



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: Counseling

Division: Counseling/Student Dev.

Date: 12/4/2023

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: *Lorena Marquez & Flor Huerta*

Printed Name: Lorena Marquez & Flor Huerta

Date: Dec 1, 2023

Manager or dean Signature:

Printed Name: Elsa Perez

Date:

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 following outcomes will be assessed this academic year utilizing Counseling MIS reports, student surveys and support from OIE. No changes have been made at this time since the last self-study.

Outcome #1: Students will feel a sense of belonging in the program and on campus

Outcome #2: Students will have higher success and persistence (completion) rates in English 100 and 103

Outcome #3: Puente students will persist at higher rates than comparable FC populations

Outcome #4: Puente students will design an educational plan that focuses on attaining an AA/AS/ADT

Outcome #5: Puente students will have a higher rate of meeting graduation and/or transfer goals within 2-4 years at FC when compared to non-Puente students that entered in the same semester.

Outcome #6: Puente Phase III students will continue to receive support from Puente by meeting with the Puente Counselor at least twice a year.

Part 2: Additional Resource Request Reasoning and Support

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

Step A: Briefly describe the request.

A Puente Center will be opening in Spring 2024. This will necessitate additional resources. This new request is submitted to fund an Adult hourly or Professional Expert to support the Puente Program with the daily operations of the center.

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?**

It is imperative that resources be allocated to support the staffing of a new center. Originally when the 22-23 self-study was submitted, ideas for a Puente Center was a long-term plan. As of this 23-24 academic year, the plan to open a Puente Center is coming to fruition with a Spring 2024 opening timeline. In the self-study 22-23, we identified the need for a student hourly/work study position to support the Phase 3 student outreach and connection (included in SAP #2 and #3). With the opening of a center, we will need to hire an Adult hourly or Professional Expert to support the Puente Instructional team with the daily operations of the center. The center is slated to provide a space for the students in the program to meet with their counselors, socialize, study, print assignments, and build community.

- 2. How will this additional resource allocation specifically enhance your program's services, activities, processes, etc. to continue or improve student learning and achievement?**

The resource request is part of the program growth. The part time professional expert is critical to ensuring that the center provides service continuity, support new and continuing students, program tracking (current students, continuing and alumni) and support the Puente team with all center activities. The new Puente Center will be a designated space that will intentionally offer opportunities to connect with current phase 1 & 2 students as well

as continuing phase 3 students. Students would have more opportunity to connect with each other as well as their counselors. This aligns back to our institutional goals and is in addition to the SAP #2 in the self-study.

The center will support the goals of Puente and create an even stronger sense of belonging and supportive environment. The plan is to continue to offer two cohorts of 54 students per year. Adding in phase 3 students brings the number of students into the 100s as we have at least 54 second year students plus a large group of students in year 3. Although we serve 54 first year students, we actually serve over a 100 each year when we factor in phase 3 and there are programs of similar sizes that have designated space on campus like honors, teacher pathway program, and Umoja.

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?

We promote a sense of community that enhances the well-being of our campus and surrounding areas: A huge component of the Puente Program centers around establishing, maintaining, and strengthening a sense of community among our students. A part of each class period is dedicated to community building. Also, students take the sense of community built in the Puente classes with them to their other classes and to the campus community as a whole.

While the Puente program successfully builds community and a sense of belonging through each of the major components, it is clear that additional support is needed to maintain student engagement. There are identified gaps, the program has struggled recently due to inconsistent staffing and understaffing, lack of funding, and lack of data. With the new Puente Center, the Adult Hourly or Professional Expert will be instrumental in supporting the daily operations of the center, assisting with outreach, data tracking, and building community (supporting coordination of program activities) within the Puente Center.

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	\$19,760	
Facilities		
Equipment		
Supplies		
Computer Hardware		
Computer Software		
Training		
Other		
Total Requested Amount:	\$19,760	