

Foothill Annual Program Review 2024

Annual Program Review Template 2024

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1. Number of full-time faculty in the program.

0

2. Number of part-time faculty in the program.

0

3. Number of staff in the program.

11.5

4. Do the above numbers reflect any staffing changes?

We currently have one staff member working out of class and the (.5) represents a split position 50% VRC and 50% Admissions and Records.

5. Refer to the most recent Comprehensive Program Review, what were the identified actions for improvement? Identify any current and/or new Strategic Goals.

1. Improve our Welcome email which will have more guiding information for students to use prior to registration.
2. Targeted outreach with registration workshops for Black/African American, Native American, Latine, and Filipin-x students to increase enrollment.
3. Improve the online orientation.
4. Student engagement

6. What actions identified in the Comprehensive Program Review (or most recent Annual Program Review if no Comprehensive Program Review) have you completed this year?

1. Welcome Email: The welcome email has been improved in collaboration with guided pathways to have a warm tone, links to complete matriculation steps for priority registration, and multiple ways for students to contact the A&R office for questions.
2. Targeting Outreach: Quarterly in-person registration events with access to A&R, evaluations, financial aid, and counseling all in one spot. In addition to emailing A&R has implemented texting outreach to students. Plans to specifically message students of color to offer in-person/virtual registration assistance. Implement AB928 to increase ADTs.
3. Online Orientation has been updated with new policies and procedure. We will continue to assess to try to shorten the time it takes to complete it - currently 45-60 minutes, goal is 30 minutes.
4. A&R has started an in-person kiosk check-in system to track what type of questions/services students request. Our goal is to expand this include phone/email so we can better understand the needs of our students.

7. Explain your implementation timeline and if there have been any changes or updates.

A&R office implemented many new projects. We will continue to evaluate and make changes based on feedback from students.

8. Explain the evidence the program used to evaluate progress and provide an update on progress.

Our office has been very busy with implementation and various changes, which has limited our ability to gather data thus far. This year, however, our goal is to collect feedback through surveys for several key processes: registration events, online orientation, welcome emails, and office visits. We plan to analyze this data thoroughly to identify areas for improvement and enhance the overall experience for our students.

9. Click the link and follow the instructions to the Disproportionate Impact dataset, then respond to the prompt below.

https://foothilldeanza-my.sharepoint.com/:b:/g/personal/20078222_fhda_edu/ETXoAp44fMFCppHXvzplFgcB5ogzcvUxLknHrIXo1ghkHg?e=H8axR7

Identify the groups that are experiencing a disproportionate impact in the most recent year (highlighted in orange). In the text box below, provide the percentage point gap and the number of additional successes needed to erase the percentage point gap for each group.

For non-instructional programs that do not have program specific disproportionate impact student data, please provide an update on the program's 13-55 project (i.e., project description, students served, implementation timeline).

We continue to have our registration events named Kickstart. These aim to assist our black and brown students with in-person all-around student services. Data is still pending to see if these have increased persistence from the Fall to Winter quarter, as we know there has been a 30% drop in the last year.

10. Use this opportunity to reflect on your responses in this document. Include your closing thoughts.

This has been a particularly busy year for the Admissions and Records (A&R) Office. The integration of the Evaluations and Financial Aid Offices into the Enrollment Services Division required significant effort, especially due to staffing vacancies and turnover. However, all departments within the division are now stable and working collaboratively.

In addition, the A&R Office successfully filled two critical supervisor positions, which are essential to our operations. While these roles are vital, they also require considerable training and knowledge transfer to ensure a smooth transition. The A&R Office also played an active role in implementing major state initiatives, such as AB 928, aimed at supporting Associate Degree for Transfer (ADT) completion.

While we have made progress in the areas identified for improvement, there is still much room for growth. The ongoing introduction of new state initiatives and system updates through ETS continues to present challenges, but we remain committed to balancing these demands. Our primary goal this year is to collect and analyze student feedback to identify how we can further enhance our services and better meet the needs of our campus community.

Click on the link below to view the Annual Program Review Rubric.

https://foothilldeanza-my.sharepoint.com/:w:/g/personal/20078222_fhda_edu/Ec2dqPH1B2RHinzFtnlz6sYB7-DOzW9lv1KkGyWdLuZkbg?e=C1fFMU

End of Annual Program Review Template 2024

This form is completed and ready for acceptance.

Rubric Annual Program Review

Criteria

The program's responses...

- align with the program's goals
- align with data
- are informed by data
- are within the control of the program
- have measurable outcomes

- Meets Expectations
- Needs Improvement

Feedback

SLO's #2,3,4 could benefit from being S.M.A.R.T. measurable goals, however the actions taken to meet the goals indicate good progress. There are lots of positive changes in A&R including new enrollment days, implementation of new Assembly Bills and a new kiosk. Once the SLO's are made measurable, then data tracking will be possible. Not mentioned is the statewide recognition for our A&R's office approach to fraudulent enrollment.

This form is completed and ready for acceptance.