2021 INSTRUCTIONAL ANNUAL PROGRAM PLANNING WORKSHEET

Current Year: 2021   Program: Emeritus
Cluster: Workforce & Economic Development   Last Year CPPR Completed: 2018-19
Next Scheduled CPPR: 2022   Current Date: 2/15/2021

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
- highlighting specific program accomplishments and updates since last year's APPW
- tracking progress on a Program Sustainability Plan if established previously.

Note: Degrees and/or certificates for the *same* program *may be consolidated* into one APPW.

This APPW encompasses the following degrees and/or certificates:
Click here to enter text.

GENERAL PROGRAM UPDATE

Describe significant changes, if any, to program mission, purpose or direction. *If there are not any, indicate: NONE.*

The Emeritus program is committed to serving the diverse needs of the older adult population in San Luis Obispo County through enrichment courses catered to the older adult community, with an emphasis on new skill acquisition, healthy living strategies, and artistic expression. The program provides community engagement and lifelong learning. The curriculum offers culinary, yoga, various arts, memoir writing, photography, and reminiscing that is consistent with students needs at community sites, independent living sites, and campus sites throughout the county. The program also supports our institutional goal 2.2, to increase enrollment opportunities for community members who are 55years of age and older. The primary focus for the Emeritus program was to expand to the Cambria and South County communities. However, this was dramatically changed due to the impact of COVID-19. Our focus had to shift on identifying what courses were a possible to shift to online learning, training faculty for online instruction, and assisting students with the supportive services necessary to stay engaged and continue to experience lifelong learning during the challenging isolation caused by the pandemic. The transition to online learning was especially challenging for the Emeritus population because most students lacked the digital literacy skills retain in the program. However, the Continuing Education staff collaborated to determine the needs of students, and faculty to continue to offer a successful program. All current Emeritus faculty successfully completed the Cuesta DE certification. Innovative ways to support students such as technology workshops and one-on-one Zoom support proved to help our students continue in the program. Despite our efforts to maintain our course offerings during the pandemic, we were forced to cancel several sections that were offered at assisted living and community sites.

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However, we have been in constant communication with our Emeritus partners discussing and planning a transition to face-to-face instruction and bolstering the program to where it was before COVID-19. We are confident we will meet our course offering and enrollment goals when this transition is possible.

PROGRAM SUSTAINABILITY PLAN UPDATE

Was a Program Sustainability Plan established in your program's most recent Comprehensive Program Plan and Review?

