

Foothill Annual Program Review 2023

Annual Program Review Template 2023

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

1-FT Academic Counselor

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

1-PT Academic Counselor

3. Number of staff in the program.

1-FT Staff & 1-PT Staff

4. Do the above numbers reflect any staffing changes?

Yes, the PT Academic Counselor and PT Staff were hired towards the end of Fall 2023.

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

SAO 1: Student veterans who use the VRC will be more likely to demonstrate successful college skills.
SO #1: Increase the service rate to 40% by spring quarter 2024.
SO #2: Hold at least two (2) VRC student success programs each quarter.
SO #2: Increase the number of scholarship applicants from 2021-2022 by 50% in winter 2024.
SO #3: Increase the number of African American scholarship applicants from 2021-2022 by winter 2024.

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

We have met the Chancellor's Office guidelines by hiring the necessary minimum personnel, a PT school certifying official staff, and a PT Academic Counselor. We are working closely with ETS, Clockwork, institutional research to refine the data collection process by evaluating the outcomes accuracy, and enhance outreach process.

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

The Veterans Resource Center action plan was to hold 2 student success events per quarter, which the VRC has not complete for the past 2 quarters. Increase service rates by 40% by Spring 2024 is still in progress, and increasing number of scholarship applicants and the number of African American students scholarship applicants by Winter 2024, pending the end of Winter quarter, March 25, 2024, in progress.

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

The Veterans Resource Center uses evidence provided by the following data systems: CCCO Data Mart, Clockworks, and Argos data reports. Each reporting tool is used in various ways to compare the number of students that are currently signed up with VRC and students that are not. We would also look at the services that are being used and the success rates of the students as they complete each quarter.

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

https://foothilldeanza-my.sharepoint.com/:b:/g/personal/20078222_fhda_edu/EctjgGNEurtMlb1n6ZQ5k3kBNTEjiE9G_kGSHMhfM1tsrA?e=yDcC7c

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

According to the Disproportionate Impact dataset, it identifies black and male veteran groups that experienced disproportionate impact in 2022-2023. The percentage point gap for black veteran students is -30 and the number additional successes needed to erase the percentage gap is 36. The percentage point gap for male veteran students is -4 and the number of additional successes needed to erase the percentage gap is 3.

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

Veterans Resource Center is currently in the process of meeting all of its strategic goals from 2022-2023 by the ending of Spring 2024 with the intentions to utilize outcomes to refine its services and resources. One goal that is important to VRC is the outreach processes which we find

must be evaluated quarterly. Foothill College VRC would like to be one of the best Veterans Resource Center state wide and nationally, and going through the Annual Program Review will allow us to modify such areas where changes are likely to occur, so VRC can meet the needs of its students (veterans, service members, and dependents).

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

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

End of Annual Program Review Template 2023

Annual Budget

Click on the link below and you will be taken to the Annual Budget Smartsheet Form. **Only one designated person from each program will have access to Annual Budget Form. If you are not the designated person for your program, you will not have access to the form.**

<https://dynamicview.smartsheet.com/views/7e0871bb-f3aa-412f-9ab8-6bb7a979714f>

If you already have a Smartsheet account, log in using your fhda email and your Smartsheet password. If you do not have a Smartsheet account, click on "Create one" and follow the directions. Note, you must use your fhda email address to access this form.

Once you've opened the form, please click the link below and watch the video to learn how to complete the form and for a description of eligible expenses. When completing the Annual Budget Form, only new items (equipment, software, etc.) should be requested. Do not include routine items, ongoing purchases, or lottery-funded items (office supplies, instructional material supplies, etc.).

https://foothilldeanza-my.sharepoint.com/personal/20078222_fhda_edu/_layouts/15/stream.aspx?id=%2Fpersonal%2F20078222%5Ffhda%5Fedu%2FDocuments%2FAnnual%20Budget%20Preview%20Video%2Emp4&ct=1681228475714&or=CNT&cid=48569909-937d-327c-348a-3c0c1b5b24a7&ga=1

End of Annual Budget

This form is completed and ready for acceptance.