# 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:      Sarah Kaump                    Printed Name: Sarah Kaump
Date: 11/29/2023


Manager or dean Signature:                          Printed Name:Kim Orlijan
Date: 29 November 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?

Fall 2022 Program Outcomes:

- Program Outcome #1: Students develop increased capacity for mindful self-awareness and the ability to respond to challenge.
- Program Outcome #2: Faculty develop increased capacity for mindful self-awareness and the ability to respond to challenge.

Last year, we assessed *Program Outcome #1: Students develop increased capacity for mindful self-awareness and the ability to respond to challenge.* To gauge this, we solicited feedback from participants.

However, we encountered several challenges when attempting data collection. For example, oftentimes, we attempt to obtain self-reported evaluations from participants (primarily due to the constraints of our program, which includes both remote sessions via Zoom and in-person activities on the quad); however, the time constraints of students and participants rushing to their next engagements, coupled with the absence of a mechanism for an anonymous survey hindered our data collection efforts in these cases. Also, in our current system, participants, including students seeking credit through our partnering programs (e.g., EOPS, Promise, extra credit for classes, etc.), rely on self-reporting using screenshots or photos, which is cumbersome for the students and programs, and oftentimes, this method underestimates participation. Another significant barrier lies in the difficulty of gauging the extent to which students access our online resources, such as the guided audio and video practices provided on our website and our new Canvas Commons course, *Equity-Minded Well-Being Practices for FC Students*.

**As a result of the challenges stated above, a current goal for the upcoming year is to take steps to implement Starfish to enhance data collection.**

Despite some data collection challenges, student involvement in Mindful Growth activities was substantial (see summary table below), and post-activity informal evaluations yielded overwhelmingly positive results. While a few students expressed frustration with concepts like "paying attention" or harbored fears of "doing it wrong," most students approached activity leaders with questions, seeking more resources from the Initiative and other campus programs. An illustrative example occurred on October 30 when the Mindful Monday facilitator shared their ADHD diagnosis and struggles, prompting one student to express frustration with focus challenges. This led to a meaningful discussion between two students and the facilitator after the session, fostering a sense of shared experience. The facilitator also proactively shared links to various campus resources, community support, and Initiative offerings via Zoom chat and screen sharing. Also, final evaluations from students were consistently positive and encouraging.

**Due to the student involvement in Mindful Growth activities and the positive results, the Mindful Growth Planning Group has prioritized the following for the upcoming year:**

- Address the challenges associated with coordination of the Mindful Growth Initiative.
- Increase collaboration with other departments such as FYE, EOPS, Counseling, and Promise, enhancing our ability to collectively support the diverse needs of our student community.
- Configure the data for our *Equity-Minded Well-Being Practices for FC Students* created by key members of the MGI Planning Group and posted to Canvas Commons for FC instructors and programs to add to their Canvas shells (to include impact from this resource).

| 1/1/2023 - 11/16/2023 Mindful Growth Participation | | |
|---|---|---|
| Offering | # | Details |
| **Mindfulness & Mindset Workshops for Students** | **30** students/participants | Includes: Hornet Tutoring trainings & Peer Support Symposiums, Mindfulness for FC Student Workshops, Mindful Growth Informational Sessions |
| **Mindful Monday & Thoughtful Thursday** | **287** students/participants | |
| **Final's Week Mindfulness & Relaxation (Spring 2023)** | **30** students/participants | Collaboration with Health Services |
| **Canvas Mindfulness and Mindset Workshops** | **381** online students | Spring & Fall 2023: 2 available workshops: Mindfulness & Well-Being, and Mindfulness & Self-Compassion |
| **Mellow into Midterms** | **15** students/participants | Mindfulness practices on the quad |
| **Fall Mixer Hosted by Promise Program** | **50** students/participants | Tabled the event with Mindfulness Student Club to provide information, consultations, and practices |
| **Mindfulness Basics for Faculty, Staff, and Administrators** | **7** faculty/staff/participants | Coordinated with Professional Learning Committee |
| **Mindful Growth Outreach for Hornets Tutoring Embedded Tutors and Mentors** | **50** participants | Collaboration with Hornets Tutoring Program |
| TOTAL: **850** | | |

# 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:

**Request #1: Program Coordinator with Professional Expert compensation (26 hours/week)**

1. Is it imperative that this resource request be processed now rather than during the next comprehensive program review? Why?

Despite the approval of our 2022 Program Review budget, we currently lack ongoing funding for the Mindful Growth Initiative at Fullerton College, and this uncertainty creates a critical challenge for us. Historically, over the past eight years, despite our growth and positive impact on campus, the Initiative has not received consistent compensation for personnel apart from Professional Learning Committee funding for sporadic individual projects associated with Mindful Growth. In the 2023-2024 year, the Initiative received one year's allocation for funding professional expert contracts through campus reengagement funds, yet we are still understaffed to sustain the Initiative. When the current year's funding ends at the end of Spring 2024, the MGI will reach a crisis point where it will no longer be able to serve the FC community due to a lack of financial resources.

The current funding for PE staffing allows for twenty hours per week to coordinate the various facets and services provided by the MGI, including drop-in practices, student activities and events, professional learning, online workshops, and tabling at campus-wide outreach events. Beyond this, MG Planning Group Members devote many hours beyond their contractual service hours to sustain the Initiative.

