Feather River College

ANNUAL PROGRAM REVIEW

NAME OF PROGRAM/DEPARTMENT/SERVICE AREA: FRC BEACH VOLLEYBALL

NAME OF PERSON SUBMITTING THIS REVIEW: Sarah Ritchie

DATE OF SUBMISSION: 10/13

MANAGEMENT AREA (check one):
- ☐ **Administrative Services**
- ☐ **Instruction**
- ☒ **Student Services**

NEXT YEAR'S NEW OBJECTIVES (FISCAL YEAR 2022-23)

In the box (es) below, describe the objectives and tasks planned for the 2022-23 year? (You may continue objectives from the prior year.)

Note on review process: criteria used in prioritization of requests include the overall financial impact of the request, whether or not the request represents an uncontrollable increase, the request's impact on safety, the request's impact on student attraction, the request's impact on student success and retention, the request's impact on student learning, the request's impact on improving employee effectiveness, and the feasibility of the request.

Note on personnel requests: if your APR includes personnel requests you are required to complete an personnel requisition. Please contact Human Resources so they can help you create a personnel requisition that will be used to organize personnel requests. Requests should be sent to hr@frc.edu, the form can be found here.

Objective 1: To increase our general fund budget by 30% to cover the following areas: officiating costs, membership dues, and travel expenses (food and hotel). All of these areas have seen significant increases over the past 3-4 years and our budget has not increased during this time period.	**Action Plan and timeline (include who is responsible):** Budget committee can allocate the additional funding
Connection to results from assessment of student learning and/or other plans: Athletic Department CPR	**Resources/ Budget needed (if applicable):** Need a budget increase Hotels/mileage-$2,500 1100 72400 5101 083550 Meals-$1,500 1100 72400 5920 083550
If new resources are requested, address the following criteria:	**Budget code -if applicable (include Fund, Organization, and Account codes):** ****See above corresponding budget requests**

Expected Outcomes: Overall better FRC experience.

Uncontrollable Increase: Hotels and food costs have skyrocketed
Safety: Not safe to stay in hotels that cost under $100 a night- bad location, bed bugs!
New Student Attraction: Students want to play for a program that is fully funded
Student Success and Retention:
Relation to Student Learning: More opportunities for study while traveling if we have good WIFI
Support for employees to be effective:
Feasibility: Very feasible!

Objective 2: To increase the volleyball recruiting budget to cover the actual costs of recruiting. $1000 increase would cover the expenses that coaches incur when recruiting our student athletes	**Action Plan and timeline (include who is responsible):**
Connection to results from assessment of student learning and/or other plans:	**Resources/ Budget needed (if applicable):** $1,000
If new resources are requested, address the following criteria:	**Budget code -if applicable (include Fund, Organization, and Account codes):**
	Expected Outcomes: More awesome volleyball players!

Safety: Would allow coaches to stay in safer hotels and safer areas while out recruiting
New Student Attraction: With a recruiting budget increase, we can get more top quality athletes and students!
Student Success and Retention: The more we win the more students we will get!
Relation to Student Learning:
Support for employees to be effective: This would allow the volleyball coaching staff to stop using their personal money to pay for recruiting trips.
Feasibility: Very Feasible

If completing your program's objectives will require resources from **IT, Facilities, or Professional Development** please include your request below. This section is for a **future need** (2022-23 fiscal year). If you have an immediate need (e.g., your computer is broken), contact the appropriate committee or administrator.

Need	Resource Type	Rationale (include connection to other plans)
Example: Staff training on effective written communication	Professional Development	See current year objective 2

SUMMARY UPDATE FROM COMPREHENSIVE PROGRAM REVIEW

Based on information and/or data provided:

1. Describe the current status of the Program/Depart/Service Area.

The FRC Beach Volleyball Team is ranked consistently in the top 15 in the state. We have won our conference title 2 times in the past 5 years. We have great student-athletes that excel in the classroom and in the community.

2. Explain significant issues and/or changes that have occurred since the last comprehensive review.

FRC Beach Team will be back on track to win another conference title this season

3. Briefly explain significant changes expected during the upcoming year.

No Changes for the program but we will continue with the following:

☐   Win another Big 8 Conference Title.
☐   Qualify for the Beach Volleyball State Tournament.
☐   Will recruit and retain quality student-athletes.
☐   100% matriculation rate.
☐   Continue to have a positive impact on the community.

APPENDIX

Attach supporting documents as appropriate.

Feather River College

ANNUAL PROGRAM REVIEW

NAME OF PROGRAM/DEPARTMENT/SERVICE AREA: FRC VOLLEYBALL

NAME OF PERSON SUBMITTING THIS REVIEW: Sarah Ritchie

DATE OF SUBMISSION: 10/13

MANAGEMENT AREA (check one):
- ☐ Administrative Services
- ☐ Instruction
- ☒ Student Services

NEXT YEAR'S NEW OBJECTIVES (FISCAL YEAR 2022-23)

In the box (es) below, describe the objectives and tasks planned for the 2022-23 year? (You may continue objectives from the prior year.)

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Objective 1: To increase our general fund budget by 30% to cover the following areas: officiating costs, membership dues, and travel expenses (food and hotel). All of these areas have seen significant increases over the past 3-4 years and our budget has not increased during this time period.	**Action Plan and timeline (include who is responsible):** Budget committee can allocate the additional funding
Connection to results from assessment of student learning and/or other plans: Athletic Department CPR	**Resources/ Budget needed (if applicable):** Need a budget increase Hotels/mileage-$3,000 1100 72010 5101 083550** Meals-$2,000 1100 72010 5920 083550**
If new resources are requested, address the following criteria:	**Budget code -if applicable (include Fund, Organization, and Account codes):**

<table>
<tr><td></td><td>Expected Outcomes: Overall better FRC experience.
** See above corresponding budget requests</td></tr>
</table>

Uncontrollable Increase: Hotels and food costs have skyrocketed
Safety: Not safe to stay in hotels that cost under $100 a night- bad location, bed bugs!
New Student Attraction: Students want to play for a program that is fully funded
Student Success and Retention:
Relation to Student Learning: More opportunities for study while traveling if we have good WIFI
Support for employees to be effective:
Feasibility: Very feasible!

Objective 2: To increase the volleyball recruiting budget to cover the actual costs of recruiting. $1000 increase would cover the expenses that coaches incur when recruiting our student athletes	**Action Plan and timeline (include who is responsible):**
Connection to results from assessment of student learning and/or other plans:	**Resources/ Budget needed (if applicable):** $1,000
If new resources are requested, address the following criteria:	**Budget code -if applicable (include Fund, Organization, and Account codes):** **1100 72010 5100 083550** **Expected Outcomes: More awesome volleyball players!**

Safety: Would allow coaches to stay in safer hotels and safer areas while out recruiting
New Student Attraction: With a recruiting budget increase, we can get more top quality athletes and students!
Student Success and Retention: The more we win the more students we will get!
Relation to Student Learning:
Support for employees to be effective: This would allow the volleyball coaching staff to stop using their personal money to pay for recruiting trips.
Feasibility: Very Feasible

If completing your program's objectives will require resources from **IT, Facilities, or Professional Development** please include your request below. This section is for a **future need** (2022-23 fiscal year). If you have an immediate need (e.g., your computer is broken), contact the appropriate committee or administrator.

Need	Resource Type	Rationale (include connection to other plans)
Example: Staff training on effective written communication	Professional Development	See current year objective 2

SUMMARY UPDATE FROM COMPREHENSIVE PROGRAM REVIEW

Based on information and/or data provided:

1. Describe the current status of the Program/Depart/Service Area.

> The volleyball program at Feather River College continues to be one of the top athletic programs on campus and in the state. We are currently ranked 2nd in Northern California and 2nd in the state of California. We have the highest GPA on campus and one of the top matriculation rates. This past year we sent off 4 sophomores to 4-year universities on scholarship.

2. Explain significant issues and/or changes that have occurred since the last comprehensive review.

> After sitting out for the COVID year, Feather River Volleyball is on task to win an 11th GVC title.

3. Briefly explain significant changes expected during the upcoming year.

> No Changes for the program but we will continue with the following:
>
> ☐ Win another Golden Valley Conference Title.
> ☐ Win the another State Tournament.
> ☐ Will recruit and retain quality student-athletes.
> ☐ 100% matriculation rate.
> ☐ Continue to have a positive impact on the community.

APPENDIX

Attach supporting documents as appropriate.

ANNUAL PROGRAM REVIEW

NAME OF PROGRAM/DEPARTMENT/SERVICE AREA: TRiO –Student Support Services (SSS)

NAME OF PERSON SUBMITTING THIS REVIEW: William Ogle

DATE OF SUBMISSION: 10/12/2021

MANAGEMENT AREA (check one):   ☐ **Administrative Services**
☐ **Instruction**
☒ **Student Services**

NEXT YEAR'S NEW OBJECTIVES (FISCAL YEAR 2022-23)

In the box(es) below, describe the objectives and tasks planned for the 2022-23 year? (You may continue objectives from the prior year.)

Note on review process: criteria used in prioritization of requests include the overall financial impact of the request, whether or not the request represents an uncontrollable increase, the request's impact on safety, the request's impact on student attraction, the request's impact on student success and retention, the request's impact on student learning, the request's impact on improving employee effectiveness, and the feasibility of the request.

