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:**

Grads to Be Program

**Principal Author(s):**

Julio Reyes Cabezas and Dr. Connie Moreno Yamashiro

**Manager:**

Flor Huerta

**Submission Date:**

12/05/2024 9:09:48 AM

**Author Signature:**

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| Electronically signed by Connie Yamashiro on 11/25/2024 4:25:46 PM |

**Manager Signature:**

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| Electronically signed by Flor Huerta on 12/05/2024 9:09:48 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?**

(1) 60% of G2B UndocuScholars will meet with our G2B academic counselor once a semester to update their educational plan (abbreviated, comprehensive) and ensure progress

Number of students with a 2024 Student Educational Plan: 36 out of 37, which is 97% of UndocusScholars. Although 97% of scholars have an Ed Plan, in the future we will develop a process to track whether the Ed Plan was developed by our G2B counselor, or another counselor not connected to the program.

(2) Currently about 33% of UndocuScholar applicants complete the UndocuScholars Orientation. Therefore, our goal is that 50% of UndocuScholars applicants will complete UndocuScholars orientation in Fall 2023 and as a result will receive a bookstore supply card.

Number of students that submitted a complete UndocuScholars application for the 2024-2025 academic year: 66. Number of students that submitted a complete UndocuScholars and attended our UndocuScholar Orientation for the 2024-2025 academic year: 61/66 (92%). 92% of NEW UndocuScholars completed orientation so we surpassed our goal of 50%

(3) 50% of UndocuScholars will fulfill all program requirements and as a result will receive a grocery supply card at the end of each semester

24% completed all program requirements of meeting with an academic counselor and attending 2 events during the 2023-2024 academic year. This is an area of opportunity for the program that the team is working on improving. We are happy to see students are meeting with an academic counselor, but they aren’t attending events for a variety of reasons such as work and family commitments, so we are exploring what this part of the requirement might look like for students moving forward since we don’t want to unintentionally create barriers for them.

(4) 60 % of G2B UndocuScholars will attend 2 events hosted by G2B

24% attended two events. Again, this is an element we are exploring to improve by adjusting or modifying the UndocuScholars requirements.

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

We have meet most program outcomes except those related to event participation by students. It has been challenging as our program has been expanding and we have had staff turnover. Currently, we have not made any changes to our outcomes, but we are exploring modifying our event requirements to meet students where they are at and to not create additional barriers for our immigration-impacted students.

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

We collect attendance at our monthly events using Microsoft Forms and a Starfish Kiosk. Additionally, we review our academic counseling appointment data from SARS, and our therapist wellness check-ins and general advising appointments from Starfish. We review and disaggregate this data at the end of each year to review our program contacts and outcomes. For our UndocuScholars, we have been tracking them using Microsoft Forms and Excel. We plan to move our case management to Starfish to track their progress with program requirements, benefits, and outcomes.

# 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.**