This current hourly allotment does not allow for sufficient time to effectively implement the wide range of MG events and activities.

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.

The additional resource allocation is crucial to meet the growing demand for Mindful Growth Initiative offerings. Limited funding has forced us to scale back our services. We aim to enhance the Initiative, reinstating previous offerings to better serve students and align with our goals and campus values. We receive many more service requests for MG events/activities than we can provide, and unfortunately cannot assist entities on campus due to a lack of resources. We have also begun a campus-wide integration of MG into FYE as one of the four key FYE pillars, which requires additional efforts.

Additionally, our offerings, focused on well-researched techniques for promoting mindfulness, purpose and belonging, and a growth mindset have been proven to positively impact student performance and retention and improve equity and inclusion. Without ongoing funding, the Initiative is unsustainable, and the positive impact on student, faculty, and staff equity and well-being efforts is at risk.

To address this, we propose a Program Coordinator with professional expert funding (26 hours/week) overseen by the MGI committee members. This will allow us to sustain current offerings, restore enhanced previous offerings, accommodate growth, align with campus values and the strategic action plan, and enhance previous offerings. Additionally, it will facilitate improved data collection and analysis, which will provide more precise measurable impact.

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?

According to Fullerton College's 2023-2025 Strategic Action Plan, the college faces persistent equity gaps among Black and Latina/o/x students, post-pandemic enrollment declines, and a lack of clarity in planning and budget processes. Therefore, to support Institutional Integrity Committee (IIC) and Office of Institutional Effectiveness (OIE) in braiding efforts across campus and aligning with the Student Equity Plan, we aim to continue offering research-driven services that promote mindfulness, growth mindset, and purpose and belonging to students, faculty, and staff. These proven strategies enhance access, inclusivity, and equity for our diverse student population. The initiative's offerings directly align with community-building tenets of

belonging, respect, accountability, and compassion, supporting learning, and growth. Due to our current funding and staffing limitations, we struggle to meet the increasing demand for our services and maintain current offerings. Maintaining the Initiative's will become untenable when resources end in Spring 2024. Additionally, funding is critical for connecting to Starfish, enhancing data collection and analysis to accurately measure our impact in achieving campus-wide and program-specific goals. For detailed information on improvement goals, please refer to the Fall 2022 Program Review.

**Request #2: Social Media Coordinator (Professional Expert: 6 hours/week)**

1. Is it imperative that this resource request be processed now rather than during the next comprehensive program review? Why?

Current reengagement funding provides three hours per week for a Social Media Coordinator to handle creating content and weekly postings for outreach and promotion of MGI activities and events. However, the current hourly allotment does not allow for sufficient time to fully improve social media engagement and activity to promote event engagement and participation. Not only is social media outreach a key marketing tool, but it also provides opportunities to connect with our Fullerton College partners as well as serves as a vehicle for creating an online community, in and of itself. At the end of spring 2024, we will have no funding for social media outreach and marketing.

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.

Social media is a key component of our marketing strategy as we are a campus-wide entity that interacts with all segments of our community: students, faculty, classified professionals, and administrators. The students who need the most support and resources are often the students most resistant and least likely to utilize support and resources. Social media crosses this divide and provides an avenue to reach all constituents. Social media also addresses equity goals as it has broad reach and offers an easily accessible online community.

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?

Please see Resource Request #1, Response #3.

| 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 | Professional Expert (26 hours per week; 38.5 weeks per year, $35/hour)  Social Media Coordinator (6 hours/week; 38.5 weeks per year, $20/hour) | General Fund |
| Facilities | | |
| Equipment | | |
| Supplies | | |

| 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. |
|---|---|---|
| Computer Hardware | | |
| Computer Software | | |
| Training | | |
| Other | | |
| **Total Requested Amount:** | $35,035 (Program Coordinator)  $4,620 (Social Media Coordinator) | |

**Request #3: Promotional Materials and Hospitality**

1. Is it imperative that this resource request be processed now rather than during the next comprehensive program review? Why?

As the Initiative's involvement in outreach events continues to expand, our reliance on promotional materials like flyers, brochures, and information pages has significantly increased. To enhance our visibility at these events, we are seeking funding for additional marketing material - including items like vinyl stickers and prize gifts - inspired by successful strategies employed by collaborating programs. Moreover, integrating Sodexo to manage hospitality for participants in Mindful Growth Initiative activities and events will contribute to cultivating a dynamic environment for learning and practice. Beyond facilitating the hosting of events, it also ensures alignment with the standards set by FC programs.

The increased demand for our outreach events is evident in the growing student and community participation. Waiting until the next review will hinder our ability to meet the immediate needs of this expanding audience.

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.

The additional funding for marketing materials enhances our program's visibility and impact at outreach events, directly supporting our goal of increased community engagement, and thus more closely aligns us with the Strategic Action Plan regarding equity and inclusion to close the achievement gap.

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?

Please see Resource Request #1, Response #3.

| Type of Resource | Requested Dollar Amount | Potential Funding Source<br>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 | Marketing materials including merchandise and color copying: Approx. $1500 | General Fund |
| Computer Hardware | | |
| Computer Software | | |
| Training | | |
| Other | Hospitality for events and offerings: Approx. $1500.00 | General Fund |
| **Total Requested Amount:** | $3,000 | |