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Objective 1: Good Standing: At the end of each academic year, at least 70% of all SSS participants will be in good academic standing with a GPA of 2.0 on a 4.0 Scale.	**Action Plan and timeline (include who is responsible):** All TRiO/SSS staff and Peer Tutor/Mentors will continue to assist students in their classes. Advisors will review progress reports/academic interventions as they are turned in and meet with students that need follow-up to provide resources and support.
Connection to results from assessment of student learning and/or other plans: Strategic Plan – Strategic Direction I.1, I.2 Student Services SLOs – 3,5	**Resources/ Budget needed (if applicable):** • Resources: TRiO/SSS staff time (academic and Advising support); Banner; Student Access software • Budget: As set by US Department of Education
If new resources are requested, address the following criteria:	**Budget code -if applicable (include Fund, Organization, and Account codes):**

	Expected Outcomes: Greater than 70% of program participants will be in good academic standing at the end of the program year.
Uncontrollable Increase: Safety: New Student Attraction: Student Success and Retention: Relation to Student Learning: Support for employees to be effective: Feasibility:	

Objective 2: Retention/Persistence: Annually, 40% of participants will be retained at FRC (or graduate)	**Action Plan and timeline (include who is responsible):** All TRiO/SSS staff will proactively advise and assist program participants in making satisfactory academic progress. Ongoing support will be offered through individual appointments with advisors, tutoring (offered both in-person and online), and regularly held workshops to increase the likelihood of student retention.
Connection to results from assessment of student learning and/or other plans: Strategic Plan – Strategic Direction II.1-II.6 Student Services SLOs – 1-5 SEM Plan	**Resources/ Budget needed (if applicable):** • Resources: TRiO/SSS staff time (academic and Advising support); Banner; Student Access software; National Student Clearinghouse • Budget: As set by US Department of Education
If new resources are requested, address the following criteria:	**Budget code -if applicable (include Fund, Organization, and Account codes):** **Expected Outcomes:** Greater than 40% of program participants from the 2021-2022 academic year will either graduate this year or return to FRC in the 2022-2023 academic year.
Uncontrollable Increase: Safety: New Student Attraction: Student Success and Retention: Relation to Student Learning: Support for employees to be effective: Feasibility:	

Objective 3:	**Action Plan and timeline (include who is responsible):**
Graduation/Transfer: Of the cohort of students established 4 years prior, 26% of participants in the cohort will have graduated from FRC with a degree or certificate and 15% of participants in the cohort will have graduated with a degree or certificate <u>and</u> transferred to a 4-year university.	All TRiO/SSS staff will regularly meet with program participants to advise and assist them in achieving their AA/AS degrees and/or certificates. Additionally, advisors will regularly discuss 4-year transfer plans and complete transfer applications with participants as well as conducting transfer workshops in the Fall semester.
Connection to results from assessment of student learning and/or other plans:	**Resources/ Budget needed (if applicable):**
Strategic Plan – Strategic Direction I.1-2; II.1-6 Student Services SLOs – 1-5 SEM Plan	• Resources: TRiO/SSS staff time (academic and Advising support); Banner; Student Access software; National Student Clearinghouse • Budget: As set by US Department of Education
If new resources are requested, address the following criteria:	**Budget code -if applicable (include Fund, Organization, and Account codes):**
	Expected Outcomes: Greater than 26% of program participants from the 2019-2020 cohort will have graduated with a degree or certificate by the end of the 2022-2023 academic year. Additionally, 15% of program participants from the 2019-2020 cohort will have graduated with a degree or certificate by the end of the 2022-2023 academic year <u>and</u> transfer to a 4-year university by the Fall 2023 semester.
<u>Uncontrollable Increase</u>: <u>Safety</u>: <u>New Student Attraction</u>: <u>Student Success and Retention</u>: <u>Relation to Student Learning</u>: <u>Support for employees to be effective</u>: <u>Feasibility</u>:	

If completing your program's objectives will require resources from **IT, Facilities, or Professional Development** please include your request below. This section is for a **future need** (2022-23 fiscal year). If you have an immediate need (e.g., your computer is broken), contact the appropriate committee or administrator.

Need	Resource Type	Rationale (include connection to other plans)
Example: Staff training on effective written communication	Professional Development	See current year objective 2

SUMMARY UPDATE FROM COMPREHENSIVE PROGRAM REVIEW

Based on information and/or data provided:

1. Describe the current status of the Program/Depart/Service Area.

The program is currently working on accepting new participants to hit our goal of 160. We are also making sure all student files are complete and accurate for audit/documentation purposes. Additionally, we are preparing to complete our federal comprehensive APR that will be due this winter.

Students have started scheduling appointments for Spring 2022 advising. Staff is communicating with students in several ways, including email, phone, text, and through our TRiO group in Canvas to keep students engaged in the program.

The FAFSA for the 22-23 school year just opened on October 1st and we will hold a "Financial Aid Programs & Filling out the FAFSA" workshop on October 20th to help the students complete them as early as possible. Program participants will be encouraged to sign up for one-on-one appointments with their advisor for extra help in submitting their FAFSAs.

TRiO SSS has collaborated with the transfer center for a Transfer Workshop on October 13th. Additionally, a virtual college tour of CSU Long Beach and Sonoma State will be held on October 14th.

We have hosted four TRiO SSS Student Orientation sessions this semester and encouraged students to attend the Career, College, and Transfer Fair. Additionally. for this semester, we have scheduled two financial literacy workshops, two college success workshops, and two career exploration workshops to assist students in being successful and increase their likelihood to perisit. For students who are unable to attend these workshops in-person, we are attempting to have a recorded option for all workshops so students can view them asynchronously as their schedule allows.

2. Explain significant issues and/or changes that have occurred since the last comprehensive review.

With the impacts of COVID19 and increased online enrollment, it has been more challenging to reach the program's required student served number of 160 qualifying students. Students currently in the program are more disconnected and more difficult to engage than before the pandemic.

3. Briefly explain significant changes expected during the upcoming year.

No significant changes are expected this year.

APPENDIX

Attach supporting documents as appropriate.

ANNUAL PROGRAM REVIEW

NAME OF PROGRAM/DEPARTMENT/SERVICE AREA:

NAME OF PERSON SUBMITTING THIS REVIEW:

DATE OF SUBMISSION:

MANAGEMENT AREA (check one):   ☐   **Administrative Services**
                                   ☐   **Instruction**
                                   ☒   **Student Services**

NEXT YEAR'S NEW OBJECTIVES (FISCAL YEAR 2022-23)

In the box(es) below, describe the objectives and tasks planned for the 2022-23 year? (You may continue objectives from the prior year.)

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Objective 1:	Action Plan (include who is responsible):
Restore the 60% Admissions & Records Technician position to full-time status.	With the **increase** of Instructional Service Agreement (ISA) enrollments from the 2015/2016 to the 2018/2019 academic year: **87% for Butte County Office of Education (BCOE-Mini Corps)** **62% for the Incarcerated Students Program (ISP)** It is essential that the 60% A&R Technician position **return** to full time status. All ISAs are processed and registered by hand through our office with paper applications. The additional 40% is greatly needed to support the additional workload of processing the ever-increasing ISA enrollments. In addition to the increased ISA workload, the Athletic Academic Advisor took on articulation and the sole

responsibility for verifying student athlete eligibility (over 325 student athletes) was returned to the A&R department.

In addition, FRC added 2 new housing facilities that has increased the workload of the Students Accounts Technician and having the A&R Technician placed back to full time will allow some backup to student accounts.

Administration has asked for an increase in the number of times we bill students to be once a month which is very difficult to accomplish with the current staffing, the extra 40% will allow this position to do the actual printing and mailing of the letters for the monthly billing. We are also sending students to a collection company now, which requires extra billing just for collections and get the names together and make sure our billing is correct.

Lastly, the A&R office is also solely responsible for the collecting and processing of Bachelor's Degree program applications plus contacting the prospective students about the applications. Adding to our plate, we now are also processing the nursing applications. In the past, the nursing application process was not done through the A&R office.

The Financial Aid Office has 3 full time support employees and works with only students that receive financial aid. The A&R office provides services to ALL FRC students on and off campus from day one when they apply to FRC, until they transfer or graduate. Restoring the Admissions & Records Technician position back to full-time would aid with all of the additional workload needed for the added ISAs, Athletic Eligibility, additional housing, billing, collections, and Bachelor's Degree and Nursing program applications.

Connection to results from assessment of student learning and/or other plans:	**Resources/ Budget needed (if applicable):**
The Increase of staffing hours will aid completion of processes to support student success.	40% Salary and fringe
If new resources are requested, address the following criteria:	**Budget code -if applicable (include Fund, Organization, and Account codes):**

Uncontrollable Increase: Not known at this time
Safety: Alleviate stressful workplace environment for current staff.
New Student Attraction: Timely processing of new students' applications.
Student Success and Retention: Staff resources increased for office coverage and efficiency.

Relation to Student Learning: More staff time and resources to aid students' registration and records needs. Support for employees to be effective: Higher percentage of staff availability and work being completed in a timely manner. Feasibility: Will increase efficiency and productivity of the department with less stress on employees.

