



Administrative & Operational Services

2022 - 2023 Self-Study

Four-Year Program Review Template

Natural Sciences Division Office

Natural Sciences, Version December 20, 2023

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

Bridget Salzameda

Andy Do

Angel Paulsen

Evelyn Lindley

Hanh Pham

Edward Kim

Antoinette Triefenbach

Gladys Rodriguez

Fernando Andrade

Charlesworth Fraser

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.

Bridget Salzameda

Bridget Salzameda

Dean, Natural Sciences

12/01/2022

Printed name of Principal Author

Signature

Title

Date

Bridget Salzameda

Bridget Salzameda

Dean, Natural Sciences

12/01/2022

Printed name of Department Manager

Signature

Title

Date

José Ramón Núñez

Printed name of Dean or
Immediate Management Supervisor
(IMS)

Signature

Vice President, Instruction

Title

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.

Mission: The Natural Sciences Division will provide students and the community with pathways and resources for transfer or for careers in science, by teaching them to think critically, practice inquiry, and communicate collaborative scientific findings. This aligns well with the overall mission of the college. The division's commitment to provide multiple pathways and training within our academic programs aligns with the college's mission to support students who "seek educational career growth, certificates, associate degrees, and transfer." This year our office supported faculty who worked on guided pathway initiatives for all our programs and created brochures that outlined multiple pathways for students to research their academic goals. The division hosts several outreach activities for the community to promote science that include hands-on demos and division promotional materials.

Our division has created memorandum of understandings (MOU) and agreements with post-secondary institutes, science industries, other community colleges and local high schools. Our division signed a MOU with WesternU, School of Pharmacy to guarantee FC students direct admission into the pharmacy school. The division is increasing course offerings in the dual enrollment program with Magnolia, Anaheim and Fullerton high schools. The division also signed a MOU with Kanda Institute for Foreign Studies, a center for advanced students in Japan. This MOU provides opportunities for students from Japan to take courses in the Natural Sciences division at FC. A collaboration between our division and six Hispanic-Serving institutions in Southern California known as the Leveraging Interdisciplinary Nutritional Knowledge Program will work to increase the number of unrepresentative students entering the nutrition workforce. In addition, a MOU was signed with Los Angeles Promise Fund-Amgen Biotechnology Experience to form a partnership with our biotech program and Amgen (a biotech company) to provide hands-on biotechnology training to local high school teachers.

The division hosts well attended student seminars to expose students to scientific research, and career opportunities in science. Our division also has a strong relationship with California State University, Fullerton (CSUF), the number one transfer destination for FC students. The dean of the division is a co-PI on the National Science Foundation funded Project RAISER, which provides funding for the division to address educational needs along with supporting summer research activities for FC students at CSUF. The division's mission to focus on critical thinking, inquiry and communication of scientific findings, supports the college mission for "students to be successful learners, responsible leaders, and engaged community members." The division offers multi-discipline bootcamps before each semester, summer camps lead by FC students and faculty, and research experiences. Because the science faculty are heavily involved with co-curricular activities, the support staff for the division are vital for laboratory set up, laboratory safety and administrative/clerical work in order for events and partnerships to run effectively. The division will continue to seek out partnerships that benefit our students, moving us closer to living our college's mission.

Vision: The Dean of Natural Sciences, welcomes ideas from all division members, encourages collegiality and works to make resources available for faculty and staff to carry out the missions of the division and college. The classified staff in the division office provides support to bring this vision into fruition each year. By following through with new ideas, the office vision aligns with the college vision to "transform lives and inspire positive change in the world". The dean has established a strong collegial work environment by hosting monthly staff gatherings, biannual full-time and part-time gatherings, one that includes friendly competition for all to participate.

Core Values: The Natural Sciences Division continues to consider all college core values by paying close attention to diversity, equity, inclusivity, and accessibility with budget allocation, hiring practices, scheduling,

support for instructional activities by incorporating faculty, staff, and student input. The division has formed partnerships with local high schools and post-secondary institutions to create MOUs to support our students and continues to create a respectful and productive work environment. The division supports professional development for our faculty and staff by providing funding for them to attend conferences and engage in scientific research projects. The partnerships, described above in the mission section demonstrates the commitment to the college's core value of partnership. The division's work to building community, as described under the vision section, addresses the college's core value of community.

