



Administrative & Operational Services

2022 - 2023 Self-Study

Four-Year Program Review Template

Friends of Fullerton College Foundation

Statement of Collaboration

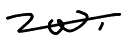
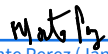
The department/office staff listed below collaborated in an open and forthright dialogue to prepare this Self Study. Statements included herein accurately reflect the conclusions and opinions by consensus of the department/office staff involved in the self-study.

Participants in the self-study

Zoot Velasco

Authorization

After the document is complete, it must be signed by the Principal Author, the Department Manager, and (when appropriate) the Dean or appropriate Immediate Management Supervisor (IMS) prior to submission to the Program Review Committee.

<u>Zoot Velasco</u> Printed name of Principal Author	 <u>Zoot Velasco (Jan 5, 2023 18:39 PST)</u> Signature	<u>Exec Dir.</u> Title	<u>Jan 5, 2023</u> Date
<u>Zoot Velasco</u> Printed name of Department Manager	 <u>Zoot Velasco (Jan 5, 2023 18:39 PST)</u> Signature	<u>Exec. Dir.</u> Title	<u>Jan 5, 2023</u> Date
<u>Monte E. Perez</u> Printed name of Dean or Immediate Management Supervisor (IMS)	 <u>Monte Perez (Jan 5, 2023 18:57 PST)</u> Signature	<u>President</u> Title	<u>Jan 5, 2023</u> Date

1.0 Mission and Goals

Mission, Vision, Core Values and College Goals drive all college activities. The Program Review committee would like to understand the connection of your department/office to the Mission, Vision, Core Values, and College Goals. Summarize how your department/office supports each area.

Foundation Mission Statement: *Helping students launch their future.*

Foundation Vision Statement: *The creation of a clear path to transform lives and inspire positive change in the world.*

Core Values: Our Foundation **follows FC core values** through community collaboratives, growing our Foundation, Innovated ideas for our divisions, respect, and partnership.

College Goals: The Foundation is committed to servicing all areas of the FC Community through service. See our three goals outlined in our Strategic Planning document, part of our [2021-22 Annual Report](#) and approved by our board and FC leadership.

2.0 Department/Office /Data & Trends Analysis

2.1 Describe the purpose, components, and staffing of this department/office.

Our Foundation creates mission-based, self-sustaining programs that significantly grow the student population we serve, the dollars provided to them, and a pipeline from the classroom to the job site. We do this primarily through scholarships, emergency grants, and apprenticeship programs:

- 91 endowed scholarships providing well over \$100,000 annually
- Over a dozen pass-through scholarships from grants and other sources providing \$30,000- \$50,000 annually
- Emergency grants of over \$15,000 annually to struggling students
- Innovative and self-sustaining new apprenticeship programs starting in Drone Piloting (the first of its kind in the country) and Landscaping, will soon expand and help grow our student interest in the trades. These programs have brought in almost one million in new funding.

2.2 Staffing – complete the table below. Please list the total number of personnel in each type of position in the department/office. Within each classification in the first column, please list the position titles. For confidentiality, do not include the names of any people in the position.

CURRENT STAFF					
Classification (Include position titles)	# of staff in each position title	Percent of employment	Months per year of employment	Source of funding (General / Categorical)	FTE
Managers					
Zoot Velasco	1	100	12	District*	
Classified					
Administrative Assistant III	1	100	12	District*	
Hourly - Adult					
N/A					
Hourly – Student					
N/A					
Professional Experts					
N/A					
	Total FTE				2

*District pays 40% of Salary, The rest is raised through the Foundation.

2.3 Other Resources

OTHER RESOURCES				
Please list each position by classification in the department/program	Services Provided	Number of Hours	Overall Cost	Source of funding (General / Categorical)
Independent Contractors				
N/A				
Volunteers				
Volunteer Board Members	FCCF Board of Directors	48	None	N/A
Interns				
n/a				
Total Hours & Costs				
	Total FTE			0

- 2.4 **Utilize the data provided in the tables above in a discussion of the appropriateness of the staffing levels of this department/office.**

As we grow in scope and funding, our staffing will grow. However, growth will come from outside funding and not district funds. Our agreement with the district is that they pay 40% of our two FTEs we currently have.

- 2.5 **How does this department/office serve the population of the college?**

See our strategic Plan goals and objectives from our Annual Report and [Strategic Plan](#); also outlined below.