Objective 2:	**Action Plan (include who is responsible):**
Implement payment plans through Nelnet.	Work with IT on moving forward with the implementation of payment plans through Nelnet. The option of payment plans will assist in the collection of tuition and rent. Many students/parents ask to setup payment plans and we have to turn them down, as we currently do not have the ability. This will allow them to setup reoccurring payments for the year or semester to assist in paying off their accounts.
Connection to results from assessment of student learning and/or other plans: FRC Student Learning Outcome #2 and #3	**Resources/ Budget needed (if applicable):** In-kind resources
If new resources are requested, address the following criteria:	**Budget code -if applicable (include Fund, Organization, and Account codes):**
	Expected Outcomes:

Uncontrollable Increase: Not known at this time
Safety: Not known at this time
New Student Attraction: Not known at this time
Student Success and Retention: Assisting students in paying off accounts and allowing for registering for next semester sooner if on payment plan.
Relation to Student Learning: Not known at this time
Support for employees to be effective: Not known at this time
Feasibility: Assist with paying off accounts

Objective 3:	**Action Plan (include who is responsible):**
Implement electronic transcripts through National Student Clearinghouse.	Work with IT on moving forward with the implementation of electronic transcripts through the National Student Clearinghouse. The option of electronic transcripts is critical, as some schools are no longer accepting paper transcripts. This will also save staff time as the paper transcript is a full manual process and takes up a lot of time. FRC will also be a saving on the shipping costs.
Connection to results from assessment of student learning and/or other plans: FRC Student Learning Outcome #2 and #3	**Resources/ Budget needed (if applicable):** In-kind resources

If new resources are requested, address the following criteria:	Budget code -if applicable (include Fund, Organization, and Account codes): **Expected Outcomes:**
Uncontrollable Increase: Not known at this time Safety: Not known at this time New Student Attraction: Not known at this time Student Success and Retention: Will assist in the transfer process. Relation to Student Learning: Not known at this time Support for employees to be effective: Save working time Feasibility: Not known at this time	

If completing your program's objectives will require resources from **IT, Facilities, or Professional Development** please include your request below. This section is for a **future need** (2022-23 fiscal year). If you have an immediate need (e.g., your computer is broken), contact the appropriate committee or administrator.

Need	Resource Type	Rationale (include connection to other plans)
IT	Implementing program	See objective 2 & 3
Increase Admissions & Records 60% position to full-time	General Fund	See objective 1

SUMMARY UPDATE FROM COMPREHENSIVE PROGRAM REVIEW

Based on information and/or data provided:

1. Describe the current status of the Program/Depart/Service Area.

The Admissions & Records department has stayed informed with the new regulations and initiatives from the California Community College Chancellor's Office. Electronic forms were developed and continually being updated to assist students and are available on the Admissions webpage for students, faculty members, and administrators. CCCApply is in the final stages of getting ready to go into PROD and then going live.

2. Explain significant issues and/or changes that have occurred since the last comprehensive review.

There has been an additional increase to our ISA students, which has placed a tremendous amount of work on the A&R staff. All ISA students traditionally complete paper applications and are manually registered by the A&R staff. CCCApply is very close to going into PROD and going live, which has been an ongoing process for over 10 years.

3. Briefly explain significant changes expected during the upcoming year.

Full implementation and going live with CCCApply, will require training the A&R staff on using CCCApply to process applications for all new students. Continue to encourage all ISAs that can, to use our new CCCApply to become an FRC student then staff will only have to process apps and register the ISA student and not the paper apps. We will only be working on setting up Degree Works with IT and advising staff.

APPENDIX

Attach supporting documents as appropriate.

ANNUAL PROGRAM REVIEW

NAME OF PROGRAM: CALWORKS

NAME OF PERSON SUBMITTING THIS REVIEW: Cathleen Riley

DATE OF SUBMISSION: October 2021

MANAGEMENT AREA: Student Services

NEXT YEAR'S NEW OBJECTIVES (FISCAL YEAR 2022-23)

In the boxes below, describe the objectives and tasks planned for the 2022-23 year? (You may continue objectives from the prior year.)

Objective 1: The Chancellor's Office has stated that CalWORKs Coordinators need to support students to set and attain goals to demonstrate financial responsibility in both the family and educational environments. Financial responsibility is a goal for all CalWORKs students as a part of becoming self-sufficient.	**Action Plan and timeline (include who is responsible):** All CalWORKs students are living on cash aid and are receiving Cal Fresh benefits and raising children. The financial burdens can be overwhelming. College expenses are often secondary to family needs. CalWORKs students need to be able to cover all college expenses and make decisions that improve their financial well-being. The CalWORKs Coordinator will work with each student.
SSSLO # 2: Students will demonstrate an awareness of their financial responsibilities for all college expenses by accessing resources to cover costs.	**Allocated Resources are Sufficient.** **Expected Outcomes:** Students will complete FAFSA, apply for scholarships, make timely payments, use college resources and return all loaned laptops, books and supplies. Financial awareness and dependability will be a priority.

Objective 2:

To provide first level priority registration for CalWORKs recipients who have completed orientation, assessment and a student education plan. To increase the number of CalWORKs students gaining Priority Registration.

SSSLO # 3:

Students will utilize resources to acquire skills and knowledge to persist in attaining academic and personal goals.

Action Plan and timeline (include who is responsible):

During the CalWORKs needs assessment, each student is encouraged to meet with an advisor as soon as possible to complete matriculation. The CalWORKs student will a. Meet with an advisor and compile a Student Ed Plan. b. Complete Orientation c. Meet with an advisor to complete Assessment. The CalWORKs Coordinator will maintain contact with each student.

Allocated Resources are Sufficient.

Expected Outcomes:
Students will complete their course of study and graduate in the time limit imposed by the Department of Social Services.

SUMMARY UPDATE FROM COMPREHENSIVE PROGRAM REVIEW

Based on information and/or data provided:

1. Describe the status of the CalWORKs Program.

> The CalWORKs Program is rebounding after the last year of Covid related changes and expectations from the Department of Social Services. The Program has remained stable with 6-8 students per semester over the last few years.

2. Explain significant issues and/or changes that have occurred since the last comprehensive review.

> The main change to the CalWORKs Program is the additional requirements that the Department of Social Services has enacted. These include stricter documentation on a semester basis of a student's qualification for the Program. The Work Study aspect of the program is still not a requirement for CalWORKs students. Students may choose Major degree programs outside the state-approved list as long as the case manager agrees to the proposed objective.

3. Briefly explain significant changes expected during the upcoming year.

> Significant changes include an increase in student numbers as the Department of Social Services requirements for education for CalWORKs recipients returns as a stipulation for the Program. During the last year of COVID restrictions, many of the requirements were not in effect.

APPENDIX

Attach supporting documents as appropriate.

Feather River College

ANNUAL PROGRAM REVIEW

NAME OF PROGRAM/DEPARTMENT/SERVICE AREA: ASFRC

NAME OF PERSON SUBMITTING THIS REVIEW: Carlie McCarthy

DATE OF SUBMISSION: October 26, 2021

MANAGEMENT AREA (check one): ☐ **Administrative Services**
☐ **Instruction**
☒ **Student Services**

NEXT YEAR'S NEW OBJECTIVES (FISCAL YEAR 2022-23)

In the box(es) below, describe the objectives and tasks planned for the 2022-23 year? (You may continue objectives from the prior year.)

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Objective 1: Assess the need to organize more student activities for nontraditional/ returning students to promote engagement.	Action Plan and timeline (include who is responsible): The VPSS, Student Life and Engagement Specialist and Director of SEA will work with the Institutional Research to identify students in the target population and obtain contact information. The group will organize focus groups and/or surveys to collect feedback. Areas for outreach may include the Nursing Program and students whose children attend the CDC. The results will be considered for establishing new events or activities.
Connection to results from assessment of student learning and/or other plans: Connected to SSSLO's and the YES Survey	Resources/ Budget needed (if applicable): N/A

If new resources are requested, address the following criteria: N/A	**Budget code -if applicable (include Fund, Organization, and Account codes):** N/A **Expected Outcomes:** A better understanding of the student experience for nontraditional age students and strategies to foster a more inclusive campus environment (if needed).
Uncontrollable Increase: Safety: New Student Attraction: Student Success and Retention: Relation to Student Learning: Support for employees to be effective: Feasibility:	

Objective 2: Update policies related to ASFRC to more accurately reflect student government operations.	**Action Plan and timeline (include who is responsible):** The VPSS will work with the Student Life and Engagement Specialist and existing ASFRC officers on policy and procedure revisions and share with Student Services Council before running through the shared governance process.
Connection to results from assessment of student learning and/or other plans:	**Resources/ Budget needed (if applicable):** N/A
If new resources are requested, address the following criteria: N/A	**Budget code -if applicable (include Fund, Organization, and Account codes):** N/A **Expected Outcomes:** Updated Policies and Procedures
Uncontrollable Increase: Safety: New Student Attraction: Student Success and Retention: Relation to Student Learning: Support for employees to be effective: Feasibility:	

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Need	Resource Type	Rationale (include connection to other plans)
Example: Staff training on effective written communication	Professional Development	See current year objective 2

SUMMARY UPDATE FROM COMPREHENSIVE PROGRAM REVIEW

Based on information and/or data provided:

1. Describe the current status of the Program/Depart/Service Area.

The student life experience at FRC is often referred to as "vibrant." There are several events and activities well established (Week of Welcome, Spirit Week, Leadership Training). The student ambassador program continues to strengthen and ASFRC meets monthly and is attended by officers and club leaders. Programs, events and activities are better represented on the website to inform current and prospective students of the student life on campus. The activities and programs are continuously being evaluated and improved.

2. Explain significant issues and/or changes that have occurred since the last comprehensive review.

The Covid pandemic has posed many challenges on ASFRC and Student life, particularly during the 20-21 year when many students were enrolled in primarily online classes and we were unable or limited in our ability to hold gatherings. Students got burned out quickly on virtual events, but staff did their best to keep students engaged.