College Goals: This division works to reach the college goals by ensuring that students enroll in appropriate courses and by supporting faculty to create discipline specific student-centered projects and programs. The student-dean council, established by the division in 2021, aims to include the voices of FC science students. Based on recommendations made by this group, resources are provided to support student success. The office has also supported community building activities for FC students which include monthly academic seminars and social gatherings. Numerous external funding sources are established in the division to ensure faculty, students and staff have the opportunities for growth and successful continuation beyond FC. Tables 1-4 lists college goals and objectives and how the division meets the applicable objectives, all which are supported by the classified staff and dean. Check marks indicates objectives that are met.

Table 1. Natural Sciences Division Meeting Fullerton College Goal 1

Fullerton College Goal 1. Promote Success for Every Student	
<i>Fullerton College will prepare students for success through the development and support of exemplary programs and services.</i>	
Fullerton College Objectives	How Natural Sciences meets this objective
Objective 1: Create a clear pathway for every student ☒	Objective 1 met by supporting faculty to create guided pathways and brochures to disseminate to students. Our office coordinates with faculty, managers, and local high schools, colleges and post secondary institutes to create clear pathways.
Objective 2: Enhance workforce training opportunities ☒	Objective 2 met by creation of division Canvas shell to promote internship offerings, and mentoring programs and to place students in research labs using external grant funding.
Objective 3: Improve student critical thinking skills	N/A
Objective 4: Increase completion of courses, certificate and degree programs, and transfer-readiness	N/A
Objective 5: Encourage completion of degrees for students enrolled in Career Technical programs ☒	To encourage completion of degrees for students enrolled in Career Technical programs, our division has increased the number of certificate programs (HORT, BIOL, NUTR), and advertised them using many marketing methods.

☒ "=" Natural Sciences meets this objective

Table 2. Natural Sciences Division Meeting Fullerton College Goal 2

Fullerton College Goal 2. Cultivate a Culture of Equity	
<i>Fullerton College will strengthen and support a diverse and inclusive campus culture.</i>	
Fullerton College Objectives	How Natural Sciences meets this objective
Objective 1: Remove institutional barriers to student equity and success ☒	In collaboration with faculty, dean initiates discussion with transfer institutes to reduce pre-requisite barriers (eg. CSUF nursing program).
Objective 2: Increase equity in hiring and training ☒	Our division upholds sound hiring practices and have changed our past practices.
Objective 3: Increase outreach to and recruitment of students from underserved populations ☒	Our division outreach to local high schools promotes division events and resources.
Objective 4: Foster a sense of belonging where all are welcome and student basic needs are addressed ☒	Our office has set up an inclusive environment by forming a student-dean council, weekly division office staff meetings, hosting monthly staff gatherings, biannual division gatherings, and proposed a space for STEM students to gather, study and obtain science resources. Our building now includes art from multiple disciplines, FC student research work, and the faces of diverse scientists.

☒ "=" Natural Sciences meets this objective

Table 3. Natural Sciences Division Meeting Fullerton College Goal 3

Goal 3. Strengthen Connections with Our Community	
<i>Fullerton College will develop and strengthen collaborative projects and partnerships with educational institutions, civic organizations, and businesses in North Orange County and beyond.</i>	
Fullerton College Objectives	How Natural Sciences meets this objective
Objective 1: Create and expand partnerships with local K-12 and higher education institutions ☒	Our division has formed partnerships with Magnolia and Anaheim high schools, Mira Costa College, WesternU, CSUF, and UCI.
Objective 2: Create and expand relationships with local businesses and civic organizations ☒	Our division continues to work with local companies to provide opportunities for our students.
Objective 3: Be a cultural hub for the local community ☒	Our division serves as a hub for local high school teachers to pick up science kits and curriculum created at FC to share with high school students.

