Non-Instructional Program Review- Annual Update Template

Service Area/Administrative Unit

Non-Instructional Program Name: Dual Enrollment

Academic Year: Click or tap here to enter text.

Name(s) of Submitter(s): Jenea Rodriguez-Haywood

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 enrollment of high school students in college courses by 3% within the next 3 academic years through targeted recruitment efforts, effective communication, and community engagement

Expected Service Area Outcome/Administrative Unit Outcome
High school students will be afforded the opportunity to earn college credit at no cost while concurrently enrolled in high school.

2. GOAL #2
Enhance student retention rates by 2% by implementing Early Intervention and Support strategies, creation of CCAP Courses, personalized advising, and timely identification of at-risk dual enrollment students early in the semester.

Expected Service Area Outcome/Administrative Unit Outcome
The college will enhance wrap around support services available to dual enrollment students

3. GOAL #3
Increase the dual enrollment student degree and certificate completion rate by 1% over the next 3 academic years.

Expected Service Area Outcome/Administrative Unit Outcome
This goal focuses on improving the successful transition of dual enrollment students from high school to college, ensuring they complete their degrees.

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 ☒

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Barstow Community College's Dual Enrollment Department is committed to advancing student achievement and strengthening partnerships between the college and local high schools. The continuation of these strategic goals reflects the department's ongoing efforts to expand access, improve student support, and ensure academic success for dual enrollment students. Together, these goals reflect Barstow Community College's dedication to creating a high-impact dual enrollment program that not only grows in size but also in quality, equity, and student success.

- **Goal #1: Increase high school student enrollment in college courses by 3% within the next three academic years**
  This goal supports the college's mission to expand educational opportunities for high school students by providing them with early exposure to college-level coursework. By focusing on targeted recruitment efforts, improving communication strategies, and deepening community engagement, the department aims to remove barriers and make dual enrollment more accessible to a broader range of students. Increasing participation not only helps students get a head start on their college education but also builds a stronger college-going culture in the community.

- **Goal #2: Enhance student retention rates by 2% through proactive support strategies**
  Retention is a key indicator of student success. This goal emphasizes the importance of early and personalized support for dual enrollment students. Through the implementation of early intervention strategies, development of CCAP (College and Career Access Pathways) courses, timely identification of at-risk students, and individualized academic advising, the department is working to ensure that students remain engaged and are more likely to complete their courses successfully. Supporting students from the start of the semester allows for quicker responses to academic or personal challenges, improving overall outcomes.

- **Goal #3: Increase the degree and certificate completion rate among dual enrollment students by 1% over the next three years**
  While increasing enrollment and retention are important, completion is the ultimate measure of success. This goal reflects a commitment to guiding students toward tangible academic achievements. By fostering a clear pathway from dual enrollment to degree or certificate completion, the department helps students make meaningful progress toward their educational and career goals. Even a modest increase in completion rates represents significant progress in closing equity gaps and preparing students for the workforce or further academic study.

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**
   Goal 1: Increase high school student enrollment in college courses by 3% within the next three academic years
   Actions and Strategies:

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To expand access and promote dual enrollment opportunities, we have prioritized outreach and engagement efforts, particularly in rural and underserved areas. This includes:

- Hosting our first Dual Enrollment Open House in Baker, a remote community with limited resources, to raise awareness and promote program opportunities.
- Establishing a online college-level elective course at one of our feeder high schools, making it easier for students to begin their college journey without leaving their campus.
- Providing biweekly onsite support at our partner high schools to assist both new and returning dual enrollment students with applications, course selection, and questions

Discuss any progress on Action/Strategies.

These efforts have strengthened our relationships with local schools and communities, increased student interest in the program, and laid a strong foundation for enrollment growth in upcoming semesters.

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

We are measuring this goal by tracking year-over-year increases in the number of high school students enrolled in dual enrollment courses using enrollment reports from our student information system (Argos). We also monitor participation trends by high school, grade level, and course type to ensure equitable growth across our partner schools.

