



Administrative & Operational Services

2022 - 2023 Self-Study

Three-Year Program Review Template

Sustainability Special Projects

Administrative Services

Statement of Collaboration



The department/office staff listed below collaborated in an open and forthright dialogue to prepare this Self Study. Statements included herein accurately reflect the conclusions and opinions by consensus of the department/office staff involved in the self-study.

Participants in the self-study

Tyler Deacy

Authorization

After the document is complete, it must be signed by the Principal Author, the Department Manager, and (when appropriate) the Dean or appropriate Immediate Management Supervisor (IMS) prior to submission to the Program Review Committee.

Tyler Deacy	 <small>Tyler Deacy (Jan 23, 2023 13:19 PST)</small>	Int. Director Sustainability	11/17/22
Printed name of Principal Author	Signature	Title	Date
Tyler Deacy	 <small>Tyler Deacy (Jan 23, 2023 13:19 PST)</small>	Int. Director Sustainability	11/17/22
Printed name of Department Manager	Signature	Title	Date
Printed name of Dean or Immediate Management Supervisor (IMS)	Signature	Title	Date

1.0 Mission and Goals

Mission, Vision, Core Values and College Goals drive all college activities. The Program Review committee would like to understand the connection of your department/office to the Mission, Vision, Core Values and College Goals. Summarize how your department/office supports each area.

Mission: Sustainability Special Projects support Fullerton College in its mission to provide a supportive environment for students to be responsible leaders and engaged community members by creating a foundation of environmental policy, facilities, and programs. Students can be confident that the institution that they attend is working in their best interest to reduce its carbon footprint for the betterment of their future.

Vision: Sustainability Special Projects help the College inspire positive change in the world through its advancement and application of sustainable practices across campus.

Core Values: Sustainability Special Projects promote the College’s Core Value of *Community* via its solar installation shading parts of open parking lots and other greening of the campus. We’ve assessed *Diversity*, *Equity*, and *Inclusivity* as part of the 2022 STARS report. Our office hopes to build upon the tradition of the college as a leader in its community and show its *Responsibility* and *Respect* to the world around us by setting *Innovative* goals for itself and its community *Partners*.

College Goals: The Office of Sustainability helps support Fullerton College’s continuous improvement in its environmental practices and in its connections with the community at large.

2.0 Department/Office /Data & Trends Analysis

2.1 Describe the purpose, components, and staffing of this department/office.

The purpose of the Sustainability Program is to plan, develop, direct, and manage campus special projects relating to the reduction of the campus footprint through electrification, on-site generation, and climate resilience. In addition, the office serves as a resource in coordinating campus constituents and administrators in the development and implementation of a campus sustainability plan.

2.2 Staffing – complete the table below. Please list the total number of personnel in each type of position in the department/office. Within each classification in the first column, please list the position titles. For confidentiality, **do not** include the names of any people in the position.

CURRENT STAFF					
Classification (Include position titles)	# of staff in each position title	Percent of employment	Months per year of employment	Source of funding (General / Categorical)	FTE
Managers					
Director	1	100	12		1.0
Classified					
None					

staff may be appreciated in fulfilling specific goals and objectives. However, in the department's current scope, one manager is enough.

2.5 How does this department/office serve the population of the college?

The Office of Sustainability serves the population of the college by providing an expert voice on campus on environmental matters and emerging technologies. We help other departments find new and innovative additions to their existing programs.

2.6 Since the previous Program Review Self-Study what significant changes have occurred that impact the services of this department/office?

This is Sustainability's first Program Review Self-Study.

2.7 Describe any laws, regulations, trends, policies and procedures or other influences that have an impact on the effectiveness of your department/office.

Internally, the most relevant policies and procedures our office is affected by are the NOCCCD BP 3580 and AP 3580. These policies and procedures are meant for environmental sustainability, and are the district's commitments to it. Each was drafted with the AASHE STARS program in mind as a way to direct the district's efforts for sustainability.

Statewide and Federal environmental policy and laws certainly come into effect for funding purposes as well. Recently, this came in the form of the Federal Inflation Reduction Act, which affected the rates of our recent solar project.

