NORCO COLLEGE ANNUAL ADMINISTRATIVE PROGRAM REVIEW

Unit: __Title III STEM Department_____

Please give the full title of your unit.

Contact Person: _Lorena Patton, Project Director
Due: AUGUST 31, 2015

Please send an electronic copy to your area Vice President

Form Last Revised: AUGUST 2014

Norco College

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Annual Administrative Program Review Update
Instructions

The Annual Administrative Program Review is conducted by each unit and consists of an analysis of changes within the unit as well as significant new resource needs for staff, resources, facilities, and equipment. It should be **submitted** *or* **renewed every year** in anticipation of budget planning for the fiscal year, which begins July 1 of the *following* calendar year.

The questions on the subsequent pages are intended to assist you in planning for your unit.

The forms that follow are separated into pages for ease of distribution to relevant subcommittees. **Please keep the pages separated** if possible (though part of the same electronic file), **with the headers as they appear**, and be sure to include your unit, contact person (this may change from topic to topic) and date on each page submitted. Don't let formatting concerns slow you down. If you have difficulty with formatting, Nicole C. Ramirez can adjust the document for you. Simply add responses to those questions that apply and forward the document to nicole.ramirez@norcocollege.edu with a request to format it appropriately.

If you cannot identify in which category your requests belong or if you have complex-funding requests please schedule an appointment with your college's Vice President for Business Services right away. They will assist you with estimating the cost of your requests. It is vital to include cost estimates in your request forms. Each college uses its own prioritization system. Inquiries regarding that process should be directed to your Vice President.

Mission

Norco College serves our students, our community, and its workforce by providing educational opportunities, celebrating diversity, and promoting collaboration. We encourage an inclusive, innovative approach to learning and the creative application of emerging technologies. We provide foundational skills and pathways to transfer, career and technical education, certificates and degrees.

Vision

Norco – creating opportunities to transform our students and community for the dynamic challenges of tomorrow.

Goals and Strategies 2013-2018

Goal 1: Increase Student Achievement and Success

Objectives:
1. Improve transfer preparedness (completes 60 transferable units with a 2.0 GPA or higher).
2. Improve transfer rate by 10% over 5 years.
3. Increase the percentage of basic skills students who complete the basic skills pipeline by supporting the development of alternatives to traditional basic skills curriculum.
4. Improve persistence rates by 5% over 5 years (fall-spring; fall-fall).
5. Increase completion rate of degrees and certificates over 6 years.
6. Increase success and retention rates.
7. Increase percentage of students who complete 15 units, 30 units, 60 units.
8. Increase the percentage of students who begin addressing basic skills needs in their first year.
9. Decrease the success gap of students in online courses as compared to face-to-face instruction.
10. Increase course completion, certificate and degree completion, and transfer rates of underrepresented students.

Goal 2: Improve the Quality of Student Life

Objectives:
1. Increase student engagement (faculty and student interaction, active learning, student effort, support for learners).
2. Increase frequency of student participation in co-curricular activities.
3. Increase student satisfaction and importance ratings for student support services.
4. Increase the percentage of students who consider the college environment to be inclusive.
5. Decrease the percentage of students who experience unfair treatment based on diversity-related characteristics.
6. Increase current students' awareness about college resources dedicated to student success.

Goal 3: Increase Student Access

Objectives:
1. Increase percentage of students who declare an educational goal.
2. Increase percentage of new students who develop an educational plan.
3. Increase percentage of continuing students who develop an educational plan.
4. Ensure the distribution of our student population is reflective of the communities we serve.
5. Reduce scheduling conflicts that negatively impact student completion of degrees and programs.

Goal 4: Create Effective Community Partnerships

Objectives:
1. Increase the number of students who participate in summer bridge programs or boot camps.
2. Increase the number of industry partners who participate in industry advisory council activities.
3. Increase the number of dollars available through scholarships for Norco College students.
4. Increase institutional awareness of partnerships, internships, and job opportunities established with business and industry.
5. Continue the success of Kennedy Partnership (percent of students 2.5 GPA+, number of students in co-curricular activities, number of students who are able to access courses; number of college units taken).
6. Increase community partnerships.
7. Increase institutional awareness of community partnerships.
8. Increase external funding sources which support college programs and initiatives.

