

Administrative Services, President's Cluster, and Student Success and Support
Programs, College Centers
Annual Program Planning Worksheet for 2026

Program: Community Programs

Cluster: SSSP

Current Year: 2026

Last Year CPPR Completed: 2022

Current Date: 02/05/2026

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.

Community Programs continues to provide enrichment, recreation, and youth programming that responds to the educational and recreational interests of San Luis Obispo County residents. Programs remain self-supporting and are designed to respond quickly to community demand while maintaining high-quality instructional experiences.

In 2025, several operational improvements were implemented to strengthen program access and administrative efficiency. The scholarship application process was redesigned using dynamic forms, allowing applicants to complete a streamlined online request and enable staff to process awards more efficiently. This change has reduced administrative barriers and improved access for participants who may otherwise face financial barriers to participation.

The department also experienced significant structural changes over the past two years. The Education and Youth Program Coordinator position was vacant from August 2023

through April 2025, and the department experienced multiple management transitions during that period. In January 2025, Community Programs moved from the Office of Instruction to Student Success and Support Programs and was assigned to a new director. The Education and Youth Program Coordinator position was filled in April 2025, restoring staffing capacity to support program development, instructor recruitment, and community outreach.

The Writers’ Conference also hired a new conference director and returned to a two-day format, which helped stabilize the event following a slow rebuild post-pandemic.

II. Data Analysis and Program-Specific Measurements

Programs are often impacted by institutional or other organizational changes. 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)	16-20 (average)	20- 21	21-22	22-23	23-24	24-25	25-26
College for Kids	1510	1917	351	391	1257	1791	1818	1999
Education Offerings (Classes/Activities)	1119	1682	434	1419	1677	1597	1383	1990
Writers’ Conference	252	326	126	33	21	308	137	189
Online w/ Ed2Go & World Education	184	149	592	460	781	645	408	394

Community Recreation Offerings

Enrollments (from March to March)

Institutional Measurement	10-15 (average)	16-20 (average)	20-21	21-22	22-23	23-24	24-25	25-26
Aquatics	2314	2271	3867	3457	4891	6649	7098	7348
Recreation Offerings (Classes/Activities)	466	361	6	161	463	444	419	533
Camps/Clinics/Open Gyms	170	670	0	29	36	7	0	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.

Over the past year, the primary focus of Community Programs has been rebuilding departmental staffing and leadership capacity following a period of vacancies and organizational transition. The Education and Youth Program Coordinator position, vacant from August 2023 to April 2025, was filled in April 2025, restoring the department's ability to recruit instructors, develop programming, and support youth and community education offerings.

With this position restored, the department has begun stabilizing operations and rebuilding program areas affected by pandemic disruptions and staffing limitations. One example is the Writers' Conference, which hired a new conference director and returned to a two-day format, helping reestablish the event's structure and positioning it for future growth.

These improvements have allowed Community Programs to return programs to a stable operational baseline and begin preparing for future expansion.

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

Several areas of Community Programs present opportunities for improvement and strategic growth. While College for Kids and Aquatics programming continues to demonstrate strong demand and consistent enrollment growth, other program areas have not yet fully recovered from pandemic-related disruptions.

Community Education offerings represent one area for expansion. Although enrollment has stabilized in recent years, participation remains below pre-pandemic levels. With the hiring of the Education and Youth Program Coordinator in April 2025, the department now has increased capacity to recruit instructors, expand course topics, and respond to emerging community interests.

Recreation camps, clinics, and open gym offerings have experienced the most significant decline since the pandemic and require focused attention. Rebuilding these programs will require renewed instructor recruitment and coordination with campus facilities to reestablish youth and recreational programming opportunities.

The Writers' Conference also presents an opportunity for growth. Following several years of fluctuating attendance, the conference recently returned to a two-day format under new leadership. Continued marketing, community partnerships, and program development will be important to rebuild attendance and expand the conference's regional reach.

