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: Umoja Community Program Division: Student Services: Counseling of Student Development and Engagement   Date: 11/1/2023

☒ 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: *Mashonda Salsberry*   Printed Name: Mashonda Salsberry
Date: 11/10/2023

Manager or dean Signature:

Printed Name: Connie Moreno Yamashiro

Date: 11/27/2023

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 are listed below:

	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.	80% of Umoja Scholars will meet with an Umoja Counselor once a semester to update their educational plan (abbreviated, comprehensive) and ensure progress.	At the conclusion of each semester 80% of Scholars will have an updated educational plan.	Create SARS schedule/reason Code to communicate *Umoja Ed Plan* and collect data at the end of semester.	Yes	Timely persistence towards graduation and/or transfer.
2.	80% of new Students who enroll in Umoja without an educational plan will develop a comprehensive educational plan from an Umoja Counselor by the end of the first semester of enrollment.	At the conclusion of the semester 80% of Scholars will have a comprehensive ed plan on file.	Create SARS schedule/reason code to communicate *Umoja Ed Plan* and collect data at the end of semester.	Yes	Timely persistence towards graduation and/or transfer.
3.	90% of Umoja Scholars will be able to access the Nourish the Soul grocery gift card basic needs service biweekly each semester.	When 90% of Scholars who express food insecurity received a Nourish the Soul gift card.	Track who expresses food insecurity needs and who applied for the gift card.	Yes	Umoja contributes to the food security of their students.

Which outcomes has your program assessed in the last year and/or which do you plan to assess in the coming year?

In the past year we have assessed the following: Number of times Umoja Scholars met with an Umoja Counselor and developed an educational plan, and the number of gift cards provided to our students to ensure their basic needs were met and that they continued to thrive and retain in college. This data was collected and submitted to the MIS report.

In Spring 23 semester, 37 students out of 50 scholars met with a counselor at least once a semester to update their educational plan.
In Spring 23 semester, 15 new students who enrolled in Umoja and developed an Ed Plan from an Umoja counselor.
In Spring 23 semester, 6 students out of 50 scholars accessed Nourish the Soul gift card.

We plan to assess and continue to track these in the upcoming year. Due to transition in staff at Umoja and changes in systems, tracking the intended variables was done through existing data files. Moving forward, we are working closely with OIE and the SARS administrator to improve tracking methods.

What changes, if any, have been made to your program or outcomes as a result of outcomes assessment?

The following changes have been made to our program so that we are assessing data throughout the semester. Previously data and reports were collected and analyzed at the end of the semester. Collecting data in a timely manner supports us in adapting student services and ensures we are proactively reaching out to our Umoja Scholars. We have been intentional and strategic in our data collection from OIE to include data metrics for English and Math completion, number of units completed, Program of Study, and Goals. In addition, we are utilizing SARS to track whether Umoja Scholars are regularly meeting with a counselor and that Umoja Scholars are maintaining a current and active Educational Plan on file. This will support the Umoja program implementation of strategic planning and programming.

Additionally, we have changed in the manner and approach for our "Nourish The Soul" gift cards. After reviewing data, we realized that although available Umoja Scholars were not accessing the application for the Nourish the Soul gift cards during the application period. Basic needs gift card process has been revamped to be extended to ongoing throughout the semester rather than designed for only a specific t. We expanded to include "Flex the Soul" clothing gift cards for students (on an as needed basis).

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:		