Student Services and Administrative Operational Annual Program Review and Planning Update Form Fall 2024

## 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.**

## SUBMISSION:

**Program:**

Admissions and Records

**Principal Author(s):**

Rena Martinez Stluka

**Manager:**

Albert Abutin

**Submission Date:**

11/27/2024 11:38:39 AM

**Author Signature:**

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| Electronically signed by Rena Martinez Stluka on 11/27/2024 11:08:39 AM |

**Manager Signature:**

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| Electronically signed by Albert Abutin on 11/27/2024 11:38:39 AM |

# Part 1: Review of Data

1. **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?**

Outcome 1

Students who have transferred to Fullerton College will have their other college transcripts evaluated.

We continue to implement processes to analyze their impact on student success for students with other college transcripts. We began a pilot to enter OCT coursework into Banner to be viewed in Degree Works student audits for student/counselor appointments.

The need for more resources to map additional OCT course equivalencies became apparent because we were limited to focusing on only entering other college coursework that have mapped equivalencies in Banner. The loss of Guided Pathways funding also limited staff resources to manually enter student other college coursework in Banner.

Outcome 2

Admissions and Records will work in collaboration with Student Services and Instruction to code students in special programs (including Dual Enrollment), cohorts and under-represented groups.

This collaboration is ongoing and has increased due to preparation for VAR reporting and increased efforts to grow enrollment and success for special populations and the need for accurate data for DEIA efforts.

Vision 2023 and the Call to Action to increase Dual Enrollment opportunities has created more tracking and assistance by A&R staff to remove barriers for students and document our processes to align with new regulations related to Dual Enrollment.

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

We continue to seek technology solutions to the manually intensive processes. This includes the need for an automated process for the entry of OCT coursework into Banner, and the creation of online forms and tracking of Dual Enrollment.

1. **How is your area collecting or working to collect disaggregated, student-level outcomes assessment data?**

The reclassification of an Evaluator to an Admissions and Records Analyst has allowed us to run more data reports and adjust our processes accordingly. Example: adjustment of graduation application timelines based on data analysis.

# Part 2: Additional Resource Request Reasoning and Support

**We have reviewed our most recent self-study and have not identified any significant changes that necessitate resource requests for the upcoming academic year.**

**We have reviewed our most recent self-study and have identified significant changes that necessitate additional resource requests.**

**For programs that have identified significant changes that necessitate additional resource requests, answer the following questions for each separate resource request:**

1. **Briefly describe your resource request.**

Strategic Action Plan #1

Create a Transfer Evaluation Technology Unit that will focus solely on the evaluation of other college transcripts. Evaluators focusing on transfer evaluation will work collaboratively with current A&R graduation evaluators, maintain course mappings in Banner, and enter the transfer equivalent courses in Banner to be viewed by students and counselors in Degree Works. They will also work with district E.S.T. staff to ensure accuracy and updates to scribe.

1. **Is this request related to an essential safety need?**

No

**Why must this resource request be processed now rather than during the Fall 2026 comprehensive self-study?**

The need to increase student success and degree attainment for SCFF is an immediate need. The evaluation of other college transcripts is imperative to creating an accurate degree audit so students can make informed decisions on schedule planning and counselors can better assist students with accurate comprehensive education plans.

**How will this additional resource allocation specifically enhance your program’s services, activities, processes, etc. to continue or improve student learning and achievement?**

SCFF funding is based on student degree attainment, this project will increase degree attainment.

**Is the resource request personnel-related? If so, please provide evidence to justify the requested positions such as retirements, program growth or curricular demands, full-time/adjunct ratios, etc.**

1 Yes, we are requesting 2 A&R Evaluator II positions to complete this work.

**How will this additional resource allocation help you serve the college mission or strategic initiatives, and your program’s goals for improvement, as stated in your last self-study?**

College Goal #: Promote Success for Every Student Objective #: Increase completion of courses, certificate and degree programs, and transfer readiness.

**For each separate resource request, complete this chart with the itemized requested dollar amount:**

|  |  |
| --- | --- |
| **Type of Resource** |  |
| Personnel | Classified |
| Facilities |  |
| Supplies |  |
| Computer Hardware |  |
| Computer Software |  |
| Training |  |
| Other |  |
| **Total Requested Amount:** | Personnel – 2 Evaluator II positions (range 38)  $81,732 x 2 Evaluator II positions = $163,464 yearly |

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| --- |
| **Is the funding requested ongoing or one-time funding?**  Ongoing |
| **Is the funding requested for**[**enrollment and reengagement activities?**](https://ie.fullcoll.edu/wp-content/uploads/sites/27/2024/05/ER-2.0-Program-Review-Guide.pdf)  Yes |

**For each separate resource request:**

1. **Briefly describe your resource request.**

Strategic Action Plan #3

Admissions and Records support for outreach initiatives, i.e., Dual Enrollment, Special Admit, Workforce Development Partnerships.

The “behind the scenes” support that A&R provides is critical to the success of outreach initiatives. This support includes admission, registration, special coding of students for tracking purposes, and general student and staff support.

1. **Is this request related to an essential safety need?**

No

**Why must this resource request be processed now rather than during the Fall 2026 comprehensive self-study?**

Vision 2030 specifically addresses the Call to Action for the increase in Dual Enrollment opportunities for High School students. The need to support these efforts with streamlined processed requires Admissions and Records to adjust our processes to ensure that students are registered by A&R staff to remove barriers. The changes in regulations allow requires A&R staff to adjust processes and track students differently, which requires more “behind the scenes” processes to be compliant and document for yearly audits.

**How will this additional resource allocation specifically enhance your program’s services, activities, processes, etc. to continue or improve student learning and achievement?**

This project directly aligns with Vision 2023 and the increase in Dual Enrollment efforts.

**Is the resource request personnel-related? If so, please provide evidence to justify the requested positions such as retirements, program growth or curricular demands, full-time/adjunct ratios, etc.**

Yes, we are requesting 2 A&R Specialist II positions to complete this work.

**How will this additional resource allocation help you serve the college mission or strategic initiatives, and your program’s goals for improvement, as stated in your last self-study?**

College Goal #: Strengthen Connections with our Community

Objective #: Create partnerships with local k-12 and higher education institutions; expand relationships with local business and organizations.

**For each separate resource request, complete this chart with the itemized requested dollar amount:**

|  |  |
| --- | --- |
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