Goal 5: Strengthen Student Learning

Objectives:
1. 100% of units (disciplines, Student Support Service areas, administrative units) will conduct systematic program reviews.
2. Increase the percentage of student learning and service area outcomes assessments that utilize authentic methods.
3. Increase the percentage of programs that conduct program level outcomes assessment that closes the loop.
4. Increase assessment of student learning in online courses to ensure that it is consistent with student learning in face-to-face courses.
5. Increase the number of faculty development workshops focusing on pedagogy each academic year.

Goal 6: Demonstrate Effective Planning Processes

Objectives:
1. Increase the use of data to enhance effective enrollment management strategies.
2. Systematically assess the effectiveness of strategic planning committees and councils.
3. Ensure that resource allocation is tied to planning.
4. Institutionalize the current Technology Plan.
5. Revise the Facilities Master Plan.

Goal 7: Strengthen Our Commitment To Our Employees

Objectives:
1. Provide professional development activities for all employees.
2. Increase the percentage of employees who consider the college environment to be inclusive.
3. Decrease the percentage of employees who experience unfair treatment based on diversity-related characteristics.
4. Increase participation in events and celebrations related to inclusiveness.
5. Implement programs that support the safety, health, and wellness of our college community.

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COLLEGE ADMINISTRATIVE UNIT ANNUAL REVIEW WORKSHEETS
DUE: AUGUST 31, 2015

Administrative Unit: Title III STEM Department

Prepared by: Lorena Patton, Project Director

Date: _____August 31, 2015_____

Submit only your Worksheets. **Do not alter the forms**, or eliminate pages. If a page does not apply simply mark N/A.

I. The Unit PROGRAM REVIEW

The Administrative (Unit Program Review) is meant to provide a broad understanding of the unit, current trends related to the unit's mission, and how the unit serves to meet the overall mission or goals of Norco College and the Riverside Community College District.

1. What is the mission of your unit?

The mission of the Title III HSI-STEM Grant is to increase the institutions capacity to serve Hispanic students pursuing majors and careers in the areas of Science, Technology, Engineering & Mathematics (STEM). The goal of the unit is to develop STEM focused degrees particularly in the area of engineering, and to create pathways for students pursuing STEM majors. The grant mission also includes providing transparent and accessible pathways for STEM students to navigate the transfer process and supporting students' educational goals by providing access to both faculty and staff. Our unit provides resources for the personal, professional and academic development of

STEM students and increases faculties capacity to effectively serve underrepresented students (mainly Hispanic, socially or economically disadvantaged). Our mission incorporates faculty training and professional development by way of culturally relevant pedagogy to support the grants specified target population and Norco's overall student population.

2. **Identify or outline how your unit serves the mission of Norco College.** *Please limit to a single paragraph.*

The Title III department serves the mission of Norco College by serving a diverse population of students, providing educational opportunities and encouraging student collaboration through small work groups and diverse learning communities. We also serve to educate and train faculty on the emerging technologies that have the potential to impact student outcomes, success and transfer. The STEM department provides students foundational skills and pathways to transfer. The department also works to increase the percentage of new and continuing students who develop an educational plan each year and provides orientation coursework, extensive counseling and academic advising. **Goals 5.5, 4.1, 3.2 & 3.3**

- **List the major functions of your unit**.

<u>Function</u>
To create Pre-engineering Associate Degree Transfer Options for students.   To increase Hispanic & Low-income Learner Retention.   To provide pre-engineering college preparedness.

- **Briefly comment on the status of your 2014 goals and objectives.**

  1. **Complete the design & renovation of the STEM Center Complex**- The start of the STEM Center modular renovation began in September of 2014. By the spring of 2015, STEM 200 & STEM 300 were completely renovated and equipped with furniture. Supplemental Instruction sessions were held in STEM 301 & STEM 302 during the spring of the 2014-2015 academic year.
  2. **Identify 30 degree completers for the newly developed pre-engineering associates degree**- During the fall of 2014, at least 30 students were identified who successfully completed the mathematics and physics series here at Norco. After the transcript review process ten of those students actually fully fulfilled all of the pre-engineering degree requirements. Additional completers have since then been identified for tracking in efforts to meet the target number.

