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:**

MESA Program/STEM Center

**Principal Author(s):**

Carlos Aguirre

**Manager:**

Bridget Salzameda

**Submission Date:**

12/02/2024 10:27:00 AM

**Author Signature:**

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| Electronically signed by Carlos Aguirre on 11/27/2024 5:08:07 PM |

**Manager Signature:**

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| Electronically signed by Bridget Salzameda on 12/02/2024 10:27:00 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?**

The Mathematics, Engineering, Science Achievement (MESA) program is launching in Spring 2025. Therefore, there are no outcomes from Fall 2022. However, MESA Program/STEM Center plans to assess the outcomes that result from the collaborations described below.

The NSF Engineering Partnerships Launching Underrepresented Students (PLUS) Alliance Western Regional Hub consists of various types of institutions, national labs and industries that engage in collective dialogue and strategize to achieve organizational, institutional, and national goals as it relates to persistence in engineering and workforce development. FC MESA has joined as a collaborator/partner of the Western Regional Hub. Through this partnership, FC MESA will strengthen relationships with educators, prospective employers in business and industry to establish student internships, scholarships and other career opportunities for MESA students.

Universidad del Sagrado Corazón summer experiential learning opportunity and summer research internships for MESA students. MESA Director, Dr. Carlos Aguirre, is establishing a collaboration with Universidad del Sagrado Corazón, a university in Puerto Rico, in which three to five MESA students will have the opportunity to participate in a one-week biology and robotics summer boot camp. Through this collaboration MESA students will also have the opportunity to participate in a longer (eight to ten weeks) summer research experience. The logistics of this collaboration are in the foundational stage. Nevertheless, preliminary discussions with Universidad del Sagrado Corazón indicate that for the summer biology and robotics boot camp the university will provide MESA students housing via dorms at the university and two or three meals per day. Furthermore, preliminary discussions with Universidad del Sagrado Corazón indicate that the longer (eight to ten weeks) summer research experience will include airfare, meals, housing, insurance, publication participation, and other expenses abroad, estimated at $5,000 for each student.

The NSF stEm PEER Academy (\*E is for Engineering focus) engages STEM professionals to improve the preparation, participation and contributions of underrepresented students in science and engineering. MESA Director, Dr. Carlos Aguirre, will apply with the prospect of being selected to engage in a 2+ year professional development and research experience to support the design and implementation of an engineering-focused implementation project at FC MESA. If selected for the NSF stEm PEER Academy, Dr. Carlos Aguirre will engage in the following: utilize data and assessment to develop an action plan that will inform specific implementation efforts at FC MESA, be guided and supported to submit project outcomes as publications to LSAMP, ASEE and/or the National INCLUDES Network. Ultimately, accelerate implementation of high-impact, evidence-based practices to increase the number of engineering degrees awarded to MESA students and/or women, BIPOC students.

Counseling and transfer assistance for MESA students will be established with internal collaborations with the Counseling Division and the Transfer Center. It is a MESA program requirement to have a counselor at the MESA Center to assist students with their student educational plan as well as other counseling needs. MESA is striving to solidify the Counseling Division collaboration by the end of this semester (Fall 2024). MESA is collaborating with the Transfer Center to determine Transfer Center services such as workshops that can be implemented at the STEM Center for MESA students.

STEM Center tutoring for STEM students will be established via internal collaborations with Hornets Tutoring and Academic Support Center (ASC) tutoring. Hornets Tutoring will have math and science embedded tutors host group study tutoring sessions at the STEM Center. Similarly, ASC will have Peer Assisted Learning (PAL)/MESA drop-in style tutoring for math and science at the STEM Center.

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

This is not applicable because MESA Program/STEM Center is launching in Spring 2025.

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

MESA Program/STEM Center is implementing Starfish for collecting student level outcomes assessment data as well as collaborating with OIE.

# 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.**

1. STEM Center front entrance window graphics (custom window graphics are made of vinyl rolls utilized for placing designs/graphics on windows) are needed.

2. A door for the MESA Counseling area is needed in the MESA Counseling cubicle/desk area for privacy and sensitive conversations/information discussed by the MESA Counselor and a student.

3. A glass door for the MESA office suite entrance is needed to replace the wood door of the MESA office suite entrance.

4. MESA student lockers are requested since student lockers are a MESA program requirement.

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.**

1. The window graphics request is related to a safety need because currently the large glass wall/windows that make up the entire front entrance/wall of the STEM Center allow for everything inside the STEM Center to be easily seen. Therefore, potentially risking the theft of the following technology items: five computers, five monitors, two smart TVs, and a TV used for digital signage. A one-time funding of $8,000 (quote from FastSigns vendor) for window graphics is requested. This one-time funding will ensure that the large glass wall/windows that make up the entire front entrance/wall of the STEM Center are not see through/transparent. Thus, mitigating the risk of theft of the expensive technology items in the STEM Center.