3. Briefly explain significant changes expected during the upcoming year.

We are slowly getting back to more in-person activities and experiences for students.

APPENDIX

Attach supporting documents as appropriate.

ANNUAL PROGRAM REVIEW

NAME OF PROGRAM/DEPARTMENT/SERVICE AREA: COMMUNITY EDUCATION

NAME OF PERSON SUBMITTING THIS REVIEW:

DATE OF SUBMISSION: 10/26/21

MANAGEMENT AREA (check one):　☐ **Administrative Services**
　　　　　　　　　　　　　　　　　☐ **Instruction**
　　　　　　　　　　　　　　　　　☒ **Student Services**

NEXT YEAR'S NEW OBJECTIVES (FISCAL YEAR 2022-23)

In the box(es) below, describe the objectives and tasks planned for the 2022-23 year? (You may continue objectives from the prior year.)

Note on review process: criteria used in prioritization of requests include the overall financial impact of the request, whether or not the request represents an uncontrollable increase, the request's impact on safety, the request's impact on student attraction, the request's impact on student success and retention, the request's impact on student learning, the request's impact on improving employee effectiveness, and the feasibility of the request.

Note on personnel requests: if your APR includes personnel requests you are required to complete an personnel requisition. Please contact Human Resources so they can help you create a personnel requisition that will be used to organize personnel requests. Requests should be sent to hr@frc.edu, the form can be found here.

Objective 1: Following two years of a pandemic which greatly disrupted the operations of the campus and limited face-to-face instruction, rebuild the Community Education Program by increasing awareness in the communities of Plumas County of the opportunity to develop and offer courses by utilizing the new Director of Marketing.	Action Plan and timeline (include who is responsible): With oversight from the VPSS, the Student Services Admin Assist. and Instruction Admin. Assist will work with the Director of Marketing to update the community education website and resources to promote the program and course offerings.
Connection to results from assessment of student learning and/or other plans:	**Resources/ Budget needed (if applicable):**
If new resources are requested, address the following criteria:	**Budget code -if applicable (include Fund, Organization, and Account codes):**

Expected Outcomes:

Uncontrollable Increase:
Safety:
New Student Attraction:
Student Success and Retention:
Relation to Student Learning:
Support for employees to be effective:
Feasibility:

Objective 2:	**Action Plan and timeline (include who is responsible):**
Following two years of a pandemic which greatly disrupted the operations of the campus and limited face-to-face instruction, rebuild the Community Education Program by collaborating with the Director of Marketing to help promote the courses to attract more participants in Plumas County communities.	With oversight from the VPSS, the Student Services Admin Assist. and Instruction Admin. Assist will work with the Director of Marketing to update the community education website and resources to promote the program and course offerings.
Connection to results from assessment of student learning and/or other plans:	**Resources/ Budget needed (if applicable):**
If new resources are requested, address the following criteria:	**Budget code -if applicable (include Fund, Organization, and Account codes):**
	Expected Outcomes:
Uncontrollable Increase: Safety: New Student Attraction: Student Success and Retention: Relation to Student Learning: Support for employees to be effective: Feasibility:	

If completing your program's objectives will require resources from **IT, Facilities, or Professional Development** please include your request below. This section is for a **future need** (2022-23 fiscal year). If you have an immediate need (e.g., your computer is broken), contact the appropriate committee or administrator.

Need	Resource Type	Rationale (include connection to other plans)
Example: Staff training on effective written communication	Professional Development	See current year objective 2

SUMMARY UPDATE FROM COMPREHENSIVE PROGRAM REVIEW

Based on information and/or data provided:

1. Describe the current status of the Program/Depart/Service Area.

> The program offers a small but consistent listing of courses that have a current interest base in the Portola and Quincy communities. Courses are offered only upon the request of an instructor. All information about the program is available on the website or upon request through the Student Services and Instruction Offices.

2. Explain significant issues and/or changes that have occurred since the last comprehensive review.

> The program has been functioning for the past several years from an operational standpoint only; a course is offered when requested by an instructor. Due to limited staff time, the program has not been evaluated regarding its importance or effectiveness, and new offerings have not been actively solicited and organized. The COVID pandemic has been another barrier limiting our ability to address innovation in the program.

3. Briefly explain significant changes expected during the upcoming year.

> As we cautiously move out of the pandemic, there is an opportunity for discussions with the program stakeholders to determine a future vison for this program. Collaboration with the Director of Marketing and VPSS will determine how to implement the vision.

APPENDIX

Attach supporting documents as appropriate.

Feather River College

ANNUAL PROGRAM REVIEW

NAME OF PROGRAM/DEPARTMENT/SERVICE AREA: MARKETING & OUTREACH

NAME OF PERSON SUBMITTING THIS REVIEW: Carlie McCarthy

DATE OF SUBMISSION: 10/26/2021

MANAGEMENT AREA (check one):
- ☐ **Administrative Services**
- ☐ **Instruction**
- ☒ **Student Services**

NEXT YEAR'S NEW OBJECTIVES (FISCAL YEAR 2022-23)

In the box(es) below, describe the objectives and tasks planned for the 2022-23 year? (You may continue objectives from the prior year.)

Note on review process: criteria used in prioritization of requests include the overall financial impact of the request, whether or not the request represents an uncontrollable increase, the request's impact on safety, the request's impact on student attraction, the request's impact on student success and retention, the request's impact on student learning, the request's impact on improving employee effectiveness, and the feasibility of the request.

Note on personnel requests: if your APR includes personnel requests you are required to complete an personnel requisition. Please contact Human Resources so they can help you create a personnel requisition that will be used to organize personnel requests. Requests should be sent to hr@frc.edu, the form can be found here.

Objective 1: Reestablish a "Marketing & Outreach" Department/Team.	**Action Plan and timeline (include who is responsible):** The VPSS will work with the new, permanent Director to establish a "department", clarify roles and responsibilities for employees within the department and a more formalized philosophy or plan to guide the marketing and outreach strategy.
Connection to results from assessment of student learning and/or other plans: Strategic Plan	**Resources/ Budget needed (if applicable):** Not at this time due to grant funding available.
If new resources are requested, address the following criteria:	**Budget code -if applicable (include Fund, Organization, and Account codes):**

<table>
<tr>
<td></td>
<td>Expected Outcomes:
More cohesive department with a vision that will further enhance the brand of the college and attract more students.</td>
</tr>
<tr>
<td>Uncontrollable Increase:
Safety:
New Student Attraction:
Student Success and Retention:
Relation to Student Learning:
Support for employees to be effective:
Feasibility:</td>
<td></td>
</tr>
</table>

<table>
<tr>
<td>Objective 2:
Continue to develop the Plumas Pipeline Program and the FRC image to attract more local students to enroll at the college.</td>
<td>Action Plan and timeline (include who is responsible):
The VPSS, Director, Recruiter and Recruiter Assistant will work with other campus constituents, the FRC Foundation, local school district representatives, and community stakeholders to continue to build the pipeline to FRC. This will be done by assessing existing efforts and developing new strategies to reach various populations throughout the county and service area including high school students through co- and dual-enrollment, direct matriculates and returning adult students.</td>
</tr>
<tr>
<td>Connection to results from assessment of student learning and/or other plans:
Marketing & Outreach CPR, Strategic Plan</td>
<td>Resources/ Budget needed (if applicable):
None at that time due to grant funding available.</td>
</tr>
<tr>
<td>If new resources are requested, address the following criteria:</td>
<td>Budget code -if applicable (include Fund, Organization, and Account codes):</td>
</tr>
<tr>
<td></td>
<td>Expected Outcomes:
Improved image of FRC brand locally, and a more informed community/prospective students resulting in more students enrolling at FRC.</td>
</tr>
<tr>
<td>Uncontrollable Increase:
Safety:
New Student Attraction:
Student Success and Retention:
Relation to Student Learning:
Support for employees to be effective:
Feasibility:</td>
<td></td>
</tr>
</table>

Objective 3:	Action Plan and timeline (include who is responsible):
Following two disrupted years due to the pandemic and wildfires, launch a campus community reengagement campaign to promote FRC as a top choice to work and learn; build a stronger presence within the community and opportunities to engage with the campus to foster more support of the college.	The VPSS, Director, and student life representatives will work with other campus constituents to promote co- and extracurricular opportunities provided by FRC to enhance the brand. This might be accomplished through more promotional materials, on-campus events, spirit days, staff/faculty engagement, etc.
Connection to results from assessment of student learning and/or other plans:	**Resources/ Budget needed (if applicable):** None at that time due to grant funding available.
If new resources are requested, address the following criteria:	**Budget code -if applicable (include Fund, Organization, and Account codes):**
	Expected Outcomes: Improved image of FRC brand locally, driven by a focus on college events, campus engagement, and impact of college on local community.
Uncontrollable Increase: Safety: New Student Attraction: Student Success and Retention: Relation to Student Learning: Support for employees to be effective: Feasibility:	

If completing your program's objectives will require resources from **IT, Facilities, or Professional Development** please include your request below. This section is for a **future need** (2022-23 fiscal year). If you have an immediate need (e.g., your computer is broken), contact the appropriate committee or administrator.

