STUDENT SERVICES PROGRAM REVIEW WORKSHEET

Student Services Area: Upward Bound- Corona

Prepared by   : Miriam L. Carrillo

Academic Year: 2016-2017

I. Student Services Area   Overview

1. Mission Statement
Norco College Upward Bound provides students with academic guidance, personal development and fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants   to succeed in their precollege performance and ultimately in their higher education pursuits. (Revised Fall 2015)

2. Philosophy Statement
Upward Bound prov.008 Te.9 (o)-from postsecondary intuitions. (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 four   -year universities, cultural, and career related fieldtrips.
x   Provide opportunities for participants to do career exploration and life planning.
x   Offer activi ties to prepare students with the transition from high school into postsecondary institutions.

II.1.B. Program Modifications for 2014   -2015 Data Assessment ("Closing the Loop")
 Note: For 2014-2015 outcomes assessments you are continuing or modifying in your 2015-2016 Assessment plan, please provide a brief description on how your area used outcome data from last year to drive programmatic modifications to improve services to students.

Outcome	Evidenced and detailed (Describe how you used outcome data for programmatic modifications)
SLO: Upward Bound-Corona participants will demonstrate an understanding of college preparation requirements for admission into postsecondary institutions.	*There were not sufficient participants at the time the pre and post tests were administered to*

II.2.A. 2016-2017 Assessment Plan for Student Services Area: Upward Bound-Corona

Objectives:

3.	Improve program participants' knowledge of postsecondary education academic requirements.	SLO: Upward Bound-Corona participants will demonstrate an understanding of college preparation requirements for admission into postsecondary institutions.	1a: Provides educational opportunities.	75% of Upward Bound-Corona participants will demonstrate an understanding of the post-secondary requirements by earning a score of 75% or higher on the UB College Knowledge Post Test (or a higher score) than the Pre Test.	-Results from the UB College Knowledge Pre Test and Post Test will be gathered and evaluated.	14% of students who took the posttest scored 75% or higher.

Objective was not met. | All students' scores improved from the pre to the post, however, we did not reach the objective of a score of 75%. For the next program review, this SLO will still remain. It will be beneficial to provide an additlo emdpdemem(d)1-3.3 r |

II.2.B.   2016-2017 Assessment Plan Findings/Data Analysis

SLO/SAO #1:
        Findings/Data Analysis
        The data will be available by Fall 2017.

        Improvement Recommendations
        Recommendations will be noted once data is available.

SLO/SAO #2:
        Findings/Data Analysis
        The data will be available by Fall 2017.

        Improvement Recommendations
        Recommendations will be noted once data is available.

SLO/SAO #3:
        Findings/Data Analysis
        Based on the results from the pre and post tests, only 14% of students who took the posttest scored 75% or higher.
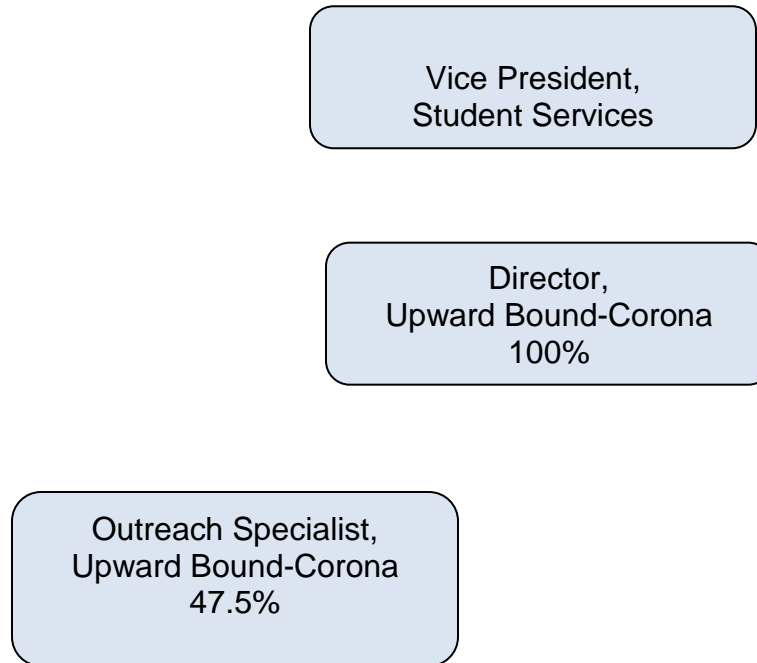   Objective was not met.