☒ "=" Natural Sciences meets this objective

Table 4. Natural Sciences Division Meeting Fullerton College Goal 4

Goal 4. Commit to Accountability and Continuous Quality Improvement	
<i>Fullerton College will continually improve operational efficiency and effectiveness to ensure delivery of high quality instructional and support programs.</i>	
Fullerton College Objectives	How Natural Sciences meets this objective
Objective 1: Promote transparency in the shared governance structure and decision-making processes	N/A
Objective 2: Ensure financial, physical, and technological resources are available to maintain necessary services and programs ☒	Our division advocates for institutional funding, NSF grants, strong workforce, and Perkins to maintain necessary services and programs.
Objective 3: Provide professional and career development opportunities for students, faculty and staff ☒	Our division supports faculty and staff to attend professional growth conferences, and provides opportunities for students through external funding sources, work study and campus professional growth funding

☒ "=" Natural Sciences meets this objective

2.0 Department/Office /Data & Trends Analysis

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

The Natural Sciences division is staffed with two classified professionals (one Administrative Assistant III-ISS and one Administrative Assistant II), four laboratory technicians (biology, chemistry, horticulture, and physics), three laboratory clerks (biology, nutrition, and chemistry), and an academic Dean. The staff provides clerical logistical, and administrative support to over 80 full and part-time faculty and are responsible for the preparation, distribution, and overall management of the division budget, scheduling of classes, evaluation of employees, oversight of expenditures, ordering and maintaining supplies and equipment, set-up, take-down, and cleaning of lab spaces and equipment, coordination of special programs within the division and campus-wide, and the overall operation of a division that currently serves over 6,000 students per semester.

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					
Dean, Natural Sciences	1	100%	12	General	1.0
Classified					
Administrative Assistant II	1	100%	12	General	1.0
Administrative Assistant III-ISS	1	100%	12	General	1.0

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
Laboratory Technician	4	100%	12	General	4.0
Laboratory Clerk	3	100%	12	General	3.0
				Total FTE	10.0

2.3 Other Resources – No other staffing resources exist.

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

The current staffing in the office is inappropriate for the needs of the division. With the increased number of in-person course offerings and additional active and motivated faculty, the division is in need of an additional Administrative Assistant I and a director to oversee grants for science, technology, engineering and mathematics (STEM) programs. The division continues to increase enrollment moving to 100 % of lab courses in-person. The division faculty are motivated and have continued to provide more opportunities and experiences for FC students and local high school students to be involved in science activities. Supporting the College's vision to transform lives and inspire positive change in the world requires an additional Administrative Assistant and director of STEM. The administrative assistant would provide oversight of budget and activities along with planning and executing events for students.

The division office and dean are passionate about building partnerships with local institutes to provide clear pathways for FC students. We strive to create an anti-racist environment and have created building décor to celebrate the diversity in science that reflects our students. The dean has reached out to the Mathematics & Computer Science and the Technology and Engineering divisions to form a STEM center for students to obtain resources about STEM activities, careers and pathways. The division has been successful in obtaining and managing several major grant funding. The biotech, horticulture and foods & nutrition programs have substantially more complex needs with their energized desire to move forward with exciting opportunities for FC students. With this strength, our science division requires a STEM director. The director would write grant applications and manage all external grants, build partnerships with the biotechnology industries and increase STEM outreach opportunities for FC students. Other labs and areas on campus with such complexity have a dedicated manager in place. This position in the natural sciences division is urgently needed as we look to offering a stable dedicated environment for students to be encouraged to pursue a STEM career aligning perfectly with the mission of the college. There is a need to increase the diversity in STEM and coupled with the vast opportunities for STEM careers, the division is well positioned to actively support FC students' goal of a career in STEM.

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

The Division office:

- Assists students by providing information on admissions policies and registration, course placement and sequencing, course offerings, campus policies and procedures, support services, room locations, and faculty contacts
- Works with department coordinators on the creation of class schedules and room assignments
- Supports department coordinators in the hiring and evaluation of adjunct faculty
- Works with faculty members and other departments on scheduling and room utilization

- Works with faculty members and other departments with resources (books, classroom materials, equipment)
- Works with the public and potential students to provide information on natural science courses (i.e. what class to take, prerequisites, campus procedures, etc)
- Handles student complaints and issues of discipline
- Implements all college policies and procedures, contractual obligations, and administrative requests
- Works with faculty to manage grant funding and budgets for
- Participates in outreach events, involving coordination with faculty and staff
- Assists in the creation and maintenance of a student-centered environments that focuses on equity and inclusion
- Provide a safe environment for students and faculty to convene
- Establishes and maintains collaborations across the campus to ensure student and faculty success