Need	Resource Type	Rationale (include connection to other plans)
Example: Staff training on effective written communication	Professional Development	See current year objective 2

SUMMARY UPDATE FROM COMPREHENSIVE PROGRAM REVIEW

Based on information and/or data provided:

1. Describe the current status of the Program/Depart/Service Area.

Marketing, Outreach and Recruitment currently fall directly under the VPSS. We have experimented with a Digital Marketing Manager role and will be filling it permanently this winter. Efforts have been focused on digital strategies since the pandemic, including updating the website, social media, guidelines, etc. The role has also increased the professionalism of the college and brand promotion.

2. Explain significant issues and/or changes that have occurred since the last comprehensive review.

Due to Guided Pathways funding we have been able to experiment with a Digital Marketing Manager role. This has taken workload off of the SS office and allowed more concerted attention to the brand and marketing strategy.

3. Briefly explain significant changes expected during the upcoming year.

Establish, more formally, a Marketing, Outreach and Communications department.

APPENDIX

Attach supporting documents as appropriate.

ANNUAL PROGRAM REVIEW

NAME OF PROGRAM/DEPARTMENT/SERVICE AREA: COLLEGE WORK STUDY/STUDENT EMPLOYMENT

NAME OF PERSON SUBMITTING THIS REVIEW: Carlie McCarthy

DATE OF SUBMISSION:

MANAGEMENT AREA (check one): ☐ **Administrative Services**
☐ **Instruction**
☒ **Student Services**

NEXT YEAR'S NEW OBJECTIVES (FISCAL YEAR 2022-23)

In the box(es) below, describe the objectives and tasks planned for the 2022-23 year? (You may continue objectives from the prior year.)

Note on review process: criteria used in prioritization of requests include the overall financial impact of the request, whether or not the request represents an uncontrollable increase, the request's impact on safety, the request's impact on student attraction, the request's impact on student success and retention, the request's impact on student learning, the request's impact on improving employee effectiveness, and the feasibility of the request.

Note on personnel requests: if your APR includes personnel requests you are required to complete an personnel requisition. Please contact Human Resources so they can help you create a personnel requisition that will be used to organize personnel requests. Requests should be sent to hr@frc.edu, the form can be found here.

Objective 1: Assess newly developed Student Employment Training (including Student Employment Learning Outcomes), handbook, and updated Student Employment website for usefulness and overall contribution to the meaningfulness and effectiveness of the Student Employment Program.	**Action Plan and timeline (include who is responsible):** The VPSS will work with the BSILI team who developed the SLO's, training, handbook, and updated the website on assessment tools for both students and supervisors of student employees. The tool, such as a survey will be administered and results will be used to further improve the program.
Connection to results from assessment of student learning and/or other plans: Strategic Plan, Student Services CPR, Student Employment CPR	**Resources/ Budget needed (if applicable):** N/A

1

If new resources are requested, address the following criteria: N/A	Budget code -if applicable (include Fund, Organization, and Account codes): N/A
	Expected Outcomes: Continuous assessment and improvement to Student Employment Student Learning Outcomes and enhanced professionalism and effectiveness of the Student Employment Program.
Uncontrollable Increase: Safety: New Student Attraction: Student Success and Retention: Relation to Student Learning: Support for employees to be effective: Feasibility:	

Objective 2: Increase the General Fund contribution to the Student Employment budget in order to accommodate the increase in minimum wage on January 1, 2022 to $15.00 in order to maintain the existing number of hours relied upon by departments across campus. Each year more hours are requested from various departments, including in areas where their department budget contributes to student employment.	**Action Plan and timeline (include who is responsible):** Th VPSS is requesting the college increase the College Work Study budget to maintain 2021-2022 student work hours (18127) at the new mandated minimum wage rate. A decrease of 1342 hours of student work will occur if the additional funds are not granted.
Connection to results from assessment of student learning and/or other plans: Newly developed Student Employment Student Learning Outcomes, Student Employment CPR, Strategic Plan Each year work study supervisors provide a statement on how students benefit from their work, and what they learn. These responses range from soft skills to job specific skills.	**Resources/ Budget needed (if applicable):** $9319
If new resources are requested, address the following criteria:	**Budget code -if applicable (include Fund, Organization, and Account codes):** 1100-30140-2335-645000 = $9,064 1100-30140-3000-645000 = $255
	Expected Outcomes: Maintain existing number of hours to staff areas of campus that utilize student workers to perform

essential functions of the department and college. Continue providing students with a paycheck as well as developing work experience, in many cases tied directly to the field of study, or indirectly through transferable skills which prepare them for the workforce.

Uncontrollable Increase: Minimum wage increases are mandated. If the budget is not increased to accommodate mandates, the hours of available work must be decreased.

Safety: There are many areas across campus where student workers provide important supervision, service, or functions where safety could be compromised without their presence.

New Student Attraction: During the recruitment process students and parents frequently ask about available jobs on campus. Also, financial aid packages are not sufficient to cover the cost of attendance for out-of-state and out-of-country students.

Student Success and Retention: On campus employment is an excellent retention tool that keeps students engaged on campus and provides them with the necessary income to stay in school and prepare for future careers.

Relation to Student Learning: Students learn valuable communication, problem-solving, and relationship building skills while developing their sense of purpose and how to be responsible citizens (college-wide student learning outcomes). They also are able to develop resilience and resourcefulness, which assists them in reaching their academic and personal goals (Student Services student learning outcomes).

Support for employees to be effective: Student employees assist in the day-to-day operations of many areas on campus, such as facilities, ISP, DSPS, Child Development Center, IRC and tutoring services, Ag/Equine, Student Engagement, Advising/Counseling, A/R, Athletics, and various academic programs (ORL, ENVR, Art, Biology,) and supplement Food Services, Student Housing and the Fitness Center.

Feasibility: The amount requested is relatively low in relationship to the amount of productivity contributed to the functioning of the college, and the retention of students.

If completing your program's objectives will require resources from **IT, Facilities, or Professional Development** please include your request below. This section is for a **future need** (2022-23 fiscal year). If you have an immediate need (e.g., your computer is broken), contact the appropriate committee or administrator.

Need	Resource Type	Rationale (include connection to other plans)
Example: Staff training on effective written communication	Professional Development	See current year objective 2

SUMMARY UPDATE FROM COMPREHENSIVE PROGRAM REVIEW

Based on information and/or data provided:

1. Describe the current status of the Program/Depart/Service Area.

The number of departments requesting student employment hours has increased as well as departments continue to request additional hours, especially with the addition of the BS degree program. Not all funding sources have increased their funding to accommodate the mandated minimum wage increases; therefore, overall available work hours have decreased over the past four years.

2. Explain significant issues and/or changes that have occurred since the last comprehensive review.

There has been a continual minimum wage increase that began in January of 2016 and will continue until January 2022. Many sources of funding for student employment have not been able to keep pace with the wage increases, thus a decrease in total available work hours. It has not yet been determined if this has had a negative impact across campus or negatively effects the productivity of departments.

3. Briefly explain significant changes expected during the upcoming year.

As the minimum wage continues to increase, the college may need to determine if maintaining student employment hours with additional general fund dollars is an efficient use of district funding for carrying out day-to-day operations of many departments versus hiring permanent employees at a similar rate.

APPENDIX

Attach supporting documents as appropriate.

ANNUAL PROGRAM REVIEW

NAME OF PROGRAM/DEPARTMENT/SERVICE AREA:

NAME OF PERSON SUBMITTING THIS REVIEW:

DATE OF SUBMISSION:

MANAGEMENT AREA (check one): ☐ **Administrative Services**
☐ **Instruction**
☒ **Student Services**

NEXT YEAR'S NEW OBJECTIVES (FISCAL YEAR 2022-23)

In the box(es) below, describe the objectives and tasks planned for the 2022-23 year? (You may continue objectives from the prior year.)

Note on review process: criteria used in prioritization of requests include the overall financial impact of the request, whether or not the request represents an uncontrollable increase, the request's impact on safety, the request's impact on student attraction, the request's impact on student success and retention, the request's impact on student learning, the request's impact on improving employee effectiveness, and the feasibility of the request.

Note on personnel requests: if your APR includes personnel requests you are required to complete an personnel requisition. Please contact Human Resources so they can help you create a personnel requisition that will be used to organize personnel requests. Requests should be sent to hr@frc.edu, the form can be found here.

Objective 1:	**Action Plan and timeline (include who is responsible):**
Due to another year (19-20, 21-22) disrupted by COVID and Wildfires and the SS office leading efforts including organizing safe return for students each semester, organize testing for unvaccinated students and employees, and all other adjustments that we have had to make that have consumed time, in addition to hiring several new SS staff who have required quite a bit of time and training, next year, I hope to continue utilizing the training manual made by the form SS Admin Assistant and resume, or redefine the new normal within the office operations.	The VPSS will work with the Admin. Asst. to stay on top of all major functions of the office. The VPSS will schedule/prioritize more time to support all departments within SS. The VPSS will complete a SS CPR this spring to provide a vision and direction for the upcoming 4 years, taking into consideration the College's Strategic Plan and Accreditation. The VPSS will work with the Admin. Asst. to leverage new funding sources (CalFresh Outreach, Hunger Free Grant, Recruitment and Retention, etc.) in order to improve services and functions within these programs/ student support services.