- 2.6 **Since the previous Program Review Self-Study what significant changes have occurred that impact the services of this department/office?**

N/A We are a new organization staffed in July 2021.

- 2.7 **Describe any laws, regulations, trends, policies and procedures or other influences that have an impact on the effectiveness of your department/office. n/a**

We are a 501(c)3 Public Benefit organization and must follow their laws and procedures including annual audits and 990 tax reporting.

- 2.8 **Provide any other data that is relevant to your self-study, for example, if you collected data to assess an outcome. n/a**

Our Board of Directors (including FC leadership) created a 3-year strategic plan in March of 2022 including an evaluation report, SWOT analysis, goals, and objectives as referenced above. That is the basis for the information provided here.

3.0 Strengths, Weaknesses, Opportunities, Challenges (SWOC)

- 3.1 **Based on your analysis in 2.1 through 2.8, what are the strengths of your department/office?**

- Supportive & Inclusive Environment
- Student-centered Approach
- Dual Governance (Govt/Nonprofit)
- New Leadership on all levels open for innovation

- 3.2. **Based on your analysis in 2.1 through 2.8, what are the weaknesses of your department/office?**

- Old Foundation Brand- Issues (and tarnished reputation)
- Navigating the Nonprofit, FC & NOCCCD Systems
- New Skeletal Board

3.2 Based on your analysis in 2.1 through 2.8, what opportunities exist for your department/office?

Grow and restore endowments, create a pipeline from scholarships to graduates, continue to grow our emergency grants, and sustain earned income for the Foundation.

- Untapped Alumni
- Earned Income Streams
- Untapped Strategic Partnerships
- Marketing/Brand Potential
- Innovative Environment w/New Leadership

3.3 Based on your analysis in 2.1 through 2.8, what challenges exist for your department/office?

- CSUF often overshadows us in the community
- Keeping perceptions of restructuring positive
- Perceptions of Biden's "Free Education" plans making fund development more difficult

4.0 Outcomes Assessment

4.1 List your outcomes and complete the expandable table below.

N/A- Our program is new as of this past year and therefore have not had an opportunity to evaluate our programs.

	What are your program outcomes?	When was the Assessment completed?	When did you analyze the data?	When were the changes made?	Number of Cycles Completed
1.					
2.					

4.2 Assessment: Complete the expandable table below.

	Intended Outcomes	How will you determine if the outcome is met?	How will you collect the data?	Can this data be disaggregated at the student level?	What will the results show?
1.					
2.					
3.					
4.					

4.3 How has assessment of outcomes led to improvements in services provided to students by this program? Some improvements

N/A

4.4 How has assessment of outcomes led to improvements in student learning and achievement?

N/A

4.5 What challenges remain to make your department/office outcomes more effective?

We are starting a new foundation after the old Foundation imploded from poor management practices. We must do many things at once from our strategic plan to succeed and do them well and transparently.

4.6 Describe how the department's/office's outcomes are linked to college goals.

This is something we must be trained on/learn.

4.7 Describe how the department's/office's outcomes support the achievement of the institution level SLOs.

Although we don't work directly with students on these goals specifically, by creating scholarship opportunities, emergency grants, and apprenticeships, we will pave new roads for both students and faculty/staff to meet these goals in general.

4.8 A. What methods are used to assess the department/office's effectiveness to the population that interacts with your department/office?

We do both quarterly and annual evaluations of our work, report quarterly to FC leadership and our board; and publish an annual report.

B. What do the results of the above methods of assessment indicate about the effectiveness of the department/office?

N/A- We are too new to assess this at this time.

C. How were the assessment results used to make improvements to services provided by this department/office? Please provide examples.

N/A

4.9 At least one outcome listed in 4.1 should address the following:

- A. List the outcome that focuses on individual student learning or actions.
- B. Identify methods to assess outcomes so that the data can be disaggregated.
- C. Identify a process for using outcome assessment data to improve your department's/office's services.
- D. Identify a process for assessing outcomes and collecting data that can be used to build dashboards (where applicable).

4.10 Outcomes Equity Analysis

- A. Looking at the one outcome from 4.9, do you find significant differences by race, ethnicity, gender, and other categories? Describe here what the data shows. What strategies will you use to close the attainment gaps among groups of students? What kinds of professional learning would help?

We serve all of the FC community and have not been able to evaluate a full year yet. But in our first year of scholarships, judging only by names, as we don't have access to categories in our work, scholarships appear to be very diverse and balanced.

