



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: 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: Angela Henderson

Printed Name: Angela Henderson

Date: 11.23.23

Manager or dean Signature: Dani Wilson

Printed Name: Dani Wilson

Date: 11.23.23

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?

| Fall 2022 Self-study Program Outcomes: Study Abroad Program |
|---|
| Students will feel more prepared to study abroad after completing all of our pre-departure activities. |
| Students will apply their study abroad experience to their personal and/or professional goals. |
| Students will develop deepened global awareness. |
| Faculty will support students' recognition of foreign cultures by using the study abroad location as the classroom. |

We have completed two programs since re-starting our program after Covid: Sevilla in the spring of 2023 and Dublin in the summer of 2023. We currently have a program in Rome (Fall 2023), and we have several more in the pipeline.

We have launched two surveys to students for the Sevilla and Dublin programs. Both of those surveys asked to students to indicate to what extent they felt prepared, how well this program contributed to their personal and/or professional goals, and if this program deepened their global awareness and recognition of foreign cultures.

We have used the survey results to make the following changes to our program going forward:

- We have added additional pre-departure meetings and social meet and greets to ensure that students feel more prepared.
- We have added pre-departure mental and behavioral health trainings for faculty and students to also help in their preparedness.
- Our vendor has contracted with Mindhamoc (an online resource that provides services to support students and faculty with stress, depression & mental health challenges while abroad. We required all faculty and students to participate in an orientation of this program in order to help them feel more prepared.
- We are in the process of revising the one-unit LIB 201F class (formerly INDS 198F) that all students on semester-length courses are required to take. This course revision helps to connect the dots more specifically between the study abroad location and the course content in order to directly connect their experience to their personal and professional goals as well as deepen the students' global awareness and recognition of foreign cultures.
- We are working to develop a re-entry program for students when they return home after their study abroad experience. This culminating experience will also help to directly connect their experience to their personal and professional goals as well as deepen the students' global awareness and recognition of foreign cultures.

Part 2: Additional Resource Request Reasoning and Support

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

Step A: Briefly describe the request.

Our program is offering three summer programs in 2024 including a new CTE program to Munich, Germany. We will have another pilot program in spring 2025 for CTE as well as two summer programs in 2025. The increased program offerings necessitate an increase in marketing efforts, recruitment, interviews, application processing, and scholarship support which requires individual student advising. In order to meet our first strategic action plan, the time the study abroad coordinator needs to work with campus groups such as Puente and Umoja adds additional time requirements. **Additional 6 units of release time for the faculty coordinator for the program remains.**

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?

Since the increase of a faculty release-time position requires time for the on-campus review and approval to delay this request to the next comprehensive review process means the overall growth and program management will be significantly limited without meeting our personnel request.

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 personnel request is based upon increased growth in our program and increased demand on the time and responsibilities of the study abroad coordinator. The Study Abroad program has grown to have year-round programs with scheduled multiple summer programs in 2024 and in 2025. We go out for our 2026 programs in March 2025 and anticipate offering the same level of programs. The increased offerings is part of meeting our strategic action plan #1 and #2.

As we detailed in section 5.4 of our program review, our pre-program activities include more meetings throughout the semester that have resulted in more support for students in terms of financial aid and scholarships in the preparation stage. We had 5 students receive the Benjamin Gilman scholarship in 2023 and one student received the Fund for Education Abroad scholarship for Paris in 2024. These scholarships required several essays and steps to the process. The study abroad coordinator offers workshops throughout the semester to support students and time working individually with applicants on their essays. Online marketing and recruitment through Canvas reaped benefits during Covid that has continued now, but is limited by a lack of a study abroad budget as well as the allotted 9 hours per week the coordinator is allotted now.

The interview time for the study abroad coordinator to recruit and fill these programs is substantially increased. Information Sessions are held evenings for 1-1.5 hours at both Fullerton College and Cypress College. The hours recorded for October and November 2023 for finalizing Paris (spring 2024) and recruitment for summer 2024 and the fall 2024 programs totaled 46.5 hours.

As our program review details, we have implemented a required diversity, equity and inclusion training for program faculty that the study abroad coordinator facilitates and we are implementing mental health training in conjunction with the FC Health Center also coordinated with faculty and the Health Center by the Study Abroad Coordinator.

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?

Study Abroad research demonstrates that businesses look for students who have developed soft skills

and global awareness through this experience. We know less than 3% of students in community colleges in the United States will study abroad each year. Our program is leading the nation for providing an international learning experience that develops highly sought after job and leadership skills while promoting self growth. The Study Abroad program is in line with the college’s mission because it **“advances student learning and achievement” for students “who seek educational and career growth.”** We have demonstrated our commitment to fostering a **“supporting and inclusive environment for students”** in our diversity training for faculty, our increased partnerships with college programs such as Umoja, Promise and Puente, as well as our fundraising that puts funds into student scholarships. Our most recent event (November 16, 2023) raised over \$5,000. Simply stated, we will continue to work towards our goals and to fulfill our action plan; however, what we achieve will be significantly limited by the allocation of 6 units of release time for the study Abroad Coordinator.

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 | \$50,000 | |
| Facilities | | |
| Equipment | | |
| Supplies | | |
| Computer Hardware | | |
| Computer Software | | |
| Training | | |
| Other | | |
| Total Requested Amount: | \$50,000 | |