Connection to results from assessment of student learning and/or other plans: Strategic Plan, Accreditation Standards	**Resources/ Budget needed (if applicable):** N/A
If new resources are requested, address the following criteria: N/A	**Budget code -if applicable (include Fund, Organization, and Account codes):** N/A
	Expected Outcomes: More cohesive Student Services division and direct support to students.
Uncontrollable Increase: Safety: New Student Attraction: Student Success and Retention: Relation to Student Learning: Support for employees to be effective: Feasibility:	

Objective 2: Develop a Student Services Department training to familiarize new employees with the departments as part of the onboarding process.	**Action Plan and timeline (include who is responsible):** Work with all Student Services managers to develop a training guide/manual/website for new employees as part of the onboarding process. This will be a general overview applicable for all new employees.
Connection to results from assessment of student learning and/or other plans: Strategic Plan, Accreditation Standards	**Resources/ Budget needed (if applicable):** N/A
If new resources are requested, address the following criteria: N/A	**Budget code -if applicable (include Fund, Organization, and Account codes):** N/A
	Expected Outcomes: Formalize the process in which new employees learn about the Student Services Programs, leading to better support for students and employee retention.
Uncontrollable Increase: Safety: New Student Attraction: Student Success and Retention: Relation to Student Learning: Support for employees to be effective: Feasibility:	

If completing your program's objectives will require resources from **IT, Facilities, or Professional Development** please include your request below. This section is for a **future need** (2022-23 fiscal year). If you have an immediate need (e.g., your computer is broken), contact the appropriate committee or administrator.

Need	Resource Type	Rationale (include connection to other plans)
Example: Staff training on effective written communication	Professional Development	See current year objective 2

SUMMARY UPDATE FROM COMPREHENSIVE PROGRAM REVIEW

Based on information and/or data provided:

1. Describe the current status of the Program/Depart/Service Area.

> The Student Services Office has been heavily involved with the Covid Response plan for the campus. All services have had to adapt, many working from home for extended periods of time, moving services to completely virtual and offered both in person and virtual. It has been a very challenging past two years.

2. Explain significant issues and/or changes that have occurred since the last comprehensive review.

> Significant issues include the Covid pandemic and wildfires and the workload uncertainty and burnout on many employees. Significant changes include hiring a new Admin Assistant as well as several other new employees within the division during such a challenging time.
> SS Programs have done a great job adapting and continuing to move forward while supporting students as best as possible, often through very creative outlets.

3. Briefly explain significant changes expected during the upcoming year.

> I anticipate this year to be challenging again with implementing the vaccination or test mandate. I am looking for ways to reengage employees and provide leadership and professional learning opportunities (not virtual) to boost morale and help employees feel equipped and confident as we come out of the pandemic.

APPENDIX

Attach supporting documents as appropriate.

Feather River College

ANNUAL PROGRAM REVIEW

NAME OF PROGRAM/DEPARTMENT/SERVICE AREA: CHILD DEVELOPMENT CENTER

NAME OF PERSON SUBMITTING THIS REVIEW: Kinderlin Hoznour

DATE OF SUBMISSION: 11/1/2021

MANAGEMENT AREA (check one): ☐ **Administrative Services**
☐ **Instruction**
☒ **Student Services**

ASSESSMENT OF PAST PROGRESS

Describe your progress on your previous year's (2019-2020) objectives:

Objective 1: **Meet playground ECERS/Title 5 and Title 22 safety standards for the playground at the CDC increasing the QRIS rating score.**	**Summary of Progress** 1.) Outdoor sink and washing station with both hot and cold water was installed 2.) Woodchips were delivered and will be requested on a regular schedule due to decomposition of woodchips 3.) Playground Equipment that was marked as "Unsafe" has been removed from the playground including all climbing structures. 4.) Gutters were installed on a portion of the deck area, however, this still did not prevent the personal items and equipment from getting water damage. We will need to find a new solution to this space.

Objective 2: **Increase opportunities for developing work force readiness for the Teaching Assistants/Work Study/ and Practicum Lab student that are hosted in our department.**	Summary of Progress: 1.) Due to COVID some of the outreach to enhance the opportunities was limited due to regulation of people in the classroom. However, 100 % of the ECE/ETP and work-study students dud receive both face-to-face and remote coaching from a professional coach in the field. 2.) Provide staff trainings including: -mandated reporter training -CACFP food program

-Classroom guidance
-Play based education
Partnered with PRS and staff participated in the Provider Cafes to support each staff members individual needs for retention.

CURRENT YEAR PROGRESS AND OBJECTIVES

What objectives and tasks are you working on this year? (You may continue objectives from the prior year.) Will your allocated resources be sufficient given your objectives?

Objective 1: Creating a safe learning space in our outdoor space. Including the deck and walkways between classrooms.	**Action Plan (include who is responsible):** 1.) Place gutters or other items to prevent water damage and ice buildup on the deck. Gutters were placed last year; however, this remains a safety concern for the facility. The gutters do not prevent water from entering the children's cubby's and personal items that due to COVID regulations must be store outdoors. (Kinderlin, Carlie, Nick) 2.) Find funding opportunities to purchase at least one DAP large motor climbing piece of equipment.(Kinderlin) 3.) Create more shade in the playground area. As we are required to host most of our meals (weather permitting) outdoors, it is essential to have a safe place to serve children out of the direct sunlight on safe tables. 4.) Purchase tables for outdoor dining and remove the wooden tables that are broken and splintering.

Objective 2: **Increase the ability for the program to sanitizer and clean programs materials. Purchase a stackable washer and dryer.**	**Action Plan (include who is responsible):** 1.) Secure funding through our QRIS block grant, foundation or fundraise to purchase a new stackable washer and dryer. This piece of equipment is essential to provide a clean and safe learning environment for children. Based on our ECERS/ITERS review, we are out of compliance because We are not able to provide the accurate amount of items due to the lack of ability to sanitize them on a regular schedule.

Connection to results from assessment of student learning and/or other plans:	Resources/ Budget needed (if applicable):
If new resources are requested, address the following criteria:	**Budget code -if applicable (include Fund, Organization, and Account codes):**
Uncontrollable Increase: none Safety: None New Student Attraction: Provide more opportunities for students and new students to work with their mentor or co Student Success and Retention: Provide opportunities to strengthen work force readiness for students Relation to Student Learning: Support for employees to be effective: #3 work study program #4 gaining skills to meet personal goals and teaching Feasibility:	

NEXT YEAR'S NEW OBJECTIVES (FISCAL YEAR 2020-21)

What objectives and tasks will you take on for next year? (You may continue objectives from the prior year.)

Note: criteria used in prioritization of requests include the overall financial impact of the request, whether or not the request represents an uncontrollable increase, the request's impact on safety, the request's impact on student attraction, the request's impact on student success and retention, the request's impact on student learning, the request's impact on improving employee effectiveness, and the feasibility of the request.

Objective 1: Recruitment and hire staff to be at our fullest staffing potential. Including: Cook, Preschool Teacher, and Associate teacher on a regular staffing pattern to increase our ability to serve more children and extend our hours of operation.	**Action Plan (include who is responsible):** 1.) Set requisitions, budgets, and job positions flown through FRC's process 2.) Network with local programs including 20,000 lives, Workforce development, PRS, Plumas Stars, Plumas Child Abuse Council, ECE courses/department, social media, etc. To obtain applicants for these vacant positions.
Connection to results from assessment of student learning and/or other plans:	**Resources/ Budget needed (if applicable):**
If new resources are requested, address the following criteria:	**Budget code -if applicable (include Fund, Organization, and Account codes):**
Uncontrollable Increase: None at this time for CDC budget	
Safety: -Gutters on the CDC Deck are being requested for the safety of families, children, ECE students and CDC staff. Water, snow and ice buildup in front of the main entrance is a safety hazard. There is no space for children to be present during winter months with protection from the elements. This has been a formal request for many years. Gutters were installed on the side of the building, however, the gap between the roof and gutters still allow an abundance of water to flow through and onto the children's personal items and parent communication boards. This also creates slipping hazards.	
Student Success and Retention: Safe space for students to learn Relation to Student Learning: Support for employees to be effective: Creating a safe work environment for the staff without fear of injury in the work place. Feasibility: Will increase use of space and less accidents or injury.	

If completing your program's objectives will require resources from **IT, Facilities, Professional Development,** or **Additional Staff** please include your request below. This section is for a **future need** (next fiscal year). If you have an immediate need (e.g. your computer is broken), contact the appropriate committee or administrator.

Need	**Resource Type**	**Rationale** (include connection to other plans)

Example: Staff training on effective written communication	Professional Development	See current year objective 2
Example: One new clerical staff member	Additional Staff	See next year objective 3
Gutters/siding (*or alternative method to block moisture and rain from entering the covered space*). at the CDC to prevent any serious injury or harm to children, staff, students and parents of the CDC. Ice, water, and Ice buildup in this space.	Facilities repair/maintain space	General gutters were installed on the side of the wall, however, this was not effective at stopping the water flow to the deck space. An alternative or different gutter system may be required.

SUMMARY UPDATE FROM COMPREHENSIVE PROGRAM REVIEW

Based on information and/or data provided:

1. Describe the current status of the Program/Depart/Service Area.

The CDC continues to receive funding from the Department of Education's contract CSPP. However, on July 1, 2021 our CCTR (toddler) contract was transitioned to a contracting source. The CCTR is hosted with the Department of Social Services. Due to a shortage of staffing, the CDC's hours of operation are currently on 3/4th time vs full time. Both head teachers have an increase of hours to 40 hours a week to maintain ratio. We currently have SOA, Cook, Preschool Teacher, and Associate Teacher jobs vacant. We hope to hire the SOA and cook position in Fall 2021. With the increase of staffing salaries, we hope to recruit and secure teachers for the program.
Even with the staffing shortage, our program has been able to continue to serve at full FTE meeting our contract with the CDE/DSS. Per state regulation, all family fees are waived July 1, 2021 to June 30, 2022. At this time, we are not able to serve any PRS alternative payment voucher or community families due to staffing patterns and ratios. All revues for the center in 2021-2022 will be based on meeting contracts with CDE/DSS and grants we play to apply for.