3. **Provide supplemental instruction in historically difficult courses, Physics, Chemistry & Bio-1-** Supplemental instruction was piloted for two consecutive semesters. Data reflected that students attending two or more SI sessions performed significantly higher than those not attending SI. STEM also funded a physics boot camp during the winter 2015 session and tracked the student participants to completion.
4. **Provide Math Workshops to increase success and retention data for STEM students-** STEM sponsored Math 35 & 52 with faculty led workshops. Attendance was minimal and as a result, STEM will cease funding.
5. **Increase the number of students seen by a STEM counselor each semester regarding transfer-** Over 100 students were seen by the STEM Counselor during the 2014-2015 academic year to develop an educational plan. Thirty-four students successfully transferred to a 4-year university and additional students received career counseling. The STEM program continues to provide Career and Transfer advising to Norco College students. **3.1, 3.2, 1.1, 3.3**

- **MAJOR Goals and Objectives 2015 – 2016 (do not include normal functions of your unit). In order from 1 – 5 is best. With 1 as the most important.**

  Before writing your goals and objectives be sure to review other Program/Unit Review documents related to your unit to discern if there are service needs you wish to address.

Major Goal and/or Objective	Start Date	Status: ongoing, completed, or date completion anticipated	Need Assistance in order to complete goal or objective (reference applicable resource request page)	EMP GOALS
1. By 2015, 100 students will have participated in a MESA Model student success and/or transfer activity, 80% expressing satisfaction.	1/15	Anticipated completion date: 12/15		2.1, 2.3, 2.2
2. Identify an additional thirty completers for the Pre-Engineering Associates Degree.	9/15	Anticipated completion date: 6/16		1.10
3. By 9/2016, 15 JFK students will have completed the Model 2+2 trigonometry classes with a C or better.	9/15	Anticipated completion date: 6/16		4.5, 4.6
4. By 9/2016, at least 74% of students enrolled in years 3-5 pre-engineering courses will be retained.	9/15	Anticipated completion date: 9/16		1.6
5. Increase the number of STEM students transferring to a 4-year university.	9/15	Ongoing		1.1

Previous Year's Assessment

SAO Assessed:	Assessment method used:	What was your target or benchmark?	What were the results?	How do you anticipate using these results?
Complete the design & renovation of the STEM Center Complex.	The ability to schedule all classrooms for usage.	Full functioning of the 96 seat lecture class, 54 seat computer lab and SI Space, STEM 301.	The renovation of the modulars (STEM 200 & 300) was complete by Winter 2015 but classes were not scheduled.	I plan to use the results to work with the Deans of Instruction to schedule STEM Classes to maximize building usage.
Identify 30 degree completers for the newly developed pre-engineering associates degree.	Evaluate student transcripts and course completion.	30 students.	Ten students were identified who fulfilled the degree requirements.	I plan to use the results to fulfill grant requirements.
Provide supplemental instruction in historically difficult courses, Physics, Chemistry & Bio 1.	Student satisfaction surveys and course completion analysis.	To obtain statistical significance indicating that students attending SI performed better than students who did not.	Students participating in SI during the Spring Semester received better grades than their counterparts.	I plan to use the results to pilot more SI sessions in other historically difficult courses and get faculty buy in.

- **Reflective Question:** What did you learn that will impact your unit for the future? I learned to: 1) Work more closely with the Deans of Instruction to schedule STEM classes 2) To have a STEM counselor track students that

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have completed the math and physics series in order to pre-identify degree completers and 3) Provide annual supplemental instruction training for faculty.

