The Basics:

Column 1 indicates the information being requested for the **2012-13 APRU**.

Column 2 is where your program information should be recorded. The APRU is a Word document, so you will be able to copy and paste or type in your information into the center column. Word wrap is turned on so the box will expand with your typing.

Column 3 contains the instructions for responding to the requested information.

When completed, save this Word doc and name it: sspbt13apru_*insert your program name here*. E-mail the completed APRU and any supporting documents as attachments to < haynesjim@fhda.edu >. It is a good practice to upload a copy to the program's TracDat Documents Repository and keep a soft copy for your files to ensure that your work is not lost. Please contact: Jim Haynes < haynesjim@fhda.edu > or ext. 8954 if you have questions.

Getting Started: Review your 2011-12 Annual Program Review Update posted on the SSPBT website:

http://deanza.edu/gov/SSPBT

Column 1	Column 2	Column 3
Information Requested for the 2012-13 SSPBT - APRU	**Input your answers in this column. Word wrap is turned on so the box will expand with your typing. Please provide brief responses.** Note: Reference documents can also be attached, i.e. TracDat reports. Make sure to note the name of any reference documents in your explanations.	**Instructions:**
Program Name:	**Veterans**	Enter the name of the program being reviewed.
Name(s) of the author(s) of this report:	Shari Pasquali/Kathleen Moberg	Enter the name or names of those who wrote this APRU.

What is the program's Mission Statement?	The De Anza Veterans program mission is to provide veterans and their dependents integrated services to support their academic goals and liaise with the Veterans Administration to ensure proper certification and funding.	Enter (or cut and paste) your most current Mission Statement. Please <mark>highlight</mark> changes, if any, to the Mission Statement that was posted in your 2011-12 APRU
Have you made any significant changes in your program based on the feedback you received from the SSPBT's review of your 2011-12 APRU?	The feedback received indicates that additional space is essential for extended services in one central location.	Include anything done in direct response to the SSPBT feedback on the 2011-12 APRU. NOTE: If no feed back was received move to the next question.
Have there been any other significant changes to your program since the 2011-12 APRU?	Yes. We updated our "Statement of Understanding" form that is part of the intake process. It has been updated to require the veterans initial next to each item (requirements for receiving benefits as mandated by federal & state law). Principles of Excellence Executive Order signed into law by President Obama April 2012. VOW to hire Heroes Act. VRAP – Veterans Retraining Assistance Program.	Please explain any significant changes in: Staffing, equipment, facilities, operational costs, organizational alignment, State/Federal regulations or laws, other?
What Impact have these significant changes had on your program?	New benefits programs are layered with complex interpretation and process which requires strict enforcement. We have implemented changes to the intake process with VRAP students by providing them with more detail regarding on campus services and by connecting them to outside services with the VA and the community resources.	Please explain how these significant changes have impacted your program. What is now different?
What Impact have these significant changes had on your students?	The VRAP program has brought students with significant educational and life challenges to campus. They have required more and more in-depth interaction and follow up. This has had an impact on staff and on other non VRAP students given limited staffing.	Please explain how these significant changes have impacted your students, including any positive or negative consequences.

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Have you initiated anything new to your program since the 2011-12 APRU?	A new brochure was created and will be available for summer/fall 2013. Working with DASB and the Foundation, we have also more textbook and other support.	This is similar to the above question about significant changes but is meant to single out any new initiatives.
Is there anything else the SSPBT should know about what has happened in your program since the 2011-12 APRU?	VRAP – Veteran's Retraining Assistance Program is a new benefit that is part of the VOW to hire heroes act. These students often are homeless and in need of many outside services. The criteria for eligibility are that the person must be between the ages of 35 – 60, unemployed, exhausted all VA benefits and not receiving any type of assistance at the state and federal levels.	Briefly described anything else the SSPBT should know about your program including any trends, future concerns, things on the horizon, etc.
Common and Unique Services		
Are there any **additions/deletions /edits** to the list of common or unique services identified in your 2011-12 APRU?	No	The 2011-12 APRU asked your program to, list any common or unique services provided to students. Please briefly explain any changes to that list?
Are there any changes to the common or unique service designations listed in your 2011-12 APRU?	No	The 2011-12 APRU asked your program to designate the direction you believe each of your common or unique services need to move towards. As you recall the choices were to: **Grow, Maintain, Enhance, Change Direction, Reduce, or Discontinue**. Are there any changes to these designations for a specific service?
SERVICES:	**Student Services Learning Outcomes Assessment Cycle**	
List all of your current and active **Student Services Learning Outcome Statements** as they are numbered and recorded in your TracDat account.	Veteran students will be able to adhere to deadlines and other certification requirements for receiving benefits. Students will be able to identify and access additional on-campus and Vet-related resources. To determine if the Vets' handbook and intake checklist result in higher numbers of certification without error.	You may cut and paste your **SLO** statements here or attach a document to this APRU and be sure to indicate the name of the document.

	Degree Works Knowledge from Intake - This survey assesses how much new Vets students know about Degree Works.	
What is or has been your **SSLOAC** activity for 2012 -13?	We will conduct additional workshops with veteran students using the degree works function in banner.	Please summarize all **Student Services Learning Outcomes Assessment Cycle** activities since the 2011-12 APRU, including any work in progress.
Have you completed a **SSLOAC** in 2012 – 13?	Spring 2013	If yes, please summarize the results, discussions, analyses, and any improvement plans that do not involve any new resources to implement. If no, please give an update of your progress or future assessment plans.
Have you identified any enhancement plans for which additional resources will be needed in order to achieve a desired or improved outcome?	Yes. Coordinate with assessment to use facilities in conducting training workshops for veterans. Collaborate with degree works coordinator to implement workshop content.	If yes, please summarize the results, discussions, analyses, and any improvement plans that will require new resources to implement.
RESOURCE REQUESTS		
Are there any **deletions/edits** to the resource requests listed in your 2011-12 APRU?	No.	Review your resource requests form your last APRU in 2011-12. NOTE: Resources include: Staffing, equipment, facilities, staff development, operational costs, other.
Are there any **additions** to the resource requests listed in your 2011-12 APRU? of many services	Yes. 1 Additional FTES to assist the coordinator with certifications, intake, etc. The Veterans office is currently being staffed by only one person with increased mandates, and higher incidences of student need. The new Transfer Degree requirements	If adding new resource requests, please provide a brief explanations to the following criteria for each new request (see attached "ICC_SI_SSPBT_Values information sheet"): 1. Is the request linked to any of the Institutional Core Competencies?

	are creating new majors, new deadlines, new mandates, and new paperwork that do not fall within normal processes.

We continue to seek space to create a veterans resource center that can provide dedicated service in a confidential and respectful environment.

The staff request is new, but the space request has been ongoing. The requests address Strategic Planning initiatives. If space and additional staffing were granted, the effectiveness would be accessed via greater numbers served and better, more integrated services provided. | 2. Is the request linked to any of the Strategic Initiatives?
3. Is the request linked to any of the Core Values?
4. Is the request linked to any SSLO Assessment Cycle findings?
5. Is the request linked to your CPR 5-year plan?
6. How many times has this request appeared on an APRU?
7. Is the request linked to any of the SSPBT priorities?
8. What are the plans to assessment the effectiveness of this request if granted?
9. Is there anything innovative, unique, or cutting edge about this request?
10. Other information in support the resource request.

OR

For each new request, attach a detailed document that addresses the 10 criteria listed above – be sure to indicate the name of the document. |

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