



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:12/05/2023

Printed Name: Dolores Cornejo

Manager or dean Signature:

Date:12/05/2023

Printed Name: Dr. Deniz Fierro

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?

1. FYSI will aid student participants by ensuring they are prepared for their courses, which will increase the average cumulative GPA.

Currently, we are in the process of submitting a research request with the Office of Institutional Effectiveness to compare the cumulative GPA of FYSI students from Fall 2022 to Spring 2023, Spring 2023 and Fall 2023 to assess the outcome of this goal.

2. FYSI will increase awareness and facilitate trauma informed practices pertaining to foster youth awareness.

Since Fall 2022, FYSI did not collaborate with Staff Development due to being short staffed. For this academic year, FYSI program is planning to collaborate with Staff Development to host a Foster Youth Allied & Trauma Informed workshop. In addition, FYSI plans to invite a motivational speaker and best-selling author with lived foster care experiences for Foster Care Awareness month. We will develop an evaluation that will measure the knowledge and awareness gained from the speaker's presentation on trauma.

3. FYSI will increase the number of students completing a certificate, associate degree, graduate, and/or transfer to a 4- year institution.

We are in the process of submitting a research request with the Office of Institutional Effectiveness to compare the number of FYSI students completing a certificate, associate degree, graduate, and/or transfer to a 4- year institution from 2021/2022 compared to 2022/2023.

4. FYSI will increase the number of students participating through in-reach & outreach, and recruitment efforts.

Due to being short staffed since Fall 2022, FYSI was not able to collect data on this outcome. As of Fall 2023, FYSI has hired two Professional Experts to focus on outreach efforts, develop the intake form that will be used in coming outreach efforts.

Part 2: Additional Resource Request Reasoning and Support

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

Step A: Briefly describe the request.

The FYSI/NextUp Program needs a full-time Classified staff position; a Student Services Specialist will provide proper staffing for a growing program. It will be critical to secure this position to hire someone with a background in supporting students who've experienced a high turnover and trauma throughout their lives. A critical role of the Student Services Specialist is developing a rapport with FYSI students, understanding the personal struggles and student needs, and providing support and referrals for academic and career 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?

It is imperative to process this resources request, as the FYSI program has been allocated NextUp Categorical Funding that will be on going to support program growth and stabilization. The state has instructed all new NextUP Funded programs to use the first two years funding to develop the infrastructure of the programs.

- 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.

This additional resource allocation/staffing will enhance the outreach efforts, the number of staff available to support foster youth with the academic and personal needs. Currently, there is one full-time staff personal that is available and is not able to fully support the state goal of increasing the number of foster youths being supported on at Fullerton College. The FYSI/NextUp categorical funding regulations require the allocation to provide direct support to students which also includes an increase in program activities and services. Due to the increased number of direct support and activities this will require additional staff to support students and the program efforts.

- 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?

The FYSI Program supports the Fullerton College mission of advancing student learning and achievement through our outreach and recruitment efforts with various community agencies and Orange and Los Angeles County Department of Education and social services. The FYSI program services foster a comprehensive conversation and rapport between the students, program coordinator, and counselors, providing an in-depth understanding of each student's personal, academic, and educational pathways and career goals. All students participating in the FYSI Program must engage in an extensive intake process, including an intake academic counseling appointment that results in a Student Educational Plan, program orientation, and priority registration.

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	\$91,002	NextUp categorical funding
Facilities		
Equipment		
Supplies	\$500.00	NextUp categorical funding
Computer Hardware	\$2,000.00	NextUp categorical funding
Computer Software		
Training	\$5,000.00	NextUp categorical funding

Other		
Total Requested Amount:		









FYSI Student Services and Admin Ops Annual Program Review Update Form 2023

Final Audit Report

2023-12-05

Created:	2023-12-05
By:	Brandi Wilson (BWilson@fullcoll.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAwSURliu4jjn7nVGKmlImYAeG_zNV1W7L

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-  Document created by Brandi Wilson (BWilson@fullcoll.edu)
2023-12-05 - 7:32:01 PM GMT- IP address: 207.233.85.129
-  Document emailed to Dolores Cornejo (DCornejo@fullcoll.edu) for signature
2023-12-05 - 7:32:44 PM GMT
-  Email viewed by Dolores Cornejo (DCornejo@fullcoll.edu)
2023-12-05 - 7:40:44 PM GMT- IP address: 104.47.58.126
-  Document e-signed by Dolores Cornejo (DCornejo@fullcoll.edu)
Signature Date: 2023-12-05 - 7:40:54 PM GMT - Time Source: server- IP address: 207.233.85.193
-  Document emailed to Deniz Fierro (dfierro@fullcoll.edu) for signature
2023-12-05 - 7:40:55 PM GMT
-  Email viewed by Deniz Fierro (dfierro@fullcoll.edu)
2023-12-05 - 7:56:46 PM GMT- IP address: 207.233.85.111
-  Document e-signed by Deniz Fierro (dfierro@fullcoll.edu)
Signature Date: 2023-12-05 - 7:56:59 PM GMT - Time Source: server- IP address: 207.233.85.111
-  Agreement completed.
2023-12-05 - 7:56:59 PM GMT