



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:

Date: 12/04/2023

Printed Name: Ericka Adakai

Manager or dean Signature:

Printed Name: [José Ramón Núñez](#)

Date: [December 8, 2023](#)

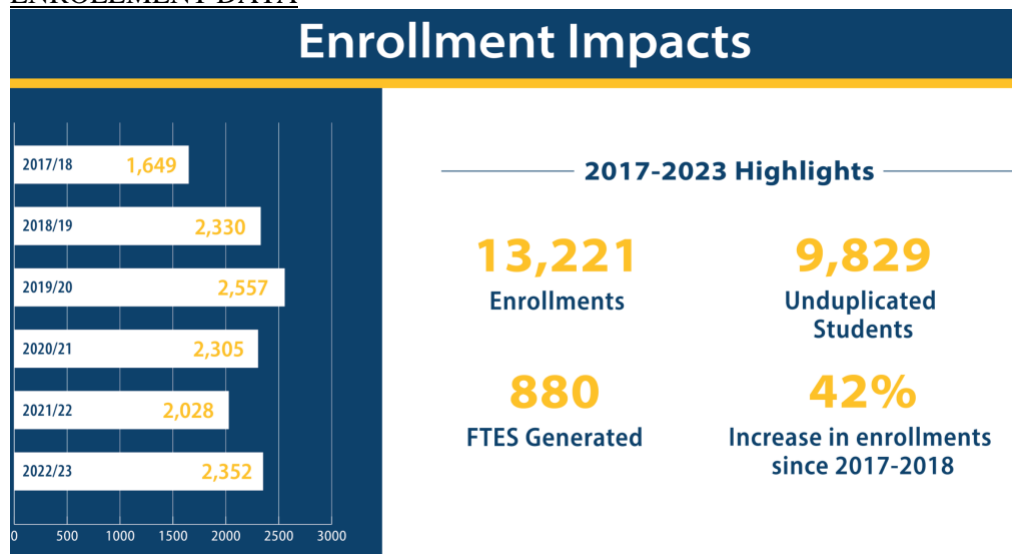
Part 1: Review of Data

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?

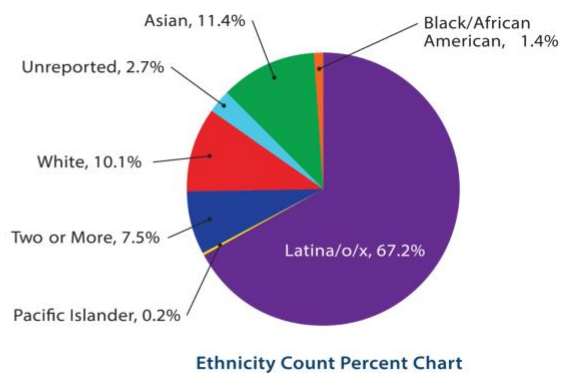
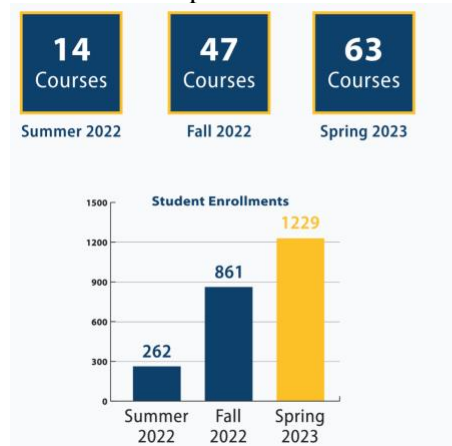
The Fall 2022 Educational Partnerships & Programs/Dual Enrollment was the first program review completed for this new department. Because of the way the program review was completed and formatted as one strategic action plan (SAP) to institutionalize the department with resource requests lump summed for all personnel and operating expenses, it caused none to not be considered in the resource allocation process of PBSC. I was advised to reformat my strategic action plans during the annual update process and resubmit for resource allocation consideration. Below is a list of the program outcomes previously provided and data that will help support my requests:

1. Develop a robust dual enrollment & targeted pathways program.

ENROLLMENT DATA



2022-2023 Snapshot



PATHWAYS DATA

Current Pathways: 9

- Transfer to CSU/UC
- Administration of Justice
- Biotechnology
- Computer Gaming
- Digital Arts
- Drone Technology

- Horticulture
- Journalism
- Music

New Pathways Since Submission: 5

- Forensic Science (in progress)
- Foreign Language (in progress)
- 100% Online with Academy Labs (launched)
- Reserved/Cross Listed Seating (launched)
- Dance (launched)

