



“We Strive to Guarantee Quality and Excellence”

Palau Community College is an accessible public educational institution helping to meet the technical, academic, cultural, social, and economic needs of students and communities by promoting learning opportunities and developing personal excellence.

**T6 – TRIO Programs  
(Upward Bound & Educational Talent Search Programs)**

**Three Year Program Review**

**Service Area**

**TRIO Upward Bound Program**

**Period of Three Year Review**

**SY 2014-2015, SY 2015-2016, SY 2016-2017**

Program Review Completed By:

Name	Title	Signature	Date
Hellen Imanuel	Assistant Director	<i>H. Imanuel</i>	January 31, 2018

Program Review Certified By:

Name	Title	Signature	Date
Kuye Belelai	Project Director	<i>K. Belelai</i>	January 31, 2-18

Program Review Received By: (Institutional Research & Evaluation Office)

Name	Title	Signature	Date
Ligaya Sara	Institutional Researcher	<i>L. Sara</i>	01/31/2018

**Purpose:**

Program review at Palau Community College is a process that provides an extensive evaluation of academic and non-academic programs on a three year basis. The results of yearly assessments (using the FAMED process) are compiled into the one three year review cycle.

The purpose of program review is to evaluate program sufficiency to allow definite strategies to be developed for major revisions, to provide information for consideration when decisions are made, and to develop recommendations to improve institutional effectiveness.

**Instructions for completing Program Review:**

1. Type your text into the boxes. The text boxes will expand to accommodate the amount of text spaces you need.
2. Individual instructions are included before each section.
3. Submit completed and signed Program Review in both hard copy and electronic copy format to the Institutional Research & Evaluation Office.
4. Required supporting documents must be included for submission.

Appendix A: Program's approved Goals & Objectives (e-copy only)

Appendix B: All assessment data and analysis results (e-copy only)

Appendix C: All assessment tools (e-copy only)

Appendix D: Service Area Assessment Calendar (e-copy only)

5. Be sure to keep both hard and electronic copies for your file.

## PROGRAM REVIEW

### I. MISSION OF SERVICE AREA

**1. State the purpose (mission statement) of service area here.**

To provide fundamental support and opportunities for participants to succeed in their pre-college performance and ultimately in their higher education pursuits.

**2. Provide summary of service area purpose here.**

Upward Bound Program provides fundamental support to participants in their preparation for college entrance. Upward Bound serves high school students from low-income families and high school students from families in which neither parent holds a four-year degree. The goal of Upward Bound is to increase the rate at which participants complete a secondary education as well as enroll in and graduate from institutions of postsecondary education.

**All UB projects must provide the following services:**

Instruction in mathematics, laboratory science, foreign language, composition, and literature; Academic tutoring, which may include instruction in reading, writing, study skills, mathematics, science, and other subjects; Assistance in secondary school course selection and postsecondary course selection; Assistance in preparing for college entrance examinations; Assistance in completing college admission applications; Information on the full range of Federal student financial aid programs and resources for locating public and private scholarships; Assistance in completing financial aid applications; Guidance and assistance in secondary school reentry, alternative education programs for secondary school dropouts that lead to receipt of a regular secondary school diploma, entry into general educational development programs, or postsecondary education; and Education or counseling services designed to improve the financial and economic literacy of the student or the student's parent.

**3. How does the purpose (mission statement) of service area support the overall institutional mission? Provide the relationship of service area to the college Mission statement.**

It supports the overall institution mission by making its services accessible to the program participants. The services offered puts emphasis on producing academic success and excellence from its target students in order for them to successfully complete their secondary education, apply, enroll and successfully complete postsecondary education.

## II. TRENDS ANALYSIS

### 1. Provide data and use data to indicate trends for each program/service area measures.

Services/Activities	Year 1	Year 2	Year 3
Recruitment	39	24	36
Instructional Services	113	114	111
Tutoring Services	113	114	111
College Admissions	35	22	35
Participants Workshop	113	114	111
College Applications	36	24	37
Federal Financial Aid Application	36	24	37
Academic Advising/Counseling	113	114	111
Career Advising/Counseling	113	114	111
Cultural Awareness Program	113	114	111
Work Study Program	113	114	111
Graduation Banquet	113	114	111
Exit Interview	36	24	37

#### Provide summary of Trend Analysis here.

Recruitment numbers vary due to participant enrollment status (matriculation, transfer out of Palau, dropouts). The rest of the numbers accordingly reflect actual participants who received various services from the program for the last three years. The program maintained the required quota of at least 110 participants per year for the last three years.

### 2. Provide data and use data to indicate trends in staffing.

Staffing	Management level (position)	Professional Level (credential)	Para – Professional Level	Classified Level	Student Worker / Volunteer
SY 2014-15	2	11	2	2	0
SY 2015-16	2	11	1	2	1
SY 2016-17	2	12	1	1	0

#### Provide summary of Trend Analysis here.

As per the program's grant proposal, there are seven full time staff: six professional and one classified staff. Additional professional and paraprofessional staff is hired as employees based on the need of the program services.

### III. GOALS & OBJECTIVES

#### Year 1: SY 2014-2015

##### Goal 1.

Service Area	Goal/ Expected Outcome	Assessment Tools	Assessment Results (Outcome)	Action Plans
To provide educational support to help participants achieve or maintain a Cumulative GPA of 2.5 or better	<p><u>Goal 1. Academic Performance – Grade Point Average (GPA) of 2.5 or above</u></p> <p><u>Objective 1. 70% of participants served during the project year will have a cumulative GPA of 2.5 or better on a four-point scale at the end of the school year</u></p>	- Report Cards or Transcripts	A total of 113 participants were served in project year 2014-15; 105 or <u>93%</u> of them had a cumulative grade point average of 2.5 or better on a four-point scale at the end of the school year.	The objective was met therefore UB Program will continue to provide the services, assess the services and changes will be made when need arises.

##### Goal 2.

Service Area	Goal/ Expected Outcome	Assessment Tools	Assessment Results (Outcome)	Action Plans
To provide educational support to help seniors achieve proficient level on state assessment in reading/language arts and math.	<p><u>Goal 2. Academic Performance of Standardize Test.</u></p> <p><u>Objective 2. 60% of UB seniors served during the project year will have achieved at the proficient level on state assessments in reading/language arts and math.</u></p>	- Standardized Test Results	Of the 113 program participants served, 36 of them were seniors with an expected high school graduation date in Spring 2015. Out of the 36 seniors, <u>86%</u> or 31 of them achieved a proficient level in reading/language arts and math on	The objective was met therefore UB Program will continue to provide the services, assess the services and changes will be made when need arises.

			ACT assessment test.	
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### Goal 3.

Service Area	Goal/ Expected Outcome	Assessment Tools	Assessment Results (Outcome)	Action Plans
To provide educational support to help participants move from one grade level to the next until high school graduation.	<p>Goal 3. Secondary School Retention and Graduation</p> <p><u>Objective 3.</u> 70% of project participants served during the project year will continue in school for the next academic year, at the next grade level, or will have graduated from secondary school with a regular secondary school diploma.</p>	- Report Card/ High School Transcripts/ Diploma	Out of the 113 participants served, 36 of them who were seniors successfully graduated from high school. Whereas 76 of them who were in 9 <sup>th</sup> , 10 <sup>th</sup> , and 11 <sup>th</sup> grades are continuing their high school enrollment at the next grade level in school year 2014-2015. As a result, 99% of total participants served either successfully graduated from high school or are continuing their enrollment in high school at the next grade level.	The objective was met therefore UB Program will continue to provide the services, assess the services and changes will be made when need arises.

### Goal 4.

Service Area	Goal/ Expected Outcome	Assessment Tools	Assessment Results (Outcome)	Action Plans
To provide educational support to help participants complete rigorous secondary school program of study and graduate at the expected cohort graduation.	<p>Goal 4. Secondary School Graduation (rigorous secondary school program of study)</p> <p><u>Objective 4.</u> 70% of all current and prior year UB participants, who at</p>	- High School Transcript/ Diploma	39 students who were admitted into UB program had an expected graduation date in 2015. <u>100%</u> or 39 of them completed rigorous secondary school program of study	The objective was met therefore UB Program will continue to provide the services, assess the services and changes will

	the time of entrance into the project had and expected high school graduation date in the school year, will complete a rigorous secondary school program of study and graduate in that school year with a regular secondary school diploma.		and graduated with a regular secondary school diploma.	be made when need arises.
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**Goal 5.**

Service Area	Goal/ Expected Outcome	Assessment Tools	Assessment Results (Outcome)	Action Plans
To provide educational support to help students successfully complete high school and enroll in a postsecondary program within the following academic year	<p>Goal 5. Postsecondary Enrollment</p> <p><u>Objective 5. 70%</u> of all current and prior UB participants, who at the time of entrance into the project had an expected high school graduation date in the school year, will enroll in a program of postsecondary education by the fall term immediately following high school graduation or will have received notification, by the fall term immediately following high school, from an institution of higher</p>	- Enrollment Certification/ Class Schedule	For those 39 participants who had an expected graduation date in 2015, <u>90%</u> or 35 of them enrolled in various colleges and universities in August 2015.	The objective was met therefore UB Program will continue to provide the services, assess the services and changes will be made when need arises

	education, or acceptance but deferred enrollment until the next academic semester (e.g. spring semester).			
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**Goal 6.**

Service Area	Goal/ Expected Outcome	Assessment Tools	Assessment Results (Outcome)	Action Plans
To provide needed support to help prior participants succeed college and attain an AS or BS degree within six years.	Goal 6. Postsecondary Completion  <u>Objective 6. 30%</u> of participants who enrolled in a program of postsecondary education, by the fall term immediately following high school graduation or by the next academic term (e.g., spring term) as a result of acceptance by deferred enrollment, will attain either an associate's or bachelor's degree within six years following graduation from high school.	*College Transcripts/ Copy of Degree/ Certificate	Of the 23 prior participants who enrolled in a program of postsecondary education immediately after graduation in Fall 2010, 48% or 11 of them have successfully completed either an associate or a bachelor's degree within six years after high school graduation.	The objective was met therefore UB Program will continue to provide the services, assess the services and changes will be made when need arises

**Provide Summary of Year 1 Goals and Objectives below including action plans based on assessment results.**

All six goals and objectives of Year 1 were met therefore UB Program will continue to provide the services, assess the services and changes will be made when need arises.
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**Year 2: SY 2015-2016**

**Goal 1.**

Service Area	Goal/ Expected Outcome	Assessment Tools	Assessment Results (Outcome)	Action Plans
To provide educational support to help participants achieve or maintain a Cumulative GPA of 2.5 or better	<p><u>Goal 1. Academic Performance – Grade Point Average (GPA) of 2.5 or above</u></p> <p><u>Objective 1. 70% of participants served during the project year will have a cumulative GPA of 2.5 or better on a four-point scale at the end of the school year</u></p>	- Report Cards or Transcripts	A total of 114 participants were served in project year 2015-16; 106 or 93% of them had a cumulative grade point average of 2.5 or better on a four-point scale at the end of the school year.	The objective was met therefore UB Program will continue to provide the services, assess the services and changes will be made when need arises.

**Goal 2.**

Service Area	Goal/ Expected Outcome	Assessment Tools	Assessment Results (Outcome)	Action Plans
To provide educational support to help seniors achieve proficient level on state assessment in reading/language arts and math.	<p><u>Goal 2. Academic Performance of Standardize Test.</u></p> <p><u>Objective 2. 60% of UB seniors served during the project year will have achieved at the proficient level on state assessments in reading/language arts and math.</u></p>	- Standardized Test Results	Of the 114 program participants served, 24 of them were seniors with an expected high school graduation date in Spring 2016. Out of the 24 seniors, 67% or 16 of them achieved a proficient level in reading/language arts and math on ACT assessment test.	The objective was met therefore UB Program will continue to provide the services, assess the services and changes will be made when need arises.

**Goal 3.**

Service Area	Goal/ Expected Outcome	Assessment Tools	Assessment Results (Outcome)	Action Plans
To provide educational support to help participants move from one grade level to the next until high school graduation.	<p>Goal 3. Secondary School Retention and Graduation</p> <p><u>Objective 3.</u> 70% of project participants served during the project year will continue in school for the next academic year, at the next grade level, or will have graduated from secondary school with a regular secondary school diploma.</p>	- Report Card/ High School Transcripts/ Diploma	Out of the 114 participants served, 24 of them who were seniors successfully graduated from high school. Whereas 90 of them who were in 9 <sup>th</sup> , 10 <sup>th</sup> , and 11 <sup>th</sup> grades are continuing their high school enrollment at the next grade level in school year 2015-2016. As a result, 100% of total participants served either successfully graduated from high school or are continuing their enrollment in high school at the next grade level.	The objective was met therefore UB Program will continue to provide the services, assess the services and changes will be made when need arises.