Lab Support:

- Works with faculty to insure proper preparation of lab spaces and equipment and supplies.
- Maintains inventory of supplies and equipment, chemicals, hazardous waste, and water treatment system
- Orders supplies, equipment, and maintains service contracts
- Manages budget for each department
- Oversees student workers and interns
- Supports outreach programs to students and community, supplemental instruction, boot camps, and summer camps, open houses, KinderCaminata and others
- Manages all aspects of the 4 annual plant sales (Horticulture) including the planting and care of over 10,000 tomato, pepper, and vegetable seedlings, advertising, community outreach, student intern training
- Collaborates across departments to ensure the division's success
- Works closely with faculty to ensure the success of classes

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

Several faculty and staff have retired, we have hired and continue to hire new faculty, we have instituted many partnerships with local secondary and post-secondary schools and companies. We also have new energy to support DEIA initiatives.

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

AB 705 allows student to "self-place" in math courses which results in more mathematically underprepared students entering our science courses. As a result, some courses updated their pre-requisites to be more stringent while others did not. Dual enrollment opportunities are continuing to increase in three of our departments.

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

Although enrollments at the college have been declining, the demand for majors STEM courses remains strong.

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? The division is staffed by knowledgeable employees who are well versed in division, campus, and district policies and procedures.

We work well with division members, other campus divisions and departments, students, and the public while keeping DEIA at the forefront of our decisions. We meet all deadlines in a timely manner and work efficiently and effectively. Staff assess situations and make decisions independently, or as a group to resolve problems, issues, and challenges. We offer a very high level of lab and classroom support in the preparation of materials, maintenance of equipment, and safe collection, storage, and disposal of hazardous wastes.

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

During a transition period on campus between in-person and remote work, our division office experienced many key staffing changes. This disruption was countered with direct focused initiatives to bring our division staff together. Our faculty are exceptional with developing opportunities for students and the community. As we grow and offer more programs and courses, we are and will continue to be understaffed in the lab support area (Biotech, Chemistry, and Biology) and could all use more lab support. We also need a STEM director and an administrative assistant I to support the increasing co-curricular activities of our motivated faculty and division dean.

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

We have grown and offered more sections of highly impacted courses in person for students. We find and obtain staff development training for staff to continue to offer the highest quality and most up to date service to the faculty and students in our division. We participate in outreach events sponsored by nationally recognized scientific organizations to help build multiple partnerships, strengthening the experience of our students.

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

With 100% of our lab classes offered in person, steady enrollment and steady enrollment space is needed from the perspectives of faculty, staff, students, and dean. Not only do we need more lecture and laboratory space, our student-dean council, faculty, and staff support the need of space to offer students a welcoming area to collaborate, study and obtain academic-enhancing tools.

4.0 Outcomes Assessment

4.1 List your outcomes and complete the expandable table below.

	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.	Upon utilizing services provided by the Natural Sciences Division Office and Lab Support, current and potential students will receive thorough and accurate information about all aspects of college operations, especially those related to the Division.	spring 2018, spring 2022	spring 2018, spring 2022	fall 2018, spring 2022, fall 2022	2

2.	Upon utilizing services provided by the Natural Sciences Division Office and Lab Support, faculty and staff will receive assistance in support of student success.	spring 2018	spring 2018	fall 2018	1
3.	Upon continuous review of services provided by the Natural Sciences Division Office and Lab Support, staff will receive support to work efficiently.	spring 2022	fall 2022	spring 2022, summer 2022, fall 2022	1
4.	Upon utilizing services provided by the Natural Sciences Division Office and Lab Support, current and potential staff, students and faculty will be welcomed and feel a sense of belonging.	spring 2022	spring 2022, fall 2022	spring 2022, summer 2022, fall 2022	1

