

# STUDENT SERVICES PROGRAM REVIEW WORKSHEET

Student Services Area: Upward Bound-Corona

Prepared by: Miriam L. Alonso

Academic Year: 2015-2016

---

## I. Student Services Area Overview

The Area Overview should reflect the consensus of the staff within the student services area. It is meant to provide a broad understanding of the area, current trends related to the area's mission, and how the area serves to meet the overall mission or goals Norco College. The following reflects the general guidelines followed by the service areas in completing their area overview. ( I.1.-I.5. contains brief, succinct narrative for each area; should be about 2 pages in length.)

ants in their preparation for college entrance. The program provides opportunities for participants to succeed in college  
nance and ultimately in their higher education pursuits. (Revised Fall 2015)

### 3. Summary

- x Guide students with the college application process, financial aid, and enrollment into a postsecondary institution.
- x Provide opportunities for participants to visit ~~year~~ universities, cultural, and career related fieldtrips.
- x Provide opportunities for participants to do career exploration and life planning.
- x Offer activities to prepare students with the transition from high school into postsecondary institutions.

### 4. Strengths

Note: Briefly describe about five of your area's greatest strengths. As applicable, strengths substantiated through data are required.

1. 91% of graduating seniors (class of 2015) met the state standard at proficient for Math and Reading/Language Arts
2. 98% of program participants promoted to the next grade level or graduated from high school
3. 74% of graduating seniors (class of 2015) enrolled in a postsecondary institution for Fall 2015
4. The program has consistently maintained a collaborative partnership with various school personnel at Corona High School; administrators, counselors, teachers and staff. The partnership allows for the program to continuously serve program participants by providing a working space, access to the school database, and ensuring program events and activities do not interfere with the school's calendar.
5. For Summer 2015, the program provided services to participants ~~who~~ enrolled in Summer School at Corona High School. Being able to provide services during the summer to students who don't usually receive them has allowed the program ~~to~~ to increase students' academic performance and the retention rate.
6. The persistence rate has been met for two ~~academic~~ years in a row. The goal was initially set at 90% and met. For ~~2015~~ 2014, the goal was 95%, the actual outcome was 98%.

### 5. Students Served

For the academic year ~~2015~~ 2016, the Upward Bound Corona program served a total of 60 Corona High School students. Our students met at least one of the three criteria:

1. low-income (per established federal guidelines)
- 2.

## II. Assessing Outcomes

### 1.A. Report on 20 14-2015 Assessment Plan and Objectives for Student Services Area:

**Objectives:** Note: List about 5 of your service area objectives. Your objectives must be related to a strategic initiative, student services goal, or campus goal AND have one or more measurable outcome.

- x Increase the persistence rate of Upward Bound participants from one year to the next.
- x Improve program participants' knowledge of postsecondary education academic requirement
- x Increase 1<sup>st</sup> graders' understanding of their financial aid award letter.
- x Increase the rate at which Upward Bound students master the four year application and/or transfer application process.

Objective	Student Learning Outcome (SLO) or Service Area Outcome (SAO)	Relevance of Objective to Norco College Mission *	Assessment Criteria (Specify Target Performance Level)	Assessment Measure	Findings	Improvement Recommendations (next step)	Assessment Status A) Continued/ modified B) Moved to Strengths C) Discontinued (please state why)
-----------	--	---	--	--------------------	----------	---	---

1. Increase the persistence rate of Upward Bound

/P ET EMC /g-1.15nT (h)i scn 3(h)i scn 3(h)i scn 3(h)i481 792 0.48 /g12y re 100a0.00n 6656 -0 0o (e)- .1 (t)2 10.56 53.52 36.84 100.32 11.4 r.96 9n 79.56

					submitted by students.			
2.	Improve program participants' knowledge of postsecondary education academic requirement	SLO: Upward Bound-Corona participants will demonstrate knowledge and understanding of college preparation requirements for admission into postsecondary institutions.	This objective is relevant to Norco College's Mission Statement because it is aimed towards increasing student access to postsecondary education.	75% of Upward Bound-Corona participants will demonstrate a thorough understanding of postsecondary requirements by earning a score of 75% or higher on the UB College Knowledge Post Test (a higher score) than the Pre Test.	-Results from the UB College Knowledge Pre Test and	dTJ 0 Tc 0 Tw 4.67 0 T.2439		

---

depth. This  
knowledge will  
serve as a  
pathway to  
students'  
postsecondary  
education.