Directions: The primary purpose of this update is to provide an overview of your unit's assessment activities (plans, data, responses to data, etc.) for the previous academic year as well as your plans for assessment in the upcoming academic year. If you have any questions regarding the assessment process on this aspect of the report, please contact your vice president, or the Assessment Co-chairs, Sarah Burnett at sarah.burnett@norcocollege.edu or Greg Aycock at greg.aycock@norcocollege.edu. See Appendix 1 for more information about assessment.
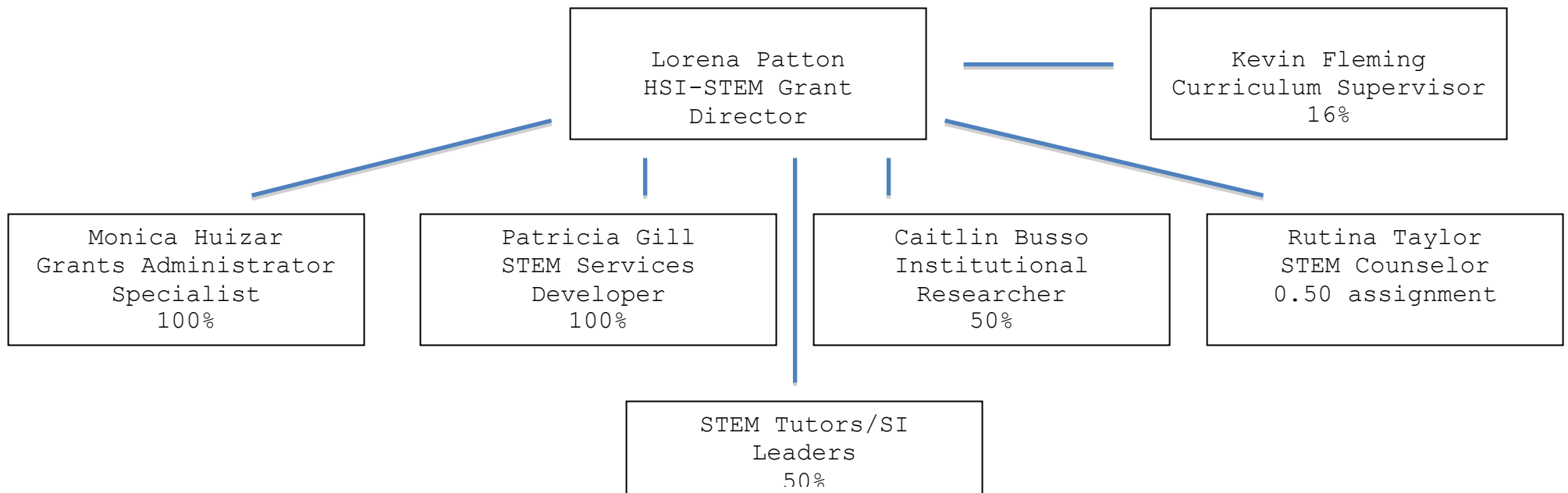
Current year's assessment plan

SAO to be assessed:	What assessment methods do you plan to use?	When Will Assessment Be Conducted and Reviewed?	What result, target, or value will represent success at achieving this outcome?	How do you anticipate using the results from the assessment?	GOALS
100 additional students will participate in a student success and/or transfer activity, 80% expressing satisfaction.	Evaluation surveys	12/15	80% of students will indicate satisfaction with the activity.	I will use the results to improve the quality of our student success and transfer activities.	1.1, 2.1, 2.4
Identify 30 additional pre-engineering degree completers.	Continue to conduct transcript analysis.	6/16	30 additional pre-engineering degree completers.	I plan to use the results to lay the foundations for the next title III STEM grant and to get faculty buy in. The degree currently does not live anywhere and I am not sure which faculty will conduct the program review for it.	1.10, 1.1, 1.5
Increase number of STEM students transferring to a 4-year university.	Track STEM Scholars and complete exit interview to	6/16	In the spring of 2014 32 students graduated from	I plan to use the results to continue providing counseling,	1.6, 1.7, 3.3

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		the STEM Scholars program and transferred to 4-year universities. Thirty five is the goal for the 2015-2016 academic year.	career and transfer services to STEM students at Norco College.	
capture where students will be transferring.				

Provide the official Organizational Chart of your unit which includes all levels of services and positions. *If necessary, provide very brief narrative descriptions by numbering the chart and including a numbered list with clarifications on a subsequent page. The official chart can be obtained from Human Resources.*

If you wish make this an appendix item.

