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:**

Math & Computer Science Office

**Principal Author(s):**

Sam Foster

**Manager:**

José Ramón Núñez

**Submission Date:**

12/16/2024 3:28:29 PM

**Author Signature:**

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| Electronically signed by Samuel Foster on 12/16/2024 3:04:05 PM |

**Manager Signature:**

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| Electronically signed by Jose Ramon Nunez on 12/16/2024 3:28:29 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: Current and potential students will receive thorough and accurate information about all aspects of college operations, specifically those related to the Division.

Outcome 2: Faculty and support will receive assistance in support of student success.

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

We have refreshed the office with new paint, and furniture to create a more welcoming environment, especially for students and potential students as well as staff. We have worked more closely with the tutoring lounge to support student success.

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

Given the relatively brief nature of our interactions with students and the difficulty in attaching any feedback responses to student-level data that could be disaggregated, it is unclear how to provide this type of data for the operation of the Division office. We are in the process of considering other ways to assess our impact on students.

# 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.**

We are requesting funds to support professional development for classified staff, especially in the areas of diversity, equity and inclusion. We are also requesting funding complete the division office refresh that was began last year.

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 students we serve as well as potential students are increasingly diverse. We need to be better equipped to serve those diverse students as well as staff and the community now, rather than in the future. We also need to ensure that the office is a welcoming environment for students, staff, and the community. The partial refresh has made a noticeable difference.

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

Even as our students have become increasingly diverse, our faculty and staff have historically been overwhelmingly white. Although the office staff has always been kind and helpful to all students, faculty, staff, and the public, more training in diversity, equity, and inclusion and ensure that policies, practices, and environment continue to adapt to be more culturally informed to reflect our students.

**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?**

As stated in our last self-study, the Math and Computer Science Division Office provides support to a division that offers courses to our diverse communities who seek educational career growth, associate degrees, and transfer. Providing classified staff with professional development, especially as it pertains to cultural knowledge and humility for our students, potential students, our diverse campus and the community is part of the transformation we seek as a division.

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

|  |  |
| --- | --- |
| **Type of Resource** |  |
| Personnel |  |
| Facilities |  |
| Supplies |  |
| Computer Hardware |  |
| Computer Software |  |
| Training | $10,000 for professional development activities for staff, including relevant conferences and travel. |
| Other | $3000 for blinds to complete the office refresh |
| **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 |