

Non-Instructional Program Review- Annual Update Template

Service Area/Administrative Unit

Non-Instructional Program Name: Click or tap here to enter text.

Academic Year: Click or tap here to enter text.

Name(s) of Submitter(s): Click or tap here to enter text.

Annual Update #1 #2

**Note: An Annual Update must be submitted each year that a Program Review is not submitted.*

I. Progress on Goals and Outcomes (SAOs/AUOs)

A) List the 2-3 goals and related outcomes for your unit:

(These should be carried forward from your full Program Review, or from your Annual Update #1 if revised since your full Program Review)

1. GOAL #1

Increase the amount to students who receive an associate's degree or certificate by 5% each year.

Expected Service Area Outcome/Administrative Unit Outcome

Students will have the opportunity to meet with counselors to complete an educational plan.

2. GOAL #2

Decrease the number of units that students accumulate to 75.

Expected Service Area Outcome/Administrative Unit Outcome

Students would get a better understanding of how they can lose financial aid opportunities when transferring to a 4-year university.

3. GOAL #3

Increase access for disproportionately impacted groups.

Expected Service Area Outcome/Administrative Unit Outcome

Students from disproportionately groups will get connected to resources that will help them become successful students.

B) Have any goals been completed or discontinued?

If yes, please list the goal and whether it has been completed or discontinued; if discontinued, please explain why.

Yes No

Click or tap here to enter text.

Non-Instructional Program Review- Annual Update Template

C) Discuss the actions/strategies related to each goal and your progress on each of these. If you have not begun an(y) action/strategy please list why.

1. GOAL #1 Action/Strategies

With the implementation of Dynamic Forms and SARS, more data can be tracked on how many counselors have completed graduation petitions for both degrees and certificates.

Discuss any progress on Action/Strategies.

By having access to reports from the admissions office of students who have submitted graduation petitions, counselors were able to review the student's transcripts to see if they were eligible to be awarded a certificate as well. The students who were eligible for a certificate were contacted to submit a graduation petition for the certificate. Presentations have also been conducted in regards to the Student-Centered Funding Formula so that students are aware of the importance of petitioning for certificates in their first

Briefly explain how you have been measuring the goal and any notable indicators of forward progress.

By having more up to date information on graduation petitions through SARS and Dynamic Forms, counselors can ensure that students are applying for certificates as well in a timely manner. More work will be done on outreach in the future for students who have a declared program of study that includes a certificate to ensure that they are petitioning for the certificate in the first year and their degree in the second year. Comparisons can be done from year to year to see if there was an increase in degree or certificate completion.

2. GOAL #2 Action/Strategies

Students have been encouraged to petition to graduate once they are in their last semester and have normally completed 45 units and are registered in their last 15 in the current semester.

Discuss any progress on Action/Strategies

Counselors have been using Compass to ensure that students have met all of the degree requirements and lists have been given to counseling for ones who have not satisfied degree requirements. The counselors reviewed the list for accuracy and were able to assist students in enrolling into courses during the 2nd 9 week courses to complete their degrees.

Briefly explain how you have been measuring the goal and any notable indicators of forward progress.

Lists can be generated to see how many students have over 45 units in a given semester to be contacted to complete a graduation petition.

3. GOAL #3 Action/Strategies

The Counseling department have sent out emails flyers to promote programs such as BRASS, Rebound, Transfer Academy, and the Mindful Space so that students from any background can take part in our

Non-Instructional Program Review- Annual Update Template

services. BRASS is a program for male Students of Color, REBOUND is a program that assists students who are on academic probation, and the Mindful Space offers an array of services for Mental Health.

Discuss any progress on Action/Strategies

Students have been actively engaged in the services provide by all three programs. The counselors, Student Success Advisors, and coordinators have all worked together to promote these services to students from disproportionately impacted groups.

Briefly explain how you have been measuring the goal and any notable indicators of forward progress.

The Studen Success Advisors and Coordinators have been working with the counselors to ensure that programs are running smoothly and tracking the number of students in each program. Students in BRASS and Rebound receive assistance with books and other resources as so tracking is extremely important. The Transer Academy has provided assistance with college applications and fee waivers for students who are transferring.

Students have transitioned from the Rebound program to Special Programs and Services once their GPA increases over a 2.0.

D) List any resources you are requesting for each goal.

1. Goal 1 Goal 2 Goal 3

Please list the resource and how it relates to the goal.

Click or tap here to enter text.

2. Goal 1 Goal 2 Goal 3

Please list the resource and how it relates to the goal.

Click or tap here to enter text.

3. Goal 1 Goal 2 Goal 3

Please list the resource and how it relates to the goal.

Click or tap here to enter text.

II. New Goals (optional)

This section is optional and should be used to replace a completed or discontinued goal OR if a new goal has become necessary for the service area or administrative unit.

A. NEW GOAL #1

Click or tap here to enter text.

Expected Service Area Outcome/Administrative Unit Outcome

Non-Instructional Program Review- Annual Update Template

Click or tap here to enter text.

1. Alignment to BCC Strategic Priority *(Select at least one but choose all that apply)*

Choose an item.

Choose an item.

Choose an item.

Choose an item.

2. Relationship to Guided Pathways

Clarify the Path

Entering the Path

Staying on the Path

Support Learning

3. Please list actions/strategies for achieving this goal/outcome.

Click or tap here to enter text.

4. Briefly explain how you will measure the goal/outcome.

Click or tap here to enter text.

5. Please list resources (if any) that will be needed to achieve the goal/outcome.

Click or tap here to enter text.

B. NEW GOAL #2

Click or tap here to enter text.

Expected Service Area Outcome/Administrative Unit Outcome

Click or tap here to enter text.

6. Alignment to BCC Strategic Priority *(Select at least one but choose all that apply)*

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Non-Instructional Program Review- Annual Update Template

7. Relationship to Guided Pathways

- Clarify the Path
- Entering the Path
- Staying on the Path
- Support Learning

8. Please list actions/strategies for achieving this goal/outcome.
Click or tap here to enter text.

9. Briefly explain how you will measure the goal/outcome.
Click or tap here to enter text.

10. Please list resources (if any) that will be needed to achieve the goal/outcome.
Click or tap here to enter text.

Non-Instructional Program Review- Annual Update Template

III. Resource Requests:

What does the area need to meet its goals and objectives?

List all resources from Sections I.D and II.10 below.

If there was no room on the template to list all resources being requested for a single goal/objective, you may list additional resource requests here. Also list any resources required to implement planned improvements.

IMPORTANT: A BUDGET ALLOCATION PROPOSAL must be completed and submitted for EACH new resource requested.

Goal/ Outcome #	Resource Required	Estimated Cost	BAP Required? Yes or No	If no, indicate funding source
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.