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:**

Humanities Division Office

**Principal Author(s):**

Jeanette Rodriguez, Amy Shrack, Tammy Plachy & Carol Rehfield

**Manager:**

José Ramón Núñez

**Submission Date:**

12/12/2024 12:27:00 PM

**Author Signature:**

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| Electronically signed by Jeanette Rodriguez on 12/06/2024 3:02:13 PM |

**Manager Signature:**

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| Electronically signed by Jose Ramon Nunez on 12/12/2024 12:27:00 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?**

Outcomes

1. Deliver timely and relevant information and assistance to students.

2. Deliver timely and relevant information and assistance to faculty, staff and the public.

The division office has assessed the faculty and plans to assess students. We are working on developing a way to conduct student surveys in select classrooms throughout our division. We are aware students are frequently asked to participate in different forms of data collection for our campus and are working to develop an approach that does not exacerbate to survey fatigue. While we have ambitious goals for our division office it is worth noting we are operating under personnel constraints. In the last year our division office lost our admin I and our permanent dean. The personnel losses have made it difficult to dedicate substantial time to these efforts.

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

The survey results will contribute to continual improvement in quality of services for students. We hope the student data we collect will reflect our investment in professional development opportunities for our classified professionals. The previous survey of faculty led to changes in how we conduct our division meetings. We are mindful of faculty time and try to maximize our time by developing efficient agendas and increasing the opportunities for faculty to faculty communication.

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

The Humanities Division office is committed to collecting disaggregated student data. We are in the process of developing a survey that will be administered via QR code when students visit/interact with our division office.

# 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.**

We are requesting the purchase of an intercom system for the 2400 building. During previous drills and actual fire alarm evacuations we learned that people who are in the courtyard and in the halls of the building (ie not in a classroom or office) cannot hear the a lockdown or evacuation is occurring in the building/on campus. Lockdown and drop, cover and hold announcements are made through the phone system, and those announcements made through the phone systems cannot be heard in those spaces. This poses a safety issue for students and staff who are caught outside a classroom or office when a lockdown or other emergency situation occurs. If we had an intercom system that could either connect to the phone system or that we could use in house to alert everyone in the building that there is a lockdown in place, that would allow those not in rooms with Cisco phones to know what is happening and find a safe place. The library has such a system, and, after discussing options with Campus Safety to remedy this oversight inthe building, we think that an intercom system is the best option.

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

Yes

**Please explain how this resource will help your program meet an essential safety need.**

Yes, as stated above, this problem was not discovered until we had out first active shooter drill in Spring of 2023. This is a safety issue that needs to be addressed as soon as possible.

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

|  |  |
| --- | --- |
| **Type of Resource** |  |
| Personnel |  |
| Facilities | $75,000.00 |
| Supplies |  |
| Computer Hardware |  |
| Computer Software |  |
| Training |  |
| Other |  |
| **Total Requested Amount:** |  |

|  |
| --- |
| **Is the funding requested ongoing or one-time funding?**  One-time funding |
| **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)  No |

**For each separate resource request:**

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

American Sign Language (ASL) chair upgrade request. The ASL program requires face to face interactions. The current chairs in the two ASL designated classrooms make this difficult since they are hard to move since they are sleigh-type desks. Investing in desks with casters would make instruction easier for students and faculty in the ASL program.

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 ASL program is new to our division. Fall 2024 was the first semester Fullerton College offered courses in this program. This is an immediate need since we could not anticipate this before students and faculty were in the room using the space.

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

The chairs will help instruction since ASL acquisition involves working in dyads where facial expressions play an important role. Students need to be able to sit face-to-face to simultaneously interpret each others signing and facial expressions. Currently, students have limited mobility with the current standard desks in the two designated classrooms.

**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.**

no

**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?**

The ASL program at Fullerton College contributes toward helping us meet our diversity and access goals. Our division faculty make concerted efforts to learn strategies for supporting students in a way that is inclusive and equitable. Providing access and developing connections with the local community are important to our division.

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

|  |  |
| --- | --- |
| **Type of Resource** |  |
| Personnel |  |
| Facilities |  |
| Supplies | $47,400.84 (quote provided by KI the district furniture supplier) |
| Computer Hardware |  |
| Computer Software |  |
| Training |  |
| Other |  |
| **Total Requested Amount:** |  |

|  |
| --- |
| **Is the funding requested ongoing or one-time funding?**  One-time funding |
| **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)  No |

**For each separate resource request:**

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

Resource Request 1: With the addition of a new ASL program we are requesting additional administrative support to specialize in ASL. We are requesting an Admin Asst II with ASL fluency as a desired qualification. The ASL program is support heavy it requires timely coordination of interpreters and additional resources for meetings and other department and division functions.

Resource Request 2: Improving the accessibility of the Humanities building. the 2400 building was designed with the minimum ADA requirements, but we aim to provide truly equitable and full access to students in our campus community.

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?**

Resource Request 1: Fall 2024 is the first time we are offering American Sign Language (ASL) courses at Fullerton College. The program has generated substantial interest and is predicted to grow quickly within the next year.

Resource Request 2: This is an ongoing issue students entering our building can end up trapped in a stairwell if they enter our building through the external door openers located on the exterior of the building. The external door openers are misleading because the entrances to stairwells 2 and 3 are not truly accessible.

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

Resource Request 1: This additional resource allocation will enhance our ability to respond to the ASL program needs in a timely manner. A desirable qualification of ASL fluency will facilitate communication with our Deaf and Hard of Hearing faculty and students.

Resource Request 2: This is an accessibility concern. Students, faculty the general public looking for entrances with wheelchair access do not have a way in the building. The additional remote door openers would make our building truly accessible.

**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.**

Resource Request 1: The Humanities Division is one of the largest divisions on campus. Our Instructional building serves the needs of the larger campus community. The addition of a program necessitates additional support. We provide administrative support to over 130 full and part time faculty. The American Sign Language (ASL) program is new to our division and growing rapidly.

Resource Request 2: n/a

**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?**

Resource Request 1: This additional resource allocation will help us serve the core values of access and community. By adding to our administrative team we will also further our diversity, equity, inclusivity and belonging.

Resource Request 2: This helps us achieve the college goal of access, belonging and equity. Inclusivity is important because lack of proper access to our building creates an issue with equity in access to our educational spaces. This will also help cultivate a sense of belonging for our students that use a wheelchair.

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

|  |  |
| --- | --- |
| **Type of Resource** |  |
| Personnel | Classified |
| Facilities | Request 2: $72,000.00 for door openers (this is a one-time funding request) the ongoing request is for our classified personnel request. |
| Supplies |  |
| Computer Hardware |  |
| Computer Software |  |
| Training |  |
| Other |  |
| **Total Requested Amount:** |  |

|  |
| --- |
| **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)  No |