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Term	Ethnicity	Student Headcount	Percent of Students
Summer 2023	Asian/Filipino	9	8.30%
Summer 2023	Black/African American	8	7.40%
Summer 2023	Hispanic	53	49.10%
Summer 2023	Two or More	9	8.30%
Summer 2023	White	29	26.90%
Fall 2023	American Indian/ Alaska Native	1	0.30%
Fall 2023	Asian/Filipino	18	5.30%
Fall 2023	Black/African American	13	3.90%
Fall 2023	Hispanic	163	48.40%
Fall 2023	Pacific Islander/Hawaiian	1	0.30%
Fall 2023	Two or More	33	9.80%
Fall 2023	Unknown/Unreported	6	1.80%
Fall 2023	White	102	30.30%
Spring 2024	American Indian/ Alaska Native	3	0.70%
Spring 2024	Asian/Filipino	20	5%
Spring 2024	Black/African American	23	5.70%
Spring 2024	Hispanic	180	44.90%
Spring 2024	Pacific Islander/Hawaiian	3	0.70%
Spring 2024	Two or More	38	9.50%
Spring 2024	Unknown/Unreported	8	2%
Spring 2024	White	126	31.40%
Summer 2024	Asian/Filipino	6	5.10%
Summer 2024	Black/African American	5	4.20%
Summer 2024	Hispanic	54	45.80%
Summer 2024	Pacific Islander/Hawaiian	1	0.80%
Summer 2024	Two or More	10	8.50%
Summer 2024	Unknown/Unreported	3	2.50%
Summer 2024	White	39	33.10%
Fall 2024	American Indian/ Alaska Native	3	0.70%
Fall 2024	Asian/Filipino	24	5.70%
Fall 2024	Black/African American	31	7.40%
Fall 2024	Hispanic	179	42.70%
Fall 2024	Pacific Islander/Hawaiian	5	1.20%
Fall 2024	Two or More	40	9.50%
Fall 2024	Unknown/Unreported	15	3.60%
Fall 2024	White	122	29.10%
Spring 2025	American Indian/ Alaska Native	3	0.70%
Spring 2025	Asian/Filipino	23	5.30%
Spring 2025	Black/African American	32	7.40%
Spring 2025	Hispanic	184	42.70%
Spring 2025	Pacific Islander/Hawaiian	5	1.20%
Spring 2025	Two or More	44	10.20%
Spring 2025	Unknown/Unreported	17	3.90%

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2. **GOAL #2 Action/Strategies**

Goal 2: Enhance student retention rates by 2% through proactive support strategies.

Recognizing that early support is key to student retention, we have implemented several initiatives to guide students from day one and keep them on track throughout the semester:

- We personally call all dual enrollment students during the first week of the semester to assist them in logging into their MyBCC portals and ensure they are ready to begin their coursework successfully.
- We conduct mid-semester check-in calls to assess students' academic progress, identify any challenges they may be facing, and connect them with campus resources, including tutoring services and academic support.
- Our team continues to visit feeder high schools every two weeks to provide in-person assistance, helping students navigate course requirements, stay engaged, and build confidence in their academic journey.

Discuss any progress on Action/Strategies

These hands-on, proactive strategies have fostered stronger student connections, reduced confusion and barriers to success, and contributed to improved course engagement and persistence rates.

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

We are measuring retention by comparing term-to-term and year-to-year continuation rates of dual enrollment students. We also monitor course withdrawal rates, success (A–C grades), and no-pass grades to identify areas where additional support may be needed. The data is collected from our Argos system.

