



Program Review - Overall Report

Student Services: Disability Resource Center

Data Review

2021 - 2024

Program Comparison

How does your program compare to the college in the following areas: age, gender, ethnicity, FT/PT enrollment status?

Please see the information below for enrollment status in age, gender, ethnicity. Please note that the state-reported MIS data reflects a total DRC student enrollment of 730 students. However, institutional research data reflects 764. The data below comes from DataMart on the Chancellor's Office Website.

AGE

	Student Count	Student Count %
Norco College DRC Total	730	100%
<18	22	3.01%
18 and 19	213	29.18%
20-24	238	32.60%
25-29	97	13.29%
30-34	51	6.99%
35-39	35	4.79%
40-49	42	5.75%
50+	32	4.38%

GENDER

Data Review

GENDER	Student Count	Student Count %
Norco College DRC Total	730	100%
Female	395	54.11%
Male	328	44.93%
Unknown	7	0.96%

RACE/ETHNICITY

	Student Count	Student Count %
Norco College DRC Total	730	100%
African American	59	8.08%
American Indian/Alaskan Native	2	0.27%
Asian	23	3.15%
Filipino	5	0.68%
Hispanic	409	56.03%
Pacific Islander	2	0.27%
Two or More Races	21	2.88%
Unknown/Non-Respondent	12	1.64%
White Non-Hispanic	197	26.99%

DRC Enrollment Status

FT: 21.15%

PT: 78.85%

Data Review

Many students with disabilities are approved for part-time enrollment as a reasonable academic adjustment. This adjustment is approved based on disability-related needs that make it challenging for students to enroll full-time in a college environment. Some of these challenges may include processing deficits and medical challenges.

General Norco College data:

Age

19 or Younger: 32.65%

20-24: 39.18%

25-29: 12.60%

30-34: 5.82%

35-39: 3.59%

40-49: 4.10%

50 and older: 2.06%

Gender

Female: 52.79%

Male: 46.33%

Unknown: 0.88%

Ethnicity

American Indian or Alaska Native: 0.28%

Asian: 9.39%

Black or African American: 5.70%

Hispanic: 57.62%

Native Hawaiian or Other Pacific Islander: 0.31%

Two or More: 2.32%

Unknown: 1.01%

White: 23.37%

Enrollment Status

FT: 21.15%

PT: 78.85%

Program Comparison: Are there any gaps in demographic areas that need to be addressed?

No.

Program Student Outcomes Comparison

How do student outcomes for your program compare to the college overall in Student Educational Planning, Success, GPA, and Persistence?

Student Education Planning

-31.75% of DRC students have developed a comprehensive or abbreviated SEP

-15.23% of general Norco College students developed a comprehensive or abbreviated SEP

*note: anecdotally, this data does not seem to reflect the completed SEP's in the DRC office. It is the practice of our office to ensure every student has a completed education plan.

Student Success and GPA

Data Review

- DRC students have a 71.7% success rate
- general Norco College students have a 69.6% success rate
- DRC students have an average GPA of 2.71
- general Norco College students have an average GPA of 2.68

Persistence

- DRC students have a persistence rate of 61.4%
- general Norco College students have a persistence rate of 49.4%

Transfer

2017-18 = 75

- DRC students make up 5.23% (765/14624) of total headcount compared to 8.89% of (75/844) all transfers

2018-19 = 82

- DRC students make up 4.93% (754/15280) of total headcount compared to 8.0% (82/1025) of all transfers

2019-20 = 87

- DRC students make up 3.92% (651/16593) of total headcount compared to 7.75% (87/1123) of all transfers

DRC students make up a higher proportion of transfer volume compared to the proportion in the headcount.

Program Student Outcomes: Are there any gaps in student subgroups that need to be addressed?

Though not a mandated service, DRC needs to increase the number of Student Educational Plans completed by students. This effort will increase alignment with the college's Guided Pathways framework and ideally lead to higher success rates for students with disabilities.

Though DRC's transfer rate is a slightly higher proportion to general students, we are still focusing on increasing this rate.

2021 - 2024

1. How does this student service area evaluate the quality of service delivery? (“Quality” can be measured various ways: speed of service, student satisfaction with services, accuracy of processing, responsiveness, achievement of SLOs, etc.)

DRC uses a number of metrics to evaluate the quality of service delivery. These metrics often depend on the type of service being provided to the students who seek out services in our office. However, there are broader metrics such as completion, persistence and transfer rates which apply to all DRC students.

We evaluate the quality of service delivery using the following metrics:

- number of students who enroll in the DRC
- number of registered DRC students who utilize their academic adjustments each term
- number of alt media conversions completed for students, and more specifically the speed of delivery once a student has requested this service (see attachment)
- hours of interpreting and/or captioning services provided to students, and more specifically the speed of delivery once a student has requested this service (see attachment)
- course outcomes for Guidance 47 and 48 courses
- number of completed Academic Adjustment Plans
- number of completed Student Educational Plans
- student surveys
- faculty surveys
- persistence rate of DRC students
- completion rate of DRC students
- transfer rate of DRC students
- achievement of SAO's and SLO's

2. In what ways does this student service area support student learning?

The DRC's mission is to provide students with disabilities access to academic adjustments and empower them with resources to support their success at Norco College. We work to ensure that students are engaged in all aspects of the campus and achieve their academic and personal goals.

In order to meet this goal, we engage in an interactive process with the student to identify their disability related needs and provide corresponding reasonable academic adjustments. These academic adjustments can include priority registration, extended test time, assistive technology, sign language interpreting, learning disability assessments, and many other types of individualized services.

These services are intended to mitigate the impact of a student's disability on their academic performance. Research has consistently demonstrated that the use of academic adjustments has a positive impact on student outcomes (Cawthon & Cole, 2010). All services provided by the Norco College DRC are free to students. This includes software programs students can use throughout the college campus and at home.