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.	Current and potential students will receive thorough and accurate information about all aspects of college operations, especially those related to the Division	Information collected from student focus groups will help determine if outcome is met. To streamline this process, in the future we will develop and administer a survey for division participants, spring 2023	Data was collected from student focus groups. In the future, data collection will occur using an electronic survey.	We will know once the future assessment method has been discussed, developed, and implemented.	Results will show if improvements are needed.
2.	Faculty and staff will receive assistance in support of student success.	We will develop and administer a survey for division participants, spring 2023	In the future, data collection will occur using an electronic survey.	We will know once the future assessment method has been discussed, developed, and implemented.	Results will show if improvements are needed.
3.	Processes managed by the division office will be streamlined and documented.	Information collected from staff focus groups will help determine if outcome is met. To streamline this process, in the future we will develop and administer a survey for division participants, spring 2023	Data was collected from staff focus groups. In the future, data collection will occur using an electronic survey.	We will know once the future assessment method has been discussed, developed, and implemented.	Results will show if improvements are needed.
4.	Potential and current division employees and clients will feel a sense of community.	Information collected from student focus groups will help determine if outcome is met. To streamline this process, in the future we will develop and administer a survey for division participants, spring 2023	Data was collected from student focus groups. In the future, data collection will occur using an electronic survey.	We will know once the future assessment method has been discussed, developed, and implemented.	Results will show if improvements are needed.

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

Our division office has developed better channels for communicating information with faculty and students (contact with a campus communications specialist, use of a division Canvas shell for faculty, monthly staff gatherings for classified staff, weekly meetings with office staff and dean). We have streamlined some division office processes which include laboratory support personnel, students and faculty. We have successfully advocated for student services and resources within our division. We will continue to explore better ways to support our division members.

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

By meeting with student focus groups each month, from fall 2021 to fall 2022, to assess our outcomes, we determined many ways to enrich our student's experience at Fullerton College and in our division. For example, we have now streamlined our division tutoring services by collaborating with the Tutoring Center on campus. This has increased the number of modalities, and hours of tutoring services for our science students.

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

We have collected information about what resources students and faculty need, however, we lack support to follow through. A full-time STEM director is essential in gaining funding, to providing science initiatives for our students and community.

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

We support student success directly by providing timely and reliable answers to student and faculty questions and support their need for administrative approvals. We support student success indirectly by providing faculty with the tools and support that they need to effectively engage students in a variety of teaching modalities.

We work to reduce the achievement gap by treating students with dignity and respect and supporting faculty initiatives (STEM learning communities, undergraduate research, seminars, mentoring, tutoring, and field trips) that actively engage students and reduce the achievement gap.

We support outreach in the community through open houses, advisory committees, internships, research partnerships, and grant partnership, and handle ordering, budget, and salaries for all of these.

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

Our division office outcomes support the achievement of the institution level SLOs indirectly by providing faculty with the tools and support that they need to effectively engage students in the classroom.

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

A student-dean council composed of Fullerton College students who are enrolled in our division courses was established in 2021 to gain insight into the effectiveness of our program resources and services. Each month, this focus group meets to assess various areas of our program. In addition, each week our division office staff, and dean meet to assess the effectiveness of division office matters. From these focus groups we identify problems and solutions to support faculty and students in our division. In the future we plan to incorporate a standard electronic

survey for students, staff and faculty to streamline the process of assessing the effectiveness of our division.

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

Our office is effective in many respects, and there is room for growth.

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

Numerous improvements have been made as a results of hearing student and staff voices from focus groups. Some include:

- Merge division tutoring with campus Tutoring Center
- Advocate for a prayer room, study space, vegetarian food options for students on campus
- Offer student centered monthly seminars – some consistent of FC science student panels
- Affix research posters from our FC students on walls and images of diverse scientists in our building for students to feel more welcomed
- Maintain a stocked supply of accessible program brochures which outlines clear course pathways
- Include part-time faculty for division events
- Streamline processes for pre-requisite challenge forms

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.

Outcome 2, Upon utilizing services provided by the Natural Sciences Division Office and Lab Support, faculty and staff will receive assistance in support of student success. This addresses our area to advocate and support faculty initiatives that ultimately benefit students.

B. Identify methods to assess outcomes in such a way that the data can be disaggregated.

We will develop and administer a survey for division participants, spring 2023. We hope to develop a survey that includes binary questions that result in clear assessment of the effectiveness of our program.