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THREE-YEAR APPORTIONMENT ENROLLMENT DATA
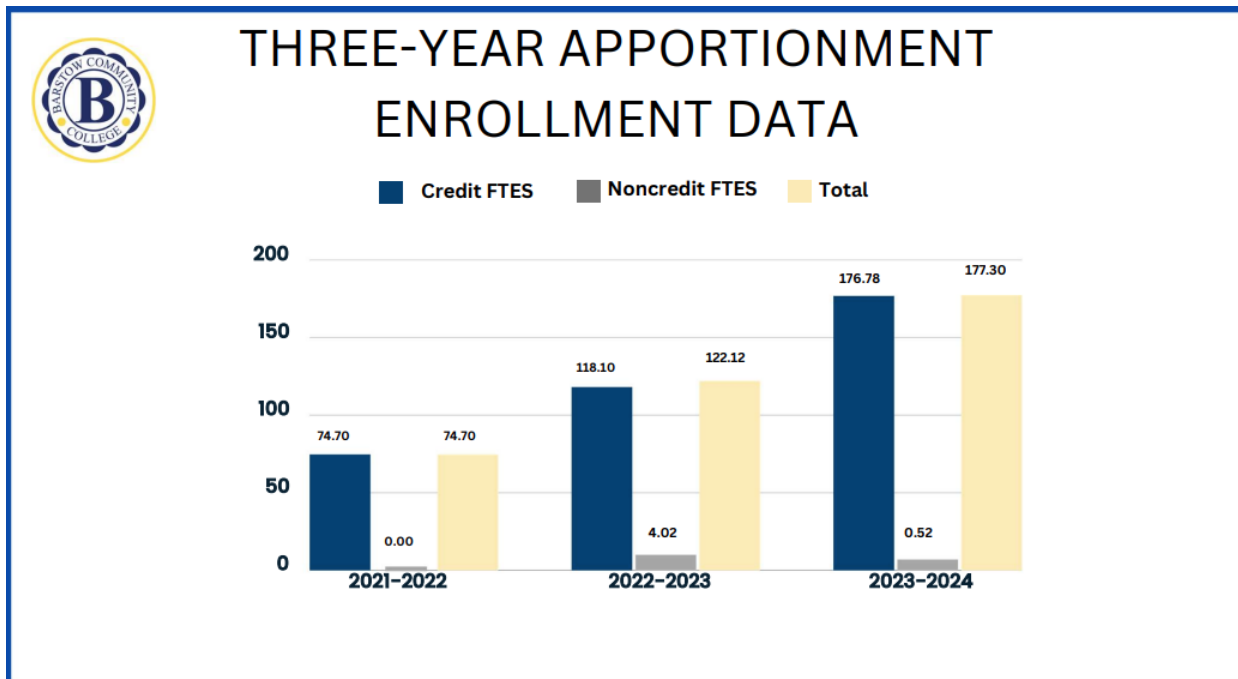
3. **GOAL #3 Action/Strategies**
   Goal 3: Increase the degree and certificate completion rate among dual enrollment students by 1% over the next three academic years.

Completion is a key focus of our program. To help students make consistent progress toward academic milestones, we have put in place several pathways-focused strategies:

- We are encouraging every dual enrollment student to meet with a college counselor to create a personalized educational plan, ensuring they are taking the right courses aligned with their goals and avoiding unnecessary units.
- To increase accessibility, we bring college counselors directly to our partner high school campuses, allowing students to receive advising during regular school hours without needing to travel to the college.

Discuss any progress on Action/Strategies
We track student progress toward completion using degree audit tools, counselor reports, and institutional data on certificate and degree attainment among dual enrollment students. We also assess how many students have an active education plan and are on track to complete their stated goals within a reasonable timeframe.

Briefly explain how you have been measuring the goal and any notable indicators of forward progress.
By providing intentional academic planning and direct access to counseling, we are seeing more students take purposeful steps toward earning degrees or certificates. These supports also empower students to make informed choices about their future educational and career paths.

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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.

Dual Enrollment Outreach Vehicle:

- A reliable, college-branded vehicle is essential for our team to travel consistently to local and rural high schools—especially in remote communities like Baker. This will support our ability to conduct in-person outreach, host information sessions, deliver materials, and maintain regular site visits.

Marketing and Outreach Materials:

- Professionally printed flyers, posters, program brochures, and promotional items for events like open houses and college fairs to raise awareness of dual enrollment opportunities.

Technology and Presentation Equipment:

- Portable equipment such as tablets, laptops, projectors, and mobile Wi-Fi hotspots to use during outreach presentations at high schools and community events.

Staffing Support:

- Additional part-time or full-time staff to assist with recruitment efforts, including a dedicated Dual Enrollment Outreach Specialist to coordinate with high school partners and manage outreach logistics.

2. Goal 1 ☐   Goal 2 ☒   Goal 3 ☐

    Please list the resource and how it relates to the goal.
    Communication Technology: Call and text communication software that allows automated and personalized check-ins with students (e.g., texting platforms integrated with the college's CRM system).
    Professional Development for Staff and Faculty: Training for instructors and support staff on how to identify and intervene with at-risk students early in the semester. How to work with dual enrollment students. Workshops on culturally responsive advising and support strategies for high school populations.
    Counseling and Wellness Resources: Access to mental health or wellness resources that can be offered to dual enrollment students who may be struggling with stress, anxiety, or academic pressure. Collegetutoring workshops provided on their high school campus.