      Yes ☐ If yes, please complete the Program Sustainability Plan Progress Report below.
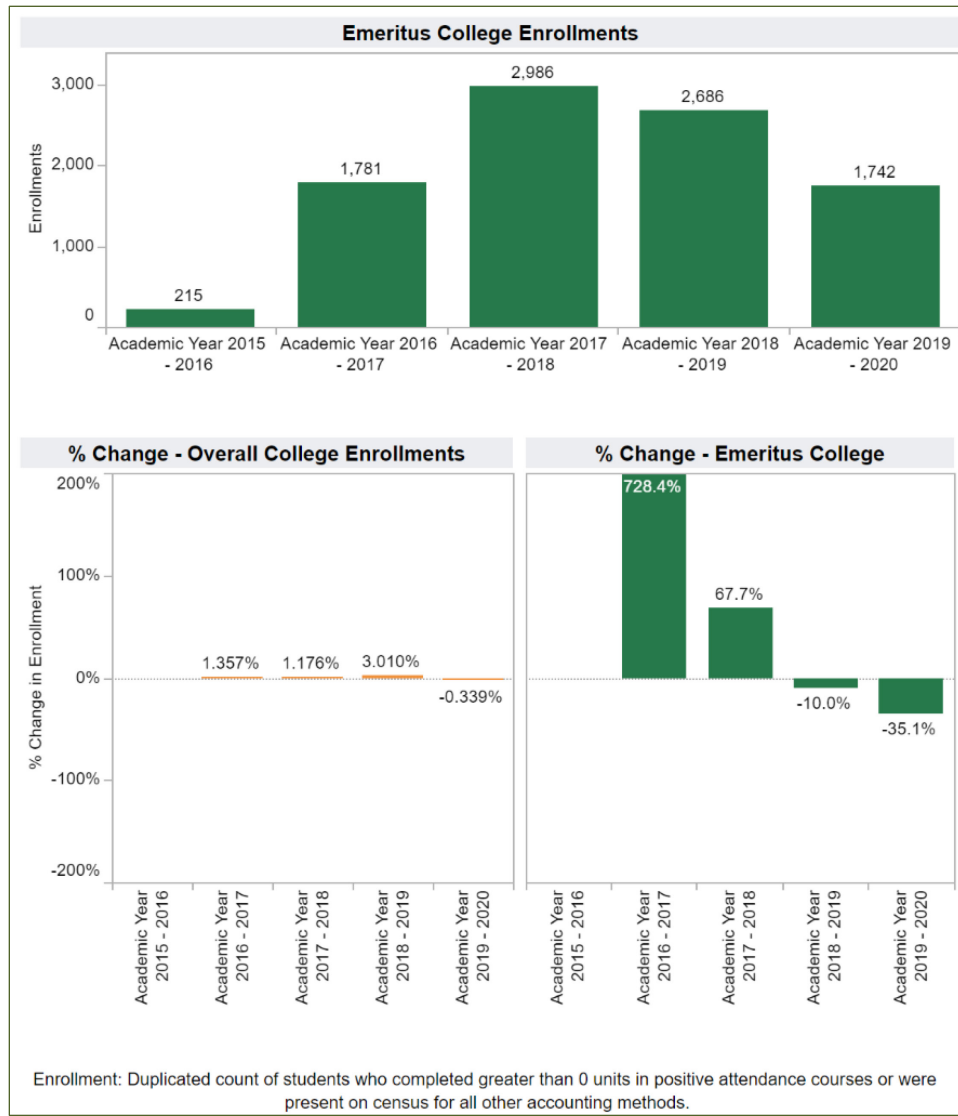   No ☒ If no, you do not need to complete a Progress Report.

If you selected yes, please complete the Program Sustainability Plan Progress Report below after you complete the Data Analysis section. That data collection and analysis will help you to update, if necessary, your Program Sustainability Plan.

DATA ANALYSIS AND PROGRAM-SPECIFIC MEASUREMENTS

Your responses to the prompts for the data elements below should be for the entire program. If this APPW is for multiple degrees and/or certificates, then you MAY want to comment on each degree and/or certificate or discuss them holistically for the entire program being sure to highlight relevant trends for particular degrees and/or certificates if necessary. Responses in this document need only reference the most recent year's available data.

Continuing Education – Enrollment – Emeritus Program (2015-2020)

Emeritus College Enrollments

% Change - Overall College Enrollments

% Change - Emeritus College

Enrollment: Duplicated count of students who completed greater than 0 units in positive attendance courses or were present on census for all other accounting methods.