**Goal 4.**

Service Area	Goal/ Expected Outcome	Assessment Tools	Assessment Results (Outcome)	Action Plans
To provide educational support to help participants complete rigorous secondary school program of study and graduate at the expected cohort graduation.	<p>Goal 4. Secondary School Graduation (rigorous secondary school program of study)</p> <p><u>Objective 4.</u> 70% of all current and prior year UB participants, who at</p>	- High School Transcript/ Diploma	24 students who were admitted into UB program had an expected graduation date in 2016. <u>100%</u> or 24 of them completed rigorous secondary school	The objective was met therefore UB Program will continue to provide the services, assess the services and changes will

	the time of entrance into the project had and expected high school graduation date in the school year, will complete a rigorous secondary school program of study and graduate in that school year with a regular secondary school diploma.		program of study and graduated with a regular secondary school diploma.	be made when need arises.
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**Goal 5.**

Service Area	Goal/ Expected Outcome	Assessment Tools	Assessment Results (Outcome)	Action Plans
To provide educational support to help students successfully complete high school and enroll in a postsecondary program within the following academic year	<p>Goal 5. Postsecondary Enrollment</p> <p><u>Objective 5.</u> 70% of all current and prior UB participants, who at the time of entrance into the project had an expected high school graduation date in the school year, will enroll in a program of postsecondary education by the fall term immediately following high school graduation or will have received notification, by the fall term immediately following high school, from an institution of higher</p>	- Enrollment Certification/ Class Schedule	For those 24 participants who had an expected graduation date in 2016, <u>92%</u> or 22 of them enrolled in various colleges and universities in August 2016, while 8% or 2 of them will begin their college enrollment in spring semester 2017. Of the 22 students who enrolled in college in fall term, 68% or 15 enrolled at PCC whereas 32% or 7 enrolled at different colleges and universities outside of Palau.	The objective was met therefore UB Program will continue to provide the services, assess the services and changes will be made when need arises

	education, or acceptance but deferred enrollment until the next academic semester (e.g. spring semester).			
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**Goal 6.**

Service Area	Goal/ Expected Outcome	Assessment Tools	Assessment Results (Outcome)	Action Plans
To provide needed support to help prior participants succeed college and attain an AS or BS degree within six years.	<p>Goal 6. Postsecondary Completion</p> <p><u>Objective 6. 30%</u> of participants who enrolled in a program of postsecondary education, by the fall term immediately following high school graduation or by the next academic term (e.g., spring term) as a result of acceptance by deferred enrollment, will attain either an associate's or bachelor's degree within six years following graduation from high school.</p>	*College Transcripts/ Copy of Degree/ Certificate	Of the 34 prior participants who enrolled in a program of postsecondary education immediately after graduation in Fall 2010, <u>41%</u> or 14 of them have successfully completed either an associate or a bachelor's degree within six years after high school graduation.	The objective was met therefore UB Program will continue to provide the services, assess the services and changes will be made when need arises

**Provide Summary of Year 1 Goals and Objectives below including action plans based on assessment results.**

All six goals and objectives of Year 2 were met therefore UB Program will continue to provide the services, assess the services and changes will be made when need arises.

**Year 3: SY 2016-2017**

**Goal 1.**

Service Area	Goal/ Expected Outcome	Assessment Tools	Assessment Results (Outcome)	Action Plans
To provide educational support to help participants achieve or maintain a Cumulative GPA of 2.5 or better	<p><u>Goal 1. Academic Performance – Grade Point Average (GPA) of 2.5 or above</u></p> <p><u>Objective 1. 70% of participants served during the project year will have a cumulative GPA of 2.5 or better on a four-point scale at the end of the school year</u></p>	- Report Cards or Transcripts	A total of 111 participants were served in project year 2016-17; 101 or 91% of them had a cumulative grade point average of 2.5 or better on a four-point scale at the end of the school year.	The objective was met therefore UB Program will continue to provide the services, assess the services and changes will be made when need arises.

**Goal 2.**

Service Area	Goal/ Expected Outcome	Assessment Tools	Assessment Results (Outcome)	Action Plans
To provide educational support to help seniors achieve proficient level on state assessment in reading/language arts and math.	<p><u>Goal 2. Academic Performance of Standardize Test.</u></p> <p><u>Objective 2. 60% of UB seniors served during the project year will have achieved at the proficient level on state assessments in reading/language arts and math.</u></p>	- Standardized Test Results	Of the 111 program participants served, 37 of them were seniors with an expected high school graduation date in Spring 2017. Out of the 37 seniors, 78% or 29 of them achieved a proficient level in reading/language arts and math on ACT assessment test.	The objective was met therefore UB Program will continue to provide the services, assess the services and changes will be made when need arises.

**Goal 3.**

Service Area	Goal/ Expected Outcome	Assessment Tools	Assessment Results (Outcome)	Action Plans
To provide educational support to help participants move from one grade level to the next until high school graduation.	<p>Goal 3. Secondary School Retention and Graduation</p> <p><u>Objective 3.</u> 70% of project participants served during the project year will continue in school for the next academic year, at the next grade level, or will have graduated from secondary school with a regular secondary school diploma.</p>	- Report Card/ High School Transcripts/ Diploma	Out of the 111 participants served, 36 of them who were seniors successfully graduated from high school. Whereas 72 of them who were in 9 <sup>th</sup> , 10 <sup>th</sup> , and 11 <sup>th</sup> grades are continuing their high school enrollment at the next grade level in school year 2017-2018. As a result, 97% of total participants served either successfully graduated from high school or are continuing their enrollment in high school at the next grade level.	The objective was met therefore UB Program will continue to provide the services, assess the services and changes will be made when need arises.

**Goal 4.**

Service Area	Goal/ Expected Outcome	Assessment Tools	Assessment Results (Outcome)	Action Plans
To provide educational support to help participants complete rigorous secondary school program of study and graduate at the expected cohort graduation.	<p>Goal 4. Secondary School Graduation (rigorous secondary school program of study)</p> <p><u>Objective 4.</u> 70% of all current and prior year UB participants, who at</p>	- High School Transcript/ Diploma	46 students who were admitted into UB program had an expected graduation date in 2017. <u>93%</u> or 43 of them completed rigorous secondary school	The objective was met therefore UB Program will continue to provide the services, assess the services and changes will

	the time of entrance into the project had and expected high school graduation date in the school year, will complete a rigorous secondary school program of study and graduate in that school year with a regular secondary school diploma.		program of study and graduated with a regular secondary school diploma.	be made when need arises.
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**Goal 5.**

Service Area	Goal/ Expected Outcome	Assessment Tools	Assessment Results (Outcome)	Action Plans
To provide educational support to help students successfully complete high school and enroll in a postsecondary program within the following academic year	<p>Goal 5. Postsecondary Enrollment</p> <p><u>Objective 5. 70%</u> of all current and prior UB participants, who at the time of entrance into the project had an expected high school graduation date in the school year, will enroll in a program of postsecondary education by the fall term immediately following high school graduation or will have received notification, by the fall term immediately following high school, from an institution of higher</p>	- Enrollment Certification/ Class Schedule	For those 46 participants who had an expected graduation date in 2017, <u>76%</u> or 35 of them enrolled in various colleges and universities in August 2017. Of the 35 participants who enrolled in college in fall term, 86% or 30 enrolled at PCC whereas 14% or 5 enrolled at different colleges and universities outside of Palau.	The objective was met therefore UB Program will continue to provide the services, assess the services and changes will be made when need arises

	education, or acceptance but deferred enrollment until the next academic semester (e.g. spring semester).			
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**Goal 6.**

Service Area	Goal/ Expected Outcome	Assessment Tools	Assessment Results (Outcome)	Action Plans
To provide needed support to help prior participants succeed college and attain an AS or BS degree within six years.	<p>Goal 6. Postsecondary Completion</p> <p><u>Objective 6. 30%</u> of participants who enrolled in a program of postsecondary education, by the fall term immediately following high school graduation or by the next academic term (e.g., spring term) as a result of acceptance by deferred enrollment, will attain either an associate's or bachelor's degree within six years following graduation from high school.</p>	*College Transcripts/ Copy of Degree/ Certificate	Of the 23 prior participants who enrolled in a program of postsecondary education immediately after graduation in Fall 2010, 48% or 11 of them have successfully completed either an associate or a bachelor's degree within six years after high school graduation.	The objective was met therefore UB Program will continue to provide the services, assess the services and changes will be made when need arises

**Provide Summary of Year 1 Goals and Objectives below including action plans based on assessment results.**

All six goals and objectives of Year 3 were met therefore UB Program will continue to provide the services, assess the services and changes will be made when need arises.



#### IV. PERSONNEL

##### 1. List information requests below for all full time/part time personnel:

Position/Titles (no name)	Status (FT/PT)	Highest Degree	Initial Date of Hire	Description of Duties (based on HR file)
Project Director	FT	Masters	1983	Administer the program; contact with target schools; secure funds and services; selection of participants; secure cooperation of institution; hires, supervise, evaluates and dismisses staff; work cooperatively with PCC faculty and staff; and maintain a good public relationship with the community.
Assistant Director	FT	Bachelor	04/20/87	Plan and coordinate the deliverance of academic and all other supportive services/activities of the project; and assisting the director administratively and evaluates all components of the project and report to the director daily.
Academic Counselor/Advisor	FT	Bachelor	10/01/98	Conduct and coordinate students' assessments to determine the extent of academic, personal, and counseling needs. Provide counseling/advising on a regular basis to provide information and assistance supporting high school completion and PSE entry.
Academic Counselor/Advisor	FT	Bachelor	04/03/17	Conduct and coordinate students' assessments to determine the extent of academic, personal, and counseling needs. Provide counseling/advising on a

				regular basis to provide information and assistance supporting high school completion and PSE entry.
Academic Coordinator/Advisor	FT	Masters	12/02/12	Conduct and coordinate students' assessments to determine the extent of academic, personal, and counseling needs. Provide academic counseling/advising on a regular basis to ensure students are provided needed support to graduate in high school completion and enter PSE.
Academic Information Systems Coordinator	FT	Bachelor	10/25/05	Develop and maintain project database system, install, upgrade, diagnose and maintain variety of computer software and hardware. Assist in planning and coordinating activities for the project.
Information Technology & Tracking Coordinator	FT	Bachelor	08/31/93	Develop and maintain project database system, install, upgrade, diagnose and maintain variety of computer software and hardware and develop long range UBP tracking plan
Administrative Assistance	FT	Associate	03/11/13	Provide administrative support to the program.
Instructors	PT	Masters	SY 14-15, SY 15-16, & SY 16-17	Teach assigned classes, plan, and prepare course materials, course outline, participant evaluations, and teaching methods consistent within program goals.
Academic Tutors	PT	Bachelor	SY 14-15, SY 15-16, & SY 16-17	Provide one-on-one tutoring assistance; relate college experience to participants, evaluate progress, and assist

				participants with their college papers and tutor them in their high school classes.
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**2. Is the number of personnel adequate to support the service area? If no, explain based on assessment results and approved program goals and objectives.**

Yes

**3. Do available personnel possess adequate skills required to support the service area? If no, explain based on assessment results and approved program goals and objectives.**

Yes

**4. Do any personnel need professional development in order to improve services in this service area? If so, list those areas of need. Base this response on assessment results and approved program goals and objectives.**

U.S. Department of Education and TRIO Associations do provide needed training to TRIO personnel annually.

**Provide summary of Personnel below.**

Adequate number of personnel were employed in Year 1, 2, & 3 to support the service area functions.

## V. FACILITIES AND EQUIPMENT

**1. Are available general use facilities, such as office and work spaces, adequate to support the service area? If no, provide response based on assessment results and approved program goals and objectives.**

Yes

**2. Is available equipment adequate to support service area goals and objectives? If no, provide response based on assessment results and approved program goals and objectives.**

Yes

**3. Does the service area generate revenue?**

No

**Provide summary of Facilities and Equipment below.**

The office space is sufficient enough to provide computer/study area, storage area for supplies, resource materials, filing cabinet, and equipment. All the sections in the office are spacious and is completely adequate to conduct program affairs as well as ensure confidentiality. The office is equipped with 33 computers for instructional and administrative use.