3. Goal 1 ☐   Goal 2 ☐   Goal 3 ☒

    Please list the resource and how it relates to the goal.
Expanded Counseling Services:
- Additional college counseling staff to support the growing number of dual enrollment students.

A dedicated Dul enrollment counselor.

- Dedicated counselor hours at each high school site to create education plans and provide academic guidance.

Pathway Development Tools:

- Software to map high school coursework to college degrees and certificates, ensuring students take intentional, aligned courses.
- Centralized tracking systems to monitor student progress toward program completion.

Educational Planning/ dual enrollment support Workshops:

- Materials and staffing for workshops that teach students how to navigate their educational plans, understand degree requirements, and prepare for transfer or workforce entry.

Transportation Funding (if vehicle not available):

- If a vehicle cannot be acquired immediately, funding to cover mileage reimbursements or car rentals for staff traveling to high school sites.

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
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

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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.

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.

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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
Goal 1	Mileage & Office Supplies, college vehicle,	85,000	Yes	Click or tap here to enter text.
Goal 3	Funds are needed to host parent night informational sessions, General Dual enrollment informational sessions, tutor workshops, text alert system, Senior application events & Workshops, Promotional Items: folders, pens binders, etc.	25,000	Yes	Click or tap here to enter text.
Goal 2	Professional Development for staff and faculty, student workers, dedicated dual enrollment counselor, and an outreach specialist, 1 student worker	40,000	Yes	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.

BUDGET ALLOCATION PROPOSAL

Date: 07/31/25		Originator: Jenea Rodriguez-Haywood	
Program or Department Name:		Dual Enrollment	
Dean/Vice President/Supervisor:		Cuauhtemoc Carboni	

What are you requesting? *(Brief)*

We are requesting funding to support professional development for staff and faculty, the hiring of one student worker dedicated to the Dual Enrollment department, and staffing for a dedicated Dual Enrollment Counselor and Outreach Specialist. This investment aims to enhance program effectiveness, expand student access, and improve service delivery at Barstow Community College.

Amount Requested: 40,000   ☐ One-time Funding   ☒ Ongoing Funding

Funding Source (if known):

REQUEST TYPE:

☐ Personnel/Staffing *Complete Personnel/Staffing section below* ☒ OTHER	☐ Technology Resource *Complete Technology section below*	☐ Facilities Resource *Complete Facilities section below*	☐ Professional Development *Complete Professional Development section below*

PERSONNEL/STAFFING REQUEST

Is the position request for: ☒ Faculty   ☒ Classified   ☐ Management/Confidential

Is the position requested: ☐ A new classification   (Attach *proposed* job description, or *detailed* list of proposed duties)

☐ An existing classification   *Official Job Title:*

Is the position requested: ☒ Full Time   ☐ Part Time:_____ Months/Year _____ Hours/Week

TECHNOLOGY RESOURCE REQUEST

Indicate the category of the request:

☐ Hardware   ☐ Software   ☐ Printer/Copier   ☐ Network   ☐ Audio-Visual   ☐ License/Maintenance

Indicate the intended users: ☐ Students   ☐ Faculty   ☐ Staff   ☐ Other

Is training required?   ☐ No   ☐ Yes   Explain:

How will it be secured?   ☐ Alarm   ☐ Secure Room   ☐ Secure Cabinet   ☐ Cable/Lock   ☐ Password

Have you completed and attached the Technology Assessment Form?

FACILITIES RESOURCE REQUEST

Indicate the intended users: ☐ Students   ☐ Faculty   ☐ Staff   ☐ Other

Is maintenance required?   ☒ No   ☐ Yes   Explain:

PROFESSIONAL DEVELOPMENT REQUEST

Indicate the intended users: ☐ Students   ☐ Faculty   ☒ Staff   ☐ Other

Do other internal areas/departments need to be involved?
☒ No   ☐ Yes   Explain: _____

Is technology needed?   ☒ No   ☐ Yes   Explain: _____

1. Why is the request being made?

> This request is being made to enhance the capacity and impact of the Dual Enrollment program by investing in professional development, critical support personnel, and targeted student engagement strategies. These resources will ensure more efficient operations, better student support, and expanded outreach, particularly for underserved and first-generation college students.

