

2021-2022 Program Review



CAN Program Review (Student Services) - Dual and Concurrent Enrollment (Fall 2022)

STEP 1: Annual Updates

2021-2022

Student Services Annual Update Questions

1. Major Accomplishments & Challenges (500 Word Limit): The Dual Enrollment Program, also known as College and Career Access Pathways (CCAP), is a partnership between Cañada College and our local high school partners to increase the accessibility of college courses to underrepresented high school students or students who may not be college-bound. We aim to provide equitable opportunities for students to develop a college-going mindset and pathway to graduate with a certificate/associate degree, transfer, or join the workforce.

Through Cañada dual enrollment program, high school students attend classes at Cañada for free, while still enrolled in high school. Dual enrollment classes count for both high school and college credit. High school students who complete dual enrollment classes generally take fewer classes in college and save money on total college costs.

In partnership with local high schools, we are striving to support students' needs by:

Supporting high school graduation rates by providing students opportunities to enroll in college prep courses;

Create a seamless pathway from high school to community college for career & technical education preparation or preparation for transfer to four-year universities;

Provide equitable opportunities for students to develop a college-going mindset and pathway to graduate with a certificate/associate's degree or transfer.

One of the biggest accomplishments this year was the development of the Dual Enrollment Program, also known as College and Career Pathways (CCAP). The vision for Dual Enrollment is to collaborate with all our high school partners to provide high school students who may not be college-bound or who are underrepresented in higher education the opportunity to earn college credit at no cost to them. In the past year, the Director of Dual Enrollment has worked with high schools in the Peninsula to develop robust partnerships in order to create a seamless transition from high school to community college. Dual Enrollment courses are currently available to students at San Mateo Union High School District, Sequoia Union High School District, and Oxford Day Academy.

As supported in the Education Master Plan Under (2017-2022) Goal 1, Part 1: The Dual Enrollment Program mission is to

- 1) Focus on serving historically underserved and first-generation students
- 2) Build out pathways that result in a certificate and meet IGET requirements
- 3) Increase the number of sections offered to our local high school annually
- 4) Increase the number of students served via dual enrollment offerings annually
- 5) Increase enrollment at Cañada via CCAP bound students
- 6) Increase engagement of dual enrollment students to support programs such as the Promise Scholars Program

Major Accomplishments for Fall 2021:

- 1) Successfully on-boarded roughly 150 students across three high schools
- 2) Finalized electronic dual enrollment form to streamline onboarding
- 3) Gathered valuable feedback to improve onboarding processes (i.e. HS instructors, support teams, HS liaisons, deans)

- 4) Currently providing input and support for CRM implementation
- 5) Website Development: branding of early college programs

Areas of Growth:

- 1) Improve onboarding process for both students and faculty
- 2) Establish a dual enrollment team
- 3) Continue to expand Cañada's Early College Programming

2. Proposed Changes: Below are the proposed changes to improve the Dual Enrollment Program for 2022-2023:

1) Improve Onboarding Process

Create a student/parent handbook to answer questions participants may have by being a dual enrollment student. The handbook will provide students with information about how to successfully enroll in the dual enrollment program and how to access the support services at Cañada. Onboarding presentations will be held both in-person and via zoom to inform both parents and students about the requirements and expectations of the program and to answer any questions they might have. A faculty handbook will also serve as a tool to successfully onboard both High School stakeholders and college faculty to the dual enrollment program.

2) Establish Dual Enrollment Team:

The goal to expand and build the dual enrollment support team is critical to successfully continue to support the implementation of local and statewide initiatives such as AB288 CCAP (College and Career Access Pathways), non-AB 288, California Community College Linked Learning Initiatives (CCLLI), and Dual Enrollment/Early College efforts in San Mateo County. The goal is to hire a Program Services Coordinator and Retention Specialist to support with onboarding, informational sessions, and in-person support.

3) Continue to Expand Cañada's Early College Programming

Continue expanding dual enrollment in a strategic way that supports pathways that meet the needs of our students, focusing on our historically underserved and first-generation students. One priority is to create marketing material to better advertise early college programs to high school and community partners.

3A. Impact of Resource Allocations Process: To be able to expand the Dual Enrollment program at Cañada College to 500 students in the 2022-2023 academic year, it is essential to have a support team and budget. Below is the proposed support team request:

1) Two Adjunct Academic Counselors:

As supported in the Education Master Plan Under (2017-2022) Goal 1, Part 1: The Dual Enrollment Program mission is to increase the accessibility of college courses to high school students by taking college courses, taught by college professors, at their high school campus. We aim to provide equitable opportunities for students to develop a college-going mindset and pathway to graduate with a certificate/associate degree or transfer. The hiring of two adjunct counselors will help support students explore major and career pathways. Fostering a relationship between students and adjunct college counselors will support our efforts to bridge high school students to support programs such as the Promise Scholars Program.