**VI. EVALUATION OF PREVIOUS PROGRAM REVIEW ACTION PLANS**

**1. List previous program review action plans and provide their current status. Indicate the cycle and years covered during the previous program review.**

Cycle: 3rd Review	Years: 2014-2015, 2015-2016, & 2016-2017
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<b>Action Plan Activity/Objectives</b>	<b>Status Complete/Ongoing/Incomplete</b>	<b>Explanation</b>
Academic Performance – Grade Point Average	Complete	Goal/Objective was met.
Academic Performance - Standardize Test.	Complete	Goal/Objective was met.
Secondary School Retention and Graduation	Complete	Goal/Objective was met.
Rigorous Secondary School Program & Graduation	Complete	Goal/Objective was met.
Postsecondary Enrollment	Complete	Goal/Objective was met.
Postsecondary Completion	Complete	Goal/Objective was met.

**2. Provide summary of Evaluation of Previous Goals/Activities from Previous Program Review cycle below. Summary should include the following.**

- What measurable outcomes were achieved due to the actions completed?
- Evaluate the success of the completed actions. Did the completed actions lead to improvement of service area goals and objectives?
- What modification do you plan to make to the service area in the future to improve services?
- Update major changes/accomplishments since the last review.

The UB Program provided all required services/activities as called for under the 2012-2017 grant proposal in doing so, all six required goals/objectives were achieved.

## **VII. SERVICE AREA STRENGTHS AND IMPROVEMENT NEEDS**

### **1. Indicate and explain service area strengths below.**

Trends Analysis - The program served required number of participants during the last three years with adequate number of personnel.

Goals & Objectives – UB Program met all of its required goals/objectives during the Three Year Program Review Cycle.

Personnel - Adequate number of personnel were employed in Year 1, 2, & 3 to support the service area functions. Management have been with the program since its inception over 30 years ago and are comprehensively knowledgeable in addressing challenges as they materialize and more importantly, continuously building upon the success of the program. Furthermore, the program makes it standard to hire TRIO alumni to its professional staff which is a big plus.

Facilities & Equipment – Office space and Equipment are adequate to meet UB Program services and activities.

Evaluation of Previous Program Review Action Plans – The UB Program achieved/met all its stated Program Review Action Plans.

Service Area Strengths and Improvement Needs - The UB Program will continue to provide the services, assess the services and changes will be made when need arises.

Service Area Action Plans – The six action plans to be addressed in the next three year program review cycle.

Resource Request – Program funding is approved under the 2017-2022 grant proposal which is adequate and reasonable in relation to the goals/objectives and scope of the UB Program.

### **2. Indicate and explain service area improvement needs below.**

The program continues to experience difficulties in securing facilities to conduct its services since its inception 30 plus years ago.

**Provide summary of Service Areas Major Strengths and Improvement Needs below. Summary should include the following.**

- **Does the service area data indicate overall needs that may require support from the institution? Explain.**
- **Define these observed needs supported by assessment data and approved program goals and objectives.**

The service area’s major **strength** is in the combined years of experience of its management and professional staff successfully working for TRIO program. They have amassed over a century and a half in years of work experience.

The service area’s most pressing **need**, and has been for the last thirty-five years is the need for classroom especially during the academic year. This need is clearly justified in our goals and objectives. This need is something that “may not require” support from the institution, rather it requires support from the institution.

#### **VIII. SERVICE AREA ACTION PLANS**

**Based on the current program review results, describe the program action plan/s for the next three (3) years. Include necessary resources.**

<b>Action Plan Activity/Objectives</b>	<b>How will this action plan improve services/activities?</b>	<b>Needed Resources (if any)</b>	<b>Timeline</b>
Academic Performance – Grade Point Average	Provide required services/activities as called for under the grant proposal 2017-2022.	As per approved grant funding.	9/1/17 to 08/31/20
Academic Performance - Standardize Test.	Provide required services/activities as called for under the grant proposal 2017-2022.	As per approved grant funding.	9/1/17 to 08/31/20
Secondary School Retention and Graduation	Provide required services/activities as called for under the grant proposal 2017-2022.	As per approved grant funding.	9/1/17 to 08/31/20
Rigorous Secondary School Program & Graduation	Provide required services/activities as called for under the grant proposal 2017-2022.	As per approved grant funding.	9/1/17 to 08/31/20
Postsecondary Enrollment	Provide required services/activities as called for under the grant proposal 2017-2022.	As per approved grant funding.	9/1/17 to 08/31/20

Postsecondary Completion	Provide required services/activities as called for under the grant proposal 2017-2022.	As per approved grant funding.	9/1/17 to 08/31/20
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**Provide summary of Action Plans below.**

The stated Action Plans are required goals/objectives of the approved UB grant proposal 2017-2022.

**IX. RESOURCE REQUEST**

**List resource request, provide complete description, an estimated amount and justify reason why request is necessary. Resource request should support approved goals and objectives of the program.**

Type of Resource	Description	Estimated Amount Requested	Justification
Personnel			
Facilities			
Equipment			
Supplies			
Software			
Training			
Other			
Total			

**Provide summary of Resource Request below.**

Program funding is approved under the 2017-2022 grant proposal which is adequate and reasonable in relation to the goals/objectives and scope of the UB Program.

# Appendix

## A

### Program & Service Area Mapping



**UB Program  
Goals and Objectives**

<b><u>No.</u></b>	<b><u>Goal</u></b>	<b><u>Objective</u></b>
1	Academic Performance – Grade Point Average (GPA) of 2.5 or above.	70% of participants served during the project year will have a cumulative GPA of 2.5 or better on a four-point scale at the end of the school year.
2	Academic Performance of Standardize Test.	60% of UB seniors served during the project year will have achieved at the proficient level on state assessments in reading/language arts and math.
3	Secondary School Retention and Graduation	70% of project participants served during the project year will continue in school for the next academic year, at the next grade level, or will have graduated from secondary school with a regular secondary school diploma.
4	Secondary School Graduation (rigorous secondary school program of study)	70% of all current and prior year UB participants, who at the time of entrance into the project had and expected high school graduation date in the school year, will complete a rigorous secondary school program of study and graduate in that school year with a regular secondary school diploma.
5	Postsecondary Enrollment	70% of all current and prior UB participants, who at the time of entrance into the project had an expected high school graduation date in the school year, will enroll in a program of postsecondary education by the fall term immediately following high school graduation or will have received notification, by the fall term immediately following high school, from an institution of higher education, or acceptance but deferred enrollment until the next academic semester (e.g. spring semester).
6	Postsecondary Completion	30% of participants who enrolled in a program of postsecondary education, by the fall term immediately following high school graduation or by the next academic term (e.g., spring term) as a result of acceptance by deferred enrollment, will attain either an associate's or bachelor's degree within six years following graduation from high school.

# Appendix

## B

**All Assessment Data and  
Analysis Results**

# UB Summer Component - 2016

**High School - Grade Level**

**The classes taken this summer were appropriate for my grade le**

Response	Frequency	Percent	
Freshmen - 9th	15	19.0	
Sophomore - 10th	23	29.1	
Junior - 11th	25	31.6	
Senior - 12th	16	20.3	

Response	Frequency	Percent	
Excellent	58	73.4	
Good	17	21.5	
Average	3	3.8	
Poor	0	0.0	
Not Applicable	1	1.3	

**Total** 79 100.0  
**The classes were well structured and easy to follow**

**Total** 79 100.0  
**The classes have helped me increased my level of understanding**

Response	Frequency	Percent	
Excellent	43	54.4	
Good	30	38.0	
Average	5	6.3	
Poor	0	0.0	
Not Applicable	1	1.3	

Response	Frequency	Percent	
Excellent	49	62.0	
Good	27	34.2	
Average	2	2.5	
Poor	0	0.0	
Not Applicable	1	1.3	

**Total** 79 100.0  
**I would recommend these classes to my friends**

**Total** 79 100.0  
**Demonstrates accurate and current knowledge in the subject fie**

Response	Frequency	Percent	
Excellent	57	72.2	
Good	15	19.0	
Average	5	6.3	
Poor	1	1.3	
Not Applicable	1	1.3	

Response	Frequency	Percent	
Excellent	45	57.0	
Good	29	36.7	
Average	5	6.3	
Poor	0	0.0	
Not Applicable	0	0.0	

**Total** 79 100.1  
**Presents concepts in a way that I can understand**

**Total** 79 100.0  
**Use all instructional/tutoring time productively**

Response	Frequency	Percent	
Excellent	47	59.5	
Good	30	38.0	
Average	2	2.5	
Poor	0	0.0	
Not Applicable	0	0.0	

Response	Frequency	Percent	
Excellent	59	74.7	
Good	17	21.5	
Average	3	3.8	
Poor	0	0.0	
Not Applicable	0	0.0	

**Total** 79 100.0  
**Treats us students in a fair and equitable manner**

**Total** 79 100.0  
**Overall rating of the Teaches/Tutors**

Response	Frequency	Percent	
Excellent	53	67.1	
Good	23	29.1	
Average	3	3.8	
Poor	0	0.0	
Not Applicable	0	0.0	

Response	Frequency	Percent	
Excellent	55	69.6	
Good	22	27.8	
Average	2	2.6	
Poor	0	0.0	
Not Applicable	0	0.0	

**Total** 79 100.0

**Total** 79 100.0

Response	Frequency	Percent	
Excellent	52	65.8	
Good	24	30.4	
Average	3	3.8	
Poor	0	0.0	
Not Applicable	0	0.0	

Response	Frequency	Percent	
Excellent	58	73.4	
Good	18	22.8	
Average	3	3.8	
Poor	0	0.0	
Not Applicable	0	0.0	

**Total** 79 100.0

**Total** 79 100.0

**Encourages participation**

**Overall rating of Full-Time Staff**

Response	Frequency	Percent	
Excellent	58	73.4	
Good	18	22.8	
Average	3	3.8	
Poor	0	0.0	
Not Applicable	0	0.0	

Response	Frequency	Percent	
Excellent	58	73.4	
Good	17	21.5	
Average	4	5.1	
Poor	0	0.0	
Not Applicable	0	0.0	

**Total** 79 100.0

**Total** 79 100.0

**Program Orietation**

**Academic Classes**

Response	Frequency	Percent	
Excellent	56	70.9	
Good	20	25.3	
Average	3	3.8	
Poor	0	0.0	
Not Applicable	0	0.0	

Response	Frequency	Percent	
Excellent	62	78.5	
Good	14	17.7	
Average	3	3.8	
Poor	0	0.0	
Not Applicable	0	0.0	

**Total** 79 100.0

**Total** 79 100.0

**Educational Field Trip**

**Cultural Activities**

Response	Frequency	Percent	
Excellent	48	60.8	
Good	27	34.2	
Average	1	1.3	
Poor	0	0.0	
Not Applicable	3	3.8	

Response	Frequency	Percent	
Excellent	54	68.4	
Good	22	27.8	
Average	3	3.8	
Poor	0	0.0	
Not Applicable	0	0.0	

**Total** 79 100.1

**Total** 79 100.0

**Tutoring Services**

**Counseling/Advising**

Response	Frequency	Percent	
Excellent	61	77.2	
Good	18	22.8	
Average	0	0.0	
Poor	0	0.0	
Not Applicable	0	0.0	

Response	Frequency	Percent	
Excellent	58	73.4	
Good	18	22.8	
Average	2	2.5	
Poor	0	0.0	
Not Applicable	1	1.3	

**Total** 79 100.0

**Total** 79 100.0

**Work Study Program**

**Workshops**

Response	Frequency	Percent	
Excellent	60	75.9	
Good	18	22.8	
Average	1	1.3	
Poor	0	0.0	
Not Applicable	0	0.0	

Response	Frequency	Percent	
Excellent	52	65.8	
Good	18	22.8	
Average	5	6.3	
Poor	0	0.0	
Not Applicable	4	5.1	

**Total** 79 100.0

**Total** 79 100.0

**Graduation Banquet**

**Adequate size of classroom**

Response	Frequency	Percent	
Excellent	69	87.3	
Good	8	10.1	
Average	2	2.6	
Poor	0	0.0	
Not Applicable	0	0.0	

Response	Frequency	Percent	
Excellent	57	72.2	
Good	16	20.3	
Average	5	6.3	
Poor	1	1.3	
Not Applicable	0	0.0	

**Total** 79 100.0

**Total** 79 100.0

**Provision of chairs inside the classroom**

**Learning environment - comfortable ambiance**

Response	Frequency	Percent	
Excellent	59	74.7	
Good	17	21.5	
Average	3	3.8	
Poor	0	0.0	
Not Applicable	0	0.0	

Response	Frequency	Percent	
Excellent	57	72.2	
Good	18	22.8	
Average	4	5.1	
Poor	0	0.0	
Not Applicable	0	0.0	

**Total** 79 100.0

**Total** 79 100.0

**Overall rating of Facilities**

**Overall Rating of UB Summer Component**

Response	Frequency	Percent	
Excellent	71	89.9	
Good	7	8.9	
Average	1	1.3	
Poor	0	0.0	
Not Applicable	0	0.0	

Response	Frequency	Percent	
Excellent	71	89.9	
Good	7	8.9	
Average	1	1.3	
Poor	0	0.0	
Not Applicable	0	0.0	

**Total** 79 100.0

**Total** 79 100.0

### ***Comment and Suggestions***

- ◆ It was all very good
- ◆ Everything was all good, Thank you
- ◆ Thank you very much UB family
- ◆ More field trip
- ◆ Great
- ◆ Thank you for making one month summer fun and learning
- ◆ It was fun but I hope next year will be more better.
- ◆ Very interesting and fun program, we could probably extend the time and days.
- ◆ My Teachers this summer could be my Teachers again.
- ◆ It was a productive learning experience
- ◆ More trips to the rock islands.
- ◆ I will recommending this program to my brother.