2. a) Where in the Program Review/Annual Update is the request supported? Include the text from the Program Review AND cite the applicable section number(s).

> Expand access and support for Dual Enrollment students. "The Dual Enrollment program aims to enhance equity and access by increasing support services for students, faculty engagement, and professional development for staff

   b) Explain how the request is supported with information gathered from the assessment of outcomes (Student Learning Outcomes, Program Level Outcomes, Service Area Outcomes, or Administrative Unit Outcomes).

> Assessments from the Dual Enrollment Service Area Outcomes indicate the need for improved student support services and better coordination among faculty and counselors. This funding addresses these gaps by enabling increased staff training and the hiring of dedicated personnel.

   c) How was this included in the Area Goals section of your Program Review? Please cite section/item number and include the text.

> Establish consistent outreach and counseling support to improve student onboarding and program retention."

3. If this item is approved, what departments or resources are needed, or would be affected, when implementing or developing it, on both a short-term and a long-term basis? Have they been notified?
   Example: Technology Assessment Form
   (This question is not required for Personnel/Staffing requests.)

> Short-term: Human Resources (hiring process), Counseling, Outreach
> Long-term: Technology Services (for professional development platforms), Payroll, Institutional Research (data tracking)

4. a) How will this resource improve student success or institutional services?

This funding will enable more personalized student support through a dedicated counselor, enhanced community engagement through an outreach specialist, and increased faculty and staff readiness through training. The student worker will support day-to-day tasks, allowing staff to focus on strategic initiatives.

b) What data will you gather and analyze to demonstrate that your proposal is meeting this goal(s)?

- Dual enrollment headcount and course completion rates
- Student satisfaction surveys
- Outreach event participation
- Faculty/staff training participation rates

5) Describe how your request is aligned with as many of the college's strategic planning documents as applicable. (If the request does not align with a document, indicate N/A.)

Please be specific and provide detail, ensuring a clear correlation between content of referenced document and the request. Cite the section and page numbers where the correlation can be found.

(Follow the links to access each document)

1. Mission Statement

Supports BCC's mission to provide high-quality education and expand access to underserved populations.

2. Strategic Priorities / Strategic Goals

Strategic Priority #2 – Promote student success by enhancing support services and increasing access

3. Educational Master Plan

Goal 1.2 – "Improve access and success in transfer-level coursework and career preparation"

4. Others: Such as Technology Plan , Facilities Master Plan, HR Staffing Plan, Professional Development Plan

Supports Objective 3 – "Provide ongoing and relevant training for faculty and staff that directly supports student achievement and institutional effectiveness.

ADMINISTRATIVE USE

Administrator: _____ Title: _____

Comments/Recommendations:

[blank box]

Signature: _____ Date: _____

Administrator: _____ Title: _____

Comments/Recommendations:

[blank box]

Unit Priority Ranking: _____ of _____

BUDGET INFORMATION
(This section MUST be completed)

Budget Program Number: _____   ☐ Restricted   ☐ Unrestricted

Comments regarding Budget Information: _____

Signature: _____ Date: _____

BUDGET ALLOCATION PROPOSAL

Date:	07/31/2025	Originator:	Jenea Rodriguez-Haywood

Program or Department Name: Dual Enrollment

Dean/Vice President/Supervisor: Cuauhtemoc Carboni

What are you requesting? *(Brief)*
The plan outlines technology resources for managing student records and communication, staff travel for site expansion and recruitment, office supplies for operations, and a district vehicle.

Amount Requested: 85,000 ☐ One-time Funding ☒ Ongoing Funding

Funding Source (if known):

REQUEST TYPE:

☐ Personnel/Staffing *Complete Personnel/Staffing section below* ☒ OTHER	☐ Technology Resource *Complete Technology section below*	☐ Facilities Resource *Complete Facilities section below*	☐ Professional Development *Complete Professional Development section below*

PERSONNEL/STAFFING REQUEST

Is the position request for: ☐ Faculty ☐ Classified ☐ Management/Confidential

Is the position requested: ☐ A new classification (Attach *proposed* job description, or *detailed* list of proposed duties)

