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:**

LLRISPS Division Office

**Principal Author(s):**

Dani Wilson

**Manager:**

José Ramón Núñez

**Submission Date:**

12/20/2024 2:19:00 PM

**Author Signature:**

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| Electronically signed by Danissa Wilson on 12/20/2024 10:15:15 AM |

**Manager Signature:**

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| Electronically signed by Jose Ramon Nunez on 12/20/2024 2:19:00 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?**

Outcome # 1: The departments within the LLRISPS Division (including the students, classified professionals, faculty, and managers) will feel supported. This includes the division office’s collegiality, helpfulness, efficiency, commitment to DEIA (diversity, equity, inclusion, and anti-racism) and commitment to student success.

Outcome # 2: The LLRISPS Division will build partnerships across campus, Cypress College, the NOCCCD, and throughout the larger community.

OUTCOMES ASSESSMENT:

Outcome # 1 was assessed towards the end of Fall 2022 semester via an anonymous Qualtrics survey. This survey was then repeated in the current (Fall 2024) semester.

Outcome # 2 was assessed at the end of the Fall 2023 semester via an audit of new partnerships that the LLRISPS Division has made. This audit will be repeated at the end of the Fall 2024 semester.

The LLRISPS Division includes the following departments/areas/offices:

Academic Support Center (ASC) which includes the Tutoring Center, Writing Center and Math Success Program

Guided Pathways Office which includes Guided Pathways, First Year Experience (FYE) and Mindful Growth

The Honors Program

Hornets Tutoring

The Library

Staff Development

Study Abroad

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

SOme of the Based on the outcomes of the division-wide satisfaction survey, we have implemented a few new activities. Once of the main takeaways from the various surveys has been to offer more opportunities for the various departments to interact and collaborate more. Because our division is so spread out (with several unique and disparate departments and areas), it is difficult to come together as a whole division naturally. So, we have taken it upon ourselves to create opportunities for this sort of interaction and collaboration. For example, we hold two division-wide meetings on the convocation day in both fall and spring. For the fall meeting, we have initiated a luncheon and a cornhole tournament in addition to a meeting. We have done this twice now. It is an opportunity to engage in social interaction among the division members. This has been extremely successful and well liked among the staff. In addition to lively play and some good-hearted competition, staff members have reported feeling more connected to the division and to one another due to the activity. In the spring division meeting, we have incorporated a luncheon and a meeting that focuses on active planning and dreaming. As an example, last spring, we read from Gina Ann Garcia’s texts on HSI Servingness and split into department/areas to begin to draft department/area mission statements that encapsulate these ideals.

In addition to the convocation day meetings, the Library and ASC have started hosting division-wide potlucks: the Spring Fling in the spring semester and the Spooky Soiree in the fall semester. Again, these offer staff members the opportunity to meet one another in an informal setting in order to become more connected and bonded as a division. Division members report feeling extremely grateful to have the opportunity to spend some informal time with one another.

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

We collect these data through our various departments, areas, offices, and programs, not through the Division Office itself.

# Part 2: Additional Resource Request Reasoning and Support

[x] **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.**