C. Identify a process for using outcome assessment data to improve your department's/office's services.

Our division office will use an electronic survey to efficiently administer the assessment tool and collect data each cycle. After data is collected we will discuss the results and determine ways to improve our division office's services.

D. Identify a process for assessing outcomes and collecting data that can be used to build dashboards (where applicable).

We will know if a dashboard is applicable, once our future assessment method has been discussed, developed and implemented.

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?

Since the outcome assessment method has not been developed, differences by race, ethnicity, gender and other categories cannot be addressed.

5.0 Evaluation of Progress Toward Previous Strategic Action Plans

- 5.1 List the strategic action plans from your last self-study/program review.
- Replace aging and outdated equipment
 - Increase support staff levels to meet current and expected (new sections/new programs) demand
 - Collect faculty, student, and staff data
- 5.2 Describe the level of success and/or progress achieved in the strategic action plans listed above.
- Replace aging and outdated equipment – this cycle, this was not addressed
 - Increase support staff levels to meet current and expected (new sections/new programs) demand -we were successful in obtaining steady lab support for our nutrition program and increasing our staff member for physics previously at 11-months to 12-months. However, we are still in need of a STEM director
 - Collect faculty, student, and staff data - we collected some data; however we need to work on discussing, developing, and implementing a sound assessment tool
- 5.3 How did you measure the level of success and/or progress achieved in the strategic action plans listed above?
- The equipment ordered and staffing levels were monitored.
- 5.4 Provide examples of how the strategic action plans in the last cycle contributed to the continuous quality improvement of your department/office.
- Hiring a permanent nutrition staff member and increasing the contract term for our physics staff member, has given our division support to increase enrollment by offering more courses.
- 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?
- Hiring a permanent nutrition staff member and increasing the contract term for our physics staff member, has given our division support to increase enrollment by offering more courses.
- 5.6 If funds were not allocated in the last review cycle, how did it impact your department/office?
- We had to use division funds to hire more student hourlies, spend more time training student hourlies and our staff and dean took on greater load to move our division forward.

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:	Improve communication with students, faculty and staff

List College goal/objective the plan meets:	College Goal #:4 Objective #:4.2	
Briefly describe the SAP, including title of person(s) responsible and timeframe, in 150 words or less.	Division dean will lead this SAP by hiring student hourlies or professional experts to maintain our division website, Instagram account, and content on digital screen for division. This will be completed one year after funding is received.	
What <i>Measurable Outcome</i> is anticipated for this SAP?	Updated division website and social media accounts.	
What specific aspects of this SAP can be accomplished without additional financial resources?	Our division already has a website maintained by a division member who will retire. Student hourlies, or professional expects will be required to maintain this website and social media accounts.	
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	\$8,800	PBSC
Total Requested Amount	\$8,800	PBSC

STRATEGIC ACTION PLAN # 2		
Strategic Action Plan Name:	Improve documentation and streamline processes for division office matters	
List College goal/objective the plan meets:	College Goal #:4 Objective #:4.1, 4.2	
Briefly describe the SAP, including title of person(s) responsible and timeframe, in 150 words or less.	Admin Assistant III will lead this SAP by hiring student hourlies and work with Admin Assistant II and Dean to digitize and catalog division documents. Laboratory clerks and technicians will be responsible for organizing physical and digital storage space. This will be completed one year after funding is received.	
What <i>Measurable Outcome</i> is anticipated for this SAP?	Digitize 70% of the current paperwork stored in the division office and the dean’s office.	
What specific aspects of this SAP can be accomplished without additional financial resources?	Our division already has the means to scan documents and store digitized copies on Teams. However, student hourlies, 2 large capacity external hard drives, 2 new computers (not monitors) will be required.	
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	\$4,000	PBSC
Supplies (hard drive, organizational storage tools)	\$5,000	PBSC
Computer Hardware	\$4,000	PBSC
Total Requested Amount	\$13,000	PBSC