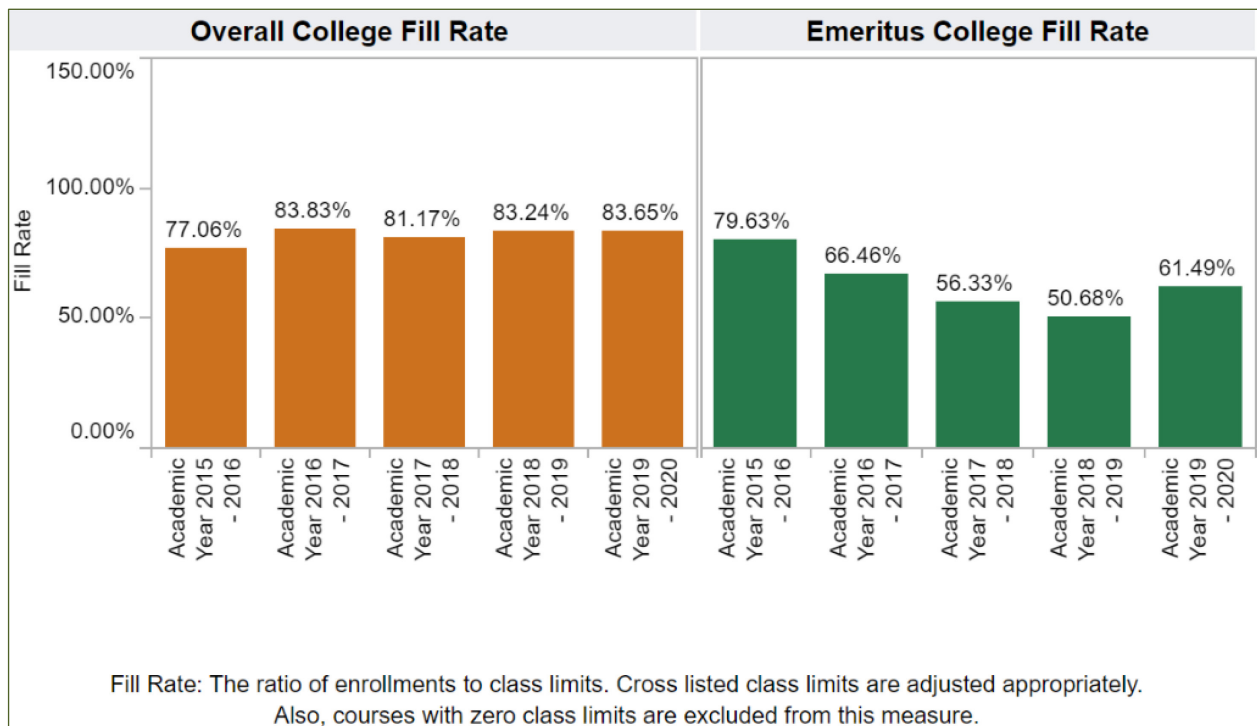**The Emeritus program is offered in three categories:**

1. **Assisted Living Facilities** host sites provide the classroom and the students (their residents). Although these sites offer classes with maximum enrollments, they require constant monitoring due to residency changes at the sites. The partnerships developed with these sites have helped to increase enrollments and maintain a sustainable program. The activity directors from our partnering sites have expressed high satisfaction and great value the Emeritus program has brought to the sites and enhanced their resident's daily lives.

3 S a n   L u i s   O b i s p o   C o u n t y   C o m m u n i t y   C o l l e g e   D i s t r i c t
I n s t r u c t i o n a l   A n n u a l   P r o g r a m   P l a n n i n g   W o r k s h e e t
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2. **Community sites** with members or residents: examples include Morro Bay and Paso Robles Senior Centers, Sunrise Terrace in AG. These are community sites but benefit from the support of partners who assist with course selection, promotion and coordination.

3. **Campus sites** several classes were offered at the North County Campus. It has been a challenge to offer classes at the San Luis Obispo Campus, many students are discouraged by the location, and the South County Center has been a challenge since the courses can only be offered in the evening and there has not been evidence from our older adult population that they prefer to take these classes at that time. Generally, campus-based classes are the least attractive to our older adults' community

There has been a drastic decrease in enrollments from the 2018-2019 to 2019-20200 academic year due to the Covid-19 pandemic and the conversion to online classes. The pandemic forced the shutdown of assisted living and community sites which were a majority of the Emeritus program enrollments. Despite the dramatic decrease in enrollments we are confident that through our dedication to students and collaboration with community and assisted living sites , our enrollments will return and exceed what they were prior to COVID-19.

[General Student Demand (Fill Rate) (Insert Aggregated Data Chart)](#)

Continuing Education – Fill Rate – Emeritus Program (2015-2020)