In addition to these academic adjustments, the DRC also offers Guidance 47 and 48 courses that are specifically tailored to meet the needs of students with disabilities. The goal of offering these classes is to set students with disabilities on a course for success early in their Norco College careers.

3. What strategic goals does this student support service area align with to support the college mission?

The DRC focuses on Student Access, Student Success, and Equity

4. How has assessment data been used to improve this student support program or service?

We have used data to:

- streamline application and internal processes
- perform targeted outreach to students
- change the way we offer counseling services (more drop-in hours available, more remote counseling hours)

Assessment Review

available)

- develop workshops to address transfer goals (a previous equity gap)
- provide workshops and trainings for faculty members based on their survey responses
- updated means of communication to students (texts, website updates vs. emails) based on survey responses

5. How does this student support service area assure equitable access to appropriate, comprehensive, and reliable services?

The DRC office provides regular outreach to local high schools to ensure incoming students are aware of available services long before they come to Norco College. We work with colleagues in local districts to provide orientation trainings and onboarding sessions where we walk students through the application process. We host multiple bilingual sessions of these trainings in order to better serve the local community's needs.

Once a student has applied to Norco, information about DRC services is provided in the mandatory student orientation. Students who express interest in the office are then contacted by our office to determine if they are eligible for services.

The DRC program has grown from 421 students to 730 in the last 5 years largely as a result of these concerted efforts to reach out to our community partners and the students at Norco College. We will continue these efforts because we recognize there are likely many students who may be eligible for services who have not yet connected with our office.

4.22.22 Update: DRC enrollment declined to 684 students in the 2020-21 academic year. We attribute this decline to the Covid-19 pandemic and the varied challenges it brought to students and Norco College. However, we anticipate that the DRC will have a continued growth in enrollment over the coming years and that we will need staffing and counseling needs to support this increase.

Program Review: Part 1

EMP GOAL 1. Expand college access by increasing both headcount and full-time equivalent students (FTES).

GOALS AND ACTIVITIES

What are you doing now in support of this goal?

The DRC has expanded its outreach to local feeder high schools and districts.

- The office provides regular college information nights to these schools, parents and students.
- We hold workshops with high school students to help them complete the Norco College application (and the DRC application when their Norco College application has been processed)
- We hold bi-annual advisory committee meetings with local high school and college partners to strategize on how best to transition students from high school to Norco College.

What are your plans/goals (3-year) regarding this goal?

- Continue outreach to local high school feeders
- Expand participation of advisory committee
- Develop orientation program for DRC students
- increase DRC student enrollment to equal 7% of the college population. This would equate to 1022 students (based off a total student enrollment count of 14,624). It is estimated that we should be serving approximately 10% of the student population. This increase would help us ensure we are reaching and serving more students who need our assistance.

EVIDENCE

Do you have assessment data or other evidence that relates to this goal?

According to the Chancellor's Office DataMart report, Norco College's DRC has grown from serving 481 students in 2015 to 730 students this past year. (please see attached DataMart report). This represents a 52% growth over the past 5 years, and this includes a year where overall enrollment across the state dipped due to the challenges from the pandemic. When the college reopens it is likely this number will continue to grow.

We have attached meeting minutes of the most recent DRC Advisory Committee meetings (please see attachment)

Update: 4.22.22: DRC enrollment declined from 730 students in the 19-20 academic year to 684 students in the 20-21 academic year. This decline was the first drop in enrollment in the previous 5 years. However, it was still less than the enrollment decline of the entire college.

However, our enrollment from 2018-19 (pre-pandemic) to 2020-21 still represented a 1% increase, which placed Norco College as the 8th best DSPS office across the state in terms of student retention over a 2-year period. As we move out of this pandemic and increase in-person offerings at the college, it is likely that DRC enrollment will continue to grow. If this is the case, we need additional staffing resources to support the students. Our current staffing levels are equal to those at Norco 5 years ago when the DRC student

Program Review: Part 1

enrollment was at 450 students. We anticipate that our student enrollment will surpass 700 students again within the next year 800 students within the next 2-3 years.

With this increase in students, we will have expanded counseling and staffing needs. We adhere to Title 5 requirements outlining our office's (and Norco College's) responsibility to ensure students are provided with timely academic adjustments. Staffing shortages hinder our ability to do this effectively. For comparison, our office has a higher student enrollment (by nearly 200 students) than our sister college in the district, Moreno Valley. However, Moreno Valley has 1 additional staff member and their senior interpreter is funded 100%.

RESOURCES

Is there a resource request associated with this EMP Goal? (If yes, please complete a Resource Request, which you can access from the main menu to the left)

Yes

EMP GOAL 2. Implement Guided Pathways framework.

GOALS AND ACTIVITIES

What are you doing now in support of this goal?

The DRC is committed to supporting the Guided Pathways framework as we work with students utilizing our services.

Some examples of our efforts in this area include:

- The DRC offers Guidance 47 and 48 courses to first year DRC students in order to ensure they have a completed Student Educational Plan and receive an orientation to the college environment and the various available educational pathways.
- DRC students work with a DRC counselor to complete or review a Student Educational Plan that matches their educational and professional goals.
- The DRC provides targeted outreach to students who have GPA's of 2.5 or lower in order to address any academic related needs and reorient them on an educational path with appropriate services.
- DRC staff and faculty regularly participate in professional development opportunities as they relate to Guided Pathways in order to ensure we are up to date on best practices to serve students with disabilities in a Guided Pathways framework

What are your plans/goals (3-year) regarding this goal?

