



Office of Student Services

Program Review - Annual Update

2023 - 2024

Annual Update Questions - Disciplines

1. Describe any changes or updates that have occurred since you last submitted program review. If there haven't been any changes or updates since your last program review, enter N/A.

N/A

2. Provide a summary of the progress you have made on the goals identified in your last program review.

Since our last comprehensive program review, we have successfully recruited and hired a permanent and full-time Dean of Enrollment Services & Support Programs.

3. If your goals are changing, use this space to provide rationale, or background information, for any new goals and resource requests that you'll be submitting that were not included in your last program review.

Since the onboarding of the full-time and permanent Dean of Enrollment Services and Support Programs, we have been able to support the administrative office needs with overtime hours from the Counseling Division Assistant Serina Garcia. For the past 3 years the division of Enrollment Services and Support programs was paying for overtime out of one-time funds for additional Division Assistant hours. We would like to request on-going funds to support the operations of the division. The Enrollment Services office has made considerable changes over the last year. All departments within ESSP are striving to make improvements to increase access, success, and completion. The office has revised and developed many processes and procedures with student needs in mind. The Enrollment Services team is committed to maintaining a positive environment where students receive equitable services. The division assistant will support the Dean of ESSP and the 8 departments housed within the division. The requested funds will help us reach Division goals as well as the college's goals. In the future, we're hoping to request a full-time division assistant.

If your program is requesting resources, please go to "STEP 2: Resource Request (OPTIONAL)" and submit your specific requests there.

Supporting Information

Non-Personnel Item (2023 - 2024)

Non-Personnel Item (2023 - 2024)

Program Requesting Resources

Office of Student Services for Division of Enrollment Services & Support Programs (ESSP)

Item Requested

Overtime to pay for Division Assistant Hours

Item Description

For the past 3 years the division of Enrollment Services and Support programs was paying for overtime out of one-time funds for additional Division Assistant hours. We would like to request on-going funds to support the operations of the division.

Program Goals this Request Supports

N/A

Status

New Request - Active

Type of Resource

Non-Instructional Expenses (over \$5,000) e.g., equipment

Cost

20,000

One-Time or Recurring Cost?

Recurring Cost

Critical Question: How does this resource request support closing the equity gap?

The Enrollment Services office has made considerable changes over the last year. All departments within ESSP are striving to make improvements to increase access, success, and completion. We have revised and developed many processes and procedures with student needs in mind. The Enrollment Services team is committed to maintaining a positive environment where students receive equitable services. The division assistant will support the Dean of ESSP and the 8 departments housed within the division. Each of these departments provide unique and targeted resources for communities that are often found within the specific identities listed in our Equity Plans for the College (e.g., undocumented, veteran, student parents, low-income). The requested funds will help us reach our goals as well as the college's goals. In the future, we're hoping to request a full-time division assistant.

Critical Question: How does this resource request support Latinx and AANAPISI students?

The support provided by the Division Assistant will help us enhance student support services and foster positive engagement among students, families, community leaders, and community-based organizations to increase access, success, and completion for Latinx and AANAPISI students. Additional support for the Division Dean and the department leads will ensure that all Latinx and AANAPISI students have access to excellent services, food resources, housing, and other necessary resources for their success. Each of the programs are uniquely connected to the targeted supports, resources, and programming tailored to the success of Latinx, Asian American, Native Hawaiian, and Pacific Islander students (e.g., DHSI grant, AANAPISI/AANHPI grants).

Office of Student Services - Resource Request

Map Request to College Goals and Strategic Initiatives

Which of Cañada College's Goals does this resource request support?

Student Access, Success, and Completion

Which of Cañada College's Strategic Initiatives does this resource request support?

Make registration easier, Connect students to the academic program(s) and classes they need, Improve the financial stability of students, Strengthen the college culture of continuous assessment and improvement in order to ensure all programs effectively serve students and close equity gaps, Help meet the basic needs of Cañada students and other community members