Fill Rate: The ratio of enrollments to class limits. Cross listed class limits are adjusted appropriately. Also, courses with zero class limits are excluded from this measure.
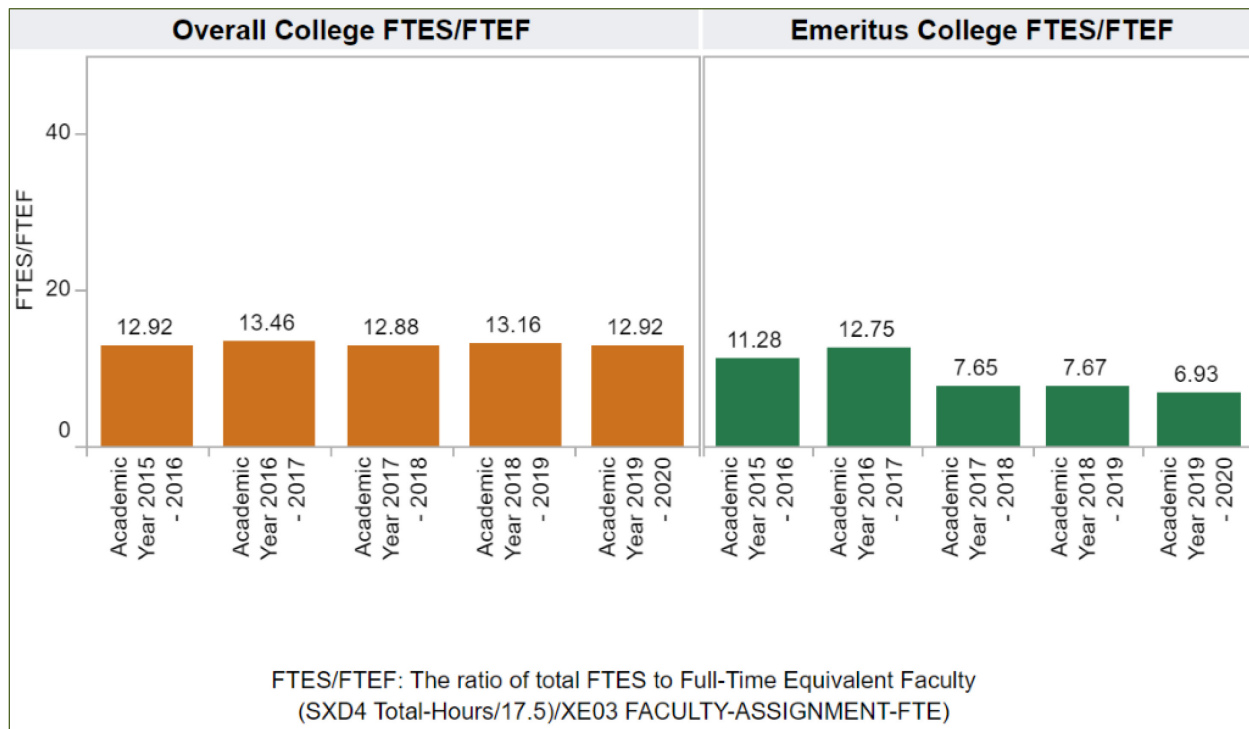
Fill rates for Emeritus classes vary due to the circumstances of the sections. The fill rates in based on the contingency of course and the category of the location it is offered. Often course caps are higher

4 S a n   L u i s   O b i s p o   C o u n t y   C o m m u n i t y   C o l l e g e   D i s t r i c t
I n s t r u c t i o n a l   A n n u a l   P r o g r a m   P l a n n i n g   W o r k s h e e t
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than the available physical space at many sites. The Continuing Education staff collaborate closely with faculty and partnering sites to ensure registrations are completed in a timely manner to ensure all enrollments are complete. The Continuing Education staff work on increasing the fill rates for the Emeritus program by cancelling lower enrolled courses, careful scheduling, and intentional outreach of current classes.

General Efficiency (FTES/FTEF) (Insert Aggregated Data Chart)

Continuing Education – FTES/FTEF – Emeritus Program (2015-2020)

Overall College FTES/FTEF

Academic Year	FTES/FTEF
2015-2016	12.92
2016-2017	13.46
2017-2018	12.88
2018-2019	13.16
2019-2020	12.92

Emeritus College FTES/FTEF

Academic Year	FTES/FTEF
2015-2016	11.28
2016-2017	12.75
2017-2018	7.65
2018-2019	7.67
2019-2020	6.93

FTES/FTEF: The ratio of total FTES to Full-Time Equivalent Faculty
(SXD4 Total-Hours/17.5)/XE03 FACULTY-ASSIGNMENT-FTE)