2.8 Provide any other data that is relevant to your self-study, for example, if you collected data to assess an outcome.

The only other relevant data pertaining to the Office of Sustainability would be our utility bills, which we have only documented so far to establish a baseline. Future outcomes of this office can use these baselines as a metric to measure future saving opportunities.

3.0 Strengths, Weaknesses, Opportunities, Challenges (SWOC)

3.1 Based on your analysis in 2.1 through 2.8, what are the strengths of your department/office?

The strengths of the Sustainability Office at this point in time are;

- Its flexibility to work outside of the umbrella of operations, allowing more work to be done culturally and academically around the campus.
- The AP/BP at the NOCCCD level allowing its work to be done with established documentation to refer to.

3.2. Based on your analysis in 2.1 through 2.8, what are the weaknesses of your department/office?

The weaknesses of the Sustainability Office at this point in time are;

- A lack of administrative equivalents at the district/intercampus level to coordinate larger implementations across a broader sphere.

- A lack of publicity to the campus community. We do not have an established understanding that the department exists outside of the managerial circle.
- A limited staff of one, which while manageable for the starting phase of its work, will not be sufficient in the longer term if we set Net Zero goals for the next 10-15 years.

3.3 Based on your analysis in 2.1 through 2.8, what opportunities exist for your department/office?

Some opportunities for the Sustainability Office include;

- A return to campus life for students presents a chance to rebuild the student life community, re-engaging students across campus via new clubs and the AS Committee on the Environment.
- Following up on the results of audits done over the course of 2022 to phase out gas equipment across campus and prioritize on-site electrical generation and storage solutions.
- A chance to make the first Sustainability Plan for Fullerton College and set our goals for Net Zero Energy.

3.4 Based on your analysis in 2.1 through 2.8, what challenges exist for your department/office?

Challenges that face the Office of Sustainability include;

- Low student engagement and enrollment across campus.
- A lack of a permanent sustainability solution for campus after the expiration of the Special Projects Manager position.

4.0 Outcomes Assessment

Note: Sections 4.8 and 4.9 are new. Please review before filling out your outcomes tables below.

4.1 List your outcomes and complete the expandable table below.

	What are your program outcomes?	When was the Assessment completed?	When did you analyze the data?	When were the changes made?	Number of Cycles Completed
1.	Plan, develop, direct, and manage campus special projects relating to the reduction of the campus footprint through electrification, on-site generation, and climate resilience. Assume leadership for attainment of project goals and objectives.	N/A- This is the first assessment	1/1/2021-10/31/2022	N/A- This is the first assessment	1
2.	Direct the preparation and maintenance of detailed and comprehensive data reports, records, and files relating to campus sustainability including	N/A- This is the first assessment	1/1/2021-10/31/2022	N/A- This is the first assessment	1

but not limited to AASHE STARS, ASHRAE Audits, and other such data collections which seek to support other sustainable objectives.				
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4.2 Assessment: Complete the expandable table below.

	Intended Outcomes	How will you determine if the outcome is met?	How will you collect the data?	Can this data be disaggregated at the student level?	What will the results show?
1.	Office will demonstrate a reduction of campus footprint through measurable decreases in utility bill data.	There has been a decrease in utility consumption in our bills.	Tracking and measuring monthly utility data.	The overall electric, gas, or water usage can be divided by student population.	How much more we need to invest in other savings strategies to meet net zero energy (NZE) goals
2.	Office will upkeep and manage data collections for ease of use for all sustainability-focused projects on campus.	STARS category data, utility data, etc. are kept up monthly for use.	Through excel spreadsheets and contact guides.	N/A	Trendlines in relation to our operational efforts, as well as a listing of other efforts as they happen.

4.3 How has assessment of outcomes led to improvements in services provided to students by this program?

The services our department provides the students aren't calculable in terms of data, however this assessment does serve as a stepping-off point for us to reflect on what we provide to the students and how best to use our resources. Between our STARS and utility data, as well as other audits we've performed on the site, our office strives to create a campus which students feel is being a proper steward of the environment.