- increase frequency of Guidance 47 and 48 courses for students with disabilities to offer each course during the major term. We currently offer Guidance 48 in Fall and Guidance 47 in Spring.
- increase the percentage of students with comprehensive SEP's. Our current rate is 32%. Our goal is to increase this number to at least 50% in 3 years
- provide targeted outreach to students whose GPA is 2.5 or lower in order to get them back on the path

EVIDENCE

Do you have assessment data or other evidence that relates to this goal?

Yes.

Please see Data Review Tab to view data on:

Program Review: Part 1

- DRC Success
- DRC Persistence
- DRC Transfer rates
- DRC Student Educational Plan Completion

4.22.22 Update: One of our resource requests is the addition of an Educational Advisor. Our current staffing limitations make it extremely difficult to provide any over and above services and intrusive inreach with enrolled students. In order to close existing completion and transfer equity gaps for students with disabilities, our office needs an educational advisor to address these identified gaps.

RESOURCES

Is there a resource request associated with this EMP Goal? (If yes, please complete a Resource Request, which you can access from the main menu to the left)

Yes

EMP GOAL 3. Close all student equity gaps.

GOALS AND ACTIVITIES

What are you doing now in support of this goal?

Several equity gaps have been identified for students with disabilities. These include:

- transfer rates (both male and female DRC students)
- 4 year degree rate (for male DRC students)
- 4 year certificate rate (both male and female DRC students)

In order to address these gaps, we have:

- We have increased our counseling availability in order to increase the number of students with Student Educational Plans
- we have started providing Guidance 47 and 48 courses specifically designed for the needs of students with disabilities
- we offer transfer workshops for students
- targeted outreach to students with GPA's of 2.5 or lower

What are your plans/goals (3-year) regarding this goal?

- close all equity gaps for students with disabilities
- Increase our counseling availability in order to increase the number of students with Student Educational Plans
- Expand Guidance 47 and 48 course offerings for first year students with disabilities
- Offer transfer, study skills and disability management workshops for students
- continue targeted outreach to students with GPA's of 2.5 or lower

Program Review: Part 1

EVIDENCE

Do you have assessment data or other evidence that relates to this goal?

- Norco College Equity report
- Guidance 47 and 48 outcome reports
- SARS reports reflecting counseling availability and workshop schedule

RESOURCES

Is there a resource request associated with this EMP Goal? (If yes, please complete a Resource Request, which you can access from the main menu to the left)

Yes

EMP GOAL 6. Pursue, develop, & sustain collaborative partnerships.

GOALS AND ACTIVITIES

What are you doing now in support of this goal?

The DRC at Norco College has partnered with the Department of Rehabilitation to provide students with resources from the Workability III program. This program provides eligible participants with employment preparation, training, and job opportunities. This partnership is intended to address the nationwide issue of underrepresentation of individuals with disabilities in the workplace. By connecting these students with services early in the academic career, we can assist in closing this gap and providing the students with employment opportunities.

In order to support this goal, we are currently:

- connecting students with Department of Rehabilitation liaisons who will help facilitate the enrollment in the program
- referring students to a DOR-Workability III support staff (counselor, disability specialist, and job placement technician) in order to align their DRC services with Workability III program supports
- tracking enrollment in the Workability III program and doing regular outreach to students to increase enrollment
- holding quarterly meetings with the Department of Rehabilitation to review the contract goals and identify strategies to meet targets
- provide (through Riverside City College) a Workability III-specific Guidance 47 course that focuses on career exploration and job readiness

What are your plans/goals (3-year) regarding this goal?

- increase enrollment in the Workability III program among Norco College DRC students
- increase internship and employment placements for Norco College DRC students

EVIDENCE

Do you have assessment data or other evidence that relates to this goal?

- Department of Rehabilitation Workability III enrollment reports
- Workability III Guidance course enrollment and outcomes

Program Review: Part 1

RESOURCES

Is there a resource request associated with this EMP Goal? (If yes, please complete a Resource Request, which you can access from the main menu to the left)

Yes

Program Review Part 2

2021 - 2024

Information/Publication Review

Please discuss any publications or published information that require regular updates for your area.

- college catalog
- college website
- any Norco College related publications made available to all students
- campus maps

Program Review Reflections

What would make program review meaningful and relevant for your unit?

It would be beneficial to have a program review platform that more closely aligns to student services programs. Specifically, the platform should provide us a space to discuss the work being done within the student services units. The current framework does not allow for these types of discussions or information unless you just find a space to put them. For example, I created a document listing our services and the frequency those services were utilized by students because there was not really a place to put that info in this platform. I also felt that much of the information from our office operations was listed in my resource request area. It seems a strange place to list the info because the program review should be making the case for your resource requests.

What questions do we need to ask to understand your area's plans, goals, needs?

- the old datamart had a space where you could talk about accomplishments, strengths, weaknesses, and a general overview of the work being done by your office. Including something like that for Student Services offices would be helpful because much of the work we do is not as quantifiable as the academic side of the house.
- How does your student services area define success? (eg grant outcomes, student participation, etc.)
- If you are a grant/categorically funded program, what resources do you need that cannot be purchased using your grant funds (which would necessitate requesting them through general/other funds as your only alternative to accessing that resource)?

What types of data do you need to support your area's plans, goals, needs?

- completion data
- persistence data
- transfer data

Program Review Part 2

- degree/certificate completion (which I differentiate from course completion)
- equity data (particularly any identified gaps)

If there are any supporting documents you would like to attach, please attach them here.

[DRC Students Served Data.xlsx](#)

[2014-17_STUDENT_SERVICES_DISABILITY_ResourceRequests.xlsx](#)

[Norco College DRC Age breakdown \(2019-20\).xls](#)

[Norco College DRC Enrollment Trend \(2015-2020\).xls](#)

[Norco College DRC Ethnicity breakdown \(2019-20\).xls](#)

[Norco College DRC Gender breakdown \(2019-20\).xls](#)

[Norco College DRC Service Summary.docx](#)

Resource Requests

2023 - 2024 Update

Resource Request

What resources do we already have?

