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:**

Technology and Engineering

**Principal Author(s):**

Ken Starkman

**Manager:**

José Ramón Núñez

**Submission Date:**

12/02/2024 11:57:35 AM

**Author Signature:**

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| Electronically signed by Kenneth Starkman on 11/30/2024 2:55:35 PM |

**Manager Signature:**

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| Electronically signed by Jose Ramon Nunez on 12/02/2024 11:57:35 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?**

Maintain staffing levels of the division office at the same level and increase direct support positions in areas that have positions under 100%. Specifically, Cosmetology is under a staffing ratio during the evening hours and the radio station 60% clerical position will move to 100% to cover increased technological demands.

 The division gained one full-time instructional position in the Cosmetology Department. The division has vacant classified positions in the Cosmetology Department Office and Technology and Engineering Division Office. The work to fill positions will continue.

The division office will develop a matrix of CTE contacts at the area high schools. The division office will work collectively with the faculty to ensure communication and face-to-face visits are conducted with key individuals at area high schools. Ken Starkman, Cynthia Sands, Shauna Weiner, Anita Coggi, David Diaz (work team) will develop the matrix and all critical elements of the tool. The work team will develop a recommendation list of assigned sites each semester. Matrix developed summer 2016. All school contacts reached/visited by 2018.

The Technology and Engineering Division collaborates with the region developing CTE resources. There is now an updated Program Finder for Orange County that includes high schools and colleges.

Print a guide that communicates information about all division programs to potential students. A work team will develop the template for the document by February 1, 2016. Classified team members will be assigned to program areas to collect the information for each element of the template. All information collected by March 15, 2015. Information sent to an illustrator/pre-press for work up and draft from April 1-April 20. A printing timeline will be established with the printing department.

The division created an overall CTE program resource for Fullerton College. This effort conducted by the CTE coordinator in collaboration with CTE departments and divisions.

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

New initiatives, which include Work Experience Education, Credit for Prior Learning and Non-traditional apprenticeships are currently developing within the division. The college will need to include language in the catalog which will direct students to the proper procedures for these new student benefits. The new initiatives will link to ongoing work in the CTE division.

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

The department coordinators examine the student level outcomes data. The division office examines participation and success rates across the division. The information lags by about one year due to reporting. Overall, dashboard data is showing student populations are having success across the division. One concern is employment. The division needs to continue to focus on student employment.

# 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.**

The division needs a project manager position to better manage projects. The projects range from Strong Workforce to National Science Foundation. The funding for such a position could come from project dollars. The district will need to adopt new ways of hiring project managers on soft dollars.

The division needs student hourly support in the engineering and drone work spaces. These space have equipment and other resources such as software, that when locked away when no instructor is present, the students do not have access to these resources. Student/ hourly assistance would be beneficial for student success. In addition, students cannot work unsupervised in a maker style space.

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.**

The project manager is essential for developing the timing and implementation of the projects with the faculty. The student/hourly help is a safety concern because student who need to use equipment to catch up or work on more elaborate projects need supervision.

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

|  |  |
| --- | --- |
| **Type of Resource** |  |
| Personnel | Manager |
| Facilities | No additional facilities |
| Supplies | No additional supplies |
| Computer Hardware | No additional computer hardware. |
| Computer Software | No additional software. |
| Training | Training related to district policies, banner finance, NOVA, and federal reporting procedures. |
| 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)Yes |

**For each separate resource request:**

1. **Briefly describe your resource request.**

Hourly or student hourly support for the engineering and drone lab.

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.**

This resource will allow students access to equipment, software and other resources that are available only when an instructor is present. This will expand opportunity for student success.

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

|  |  |
| --- | --- |
| **Type of Resource** |  |
| Personnel | Hourly |
| Facilities | No additional facilities |
| Supplies | No additional supplies |
| Computer Hardware | No additional computer hardware |
| Computer Software | No additional software |
| Training | Training related to equipment, software and safety procedures. |
| Other | The support for an open lab needs to be days and evenings on consistent basis. |
| **Total Requested Amount:** | $60,000 per year. |

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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 |