4.4 How has assessment of outcomes led to improvements in student learning and achievement?

Our office has no outcomes explicitly centered on student learning and achievement. However, as we share our reports with the greater campus community, students will have a chance to reflect and learn more about our efforts, and we can provide them the resources to get involved in the greater fight against climate change if that is what they choose to achieve.

4.5 What challenges remain to make your department/office outcomes more effective?

A greater focus on sustainability from an institutional level and other offices wanting to improve their environmental practices. We are a collaborative office meant to help strengthen other program areas through expertise, so the more that are involved, the greater our impact.

- 4.6 Describe how the department's/office's outcomes are linked to [college goals](#).

Our outcomes currently focus on Goal #4, as accountability and quality improvement should involve sustainability at a core level. However our office's partnerships with cross-institutional entities (Goal #3) like AASHE and the SoCal Sustainability Officers brings in best practices for that improvement to occur.

- 4.7 Describe how the department's/office's outcomes support the achievement of the [institution level SLOs](#).

Sustainability is a cornerstone within Global Systems Awareness and Ethical Citizenship. We fulfill the phrase "Analyze the interconnectedness of racial, cultural, political, social, economic, and **environmental** issues from..." Our office hopes to help students recognize the collective responsibility we all have for the planet and its future.

- 4.8 A. What methods are used to assess the department/office's effectiveness to the population that interacts with your department/office?

The Office of Sustainability has not assessed its effectiveness to the offices which have interacted with it as of this report.

- B. What do the results of the above methods of assessment indicate about the effectiveness of the department/office?

N/A

- C. How were the assessment results used to make improvements to services provided by this department/office? Please provide examples.

N/A

- 4.9 At least one outcome listed in 4.1 should address the following:

- A. List the outcome that focuses on individual student learning or actions.

Data collection in outcome 2 is in preparation for and maintenance of the Sustainability Plan for the college as a whole. SAP #1 will elaborate further as to the specifics of the plan, but it will be covering student engagement and education as part of a holistic overview of our campus sustainability efforts.

- B. Identify methods to assess outcomes in such a way that the data can be disaggregated.

The Sustainability Plan will be measured through its effects in four categories; Academics, Engagement, Operations, and Administration. Academics can be disaggregated by assessing student graduation rates from programs which have included sustainability practices into their SLOs or course descriptions. The measure of it's success will lie in an increase of students graduating from programs which have such verbiage. Engagement is harder to measure directly, but more students involved in on-campus clubs and AS committees for the

environment, as well as attendance numbers from sustainability-based seminars and speakers would be key to measuring student-by-student engagement on campus. Operationally, we can divide the utility usage by the student population easily. Finally, for Administration, it is difficult to assess this data in terms of a per-student influence, so I will omit it specifically from this question.

- C. Identify a process for using outcome assessment data to improve your department's/office's services.

Outcomes from the Sustainability Plan, or rather what we are behind on to meet it, will set our office's goals for the next cycle as we try to meet the goals we set through it. The data we have collected via STARS in terms of student engagement (currently close to none) as well as baseline utility data will provide a clear path to how much we have to make up to meet the goals set.

- D. Identify a process for assessing outcomes and collecting data that can be used to build dashboards (where applicable).

The STARS data will be housed in an external dashboard on the AASHE website once submitted, and can be used by the entire campus to build upon their sustainability goals. By keeping our data current for the next STARS cycle internally through each constituent group who contributes, we can stay ahead of data collection for both STARS and future self-assessment studies.

4.10 Outcomes Equity Analysis

- A. Looking at the one outcome from 4.9, do you find significant differences by race, ethnicity, gender, and other categories? Describe here what the data shows. What strategies will you use to close the attainment gaps among groups of students? What kinds of professional learning would help?

5.0 Evaluation of Progress Toward Previous Strategic Action Plans

- 5.1 List the strategic action plans from your last self-study/program review.

This is our office's first review. N/A.

- 5.2 Describe the level of success and/or progress achieved in the strategic action plans listed above.

This is our office's first review. N/A.

- 5.3 How did you measure the level of success and/or progress achieved in the strategic action plans listed above?