None

What resources do you need?

High Tech Center with 11 computers

Request related to EMP goal or Assessment?

EMP Goal 1,EMP Goal 2,EMP Goal 3

\$ Amount Requested

200,000

Resource Type

BUDGET: Facilities Building, Remodel

Potential Funding Source(s)

Equity,SSSP SEA,General Fund

The evidence to support this request can be found in:

Assessment Review

Please summarize how this request supports one or more EMP Goals, Equity goals, your program plans or goals, and/or is supported by outcomes assessment data.

DRC Needs a high tech center with the latest technologies to support the growing number of DRC students being served in the office. The program does not have adequate space to support 700+ students with high tech needs. Data collected via the office substantiates the demand for such services.

This request for my area is Priority #:

3

Is this request:

New

For Administrative Use Only

Funding Status

Notes

Council Ranking

2022-23 Council Ranking

2022-23 Notes

Resource Requests

2023 - 2024 Update

Resource Request

What resources do we already have?

Faux Cameras

What resources do you need?

4 CCTV Camera's- in the DRC Testing Center

Request related to EMP goal or Assessment?

EMP Goal 1,EMP Goal 2,EMP Goal 3,EMP Goal 11

\$ Amount Requested

25,000

Resource Type

ITEM: Equipment, Services, Software, Furniture

Potential Funding Source(s)

General Fund,Other/None

The evidence to support this request can be found in:

Assessment Review

Please summarize how this request supports one or more EMP Goals, Equity goals, your program plans or goals, and/or is supported by outcomes assessment data.

The DRC office previously used the back room as a testing space that was equipped with CCTV cameras. Construction occurred to add several private offices in that space and the cameras disappeared. Seeking 4 CCTV cameras in the DRC testing center to deter students from possible misconduct during testing.

This request for my area is Priority #:

4

Is this request:

New

For Administrative Use Only

Funding Status

Notes

Council Ranking

2022-23 Council Ranking

2022-23 Notes

Resource Requests

2023 - 2024 Update

Resource Request

What resources do we already have?

Our office has various assistive technology tools and software programs.

What resources do you need?

In order to provide students with up to date technology and software that meets their disability-related needs, we need to regularly update our software and technology needs.

Request related to EMP goal or Assessment?

EMP Goal 2,EMP Goal 3

\$ Amount Requested

30,000

Resource Type

ITEM: Technology

Potential Funding Source(s)

General Fund,Guided Pathways,Equity

The evidence to support this request can be found in:

Program Review: Part 1,Assessment Review

Please summarize how this request supports one or more EMP Goals, Equity goals, your program plans or goals, and/or is supported by outcomes assessment data.

This request for my area is Priority #:

6

Is this request:

Revised

For Administrative Use Only

Funding Status

Notes

DRC Budget

Council Ranking

1

2022-23 Council Ranking

N/A

2022-23 Notes

Resubmitted, this is an ongoing need.

Resource Requests

2023 - 2024 Update

Resource Request

What resources do we already have?

We do not currently have a mechanism for students to attend a course remotely if they have an extended illness, medical disability, or autoimmune deficiency that prevents them from being on campus.

What resources do you need?

3 V-Go virtual student robots. These devices would allow a student to attend an in-person class remotely. It would be used for extremely rare circumstances but the DRC already has a few students who would likely need a similar service if and when we return to majority in-person instruction.

Request related to EMP goal or Assessment?

EMP Goal 2,EMP Goal 1,EMP Goal 3

\$ Amount Requested

75,000

Resource Type

ITEM: Equipment, Services, Software, Furniture

Potential Funding Source(s)

Instructional Equipment Allocation,Equity,Other/None,General Fund

The evidence to support this request can be found in:

Program Review: Part 2,Assessment Review

Please summarize how this request supports one or more EMP Goals, Equity goals, your program plans or goals, and/or is supported by outcomes assessment data.

This request for my area is Priority #:

16

Is this request:

Revised

For Administrative Use Only

Funding Status

null

Notes

N/A

Council Ranking

15

2022-23 Council Ranking

N/A

2022-23 Notes

Resubmitted, this is an ongoing need for the DRC.

Resource Requests

2022 - 2023 Update

Resource Request

What resources do we already have?

1 FT general counselor, adjunct counseling funds typically provided through either HEERF funds or general counseling funds as available

What resources do you need?

1 general counselor (in addition to our current counselor)

Request related to EMP goal or Assessment?

EMP Goal 3,EMP Goal 9,EMP Goal 2

\$ Amount Requested

125,000

Resource Type

FACULTY: New Full time Faculty (Associate faculty requested through Dept. Chair and Dean)

Potential Funding Source(s)

General Fund,Equity,Guided Pathways,SSSP SEA

The evidence to support this request can be found in:

Program Review: Part 1

This request for my area is Priority #:

3

Is this request:

New

For Administrative Use Only

Funding Status

Notes

Council Ranking

2022-23 Council Ranking

2022-23 Notes

2022 - 2023 Update

Resource Request

What resources do we already have?

.9 Senior Interpreter

What resources do you need?

.1 senior interpreter funding (in order to make our senior interpreter full-time)

Resource Requests

Request related to EMP goal or Assessment?

EMP Goal 2,EMP Goal 3,EMP Goal 9

\$ Amount Requested

13,500

Resource Type

STAFF: Classified Professional, Confidential, Manager

Potential Funding Source(s)

Equity,General Fund

The evidence to support this request can be found in:

Assessment Review,Data Review

This request for my area is Priority #:

1

Is this request:

Revised

For Administrative Use Only

Funding Status

Completed/Funded

Notes

Annual Update revised Resource Request

Council Ranking

N/A

2022-23 Council Ranking

N/A

2022-23 Notes

N/A

2022 - 2023 Update

Resource Request

What resources do we already have?