☐ An existing classification *Official Job Title:*

Is the position requested: ☐ Full Time ☐ Part Time: _____ Months/Year _____ Hours/Week

TECHNOLOGY RESOURCE REQUEST

Indicate the category of the request:

☐ Hardware ☐ Software ☐ Printer/Copier ☐ Network ☐ Audio-Visual ☐ License/Maintenance

Indicate the intended users: ☐ Students ☐ Faculty ☐ Staff ☐ Other

Is training required? ☐ No ☐ Yes Explain:

How will it be secured? ☐ Alarm ☐ Secure Room ☐ Secure Cabinet ☐ Cable/Lock ☐ Password

Have you completed and attached the Technology Assessment Form?

FACILITIES RESOURCE REQUEST

Indicate the intended users: ☐ Students ☐ Faculty ☐ Staff ☐ Other

Is maintenance required? ☐ No ☐ Yes Explain:

PROFESSIONAL DEVELOPMENT REQUEST

Indicate the intended users: ☐ Students ☐ Faculty ☐ Staff ☐ Other

Do other internal areas/departments need to be involved?
☐ No ☐ Yes Explain: _____

Is technology needed? ☐ No ☐ Yes Explain: _____

1. Why is the request being made?

> The budget request stems from a strategic need to enhance the effectiveness of the Dual Enrollment Program. By allocating $85,000, the department aims to optimize outreach efforts, streamline administrative processes, and ultimately improve student access to college courses while in high school. The funding help secure a district vehicle.

2. a) Where in the Program Review/Annual Update is the request supported? Include the text from the Program Review AND cite the applicable section number(s).

> Within the Program Review and Annual Update, the request aligns with the program's overarching goals. Specifically, it addresses the imperative to expand dual enrollment opportunities and foster stronger connections with local high schools. The Program Review underscores the importance of outreach, engagement, and seamless transitions for students. It also shows the need for a district vehicle for the dual enrollment department.

b) Explain how the request is supported with information gathered from the assessment of outcomes (Student Learning Outcomes, Program Level Outcomes, Service Area Outcomes, or Administrative Unit Outcomes).

> 1. **Increased Participation**: The dual enrollment program aims to increase participation by offering free college courses to high school students. By providing mileage reimbursement, staff can travel to different school sites and outreach events, promoting the program and encouraging student enrollment.
> 2. **Improved Student Outcomes**: Assessments of student learning outcomes (SLOs) can demonstrate the program's effectiveness. If SLOs show positive results (e.g., improved student performance, retention, or completion rates), this justifies the investment in staff resources.
> 3. **Program Level Outcomes**: Evaluating program-level outcomes, such as the number of students served, course completion rates, and successful transitions to higher education, can justify the need for staff support. If these outcomes align with program goals, the request becomes more reasonable.
> 4. **Service Area Outcomes**: Dual enrollment benefits the local community by preparing students for college and careers. Staff outreach efforts contribute to achieving service area outcomes, such as increased college readiness and workforce development.
> 5. **Administrative Unit Outcomes**: The dual enrollment department's success depends on effective administration. Office supplies are essential for smooth operations, while staff mileage supports outreach efforts, ultimately contributing to achieving administrative unit outcomes.

c) How was this included in the Area Goals section of your Program Review? Please cite section/item number and include the text.

3. If this item is approved, what departments or resources are needed, or would be affected, when implementing or developing it, on both a short-term and a long-term basis? Have they been notified? Example: Technology Assessment Form
(This question is not required for Personnel/Staffing requests.)

Short-term Impact: The Dual Enrollment Department directly benefits from this allocation. Staff members responsible for outreach, coordination, and communication will utilize the mileage budget to travel to high schools, attend events, and engage with prospective students.
Long-term Considerations: The college administration and budget planning office should be informed about this resource allocation. Their support ensures sustained funding and operational continuity.

4. a) How will this resource improve student success or institutional services?

The proposed resource allocation contributes to student success by:
Increasing Outreach: With adequate mileage funding, staff can visit high schools more frequently, promoting dual enrollment opportunities and addressing student inquiries. A district vehicle will ensure staff have transportation to the local high schools.
Efficient Communication: Staff mobility ensures timely responses to student needs, facilitating enrollment, advising, and program information dissemination.

b) What data will you gather and analyze to demonstrate that your proposal is meeting this goal(s)?