This is our office's first review. N/A.

- 5.4 Provide examples of how the strategic action plans in the last cycle contributed to the continuous quality improvement of your department/office.

This is our office's first review. N/A.

5.5 In cases where resources were allocated toward strategic action plans in the last cycle, how did the resources contribute to the improvement of the department/office?

This is our office's first review. N/A.

5.6. If funds were not allocated in the last review cycle, how did it impact your department/office?

This is our office's first review. N/A.

6.0 Strategic Action Plans (SAP)

Using the tables below, list the strategic action plans (SAPs) for your program. These plans should follow logically from the information provided in the self-study. Use a separate table for each SAP.

SAPs for this three-year cycle:

STRATEGIC ACTION PLAN # 1		
Strategic Action Plan Name:	Complete and implement a Sustainability Plan for Fullerton College.	
List College goal/objective the plan meets:	College Goal #4: Commit to Accountability and Continuous Quality Improvement Objective #1: Promote transparency in the shared governance structure and decision-making processes	
Briefly describe the SAP, including title of person(s) responsible and timeframe, in 150 words or less.	Sustainability Office and constituent groups will draft, plan, and implement the Sustainability Plan. A document focused on Academic, Engagement, Operational, and Administrative sustainability goals the college will set for a 5- and 10-year timespan. The Interim Director of Sustainability will oversee the drafting and approval processes, manage stakeholder expectations, and pass a final draft through shared governance committees. Expected completion date 5/2022.	
What <i>Measurable Outcome</i> is anticipated for this SAP?	A Sustainability Plan document approved by PAC.	
What specific aspects of this SAP can be accomplished without additional financial resources?	The only fiscal impact of this SAP are employee hours for the work groups required to draft the plan. There will be four in total, one for each Academics, Engagement, Operations, and Administration. These sessions will be held bi-weekly during the months of February and March 2023.	
If additional financial resources would be required to accomplish this SAP, please complete the section below. Keep in mind that requests for resources must follow logically from the information provided in this self-study.		
Type of Resource	Requested Dollar Amount	Potential Funding Source
Personnel		
Facilities		
Equipment		
Supplies		

Computer Hardware		
Computer Software		
Training		
Other		
Total Requested Amount		

STRATEGIC ACTION PLAN # 2		
Strategic Action Plan Name:	Oversee construction of board approved solar installation on Lot 5.	
List College goal/objective the plan meets:	College Goal #4: Commit to Accountability and Continuous Quality Improvement Objective #2: Ensure physical resources are available to maintain necessary services and programs.	
Briefly describe the SAP, including title of person(s) responsible and timeframe, in 150 words or less.	A solar project for 1.3MW of generational capacity was approved by the Board this fall. Construction of this project will complete in summer 2024, and will be overseen by the Interim Director of Sustainability. This SAP will ensure that in the event of a grid interruption, we have started to be able to produce our own power to keep key systems online.	
What <i>Measurable Outcome</i> is anticipated for this SAP?	A physical solar plant which will reduce our overall electricity purchasing by 18%.	
What specific aspects of this SAP can be accomplished without additional financial resources?	Most of the project will be handled under a power purchase agreement (PPA) wherein we will buy electricity from the owner of the system for a flat rate over 20 years, and in exchange they cover the construction costs. The only costs we are responsible for up front will be an upfront payment for DSA inspection, which will be reimbursed up to \$75,000.	
If additional financial resources would be required to accomplish this SAP, please complete the section below. Keep in mind that requests for resources must follow logically from the information provided in this self-study.		
Type of Resource	Requested Dollar Amount	Potential Funding Source
Personnel		
Facilities		
Equipment		
Supplies		
Computer Hardware		
Computer Software		
Training		
Other- DSA Inspection Fees	\$135,000 (\$75,000 reimbursable)	Fund 41235
Total Requested Amount	\$135,000 (\$75,000 reimbursable)	Fund 41235

7.0 Long Term Plans

Describe the long-term plans (four-six years) for your program. Please consider future trends in your narrative. Identifying financial resources needed for these plans is optional.