1 FT Disability Specialist

What resources do you need?

1 FT Disability Specialist (in addition to our current specialist)

Request related to EMP goal or Assessment?

EMP Goal 3,EMP Goal 9

\$ Amount Requested

120,000

Resource Type

STAFF: Classified Professional, Confidential, Manager

Potential Funding Source(s)

General Fund,Equity

The evidence to support this request can be found in:

Data Review,Assessment Review,Program Review: Part 2

This request for my area is Priority #:

2

Resource Requests

Is this request:

New

For Administrative Use Only

Funding Status

No Action-Insufficient funding

Notes

N/A

Council Ranking

Annual Update

2022-23 Council Ranking

N/A

2022-23 Notes

N/A

2022 - 2023 Update

Resource Request

What resources do we already have?

SAM (Student Accommodation Manager) - Disability Management System

What resources do you need?

Update to system/funding for new multi-year license

Request related to EMP goal or Assessment?

EMP Goal 11

\$ Amount Requested

37,500

Resource Type

ITEM: Technology

Potential Funding Source(s)

General Fund,Equity

The evidence to support this request can be found in:

Data Review,Program Review: Part 1

This request for my area is Priority #:

4

Is this request:

Revised

For Administrative Use Only

Funding Status

No Action-Insufficient funding

Notes

N/A

Council Ranking

Annual Update

Resource Requests

2022-23 Council Ranking

3

2022-23 Notes

N/A

2022 - 2023 Update

Resource Request

What resources do we already have?

1 administrator, 1 FT Counselor, 1 disability specialist, 1 senior interpreter (90%), 1 adaptive technology specialist, 1 support services specialist aide

What resources do you need?

Educational Advisor

Request related to EMP goal or Assessment?

EMP Goal 2,EMP Goal 3

\$ Amount Requested

110,000

Resource Type

STAFF: Classified Professional, Confidential, Manager

Potential Funding Source(s)

General Fund,Equity,Guided Pathways

The evidence to support this request can be found in:

Program Review: Part 1

This request for my area is Priority #:

5

Is this request:

Revised

For Administrative Use Only

Funding Status

No Action-Insufficient funding

Notes

Updated 2021-24 resource request

Council Ranking

revised from 2021-24 request

2022-23 Council Ranking

8

2022-23 Notes

Resource Requests

2022 - 2023 Update

Resource Request

What resources do we already have?

0

What resources do you need?

Professional Development Funds

Request related to EMP goal or Assessment?

EMP Goal 4

\$ Amount Requested

8,000

Resource Type

BUDGET: Request Ongoing Funding (Professional Development, Department or Program Support, Outreach, Marketing)

Potential Funding Source(s)

Equity, General Fund, Guided Pathways, SSSP SEA

The evidence to support this request can be found in:

Assessment Review

This request for my area is Priority #:

6

Is this request:

Revised

For Administrative Use Only

Funding Status

No Action-Insufficient funding

Notes

N/A

Council Ranking

Annual Update

2022-23 Council Ranking

1

2022-23 Notes

N/A

2021 - 2024

Resource Request

What resources do we already have?

Our current staff includes 1 administrator, 1 counselor, 1 part-time counselor (8 hours per week), 1 senior interpreter, 1 alternate media coordinator, 1 disability specialist, 1 support services specialist aide.

What resources do you need?

Educational Advisor

Resource Requests

Request related to EMP goal or Assessment?

EMP Goal 1

\$ Amount Requested

119,731

Resource Type

STAFF: Classified Professional, Confidential, Manager

Potential Funding Source(s)

Equity, Guided Pathways, General Fund

The evidence to support this request can be found in:

Program Review: Part 1

This request for my area is Priority #:

1

For Administrative Use Only

Funding Status

No longer needed

Notes

Revised resource request submitted in 2022-23 Annual Update

Council Ranking

13

2022-23 Council Ranking

Revised in 2022-23

2022-23 Notes

N/A

2021 - 2024

Resource Request

What resources do we already have?

The DRC currently has 1 full-time counselor and inconsistent funding for adjunct counseling. This funding typically allows for 4-8 hours a week. This means we serve over 700 students with 1 full time counselor and an additional 4-8 hours of counseling services on top of those service hours.

What resources do you need?

.67 part time counselor

Request related to EMP goal or Assessment?

EMP Goal 2, EMP Goal 1

\$ Amount Requested

105,000

Resource Type

FACULTY: New Full time Faculty (Associate faculty requested through Dept. Chair and Dean)

Potential Funding Source(s)

Equity, General Fund, Guided Pathways

The evidence to support this request can be found in:

Program Review: Part 1

This request for my area is Priority #:

3

Resource Requests

For Administrative Use Only

Funding Status

No Action-Insufficient funding

Notes

N/A

Council Ranking

No ranking provided by APC

2022-23 Council Ranking

8

2022-23 Notes

Ranking from November 4th, 2022, APC minutes

2021 - 2024

Resource Request

What resources do we already have?

We currently utilize a dedicated room in the library as our testing space. It is insufficient to meet the growing testing needs of our office as the DRC enrollment grows each year.

What resources do you need?

We need a large enough testing space to accommodate the growing number of DRC students. If a space can be identified, it could serve as a multipurpose testing location for the entire college (eg. students without disabilities who need to take makeup exams could utilize it as well). Note: the associated costs would need to be determined by facilities. Need 5 cubicles, 3 private offices, 20 testing spaces with 2 private testing rooms, and a high-tech center with 11 computers.

Request related to EMP goal or Assessment?