2. Develop new partnerships with education and business partners to expand access to college.

DATA

Current Partners: 6 School Districts, 23 Sites

- Anaheim Union High School District – Anaheim, Gilbert, Katella, Loara, and Magnolia
- Brea Olinda Unified School District – Brea Olinda and Brea Canyon
- Fullerton Joint Union High School District – Buena Park, Fullerton, La Habra, La Vista/La Sierra, Sonora, and Sunny Hills
- Placentia-Yorba Linda Unified School District – Buena Vista, El Camino, El Dorado, Esperanza, Valencia, and Yorba Linda
- Fullerton School District – Districtwide
- Buena Park School District – Districtwide

New Partners Since Submission: 3

- Orange County Head Start (launched)
- North Orange Continuing Education – Adult Education (in progress)
- Fairmont Preparatory Academy (in progress)

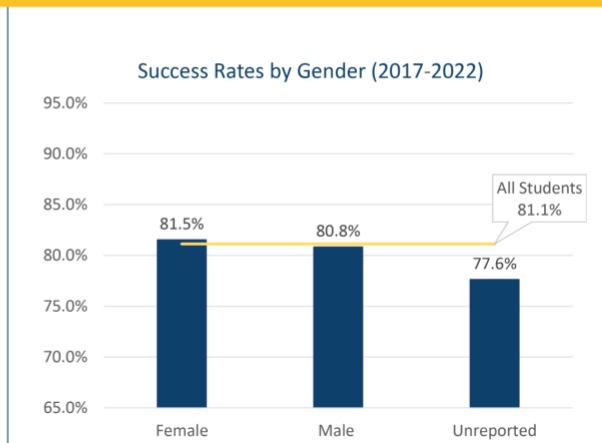
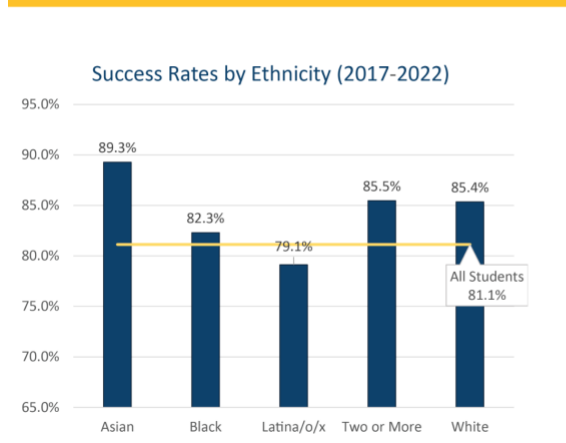
3. Strengthen institutional support for dual enrollment faculty professional development.

Many of our faculty have shared concerns about teaching younger students and their preparation. In addition, many staff and faculty still do not have a deep understanding of the opportunities that dual enrollment offerings create for our college and community. Plans are underway to host a symposium and provide additional staff development related opportunities for our faculty and staff.

4. Decrease time-to-certificate, degree, and/or transfer.

Our Title V Grant – Promise Career Pathways has been tracking persistence, certificate, degrees, and time-to-degree since its inception in 2017 where we established our baseline cohort. Fall-to-fall persistence rates of our dual enrollment cohort students has been achieved the first three years of the grant and fell slightly the fourth year, yet pathway program students were still more likely to re-enroll than any other first-time college student entering fall 2021. In addition, we have exceeded our annual certificate and degree completion rates. Lastly, we are in the process of analyzing data to determine if time-to-degree or transfer for our incoming cohort will be met. To-date all data is reflecting positive impacts in this area and that we are on track to meeting our target.

Course Outcomes



Dual Enrollment Success

16,236
Total Units Completed

\$746,833
Tuition Saved

About 75% of students who were not previously **interested in College** changed their mind after participating in Dual Enrollment.

Over 4,400 (53%) Dual Enrollment Students **Enrolled at Fullerton College** after Participating in Dual Enrollment at their High Schools.

5. Improve accuracy and efficiency of scheduling processes.

The Dual Enrollment Office is currently cross-training with the Outreach Department to handle dual enrollment matriculation efforts. Over time, the expectation is for the Dual Enrollment Office to absorb all dual enrollment matriculation efforts and better align the registration process with the needs of the college planning cycle and faculty requests.

Part 2: Additional Resource Request Reasoning and Support

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

Background: My original Fall 2022 self study lump summed all personnel (including permanent positions) and resource requests and asked for institutionalization, which caused it to be excluded from consideration. It is also important to note that since my original submission, I have received some clarification regarding the institutionalization of permanent positions and been awarded Strong Workforce funds for some hourly staffing needs and activities. Therefore, my revised request is for funds to cover the remaining unfunded activities essential to the projected growth of dual enrollment initiatives.

Step A: Briefly describe the request.