The long-term goal of the Sustainability Office is to be a resource for other departments across campus as we move to implement the goals set by the NOCCCD AP 3580, The California Community College Chancellor's Office Climate Goals, the upcoming Fullerton College Sustainability Plan, and other environmental regulation as it arises in the future. This includes providing resources for academic divisions to create classes and modify existing ones with sustainability literature, helping students organize on campus and in the community with clubs, events, and trainings, being an expert resource for operations divisions to lean on for green purchasing, construction, and maintenance, as well as help to create administrative policy which can help lead the college into the future.

7.1 Describe in detail your need for additional resources as listed above (if applicable)

8.0 Self-Study Summary

This section provides the reader with an overview of the highlights, themes, and key segments of the self-study. It should not include new information that is not mentioned in other sections of this document.

The Office of Sustainability is a relatively new office, only starting here in August of 2021. In our short time, we've already gotten started on a variety of data collection projects, audits, and a construction project which will help to advance the college's environmental efforts in the long run. Our goals for the short term revolve around setting the college up for success with a Sustainability Plan, STARS, utility databases, and other data collection goals, as well as setting up on-site generation for the college to begin to be independent on grid reliance.

9.0 Publication Review

Fullerton College is committed to assuring integrity in all representations of its mission, programs, and services. As such, during the program review self-study process departments/offices are required to document their publications (websites, brochures, magazines, pamphlets, etc.) that are used to promote programs and services to the campus community and community at-large. This review should specify when the publication was last reviewed, if the information in the publication is accurate, and if the information correctly represents the college's mission, programs, and services.

Information on the college's graphic standards is available here: <http://news.fullcoll.edu/campus-communications/web-help/graphics/>.

In the far right column please provide the URL where the publication can be accessed. If it cannot be accessed via the Internet, please provide a sample of the publication with your program review self-study. If you have any questions about what type of publication should be included, please contact Lisa McPheron, Director of Campus Communications at lmcpheon@fullcoll.edu.

For publications that you have identified as inaccurate, please provide the action plan for implementing corrections below.

Publication	Date last reviewed	Is the information accurate?	URL of publication
Sustainability Website	11/22/2022	Yes	https://sustainability.fullcoll.edu/

Routing & Response Page

Originator → IMS → Program Review Chair → Appropriate President's Staff Member

Originator: *Electronically submit completed Program Review to Division Dean/IMS for review.*

Appropriate Immediate Management Supervisor (IMS): *Select one and provide response if necessary. Forward electronically to appropriate Vice President's Office.*

RESPONSE

Printed name of IMS

Title

Date

I concur with the findings contained in this Program Review.

I concur with the findings contained in this Program Review with the following exceptions (include a narrative explaining the basis for each exception):

Area of exception:

I do not concur with the findings contained in this Program Review (include a narrative explanation):

Appropriate President's Staff Member: *Print Program Review, sign, and route both hard copy and electronic version to Program Review Chair.*

ACKNOWLEDGING RECEIPT

Printed Name

Signature

Title

Date



Fullerton College Mission Statement

MISSION

Fullerton College advances student learning and achievement by developing flexible pathways for students from our diverse communities who seek educational and career growth, certificates, associate degrees, and transfer. We foster a supportive and inclusive environment for students to be successful learners, responsible leaders, and engaged community members.

VISION

Fullerton College will transform lives and inspire positive change in the world.

*Approved by Fullerton College
President's Advisory Council and
accepted by President Schulz
May 2017.*

VALUES

Community

We promote a sense of community that enhances the well-being of our campus and surrounding areas.

Diversity

We embrace and value the diversity of our entire community.

Equity

We commit to equity for all we serve.

Excellence

We honor and build upon our tradition of excellence.

Growth

We expect everyone to continue growing and learning.

Inclusivity

We support the involvement of all in the decision-making process.

Innovation

We support innovation in teaching and learning.

Integrity

We act in accordance with personal integrity and high ethical standards.

Partnership

We work together with our educational and community partners.

Respect

We support an environment of mutual respect and trust that embraces the individuality of all.

Responsibility

We accept our responsibility for the betterment of the world around us.