



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:

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:

Date:

Manager or dean Signature:

Printed Name:

Date:

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?

Since the submittal of the initial program review document, the Office of Sustainability has received substantial support in completing both SAPs described.

In the case of SAP #1: "Draft a five- and ten-year sustainability plan," the 2023-2026 Campus Sustainability Plan has been endorsed and approved by PAC, and has gone through the roadshow process to both Senates for updates twice. Our office is now working on the goals of this plan as our primary objective.

In the case of SAP #2: "Solar Installation," construction of the project is slated for Summer 2024. The DSA Inspection Fees requested in the first SAP are required for the project, as the owners of the system are not able to hire DSA on our behalf. These moneys should already be allocated for this.

The Reader's Report for this Self-Study indicated that it was unclear how the solar installation connects to the community. The College Goal referenced for this SAP was that of Goal #4, Objective #2, to ensure physical resources (in this case electricity) are available to maintain the necessary services and programs. In reducing our consumption from the grid by 18%, that electricity is available to us in the case of a power outage or similar emergency. While we aren't able to maintain the entire campus with this generation, this provides a level of resiliency we currently do not have in case of emergencies.

From this point, the new outcome of the Sustainability Office is to fulfill the goals and objectives outlined in the Campus Sustainability Plan, found [here](#) (If the hyperlink is not working by the time this makes it to the Program Review and Planning Committee, the plan can be accessed via the FC Sustainability Website). This is in line with College Goal #4, which states the creation, implementation, and review of the plan is part of our organizational strategic goals. In the next year, we will be working primarily on the following goals;

In Progress Now:

- *Solar Project*
 - *Operations Goal 3*
- *Environmental Justice Initiatives via Enrollment Re-Engagement Funds*
 - *Planning/Admin Goal 6*
- *Campus Sustainability Survey*
 - *Engagement Goals 8 and 9*
- *NOCCCD Sustainability Plan Coordination*
 - *Operations Goals 2, 6, and 9*
- *Data Collection and Emissions Benchmarking*
 - *Operations Goals 1, 4, 7, 8, 11, 14, and 16*
- *Alternative Transportation Campaigns*
 - *Operations Goal 13*
- *Associated Students Coordination*
 - *Engagement Goals 6 and 7*
- *FC Sustainability Social Media Presence*
 - *Engagement Goals 4 and 5*
- *Sustainability Career Opportunities Inventory*
 - *Engagement Goal 11*
- *Environmental Local/State/National Policy Identification and Support*
 - *Engagement Goals 12, 13, and 14*

Starting Spring 2024:

- *Community Garden Feasibility Study (Pending Funding)*
 - *Engagement Goal 2*
- *Community Building*
 - *Engagement Goal 10*
- *Faculty Needs Identification*
 - *Education/Training Goal 4*
- *Flex Day Keynote*
 - *Education/Training Goal 5*

Starting Summer 2024:

- *Director of Sustainability Position Institutionalization*
 - *Planning/Admin Goal 1*
- *First Year Experiences + Orientation Coordination*
 - *Engagement Goal 1*

Starting Fall 2024:

- *ISLO 3B Language Revisions*
 - *Education/Training Goal 1*
- *Professional Development SAGE Course Development*
 - *Education/Training Goal 2*

In 2025, our office will be collecting data to submit Fullerton College's second STARS Report, which will inform our next set of goals after the conclusion of the current plan. If we are able to complete the majority of the Campus Sustainability Plan Goals at this point, our campus will likely be designated STARS Bronze for our efforts.

Based on what was not completed, what is still to accomplish from AP 3580, the NOCCCD Sustainability Plan currently in development, and the State Chancellor's Goals at this time, our office will host a series of workshops to refresh and update the 2023-2026 Sustainability Plan, and create the 2026-2030 version with our next steps.

The only barrier to this is the lack of permanent staffing to draft the plan at this time, as the Special Projects Manager position is due to end in June of 2025. If an institutionalization is not achieved by next update, we will request it as an additional resource request in support of this SAP.

Part 2: Additional Resource Request Reasoning and Support

For each request, complete steps A, B, and C.

Step A: Briefly describe the request.

Community Garden Feasibility Study

As described in the 2023-2026 Campus Sustainability Plan, one of the outcomes of the plan is to use the 2025 calendar year to complete a Community Garden Feasibility Study. This would require funding to bring on a firm to answer the following questions for the institution:

- *What staffing needs are required to maintain a community garden on campus? While this will be intended to be managed by the students, the cyclical nature of a 2-year institution makes it difficult to upkeep such a space without someone on staff with hours to manage it.*
- *Where on campus is the best fit for a garden? We need to consider access for students, but also sunlight, potential pest issues, and other logistical questions from Facilities.*
- *What happens to the excess produce? This project could include a compost system, or simply donations of excess produce to local food banks, our campus food bank, or even Sodexo for use in dining services.*
- *How much will this cost to construct? Given all of the factors explored up until this point, we would be looking for a menu of different options and price points to consider.*

All of this information would be delivered in a report for our administrative team to consider when drafting the 2026-2030 Campus Sustainability Plan.

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. We expect this process to take around a year from funding to report, and as of now we cannot guarantee this office will exist after June 2025. This is the last program review cycle available for such a project.

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

A community garden is one of the most requested sustainability-related projects we received during the workshopping process for the campus sustainability goals. Student engagement is our weakest-performing area within the 2022 STARS Report, so it is a program priority to increase student engagement across campus. This is the first step to creating that space.

- Is the resource request personnel-related? If so, please provide evidence to justify the requested positions such as retirements, program or office growth, or increased demand. *N/A*

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?

This resource allocation serves Goal 4, Objective 5, in that this was part of the Campus Sustainability Plan, which is to be implemented as part of this goal. Additionally, our environmentally disadvantaged communities on campus are identified mainly through their living in local food deserts. In creating a place on campus to grow fresh foods, we are creating a space to service those communities, as stated in Goal 3, Objective 4.

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		
Supplies		
Computer Hardware		
Computer Software		
Training		
Other	\$30,000	
Total Requested Amount:	\$30,000	