

Welcome. Dear Chabot Community Member,

Welcome to Fall 2023 Program and Area Review! PAR is on a three-year cycle (Fall 2021 is the comprehensive review and planning year; Fall 2022 and Fall 2023 are annual update years). This is the second "Update Year" in which you will need to reflect on aspects of your own PAR submissions and the overarching campus trends from the Fall 2021 Comprehensive PAR and Fall 2022 Update PAR Years. Please collaborate with your dean/manager to receive feedback before entering your PAR responses here (and for resource requests, enter into [Cognito](#)).

Thanks,  
The Program and Area Review Committee

\*Please remember that Qualtrics is not a collaboration tool and partial responses can get lost. You should only enter your PAR into Qualtrics once you have finished the steps of collaborating with your program/area teammates and/or your Dean/manager and have a final draft.

Is your PAR ready to submit as a final draft?

Yes

No

## Q2. Background Information

Q3. Name of Your Program/Discipline/Area/Service, Division, and Organization Unit

Name of Program, Discipline, Area or Service

Division

Organizational Unit

Q4. If you selected "Not Listed" in the previous question, please enter your Program/Discipline/Area/Service name here

*This question was not displayed to the respondent.*

Q5. Name(s) of the person or people who contributed to this review:

Lakesha Stewart, Abigail Patton

Q6. Which PAR Template (word template) did you fill out?

\*Please check this [list](#) to make sure that you filled out the correct template.

- Academic Programs
- Student/Admin Services/Office of the President

## Q7. Campus-Wide Issues

### Q38. Reflections on Annual Priority Progress in Academic Year 2022-23

**Context:** The Planning and Resource Allocation Committee (PRAC) establishes [Annual Planning Priorities](#) based on collegewide trends in PAR responses, experiences from grant and categorical fund managers, and issues raised in PRAC. In brief, the planning priorities for 2022-2023 were to:

- 1) Develop support networks to link students to Pathway Success Team members and services;
- 2) Expand Chabot's connection to the external community to expand students' access to basic needs support and work-based learning opportunities and careers; and
- 3) Improve student interfaces (e.g., marketing, website redesign, virtual ways for students to access services).

**Question:** What progress did you see in any of these annual planning priorities?

The Black Cultural Resources Center has been working closely with the Student Equity and Achievement office to have snacks and hygiene supplies for students in our space. The BCRC Coordinator is also supporting the Social Science, Humanities & Education pathways, lending her lens in support of Black diaspora students.

Q39. **Question:** If you could advise college decision makers how to make better or more efficient progress on any of these annual planning priorities, what would you say?

Increase the use of new technology to better support students with connections to Pathways SSTs, access to resources and Work Based Learning and careers, and improve our website and onboarding for students.

Q8. **Context:** For 2023-24, PRAC put forward [seven recommendations](#) for consideration based on their analysis of the [Fall 2022 Program and Area Synthesis Statement](#) and the [Mission Critical Priorities](#) in the Ed Master Plan, experiences from grant and categorical fund managers, and the 2022-23 President's College Planning Initiatives.

**Question:** How important do you believe it is to address the following issues to support Chabot in carrying out our mission? Please drag the response options and order them from most important (1) to least important (7).

Improve student access from application to registration

1

Access and implement post-pandemic college policies and procedures to respond to the needs of students and employees

2

Improve fluency with business and HR processes

3

Dedicate resources for implementation impending mandates, such as Cal-GETC, AB705/1705, etc.

4

Affirm and improve program and area review resource requests to reduce inappropriate or duplicate resource requests

5

Build an accountability structure for recommendations that have college-wide scope to ensure continuous improvement

6

Scale successful practices from grants, categorical endeavors, and learning communities

7

**Q9. Question:** If you believe there is an important issue to address to carry out the college mission that is NOT mentioned in the previous list, please describe below (optional).

## Q10. Reflections on Goals Established in Fall 2021 PAR

**Q11. Context:** In Fall 2021 PAR (the last comprehensive PAR year), after reflecting on data, you established program/area goals to support continuous program improvement and/or the college mission. This [spreadsheet](#) lists the goals that you first established in Fall 2021 and updated or confirmed in Fall 2022.

**Question:** Keeping in mind, you only have one year left in this PAR cycle to accomplish these goals, please take a look at your goals to determine:

- All goals are still relevant and nothing needs to be changed or added.
- All goals are still relevant, but I would like to add an additional goal. (Please fill in your new goal, so we can update the spreadsheet.)

- Some goals are relevant and some need to be changed. (Please explain below, so we can update your goals in the spreadsheet.)

- None of our goals are still relevant. We need to update all of them. (Please provide us with your new goals, so we can update your goals in the spreadsheet.)