EMP Goal 2,EMP Goal 3

\$ Amount Requested

250,000

Resource Type

BUDGET: Facilities Building, Remodel

Potential Funding Source(s)

General Fund,Guided Pathways,Equity

The evidence to support this request can be found in:

Program Review: Part 1

This request for my area is Priority #:

1

For Administrative Use Only

Funding Status

No Action-Insufficient funding

Notes

This is a space allocation issue

Council Ranking

13

Resource Requests

2022-23 Council Ranking

N/A

2022-23 Notes

Updated to include detailed needs for testing space

2021 - 2024

Resource Request

What resources do we already have?

We have a senior interpreter who is currently funded at 90%.

What resources do you need?

We need to increase the senior interpreter's time to 100% full time. This would ensure we have an individual to support our deaf and hard of hearing students at all business hours of operation at the DRC.

Request related to EMP goal or Assessment?

EMP Goal 2,EMP Goal 3,EMP Goal 1

\$ Amount Requested

27,000

Resource Type

STAFF: Classified Professional, Confidential, Manager

Potential Funding Source(s)

General Fund,Guided Pathways,Equity

The evidence to support this request can be found in:

Program Review: Part 1

This request for my area is Priority #:

4

For Administrative Use Only

Funding Status

Completed/Funded

Notes

N/A

Council Ranking

9

2022-23 Council Ranking

N/A

2022-23 Notes

N/A

2021 - 2024

Resource Request

What resources do we already have?

We have a full-time adaptive technology specialist who provides alternate media to students and trains them on various assistive technologies.

Resource Requests

What resources do you need?

Due to the unique roles of this position and the inability of other staff in the office to absorb these roles, this position needs to be permanent reclassified to an alternate media coordinator. Though that is an HR process, our office will need the funding to absorb the increase in salary. The employee in this position is currently receiving a differential for these extra duties and we anticipate requesting a formal reclassification once the Classified employee classification and compensation is completed.

Request related to EMP goal or Assessment?

EMP Goal 2,EMP Goal 3

\$ Amount Requested

10,000

Resource Type

STAFF: Classified Professional, Confidential, Manager

Potential Funding Source(s)

Equity,General Fund,Guided Pathways

The evidence to support this request can be found in:

Program Review: Part 1

This request for my area is Priority #:

5

For Administrative Use Only

Funding Status

No Action-Insufficient funding

Notes

N/A

Council Ranking

17

2022-23 Council Ranking

N/A

2022-23 Notes

Was Completed/Funded for 2021-2024 updated to No Action Insignificant funding in 2022-23

2021 - 2024

Resource Request

What resources do we already have?

Our office has various assistive technology tools and software programs.

What resources do you need?

In order to provide students with up to date technology and software that meets their disability-related needs, we need to regularly update our software and technology needs.

Request related to EMP goal or Assessment?

EMP Goal 2,EMP Goal 3

\$ Amount Requested

30,000

Resource Type

ITEM: Equipment, Technology, Services, Software, Furniture

Potential Funding Source(s)

General Fund,Guided Pathways,Equity

Resource Requests

The evidence to support this request can be found in:

Program Review: Part 1,Assessment Review

This request for my area is Priority #:

6

For Administrative Use Only

Funding Status

Completed/Funded

Notes

DRC Budget

Council Ranking

1

2022-23 Council Ranking

N/A

2022-23 Notes

An ongoing need

2021 - 2024

Resource Request

What resources do we already have?

The office is equipped with desktop computers for staff and faculty counselors.

What resources do you need?

7 laptop computers (for each staff, faculty and administrator in the DRC office). The move to an online educational environment highlighted technology and equipment gaps in our office. One such gap was the lack of adequate computer resources for staff to work remotely. Though it is unclear if we will still be working in a virtual environment, there will still be many times when the staff and counselors need to be able to work remotely (either due to proctoring, or when our office is being used as a secondary testing space).

Request related to EMP goal or Assessment?

EMP Goal 11

\$ Amount Requested

15,000

Resource Type

ITEM: Equipment, Technology, Services, Software, Furniture

Potential Funding Source(s)

Equity,Guided Pathways,General Fund,Other/None

The evidence to support this request can be found in:

Assessment Review,Program Review: Part 1,Program Review: Part 2

This request for my area is Priority #:

7

For Administrative Use Only

Funding Status

No longer needed

Resource Requests

Notes

BSI

Council Ranking

12

2022-23 Council Ranking

N/A

2022-23 Notes

N/A

2021 - 2024

Resource Request

What resources do we already have?

The DRC office does not currently have any laptops to check out to students.

What resources do you need?

a laptop card with 25 laptops to loan to students. Many DRC students report not having access to basic technology tools. This poses a secondary challenge when those students are approved for assistive software but do not have computers to install the software needed to use those programs. Having a laptop card would address these issues by 1) providing our students with the necessary technology to complete their coursework, AND 2) allowing our office to preload the laptops with necessary assistive software programs so they are ready for use by students immediately.

Request related to EMP goal or Assessment?

EMP Goal 2,EMP Goal 3,EMP Goal 12

\$ Amount Requested

40,000

Resource Type

ITEM: Equipment, Technology, Services, Software, Furniture

Potential Funding Source(s)

Equity,General Fund,Guided Pathways

The evidence to support this request can be found in:

Program Review: Part 1,Program Review: Part 2

This request for my area is Priority #:

8

For Administrative Use Only

Funding Status

No Action-Insufficient funding

Notes

HEERF

Council Ranking

9

2022-23 Council Ranking

N/A

2022-23 Notes

N/A

Resource Requests

2021 - 2024

Resource Request

What resources do we already have?

The testing space currently has 2 computers for students who need to utilize them for exams.

What resources do you need?

We are requesting an additional 5 desktop computers for the testing space. Many faculty members have transitioned their exams to Canvas and we need the tools to be able to provide students with their testing adjustments upon our return to the college campus.-Still needed

Request related to EMP goal or Assessment?

