



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: Ed Partn & Programs- Outreach
Date: 11/17/2023

Division: Counseling & Student Dev

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: 11/17/2023

Printed Name: Rolando Sanabria

Manager or dean Signature:
Date:

Printed Name: Deniz Fierro

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 Counseling Center's Outreach office will increase the number of seniors and parents who attend the Family and High School Senior Night by 10% to facilitate a successful transition for students into Fullerton College.

65% of the students from Fullerton College's 4 high school feeder districts who submit an application to FC will complete the online orientation.

35% of the students from Fullerton College's 4 high school feeder districts who submit an application to FC will complete the educational plan.

35% of the students from Fullerton College's 4 high school feeder districts who submit an application to FC will complete their educational plan within their first term.

All dual enrollment and contracted courses offered at Fullerton's high school feeder districts will have a fill rate of at least 60% each term.

18% of students graduating each year from Anaheim Unified will attend Fullerton College in the following fall term.

26% of students graduating each year from Fullerton Joint Unified HS will attend Fullerton College in the following fall term.

22% of students graduating each year from Brea-Olinda Unified will attend Fullerton College in the following fall term.

17% of students graduating each year from Placentia Yorba-Linda Unified will attend Fullerton College in the following fall term.

We have assessed all outcomes this past year and plan to do so every year moving forward. To increase and maintain matriculation numbers, we are planning to continue assigning staff to additional targeted high schools for weekly or bi-weekly visits to promote our college and services. We are planning to reach out to more outside districts to increase matriculation efforts, while maintaining our weekly visits in our feeder high schools. We also want to work with dual enrollment to get additional staff to increase seat counts for DE classes as they have continued to increase embedded courses throughout districts.

Part 2: Additional Resource Request Reasoning and Support

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

Step A: Briefly describe the request. - Hire additional staff (4 professional experts or 4 part time classified technicians) to assist with outside districts and schools where we decreased in enrollment since 2019.

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?

Our college saw the greatest increase in enrollment in graduating high school seniors attending Fullerton

College. This was due to additional funding provided by counseling. The funding is no longer available and as a result, we saw a decline in 4 staff members. Furthermore, funding provided by reengagement funds is being utilized to cover the cost for additional events that will include food and transportation. This has not enabled us to hire additional staff that we need to continue to maintain or increase these enrollment trends.

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 this year will allow our team to expand, allowing the team to increase high school presence and being able to support more prospective students interested in attending Fullerton College in the incoming academic year. These funds will also allow us to ramp up our events and host additional schools to come onto our campus to learn more about our resources, meet with a Fullerton college counselor, and complete all matriculation steps to attend as soon as they complete their high school journey. From our previous pilot program where we brought counselors from two high schools, we are now targeting each of our targeted locations (Buena Park HS, Anaheim HS, Loara HS, Sonora HS, Katella HS, and Valencia HS. Instead of 2 JumpStart events for prospective students, we plan to host at least 8 this year with these additional funds. We also plan to host Saturday Events both in the Fall, Spring, and Summer Semesters.

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?

The additional funds will allow us to continue to target special populations that are disproportionately impacted by present equity gaps. These funds will also allow us to ramp up our events and host additional schools to come on to our campus to learn more about our resources, meet with a Fullerton college counselor, and complete all matriculation steps to attend as soon as they complete their high school journey.

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	\$90,000	General or Categorical Funding
Facilities		
Equipment		
Supplies		
Computer Hardware		
Computer Software		
Training		
Other		
Total Requested Amount:	\$90,000	