**Knowledge of issues mission and goals of the program**

**Helpfulness/Approachability**

Response	Frequency	Percent	Mean: 1.4
Excellent	29	63.0	
Good	16	34.8	
Average	1	2.2	
Poor	0	0.0	
Not Applicable	0	0.0	
Total	46	100.0	

Response	Frequency	Percent	Mean: 1.3
Excellent	33	71.7	
Good	13	28.3	
Average	0	0.0	
Poor	0	0.0	
Not Applicable	0	0.0	
Total	46	100.0	

**Encourage participation**

**Overall rating of Full-time Staff**

Response	Frequency	Percent	Mean: 1.5
Excellent	28	60.9	
Good	16	34.8	
Average	1	2.2	
Poor	1	2.2	
Not Applicable	0	0.0	
Total	46	100.0	

Response	Frequency	Percent	Mean: 1.5
Excellent	27	58.7	
Good	17	37.0	
Average	1	2.2	
Poor	1	2.2	
Not Applicable	0	0.0	
Total	46	100.0	

**Availability of computers**

**Access to Internet**

Response	Frequency	Percent	Mean: 1.4
Excellent	33	71.7	
Good	9	19.6	
Average	2	4.3	
Poor	2	4.3	
Not Applicable	0	0.0	
Total	46	100.0	

Response	Frequency	Percent	Mean: 1.5
Excellent	28	60.9	
Good	16	34.8	
Average	1	2.2	
Poor	0	0.0	
Not Applicable	1	2.2	
Total	46	100.0	

**Adequate size of classroom**

**Provision of chairs inside the classroom**

Response	Frequency	Percent	Mean: 1.5
Excellent	25	54.3	
Good	19	41.3	
Average	1	2.2	
Poor	1	2.2	
Not Applicable	0	0.0	
Total	46	100.0	

Response	Frequency	Percent	Mean: 1.4
Excellent	29	63.0	
Good	16	34.8	
Average	1	2.2	
Poor	0	0.0	
Not Applicable	0	0.0	
Total	46	100.0	

**Learning environment - comfortable setting**

**Overall rating of Facilities/Equipments**

Response	Frequency	Percent	Mean: 1.4
Excellent	30	65.2	
Good	14	30.4	
Average	2	4.3	
Poor	0	0.0	
Not Applicable	0	0.0	
Total	46	100.0	

Response	Frequency	Percent	Mean: 1.4
Excellent	30	65.2	
Good	14	30.4	
Average	2	4.3	
Poor	0	0.0	
Not Applicable	0	0.0	
Total	46	100.0	



## Comments and Suggestions

- ◆ Thank you very much UB Staff!!
- ◆ I love the program!
- ◆ Very Good
- ◆ Classes are far away from each other but all in all its excellent.
- ◆ Thank you, I appreciate your kindness on helping us.
- ◆ Thank you for your service.
- ◆ It was really great.
- ◆ Trips to other colleges
- ◆ Workshops are too long, all in all theyare great.
- ◆ UB program is very helpful.
- ◆ Facilitate us with faster internet.
- ◆ Trip to rock island
- ◆ All is good
- ◆ Make workshop shorter.

# UB Summer Component - 2017

## High School - Grade Level

## The classes taken this summer were appropriate for my grade le

Response	Frequency	Percent		Response	Frequency	Percent	
Freshmen - 9th	14	19.4		Excellent	53	73.6	
Sophomore - 10th	19	26.4		Good	18	25.0	
Junior - 11th	22	30.6		Average	0	0.0	
Senior - 12th	17	23.6		Poor	1	1.4	
				Not Applicable	0	0.0	

## The classes were well structured and easy to follow

## The classes have helped me increased my level of understanding

Response	Frequency	Percent		Response	Frequency	Percent	
Excellent	53	73.6		Excellent	53	73.6	
Good	18	25.0		Good	18	25.0	
Average	0	0.0		Average	0	0.0	
Poor	1	1.4		Poor	1	1.4	
Not Applicable	0	0.0		Not Applicable	0	0.0	
<b>Total</b>	<b>72</b>	<b>100.0</b>		<b>Total</b>	<b>72</b>	<b>100.0</b>	

## I would recommend these classes to my friends

## Demonstrates accurate and current knowledge in the subject fie

Response	Frequency	Percent		Response	Frequency	Percent	
Excellent	53	73.6		Excellent	53	73.6	
Good	18	25.0		Good	18	25.0	
Average	0	0.0		Average	0	0.0	
Poor	1	1.4		Poor	1	1.4	
Not Applicable	0	0.0		Not Applicable	0	0.0	
<b>Total</b>	<b>72</b>	<b>100.0</b>		<b>Total</b>	<b>72</b>	<b>100.0</b>	

## Presents concepts in a way that I can understand

## Use all instructional/tutoring time productively

Response	Frequency	Percent		Response	Frequency	Percent	
Excellent	53	73.6		Excellent	50	69.4	
Good	18	25.0		Good	21	29.2	
Average	0	0.0		Average	1	1.4	
Poor	1	1.4		Poor	0	0.0	
Not Applicable	0	0.0		Not Applicable	0	0.0	
<b>Total</b>	<b>72</b>	<b>100.0</b>		<b>Total</b>	<b>72</b>	<b>100.0</b>	

## Treats us students in a fair and equitable manner

## Overall rating of the Teaches/Tutors

Response	Frequency	Percent		Response	Frequency	Percent	
Excellent	53	73.6		Excellent	53	73.6	
Good	18	25.0		Good	18	25.0	
Average	0	0.0		Average	0	0.0	
Poor	1	1.4		Poor	1	1.4	
Not Applicable	0	0.0		Not Applicable	0	0.0	
<b>Total</b>	<b>72</b>	<b>100.0</b>		<b>Total</b>	<b>72</b>	<b>100.0</b>	

## Knowledge of issues mission and goals of the program

## Helpfulness/approachability

Response	Frequency	Percent		Response	Frequency	Percent	
Excellent	53	73.6		Excellent	53	73.6	
Good	19	26.4		Good	18	25.0	
Average	0	0.0		Average	0	0.0	
Poor	0	0.0		Poor	1	1.4	
Not Applicable	0	0.0		Not Applicable	0	0.0	
<b>Total</b>	<b>72</b>	<b>100.0</b>		<b>Total</b>	<b>72</b>	<b>100.0</b>	

**Encourages participation**

**Overall rating of Full-Time Staff**

Response	Frequency	Percent	
Excellent	53	73.6	
Good	18	25.0	
Average	0	0.0	
Poor	1	1.4	
Not Applicable	0	0.0	
<b>Total</b>	<b>72</b>	<b>100.0</b>	

Response	Frequency	Percent	
Excellent	53	73.6	
Good	18	25.0	
Average	0	0.0	
Poor	1	1.4	
Not Applicable	0	0.0	
<b>Total</b>	<b>72</b>	<b>100.0</b>	

**Program Oriatation**

**Academic Classes**

Response	Frequency	Percent	
Excellent	53	73.6	
Good	18	25.0	
Average	0	0.0	
Poor	1	1.4	
Not Applicable	0	0.0	
<b>Total</b>	<b>72</b>	<b>100.0</b>	

Response	Frequency	Percent	
Excellent	53	73.6	
Good	18	25.0	
Average	0	0.0	
Poor	1	1.4	
Not Applicable	0	0.0	
<b>Total</b>	<b>72</b>	<b>100.0</b>	

**Educational Field Trip**

**Cultural Activities**

Response	Frequency	Percent	
Excellent	51	70.8	
Good	20	27.8	
Average	0	0.0	
Poor	0	0.0	
Not Applicable	1	1.4	
<b>Total</b>	<b>72</b>	<b>100.0</b>	

Response	Frequency	Percent	
Excellent	51	70.8	
Good	17	23.6	
Average	4	5.6	
Poor	0	0.0	
Not Applicable	0	0.0	
<b>Total</b>	<b>72</b>	<b>100.0</b>	

**Tutoring Services**

**Counseling/Advising**

Response	Frequency	Percent	
Excellent	49	68.1	
Good	20	27.8	
Average	3	4.2	
Poor	0	0.0	
Not Applicable	0	0.0	
<b>Total</b>	<b>72</b>	<b>100.1</b>	

Response	Frequency	Percent	
Excellent	50	69.4	
Good	22	30.6	
Average	0	0.0	
Poor	0	0.0	
Not Applicable	0	0.0	
<b>Total</b>	<b>72</b>	<b>100.0</b>	

**Work Study Program**

**Workshops**

Response	Frequency	Percent	
Excellent	53	73.6	
Good	18	25.0	
Average	0	0.0	
Poor	1	1.4	
Not Applicable	0	0.0	
<b>Total</b>	<b>72</b>	<b>100.0</b>	

Response	Frequency	Percent	
Excellent	53	73.6	
Good	18	25.0	
Average	0	0.0	
Poor	1	1.4	
Not Applicable	0	0.0	
<b>Total</b>	<b>72</b>	<b>100.0</b>	

**Graduation Banquet**

**Adequate size of classroom**

Response	Frequency	Percent	
Excellent	53	73.6	
Good	18	25.0	
Average	0	0.0	
Poor	1	1.4	
Not Applicable	0	0.0	
<b>Total</b>	<b>72</b>	<b>100.0</b>	

Response	Frequency	Percent	
Excellent	53	73.6	
Good	18	25.0	
Average	0	0.0	
Poor	1	1.4	
Not Applicable	0	0.0	
<b>Total</b>	<b>72</b>	<b>100.0</b>	

Provision of chairs inside the classroom

Learning environment - comfortable ambiance

Response	Frequency	Percent	
Excellent	53	73.6	
Good	18	25.0	
Average	0	0.0	
Poor	1	1.4	
Not Applicable	0	0.0	
<b>Total</b>	<b>72</b>	<b>100.0</b>	

Response	Frequency	Percent	
Excellent	53	73.6	
Good	18	25.0	
Average	0	0.0	
Poor	1	1.4	
Not Applicable	0	0.0	
<b>Total</b>	<b>72</b>	<b>100.0</b>	

Overall rating of Facilities

Overall Rating of UB Summer Component

Response	Frequency	Percent	
Excellent	53	73.6	
Good	18	25.0	
Average	0	0.0	
Poor	1	1.4	
Not Applicable	0	0.0	
<b>Total</b>	<b>72</b>	<b>100.0</b>	

Response	Frequency	Percent	
Excellent	53	73.6	
Good	18	25.0	
Average	0	0.0	
Poor	1	1.4	
Not Applicable	0	0.0	
<b>Total</b>	<b>72</b>	<b>100.0</b>	

***Comment and Suggestions***

- ◆ Thank you very much
  - ◆ Thank you for wonderful opportunities
  - ◆ It was a great summer
  - ◆ I enjoy interesting UB program
- 
- ◆ It was all very good
  - ◆ Everything was all good, Thank you
  - ◆ Thank you very much UB family
  - ◆ More field trip

