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:**

Dual Enrollment

**Principal Author(s):**

Tam Contreras

**Manager:**

Carlos Ayon

**Submission Date:**

11/27/2024 10:47:02 AM

**Author Signature:**

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| Electronically signed by Ngoc Tam Contreras on 11/27/2024 10:45:25 AM |

**Manager Signature:**

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# 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?**

The Educational Partnerships & Programs/Dual Enrollment Department serviced our in-district high schools and K-8 partnerships by providing dual enrollment courses to our students. We serviced communities within Fullerton, Anaheim, Brea and Placentia Yorba Linda.

Service Area:

The following districts were serviced for the Summer 2023, Fall 2023 and Spring 2024 academic school year.

Anaheim Union High School District:

Anaheim High School

Katella High School

Loara High School

Gilbert/ Polaris High School

Brea Olinda Unified School District:

Brea Canyon High School

Brea Olinda High School

Fullerton Joint Union High School District:

Buena Park High School

Fullerton High School

La Habra High School

La Vista/La Sierra High School

Sonora High School

Sunny Hills High School

Troy High Schoool

Placentia Yorba Linda Unified School District:

Buena Vista High School

El Camino High School

El Dorado High School

Esperanza High School

Valencia High School

Yorba Linda High School

Fullerton School District – Districtwide

Buena Park School District – Districtwide

Pathways:

We currently offer 9 pathways for our school sites:

Transfer to CSU/UC

Administration of Justice

Biotechnology

Computer Gaming

Digital Arts

Drone Technology

Horticulture

Journalism

Music

Data Review:

The data we evaluated for the academic year consisted of enrollment data, success rates, and course offerings.

Enrollment Data:

Compared to 2022-2023, Special Admits saw an increase in enrollment of 4% growth for 2023-2024 school year, from 2,228 students enrolled to 2,335 enrolled. Credit Full Time Equivalency (FTE) for this year for College and Career Access Pathways and Special Admits totaled to 548.8.

Success Rates:

In evaluating our student success rate for the 2022-2023 and 2023-2024 academic years, we observed a slight change in success rates. In 2022-2023, our overall student success rate was 70.5%, while in 2023-2024, it was 70.2%, reflecting a modest decrease of 0.3%. Additionally, we noted that Special-Admit students achieved slightly higher success rates than their traditional counterparts. Specifically, Special-Admit students attained a success rate of 71.2% in 2023-2024, compared to a rate of 69.7% for traditional students in the same period.

Course Offerings:

During the review of our course offerings, we noted a reduction in the total number of courses available to students. In the 2022-2023 academic year, 124 courses were offered, compared to 118 courses in the 2023-2024 academic year—a net decrease of six courses. This adjustment encompasses offerings across the Summer 2023, Fall 2023, and Spring 2024 terms.

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

As we plan for the upcoming year, we are leveraging data-driven insights to guide strategic growth in our programs. Our objective is to achieve a 10% improvement across key metrics: student enrollment, success rates, and course offerings. To support this growth, we have implemented substantial programmatic changes both internally and externally, designed to strengthen our foundation and enhance student outcomes.

Internal Changes

To better align resources with program needs, we have restructured our department and expanded staffing, including:

Hiring a Full-Time Dual Enrollment Director to provide dedicated leadership.

Hiring a Full-Time Special Project Coordinator to manage key initiatives within the department.

Restructuring hourly staff roles into Dual Enrollment Success Coaches to support students at Fullerton Joint and Anaheim Union school sites.

Adding Dual Enrollment Success Coaches at Brea Olinda and Placentia-Yorba Linda School Districts to extend support services.

External Changes

We have also enhanced collaboration with Student Services, resulting in:

Placement of embedded tutors at high school sites to provide direct academic support.

Placement of counselors at high school sites for case management, educational planning, and referrals to student services.

Increased access to academic tutoring services and Disability Support Services through streamlined referral processes.

These initiatives are designed to foster a robust support system for our students, enabling them to thrive academically and personally. By implementing these strategic changes, we are confident in our ability to achieve a 10% growth in enrollment, success rates, and course offerings in the year ahead.

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

To effectively measure progress in these areas, we are employing a multifaceted data collection approach.

• Student Enrollment: We will utilize our Tableau dashboard, which integrates data from Banner, to capture and analyze student enrollment trends across our courses.

•Student Success: To enhance the comprehensiveness of our data, we will use Tableau as our primary tool while also tracking records of students who receive a “W” in their courses. Recognizing the potential impact of “W” grades on students' academic records, this additional tracking will help us identify patterns and develop targeted support systems to improve retention and success rates.

•Course Offerings: Our internal departmental database will be the primary tool for monitoring the total number of courses offered throughout the academic year, providing a clear view of changes and growth in our curriculum.