The department will track enrollment numbers, student feedback, and participation rates. These metrics will demonstrate the impact of the resource on student engagement and success.

5) Describe how your request is aligned with as many of the college's strategic planning documents as applicable. (If the request does not align with a document, indicate N/A.)

Please be specific and provide detail, ensuring a clear correlation between content of referenced document and the request. Cite the section and page numbers where the correlation can be found.

(Follow the links to access each document)

1. Mission Statement

Mission Statement: The request directly aligns with the college's mission to provide accessible education and empower students for lifelong success.

2. Strategic Priorities / Strategic Goals

Goal 1 (Access and Equity): The budget allocation supports equitable access to college courses for high school students.

Goal 2 (Retention and Completion): By enhancing outreach, the department contributes to student retention and successful program completion.

3. Educational Master Plan

The request resonates with the plan's emphasis on expanding educational opportunities, fostering community partnerships, and preparing students for higher education and career pathways.

4. Others: Such as Technology Plan , Facilities Master Plan, HR Staffing Plan, Professional Development Plan

1. **Technology Plan**:
    - The department may need technology resources (e.g., laptops, software licenses, hotspots) to manage student records, communicate with high schools, and facilitate online coursework.
    - Staff travel to different sites might involve using technology for presentations, virtual meetings, or data collection and.

2. **Facilities Master Plan**:
    - Staff travel becomes essential if the dual enrollment program aims to expand to additional school sites or community centers.
    - Office supplies contribute to efficient facility management, ensuring smooth operations.

3. **HR Staffing Plan**:
    - Staff mileage supports recruitment efforts, such as attending college and career fairs, back-to-school nights, and local feeder high school events.
    - Office supplies are necessary for administration (e.g., printing materials, decks, computers.etc.

4. **Professional Development Plan**:
    - Staff attending conferences, workshops, or training sessions require mileage reimbursement.
    - Office supplies aid in organizing and implementing professional development activities.

ADMINISTRATIVE USE

Administrator: _____ Title: _____

Comments/Recommendations:

_____

Signature: _____ Date: _____

Administrator: _____ Title: _____

Comments/Recommendations:

_____

Unit Priority Ranking: _____ of _____

BUDGET INFORMATION
*(This section **MUST** be completed)*

Budget Program Number: _____ ☐ Restricted ☐ Unrestricted

Comments regarding Budget Information: _____

Signature: _____ Date: _____

BUDGET ALLOCATION PROPOSAL

Date: 07/31/2025	Originator: Jenea Rodriguez-Haywood
Program or Department Name:	Dual Enrollment
Dean/Vice President/Supervisor:	Cuauhtemoc Carboni

What are you requesting? *(Brief)*	The request for $25,000 will fund activities to support dual enrollment, including informational sessions, workshops, and promotional items aimed at increasing student engagement and awareness. These efforts are designed to facilitate successful transitions from high school to college by providing resources and enhancing program visibility.

Amount Requested: 25,000 ☐ One-time Funding ☒ Ongoing Funding

Funding Source (if known):

REQUEST TYPE:

☐ **Personnel/Staffing** Complete *Personnel/Staffing* section below ☒ OTHER	☐ **Technology Resource** Complete *Technology* section below	☐ **Facilities Resource** Complete *Facilities* section below	☐ **Professional Development** Complete *Professional Development* section below

PERSONNEL/STAFFING REQUEST

Is the position request for: ☐ Faculty ☐ Classified ☐ Management/Confidential

Is the position requested: ☐ A new classification (Attach *proposed* job description, or *detailed* list of proposed duties)

☐ An existing classification *Official Job Title:*

Is the position requested: ☐ Full Time ☐ Part Time: ____ Months/Year ____ Hours/Week

TECHNOLOGY RESOURCE REQUEST

Indicate the category of the request:

☐ Hardware ☐ Software ☐ Printer/Copier ☐ Network ☐ Audio-Visual ☐ License/Maintenance

Indicate the intended users: ☐ Students ☐ Faculty ☐ Staff ☐ Other

Is training required? ☐ No ☐ Yes Explain:

How will it be secured? ☐ Alarm ☐ Secure Room ☐ Secure Cabinet ☐ Cable/Lock ☐ Password

Have you completed and attached the Technology Assessment Form?