# UB Program Evaluation - Academic Year 2016-2017

## High School - Grade Level

## Program Orientation

Response	Frequency	Percent		Response	Frequency	Percent	
Freshmen - 9th	4	10.3	<div style="width: 10.3%; height: 15px; background-color: #008000;"></div>	Excellent	24	61.5	<div style="width: 61.5%; height: 15px; background-color: #008000;"></div>
Sophomore - 10th	7	17.9	<div style="width: 17.9%; height: 15px; background-color: #008000;"></div>	Good	11	28.2	<div style="width: 28.2%; height: 15px; background-color: #008000;"></div>
Junior - 11th	12	30.8	<div style="width: 30.8%; height: 15px; background-color: #008000;"></div>	Average	1	2.6	<div style="width: 2.6%; height: 15px; background-color: #008000;"></div>
Senior - 12th	16	41.0	<div style="width: 41.0%; height: 15px; background-color: #008000;"></div>	Poor	1	2.6	<div style="width: 2.6%; height: 15px; background-color: #008000;"></div>
				Not Applicable	2	5.1	<div style="width: 5.1%; height: 15px; background-color: #008000;"></div>

<b>Total</b>	<b>39</b>	<b>100.0</b>		<b>Total</b>	<b>39</b>	<b>100.0</b>	
<b>College Campus Visits</b>				<b>Instruction Services</b>			

Response	Frequency	Percent		Response	Frequency	Percent	
Excellent	22	56.4	<div style="width: 56.4%; height: 15px; background-color: #008000;"></div>	Excellent	23	59.0	<div style="width: 59.0%; height: 15px; background-color: #008000;"></div>
Good	17	43.6	<div style="width: 43.6%; height: 15px; background-color: #008000;"></div>	Good	14	35.9	<div style="width: 35.9%; height: 15px; background-color: #008000;"></div>
Average	0	0.0	<div style="width: 0.0%; height: 15px; background-color: #008000;"></div>	Average	2	5.1	<div style="width: 5.1%; height: 15px; background-color: #008000;"></div>
Poor	0	0.0	<div style="width: 0.0%; height: 15px; background-color: #008000;"></div>	Poor	0	0.0	<div style="width: 0.0%; height: 15px; background-color: #008000;"></div>
Not Applicable	0	0.0	<div style="width: 0.0%; height: 15px; background-color: #008000;"></div>	Not Applicable	0	0.0	<div style="width: 0.0%; height: 15px; background-color: #008000;"></div>

<b>Total</b>	<b>39</b>	<b>100.0</b>		<b>Total</b>	<b>39</b>	<b>100.0</b>	
<b>Tutoring Services</b>				<b>Counseling/Advising</b>			

Response	Frequency	Percent		Response	Frequency	Percent	
Excellent	33	84.6	<div style="width: 84.6%; height: 15px; background-color: #008000;"></div>	Excellent	27	69.2	<div style="width: 69.2%; height: 15px; background-color: #008000;"></div>
Good	5	12.8	<div style="width: 12.8%; height: 15px; background-color: #008000;"></div>	Good	10	25.6	<div style="width: 25.6%; height: 15px; background-color: #008000;"></div>
Average	1	2.6	<div style="width: 2.6%; height: 15px; background-color: #008000;"></div>	Average	0	0.0	<div style="width: 0.0%; height: 15px; background-color: #008000;"></div>
Poor	0	0.0	<div style="width: 0.0%; height: 15px; background-color: #008000;"></div>	Poor	2	5.1	<div style="width: 5.1%; height: 15px; background-color: #008000;"></div>
Not Applicable	0	0.0	<div style="width: 0.0%; height: 15px; background-color: #008000;"></div>	Not Applicable	0	0.0	<div style="width: 0.0%; height: 15px; background-color: #008000;"></div>

<b>Total</b>	<b>39</b>	<b>100.0</b>		<b>Total</b>	<b>39</b>	<b>100.0</b>	
<b>Monthly Workshops</b>				<b>Demonstrates accurate and current knowledge in subject field</b>			

Response	Frequency	Percent		Response	Frequency	Percent	
Excellent	37	94.9	<div style="width: 94.9%; height: 15px; background-color: #008000;"></div>	Excellent	25	64.1	<div style="width: 64.1%; height: 15px; background-color: #008000;"></div>
Good	2	5.1	<div style="width: 5.1%; height: 15px; background-color: #008000;"></div>	Good	11	28.2	<div style="width: 28.2%; height: 15px; background-color: #008000;"></div>
Average	0	0.0	<div style="width: 0.0%; height: 15px; background-color: #008000;"></div>	Average	3	7.7	<div style="width: 7.7%; height: 15px; background-color: #008000;"></div>
Poor	0	0.0	<div style="width: 0.0%; height: 15px; background-color: #008000;"></div>	Poor	0	0.0	<div style="width: 0.0%; height: 15px; background-color: #008000;"></div>
Not Applicable	0	0.0	<div style="width: 0.0%; height: 15px; background-color: #008000;"></div>	Not Applicable	0	0.0	<div style="width: 0.0%; height: 15px; background-color: #008000;"></div>

<b>Total</b>	<b>39</b>	<b>100.0</b>		<b>Total</b>	<b>39</b>	<b>100.0</b>	
<b>Presents concepts in a way that I can understand</b>				<b>Use all instructional/tutoring time productively</b>			

Response	Frequency	Percent		Response	Frequency	Percent	
Excellent	26	66.7	<div style="width: 66.7%; height: 15px; background-color: #008000;"></div>	Excellent	26	66.7	<div style="width: 66.7%; height: 15px; background-color: #008000;"></div>
Good	10	25.6	<div style="width: 25.6%; height: 15px; background-color: #008000;"></div>	Good	11	28.2	<div style="width: 28.2%; height: 15px; background-color: #008000;"></div>
Average	3	7.7	<div style="width: 7.7%; height: 15px; background-color: #008000;"></div>	Average	1	2.6	<div style="width: 2.6%; height: 15px; background-color: #008000;"></div>
Poor	0	0.0	<div style="width: 0.0%; height: 15px; background-color: #008000;"></div>	Poor	1	2.6	<div style="width: 2.6%; height: 15px; background-color: #008000;"></div>
Not Applicable	0	0.0	<div style="width: 0.0%; height: 15px; background-color: #008000;"></div>	Not Applicable	0	0.0	<div style="width: 0.0%; height: 15px; background-color: #008000;"></div>

<b>Total</b>	<b>39</b>	<b>100.0</b>		<b>Total</b>	<b>39</b>	<b>100.0</b>	
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Treats us students in a fair and equitable manner

Overall rating of the Instructors/Tutors

Response	Frequency	Percent	
Excellent	27	69.2	
Good	11	28.2	
Average	1	2.6	
Poor	0	0.0	
Not Applicable	0	0.0	

Response	Frequency	Percent	
Excellent	26	66.7	
Good	11	28.2	
Average	2	2.6	
Poor	0	0.0	
Not Applicable	0	0.0	

**Total** 39 100.0  
**Knowledge of issues mission and goals of the program**

**Total** 39 100.0  
**Helpfulness/Approachability**

Response	Frequency	Percent	
Excellent	28	71.8	
Good	9	23.1	
Average	2	5.1	
Poor	0	0.0	
Not Applicable	0	0.0	

Response	Frequency	Percent	
Excellent	30	76.9	
Good	7	17.9	
Average	2	5.1	
Poor	0	0.0	
Not Applicable	0	0.0	

**Total** 39 100.0  
**Encourage participation**

**Total** 39 100.0  
**Overall rating of Full-time Staff**

Response	Frequency	Percent	
Excellent	28	71.8	
Good	8	20.5	
Average	3	7.7	
Poor	0	0.0	
Not Applicable	0	0.0	

Response	Frequency	Percent	
Excellent	28	71.8	
Good	8	20.5	
Average	3	7.7	
Poor	0	0.0	
Not Applicable	0	0.0	

**Total** 39 100.0  
**Availability of computers**

**Total** 39 100.0  
**Access to Internet**

Response	Frequency	Percent	
Excellent	24	61.5	
Good	10	25.6	
Average	4	10.3	
Poor	1	2.6	
Not Applicable	0	0.0	

Response	Frequency	Percent	
Excellent	25	64.1	
Good	12	30.8	
Average	2	5.1	
Poor	0	0.0	
Not Applicable	0	0.0	

**Total** 39 100.0  
**Adequate size of classroom**

**Total** 39 100.0  
**Provision of chairs inside the classroom**











Response	Frequency	Percent	
Excellent	29	74.4	
Good	9	23.1	
Average	1	2.6	
Poor	0	0.0	
Not Applicable	0	0.0	

Response	Frequency	Percent	
Excellent	29	74.4	
Good	9	23.1	
Average	0	0.0	
Poor	1	2.6	
Not Applicable	0	0.0	

**Total** 39 100.0

Learning environment - comfortable setting

Overall rating of Facilities/Equipments

Response	Frequency	Percent		Response	Frequency	Percent	
Excellent	27	69.2		Excellent	27	69.2	
Good	12	30.8		Good	12	30.8	
Average	0	0.0		Average	0	0.0	
Poor	0	0.0		Poor	0	0.0	
Not Applicable	0	0.0		Not Applicable	0	0.0	
<b>Total</b>	<b>39</b>	<b>100.0</b>		<b>Total</b>	<b>39</b>	<b>100.0</b>	



### ***Comment and Suggestions***

- ◆ This upward is very helpful and useful to me.
- ◆ Thank you
- ◆ The math classroom is not working.
- ◆ No comment
- ◆ Good
- ◆ Perfect
- ◆ All is well
- ◆ Thank you for great year
- ◆ Snacks after workshop

# Appendix

## C

### **All Assessment Tools**



**UPWARD BOUND  
PALAU COMMUNITY COLLEGE**  
P.O. Box 857, Koror, Republic of Palau PW 96940  
Tel: (680)488-2962 Fax: (680)488-3405



**PROGRAM ACTIVITY / SESSION EVALUATION  
PY 2014-2015**

Please take a moment to complete this evaluation of the Upward Bound Program Activity/Session you have just completed. Your response will help us in strengthening the services we provide to you.

Name of Activity/Session \_\_\_\_\_

Date: \_\_\_\_\_

Student: (circle one)    9<sup>th</sup>    10<sup>th</sup>    11<sup>th</sup>    12<sup>th</sup>    Parents

**I. Use the rating scale below, please rate how useful this activity/session has been on a scale of 1 to 5 (circle your answer).**

5	4	3	2	1
Very Useful				Not Useful

**II. List two things you've learned from this activity/session.**

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**III. Comments and Suggestions**

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*\*Thank you for Assisting the Program\**





**PROGRAM EVALUATION**  
**Summer Component 2016**

Please take a moment to complete this evaluation of the Upward Bound Program during the **Summer Component 2016**. Your response will help us in strengthening the services we provide to you.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student: Darken one ( ) 9<sup>th</sup> 10<sup>th</sup> 11<sup>th</sup> 12<sup>th</sup>  
TM TM TM TM

**INSTRUCTION:** Using the rating scale below, please darken your response that best reflects your answer.

(4) Excellent (3) Good (2) Average (1) Poor (N/A) Not Applicable

**I. Academic Classes**

- |   |   |  |   |   |   |
|---|---|--|---|---|---|
| A. The classes taken this summer were appropriate for my grade level  | m |  | k | j | i |
| B. The classes were well structured and easy to follow  | m |  | k | j | i |
| C. The classes have helped me increased my level of understanding especially to subjects I find most difficult to deal with | m |  | k | j | i |
| D. I would recommend these classes to my friends  | m |  | k | j | i |

**II. TEACHERS / TUTORS**

- |   |   |  |   |   |   |
|---|---|--|---|---|---|
| A. Demonstrates accurate and current knowledge in subject field | m |  | k | j | i |
| B. Presents concepts in a way that I can understand             | m |  | k | j | i |
| C. Use all instructional /tutoring time productively            | m |  | k | j | i |
| D. Treats us students in a fair and equitable manner            | m |  | k | j | i |
| E. Overall rating of the Teachers / Tutors                      | m |  | k | j | i |

**III. FULL TIME STAFF**

- |  |   |  |   |   |   |
|--|---|--|---|---|---|
| A. Knowledge of issues, mission and goals of the program | m |  | k | j | i |
| B. Helpfulness/approachability                           | m |  | k | j | i |
| C. Encourages participation                              | m |  | k | j | i |
| D. Overall rating of Full-time Staff                     | m |  | k | j | i |