The Emeritus program is currently below the college's average and the Continuing Education Staff are working to improve the efficiency. However, the efficiency metric will always be slightly lower for noncredit programs such as Emeritus because of the attendance accounting method. In person and synchronous instruction use the positive attendance method instead of census rosters. The Emeritus program unfortunately experiencing the death of students in assisted living programs, students move from the area, or their health prevents them for continuing a course. These common factors will always impact the general efficiency of the program.
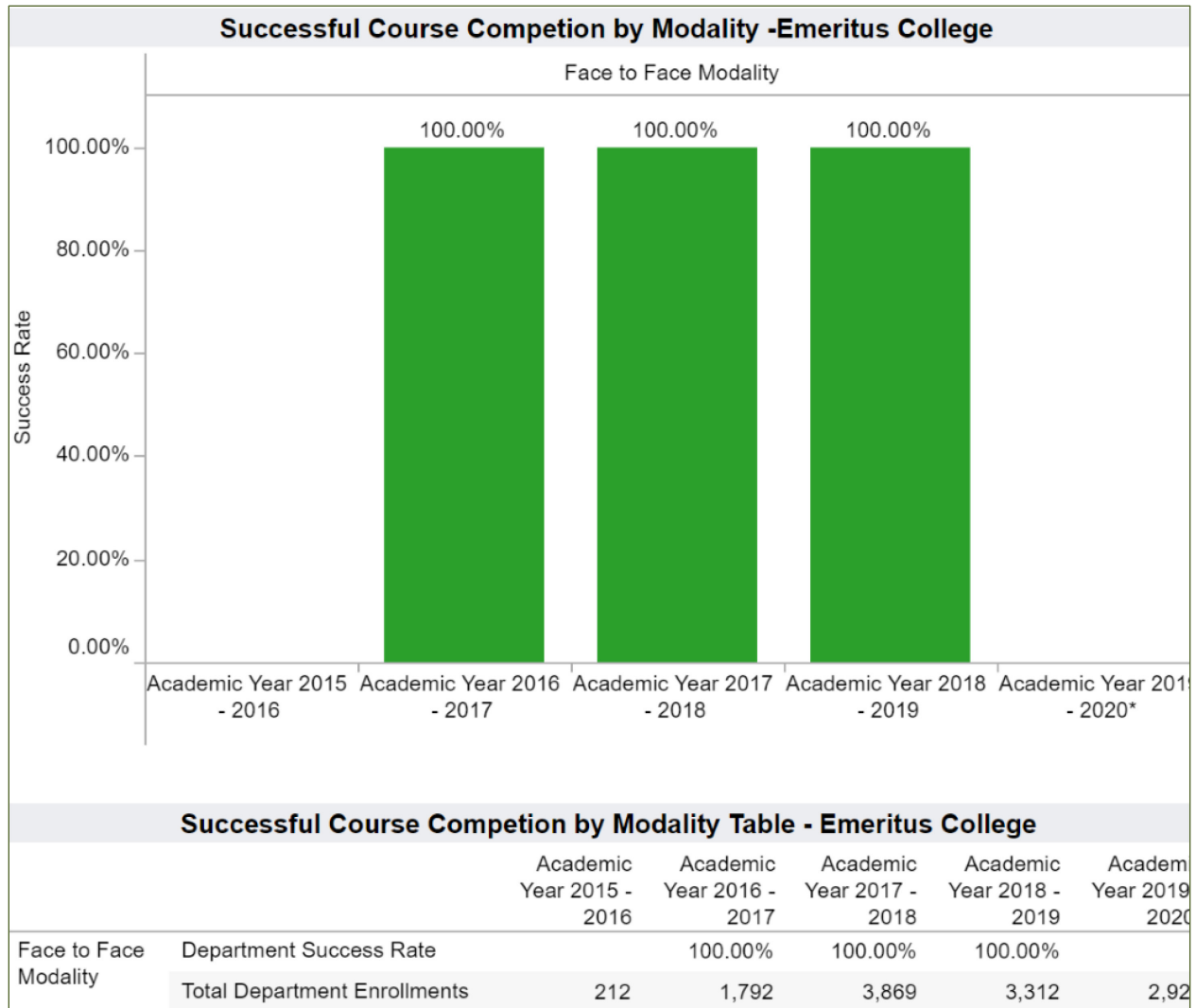
The Continuing Education staff will continue to work to improve the efficiency by offering registration and enrollment support to students at campus and community sites. The Continuing Education staff will work with independent living staff to ensure all residents are properly enrolled in the program.

