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:**

Natural Sciences Division Office

**Principal Author(s):**

Bridget Salzameda

**Manager:**

José Ramón Núñez

**Submission Date:**

11/27/2024 10:46:05 AM

**Author Signature:**

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**Manager Signature:**

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# 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?**

For the sake of clarity, the Natural Sciences Division office, includes the Dean and laboratory

and administrative staff,

Outcomes:

1. Enhanced community engagement and collaboration among students, faculty, and staff

through the natural sciences division office’s initiatives.

2. Increased satisfaction with the division office's responsiveness, as evidenced by prompt

and effective handling of inquiries.

3. Improved accuracy and clarity of information provided to students, leading to better informed

decision-making.

4. Higher levels of student success, driven by the division office’s support services,

resources, and academic guidance.

The Natural Sciences Division Office assessed student satisfaction to improve support for

student success. A focus group of STEM students from the Student-Dean Council was

consulted to identify key needs. The group consisted of STEM majors and students who are

former STEM majors. Students in this focus group expressed a desire for a dynamic,

collaborative space with easy access to STEM resources. Key suggestions included:

• Flexible Learning Spaces: Tables with flags for questions, tutors readily available to

assist, and the presence of professors for occasional support.

• Technology Needs: Ability to print from laptops, computers for assignments, and USB-C

charging ports with sufficient outlets.

• Resource Information: A bulletin board or monitor displaying important resources such

as office hours, biology and chemistry bootcamp schedules, and upcoming events.

• Academic Support: Access to anatomy models, muscle/bone models, extra time for

dissections, and a wet lab area. Students also emphasized the need for tutors to help

guide problem-solving, not just provide answers.

• Study and Collaboration: Spaces for group study, whiteboards, and the opportunity to

meet with peers.

While students appreciated the instructors and office hours provided in the division, they

expressed a strong need for additional resources outside the classroom to further support

their academic success in STEM. We plan to assess the remaining outcomes in the next year.

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

As a result of our outcomes assessment, we have implemented significant changes to better

support student needs. Actively seeking funding and responding to feedback from focus groups,

combined with strong advocacy from the Natural Sciences Division, has led to key

initiatives aimed at addressing student needs.

Steps have been taken to ensure these needs are met, with support from across the campus

community. A MESA (Mathematics, Engineering, Science Achievement) grant was secured,

and dedicated space has been allocated to house STEM resources and programs. In addition,

funding has been obtained to remodel this space to better serve students, and a director has

been hired to oversee operations. We are also in the hiring process to hire an administrative

assistant to support the center using external funding.

These efforts have laid the foundation for the development of a STEM Center, which we plan

to open in March 2024, with a ribbon-cutting ceremony to celebrate its launch. This

collaborative initiative exemplifies the importance of transparent, campus-wide processes

and the collective effort required to create a resource-rich environment for students.

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

We are revising an outcomes survey initially created before 2018, now tailored for users of the Natural Sciences Division office. Currently available in paper format, we plan to convert it to an electronic version for broader accessibility, with data collection starting in Fall 2025. In the meantime, focus groups are being used to assess key outcomes, with a primary focus on those directly supporting 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.**

**We have reviewed our most recent self-study and have identified significant changes that necessitate additional resource requests.**