2. Explain significant issues and/or changes that have occurred since the last comprehensive review.

3. Briefly explain significant changes expected during the upcoming year.

Continue to develop the playground space to meet regulations for Title 22 and Title 5. This will include the larger pieces of equipment. This will be paid in full through the Adult Ed Block Grant CSPP of $5000 that was received when our program received a 4.9 out of 5 score in the QRIS Quality Reviews. All CDC staff will be moved from their independent salary schedule to join the classified staff salary schedule starting November 2021.

APPENDIX

Attach supporting documents as appropriate.

Feather River College

ANNUAL PROGRAM REVIEW

NAME OF PROGRAM/DEPARTMENT/SERVICE AREA: DSPS/WORKABILITY III

NAME OF PERSON SUBMITTING THIS REVIEW: Sarah Dimick

DATE OF SUBMISSION: 10/28/21

MANAGEMENT AREA (check one):
- ☐ **Administrative Services**
- ☐ **Instruction**
- ☒ **Student Services**

NEXT YEAR'S NEW OBJECTIVES (FISCAL YEAR 2022-23)

In the box(es) below, describe the objectives and tasks planned for the 2022-23 year? (You may continue objectives from the prior year.)

Note on review process: criteria used in prioritization of requests include the overall financial impact of the request, whether or not the request represents an uncontrollable increase, the request's impact on safety, the request's impact on student attraction, the request's impact on student success and retention, the request's impact on student learning, the request's impact on improving employee effectiveness, and the feasibility of the request.

Note on personnel requests: if your APR includes personnel requests you are required to complete an personnel requisition. Please contact Human Resources so they can help you create a personnel requisition that will be used to organize personnel requests. Requests should be sent to hr@frc.edu, the form can be found here.

Objective 1: Increase program visibility and disability awareness.	**Action Plan and timeline (include who is responsible):** DSPS staff and student workers are responsible for this objective on a daily basis. - Director will collaborate with other departments and programs to share resources, increase program visibility, educate the campus community on DSPS services, and reduce stigma around disability. - DSPS will partner with the Wellness Center to put on casual, fun events to increase program visibility. - Sandwich board is placed outside the office with a disability fact of the day. This is the responsibility of our student workers.

- Flyers will be posted in bathroom stalls and other high traffic areas.
- Flyers were distributed to all advisors and Wellness Center.
- The DSPS newsletter, started in 2020 during the stay at home order, is sent to all students and staff. The newsletter contains information on specific disabilities, career tips (WorkAbility III), assistive technology tips, movie reviews, disability etiquette tips, TedTalks, and program contact information. All DSPS staff and student workers collaborate on this project monthly.
- Director will continue to present to Upward Bound, and Summer Bridge students to increase program visibility and reduce stigma associated with DSPS services. This has proved to be a valuable recruiting opportunity which will be continued each summer.
- Funds were provided by SEA in Fall 2021 to purchase items for a movie and book lending library. We were also able to purchase anxiety reducing items (coloring books, weighted blankets, bean bag chairs, fidget toys, and a coffee/tea station) to create a space for students and staff to relax. This space is called the Fortress of Solitude, and since these items were not purchased with DSPS funds they are available to the campus community. We hope to continue to partner with SEA to add to the lending library. The aim is to reduce the stigma of entering our office, and make it a place where students and staff and want to spend time.
- Staff will continue to participate in campus events like Day in the Mountains, orientation and other tabling opportunities. We will also participate in the College and Career Fair to promote the WorkAbility III program.
- DSPS will continue to proctor exams for all students. Student workers, paid out of work study funds, coordinate exams for non DSPS students.

	• Results from the staff survey reveal a need for more staff and faculty training regarding DSPS services and policies. An informational presentation and/or video will be created and made available to all employees.
Connection to results from assessment of student learning and/or other plans: This is a continuation of past APR objectives.	**Resources/ Budget needed (if applicable):** DSPS budget and college work study.
If new resources are requested, address the following criteria:	**Budget code -if applicable (include Fund, Organization, and Account codes):**
	Expected Outcomes:
Uncontrollable Increase: Safety: New Student Attraction: Student Success and Retention: Relation to Student Learning: Support for employees to be effective: Feasibility:	

Objective 2: Provide the additional, specialized support which allows students with disabilities to more fully access and benefit from the general offerings and services of the College.	**Action Plan and timeline (include who is responsible):** Director, Assistive Technology Specialist, and IT work together to meet this objective.
	• We are now able to carry forward unspent funds, and carried over 18k from 2020-2021. These funds will be used to upgrade Kurzweil 3000 to the most recent version. Our current software is 5 years old, and is nearly obsolete. We will purchase 2 stand-alone licenses to be installed in the DSPS lab in January 2022. Additionally, we will purchase 6 web licenses which will allow students access to the program from home. Currently, the software is only available in the DSPS lab, and library, restricting student access to business hours.
	• Assistive Technology Specialist will research new note taking programs and technologies. Programs will be purchased if deemed appropriate.

	• Director and Assistive Technology Specialist will attend trainings to increase knowledge of current assistive technologies.
Connection to results from assessment of student learning and/or other plans: This is a continuation of past APR objectives.	**Resources/ Budget needed (if applicable):** DSPS budget
If new resources are requested, address the following criteria:	**Budget code -if applicable (include Fund, Organization, and Account codes):**
	Expected Outcomes:
Uncontrollable Increase: Safety: New Student Attraction: Student Success and Retention: Relation to Student Learning: Support for employees to be effective: Feasibility:	

If completing your program's objectives will require resources from **IT, Facilities, or Professional Development** please include your request below. This section is for a **future need** (2022-23 fiscal year). If you have an immediate need (e.g., your computer is broken), contact the appropriate committee or administrator.

Need	Resource Type	Rationale (include connection to other plans)
Installation of software	IT	Objective #2

SUMMARY UPDATE FROM COMPREHENSIVE PROGRAM REVIEW

Based on information and/or data provided:

1. Describe the current status of the Program/Depart/Service Area.

The 2021-2024 WorkAbility III contract with the Department of Rehabilitation (DOR) has been renewed. We are in the process of a budget augmentation to increase our funding by 8k per year.

DSPS continues to receive the minimum guaranteed funding from the state. Participation in DSPS is down by about 50% from pre-pandemic numbers, however, programs statewide will not be penalized for the substantial drop in DSPS enrollment. With this in mind, we are working on outreach to current and incoming students, as well as staff and faculty.

2. Explain significant issues and/or changes that have occurred since the last comprehensive review.

Challenges:
- Due to Covid we have seen a dramatic decrease in DSPS enrollment. This is a trend in DSPS throughout the state.
- Staffing continues to be an issue, with only one full time position in the office. This makes it incredibly difficult if anyone is out of the office. This will be an ongoing issue, as our budget does not allow for additional hours.

Changes:
- New Director started in January of 2020.
- DSPS is now able to carryover funds.

3. Briefly explain significant changes expected during the upcoming year.

We do not anticipate significant changes in the upcoming year.

APPENDIX

Attach supporting documents as appropriate.

ANNUAL PROGRAM REVIEW

EDUCATIONAL TALENT SEARCH/TRiO/SERVICE AREA**: STUDENT SERVICES**

NAME OF PERSON SUBMITTING THIS REVIEW: JAN RENNIE

DATE OF SUBMISSION: 9/20/21

MANAGEMENT AREA (check one): ☐ **Administrative Services**
☐ **Instruction**
☒ **Student Services**

NEXT YEAR'S NEW OBJECTIVES (FISCAL YEAR 2022-23)

In the box(es) below, describe the objectives and tasks planned for the 2022-23 year? (You may continue objectives from the prior year.)

Note on review process: criteria used in prioritization of requests include the overall financial impact of the request, whether or not the request represents an uncontrollable increase, the request's impact on safety, the request's impact on student attraction, the request's impact on student success and retention, the request's impact on student learning, the request's impact on improving employee effectiveness, and the feasibility of the request.

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Objective 1: **Secondary School Persistence:** **97%** of non-senior participants served each project year will complete the current academic year and continue in school for the next academic year at the next grade level. **Objective 2:** **Secondary School Graduation:** **80%** of the seniors served during the project year will graduate during the project year with a regular secondary school diploma within the standard number of years. **Objective 3:** **Rigorous Program of Study:** **37%** of seniors served during the project year will complete a rigorous secondary school	**Action Plan and timeline (include who is responsible):** Follow new grant proposal. ETS staff. 9/1/21 to 8/31/22

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program of study and will graduate during the project year with a regular secondary school diploma within the standard number of years.
Objective 4:
Postsecondary Education Enrollment:
65% of participants, who have graduated with a regular secondary school diploma, during the project year, will enroll in an institution of higher education by the fall term immediately following high school graduation or will have received notification by the fall term immediately following high school, from an institution of higher education, of acceptance but deferred enrollment until the next academic term.
Objective 5
Postsecondary Attainment:
28% of the participants served during the project year, who enrolled in an institution of higher education, by the fall term immediately following high school graduation or by the next academic term (e.g.. spring term)as a result of acceptance but deferred enrollment, will complete a program of postsecondary education within 6 years.**:**

Connection to results from assessment of student learning and/or other plans:
Follow new ETS grant proposal for 2021-26

Resources/ Budget needed (if applicable):
ETS federal budget allocation.

