



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: Grads to Be Program | Division: Student Services: Counseling and Student Development | Date: 11/27/2023



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: Julio Reyes Cabezas

Date: 11/27/2023



Manager or dean Signature:

Printed Name: Dr. Connie Moreno Yamashiro

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?

The outcomes outlined in the Grads to Be Program Fall 2022 study include:

1. 60% of G2B UndocuScholars will meet with our G2B academic counselor once a semester to update their educational plan (abbreviated, comprehensive) and ensure progress
 - a. Number of students with a 2023 Student Educational Plan: 44
 - i. 79% of Undocuscholars
 - ii. Although 79% of scholars have an Ed Plan, in the future we will develop a process to track whether the Ed Plan was developed by our G2B counselor, or another counselor not connected to the program.
2. Currently about 33% of UndocuScholar applicants complete the UndocuScholars Orientation. Therefore, our goal is that 50% of UndocuScholars applicants will complete UndocuScholars orientation in Fall 2023 and as a result will receive a bookstore supply card.
 - a. Number of students that submitted a complete UndocuScholars application: 56
 - b. Number of students that submitted a complete UndocuScholars and attended our UndocuScholar Orientation: 41
 - i. 41/56 (74%) of NEW UndocuScholars completed orientation so we surpassed our goal of 50%
3. 50% of UndocuScholars will fulfill all program requirements and as a result will receive a grocery supply card at the end of each semester
 - a. Assessment will happen at the end of Spring 2024
4. 60 % of G2B UndocuScholars will attend 2 events hosted by G2B
 - a. Assessment will happen at the end of Spring 2024

Currently, we can only assess outcome one and two given that the other outcomes are still in progress. We found that out of 56 students who applied to be an UndocuScholar, 41 completed the UndocuScholar orientation. This means we had a 74% completion rate exceeding the 50% orientation completion rate we aimed for outcome 2. This was feasible because we had a dedicated staff member, our Student Success Advocate, who tracked student progress, reached out to students and reminded them about our upcoming orientation. The Student Success Advocate worked on the case management of our UndocuScholars component by keeping track on an Excel sheet the number of students who completed orientation and counseling appointments. Additionally, they were tasked to track how many students received a bookstore and grocery supply card. It is important to note that the person hired for the Student Success Advocate position transitioned out of the role in September 2023 and the position has been vacant since that time. Currently, our G2B Projects Lead is supporting with the tracking of our UndocuScholars component. We aim to hire and onboard someone new for the Student Success Advocate role in early Spring 2024. Despite staff turnover, we will try our best to continue assessing our outcomes.

Part 2: Additional Resource Request Reasoning and Support

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

Step A: Briefly describe the request.

No request is needed at this time.

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

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:		