**Q12. Context:** You established goals in Fall 2021 and presumably are well underway in working on these goals. You will be asked to report on the outcomes of these goals in the first year (Fall 2024) of the next comprehensive PAR cycle (PARs submitted in Fall 2024-Fall 2026).

**Question: What are the statuses of your program's/area's goals right now?**

- All goals are achieved.
- Some goals are achieved and some are in progress.
- All goals are in progress.
- Some goals are in progress and some are not started.
- No goals are started because... (please explain in text box below).

**Q13. Context:** To assess how well you are doing with respect to meeting your program's/area's goals, you included and/or updated [expected goal outputs and outcomes](#) in your Fall 2021 and Fall 2022 PARs.

"Outputs" are direct short-term results like # of students served, workshops held, etc. Longer-term goals might also have expected *outcomes*. "Outcomes" are longer-term results, like course success rates or degrees earned. Goals are often measured by whether "outputs" or "outcomes" are achieved. The Office of Research, Planning and Institutional Effectiveness (ORPIE) posts a variety of data for programs/areas to assess goal "outcomes": [enrollments and success rates](#), [enrollment management](#), [success rates of online vs hybrid vs face-face-classes](#), [degree and certificate awards](#), and [more](#). To request additional data for goal assessment, please fill out a [research request form](#) by Friday September 22, 2023. ORPIE will process requests in the order received. ORPIE will let you know whether they have the requested data and/or how your program/area could collect your own.

**Question:** So far, what is going well regarding completing your program's/area's goals? Please include reflections on achievement of outputs or outcomes.

Goal 1. BCRC provides drop-in academic counseling 2 days a week for 4 hours through our Umoja counselor as well as identifying times for drop-in counseling 2 days a week for 4 hours through our EOPS area. Due to the consistency in hours with the Umoja counselor, students drop in with emerging needs that can be addressed immediately. Goal 2. BCRC will be provided mental health and wellness services for Black students by an outside vendor, sponsored by Umoja. We have not been able to provide these services due to funding since last Fall (2022). Goal 3. BCRC is currently hosting Umoja days in which we facilitate Black transfer days, workshops and discussions on financial literacy and career exploration. BCRC will be working on hosting financial aid workshops. Additionally, MSK and SBBC are also being hosted at the BCRC that bring professional experts providing culturally relevant workshops on personal development, financial literacy, and professional etiquette.

**Q37. Question:** What are some challenges regarding completing your program's/area's goals? Please include reflections on challenges with producing outputs or outcomes so far.

Goal 1. Securing a second academic counselor to fill in the gap is in progress with our partnership with EOPS; however, having a counselor start at the beginning of the year has been challenging since we do not have our own funding to have counseling hours at the center. We rely on our partners to provide that support. Goal 2. Funding is the number one challenge in reaching this goal. Securing funds to cover the cost of an outside vendor on a continuous basis has been difficult. A solution of braiding funds from Umoja Community and BCRC has been the topic of resolving this barrier. Goal 3. BCRC is currently working on securing a schedule for workshops with financial aid to facilitate, current programming in both departments and the availability of staff members that BCRC students will identify with are a slight barrier. Financial aid has been in transition and there has been limited time for financial aid staff to support specialized areas.

#### Q14. Student Learning Outcomes (SLOs) and Program Learning Outcomes (PLOs)

*This question was not displayed to the respondent.*

**Q41. Context:** Assessment for SLOs and PLOs happens at varying times of year on a five-year cycle. SLO and PLO assessments are submitted in CurricUNET/META. Please take a look at the [SLO Completion Report\\*](#) and the [PLO Completion Report\\*](#) to answer the questions below. If you have any questions about how to find your prior assessments, please email the co-chairs of Outcomes and Assessment Committee Julie Coan ([jcoan@chabotcollege.edu](mailto:jcoan@chabotcollege.edu)) and Safiyyah Forbes ([sforbes@chabotcollege.edu](mailto:sforbes@chabotcollege.edu)), or the curriculum specialist Meray Aghyarian ([maghyarian@Chabotcollege.edu](mailto:maghyarian@Chabotcollege.edu)).

*This question was not displayed to the respondent.*

#### Q15. Question: Is the assessment for all SLOs in your program up to date?

*This question was not displayed to the respondent.*

#### Q16. Question: Has your program completed a PLO assessment in the last five years?

*This question was not displayed to the respondent.*

**Q17. Context:** Chabot strives to continually improve how we serve students and the community (assessment and continuous improvement are also requirements for accreditation). In your SLO assessments in CurricUNET/META, you are asked: "Based on assessment results, what actions might your discipline take to improve student learning?" Similarly, in the prior PLO assessments you were asked to describe "recommended changes/actions," and in the updated PLO assessments you are asked, "What are you planning to start doing, stop doing or change in order to continuously improve your program?" In the comprehensive PAR year (not this update year), you will be asked to report back on how your actions to improve SLOs and PLOs impacted student learning. In this update year, we are simply reminding you that your actions and plans to improve student learning, based on SLO/PLO assessment results, should be underway.