5.0 Evaluation of Progress Toward Previous Strategic Action Plans

- 5.1 List the strategic action plans from your last self-study/program review.

Goal 1. Program Goal

Create mission-based self-sustaining programs that significantly grow the number of students we serve, the dollars we provide to serve them, and the pipeline from the classroom to the jobsite.

We will do this by:

- **Growing the endowment** significantly in partnership with Board and FC Leadership.
- **Creating a pipeline** from scholarships to graduates to apprenticeships in CTE (Trade) classes through a strong strategic partnership alliance in a sustainable way with social enterprise.
- **Creating a Presidential Scholars Cohort** in partnership with FC Faculty, staff, leaders, and investors, including scholarships, wrap-around services, work-study, and training for a small group of exceptional student-leaders.
- Creating a thriving **Emergency Funds Endowment** that provides needed resources for students with emergencies on the brink of dropping out of classes and faculty/staff for needed emergency resources.
- **Growing our Alumni Network** and their relationship to the campus.
- **Creating a layered investor club structure** to encourage larger gifts, including the President's Circle and YellowJackets Society and investor benefits.
- **Growing our relationships with the Funder community**
- **Encouraging support groups to create small fundraisers** across the calendar, such as the VETS Golf Tournament and a new Alumni Event, rather than a single Gala event (which statistically takes more staff time and raises less net profit).
- **Creating earned income streams** for sustainability
- **Continually evaluating** our impact with staff, faculty, district, leadership, students, alumni, funders, and all stakeholders.

5.2 Describe the level of success and/or progress achieved in the strategic action plans listed above.

N/A- We have just begun Year 1 of the three-year plan and have not yet evaluated it.

5.3 How did you measure the level of success and/or progress achieved in the strategic action plans listed above?

Through successful implementation of programs, growth in funding, student participation, and engagement with the community.

5.4 Provide examples of how the strategic action plans in the last cycle contributed to the continuous quality improvement of your department/office.

N/A

5.5 In cases where resources were allocated toward strategic action plans in the last cycle, how did the resources contribute to the improvement of the department/office?

N/A

5.6. If funds were not allocated in the last review cycle, how did it impact your department/office?

N/A

6.0 Strategic Action Plans (SAP)

Using the tables below, list the strategic action plans (SAPs) for your program. These plans should follow logically from the information provided in the self-study. Use a separate table for each SAP.

SAPs for this three-year cycle:

STRATEGIC ACTION PLAN # 1	
Strategic Action Plan Name:	Increase Scholarships to Students
List College goal/objective the plan meets:	College Goal #: (Link to College Goals is a dead link.) Objective #:
Briefly describe the SAP, including title of person(s) responsible and timeframe, in 150 words or less.	Foundation staff work to increase scholarships by increasing endowment, pass-through funding, and student emergency funds.
What <i>Measurable Outcome</i> is anticipated for this SAP?	Amount of funding for students; growth in overall funding
What specific aspects of this SAP can be accomplished without additional financial resources?	All of it.
If additional financial resources would be required to accomplish this SAP, please complete the section below. Keep in mind that requests for resources must follow logically from the information provided in this self-study.	

Type of Resource	Requested Dollar Amount	Potential Funding Source
Personnel	N/A	N/A
Facilities	N/A	N/A
Equipment	N/A	N/A
Supplies	N/A	N/A
Computer Hardware	N/A	N/A
Computer Software	N/A	N/A
Training	N/A	N/A
Other	N/A	N/A
Total Requested Amount	N/A	N/A

STRATEGIC ACTION PLAN # 2		
Strategic Action Plan Name:	Assist in community relations, community programs, and dual enrollment when needed.	
List College goal/objective the plan meets:	College Goal #: (Link to College Goals is a dead link.) Objective #:	
Briefly describe the SAP, including title of person(s) responsible and timeframe, in 150 words or less.	Foundation is assisting with Presidential scholar programs at three high schools, apprenticeship programs with Drone & Horticulture, reentry programs, and other efforts to engage the community and increase FTEs.	
What <i>Measurable Outcome</i> is anticipated for this SAP?	Increased FTEs from these new programs.	
What specific aspects of this SAP can be accomplished without additional financial resources?	All of it from our end.	
If additional financial resources would be required to accomplish this SAP, please complete the section below. Keep in mind that requests for resources must follow logically from the information provided in this self-study.		
Type of Resource	Requested Dollar Amount	Potential Funding Source
Personnel	N/A	N/A
Facilities	N/A	N/A
Equipment	N/A	N/A
Supplies	N/A	N/A
Computer Hardware	N/A	N/A
Computer Software	N/A	N/A
Training	N/A	N/A
Other	N/A	N/A
Total Requested Amount	N/A	N/A

7.0 Long Term Plans

Describe the long-term plans (four-six years) for your program. Please consider future trends in your narrative. Identifying the financial resources needed for these plans is optional.