EMP Goal 2,EMP Goal 3

\$ Amount Requested

7,500

Resource Type

ITEM: Equipment, Technology, Services, Software, Furniture

Potential Funding Source(s)

Equity,General Fund,Guided Pathways

The evidence to support this request can be found in:

Program Review: Part 1,Program Review: Part 2

This request for my area is Priority #:

9

For Administrative Use Only

Funding Status

No Action-Insufficient funding

Notes

BSI

Council Ranking

3

2022-23 Council Ranking

N/A

2022-23 Notes

N/A

2021 - 2024

Resource Request

What resources do we already have?

We not not currently have an apple laptop for assistive training.

What resources do you need?

1 apple laptop in order to provide trainings for students who utilize apple computers. The software for Apple and PC operates differently. We do not have an apple laptop in our office. As a result, when students bring in their Apple computers, we often have challenges providing them with adequate training on assistive

Resource Requests

technology solutions. A laptop would allow our alternate media coordinator to provide effective training for these students.

Request related to EMP goal or Assessment?

EMP Goal 2,EMP Goal 3

\$ Amount Requested

2,250

Resource Type

ITEM: Equipment, Technology, Services, Software, Furniture

Potential Funding Source(s)

Equity,General Fund,Guided Pathways

The evidence to support this request can be found in:

Program Review: Part 2

This request for my area is Priority #:

10

For Administrative Use Only

Funding Status

Completed/Funded

Notes

BSI

Council Ranking

11

2022-23 Council Ranking

N/A

2022-23 Notes

N/A

2021 - 2024

Resource Request

What resources do we already have?

Each year, we have limited funds (approximately 1500-2000) for Professional Development.

What resources do you need?

Requesting an additional 6500 that would allow us to send DRC personnel to a professional development conference in order to bring back information on best practices and share it with the college community.

Request related to EMP goal or Assessment?

EMP Goal 4,EMP Goal 2

\$ Amount Requested

6,500

Resource Type

BUDGET: Request Ongoing Funding (Professional Development, Department or Program Support, Outreach, Marketing)

Potential Funding Source(s)

Equity,General Fund,Guided Pathways

The evidence to support this request can be found in:

Assessment Review

Resource Requests

This request for my area is Priority #:

11

For Administrative Use Only

Funding Status

No longer needed

Notes

N/A

Council Ranking

39

2022-23 Council Ranking

N/A

2022-23 Notes

N/A

2021 - 2024

Resource Request

What resources do we already have?

We do not currently have Surface Pros in our office.

What resources do you need?

6 surface pros. During our remote college environment, we used surface pros to proctor students remotely. However, those surface pros are the property of the chemistry and biology departments. When we return to campus we will not have access those devices. They were an absolutely necessary resource to proctor students remotely. When not being used for that purpose, we can use them in the office for assistive technology trainings.

Request related to EMP goal or Assessment?

EMP Goal 12,EMP Goal 2

\$ Amount Requested

7,000

Resource Type

ITEM: Equipment, Technology, Services, Software, Furniture

Potential Funding Source(s)

Instructional Equipment Allocation,General Fund,Other/None

The evidence to support this request can be found in:

Program Review: Part 2,Assessment Review

This request for my area is Priority #:

12

For Administrative Use Only

Funding Status

No Action-Insufficient funding

Notes

N/A

Resource Requests

Council Ranking

8

2022-23 Council Ranking

N/A

2022-23 Notes

N/A

2021 - 2024

Resource Request

What resources do we already have?

We do not currently have Apple iPads in the DRC office.

What resources do you need?

2 apple iPads to serve as: sign in devices for students, AND ongoing assessment stations for all student visits.

Request related to EMP goal or Assessment?

EMP Goal 11,EMP Goal 2

\$ Amount Requested

2,000

Resource Type

ITEM: Equipment, Technology, Services, Software, Furniture

Potential Funding Source(s)

Other/None,Equity,General Fund

The evidence to support this request can be found in:

Program Review: Part 2

This request for my area is Priority #:

13

For Administrative Use Only

Funding Status

Completed/Funded

Notes

BSI- 2/22/22

Council Ranking

5

2022-23 Council Ranking

N/A

2022-23 Notes

N/A

Resource Requests

2021 - 2024

Resource Request

What resources do we already have?

We do not have air purifiers in the closed or open office spaces within the DRC office.

What resources do you need?

5 air purifiers to ensure a safe and clean office environment when staff, faculty and students return to campus.

Request related to EMP goal or Assessment?

EMP Goal 11

\$ Amount Requested

2,500

Resource Type

ITEM: Equipment, Technology, Services, Software, Furniture

Potential Funding Source(s)

Other/None

The evidence to support this request can be found in:

Assessment Review

This request for my area is Priority #:

14

For Administrative Use Only

Funding Status

No Action-Insufficient funding

Notes

N/A

Council Ranking

19

2022-23 Council Ranking

N/A

2022-23 Notes

N/A

2021 - 2024

Resource Request

What resources do we already have?

The office currently has an automatic door for students to enter.

What resources do you need?

We are currently requesting a pony door for the short, fast student transactions which make up most of the traffic in our office. This would free up limited office space for longer transactions and reduce the likelihood of any virus transmission as we continue to work through the challenges of the pandemic. Note: facilities would need to provide an actual estimate for this request.

Resource Requests

Request related to EMP goal or Assessment?

EMP Goal 11

\$ Amount Requested

10,000

Resource Type

BUDGET: Facilities Building, Remodel

Potential Funding Source(s)

Other/None

The evidence to support this request can be found in:

Program Review: Part 2

This request for my area is Priority #:

15

For Administrative Use Only

Funding Status

No Action-Request not related to College Mission, Strategic Plan, Budget Priorities, Intended Outcomes

Notes

N/A

Council Ranking

35

2022-23 Council Ranking

N/A

2022-23 Notes

N/A

2021 - 2024

Resource Request

What resources do we already have?