Miriam L. Alonso



II.2.B. 2015-2016 Assessment Plan Findings/Data Analysis

SLO/SAO #1:

Findings/Data Analysis

1. The pre and post test were administered in the early fall to 9<sup>th</sup> and 10<sup>th</sup> grade students only. At that time, Corona had not completed its recruitment and only two students participated.
2. Both students who participated improved their score by an average of 48%, but only one earned a 75% or higher.

Inconclusive; although objective was not met, the participant pool was not large enough to reflect the program.

Improvement Recommendations

1. Administer the pre and post when recruitment has been completed and all underclassmen have begun receiving services.
2. Ensure that there are sufficient participants for data collection.

SLO/SAO #2:



### III. Needs Assessment

#### 1. Staffing Level

Provide a very brief description of your current staffing level or attach an organizational chart that includes positions only.

## 2. Staffing Profile

Please indicate the number in terms of FTE. (In other words a full time staff person is a 1.0, and a half time person is a . 5)

Position	Staffing Levels for Each of the Previous Five Years					Anticipated total staff needed
	201 1- 201 2	201 2- 20 13	201 3- 20 14	201 4- 20 15	201 5- 201 6	



5. Equipment (Not including technology) Needs Not Covered by Current Budget

Unit Name: Upward Bound- Corona

6. Technology++ Needs Not Covered by Current Budget

NOTE: Technology; excludes software, network infrastructure, furniture, and consumables (toner, cartridges, etc.)

Annual TCO\*

Unit Name: Upward Bound- Corona

7. Facilities Needs Not Covered by Current Building or Remodeling Projects\*

List Facility Needs for Academic Year 2016-2017  
(Remodels, Renovations or added new facilities)  
Place items on list in order (rank) or importance.

Total Cost 0.72 re ( )-8 (r)-3 (a)-2 (i)1 .72 rR(d)



8. Professional or Organizational Development Needs

Not Covered by Current Budget\*

<p>List Professional Development Needs for Academic Year 2016-2017</p> <p>Reasons might include in response to assessment findings or the need to update skills. Please be as specific and as brief as possible. Some items may not have a cost per se, but reflect the need to spend current staff time differently. Place items on list in order (rank) or importance.</p>		
	Cost per item	Number Requested

1. COE Institutional Membership

Reason: We would like to request that Norco College purchase the institutional membership for the Council for Opportunity in Education (COE). This membership is important to all TRiO programs as they are the group that provides advocacy efforts at the federal level. In addition, TRiO program staff attends their annual conference. A discounted rate is offered for members.

regional associations dedicated to furthering educational opportunities for low-income, first-generation and disabled students and at the same time providing professional development to its members. By being part of WESTOP, the programs take advantage of the discounted rates to attend annual conferences, professional development seminars, and having our students apply for scholarships that are available through the chapter and regional organization. All five TRiO programs are requesting that Norco College pay our annual membership fee.1 (. )1 5.(-7 (l)-7 (eg f))-1 (S)-3 (TuTd [(C) 3)c7o6



10. OTHER NEEDS not covered by current budget

List Other Needs for Academic Year 2016-2017

## Appendix

(The following is for use for your assessment plans in sections II.1.A. and II.2.A.)

### Norco College Mission Statement

Norco College serves our students, our community, and its workforce by providing educational opportunities, celebrating diversity, and promoting collaboration. We encourage an inclusive, innovative approach to learning and the creative application of emerging technologies. We provide foundational skills and pathways to transfer, career and technical education, certificates and degrees.

Link of your outcomes assessment with the following options listed from the components of the Norco College Mission Statement.

- 1.