



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: Cadena Cultural Center
Date: November 10, 2023

Division: Counseling & Student Development

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: Gilberto Valencia

Date: 11/10/2023



Manager or dean Signature:
Moreno Yamashiro, Director, Student Development & Engagement

Printed Name: Dr. Connie

Date: 11/27/2023

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?

Fall 2022 Outcomes are listed 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.	To successfully hire and onboard the full-time permanent positions of the Student Services Specialist and Administrative Assistant II supported and approved by Fullerton College's shared governance process.	When full-time permanent Specialist and Admin. Assistant are approved to hire and onboarded.	NA	NA	The district's commitment to prioritizing DEIA efforts at Fullerton College.
2.	Create a Social Justice Certificate Training Program for students in collaboration with campus partners.	Students will complete a series of workshops and reflect on their learning.	Track individual workshop attendance. Completion of all workshops will be required to obtain a certificate.	Yes	Students will complete Social Justice Certificate demonstrating College Values of Diversity, Equity, Inclusivity, Growth and will contribute to the vision to transform lives and inspire positive change in the world.

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?

Intended Outcome 1:

- The Director and Coordinator have identified areas needing support from additional staffing (Student Services Specialist and Administrative Assistant II). These two positions that were supported by Fullerton College's shared governance process have not been approved to move forward at district level due to lack of funds. We continue to advocate for these two promised positions for our inaugural department that centers diversity, equity, and inclusion. These positions and the support they would provide to the Cadena Cultural Center and the three other areas of our department including Grads to Be Program, LGBTQIA2S+ Resource Program, and Umoja Community Program are essential to the campus success of DEIA efforts. Until we can receive full personnel support for a Student Services Specialist and Administrative Assistant II as intended when our inaugural department was approved to exist, our department will continue to be limited in our scope and reach for students and the campus community.

Intended Outcome 2:

- We have been working closely with OIE to better understand our campus demographics and be intentional with programming, community outreach efforts, and professional development for our students which includes developing a social justice certificate program. Our efforts include a Tableau Dashboard created in collaboration with the Office of Institutional Effectiveness and our department that allows us to better understand DI groups across campus. We have identified campus partners who we intend to collaborate with to provide this opportunity to students in the future.

Part 2: Additional Resource Request Reasoning and Support

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

Step A: Briefly describe the request.

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

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		
Total Requested Amount:		