**IV. PROGRAM SERVICES / ACTIVITIES**

- |   |   |  |   |   |   |
|---|---|--|---|---|---|
| A. Program Orientation  | m |  | k | j | i |
| B. Academic Classes<br>(Math, Literature & Composition, and Foreign Language) | m |  | k | j | i |
| C. Educational Field Trip   | m |  | k | j | i |
| D. Cultural Activities  | m |  | k | j | i |
| E. Tutoring Services  | m |  | k | j | i |
| F. Counseling/Advising  | m |  | k | j | i |
| G. Work Study Program   | m |  | k | j | i |
| H. Workshops  | m |  | k | j | i |
| I. Graduation Banquet   | m |  | k | j | i |

**V. FACILITIES**

- |  |   |  |   |   |   |
|--|---|--|---|---|---|
| A. Adequate size of classroom                  | m |  | k | j | i |
| B. Provision of chairs inside the classroom    | m |  | k | j | i |
| C. Learning environment (comfortable ambiance) | m |  | k | j | i |
| D. Overall rating of Facilities                | m |  | k | j | i |

**VI. Overall Rating of UB Summer Component**

- |  |   |  |   |   |   |
|--|---|--|---|---|---|
|  | m |  | k | j | i |
|--|---|--|---|---|---|

Your Comments and Suggestions

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





**PROGRAM EVALUATION**  
**Summer Component 2017**

Please take a moment to complete this evaluation of the Upward Bound Program during the **Summer Component 2017**. Your response will help us in strengthening the services we provide to you.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student: Darken one ( ) 9<sup>th</sup> 10<sup>th</sup> 11<sup>th</sup> 12<sup>th</sup>  
TM TM TM TM

**INSTRUCTION:** Using the rating scale below, please darken your response that best reflects your answer.

(4) Excellent (3) Good (2) Average (1) Poor (N/A) Not Applicable

**I. Academic Classes**

- |   |   |  |   |   |   |
|---|---|--|---|---|---|
| A. The classes taken this summer were appropriate for my grade level  | m |  | k | j | i |
| B. The classes were well structured and easy to follow  | m |  | k | j | i |
| C. The classes have helped me increased my level of understanding especially to subjects I find most difficult to deal with | m |  | k | j | i |
| D. I would recommend these classes to my friends  | m |  | k | j | i |

**II. TEACHERS / TUTORS**

- |   |   |  |   |   |   |
|---|---|--|---|---|---|
| A. Demonstrates accurate and current knowledge in subject field | m |  | k | j | i |
| B. Presents concepts in a way that I can understand             | m |  | k | j | i |
| C. Use all instructional /tutoring time productively            | m |  | k | j | i |
| D. Treats us students in a fair and equitable manner            | m |  | k | j | i |
| E. Overall rating of the Teachers / Tutors                      | m |  | k | j | i |

**III. FULL TIME STAFF**

- |  |   |  |   |   |   |
|--|---|--|---|---|---|
| A. Knowledge of issues, mission and goals of the program | m |  | k | j | i |
| B. Helpfulness/approachability                           | m |  | k | j | i |
| C. Encourages participation                              | m |  | k | j | i |
| D. Overall rating of Full-time Staff                     | m |  | k | j | i |

**IV. PROGRAM SERVICES / ACTIVITIES**

- |   |   |  |   |   |   |
|---|---|--|---|---|---|
| A. Program Orientation  | m |  | k | j | i |
| B. Academic Classes<br>(Math, Literature & Composition, and Foreign Language) | m |  | k | j | i |
| C. Educational Field Trip   | m |  | k | j | i |
| D. Cultural Activities  | m |  | k | j | i |
| E. Tutoring Services  | m |  | k | j | i |
| F. Counseling/Advising  | m |  | k | j | i |
| G. Work Study Program   | m |  | k | j | i |
| H. Workshops  | m |  | k | j | i |
| I. Graduation Banquet   | m |  | k | j | i |

**V. FACILITIES**

- |  |   |  |   |   |   |
|--|---|--|---|---|---|
| A. Adequate size of classroom                  | m |  | k | j | i |
| B. Provision of chairs inside the classroom    | m |  | k | j | i |
| C. Learning environment (comfortable ambiance) | m |  | k | j | i |
| D. Overall rating of Facilities                | m |  | k | j | i |

**VI. Overall Rating of UB Summer Component**

- |  |   |  |   |   |   |
|--|---|--|---|---|---|
|  | m |  | k | j | i |
|--|---|--|---|---|---|

Your Comments and Suggestions

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Appendix

## D

### **Service Area Assessment Calendar**



Palau Community College  
Upward Bound Program  
TIMELINE OF ACTIVITIES  
**Project Year 2014-2015**

<u>Month</u>	<u>Dates</u>	<u>Activities</u>
<b>August 2014</b>	08/01-31	<ul style="list-style-type: none"> <li>· Program Announcements</li> <li>· Establish Liaison with Target Schools</li> <li>· Target Schools Recruitment               <ul style="list-style-type: none"> <li>○ MHS\PMA/PHS/BMS/BHS /EHS</li> </ul> </li> <li>· Develop Academic Year Curriculum</li> <li>· Secure needed facilities and supplies</li> </ul>
	08/31	<ul style="list-style-type: none"> <li>· Staff Conference/Program Progress Evaluation</li> </ul>
<b>September 2014</b>	09/01-30	<ul style="list-style-type: none"> <li>· Review applications for potential participants</li> <li>· Interview and hire academic year part-time staff</li> </ul>
	09/	<ul style="list-style-type: none"> <li>· UBP Application Deadline Dates</li> <li>· Screening &amp; Selection of new UB participant</li> </ul>
	09/30	<ul style="list-style-type: none"> <li>· Staff Conference/Program Progress Evaluation</li> </ul>
<b>October 2014</b>	10/01-31	<ul style="list-style-type: none"> <li>· Send Tracking Survey to UB Alumni</li> </ul>
	10/04	<ul style="list-style-type: none"> <li>· New participants &amp; parents interviews</li> </ul>
	10/07-11	<ul style="list-style-type: none"> <li>· Notification of pre-selected participants &amp; all other participants</li> </ul>
	10/	<ul style="list-style-type: none"> <li>· Student &amp; Staff Academic Year Orientation</li> </ul>
	10/	<ul style="list-style-type: none"> <li>· <b>Beginning of Academic Year 2014-15</b> <ul style="list-style-type: none"> <li>○ Academic Classes, Tutoring &amp; Other services Begins</li> </ul> </li> </ul>
	10/	<ul style="list-style-type: none"> <li>· Develop &amp; Update Individualized Education Plan (IEP)</li> </ul>
		<ul style="list-style-type: none"> <li>· Collect &amp; Review 1<sup>st</sup> quarter Report Cards</li> </ul>
	10/29	<ul style="list-style-type: none"> <li>· Satellite Centers Visits</li> </ul>
	10/31	<ul style="list-style-type: none"> <li>· Staff Conference/Program Progress Evaluation</li> </ul>
		<ul style="list-style-type: none"> <li>· APR (Print for Review &amp; Send to D.C.)</li> <li>· Monthly Progress Report to PCC</li> <li>· Student Progress Report due to Director</li> </ul>
<b>November 2014</b>	11/01-30	<ul style="list-style-type: none"> <li>· Track UB Alumni</li> <li>· Update IEP Form</li> <li>· Satellite Centers Visits</li> </ul>
	11/08	<ul style="list-style-type: none"> <li>· <b>Students Workshop/Mentoring</b> <ul style="list-style-type: none"> <li>○ Stipend Disbursement</li> </ul> </li> </ul>
	11/13	<ul style="list-style-type: none"> <li>· <b>ACT PLAN &amp; EXPLORE</b></li> </ul>

Palau Community College  
Upward Bound Program  
TIMELINE OF ACTIVITIES  
**Project Year 2014-2015**

	11/30	<ul style="list-style-type: none"> <li>· Staff Conference/Program Progress Evaluation</li> </ul>
		<ul style="list-style-type: none"> <li>· Monthly Progress Report to PCC</li> </ul>
		<ul style="list-style-type: none"> <li>· Student Progress Report due to Director</li> </ul>
<b>December 2014</b>		
	12/01-31	<ul style="list-style-type: none"> <li>· Track UB Alumni</li> </ul>
		<ul style="list-style-type: none"> <li>· Update IEP Form</li> </ul>
	12/12	<ul style="list-style-type: none"> <li>· <b>ACT Assessment Testing</b></li> </ul>
		<ul style="list-style-type: none"> <li>· Satellite Centers Visits</li> </ul>
	12/13	<ul style="list-style-type: none"> <li>· <b>Students Workshop/Mentoring</b> <ul style="list-style-type: none"> <li>○ Stipend Disbursement</li> </ul> </li> </ul>
	12/	<ul style="list-style-type: none"> <li>· <b>Christmas Break Begins</b></li> </ul>
	12/31	<ul style="list-style-type: none"> <li>· Staff Conference/Program Progress Evaluation</li> </ul>
		<ul style="list-style-type: none"> <li>· Monthly Progress Report to PCC</li> </ul>
		<ul style="list-style-type: none"> <li>· Student Progress Report due to Director</li> </ul>
<b>January 2015</b>		
	01/01-31	<ul style="list-style-type: none"> <li>· Track UB Alumni</li> </ul>
		<ul style="list-style-type: none"> <li>· Update IEP Form</li> </ul>
	01/07	<ul style="list-style-type: none"> <li>· <b>Academic Year 2014-15 Resumes</b> <ul style="list-style-type: none"> <li>○ Academic Classes, Tutoring &amp; Other services Resumes</li> </ul> </li> </ul>
	01/	<ul style="list-style-type: none"> <li>· <b>Quarterly Parents Workshop</b></li> </ul>
		<ul style="list-style-type: none"> <li>· Collect &amp; Review 2<sup>nd</sup> quarter Report Cards</li> </ul>
		<ul style="list-style-type: none"> <li>· Satellite Centers Visits</li> </ul>
	01/10	<ul style="list-style-type: none"> <li>· <b>Students Workshop/Mentoring</b> <ul style="list-style-type: none"> <li>○ Stipend Disbursement</li> </ul> </li> </ul>
	01/31	<ul style="list-style-type: none"> <li>· Staff Conference/Program Progress Evaluation</li> </ul>
		<ul style="list-style-type: none"> <li>· Monthly Progress Report to PCC</li> </ul>
		<ul style="list-style-type: none"> <li>· Student Progress Report due to Director</li> </ul>
<b>February 2015</b>		
	02/01-28	<ul style="list-style-type: none"> <li>· Track UB Alumni</li> </ul>
		<ul style="list-style-type: none"> <li>· Update IEP Form</li> </ul>
		<ul style="list-style-type: none"> <li>· Satellite Centers Visits</li> </ul>
	02/09	<ul style="list-style-type: none"> <li>·</li> </ul>
	02/14	<ul style="list-style-type: none"> <li>· <b>Students Workshop/Mentoring</b> <ul style="list-style-type: none"> <li>○ Stipend Disbursement</li> </ul> </li> </ul>
	02/28	<ul style="list-style-type: none"> <li>· Staff Conference/Program Progress Evaluation</li> </ul>
		<ul style="list-style-type: none"> <li>· Monthly Progress Report to PCC</li> </ul>
		<ul style="list-style-type: none"> <li>· Student Progress Report due to Director</li> </ul>

Palau Community College  
Upward Bound Program  
TIMELINE OF ACTIVITIES  
**Project Year 2014-2015**

