



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: *Jessica Johnson*

Printed Name: Jessica Johnson

Date: 11/27/23

Manager or dean Signature: *Kristine Nikkhoo/Dani Wilson*

Printed Name: Kristine Nikkhoo/Dani Wilson

Date: 11.27.23

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?

	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.	Increase Black students attending tutoring and increase the number of Black students enrolled with an embedded tutor	Using data from the OIE	Student attendance data will be collected through starfish.	Yes, starfish can be linked with banner information that can be disaggregated by race.	Results should show that there is an increased in the number of black students enrolled in a course with HT.
2.	Diversity of tutors recruited and hired should match that of the student population.	Using data from the OIE	Applicant diversity information will be collected during interviews.	The OIE can determine who in our applicant pool is students and link with banner information that can be disaggregated by race.	The diversity of the tutor's mirrors that of the student population.

Collection and assessment of SLO data are in process, and several changes are underway:

1. Collaborative activity during Hornet Tutoring Leadership Meeting on ways to (1) increase diversity of applicants, (2) increase black students attending tutoring, and (3) increase number of black students enrolled in a course with an embedded tutor.
2. Submitted data requests to the Office of Institutional Effectiveness (OIE) to analyze disaggregated participation data from 2022 – 23 academic year.
3. Submitted data requests to the OIE to identify courses and/or programs that have a significant enrollment of Black students.
4. Submitted data request regarding diversity information for spring 2024 applicants.
5. Developed a plan to evaluate both (1) the diversity of the spring 2024 applicant pool, and (2) the process whereby we determine the diversity of the applicant pool.

Part 2: Additional Resource Request Reasoning and Support

This is not a request for additional resources, but rather an attempt to document the budget for Hornets Tutoring. Therefore, rather than answer questions related to “additional funding,” the following will explain context. For several years, HT has had a budget of approximately \$1,000,000 to pay embedded tutors (TEA’s), summer and winter hours for the faculty Coordinator (PE), and the Mentor Co-Coordinator (PE) for the academic year. A small amount is also spent on supplies (approximately \$2,000).

HT has been funded through various “soft-money” sources, most recently SEA and CARES. There is no “line item” to fund embedded tutoring. The process whereby HT requested a budget each year has not been very clear. This is why this amount was not included in the 2021-22 Program Review. However, we have received clarification that these funding needs and allocations should be a part of our Program Review moving forward, so we are adding them to this update.

Specific data about 2022-23 is forthcoming. However, historically, most (90%) of the tutors in HT are current or recent FC students. We place over 120 tutors in over 200 classes each fall and spring (with a smaller summer offering as well). Since 2019, over 41,000 unique students have benefitted from having a tutor embedded in at least one FC class, and 44% of those have had the additional benefit of attending at least one HT tutoring session outside of class. Our 2022-23 Program Review provides analysis of the efficacy of the program in detail.

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	\$1,000,000 (~150 TEA Tutor & 2 PE)	Student Equity and Achievement, CARES, HEERF, Title V, Federal Work Study, Strong Workforce
Facilities		
Equipment		
Supplies	~\$2,000	
Computer Hardware		
Computer Software		
Training		
Other		
Total Requested Amount:	1,000,000	