If new resources are requested, address the following criteria:

Budget code -if applicable (include Fund, Organization, and Account codes):

Expected Outcomes:

Uncontrollable Increase:
Safety:
New Student Attraction:
Student Success and Retention:
Relation to Student Learning:
Support for employees to be effective:
Feasibility:

If completing your program's objectives will require resources from **IT, Facilities, or Professional Development** please include your request below. This section is for a **future need** (2022-23 fiscal year). If you have an immediate need (e.g., your computer is broken), contact the appropriate committee or administrator.

Need	Resource Type	Rationale (include connection to other plans)
Example: Staff training on effective written communication	Professional Development	See current year objective 2

SUMMARY UPDATE FROM COMPREHENSIVE PROGRAM REVIEW

Based on information and/or data provided:

1. Describe the current status of the Program/Depart/Service Area.

Beginning on September 1st, 2021 ETS was funded for a further 5 year grant cycle. ETS is currently fully staffed.

2. Explain significant issues and/or changes that have occurred since the last comprehensive review.

Due to the destruction in Greenville 6-12th grade participants from that area have moved away or relocated to other PUSD schools. We are working on locating those who have stayed in PUSD schools and working with the administrators at PUSD.

3. Briefly explain significant changes expected during the upcoming year.

We have lost of participants due to the Dixie Fire. We need to recruit more students from other target schools. We also need to make up for the loss of students last year due to the effects of Covid 19.

APPENDIX

Attach supporting documents as appropriate.

ANNUAL PROGRAM REVIEW

NAME OF PROGRAM/DEPARTMENT/SERVICE AREA: FINANCIAL AID

NAME OF PERSON SUBMITTING THIS REVIEW: Andre van der Velden

DATE OF SUBMISSION: 10/28/2021

MANAGEMENT AREA (check one): ☐ **Administrative Services**
☐ **Instruction**
☒ **Student Services**

NEXT YEAR'S NEW OBJECTIVES (FISCAL YEAR 2022-23)

In the box(es) below, describe the objectives and tasks planned for the 2022-23 year? (You may continue objectives from the prior year.)

Note on review process: criteria used in prioritization of requests include the overall financial impact of the request, whether or not the request represents an uncontrollable increase, the request's impact on safety, the request's impact on student attraction, the request's impact on student success and retention, the request's impact on student learning, the request's impact on improving employee effectiveness, and the feasibility of the request.

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Objective 1: The financial aid office received technology funding from the Chancellors Office to support technology advancements and innovations in financial aid processing and management systems. In order to comply with federal regulations, it is important that FRC implement CAPP (Curriculum, Advising, and Program Planning) and CPOS (Course Program of Study) functionality in Banner as soon as possible.	**Action Plan and timeline (include who is responsible):** Strata Information Group (SIG) will work with financial aid and admissions and records to get the Curriculum, Advising, and Program Planning (CAPP) and Course Program of Study (CPOS) functionality working in Banner. This functionality is long overdue.
Connection to results from assessment of student learning and/or other plans:	**Resources/ Budget needed (if applicable):** Financial Aid technology funding from the Chancellor's Office.

If new resources are requested, address the following criteria:	**Budget code -if applicable (include Fund, Organization, and Account codes):**
	Expected Outcomes: These Banner upgrades will bring FRC in compliance with federal regulations.
Uncontrollable Increase: Safety: New Student Attraction: Student Success and Retention: Relation to Student Learning: Support for employees to be effective: Feasibility:	

Objective 2: Begin implementation of the new requirements of the Isakson Roe Veterans Bill which states that colleges need to provide students with an information sheet with total projected costs for the duration of the student's program of study, not just an annual fact sheet.	**Action Plan and timeline (include who is responsible):** The Financial Aid office along with third-party assistance will configure Banner so that the information sheet will be available to veterans by the deadline of 7/31/2022.
Connection to results from assessment of student learning and/or other plans:	**Resources/ Budget needed (if applicable):** Financial aid technology funding from the Chancellor's Office.
If new resources are requested, address the following criteria:	**Budget code -if applicable (include Fund, Organization, and Account codes):**
	Expected Outcomes: **This functionality will bring FRC in compliance with veterans regulations.**
Uncontrollable Increase: Safety: New Student Attraction: Student Success and Retention: Relation to Student Learning: Support for employees to be effective: Feasibility:	

If completing your program's objectives will require resources from **IT, Facilities, or Professional Development** please include your request below. This section is for a **future need** (2022-23 fiscal year). If you have an immediate need (e.g., your computer is broken), contact the appropriate committee or administrator.

Need	Resource Type	Rationale (include connection to other plans)
Example: Staff training on effective written communication	Professional Development	See current year objective 2

SUMMARY UPDATE FROM COMPREHENSIVE PROGRAM REVIEW

Based on information and/or data provided:

1. Describe the current status of the Program/Depart/Service Area.

The financial aid office disbursed $3,209,642 in federal and state grants and loans for 2020-2021. The 2020-2021 FISAP, BFAP-SFAA, and Osher reports have been submitted for 2020-2021 as well.

2. Explain significant issues and/or changes that have occurred since the last comprehensive review.

The Covid-19 pandemic put considerable strain on the financial aid staff. One staff member resigned in March 2021 and another resigned in April 2021, leaving the financial aid office severely understaffed.

Extracting data out of Banner for MIS, IPEDS, and other pertinent reporting requirements continues to be a great concern for the financial aid office. Because financial aid staff does not have the expertise to accurately and effectively extract data out of Banner using Oracle's Structured Query Language (SQL) tool, the validity of the data has and continues to be called into question.

Federal financial aid regulations mandate that students may only receive financial aid for those classes necessary to complete their program of study (certificate/degree). To ensure that FRC is in compliance, it is critical that CAPP and CPOS functionality be put into place as soon as possible.

3. Briefly explain significant changes expected during the upcoming year.

Expected decreases in enrollment attributed to the Covid pandemic are expected to have a negative impact on FAFSA applications.

APPENDIX

Attach supporting documents as appropriate.

Feather River College

ANNUAL PROGRAM REVIEW

NAME OF PROGRAM/DEPARTMENT/SERVICE AREA: STUDENT EQUITY & ACHIEVEMENT PROGRAMS

NAME OF PERSON SUBMITTING THIS REVIEW: Michelle Petroelje

DATE OF SUBMISSION: October 29, 2021

MANAGEMENT AREA (check one): ☐ **Administrative Services**
☐ **Instruction**
X Student Services

NEXT YEAR'S NEW OBJECTIVES (FISCAL YEAR 2022-23)

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Objective 1: Implement and assess the effectiveness of the activities outlined in the Student Equity Plan, which is due in November 2022.	**Action Plan and timeline (include who is responsible):** The Director of SEA Programs will work with the Institutional Researcher to identify disproportionally impacted groups and collaborate with departments on campus such as DSPS, FY and Veterans Services, TRiO, ISP, Business Services, student clubs, Student Services Council and Council of Instruction to implement and assess equity programs and activities.
Connection to results from assessment of student learning and/or other plans:	**Resources/ Budget needed (if applicable):** The SEA Budget will cover the cost Student Equity Activities.

Activities and programs will be assessed with student feedback and with data of student success measures.	
If new resources are requested, address the following criteria:	**Budget code -if applicable (include Fund, Organization, and Account codes):** 1200-30124-xxx-649900 1200-30123-xxx-649900
	Expected Outcomes: Equity activities are expected to increase student success measures and close equity gaps.
Uncontrollable Increase: Safety: New Student Attraction: Student Success and Retention: Relation to Student Learning: Support for employees to be effective: Feasibility:	

Objective 2: Review and update orientations, online, in-person or ISP, in order to assure all required topics are addressed and that students are engaged in learning; update Online Orientation with videos; assesses effectiveness of academic probation online module.	**Action Plan and timeline (include who is responsible):** The Director of SEA Programs in collaboration with the VPSS and VPI will review the content and delivery of required orientation topics and elicit feedback from students, Advising Task Force, Student Intervention Committee and Student Services Council.
Connection to results from assessment of student learning and/or other plans: The in person orientation is evaluated by participants. The results of the evaluations indicate that students appreciate the information by feel overwhelmed by the amount of material and that not all of the information is pertinent.	**Resources/ Budget needed (if applicable):** The SEA Budget will cover the cost of orientations.
If new resources are requested, address the following criteria:	**Budget code -if applicable (include Fund, Organization, and Account codes):** 1200 30124-xxxx-649900 1200-30123-xxxx-649900
	Expected Outcomes: Students will be informed of the services and programs available and utilize these services and programs, increasing student success measures such as retention, transfer level math and English completion, degree or certificate attainment and transfer.

Uncontrollable Increase:
Safety:
New Student Attraction:
Student Success and Retention:
Relation to Student Learning:
Support for employees to be effective:
Feasibility:

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Need	Resource Type	Rationale (include connection to other plans)
Example: Staff training on effective written communication	Professional Development	See current year objective 2

SUMMARY UPDATE FROM COMPREHENSIVE PROGRAM REVIEW

Based on information and/or data provided:

1. Describe the current status of the Program/Depart/Service Area.

2. Explain significant issues and/or changes that have occurred since the last comprehensive review.

3. Briefly explain significant changes expected during the upcoming year.

APPENDIX

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