



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: Division Office

Division: Fine Arts

Date: 11/27/2023



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:
Date: 11/27/2023

Printed Name: Grant Linsell

Manager or dean Signature:
Date: 11/27/2023

Printed Name: Grant Linsell

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 outcomes from our previous full self-study are twofold:

1. Public attendance of public events put on by the Division will be increased
2. Pre-requisite challenge forms will be available digitally and accessible by all students in a clear and transparent process

Measurement of the first outcome has been unexpectedly problematic as our long-time ticketing platform no longer suits our needs. Our primary means of measuring this outcome is ticket sales and quality tracking of those data are no longer possible. With a new ticketing platform in place for Fall '24, the Division will then be able to assess our attendance and (hopefully) disaggregate attendance data by race, gender, zip code, etc. The Division will split this outcome into two different goals for the next cycle(s):

- a. Collect and maintain accurate attendance statistics for all public-facing events in the Division of Fine Arts.
- b. Increase attendance at public-facing Division of Fine Arts events.

The second outcome is out of our control as these Prerequisite Challenge Forms are documents created by Admissions and Records. While it would be possible to create an all-digital version of this form for use only by Fine Arts students, that would run contrary to the College's desire to dismantle silos. The Fine Arts Division is committed to working with other offices on campus, not around them. We will no longer focus on this outcome but will put our energy toward assisting other offices in modernizing their forms and their approval procedures.

In place of the aforementioned Prerequisite Challenge Form goal, the Division will adopt a new outcome. The division office will design, produce, and distribute publicity materials for all public-facing events in the Fine Arts Division. Success in achieving this outcome will be most apparent in the creation of a new division-wide calendar of events for the entire academic year which will be made available by Fall's Convocation.

After a year with the Division of Fine Arts focused on tracking (and increasing) attendance and on producing more and higher quality publicity materials, we will be better able to submit well-informed resource requests to the Program Review Committee.

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 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		
Facilities		
Equipment		
Supplies		
Computer Hardware		
Computer Software		
Training		
Other		
Total Requested Amount:		



José Ramón Núñez, Vice President, Instruction

November 27, 2023