By leveraging these tools and strategies, we aim to collect actionable insights that will guide our decision-making and help us meet our goals for enrollment, student success, and expanded course offerings.

# 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.**

[x] **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.**

Full Time Permanent Program Coordinator

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?**

As our Dual Enrollment program continues to expand, the need for full-time staff support has become increasingly critical to meet program demands. During the 2023-2024 academic year, the program generated an impressive 548.8 credit FTEs. To sustain this level of success and proactively support anticipated growth in the upcoming year, ongoing investment in dedicated staff resources is essential.

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

Our success data shows that we have room for improvement.

**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.**

Currently, the Dual Enrollment Program is supported by only one full-time permanent staff member. However, the demands of effectively serving students, faculty, staff, and high school partnerships far surpass the capacity of a single individual. To address this need, we are requesting the addition of a full-time permanent Program Coordinator.

This role will focus on strengthening internal relationships within the Fullerton College community, fostering collaboration and enhancing program operations. Meanwhile, the Director will concentrate on cultivating and expanding external partnerships within the surrounding community. This strategic addition will ensure the program is well-positioned to meet its growing demands and achieve its long-term goals.

**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?**

This additional resource will directly align with our strategic institutional Goal #3: Strengthen Connections with our Community; Section 1: Increase equitable access to Dual Enrollment courses and Pathway programs offered at local high schools.

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

|  |  |
| --- | --- |
| **Type of Resource** |  |
| Personnel | Classified |
| Facilities |  |
| Supplies |  |
| Computer Hardware | 10,000 laptops for professional staff that is assigned to the department to work offsite at the partner sites to assist with student case management, matriculation steps, |
| Computer Software |  |
| Training |  |
| Other |  |
| **Total Requested Amount:** | $103,787 w/ benefits for staffing $10,000 for laptops |

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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.**

5 Adjunct Counselors

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?**

As our program grows in Dual enrollment, we need adjunct counselors to support students through the course work. We currently have around 3,000 students enrolled a year to our program, with no adjunct counselors dedicated specifically to Dual enrollment to case manage and connect them with resources on Fullerton College campus.

The addition of adjunct counselors focused on Dual Enrollment would ensure students receive the guidance and resources necessary to navigate their academic journey successfully, enhancing both retention and success rates within the program.

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

Our success data highlights opportunities for improvement within the Dual Enrollment program. Established best practices demonstrate that having counselors available at high school sites significantly enhances student outcomes. By providing on-site support, counselors can closely track student progress and deliver timely interventions, ultimately increasing student success in their courses. Expanding access to high school-based counselors is a key step toward addressing these needs and fostering a more supportive learning environment for our students.

**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.**

Currently, the Dual Enrollment Program has no dedicated counselors from Fullerton College stationed at the high school site to provide support for the students.

**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?**

This additional resource will directly align with our strategic institutional Goal #2: Sucess for Every Student: Fullerton College will support students in achieving their educational and career goals; Section 7: Decrease the gap in success and retention rates between online and in-person courses.

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

|  |  |
| --- | --- |
| **Type of Resource** |  |
| Personnel | Adjunct Faculty |
| Facilities |  |
| Supplies |  |
| Computer Hardware |  |
| Computer Software |  |
| Training |  |
| Other | Fieldtrips to FC, Hospitality to host school sites and family nights-10,000 |
| **Total Requested Amount:** | $277,389 w/ benefits for adjunct counselors $10,000 for other |

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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.**

2 Permanent Specialists

5 Professional Experts

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?**

As our Dual Enrollment program continues to expand, there is an urgent need for full-time staff dedicated to our two largest feeder districts: Anaheim Union High School District and Fullerton Joint Union High School District. Currently, these sites are supported by hourly staff, who are limited to 26 hours per week over 38.5 weeks per year. This structure creates challenges in maintaining program continuity due to high staff turnover and limited availability.

The addition of full-time staff at these critical locations would provide the consistency and stability necessary to strengthen our partnerships, enhance program delivery, and better serve the needs of our students and stakeholders.

The professional experts will be assigned to the smaller feeder schools that we are growing in services to: Brea Olinda and Placentia Yorba Linda.

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

We currently offer over 65 courses a year to these sites and therefore need regular presence in these partnerships. Full-time staff will provide constant and regular support that will be welcomed at the sites to enhance our partnerships.

For the smaller feeder sites, we currently offer around 25 courses for the academic year.

**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.**

Currently, the Dual Enrollment Program has no full-time classified staff. This request will allow us to mirror the level of services that our Outreach and Educational Partnerships Team provide to our partner sites.

**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?**

This additional resource will directly align with our strategic institutional Goal #2: Sucess for Every Student: Fullerton College will support students in achieving their educational and career goals; Section 7: Decrease the gap in success and retention rates between online and in-person courses.

**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:** | $175,636 w/ benefits for classified $126,125 for Hourly Professional experts |

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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 |