Improve dual enrollment students sense of belonging, connection to college, and academic success.

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, it is imperative to address this additional need because our data is showing that our success rates need to improve. Our fellow colleague, Cypress College has implemented this concept and has experienced improved success rates in comparison. All of our current staffing focuses on the matriculation of a student, administrative tasks, and faculty onboarding support. The ongoing support for the student once they are enrolled is non-existent. This new staffing model and focus will allow us to provide guidance and case management of the student throughout the semester which is intended to improve their sense of belonging and success rates.

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

This additional resource allows us to fund one Dual Enrollment Student Success Coach and hours for an Adjunct Counselor to help us develop and launch this concept. These individuals will provide programming that orients students and their support systems to dual enrollment, mentoring, social activities, field trips, resource support, and case management. All efforts are intended to improve retention and success while fostering a sense of belonging.

- **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.**

Our program continues to grow and evolve as we develop new types of dual enrollment models. Gone are the days of just after school at the high school offerings. We now have before school, after school, hybrid, 100% online, reserved seating at FC, and accompanying high school academy labs providing top notch student support. We are constantly having to grow our staffing to keep the program quality intact. This request for staffing is reasonable given that we need to grow at pace with demand and continue to continuously improve our practices. In academic years 2024 – 2026 we should see a significant increase in the number of course offerings in dual enrollment and an expansion in our marketing to special admit student populations.

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?

- Develop a robust dual enrollment & targeted pathways program.
 - Goal 1; All Objectives
 - Goal 2; Objectives 1, 3, & 4
 - Goal 3; All Objectives
 - Goal 4; Objectives 2 & 3
- Develop new partnerships with education and business partners to expand access to college.
 - Goal 1; All Objectives
 - Goal 2; Objectives 1, 3, & 4
 - Goal 3; All Objectives
 - Goal 4; Objectives 2 & 3
- Decrease time-to-certificate, degree, and/or transfer.
 - Goal 4: Operational efficiency and effectiveness

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 1 Student Success Coach 1 Adjunct Counselor Hours	\$ 43,504	Underfunded by Strong Workforce, no other funding source identified at this time.
Facilities		
Equipment		
Supplies • Promotional Items	\$5,000	Underfunded by Strong Workforce, no other funding source identified at this time.
Computer Hardware		
Computer Software		
Training		

Other		
<ul style="list-style-type: none"> • Field Trips to FC • Hospitality • Family Nights 	\$10,000	Underfunded by Strong Workforce, no other funding source identified at this time.
Total Requested Amount:	\$58,504	

Step A: Briefly describe the request.

Provide staff development opportunities for dual enrollment staff and faculty.

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, it is imperative to address this additional need because our dual enrollment staff must stay abreast of current best practices and legislative changes in our specialized field of dual enrollment. In addition, our faculty have asked for a space to share best practices, develop solutions for our challenges, and receive trainings from industry specialists in dual enrollment.

With the launch of the Faculty Senate – Dual Enrollment Committee in fall 2023, we have heard a lot of feedback from faculty that they need additional training opportunities and events/activities that allows them to collectively engage in dialogue to sort through the meaning of dual enrollment within each of their programs. In addition, the climate around the college in regards to dual enrollment being beneficial to students and our community has been negatively impacted by the many misunderstandings of the unique nuances, policies, and procedures related to dual enrollment. It is a very specialized field with many different models all of which are guided by legislation and education codes. Broadening the training of all stakeholders will transform our college towards a shared community of knowledgeable practitioners equipped to better serve our communities and be leaders in this field.

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

This additional resource allows us to develop a strategic plan centered on staff development and deepening the understanding of our stakeholders regarding the benefits of a robust dual enrollment program. Dual Enrollment faculty and staff will be able to attend regional and annual conferences. In addition, the Dual Enrollment Office will collaborate with the Staff Development Program to design in-service trainings for our Faculty and a symposium to explore dual enrollment instructional program opportunities. As more programs understand the benefits of dual enrollment and let data guide their decisions, we should see transformation that values our high school partners and students. Our ability to serve our community will heighten and pathway programs will become the common practice.

- **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.**

Not applicable.

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?

- Strengthen institutional support for dual enrollment faculty professional development.
Goal 4; Objective 3
- Improve accuracy and efficiency of scheduling processes.

Goal 4: Operational efficiency and effectiveness

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 <ul style="list-style-type: none"> • Conferences • Faculty & Staff Development Training • Symposium 	\$25,000	Underfunded by Strong Workforce, no other funding source identified at this time.
Other <ul style="list-style-type: none"> • Mileage for site visits • Hospitality 	\$3,000	Underfunded by Strong Workforce, no other funding source identified at this time.
Total Requested Amount:	\$28,000	