2. The door for the MESA Counseling area request is related to a safety need regarding creating a safe space for MESA students to feel comfortable informing the MESA Counselor of obstacles/barriers that they are facing in their academic journey. By creating a private and safe counseling space for students to express their emotions and sensitive information, MESA will be able to provide optimal counseling support to MESA students at the STEM Center.

3. The MESA office suite glass door request is related to a safety need because this office door entrance is the only area that allows for a field of view for supervision of MESA students in the general student area of the STEM Center. Currently, there is a wood door that when closed blocks off supervision of students in the general student area of the STEM Center. A glass door will allow staff in the office suite to have a field of view for supervision of students even when the glass door is closed due to office work related reasons.

4. MESA student lockers will provide a safe space for MESA students to leave some of their belongings while on campus.

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

|  |  |
| --- | --- |
| **Type of Resource** |  |
| Personnel |  |
| Facilities |  |
| Supplies | A one-time funding of $8,000 (estimate from FastSigns vendor) for window graphics is requested.A one-time funding of $6,000 (estimate from CBI vendor) for a door for the MESA Counseling area is requested.A one-time funding of $8,000 (estimate from Facilities) for the MESA office suite glass door is requested. |
| Computer Hardware |  |
| Computer Software |  |
| Training |  |
| Other | A one-time funding of $12,000 (estimate from vendor that supplied MESA student lockers to another college) is requested for MESA student lockers. |
| **Total Requested Amount:** | $34,000.00 |

|  |
| --- |
| **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.**

A water filtration system is requested to have a water fountain adjacent to one of the STEM Center entrances.

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?**

There is already what seems to be an area where a water fountain used to be adjacent to one of the STEM Center entrances. However, the water fountain seems to have been removed and the area is not in good condition.

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

Some of the MESA Program/STEM Center services, activities, etc. will require water. For example, some 3D printers and/or glowforge laser cutters may require water replacement during use due to cooling system logistics. Therefore, it would be greatly appreciated if there is a water source/fountain nearby for MESA Program/STEM Center students to use when working with STEM equipment and hands-on skills projects that require water.

**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, the water filtration system request is not personnel-related.

**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 is not applicable because MESA Program/STEM Center is launching in Spring 2025. Therefore, there is no MESA Program/STEM Center statement from a last self-study. However, the water filtration system will ensure that MESA Program/STEM Center has a water source/fountain nearby for MESA Program/STEM Center students to use when working with STEM equipment and hands-on skills projects that require water. This additional resource allocation would enhance the STEM experiential learning opportunities that MESA Program/STEM Center will be providing to students to make them competitive for STEM internships and/or jobs.

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

|  |  |
| --- | --- |
| **Type of Resource** |  |
| Personnel |  |
| Facilities | A one-time funding of $15,000 (estimate from Facilities) for the water filtration system is requested. |
| Supplies |  |
| Computer Hardware |  |
| Computer Software |  |
| Training |  |
| Other |  |
| **Total Requested Amount:** | $15,000.00 |

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| --- |
| **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.**

1. STEM Center student ambassadors are requested. STEM Center student ambassadors work as front entrance desk staff to welcome guests to the STEM Center and inform them about STEM Center services and resources as well as perform clerical duties including but not limited to schedule appointments, answer phones, etc.

2. STEM Center faculty for supervision is requested.

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.**

1. The STEM Center is opening in Spring 2025. In Fall 2024 there were 2,914 STEM students enrolled at Fullerton College. Therefore, many students will start to use the STEM Center in Spring 2025. STEM Center student ambassadors will play an integral role in establishing the STEM Center welcoming diverse culture by contributing to effective assistance of STEM Center students and guests including but not limited to supporting communication of resources and activities, alerting the MESA Director and/or admin assistant of any issues in the main student area, student appointments, and student check in/out in a welcoming and positive manner.

2. STEM Center faculty will provide supervision to students in the main area of the STEM Center. Faculty supervision is needed during times when both the MESA Director and the MESA admin assistant are not at the STEM Center (e.g., meetings, conferences, etc.). Faculty supervision will allow for the STEM Center to stay open when the MESA Director and the MESA admin assistant are not at the STEM Center (e.g., meetings, conferences, etc.).

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

|  |  |
| --- | --- |
| **Type of Resource** |  |
| Personnel | Hourly |
| Facilities |  |
| Supplies |  |
| Computer Hardware |  |
| Computer Software |  |
| Training |  |
| Other | Personnel and safety related:1. STEM Center student ambassadors, (10 hr/week x $16/hr x 32 weeks x 7 student ambassadors) x 0.0865 fringe benefits = $38,940.162. STEM Center faculty for supervision of students, (10 hr/week x $102.097/hr x 32 weeks x 2 adjunct faculty) x 0.0865 fringe benefits = $70,994.17 |
| **Total Requested Amount:** | $109,934.33 |

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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)No |