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: Educational Partnerships & Programs- Promise Development   Division: Counseling & Student
Date: 11/14/2023

☐ 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: Printed Name: Deniz Fierro
Date: 11/14/2023

Manager or dean Signature: Printed Name: Dean 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?

Fall 2022 Outcomes:

Continuing: "The Promise Program will improve student retention and full-time enrollment."

We will continue to monitor Promise Tableau Dashboards and Argos reports to track fall to spring retention. Below are the Promise Program enrollment trends:

Cohort Year	New Student Totals	Promise Cohort	% of New Students	% Fall-Spring Retention	% Prior Enrollment (Dual Enrollment or Special Admit)
Fall 2021	3,299	1,947	59%	83%	32%
Fall 2022	3,937	1,861	47%	83%	27%
Fall 2023	4,078	1,771*	43%	TBD	36%

*__*Students are still becoming eligible for the Promise throughout the semester__*

New: Promise will host three community building events each academic year.
Fall 2022-Spring 2023

- **Promise Welcome Weeks** (target audience: all first-year students), August-September 2022
- **Fall Mixer** (target audience: all current Promise students) October 2022
- **Sweets 4 Scholars** (target audience: Promise students over 3.0 GPA), February 2023
- **Your Journey Matters** (target audience: Promise students under 2.0 GPA), March 2023
- **FC Night** (target audience: incoming FC students from community), May 2023
- **Transfer Celebration** (target audience: all transfer students & Promise students who completed a certificate and/or degree), May 2023

New: 75% of Black students starting in Fall 2023 will re-enroll in fall 2024 semester (year-to-year retention).
To assess this outcome, we will assess our 2023 Promise cohort data in the fall of 2024.

- Baseline Data Fall 2022 to Fall 2023:
  - Fall 2022 PRMS 1 – **39 Black students** registered for units at Fullerton College
  - **28 students (72%)** from this cohort registered for units at Fullerton College Fall 2023

New: 75% of Latinx males starting in Fall 2023 will re-enroll in fall 2024 semester (year-to-year retention).
To assess this outcome, we will assess our 2023 Promise cohort data in the fall of 2024.

- Baseline Data Fall 2022 to Fall 2023:
  - Fall 2022 PRMS 1 – **498 Hispanic/Latino male students** registered for units at Fullerton College
  - **361 students (72%)** from this cohort registered for units at Fullerton College Fall

2023

Part 2: Additional Resource Request Reasoning and Support

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

Step A: 2 new Student Services Technician (45%) positions to replace 2 professional expert contracts.

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?
   - This SS Technician positions will ensure the success of onboarding and outreach efforts as a continued initiative out of the Vision for Success (Guided Pathways & AB19) and help maximize the New Student Funding Formula by supporting students transition successfully to college. The Educational Partnerships & Programs/Promise team will provide intense student support to ensure incoming students are prepared and successful at Fullerton College. With the state institutionalizing Guided Pathways, funding is tied to our success in closing equity gaps and increasing student completion. The current professional expert position contracts are temporary and do not provide sustainable scheduling since they must take 9 ½ weeks off in the academic year and it affects office and event coverage.

2. How will this additional resource allocation specifically enhance your program's services, activities, processes, etc. to continue or improve student learning and achievement?
   - This additional resource allocation enhances the program's services, activities, and processes to improve student learning and achievement by providing structured outreach efforts. Students will be connected and engaged with student resources and programs throughout their educational journey.
   - 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.
     i. Yes, the program demand has increased, but with the current personnel contracts, the staff have limited.

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?
   - These positions will support the ongoing and new initiatives constantly under development within student Assessment/Onboarding, the Promise Program, Outreach, and First-Year Experience. Our data shows that successful engagement with students has increased retention and full-time enrollment since inception in 2018. Yet, our hourly staffing levels are not conducive to the increased responsibility and student caseload. To better align with the college mission and district strategic initiatives, we should move away from hourly support to avoid supplanting Classified work.

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	$37,214 x 2 = **$74,428**	2 new Student Services Technician (45%) positions out of the AB19 Promise Categorical Allocation
Facilities		
Equipment		

Supplies		
Computer Hardware		
Computer Software		
Training		
Other		
Total Requested Amount:	**$74,428**	