



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: Admissions and Records Division: Enrollment Services Date: 11/7/23

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: *Rena Martinez Stluka* Printed Name: Rena Martinez Stluka
Date: 11/7/2023

Manager or dean Signature: *Albert Abutin* Printed Name: Albert Abutin
Date: 11/7/23

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.	Students notified of their OCT evaluation results will be able to register for classes that will satisfy requirements toward their degree or certificate completion.	Students will complete requirements for degree and/or transfer.	Banner data via ARGOS report	Yes	Increase in degrees awarded

We began a pilot project of identifying students who have scheduled a counseling appointment and we are entering their transfer courses into Banner so they show in their Degree Works audit before they meet with the counselor. We are taking an equity minded approach and have received positive feedback. We are planning to run data on these students in the future to fully document the positive impact and show an increase in degrees awarded. We've articulated approximately 250 transcripts in Banner for students with counseling appointments this semester and over 1000 for graduating students since Fall 2022.

The hiring of 4 Professional Experts, utilizing Guided Pathways funds, has enabled us to begin this important work.

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?

Funds to support the Transfer Mapping efforts were received from Guided Pathways and these funds will end in June 2024. We do not have department funds to absorb the cost of the Professional Experts required to complete the work after June 2024. see attached documented titled "FC AR TAP Proposal"

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.

Yes, this request will allow us to keep the 4 Professional Experts currently doing this work.

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?

- Enhanced student experience and access – students will receive the added value of knowing how courses they completed at other colleges and universities can be applied to their goals and objectives at Fullerton College. Having the benefit of articulated transfer coursework will help students identify a path and navigate the most direct course to completion.
- Less time to completion – students will have the information they need to avoid taking unnecessary classes and chart a direct path to completion.
- Student Retention – students will be able to build a better connection to campus services to identify educational paths more quickly and select courses to stay on their path.
- More degrees and certificates awarded – the use of the "What if" function in DegreeWorks, students will be able to determine how their courses taken elsewhere can be applied to other degrees and certificates they might not otherwise have considered. This could lead to the pursuit of additional certificates and degrees.
- Informed course offerings – accurate degree audit data will assist divisions to determine scheduling priorities based on sections needed for students to achieve their educational goals and objectives.
- Student Success – more students will achieve their educational goals and objectives, and the College will be better positioned to notify students who are close to degree and certificate completion.

Other Institutional Outcomes

- Efficiency
- Increase sense of belonging
- Increased collaboration of the campus community

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	\$106,080	
Facilities		
Equipment		
Supplies		
Computer Hardware		
Computer Software		
Training		
Other		
Total Requested Amount:	\$106,080	