Foothill Annual Program Review 2023

Annual Program Review Template 2023

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

0

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

7

3. Number of staff in the program.

Yes

4. Do the above numbers reflect any staffing changes?

We currently are short two full time staff members as they are working out of class for another department.

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

We had four actions for improvement, highlighting below the main points of the goals.

1.Improve our Welcome email which will have more guiding information for students to use prior to registration

2.Targeted outreach with registration workshops for Black/African American, Native American, and Filipinx students to increase headcounts.

3. Improve the online orientation

4 We'd like to have our student service reviewed and how many times a student engages with our office. (student survey)

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

1. This was completed with ETS' help, the welcome email is now in HTML format which allows us to provide links to services and provide more information upfront
2. We held Registration Events on campus and we had a lot of First Time Students attend and return for following quarter registration events
3. Onboarding Team collaborated with the Online Learning Office to update the orientation and move some items around after receiving student feedback
4. A survey was created for students to complete after leaving our office or after receiving assistance via email

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

Continuous updates and evaluation of all four items will be ongoing as things change and after we receive additional feedback from students

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

After the implementation of the welcome email the onboarding team conducted surveys and interviewed students

We need to analyze the registration events more, but the turnout of students was very good at each event. From interviewing students who attended they appreciated the help on days they could register. We used the enrollment dashboards to see the increase in enrollment for Fall and are still analyzing the Winter term events.

Additional analysis will need to be done now that the orientation is updated and we'll need to survey students who have completed it

The survey is done through Google Docs and a dashboard was created to monitor the feedback and results. Unfortunately with a low submission rate, the new plan is to publish the survey in more areas and post the QR code in the office.

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.

Black, -12, 1140

Latinx, -10, 5789

Pacific Islander, -5, 111

Foster Youth, -23, 174

Low Income, -9, 8178

Veterans, -2, 67

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

There was a lot of collaboration to complete actions identified for the Admissions & Records area. I realize that we can't make substantive change alone or in only one department. Continuous evaluation of processes is needed and improvements are ongoing.

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

https://foothilldeanza-my.sharepoint.com/:w:/g/personal/20078222_fhda_edu/Ec2dqPH1B2RHinzFtnIz6sYB7-DOzW9lv1KkGyWdLuZkbg?e=CIfFMU

End of Annual Program Review Template 2023

This form is completed and ready for acceptance.