We do not currently have a mechanism for students to attend a course remotely if they have an extended illness, medical disability, or autoimmune deficiency that prevents them from being on campus.

What resources do you need?

3 V-Go virtual student robots. These devices would allow a student to attend an in-person class remotely. It would be used for extremely rare circumstances but the DRC already has a few students who would likely need a similar service if and when we return to majority in-person instruction.

Request related to EMP goal or Assessment?

EMP Goal 2,EMP Goal 1,EMP Goal 3

\$ Amount Requested

75,000

Resource Type

ITEM: Equipment, Technology, Services, Software, Furniture

Potential Funding Source(s)

Instructional Equipment Allocation,Equity,Other/None,General Fund

The evidence to support this request can be found in:

Program Review: Part 2,Assessment Review

This request for my area is Priority #:

16

Resource Requests

For Administrative Use Only

Funding Status

No longer needed

Notes

N/A

Council Ranking

15

2022-23 Council Ranking

N/A

2022-23 Notes

N/A

Faculty Professional Development Requests

Faculty Hiring Resource Requests

Faculty Hiring Resource Request (2021 - 2024)

Resource Request

What resources do we already have?

1 DRC Counselor

Potential Funding Source(s)

Equity,SSSP SEA,GRANT: PACES Title V HSI,General Fund,Guided Pathways

What resources do you need?

1 additional DRC Counselor based on our current student population of 700+ annually.

Request related to EMP goal or Assessment?

EMP Goal 3,EMP Goal 9,EMP Goal 2

\$ Amount Requested

170,000

Resource Type

FACULTY: New Full time Faculty (Associate faculty requested through Department Chair and Dean)

The evidence to support this request can be found in:

Data Review,Assessment Review,Program Review: Part 1,Program Review: Part 2

This request for my area is Priority #:

1

Faculty Hiring Resource Request Form

Department Information**Department Chair Email:**

john.moore@norcocollege.edu

Faculty Requesting Email:

kimberly.bell@norcocollege.edu

Faculty Position Requested:

1 Counselor-DRC

This request is for:

Growth position in existing program

In what sections of your program review can the objectives and justifications for a new faculty hire be found?

Data Review

Statistical Data - Please email Research@norcocollege.edu to request assistance with completing questions requesting data, dashboards are under development.**Student Enrollment**

Provide the total number of students enrolled in the discipline for each term in the last three years:

Provide the percent capacity/fill rate for each semester in the discipline for the last three years:

Provide the average class size at Census for each semester for the last three years:

Provide the efficiency (WSCH/FTEF) for the last three years:

Faculty Hiring Resource Requests

Instructional Data

Total number of sections offered in the discipline for the primary semesters in the previous year:

Are any of the sections cross-listed?

If so, how many?

Total number of units offered in the discipline for the primary semesters in the previous year:

Proportion of full-time vs adjunct instruction

Number of full-time instructors currently in the discipline:

Full-time instructors by headcount:

Full-time instructors by FTEF:

Number of associate faculty instructors currently in the discipline:

Associate faculty instructors by headcount:

Associate faculty instructors by FTEF:

Total FTEF reassign NOT reoccurring each year (do not include dept. chair):

How many additional full-time faculty can this discipline support towards reaching a 75/25 full-time to adjunct ratio?

Educational Program - Responses should provide detailed information specifically addressing what is asked. This section will be scored as a whole, so please avoid redundancy, there will be no advantage to restating the same information in multiple answers. Please do not include data that is already included in the above sections. Also, the information you provide should reflect justifications in program review sections. (50 Points)

Describe how this discipline/program/unit contributes to the Educational Master Plan with regard to the Goals and Objectives. If relevant to this application, provide data for certificates, degrees, employment opportunities, etc...

Indicate what this new hire will contribute to your department or discipline that currently cannot be accomplished by the existing faculty.

Explain the impact this hire will have on other disciplines, programs, and the college.

Explain the impact if this faculty position is NOT hired.

Please describe any other factors not already addressed that reinforce the need for a full-time faculty hire.

Instructional Summary - Complete this section for Instructional Faculty only

1. How many additional full-time faculty can this discipline support towards reaching a 75/25 full time to adjunct ratio?

Faculty Hiring Resource Requests

2. How many approved hires within this discipline are currently unfilled?
3. How many growth positions in this discipline are being requested and prioritized before this position?
4. Complete the calculation = $(1-2-3) =$
5. How many full-time faculty were employed in the discipline in the most recent Fall term?
6. Department Relative need total:

Counseling Summary - Complete this section for Counseling Faculty only

1. The number of students for the most recent Fall term relevant to your program.
620
2. How many full-time faculty are in your discipline, including retiring faculty?
1
3. How many growth positions in this discipline are being requested and prioritized before this position?
0
4. Calculation: $(2) + (3) =$
1
5. Please provide a state-mandated or institutional set student per faculty target ratio.
370:1 ratio
6. Complete the calculation using the above questions $[(1)-(5) \times (4)] / (5) =$
.68
7. Relevant Need: $(6/4) =$
.68

Library Summary- Complete this section for Library Faculty only

1. The number of FTES for the most recent Fall term.
2. How many full-time faculty are in your discipline, including retiring faculty?
3. How many growth positions in this discipline are being requested and prioritized before this position?
4. Calculation: $(2) + (3) =$
5. The state-mandated or institutional set FTE per faculty ratio.
6. Complete the calculation using the above questions $[(1)-(5) \times (4)] / (5) =$
7. Relevant Need: $(6/4) =$

Submit

Ready to Submit?

Submission

2021 - 2024

All parts of my Program Review have been completed and it is ready for review

Yes

2022 - 2023 Update

I would like to submit this update

Yes

The additions or updates to my Program Review can be found in:

Assessment Review,Program Review: Part 1,Resource Requests