March 2015	03/01-31	<ul style="list-style-type: none"> <li>· Track UB Alumni</li> </ul>
		<ul style="list-style-type: none"> <li>· Update IEP Form</li> </ul>
		<ul style="list-style-type: none"> <li>· Satellite Centers Visits</li> </ul>
		<ul style="list-style-type: none"> <li>· Collect &amp; Review 3<sup>rd</sup> quarter Report Cards</li> </ul>
	03/07	<ul style="list-style-type: none"> <li>· <b>Students Workshop/Mentoring</b> <ul style="list-style-type: none"> <li>○ Stipend Disbursement</li> </ul> </li> </ul>
	03/31	<ul style="list-style-type: none"> <li>· Staff Conference/Program Progress Evaluation</li> </ul>
		<ul style="list-style-type: none"> <li>· Monthly Progress Report to PCC</li> </ul>
		<ul style="list-style-type: none"> <li>· Student Progress Report due to Director</li> </ul>
April 2015	04/01-30	<ul style="list-style-type: none"> <li>· Track UB Alumni</li> </ul>
		<ul style="list-style-type: none"> <li>· Update IEP Form</li> </ul>
		<ul style="list-style-type: none"> <li>· Satellite Centers Visits</li> </ul>
	04/	<ul style="list-style-type: none"> <li>· <b>Quarterly Parents Workshop</b></li> </ul>
	04/10	<ul style="list-style-type: none"> <li>· <b>ACT Assessment</b></li> </ul>
		<ul style="list-style-type: none"> <li>· <b>ACT Explore &amp; Plan</b></li> </ul>
	04/11	<ul style="list-style-type: none"> <li>· <b>Students Workshop/Mentoring</b> <ul style="list-style-type: none"> <li>○ Stipend Disbursement</li> </ul> </li> </ul>
	04/30	<ul style="list-style-type: none"> <li>· Staff Conference/Program Progress Evaluation</li> </ul>
		<ul style="list-style-type: none"> <li>· Monthly Progress Report to PCC</li> </ul>
		<ul style="list-style-type: none"> <li>· Student Progress Report due to Director</li> </ul>
May 2015	05/01-31	<ul style="list-style-type: none"> <li>· Track UB Alumni</li> </ul>
		<ul style="list-style-type: none"> <li>· Update IEP Form</li> </ul>
		<ul style="list-style-type: none"> <li>· Satellite Centers Visits</li> </ul>
	05/09	<ul style="list-style-type: none"> <li>· <b>Students Workshop/Mentoring</b> <ul style="list-style-type: none"> <li>○ Stipend Disbursement</li> </ul> </li> </ul>
		<ul style="list-style-type: none"> <li>· <b>Academic Year Component Evaluation</b></li> </ul>
	05/15	<ul style="list-style-type: none"> <li>· <b>End of Academic Year Component 14-15</b></li> </ul>
		<ul style="list-style-type: none"> <li>· Target Schools Graduation Schedules <ul style="list-style-type: none"> <li>○ MHS (5/30)</li> <li>○ PMA (5/31)</li> <li>○ EHS (5/20)</li> <li>○ BMS (5/23)</li> <li>○ BHS (5/19)</li> <li>○ PHS (5/28)</li> </ul> </li> </ul>
	05/31	<ul style="list-style-type: none"> <li>· Staff Conference/Program Progress Evaluation</li> </ul>
		<ul style="list-style-type: none"> <li>· Monthly Progress Report to PCC</li> </ul>
		<ul style="list-style-type: none"> <li>· Student Progress Report due to Director</li> </ul>

Palau Community College  
Upward Bound Program  
TIMELINE OF ACTIVITIES  
**Project Year 2014-2015**

June 2015	06/01-30	<ul style="list-style-type: none"> <li>· Track UB Alumni</li> </ul>
		<ul style="list-style-type: none"> <li>· Update IEP Form</li> </ul>
		<ul style="list-style-type: none"> <li>· Collect &amp; Review 4<sup>th</sup> quarter Report Cards</li> </ul>
		<ul style="list-style-type: none"> <li>· Student &amp; Staff Summer Component Orientation</li> </ul>
	06/	<ul style="list-style-type: none"> <li>· <b>Beginning of Summer Component 2015</b> <ul style="list-style-type: none"> <li>○ Academic Classes, Tutoring &amp; Other services Begins</li> </ul> </li> </ul>
	06/12	<ul style="list-style-type: none"> <li>· <b>ACT Assessment</b></li> <li>· <b>ACT Plan &amp; Explore</b></li> </ul>
	06/30	<ul style="list-style-type: none"> <li>· Staff Conference/Program Progress Evaluation</li> </ul>
		<ul style="list-style-type: none"> <li>· Monthly Progress Report to PCC</li> </ul>
		<ul style="list-style-type: none"> <li>· Student Progress Report due to Director</li> </ul>
July 2015	07/01-31	<ul style="list-style-type: none"> <li>· Track UB Alumni</li> </ul>
		<ul style="list-style-type: none"> <li>· Update IEP Form</li> </ul>
		<ul style="list-style-type: none"> <li>· Conduct Exit Interview</li> </ul>
		<ul style="list-style-type: none"> <li>· <b>Summer Component Evaluation</b></li> </ul>
	07/	<ul style="list-style-type: none"> <li>· <b>End of Summer Component 2015</b></li> </ul>
		<ul style="list-style-type: none"> <li>· UB Graduation Banquet</li> </ul>
	07/31	<ul style="list-style-type: none"> <li>· Staff Conference/Program Progress Evaluation</li> </ul>
		<ul style="list-style-type: none"> <li>· Monthly Progress Report to PCC</li> </ul>
		<ul style="list-style-type: none"> <li>· Student Progress Report due to Director</li> </ul>

Palau Community College  
Upward Bound Program  
TIMELINE OF ACTIVITIES  
**Project Year 2015-2016**

<u>Month</u>	<u>Dates</u>	<u>Activities</u>
August 2015	08/01-31	<ul style="list-style-type: none"> <li>· Program Announcements</li> <li>· Establish Liaison with Target Schools</li> <li>· Target Schools Recruitment               <ul style="list-style-type: none"> <li>○ MHS/PMA/PHS/BMS/BHS /EHS</li> </ul> </li> <li>· Develop Academic Year Curriculum</li> <li>· Secure needed facilities and supplies</li> </ul>
	08/31	<ul style="list-style-type: none"> <li>· Staff Conference/Program Progress Evaluation</li> </ul>
September 2015	09/01-30	<ul style="list-style-type: none"> <li>· Review applications for potential participants</li> <li>· Interview and hire academic year part-time staff</li> </ul>
	09/18	<ul style="list-style-type: none"> <li>· UBP Application Deadline Dates</li> </ul>
	09/21-25	<ul style="list-style-type: none"> <li>· Screening &amp; Pre-selection of new UB participant</li> </ul>
	09/30	<ul style="list-style-type: none"> <li>· Staff Conference/Program Progress Evaluation</li> </ul>
October 2015	10/01-31	<ul style="list-style-type: none"> <li>· Send Tracking Survey to UB Alumni</li> </ul>
	10/12	<ul style="list-style-type: none"> <li>· Staff Academic Year Orientation</li> </ul>
	10/19-22	<ul style="list-style-type: none"> <li>· Collect &amp; Review 1<sup>st</sup> quarter Report Cards</li> </ul>
	10/26	<ul style="list-style-type: none"> <li>· New participants &amp; parents interviews</li> </ul>
	10/29	<ul style="list-style-type: none"> <li>· Notification of pre-selected participants &amp; all other participants</li> </ul>
	10/30	<ul style="list-style-type: none"> <li>· Satellite Centers Visits</li> </ul>
	10/31	<ul style="list-style-type: none"> <li>· Staff Conference/Program Progress Evaluation</li> <li>· APR (Print for Review &amp; Send to D.C.)</li> <li>· Monthly Progress Report to PCC</li> <li>· Student Progress Report due to Director</li> </ul>
	10/31	
November 2015	11/01-30	<ul style="list-style-type: none"> <li>· Track UB Alumni</li> </ul>
	11/02	<ul style="list-style-type: none"> <li>· <b>Beginning of Academic Year 2015-16</b> <ul style="list-style-type: none"> <li>○ Academic Classes, Tutoring &amp; Other services Begins</li> </ul> </li> </ul>
	11/9-13	<ul style="list-style-type: none"> <li>· Develop &amp; Update Individualized Education Plan (IEP)</li> </ul>
	11/19	<ul style="list-style-type: none"> <li>· Satellite Centers Visits</li> </ul>
	11/20	<ul style="list-style-type: none"> <li>· <b>Students Workshop/Mentoring</b> <ul style="list-style-type: none"> <li>○ Stipend Disbursement</li> </ul> </li> </ul>
	11/	<ul style="list-style-type: none"> <li>· <b>ACT PLAN &amp; EXPLORE</b></li> </ul>
	11/30	<ul style="list-style-type: none"> <li>· Staff Conference/Program Progress Evaluation</li> </ul>

Palau Community College  
Upward Bound Program  
TIMELINE OF ACTIVITIES  
**Project Year 2015-2016**

		<ul style="list-style-type: none"> <li>· Monthly Progress Report to PCC</li> <li>· Student Progress Report due to Director</li> </ul>
December 2015	12/01-31	<ul style="list-style-type: none"> <li>· Track UB Alumni</li> <li>· Update IEP Form</li> </ul>
	12/12	<ul style="list-style-type: none"> <li>· <b>ACT Assessment Testing</b></li> <li>· Satellite Centers Visits</li> </ul>
	12/13	<ul style="list-style-type: none"> <li>· <b>Students Workshop/Mentoring</b> <ul style="list-style-type: none"> <li>○ Stipend Disbursement</li> </ul> </li> </ul>
	12/	<ul style="list-style-type: none"> <li>· <b>Christmas Break Begins</b></li> </ul>
	12/31	<ul style="list-style-type: none"> <li>· Staff Conference/Program Progress Evaluation</li> <li>· Monthly Progress Report to PCC</li> <li>· Student Progress Report due to Director</li> </ul>
January 2016	01/01-31	<ul style="list-style-type: none"> <li>· Track UB Alumni</li> <li>· Update IEP Form</li> </ul>
	01/07	<ul style="list-style-type: none"> <li>· <b>Academic Year 2015-16 Resumes</b> <ul style="list-style-type: none"> <li>○ Academic Classes, Tutoring &amp; Other services Resumes</li> </ul> </li> </ul>
	01/	<ul style="list-style-type: none"> <li>· <b>Quarterly Parents Workshop</b></li> <li>· Collect &amp; Review 2<sup>nd</sup> quarter Report Cards</li> <li>· Satellite Centers Visits</li> </ul>
	01/10	<ul style="list-style-type: none"> <li>· <b>Students Workshop/Mentoring</b> <ul style="list-style-type: none"> <li>○ Stipend Disbursement</li> </ul> </li> </ul>
	01/31	<ul style="list-style-type: none"> <li>· Staff Conference/Program Progress Evaluation</li> <li>· Monthly Progress Report to PCC</li> <li>· Student Progress Report due to Director</li> </ul>
February 2016	02/01-28	<ul style="list-style-type: none"> <li>· Track UB Alumni</li> <li>· Update IEP Form</li> <li>· Satellite Centers Visits</li> </ul>
	02/09	<ul style="list-style-type: none"> <li>·</li> </ul>
	02/14	<ul style="list-style-type: none"> <li>· <b>Students Workshop/Mentoring</b> <ul style="list-style-type: none"> <li>○ Stipend Disbursement</li> </ul> </li> </ul>
	02/28	<ul style="list-style-type: none"> <li>· Staff Conference/Program Progress Evaluation</li> <li>· Monthly Progress Report to PCC</li> <li>· Student Progress Report due to Director</li> </ul>
March 2016	03/01-31	<ul style="list-style-type: none"> <li>· Track UB Alumni</li> <li>· Update IEP Form</li> </ul>

Palau Community College  
Upward Bound Program  
TIMELINE OF ACTIVITIES  
**Project Year 2015-2016**

	03/07	<ul style="list-style-type: none"> <li>· Satellite Centers Visits</li> <li>· Collect &amp; Review 3<sup>rd</sup> quarter Report Cards</li> <li>· <b>Students Workshop/Mentoring</b> <ul style="list-style-type: none"> <li>○ Stipend Disbursement</li> </ul> </li> </ul>
	03/31	<ul style="list-style-type: none"> <li>· Staff Conference/Program Progress Evaluation</li> <li>· Monthly Progress Report to PCC</li> <li>· Student Progress Report due to Director</li> </ul>
<b>April 2016</b>	04/01-30	<ul style="list-style-type: none"> <li>· Track UB Alumni</li> <li>· Update IEP Form</li> <li>· Satellite Centers Visits</li> </ul>
	04/ 04/10	<ul style="list-style-type: none"> <li>· <b>Quarterly Parents Workshop</b></li> <li>· <b>ACT Assessment</b></li> <li>· <b>ACT Explore &amp; Plan</b></li> </ul>
	04/11	<ul style="list-style-type: none"> <li>· <b>Students Workshop/Mentoring</b> <ul style="list-style-type: none"> <li>○ Stipend Disbursement</li> </ul> </li> </ul>
	04/30	<ul style="list-style-type: none"> <li>· Staff Conference/Program Progress Evaluation</li> <li>· Monthly Progress Report to PCC</li> <li>· Student Progress Report due to Director</li> </ul>
<b>May 2016</b>	05/01-31	<ul style="list-style-type: none"> <li>· Track UB Alumni</li> <li>· Update IEP Form</li> <li>· Satellite Centers Visits</li> </ul>
	05/09	<ul style="list-style-type: none"> <li>· <b>Students Workshop/Mentoring</b> <ul style="list-style-type: none"> <li>○ Stipend Disbursement</li> </ul> </li> </ul>
	05/20	<ul style="list-style-type: none"> <li>· <b>Academic Year Component Evaluation</b></li> <li>· <b>End of Academic Year Component 15-16</b></li> <li>· Target Schools Graduation Schedules <ul style="list-style-type: none"> <li>○ MHS (5/)</li> <li>○ PMA (5/)</li> <li>○ EHS (5/)</li> <li>○ BMS (5/)</li> <li>○ BHS (5/)</li> <li>○ PHS (5/)</li> </ul> </li> </ul>
	05/31	<ul style="list-style-type: none"> <li>· Staff Conference/Program Progress Evaluation</li> <li>· Monthly Progress Report to PCC</li> <li>· Student Progress Report due to Director</li> </ul>
<b>June 2016</b>	06/01-30	<ul style="list-style-type: none"> <li>· Track UB Alumni</li> <li>· Update IEP Form</li> <li>· Collect &amp; Review 4<sup>th</sup> quarter Report Cards</li> </ul>