Unfortunately, the efficiency will likely be lower during the pandemic because of all the challenges of online learning for our older adult population. Once we return to face-to-face instruction, we plan to

resume the community building practices that have been well received by our community members 55 and older.

[Student Success—Course Modality (Insert Data Chart)](#)

Continuing Ed – Course Completion by Modality – Emeritus Program (2016-2020)

Successful Course Competion by Modality -Emeritus College

Face to Face Modality

	Academic Year 2015 - 2016	Academic Year 2016 - 2017	Academic Year 2017 - 2018	Academic Year 2018 - 2019	Academic Year 2019 - 2020*
		100.00%	100.00%	100.00%	

Successful Course Competion by Modality Table - Emeritus College

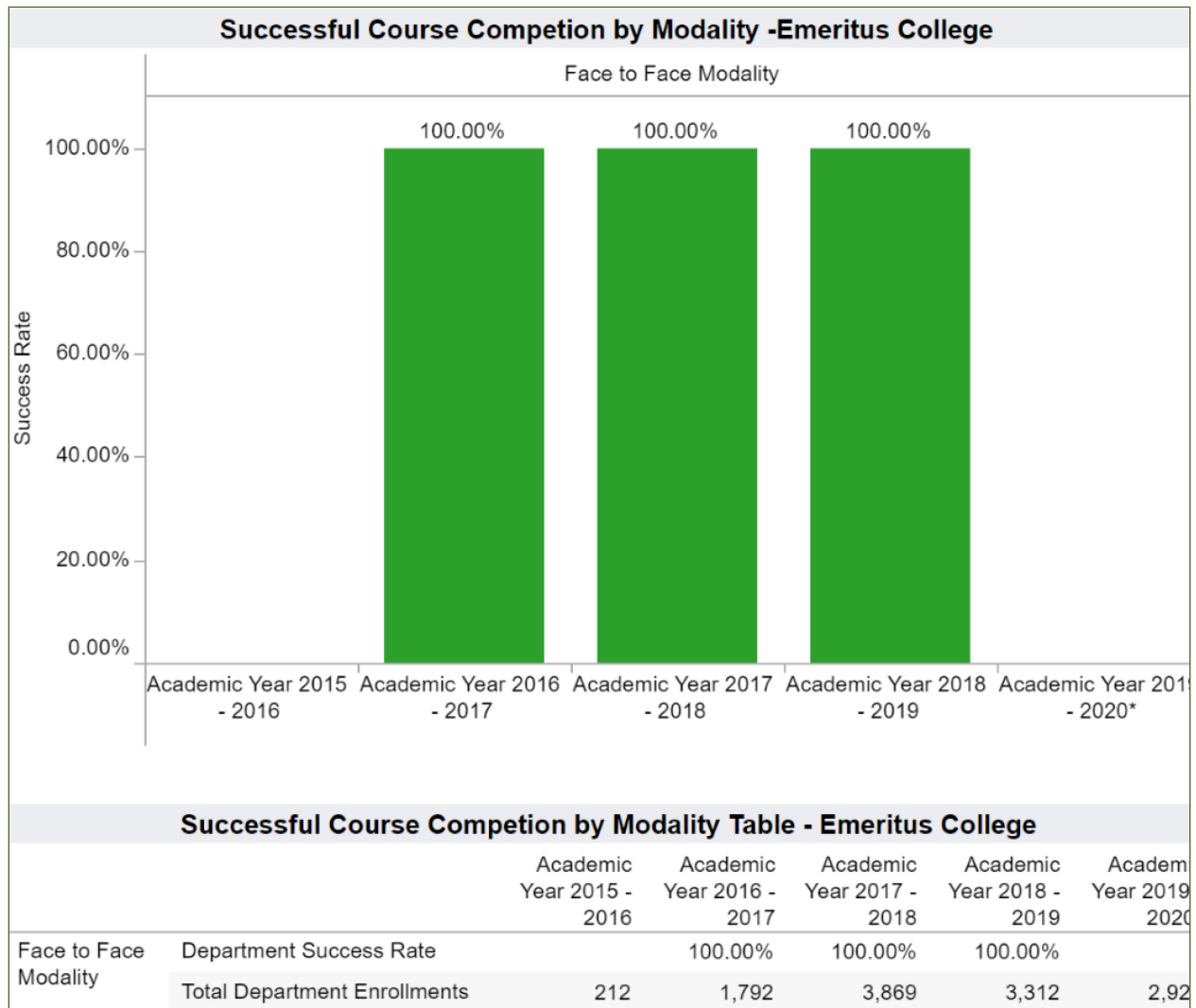|		Academic Year 2015 - 2016	Academic Year 2016 - 2017	Academic Year 2017 - 2018	Academic Year 2018 - 2019	Academic Year 2019 2020
Face to Face Modality	Department Success Rate		100.00%	100.00%	100.00%	
	Total Department Enrollments	212	1,792	3,869	3,312	2,92

