Name	Title	Signature	Date
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Name	Title	Signature	Date
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Name	Title	Signature	Date
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