



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 Office Division: Mathematics and Computer Science 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:
Date: 11/27/2023

Printed Name: Sam Foster

Manager or dean Signature:
Date: 11/27/2023

Printed Name: Sam Foster

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?

Outcome 1: Current and potential students will receive thorough and accurate information about all aspects of college operations, specifically those related to the division.

Outcome 2: Faculty and support will receive assistance in support of student success.

Assessment of Outcome 1 has been a challenge as many of the interactions with students are fairly brief. We will work with the Office of

Part 2: Additional Resource Request Reasoning and Support

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

Step A: Briefly describe the request.

A refresh of the division office is requested including repainting, new furniture and configurations, and replacing the carpeting.

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?

While a version of the refresh was requested in the 2022-2023 program review, there is no evidence that any funds have been allocated. In addition, a new permanent Dean was hired whose assessment of the space determined a need to make the space more welcoming.

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

For many students going into a math and computer science space can be intimidating, especially as it relates to mathematics. Entering a space that appears crowded, with aging furniture, worn out carpeting and in desperate need of paint does nothing to make them feel more comfortable. Although the staff is very helpful, they cannot substitute for having a welcoming space and a comfortable and functional work environment.

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?

Section 4.6 of the last program review indicates that SAO #1 supports the college goals 1 and 3 by assisting all students and community members as they navigate the process to enroll, register, and be successful in the classes we offer. SAO #2 supports college goal 2 by supporting faculty as they develop courses and offer initiative that will reduce the achievement gap.

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	\$30,000	
Total Requested Amount:	\$30,000	



[José Ramón Núñez](#)

[November 29, 2023](#)