Success for Emeritus courses is not expressed in passing grades. It is measured by the attainment of the Student Learning Objectives, which are assessed through student-produced work and participation and instructor observations.

[Degrees and Certificates Awarded (Insert Data Chart)](#)

The Emeritus program does not offer degrees and certificates.

[General Student Success – Course Completion (Insert Aggregated Data Chart)](#)

Continuing Ed – General Course Completion – Emeritus Program (2016-2020)

Successful Course Competion by Modality -Emeritus College

Face to Face Modality

Successful Course Competion by Modality Table - Emeritus College

		Academic Year 2015 - 2016	Academic Year 2016 - 2017	Academic Year 2017 - 2018	Academic Year 2018 - 2019	Academ Year 2019 2020
Face to Face Modality	Department Success Rate		100.00%	100.00%	100.00%	
	Total Department Enrollments	212	1,792	3,869	3,312	2,92

Success for Emeritus courses is not expressed in passing grades. It is measured by the attainment of the Student Learning Objectives, which are assessed through student-produced work and participation and instructor observations.

OTHER RELEVANT PROGRAM DATA (OPTIONAL)

Provide and comment on any other data that is relevant to your program such as state or national certification/licensure exam results, employment data, etc. If necessary, describe origin and/or data collection methods used.

7 S a n L u i s O b i s p o C o u n t y C o m m u n i t y C o l l e g e D i s t r i c t
I n s t r u c t i o n a l A n n u a l P r o g r a m P l a n n i n g W o r k s h e e t
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PROGRAM OUTCOMES ASSESSMENT CHECKLIST AND NARRATIVE

CHECKLIST:
☒ SLO assessment cycle calendar is up to date.
☐ All courses scheduled for assessment have been assessed in eLumen.
☐ Program Sustainability Plan progress report completed (if applicable).

NARRATIVE
Briefly describe program changes, if any, which have been implemented in the previous year as a direct result of the Program or Student Services Learning Outcomes Assessment. *If no program changes have been made as results of Program or Student Services Learning Outcomes Assessment, indicate: NONE.*

Input from the SLOs assessment process has led to diversifying the scope of the activities of the courses offered at assisted-living facilities. It has also resulted in integrating more activities or teaching strategies that promote creative self-exploration and self-expression as well as peer-to-peer social interaction.

The SLO assessment calendar is up to date. 11 courses have been assessed since the program started up again in Spring 2016. All ECOL courses offered in Fall 2020 will be assessed. The lack of a Faculty Lead for Emeritus limits the college resources available for monitoring and support SLOs and SLOs assessments for the program. It especially compromises the level of support available to the faculty.

