Student Services and Administrative/Operational Annual Program Review and Planning Update Form Fall 2023

BACKGROUND:

Program review is an integral part of the campus planning process. As programs and areas monitor their progress on the current comprehensive four-year program review, changes in need and scope can be expected. This Annual PR Update form is designed to outline and request modifications to the current program review that occur between comprehensive four-year review cycles, as needed.

Examples of a requested change include new information such as action plans, outcomes modifications, personnel changes, technology needs, and capital expenditures requirements. As programs and areas monitor their progress on the previous comprehensive four-year program review, the form provides the basis to suggest a change in plans and processes to improve student success and institutional effectiveness.

DIRECTIONS:

This form shall be completed annually by **all** student services programs and administrative/operational offices.

- Programs or offices must submit their Annual Program Review Update form to their manager or dean by 5pm, Monday, November 27, 2023.
- Managers or deans will forward the completed form to the Program Review and Planning Committee Chairs by 5pm, Monday, December 4, 2023.
- Questions or concerns?
  - Committee contacts:
    - Co-chairs Mary Bogan (mbogan@fullcoll.edu) and Bridget Kominek (bkominek@fullcoll.edu)
    - Manager and classified professional representatives on the Program Review and Planning Committee
  - Office of Institutional Effectiveness

SUBMISSION:

Program: Division: Humanities Division Office   Date:

☐ We have reviewed our most recent self-study and **have not identified** any significant changes that necessitate resource requests for the upcoming academic year. *(Complete part 1 only)*

☒ We have reviewed our most recent self-study and **have identified** significant changes that necessitate additional resource requests, which are attached in our submission. *(Complete parts 1 and 2)*

Principal Author Signature: Printed Name: Kim Orlijan
Date: 15 November 2023

Manager or dean Signature: Printed Name: José Ramón Núñez
Date: Nov. 27, 2023

Part 1: Review of Data

List the outcomes from your Fall 2022 self-study. Which outcomes has your program assessed in the last year and/or which do you plan to assess in the coming year? What changes, if any, have been made to your program or outcomes as a result of outcomes assessment?

Outcomes:
1. Deliver timely and relevant information and assistance to students: We are in the process of developing quick surveys linked to emails sent to students and faculty we interact with and to QR codes posted in the division office. The survey results will contribute to continual improvement in quality of services. Based on our latest survey of faculty, we have attempted to make the division meetings more engaging and meaningful.

Part 2: Additional Resource Request Reasoning and Support

For <u>each</u> request, complete steps A, B, and C.

Request #1: Instructor Chairs for Each Classroom:
Step A: Briefly describe the request.

> We are requesting the purchase of ergonomically appropriate chairs for each classroom in the 2400 Building. Since the recent comprehensive program review, we have learned of an issue with the task stools that were selected as the instructor chair for each of our classrooms in our new 2400 Humanities building. The stools are designed to raise up high enough to allow a couple levels of raised seating for use with the two lecterns (one lower lectern attached to the demo stations, and one mobile, taller lectern). However, they aren't adjustable to a low enough height for comfort or sound ergonomic use while seated at the demo station desk area where the computer controls are located. Our more diminutive instructors cannot put their feet flat on the ground if seated at the lowest setting on the task stool. Even tall folks can't lower it enough to truly meet ergonomic seating standards. Our classes typically run 2-2.5 hours long, and we need our faculty to be able to sit comfortably and safely for more than a few minutes during times when exams are given or when they need to operate the demo station computer for longer periods or if they have a health challenge that makes standing for long periods impossible.

Step B: Answer the following questions:

1. Is it imperative that this resource request be processed now rather than during the next comprehensive program review? Why?

Yes—faculty are using these rooms now, and the rooms are getting increasingly more use as we return to campus for more on-campus instruction. These chairs should have been in the classrooms when we first started using the building, so we are past due for getting these chairs.

2. How will this additional resource allocation specifically enhance your program's services, activities, processes, etc. to continue or improve student learning and achievement?

Since instruction is central to the division's activities, ergonomically appropriate chairs for instructors will help instructors do their jobs more effectively, comfortably, and safely.

3. How will this additional resource allocation help you serve the college mission or strategic initiatives, and/or your program's goals for improvement, as stated in your last program review?

One of our goals from the last program review is to improve the accessibility of Humanities Building 2400. This request is in keeping with principles of universal design and will help to provide more accessible and

safe seating options for our instructors.

Step C: Complete this chart with details of the request:

Type of Resource	Requested Dollar Amount	Potential Funding Source It is only necessary to list potential funding forces if you are aware of specific grants/program funds appropriate to the request, such as Strong Workforce.
Personnel		
Facilities		
Equipment	$25,000	General funds
Supplies		
Computer Hardware		
Computer Software		
Training		
Other		
Total Requested Amount:	$25,000	

Request #2: Intercom System for Humanities Building 2400:

Step A: Briefly describe the request.

> We are requesting the purchase of an intercom system for the 2400 Building. During the active shooter drill in the spring, we learned that folks who are in the courtyard and in the halls of the building (i.e., not in a classroom or office) cannot hear that a lockdown is occurring in the building/on campus. Lockdown announcements are made through the phone system, and those announcements made through the phone systems cannot be heard in those spaces. Clearly, this poses a safety issue for students and staff who are caught outside of a classroom or office when a lockdown occurs. If we had an intercom system that could either connect to the phone system or that we could use in house to alert everyone in the building that there is a lockdown in place, that would allow those who are not in rooms with Cisco phones to know what is happening and to find a safe space. The library has such a system, and, after discussing options with Campus Safety to remedy this oversight in the building, we think that an intercom system is the best option.

Step B: Answer the following questions:

1. Is it imperative that this resource request be processed now rather than during the next comprehensive program review? Why?

Yes. As stated above, this problem was not discovered until we had our first active shooter drill in Spring, 2023. This is a safety issue that needs to be addressed as soon as possible.

2. How will this additional resource allocation specifically enhance your program's services, activities, processes, etc. to continue or improve student learning and achievement?

Installing an intercom system will help everyone in the building feel safer—and feeling safe is essential to doing one's job and learning. It will also allow us to use the system to share important instructional and support services with students.

3. How will this additional resource allocation help you serve the college mission or strategic initiatives, and/or your program's goals for improvement, as stated in your last program review?

One of our goals from the last program review is to improve service and operations in support of instruction. Clearly, providing as safe a space as possible (in both the literally and figuratively) is fundamental to creating a robust and functional learning environment.

Step C: Complete this chart with details of the request:

Type of Resource	Requested Dollar Amount	Potential Funding Source It is only necessary to list potential funding forces if you are aware of specific grants/program funds appropriate to the request, such as Strong Workforce.
Personnel		
Facilities	$45,000	General funds
Equipment		
Supplies		
Computer Hardware		
Computer Software		
Training		
Other		
Total Requested Amount:	$45,000	