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                    ┌─────────────────────┐              ┌─────────────────────┐
                    │   Lorena Patton      │              │   Kevin Fleming      │
                    │   HSI-STEM Grant     │──────────────│ Curriculum Supervisor│
                    │     Director         │              │        16%           │
                    └─────────────────────┘              └─────────────────────┘
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Monica Huizar Grants Administrator Specialist 100%	Patricia Gill STEM Services Developer 100%	Caitlin Busso Institutional Researcher 50%	Rutina Taylor STEM Counselor 0.50 assignment

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                    │  STEM Tutors/SI     │
                    │     Leaders         │
                    │       50%           │
                    └─────────────────────┘
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Project Director- *Manage project personnel and coordinate STEM activities, work closely with Norco faculty, deans and administrators to explore new STEM curriculum & degrees, ensure compliance with Federal regulations, purchasing and administrative policies.*

STEM Counselor- *Develop and pilot career advising and counseling specific to the projects target population.*

Grants Administrative Specialist - *Provide clerical and budgetary support to Project Director.*

Curriculum Supervisor- *Serve as curriculum supervisor for newly developed A.S. degrees for transfer.*

Institutional Researcher- *Develop evaluation assessment tools for student and program services, administration of data collection instruments, compilation of collected data, comparison of project results*

STEM Services Developer- *Develop & Coordinate STEM Scholars Program.*

STEM Tutors/SI- *Aide in student success and retention in historically difficult courses.*

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- **Staffing Profile (Please indicate the number in terms of FTE. In other words a full time staff person is a 1, and a half time person is a .5)**

Position	Staffing Levels for Each of the Previous Five Years					Anticipated total staff needed	
	2010	2011	2012	2013	2014	2015-2016	2016-2017
Administration			1	1	1	1	1
Classified Staff FT			1	1	1	2	2
Classified Staff PT					.5	.5	1
Confidential Staff FT							
Faculty Reassigned FTE Full time							
Faculty Reassigned FTE Part time							.5
Total Full Time Equivalent Staff			2	2	2.5	3.5	4.5

Complete the Management and/or Staff request form that follow if new employees are needed.

*When filling out the form on the <u>next</u> page please **consider** the following in framing your "reason:"*

a. *Has the workload of your unit increased in recent years? Our workload has increased in volume but we are phasing out the program.*
b. *Has technology made it possible to do more work with the same staff? Or, has technology increased your work load (adding web features which need updating for example)? Technology is not necessarily applicable with the types of services the STEM program provides.*
c. *Does the workload have significant peaks and valleys during the fiscal year that would be best filled by part time staff? Summer and Winter are slow and does not necessarily require full time classified staff.*

- **Staff Needs**

NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)[1]

List Staff Positions Needed for Academic Year___2015-2016____ Place titles on list in order (rank) or importance.	Indicate (N) = New or (R) = Replacement	Annual TCP*	EMP/STRATEGIC GOALS
1. College Receptionist Reason: I do not have any clerical staff for the front desk in the STEM Center. I currently house the STEM Services Developer at the front desk. It would also be great to have someone assist faculty with issues with keys and technology issues in the evenings.	N	$25,000	
2. Office Space- Reason: Convert hitching post and/or kitchen in STEM 300 to faculty offices and set up a cart service instead. The kitchen in STEM 300 is under utilized and if we are not going to use it to its full potential, it might be best to get some type of roll away cart that could be stored locally.			
3. Reason:			
4. Reason:			
5. Reason:			
6. Reason:			

* TCP = "Total Cost of Position" for one year is the cost of an average salary plus benefits for an individual. Use space for language or linking resources to assessment.

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[1] If your SERVICE AREA OUTCOMES (SAO) assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the "reason" section of this form.