STRATEGIC ACTION PLAN # 3		
Strategic Action Plan Name:	Create a suitable working environment for staff, students and potential community partners.	
List College goal/objective the plan meets:	College Goal #: 4 Objective #: 4.2	
Briefly describe the SAP, including title of person(s) responsible and timeframe, in 150 words or less.	Division conference room is used to invite potential community partners and updated chairs are needed in this space. Classified staff members and dean need updated desks and chairs. Frames and bulletin boards to hold student research work and student resource information are needed. This will be completed one year after funding is received and will be led by our Administrative Assistant III.	
What <i>Measurable Outcome</i> is anticipated for this SAP?	Upon purchase of the items this outcome will be complete.	
What specific aspects of this SAP can be accomplished without additional financial resources?	None.	
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
Supplies	\$13, 500	PBSC
Total Requested Amount	\$13, 500	PBSC

STRATEGIC ACTION PLAN # 4		
Strategic Action Plan Name:	Create effective working environment for faculty.	
List College goal/objective the plan meets:	College Goal #:4 Objective #:4.2	
Briefly describe the SAP, including title of person(s) responsible and timeframe, in 150 words or less.	A copy machine and scantron machine are needed to support faculty to meet the demands of instruction. Administrative Assistant II will lead in the discussion and purchase of these equipment. This will be completed one year after funding is received.	
What <i>Measurable Outcome</i> is anticipated for this SAP?	Upon purchase of the items this outcome will be complete.	
What specific aspects of this SAP can be accomplished without additional financial resources?	None.	
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
Equipment	\$12,000	PBSC
Total Requested Amount	\$12,000	PBSC

STRATEGIC ACTION PLAN # 4		
Strategic Action Plan Name:	Support for division student and faculty activities.	
List College goal/objective the plan meets:	College Goal #:1,2,3, 4 Objective #:1.1, 1.4, 1.5, 2.1, 2.3, 2.4, 3.1, 3.2, 3.3, 4.3	
Briefly describe the SAP, including title of person(s) responsible and timeframe, in 150 words or less.	Division dean and faculty will advocate for a STEM director position and one FT administrative assistant I, as funding becomes available.	
What <i>Measurable Outcome</i> is anticipated for this SAP?	A dedicated STEM director and support staff is expected to increase the number of STEM degrees/certificates, transfers, recruitment, student success, attendance in STEM resource activities (eg. Bootcamps, tutoring sessions), alumni networking, grant funding to support student and community workforce development, partnerships with industries and local schools, and connectivity with STEM division across campus.	
What specific aspects of this SAP can be accomplished without additional financial resources?	A dedicated STEM director is essential to managing a division that houses enthusiastic faculty.	
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	\$87,000 + \$40,000/ year ongoing	General
Total Requested Amount	\$127,000/year ongoing	General

7.0 Long Term Plans

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

7.1 Describe in detail your need for additional resources as listed above (if applicable)

Our division has experienced growth in the number of students we serve through the offering of more sections of highly impacted courses as well as new, high demand programs. Our division is heavily involved in the delivery of STEM education and a coordinated effort to manage all STEM related activities needs to be instituted. This will require hiring a STEM director and building a STEM facility (to supplement the 400 building).

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.

The Natural Sciences division office and lab support staff represent a highly trained and very efficient group of people who serve as an indispensable support structure for the delivery of STEM education at Fullerton

College. The division is actively working to provide FC students with an interactive and innovative learning environment that prepares students for STEM careers through exciting external partnerships, campus activities and academic support services specific to STEM courses. The staff works together extremely well and are very efficient in meeting the needs of our faculty and the students they serve. This solid foundation to support instruction has positioned our division to bring in a STEM director to continue and support the efforts established by our faculty. Our division faculty are active, working beyond classroom curriculum, to bring experiences to our students and the community by securing numerous external funding sources and offering multiple STEM centered enrichment activities for students. The division's faculty, staff and dean have built a community to ensure students enroll and succeed in science courses and are informed about opportunities after completing a degree or certificate in our programs. As our division continues to grow, we seek to update equipment, learning spaces and increase our staffing levels to support faculty who continue to develop opportunities for student participation in STEM experiences. There is a growing need for a well-trained workforce in STEM fields and the division continues to establish new and ongoing partnerships and initiatives to help meet this demand.

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/>.

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
Division Website	Summer 2022*	Yes, but updates should be made	https://natsci.fullcoll.edu/
Division Brochure	Fall 2021	Yes, but updates should be made	Sample will be provided next cycle

*The division website and brochure are evaluated and updated before every fall semester to ensure accuracy.

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

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

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.