- [Grow the endowment](#)

- Create a pipeline from technical programs to jobs
- Create a Presidential Scholars Cohort
- Create a perpetual emergency fund
- Grow our Alumni network
- Create an investor club structure
- Grow relationships with our funder/partner communities
- Sustain and create earned income for the Foundation
- Continually evaluate our impact with staff, faculty, district, alumni, stakeholders and funders

7.1 Describe in detail your need for additional resources as listed above (if applicable) [N/A](#)

8.0 Self-Study Summary

This section provides the reader with an overview of the highlights, themes, and key segments of the self-study. It should not include new information that is not mentioned in other sections of this document.

9.0 Publication Review

Fullerton College is committed to assuring integrity in all representations of its mission, programs, and services. As such, during the program review self-study process departments/offices are required to document their publications (websites, brochures, magazines, pamphlets, etc.) that are used to promote programs and services to the campus community and community at-large. This review should specify when the publication was last reviewed, if the information in the publication is accurate, and if the information correctly represents the college's mission, programs, and services.

Information on the college's graphic standards is available here: <http://news.fullcoll.edu/campus-communications/web-help/graphics/>.

In the far right column please provide the URL where the publication can be accessed. If it cannot be accessed via the Internet, please provide a sample of the publication with your program review self-study. If you have any questions about what type of publication should be included, please contact Lisa McPheron, Director of Campus Communications at lmcpheon@fullcoll.edu.

For publications that you have identified as inaccurate, please provide the action plan for implementing corrections below.

Publication	Date last reviewed	Is the information accurate?	URL of publication
Foundation Website	Weekly	Yes	https://www.hornetscholars.com/
Foundation Youtube Page	When new content is published	Yes	https://www.youtube.com/channel/UCj48DaaKtsDs3ChD7fOBzgw
Foundation LinkedIn	When alerted by notifications	Yes	https://www.linkedin.com/company/74921415/

Routing & Response Page

Originator → IMS → Program Review Chair → Appropriate President's Staff Member

Originator: *Electronically submit completed Program Review to Division Dean/IMS for review.*

Appropriate Immediate Management Supervisor (IMS): *Select one and provide response if necessary. Forward electronically to appropriate Vice President's Office.*

RESPONSE

Monte E. Perez	Interim President	01/05/2023
Printed name of IMS	Title	Date

☒ *I concur with the findings contained in this Program Review.*

☐ *I concur with the findings contained in this Program Review with the following exceptions (include a narrative explaining the basis for each exception):*

Area of exception:

☐ *I do not concur with the findings contained in this Program Review (include a narrative explanation):*

Appropriate President's Staff Member: *Print Program Review, sign, and route both hard copy and electronic version to Program Review Chair.*

ACKNOWLEDGING RECEIPT

Monte E. Perez	 Monte Perez (Jan 5, 2023 18:57 PST)	Interim President	01/05/2023
Printed Name	Signature	Title	Date



Fullerton College Mission Statement

MISSION

Fullerton College advances student learning and achievement by developing flexible pathways for students from our diverse communities who seek educational and career growth, certificates, associate degrees, and transfer. We foster a supportive and inclusive environment for students to be successful learners, responsible leaders, and engaged community members.

VISION

Fullerton College will transform lives and inspire positive change in the world.

*Approved by Fullerton College
President's Advisory Council and
accepted by President Schulz
May 2017.*

VALUES

Community

We promote a sense of community that enhances the well-being of our campus and surrounding areas.

Diversity

We embrace and value the diversity of our entire community.

Equity

We commit to equity for all we serve.

Excellence

We honor and build upon our tradition of excellence.

Growth

We expect everyone to continue growing and learning.

Inclusivity

We support the involvement of all in the decision-making process.

Innovation

We support innovation in teaching and learning.

Integrity

We act in accordance with personal integrity and high ethical standards.

Partnership

We work together with our educational and community partners.

Respect

We support an environment of mutual respect and trust that embraces the individuality of all.

Responsibility

We accept our responsibility for the betterment of the world around us.