FACILITIES RESOURCE REQUEST

Indicate the intended users: ☐ Students ☐ Faculty ☐ Staff ☐ Other

Is maintenance required? ☐ No ☐ Yes Explain:

BUDGET ALLOCATION PROPOSAL

PROFESSIONAL DEVELOPMENT REQUEST

Indicate the intended users: ☐ Students   ☐ Faculty   ☐ Staff   ☐ Other

Do other internal areas/departments need to be involved?
☐ No   ☐ Yes   Explain: _____

Is technology needed?   ☐ No   ☐ Yes   Explain: _____

1. Why is the request being made?

   > The request for 25,000 aims to support various activities related to dual enrollment, including parent night informational sessions, general dual enrollment sessions, senior application events, workshops, and promotional items. These activities enhance student engagement, promote the program, and facilitate successful transitions from high school to college.

2. a) Where in the Program Review/Annual Update is the request supported? Include the text from the Program Review AND cite the applicable section number(s).

   > Within the Program Review and Annual Update, the request aligns with the program's overarching goals. Specifically, it addresses the imperative to expand dual enrollment opportunities and foster stronger connections with local high schools. The Program Review underscores the importance of outreach, engagement, and seamless transitions for students.

   b) Explain how the request is supported with information gathered from the assessment of outcomes (Student Learning Outcomes, Program Level Outcomes, Service Area Outcomes, or Administrative Unit Outcomes).

   > The request is supported by assessing outcomes such as Student Learning Outcomes (SLOs), Program Level Outcomes (PLOs), and Service Area Outcomes (SAOs) by Positive outcomes (e.g., increased participation and improved student success, improved re) justify the need for funding.

   c) How was this included in the Area Goals section of your Program Review? Please cite section/item number and include the text.

   > The request contributes to area goals related to student engagement, outreach, and program completion.

3. If this item is approved, what departments or resources are needed, or would be affected, when implementing or developing it, on both a short-term and a long-term basis? Have they been notified?
   Example: Technology Assessment Form
   (This question is not required for Personnel/Staffing requests.)

   > Short-term: Dual enrollment staff, high school event organizers, and communication channels.
   >
   > Long-term: Program sustainability, student success, and community partnerships. Notification: Relevant departments (e.g., Outreach, PIO Marketing) should be informed

4. a) How will this resource improve student success or institutional services?

> Hosting events and providing resources enhance student awareness, preparation, and access to college courses.

b) What data will you gather and analyze to demonstrate that your proposal is meeting this goal(s)?

> Data on event attendance, student inquiries, and application rates will demonstrate impact.

5) Describe how your request is aligned with as many of the college's strategic planning documents as applicable. (If the request does not align with a document, indicate N/A.)

Please be specific and provide detail, ensuring a clear correlation between content of referenced document and the request. Cite the section and page numbers where the correlation can be found.

(Follow the links to access each document)

1. Mission Statement

> The mission of Barstow College emphasizes educational access, student success, and community engagement. The request for funds supports this mission by enhancing outreach, promoting dual enrollment, and facilitating student transitions.

2. Strategic Priorities / Strategic Goals

> This request aligns with strategic goals for student support, community partnerships, and program growth.

3. Educational Master Plan

> The request contributes to the college's commitment to student achievement and equitable access to education.

4. Others: Such as Technology Plan , Facilities Master Plan, HR Staffing Plan, Professional Development Plan

> **Technology Plan**: If technology (e.g., online registration systems, virtual sessions) is part of the request, it aligns with technology goals.
> **Facilities Master Plan**: Hosting events may involve facility use, supporting the plan's objectives.
> **HR Staffing Plan**: Staff involvement in events aligns with HR goals.
> **Professional Development Plan**: Fund workshops and training to support staff development.

ADMINISTRATIVE USE

Administrator: _____ Title: _____

Comments/Recommendations:

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Signature: _____ Date: _____

Administrator: _____ Title: _____

Comments/Recommendations:

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Unit Priority Ranking: _____ of _____

BUDGET INFORMATION
*(This section **MUST** be completed)*

Budget Program Number: _____   ☐ Restricted   ☒ Unrestricted

Comments regarding Budget Information: _____

Signature: _____ Date: _____