2) Retention Specialist:

The hiring of an additional Retention Specialist will support our students to navigate college as a first-time student, minimizing structural barriers that may impact students' success and completion.

3) Student Ambassadors

Hiring student ambassadors build peer-to-peer mentor relationships with high school students, fostering a sense of belonging and community.

4) Program Services Coordinator

The hiring of a Program Services Coordinator will support our students to learn about dual enrollment and campus resources, minimizing structural barriers that may impact students' success and completion. Furthermore, the hiring of a Program Services Coordinator for Dual Enrollment will support high school students complete the matriculation process to receive college credit. The PSC will support the onboarding process as well as present to prospective students and families the benefits of dual enrollment.

3B. Disproportionately Impacted Students Affect: The hiring of a support team for Dual Enrollment which consists of counselors, Retention Specialists, Student Ambassadors, and Program Services Coordinator will contribute to supporting the Latinx and AANAPISI communities by providing intentional academic services specific to our dual enrollment students. The Dual Enrollment Program's long-term goal of expansion is in alignment with the San Mateo County Community College District over the next five years. The expansion allows us to increase enrollment to the Cañada campus community while serving our underserved populations in the community i.e. first-gen, undocumented students, low-income students, former foster youth, homeless students. The addition of adjunct counselors will provide equitable and accessible support for our students in an effort to match anticipated growth. Additionally, the COVID-19 global pandemic brought an additional set of challenges for most of our students including adjusting to online modality, working full-time jobs, and mental health. As high school campuses return to face-to-face instruction, the hiring of adjunct counselors will help students through this transition.

The Retention Specialists will be crucial during the onboarding process to serve our Latinx and AANAPISI communities. By onboarding our retention specialists, we are ensuring that all incoming students complete Cañada matriculation steps, are enrolled in their classes, and have the necessary technology and resources to be successful in their college classes. In addition, the Retention Specialist refers students to the appropriate student services and assists in navigating campus technology. The Retention Specialists will also be a liaison for high school instructors and campus faculty to provide interventions for our students requiring additional classroom assistance support. The Retention Specialists role will increase successful course completion and semester-to-semester persistence.

Hiring Dual Enrollment Student Ambassadors will provide additional opportunities to support our Latinx and AANAPISI high school students by building rapport through a near-peer model. Additionally, hiring Cañada students as Dual Enrollment Student Ambassadors will provide an on-campus paid opportunity for students to learn transferable skills, receive early professional development training, build leadership qualities, and practice public speaking to connect with their community.

Hiring a Program Services Coordinator is essential to support our Latinx and AANAPISI students as we onboard our minoritized groups to receive college credit. The Program Services Coordinator will ensure that all incoming students complete Cañada matriculation steps, are enrolled in classes, and have the necessary technology and resources to be successful in their college classes. In addition, the PSC will be able to conduct orientation sessions to explain program expectations and policies. The Program Services Coordinator will also serve as a liaison for high school instructors and provide program support. This role will increase retention efforts as we aim to bridge dual enrollment to Cañada College.

This work will be extremely difficult to accomplish without the hiring of a PSC position, especially as we aim to increase our staff to match program expansion. We are in need of a PSC who is actively hosting information sessions, presenting at college events in the community, as well as serving as a point person to streamline important announcements and deadlines. It will be a disservice to the Dual Enrollment Program's mission in supporting early college engagement and providing services to help students reach their educational goals by removing systematic and financial barriers.

4. SAOs and SLOs: SAO #1: Continue to build infrastructure to support new and existing dual enrollment opportunities.

SAO#2: Supporting high school graduation rates by providing students opportunities to enroll in college prep courses

SAO #3: Dual Enrollment Program will start collecting and analyzing data from enrollment reports, student surveys, high school, and faculty feedback to determine if we are meeting the district's benchmarks in increasing our enrollment and completion rates.

5. SAO/SLO Assessment Results and Impact: Not applicable

Annual Update Status: Complete

Goal Description: Expand Dual Enrollment Support Team

The goal to expand and build the dual enrollment support team is critical to successfully continue to support the implementation of local and statewide initiatives such as AB288 CCAP (College and Career Access Pathways), non-AB 288, California Community College Linked Learning Initiatives (CCLLI), and Dual Enrollment/Early College efforts in San Mateo County.