Palau Community College  
Upward Bound Program  
TIMELINE OF ACTIVITIES  
**Project Year 2015-2016**

	06/	<ul style="list-style-type: none"><li>· Student &amp; Staff Summer Component Orientation</li><li>· <b>Beginning of Summer Component 2015</b><ul style="list-style-type: none"><li>○ Academic Classes, Tutoring &amp; Other services Begins</li></ul></li></ul>
	06/12	<ul style="list-style-type: none"><li>· <b>ACT Assessment</b></li><li>· <b>ACT Plan &amp; Explore</b></li></ul>
	06/30	<ul style="list-style-type: none"><li>· Staff Conference/Program Progress Evaluation</li><li>· Monthly Progress Report to PCC</li><li>· Student Progress Report due to Director</li></ul>
<b>July 2016</b>	07/01-31	<ul style="list-style-type: none"><li>· Track UB Alumni</li><li>· Update IEP Form</li><li>· Conduct Exit Interview</li><li>· <b>Summer Component Evaluation</b></li></ul>
	07/	<ul style="list-style-type: none"><li>· <b>End of Summer Component 2015</b></li><li>· UB Graduation Banquet</li></ul>
	07/31	<ul style="list-style-type: none"><li>· Staff Conference/Program Progress Evaluation</li><li>· Monthly Progress Report to PCC</li><li>· Student Progress Report due to Director</li></ul>



Palau Community College  
Upward Bound Program  
TIMELINE OF ACTIVITIES  
**Project Year 2016-2017**

<u>Month</u>	<u>Dates</u>	<u>Activities</u>
August 2016	08/01-31	<ul style="list-style-type: none"> <li>· Program Announcements</li> <li>· Establish Liaison with Target Schools</li> <li>· Target Schools Recruitment               <ul style="list-style-type: none"> <li>○ MHS/PMA/PHS/BMS/BHS /EHS</li> </ul> </li> <li>· Develop Academic Year Curriculum</li> <li>· Secure needed facilities and supplies</li> </ul>
	08/31	<ul style="list-style-type: none"> <li>· Staff Conference/Program Progress Evaluation</li> </ul>
September 2016	09/01-30	<ul style="list-style-type: none"> <li>· Review applications for potential participants</li> <li>· Interview and hire academic year part-time staff</li> </ul>
	09/18	<ul style="list-style-type: none"> <li>· UBP Application Deadline Dates</li> </ul>
	09/21-25	<ul style="list-style-type: none"> <li>· Screening &amp; Pre-selection of new UB participant</li> </ul>
	09/30	<ul style="list-style-type: none"> <li>· Staff Conference/Program Progress Evaluation</li> </ul>
October 2016	10/01-31	<ul style="list-style-type: none"> <li>· Send Tracking Survey to UB Alumni</li> </ul>
	10/12	<ul style="list-style-type: none"> <li>· Staff Academic Year Orientation</li> </ul>
	10/19-22	<ul style="list-style-type: none"> <li>· Collect &amp; Review 1<sup>st</sup> quarter Report Cards</li> </ul>
	10/26	<ul style="list-style-type: none"> <li>· New participants &amp; parents interviews</li> </ul>
	10/29	<ul style="list-style-type: none"> <li>· Notification of pre-selected participants &amp; all other participants</li> </ul>
	10/30	<ul style="list-style-type: none"> <li>· Satellite Centers Visits</li> </ul>
	10/31	<ul style="list-style-type: none"> <li>· Staff Conference/Program Progress Evaluation</li> <li>· APR (Print for Review &amp; Send to D.C.)</li> <li>· Monthly Progress Report to PCC</li> <li>· Student Progress Report due to Director</li> </ul>
November 2016	11/01-30	<ul style="list-style-type: none"> <li>· Track UB Alumni</li> </ul>
	11/02	<ul style="list-style-type: none"> <li>· <b>Beginning of Academic Year 2016-17</b> <ul style="list-style-type: none"> <li>○ Academic Classes, Tutoring &amp; Other services Begins</li> </ul> </li> </ul>
	11/9-13	<ul style="list-style-type: none"> <li>· Develop &amp; Update Individualized Education Plan (IEP)</li> </ul>
	11/19	<ul style="list-style-type: none"> <li>· Satellite Centers Visits</li> </ul>
	11/20	<ul style="list-style-type: none"> <li>· <b>Students Workshop/Mentoring</b> <ul style="list-style-type: none"> <li>○ Stipend Disbursement</li> </ul> </li> </ul>
	11/	<ul style="list-style-type: none"> <li>· <b>ACT PLAN &amp; EXPLORE</b></li> </ul>
	11/30	<ul style="list-style-type: none"> <li>· Staff Conference/Program Progress Evaluation</li> </ul>

Palau Community College  
Upward Bound Program  
TIMELINE OF ACTIVITIES  
**Project Year 2016-2017**

		<ul style="list-style-type: none"> <li>· Monthly Progress Report to PCC</li> <li>· Student Progress Report due to Director</li> </ul>
December 2016	12/01-31	<ul style="list-style-type: none"> <li>· Track UB Alumni</li> <li>· Update IEP Form</li> </ul>
	12/12	<ul style="list-style-type: none"> <li>· <b>ACT Assessment Testing</b></li> <li>· Satellite Centers Visits</li> </ul>
	12/13	<ul style="list-style-type: none"> <li>· <b>Students Workshop/Mentoring</b> <ul style="list-style-type: none"> <li>○ Stipend Disbursement</li> </ul> </li> </ul>
	12/	<ul style="list-style-type: none"> <li>· <b>Christmas Break Begins</b></li> </ul>
	12/31	<ul style="list-style-type: none"> <li>· Staff Conference/Program Progress Evaluation</li> <li>· Monthly Progress Report to PCC</li> <li>· Student Progress Report due to Director</li> </ul>
January 2017	01/01-31	<ul style="list-style-type: none"> <li>· Track UB Alumni</li> <li>· Update IEP Form</li> </ul>
	01/09	<ul style="list-style-type: none"> <li>· <b>Academic Year 2016-17 Resumes</b> <ul style="list-style-type: none"> <li>○ Academic Classes, Tutoring &amp; Other services Resumes</li> </ul> </li> </ul>
	01/	<ul style="list-style-type: none"> <li>· <b>Quarterly Parents Workshop</b></li> <li>· Collect &amp; Review 2<sup>nd</sup> quarter Report Cards</li> <li>· Satellite Centers Visits</li> </ul>
	01/10	<ul style="list-style-type: none"> <li>· <b>Students Workshop/Mentoring</b> <ul style="list-style-type: none"> <li>○ Stipend Disbursement</li> </ul> </li> </ul>
	01/31	<ul style="list-style-type: none"> <li>· Staff Conference/Program Progress Evaluation</li> <li>· Monthly Progress Report to PCC</li> <li>· Student Progress Report due to Director</li> </ul>
February 2017	02/01-28	<ul style="list-style-type: none"> <li>· Track UB Alumni</li> <li>· Update IEP Form</li> <li>· Satellite Centers Visits</li> </ul>
	02/09	<ul style="list-style-type: none"> <li>·</li> </ul>
	02/14	<ul style="list-style-type: none"> <li>· <b>Students Workshop/Mentoring</b> <ul style="list-style-type: none"> <li>○ Stipend Disbursement</li> </ul> </li> </ul>
	02/28	<ul style="list-style-type: none"> <li>· Staff Conference/Program Progress Evaluation</li> <li>· Monthly Progress Report to PCC</li> <li>· Student Progress Report due to Director</li> </ul>
March 2017	03/01-31	<ul style="list-style-type: none"> <li>· Track UB Alumni</li> <li>· Update IEP Form</li> </ul>

Palau Community College  
Upward Bound Program  
TIMELINE OF ACTIVITIES  
**Project Year 2016-2017**

	03/07	<ul style="list-style-type: none"> <li>· Satellite Centers Visits</li> <li>· Collect &amp; Review 3<sup>rd</sup> quarter Report Cards</li> <li>· <b>Students Workshop/Mentoring</b> <ul style="list-style-type: none"> <li>○ Stipend Disbursement</li> </ul> </li> </ul>
	03/31	<ul style="list-style-type: none"> <li>· Staff Conference/Program Progress Evaluation</li> <li>· Monthly Progress Report to PCC</li> <li>· Student Progress Report due to Director</li> </ul>
<b>April 2017</b>	04/01-30	<ul style="list-style-type: none"> <li>· Track UB Alumni</li> <li>· Update IEP Form</li> <li>· Satellite Centers Visits</li> </ul>
	04/ 04/10	<ul style="list-style-type: none"> <li>· <b>Quarterly Parents Workshop</b></li> <li>· <b>ACT Assessment</b></li> <li>· <b>ACT Explore &amp; Plan</b></li> </ul>
	04/11	<ul style="list-style-type: none"> <li>· <b>Students Workshop/Mentoring</b> <ul style="list-style-type: none"> <li>○ Stipend Disbursement</li> </ul> </li> </ul>
	04/30	<ul style="list-style-type: none"> <li>· Staff Conference/Program Progress Evaluation</li> <li>· Monthly Progress Report to PCC</li> <li>· Student Progress Report due to Director</li> </ul>
<b>May 2017</b>	05/01-31	<ul style="list-style-type: none"> <li>· Track UB Alumni</li> <li>· Update IEP Form</li> <li>· Satellite Centers Visits</li> </ul>
	05/09	<ul style="list-style-type: none"> <li>· <b>Students Workshop/Mentoring</b> <ul style="list-style-type: none"> <li>○ Stipend Disbursement</li> </ul> </li> </ul>
	05/20	<ul style="list-style-type: none"> <li>· <b>Academic Year Component Evaluation</b></li> <li>· <b>End of Academic Year Component 16-17</b></li> <li>· Target Schools Graduation Schedules <ul style="list-style-type: none"> <li>○ MHS (5/27)</li> <li>○ PMA (5/21)</li> <li>○ EBHS (5/24)</li> <li>○ BMS (5/27)</li> <li>○ PHS (5/25)</li> </ul> </li> </ul>
	05/31	<ul style="list-style-type: none"> <li>· Staff Conference/Program Progress Evaluation</li> <li>· Monthly Progress Report to PCC</li> <li>· Student Progress Report due to Director</li> </ul>
<b>June 2017</b>	06/01-30	<ul style="list-style-type: none"> <li>· Track UB Alumni</li> <li>· Update IEP Form</li> <li>· Collect &amp; Review 4<sup>th</sup> quarter Report Cards</li> <li>· Student &amp; Staff Summer Component</li> </ul>

Palau Community College  
Upward Bound Program  
TIMELINE OF ACTIVITIES  
**Project Year 2016-2017**

	06/	Orientation
		· <b>Beginning of Summer Component 2017</b> <ul style="list-style-type: none"><li>○ Academic Classes, Tutoring &amp; Other services Begins</li></ul>
	06/12	· <b>ACT Assessment</b>
		· <b>ACT Plan &amp; Explore</b>
	06/30	· Staff Conference/Program Progress Evaluation
		· Monthly Progress Report to PCC
		· Student Progress Report due to Director
<b>July 2017</b>	07/01-31	· Track UB Alumni
		· Update IEP Form
		· Conduct Exit Interview
		· <b>Summer Component Evaluation</b>
	07/	· <b>End of Summer Component 2017</b>
		· UB Graduation Banquet
	07/31	· Staff Conference/Program Progress Evaluation
		· Monthly Progress Report to PCC
		· Student Progress Report due to Director