PROGRAM PLANNING / FORECASTING FOR THE NEXT ACADEMIC YEAR

Briefly describe any program plans for the upcoming academic year. These may include but are not limited to the following: *(Note: you do not need to respond to each of the items below). If there are no forecasted plans for the program, for the upcoming year, indicate: NONE.*

A. New or modified plans for achieving program-learning outcomes
   The value of the older adult community served by Emeritus is confirmed over and over by students, community partners, and caregivers and family members. Faculty are individually investing in their lessons and in their students to achieve the learning outcomes of the courses and program. The lack of a Faculty Lead for the Emeritus program continues to compromise the ability to adequately monitor and implement SLO assessment training and process so that we properly document the learning and respond in a comprehensive way to the assessment results.

B. Anticipated changes in curriculum, scheduling or delivery modality
   The program aims to maintain the schedule at the current level and work with community partners to re-establish the courses throughout the county as well as implement new locations such as Cambria. The lack of a Faculty Lead hinders program ability to complete SLO assessments and provide collaboration and planning amongst faculty. There are

communities that likely would respond to Emeritus offerings, Cambria and South County in particular, if we were able to offer classes there. Since fall 20 and the impact of the Covid-19 pandemic the delivery modality of the Emeritus program was forced to move online. The program looks forward to returning face-to-face when it is safe to do so. Continuing Education staff have been meeting and planning with community partners to prepare for this safe transition.

C. Levels, delivery or types of services
The intention is to schedule additional classes at current and new assisted-living facilities and community sites.

D. Facilities changes
The Emeritus program relies heavily on community partner sites to offer the vast majority of sections scheduled. Due to a lack of staffing, there is an inability to adequately monitor classes and communicate pro-actively with these sites, which negatively affects the stability of the offerings. Adjustments to class focus, day/time or other issue that might salvage a section often does occur leading to a disruption.

The Continuing Education Department provides specialized student support services for the Emeritus, ESL, NABE, NCTE, and Adults with Disabilities programs that all serve student with unique and diverse needs. The Continuing Education Department on the San Luis Obispo Campus would benefit from having a larger dedicated space. The Continuing Education staff assist students with onboarding services, including assessments, registration, and orientations for all the programs listed above. Currently, these services are provided in 3411 which is a very small office that two staff share along with two computers for students. This set up does not work. Staff are taking phone calls while students are taking tests and during peak times of the semester the line to serve students is down the hallway. We need access to computers for Continuing Education staff as well as a dedicated area with at least ten computers where students can receive assistance completing the online admissions application and taking CASAS placement tests. This space would mirror the existing Continuing Education Center at the NCC.

E. Staffing projections
Evaluate the need for staffing changes after the reorganization from Workforce Economic & Development cluster to Student Success & Support.

The lack of an Emeritus faculty lead is a challenge for assessing SLOs and faculty professional development.

F. Other
The Emeritus program needs a budget allocation for instructional supplies, curriculum development and professional development for instructors.

The Emeritus program intends to pursue opportunities to apply for grant or other funds to underwrite the cost of developing and offering classes. For example, this could be for a

community music ensemble class (e.g. music scores), instructional materials for the Reminiscing and Art courses.

The Emeritus program also intends to pursue funds in order to sponsor special events (e.g. special lectures) that would bring attention to the program and classes.

PROGRAM SUSTAINABILITY PLAN PROGRESS REPORT

This section only needs to be completed if a program has an existing Program Sustainability Plan. Indicate whether objectives established in your Program Sustainability Plan have been addressed or not, and if improvement targets have been met.

Area of Decline or Challenge	Identified Objective (Paste from PSP)	Planning Steps Check all that apply)	Has the Improvement Target Been Met?
Enrollment		☐ Identified ☐ Resources Allocated ☐ Implemented	Select one
Student Demand (Fill Rate)		☐ Identified ☐ Resources Allocated ☐ Implemented	Select one
Efficiency (FTES/FTEF)		☐ Identified ☐ Resources Allocated ☐ Implemented	Select one
Student Success – Course Completion		☐ Identified ☐ Resources Allocated ☐ Implemented	Select one
Student Success — Course Modality		☐ Identified ☐ Resources Allocated ☐ Implemented	Select one
Degrees and Certificates Awarded		☐ Identified ☐ Resources Allocated ☐ Implemented	Select one

If Program Sustainability Plan is still necessary, provide a brief description of how you plan to continue your PSP and update your PSP to remove any objectives that have been addressed and include any new objectives that are needed.