Enrollment in online courses offered through Ed2Go and World Education has remained stable over the past two years despite limited staffing supporting the program and continues to represent an important pathway for short-term workforce training. Increased administrative support will help the department assist students utilizing Supplemental Job Displacement Benefits (SJDB) in navigating enrollment and funding for these programs.

- 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](#).

Based on this analysis, Community Programs will prioritize rebuilding recreation camps, clinics, and open gym offerings while continuing to expand Community Education courses, strengthen participation in online workforce training programs, and rebuild attendance for the Writers' Conference.

To support these efforts, the department plans to expand staffing capacity in Spring 2026 with the addition of a full-time Community Programs Assistant/Receptionist and a new Aquatics Supervisor. The Community Programs Assistant/Receptionist will strengthen front-line customer service, support registration and scholarship processing, and assist students utilizing Supplemental Job Displacement Benefits (SJDB) in enrolling in online workforce training programs.

The Aquatics Supervisor will provide dedicated oversight of the college's rapidly growing aquatics programming, including lifeguard supervision, scheduling, and safety compliance. With this role in place, the Community Programs Aquatics and Recreation Coordinator will be able to shift greater focus toward rebuilding and expanding recreation programming.

Together, these staffing additions will increase the department's capacity to support participants, expand programming, and respond more effectively to community demand.

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 operates as the college's primary structure for delivering short-term enrichment, recreation, and workforce-related learning opportunities. Because programs are self-supporting and do not require the lengthy curriculum development process used in credit and noncredit instruction, Community Programs can respond quickly to emerging community interests and workforce trends.

Participation and satisfaction data collected through course evaluations provide insight into program quality and emerging community interests. These findings often inform future program development and may also provide early indicators of potential areas for credit or noncredit curriculum development.

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

The primary improvement goal identified in the previous assessment cycle was to strengthen the evaluation process for Community Programs activities by incorporating clearer course objectives into activity descriptions and evaluation forms. This effort is intended to provide more meaningful feedback on how well courses support the learning outcomes established for each activity.

Due to staffing vacancies and departmental restructuring over the past year, the department focused on rebuilding staffing capacity and restoring core program operations. As a result, the implementation of the enhanced evaluation process was not completed during this cycle.

With staffing now nearly stabilized, Community Programs plans to resume this effort by integrating course objectives into activity descriptions and evaluation tools, and by introducing an instructor's self-evaluation component. These improvements will support a more consistent assessment of program quality and help instructors better align course delivery with intended learning outcomes.

- 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](#).

Future improvements to the evaluation process include the integration of learning objectives into course descriptions and evaluation forms. This change will allow the program to better measure whether participants feel course objectives were achieved.

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

While Community Programs courses do not fall under the same regulatory requirements as credit and non credit instruction, the program must continue to monitor evolving college policies related to risk management, aquatics safety and compliance, facility use, and contracting requirements for instructors.

- B. Internal and external organizational changes

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

- C. Student and staff demographic changes

Community Programs serve a broad community population including youth, working adults, and retirees. As the population of San Luis Obispo County continues to diversify,

the program will seek to expand offerings that reflect the interests and needs of a wider range of community members.

D. Community economic changes – workforce demands

Inflation will continue to impact fee-based programming. CP is committed to 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

Technology will continue to play an important role in marketing, registration, and program evaluation. Improvements to online registration systems, digital marketing strategies, and evaluation tools will allow the program to better track participation trends and respond to community interests.

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

Community Programs is currently recruiting for a Community Programs Assistant/Reception and a new position, Community Programs Aquatics Supervisor.

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

B. Equipment/furniture (other than technology)

C. Technology

D. Facilities

Signature Page

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

Wes Martin Director, Continuing and Community Education

Name Position

Frankie Maldonado Program Coordinator

Name Position

Nanette Pina-Stevens Division Program Specialist

Name Position

Name Position

Name Position

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

Name Title Signature Date

Name Title Signature Date
