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:**

President’s Office

**Principal Author(s):**

Cynthia Olivo

**Manager:**

Cynthia Olivo

**Submission Date:**

12/18/2024 5:53:57 PM

**Author Signature:**

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| Electronically signed by Cynthia Olivo on 12/18/2024 5:47:58 PM |

**Manager Signature:**

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| Electronically signed by Cynthia Olivo on 12/18/2024 5:53:57 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?**

Provide open access, increase communication and increase responsiveness. Assessed through monitoring the number of readers of our new weekly newsletters. Also, the number of complaints received in the Presidential Office. There were over 12,000 readers and no complaints.

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

When I first. Began, I created consistent methods of communication from the Office of the President. I also ensured two way communication is provided to the major stakeholders by hosting monthly or biweekly meetings.

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

Data is always disaggregated.

# 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.**

Manager/Coordinator of Strategic Initiatives

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?**

Due to many areas of improvement needed across the college, I have employed a Special Project Administrator to assist with special projects.

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

The Spa position works with departments across campus to plan and execute changes such as new centers, shifts of new spaces, new programs and services. New efforts to reach our college goals are realized through this position.

**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.**

Yes. This position helped coordinate 4 new Centers and we have 8 more projects in the queue including

MESA/STEM

Rising Scholars

Men of Color

Student Parent

Ethnic Studies Division

Jobs & Internships Center

Center for Drones & Autonomous Systems

CSUF Partnership Center

**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?**

A staff member to assist in realizing new efforts is critical to ensuring a timely delivery of the innovative approach needed to achieve equity

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

|  |  |
| --- | --- |
| **Type of Resource** |  |
| Personnel | Manager |
| Facilities |  |
| Supplies |  |
| Computer Hardware |  |
| Computer Software |  |
| Training |  |
| Other |  |
| **Total Requested Amount:** | $150,000 |

|  |
| --- |
| **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 |