CAN Program Review (Student Services) - Dual and Concurrent Enrollment (Fall 2022)

Goal Status: 1 - New (PR)

Relevant Program Review Cycle: 2021-2022

Estimated Start Date: 11/15/2021

Who's Responsible for this Goal?: Mayra Arellano

Please select the college goals with which your program goal aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity, diversity, and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success., Community Connections - Build and strengthen collaborative relationships and partnerships that support the needs of, reflect, and enrich our diverse and vibrant local community., Organizational Development - Focus institutional resources on the structures, processes, and practices that invest in a diverse student population and prioritize and promote equitable, inclusive, and transformative learning.

Please select the college strategic initiatives with which your program goal aligns.: Develop Clear Pathways, Improve Student Completion, Implement Promise Scholars Program, Expand Cohort Bridge Programs, K-12 & Adult School Partnerships, Build Relationships with Employers, Enhance Marketing, Promote a Climate of Inclusivity

Resource Requests

2 adjunct academic counselors

Status: New Request - Active

Type of Resource: Instructional Personnel

Cost: 173050

One-Time or Recurring Cost?: Recurring Cost

Critical Question: How does this resource request support closing the equity gap?: As supported in the Education Master Plan Under (2017-2022) Goal 1, Part 1: The Dual Enrollment Program mission is to increase the accessibility of college courses to high school students by taking college courses, taught by college professors, at their high school campus. We aim to provide equitable opportunities for students to develop a college going mindset and pathway to graduate with a certificate/associate's degree or transfer. The hiring of two adjunct counselors will help support students explore major and career pathways. Fostering a relationship between student and adjunct college counselors will support our efforts to bridge high school students to support programs such as the Promise Scholars Program.

Critical Question: How does this resource request support Latinx and AANAPISI students?: The two adjunct counseling positions contributes to supporting the Latinx and AANAPISI communities by providing intentional academic services specific to our dual enrollment students. The Dual Enrollment Program's long term goal of expansion is in alignment with the San Mateo County Community College District over the next five years. The expansion allows us to increase enrollment to the Cañada campus community while serving our underserved populations in the community i.e. first gen, undocumented students, low-income students, former foster youth, homeless students. The addition of adjunct counselors will provide equitable and accessible support for our students in efforts to match anticipated growth.

Additionally, the COVID-19 global pandemic brought an additional set of challenges for most of our students including adjusting to online modality, working full time jobs, and mental health. As high school campuses return to face to face instruction, the hiring of adjunct counselors will help students through this transition.

Resource Priority Ranking: High Priority

3 Retention Specialists

Status: New Request - Active

Type of Resource: Non-Instructional Personnel

Cost: 221904

One-Time or Recurring Cost?: Recurring Cost

Critical Question: How does this resource request support closing the equity gap?: As supported in the Education Master Plan Under (2017-2022) Goal 1, Part 1: The Dual Enrollment Program mission is to increase the accessibility of college courses to high school students by taking college courses. We aim to provide equitable opportunities for students to develop a college going

CAN Program Review (Student Services) - Dual and Concurrent Enrollment (Fall 2022)

mindset and pathway to graduate with a certificate/associate's degree, transfer, or joining the workforce. The hiring of an additional Retention Specialist will support our students to navigate college as a first time student, minimizing structural barriers that may impact student's success and completion.

Critical Question: How does this resource request support Latinx and AANAPISI students?: The Retention Specialists will be crucial during the onboarding process to serve our Latinx and AANAPISI communities. By onboarding our retention specialists, we are ensuring that all incoming students complete Cañada matriculation steps, are enrolled in their classes, and have the necessary technology and resources to be successful in their college class. In addition, the Retention Specialist refers students to the appropriate student services and assists in navigating campus technology. The Retention Specialists will also be a liaison for high school instructors and campus faculty to provide interventions for our students requiring additional classroom assistance support. The Retention Specialists role will increase successful course completion and semester to semester persistence.

Resource Priority Ranking: High Priority

3 Student Ambassadors

Status: New Request - Active

Type of Resource: Non-Instructional Personnel

Cost: 45630

One-Time or Recurring Cost?: Recurring Cost

Critical Question: How does this resource request support closing the equity gap?: As supported in the Education Master Plan Under (2017-2022) Goal 1, Part 1: The Dual Enrollment Program mission is to increase the accessibility of college courses to high school students by taking college courses, taught by college professors, at their high school campus. Hiring student ambassadors build peer to peer mentor relationships with high school students, fostering a sense of belonging and community.

