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:**

Hornets Tutoring

**Principal Author(s):**

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**Manager:**

Dani Wilson

**Submission Date:**

12/02/2024 5:19:25 PM

**Author Signature:**

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**Manager Signature:**

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| Electronically signed by Dani Wilson on 12/02/2024 5:19:25 PM |

# 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. Increase Black students attending tutoring and increase the number of Black students enrolled with an embedded tutor

2. Diversity of tutors recruited and hired should match that of the student population.

We have assessed both outcomes.

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

For outcome 1:

We asked OIE to identify courses with high percentages of black students. Since our program targets class sections and not specific students, we had hoped to learn that some classes have higher rates of enrollment for black students. The course with the highest enrollment of black students is ENGL 100. In 2023-24, 3.3% of all black students enrolled in ENGL 100. No other course was above 3%. HT has good coverage in ENGL 100, at least 23% higher than the mean. Other courses on the list provided by OIE are inconsistent or have percentages that are too low to significantly improve access for black students as a whole. It does not seem to be the case that HT can significantly improve access to embedded tutors for black students by targeting specific courses. However, HT is currently staffing sections for the UMOJA cohort, which is likely to have a larger than average concentration of black students.

OIE also provided data regarding the most popular majors for black students in 2023-24:

Business Management 5.80%

Business Administration 4.70%

Psychology AA-T 4.00%

Business Administration 2.1 3.70%

Kinesiology AA-T 3.10%

Computer Science 2.70%

Pre-Nursing 2.60%

Communication Studies AA-T 2.30%

Accounting 2.20%

Art 2.10%

HT would like to grow our offerings in gateway/momentum courses along the Business pathway, which may also improve access for black students. We used to have better coverage in Accounting classes prior to the pandemic and we plan to collaborate with the Business CIS division in the future.

Regarding SLO 2:

OIE analyzed our applicant and hiring pool from spring 2023. We attract and hire a racially diverse group.

Latinx: applied 51%; hired 60%

White: applied 27%; hired 26%

Asian: applied 14%; hired 12%

Unknown: applied 3%; hired 2%

Two or more races: applied 6%; Hired 0%

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

Tutors collect participation data using Starfish. The data is then moved into a Tableau dashboard. It can be disaggregated on a granular level.

# 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.**

This is not a request for additional resources, but rather an attempt to document the budget for Hornets Tutoring. Therefore, rather than answer questions related to “additional funding,” the following will explain context. For several years, HT has had a budget of approximately $1,000,000 to pay embedded tutors (TEA’s), summer and winter hours for the faculty Coordinator (PE), and the Mentor Co-Coordinator (PE) for the academic year. A small amount is also spent on supplies (approximately $2,000).

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?**

HT has historically been funded through various “soft-money” sources, such as SEA and CARES. There is no “line item” to fund embedded tutoring. The process whereby HT requested a budget each year has not been very clear. This is why this amount was not included in the 2021-22 Program Review. However, we have received clarification that these funding needs and allocations should be a part of our Program Review moving forward, so we are adding them to this update.

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

Although this request is included here, the amount requested is not “additional.” It is our annual budget. Our 2022-23 Program Review provides analysis of the efficacy of the program in detail.

**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.**

Most of the HT budget goes directly to paying personnel. Historically, most (90%) of the tutors in HT are current or recent FC students. We place over 120 tutors in over 200 classes each fall and spring (with a smaller summer offering as well).

**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?**

Although this request is included here, the amount requested is not “additional.” It is our annual budget. Our 2022-23 Program Review provides analysis of the efficacy of the program in detail.

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

|  |  |
| --- | --- |
| **Type of Resource** |  |
| Personnel | Hourly |
| Facilities |  |
| Supplies | 2,000 |
| Computer Hardware |  |
| Computer Software |  |
| Training |  |
| Other |  |
| **Total Requested Amount:** | 1,000,000 |

|  |
| --- |
| **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 |