        Improvement Recommendations
        All students' scores improved from the pre to the post, however, we did not reach the objective of a score of 75%.
        For the next program review, this SLO will still remain. It will be beneficial to provide an additional intervention to
        ensure students learn the necessary information

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.

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┌─────────────────────────┐
│     Vice President,     │
│    Student Services     │
└─────────────────────────┘

    ┌─────────────────────────┐
    │        Director,        │
    │   Upward Bound-Corona   │
    │          100%           │
    └─────────────────────────┘

┌─────────────────────────┐
│   Outreach Specialist,  │
│   Upward Bound-Corona   │
│          47.5%          │
└─────────────────────────┘
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4. Staff Needs

NEW OR REPLACEMENT STAFF (Administrative, Faculty, or Classified)

List Staff Positions Needed for Academic Year 2016 -2017 Please be as specific and as brief as possible when offering a reason. Place titles on list in order (rank) or importance.	Indicate N = New R= Replaceme nt I = Increase time	Annual TCP* TCP for

* TCP = "Total Cost of Position" for one year is the cost of an average salary plus benefits for an individual. New positions (not replacement positions) also require space and equipment. Please speak with area manager to obtain accurate cost estimates. Please be sure to add related office space, equipment and other needs for new positions to the appropriate form and mention the link to the position.

5. Equipment (Not including technology) Needs <u>Not</u> Covered by Current Budget

List Equipment or Equipment Repair Needed for Academic Year 2016-2017 Please list/summarize the needs of your unit below. Please be as specific and as brief as possible. Place items on list in order (rank) or importance.	Annual TCO*		
	Cost per item	Number Requested	Total Cost of Request
1.			

* TCO = "Total Cost of Ownership" for one year is the cost of an average cost for one year. Please speak with your area manger to obtain accurate cost estimates.
If equipment needs are linked to a position please be sure to mention that linkage.

Unit Name: Upward Bound- Corona

6. Technology++ Needs   <u>Not</u> Covered by Current Budget
<mark>*NOTE: Technology; excludes software, network infrastructure, furniture, and consumables (toner, cartridges, etc.)*</mark>

Annual TCO*

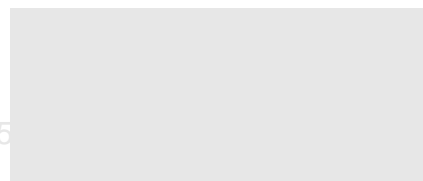| Priority	EQUIPMENT REQUESTED	New (N) or Replace - ment (R) ?	Program: New (N) or Continuing (C)?	(N)?

7. Facilities Needs   <u>Not</u> Covered by Current Building or Remodeling Projects*

   List Facility Needs for Academic Year 201   6-2017
   (Remodels, Renovations or added new facilities)
      Place items on list in order (rank) or importance. 1.4 (e f* / -0 (m)2 (e)5   71 432486.12

Unit Name:

Unit Name: Upward Bound-

9. OTHER NEEDS <u>not</u> covered by current budget

List Ot her Needs for Academic Year 201 6-201 7 Please list/summarize the needs of your unit below. Please be as specific and as brief as possible. Not all needs will have a cost, but may require a reallocation of current staff time. Place items on list in order (rank) or importance.	Cost per item	Number Requested	Total Cost of Request

1. Blumen Online for   TRIO (BOT) Database

<u>Reason:</u> As a federally funded program, Upward Bound is required to collect and maintain substantial amounts of data on a yearly basis. An annual performance report is due to the Department Of Education once a year and we are required to complete 70 fields for each current and prior - year participant. BOT provides the adequate support needed to generate this detailed report. The BOT database

Appendix

(The follow 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. Service to students, community, and workforce
   a. By providing educational opportunities
   b. By celebrating diversity
   c. By promoting collaboration

2. Provides support and encouragement through
   a. Innovative approach to learning
   b. Application of emerging t echnologies

3. Provides foundational skills and pathways to transfer, career and technical education, certificates and degrees.

Example:
   x SLO - Students will learn the services available through WebAdvisor.
   x How it is linked to the Mission Statement:
      o 2b – Pro vides support and encouragement through application of emerging technologies.