Student Ambassadors close equity gaps through program engagement. Ambassadors spread awareness of student resources, campus life, study tools, and other relevant information through social media platforms and classroom visits. Hiring Student Ambassadors will support the district wide plans for expansion over the next five years.

Critical Question: How does this resource request support Latinx and AANAPISI students?: Hiring Dual Enrollment Student Ambassadors will provide additional opportunities to support our Latinx and AANAPISI high school students by building rapport through a near peer model. Additionally, hiring Cañada students as Dual Enrollment Student Ambassadors will provide an on campus paid opportunity for students to learn transferable skills, receive early professional development training, build leadership qualities, and practice public speaking to connect with their community.

Resource Priority Ranking: High Priority

Director of Dual Enrollment (100%)

Status: New Request - Active

Type of Resource: Non-Instructional Personnel

Cost: 130128

One-Time or Recurring Cost?: Recurring Cost

Critical Question: How does this resource request support closing the equity gap?: The Dual Enrollment Program mission is to increase the accessibility of college courses to high school students by taking college courses. We aim to provide equitable opportunities for students to develop a college going mindset and pathway to graduate with a certificate/associate's degree, transfer, or join the workforce. The hiring of a director fully dedicated to dual enrollment is absolutely critical. With the proposed expansion of dual enrollment as a districtwide and college wide priority, having a dedicated director will ensure that we are serving our minoritized groups of students.

Serves as the primary administrator on the design, implementation, and evaluation of Cañada College's Dual Enrollment and Promise Scholars Programs. This position will oversee matters related to planning, development, budgeting, implementation, compliance with rules and regulations, monitoring, and evaluation of programs and activities. The director serves as the liaison between high school partners and Cañada College to ensure that current and future dual enrollment courses and activities meet Career Access Pathways Act requirements and comply with established standards, laws, codes, rules, regulations, policies, and

CAN Program Review (Student Services) - Dual and Concurrent Enrollment (Fall 2022)

procedures.

Critical Question: How does this resource request support Latinx and AANAPISI students?: In advocating for a dual enrollment director dedicated fully to high school transition and dual enrollment, our efforts to support our Latinx and AANAPISI student communities will ensure the increase of degree attainment, decrease of the opportunity gap, and increase degree completion rates. The proposed position addresses the dual enrollment program's long term goal of expansion in alignment with the San Mateo County Community College District over the next five years. The expansion allows us to increase enrollment at Cañada College while serving our underserved populations in the community i.e. first gen, undocumented students, low-income students, former foster youth, homeless students. The addition of a dedicated director will provide equitable and accessible support for our students in efforts to match anticipated growth. The Dual Enrollment Program is intended to serve marginalized students by providing accessible and affordable college education.

Resource Priority Ranking: High Priority

Program Services Coordinator

Status: New Request - Active

Type of Resource: Non-Instructional Personnel

Cost: 79500

One-Time or Recurring Cost?: Recurring Cost

Critical Question: How does this resource request support closing the equity gap?: As supported in the Education Master Plan Under (2017-2022) Goal 1, Part 1: The Dual Enrollment Program mission is to increase the accessibility of college courses to high school students by taking college courses. We aim to provide equitable opportunities for students to develop a college going mindset and pathway to graduate with a certificate/associate's degree or transfer. The hiring of a Program Services Coordinator will support our students to learn about dual enrollment and campus resources, minimizing structural barriers that may impact student's success and completion. Furthermore, The hiring of a Program Services Coordinator for Dual Enrollment will support high school students complete the matriculation process to receive college credit. The PSC will support the onboarding process as well as present to prospective students and families about the benefits of dual enrollment.

Critical Question: How does this resource request support Latinx and AANAPISI students?: Hiring a Program Services Coordinator is essential to support our Latinx and AANAPISI students as we onboard our minoritized groups to receive college credit. The Program Services Coordinator will ensure that all incoming students complete Cañada matriculation steps, are enrolled in classes, and have the necessary technology and resources to be successful in their college class. In addition, the PSC will be able to conduct orientation sessions to explain program expectations and policies. The Program Services Coordinator will also serve as a liaison for high school instructors and provide program support. This role will increase retention efforts as we aim to bridge dual enrollment to Cañada College.

This work will be extremely difficult to accomplish without the hiring of a PSC position, especially as we aim to increase our staff to match program expansion. We are in need of a PSC who is actively hosting information sessions, presenting at college events in the community, as well as serve as a point person to streamline important announcements and deadlines. It will be a disservice for the Dual Enrollment Program's mission in supporting early college engagement and providing services to help students reach their educational goals by removing systematic and financial barriers.

Resource Priority Ranking: High Priority