Student Services and Administrative/Operational Annual Program Review and Planning Update Form Fall 2023

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: Guided Pathways Office

Division: Library/Learning Resources, Instructional Support Programs and Services

Date: November 7, 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 Authors Signature: *Matthew Taylor & Jennifer Merchant*   Printed Name: Matt & Jennifer
Date: 11/22/2023

Manager or dean Signature: *Dani Wilson*   Printed Name: Dani Wilson

Date:11.22.23

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?

There are three outcomes listed in our fall 2022 self-study. They include:
1. Increase engagement between students, staff, faculty, administrators, support services, and programs across campus using STARFISH.
2. Increase number of programs unit load transparency for current and prospective students using Program Mapper
3. Increase number of students utilizing Portfolium Software

The Guided Pathways Office assessed all three goals during the spring and summer of 2023. Changes to our program, based on those assessments include:
1. After assessment it was determined that our Starfish implementation efforts needed more direction, planning, and staff time than was possible. After several meetings, the responsibility for implementing Starfish was moved to the Guided Pathways Office and a new implementation team was formed. The new team is charged with implementing Starfish and reaching our goals as defined in our fall 2022 Program Review.
2. After assessment it was determined that asking faculty to be the "creators" or "inventors" of their program maps was going to delay/prevent us from publishing curriculum maps for all 300 programs at Fullerton College. As a result, the Guided Pathways Office took responsibility for starting the collaboration needed to finish our maps. We have gone from needing to still map over 150 programs to having less than five of our 300 programs published online for current and prospective students.
3. After assessment it was determined that the use of Portfolium was not an outcome the Guided Pathways Office could make a priority over the next three years. Absorbing the responsibility for campus implementation of Starfish, it was determined, was more important. As a result, this project has been postponed for at least two years. As a result, the GP team met with VPAS to request the PR funding for this area be moved to Starfish Implementation.

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:		