



## 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](mailto:mbogan@fullcoll.edu)) and Bridget Kominek ([bkominek@fullcoll.edu](mailto:bkominek@fullcoll.edu))
    - Manager and classified professional representatives on the [Program Review and Planning Committee](#)
  - [Office of Institutional Effectiveness](#)

### SUBMISSION:

Program: LLRISPS Division Office

Division: LLRISPS

Date: 11.13.23



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: *Cynthia Guardado*

Printed Name: Cynthia Guardado

Date: 11/22/23

Manager or dean Signature: *Dani Wilson*

Printed Name: Dani Wilson

Date: 11/22/23

## 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?

In the fall of 2022, a campus-wide survey was conducted to assess the effectiveness of Staff Development. One main area identified for improvement was the need for a permanent administrative assistant to ensure that there was clear communication with classified professionals, faculty, and managers and that processes and procedures (i.e. PARs, reimbursements, Professional Expert contracts and timesheets, etc.) were handled in a timely fashion. As of May 2023, a full-time Staff Development administrative assistant, Clarissa Escobedo, was hired and has since been onboarded.

Another area of improvement noted was incentivizing professional learning and expanding the work of Instructional Success Teams (ISTs). Currently, Staff Development will be supporting the work of ISTs through Focus Inquiry Groups in order to give faculty an opportunity to develop discipline specific professional learning for their divisions. Additionally, Staff Development is currently developing two opportunities for professional learning in which faculty, depending on their full-time or part-time employment, will either be paid or earn 1-unit towards salary advancement: Course Redesign for Equity (CoRE) and a Race-Conscious Certificate (Teaching and Learning Certificate 2.0).

Currently, Staff Development is revising policies and procedures for accessibility, transparency, and clarity. Forms for funding requests are currently being transitioned to Microsoft Forms in response to suggestions for more efficient processes. Additionally, Staff Development has updated guidelines for travel funding and procedures which will be reflected on the Staff Development website. Staff Development will also be hosting a Flex-Day session in Spring 2024 where we will disseminate information regarding funding, travel, and reimbursements.

Based on the chart below (taken from our 22-23 Program Review), Staff Development will continue to work with the Office of Institutional Effectiveness (OIE) and SEAC to assess professional learning and develop clear outcomes that are in line with our campus goals and SEA plan.

	What are your program outcomes?	When was the Assessment Completed?	When did you analyze the data?	When were changes made?	Number of Cycles Completed
1.	SAO #1: Participants in Staff Development offerings will demonstrate some awareness of the factors that impact student success and learn about strategies that can contribute to student success.  SAO #2: Participants in Staff Development offerings will apply what they have learned in their classrooms and service areas.  Programs assessed in this cycle:	Winter 20	Winter 20	Summer 20	5

OTC	Summer 20 Winter 21 Summer 21 Summer 22	Summer 20 Winter 21 Summer 21 Summer 22	Winter 21 Summer 21 Summer 22 Summer 23	
TLC (only 3 completed)	We have not assessed TLC in this cycle			0
New Faculty Seminar	May 2020	May 2020	We have not offered the full year-long program since 19/20	1
Adjunct Academy	August 19 January 22	Results lost January 22	We have not yet offered a program since 1/22	2

	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.	SAO #1: Participants in Staff Development offerings will demonstrate some awareness of the factors that impact student success and learn about strategies that can contribute to student success.	Survey Respondents will answer "yes" to questions about whether they have learned about strategies for student success or applied those strategies.	Surveys	Not applicable as our participants are staff and faculty	Results from assessment surveys help flag the most important areas of learning and application. This guides planning each year and helps us determine which elements should be featured as part of program curriculum.
2.	SAO #2: Participants in Staff Development offerings will apply what they have learned in their classrooms and service areas.	Survey Respondents will answer "yes" to questions about whether they have learned about strategies for	Surveys	Not applicable as our participants are staff and faculty	Results from assessment surveys help flag the most important areas of learning and application. This guides planning each year and helps us determine which

		student success or applied those strategies.			elements should be featured as part of program curriculum.
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## 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:

Type of Resource	Requested Dollar Amount	Potential Funding Source <small>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.</small>
Personnel		
Facilities		
Equipment		
Supplies		
Computer Hardware		
Computer Software		
Training		
Other		
<b>Total Requested Amount:</b>		