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- **Equipment (including technology) Needs <u>Not</u> Covered by Current Budget[2]**

List Equipment or Equipment Repair & Technology Needed for Academic Year 2015-2016. **Please be as specific and as brief as possible.** Place items on list in order (rank) or importance.	Annual TCO**			
	Cost per item	Number Requested	Total Cost of Request	EMP/STRATEGIC GOALS
1. Water Purifier/Filter <u>Reason: I currently pay 40-50 monthly for the sparkletts bill. The water is used by faculty, staff and sometimes students. We often cannot control who has access to the water if the kitchen is left open. Waiting for the staff to reimburse me for the water bill can be an inconvenience.</u>				
2. Server for copy machine <u>Reason: We need a server for the copy machine in STEM 117. This is the copier for the students and it is currently on the server located in the NOC. Due to its location we may experience problems when students try to print.</u>				
3. <u>Reason:</u>				
4. <u>Reason:</u>				
5. <u>Reason:</u>				
6. <u>Reason:</u>				

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[2] If your SERVICE AREA OUTCOMES (SAO) assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the "reason" section of this form.

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** TCO = "Total Cost of Ownership" for one year is the cost of an average cost for one year.

Unit Name: ____*Title III STEM Department*_____

- **Space Needs Not Covered by Current Building or Remodeling Projects*[3]**

List Space Needs for Academic Year 2015-2016 **(Office space, storage, etc.,)** Place items on list in order (rank) or importance.	**Annual TCO***
	Total Cost of Request
1. Workstation in Mac Lab for student workers Reason: I would like to add a workstation to the Mac Lab for student workers to over see the space and check out lap top/ipad equipment to students and faculty.	**$3,500**
2. Reason:	
3. Reason:	
4. Reason:	
5. Reason:	
6. Reason:	

*Please contact your campus VP of Business or your Director of Facilities, Operations and Maintenance to obtain an accurate cost estimate and to learn if the facilities

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[3] If your SERVICE AREA OUTCOMES (SAO) assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the "reason" section of this form.

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you need are already in the planning stages.

- ## Professional or Organizational Development Needs*[4]

List Professional Development Needs. Reasons might include in response to assessment findings or the need to update skills to comply with state, federal, professional organization requirements or the need to update skills/competencies. Please be as specific and as brief as possible. Some items may not have a direct cost, but reflect the need to spend current staff time differently. Place items on list in order (rank) or importance.	Annual TCO		
	Cost per item	Number Requested	Total Cost of Request
1. Project Director and/or STEM Equity Conference. Reason: To stay abreast of Title V policies and regulations. To ensure our STEM program and services are adequate in comparison to local colleges and universities. To ensure compliance with state, federal and professional requirements.			**$3,500**
2. Reason:			
3. Reason:			
4. Reason:			
5. Reason:			
6. Reason:			

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[4] If your SERVICE AREA OUTCOMES (SAO) assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the "reason" section of this form.

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- **OTHER NEEDS[5]**

List Other Needs that you are certain do not fit elsewhere. Please be as specific and as brief as possible. Not all needs will have a cost, but may require a reallocation of current staff time. Place items on list in order (rank) or importance.	Annual TCO*		
	Cost per item	Number Requested	Total Cost of Request
1. Outdoor furniture and concrete trash cans Reason: To assist with maintenance of the center and student accessibility. Add sitting areas for students, benches, etc.			
2. Landscaping Reason: To create pathway from Center to portables, clear any environmental and safety hazards, to restore any damage done during the STEM Center Design & Renovation project. Improve complex aesthetics.			
3. Permanent Signage Reason: Visible signage to establish the location of the STEM Center. Add entrance sign to STEM 300.			
4. Recycle bins Reason: To recycle paper, plastic and cardboard.			
5. Reason:			
6. Reason:			

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[5] If your SERVICE AREA OUTCOMES (SAO) assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the "reason" section of this form.

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- **Long Term Planning Needs[6]**

If your unit anticipates significant additional needs for personnel, equipment or facilities will occur two to five years from now please list those here*	Fiscal Year Needed	Number Requested	Total Cost of Request
1. None. Grant ends September 30th 2016 Reason:			
2. Reason:			
3. Reason:			
4. Reason:			
5. Reason:			
6. Reason:			

*Significant needs are generally those with annual costs over $20,000. They may be the result, for example, of institutionalizing a grant, anticipated growth, or major equipment coming to the end of its life.

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[6] If your SERVICE AREA OUTCOMES (SAO) assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the "reason" section of this form.

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