If you want to see how you responded to these SLO/PLO continuous improvement questions:

- Go to the [SLO Completion Report](#) and the [PLO Completion Report](#).
- Look up your program by division, subject, and program name. There will be a hyperlinked "x" in the column for the year in which you submitted your SLO/PLO assessments.
- Click on the "x" and you can look up what you submitted as plans for SLO and PLO continual improvements (i.e., your responses to the questions on actions to improve student learning and continuously improve your program).

If you have any questions about how to find your prior assessments, please email the curriculum specialist Meray Aghyarian ([maghyarian@chabotcollege.edu](mailto:maghyarian@chabotcollege.edu)).

**Question:** Please check one of the following boxes to describe how your discipline is doing with regards to plans/actions for improving student learning based on SLO/PLO assessment data.

*This question was not displayed to the respondent.*

### Q18. Service Area Outcomes (SAOs)

**Q19. Context:** At least two Service Area Outcomes (SAOs) should be assessed once every five years. Please take a look at the [SAO 2022 Assessment Update Spreadsheet](#) to answer the following.

**Question:** Please check the statement that best describes your program's/area's SAO assessments.

- We have assessed two SAOs in the past five academic years (AY 2018-19; AY 2019-20; AY 2020-21; AY 2021-22; AY 2022-23) and assessment results have been recorded in the SAO 2022 Assessment Update Spreadsheet (link above).
- We have assessed two SAOs in the past five academic years, but one or more of those assessments has not been recorded in the SAO 2022 Assessment Update Spreadsheet. We plan to enter our assessment results in the [SAO 2023 Assessment Updates Survey](#) by (fill-in Date MM/DD/YYYY)
- Our program/area has not assessed two SAOs in the past five academic years; therefore, we plan to complete the remaining SAO assessments and enter the results into the [SAO 2023 Assessment Updates Survey](#) by (fill-in Date MM/DD/YYYY)
- Other (fill-in)

### Q20. From Goals and SLO/PLO/SAO Continuous Improvement Plans to Resource Requests

**Q21. Context:** The basis for Chabot's resource allocation process is grounded in reflections on: 1) PAR goals, 2) plans for improving student learning that are grounded in SLO and PLO assessment results, and 3) SAO assessment results. Please consider what augmentations or new resources might be needed to achieve: 1) your PAR goals, 2) plans to improve student learning, and/or 3) reach SAOs.

**Question:** Which of your PAR goals, plans for improving student learning, and/or plans for reaching SAOs will need augmented or new resources?

**\*\*Note** you will still need to enter resource requests into Cognito after submitting your PAR on Qualtrics.

- BCRC is in need of funding to provide staffing support in the BCRC through a part-time counselor assistant or administrative assistant. Currently, the only full-time staff member is the coordinator, which impacts the availability of the center's hours of operation. Additionally, the BCRC would like to expand its programming for BCRC students, including identifying funding for events, field trips, and conferences. Lastly, BCRC has struggled with offering consistent and specialized mental health services due to a lack of funding.

## Q22. Optional: Campus-wide Reflection on Current Issues

This optional section of the update-year PAR contains question(s) on current issues impacting our campus.

**Q40. Question:** Though slowly improving, Chabot's enrollment is far from reaching pre-COVID-pandemic levels. This impacts our funding. What are your thoughts on how we should respond? (e.g., ensuring smooth process for students from application to enrollment, mass retention campaign, mass marketing, planning for a smaller college, providing in-person/hybrid/hyflex course instruction and service delivery, other?)

Outreach and recruitment throughout the semester including building relationships with feeder schools in the area. When relationships are built before potential students reach the campus this is the foundation for increased enrollment rates for registration periods. Outreach and recruitment can be done virtually as a tool to cut costs and travel time as well.

**Q43. Question:** As you know, President Cooks assumed the role of Chabot's 10th College President on August 1, 2023. If your program/area could tell President Cooks one thing he needs to know about your program/area, what would it be?

BCRC is a thriving community of Black students that highly value the space and has developed a community that fosters positive and supportive relationships with staff and students. Our Black students are grateful and proud of the space they have made their own, many of them meet students across the campus and bring them in the space to utilize its services. Non-Black students and staff members enjoy coming to the space to interact and form bonds and allyship with our students and staff as well as learn about Black culture

Q24. Thank you for completing the annual update questions for the Fall 2023 PAR! **But WAIT!! You might not be quite done yet...**

**Resource Requests:** Have you completed all your resource requests? If not, go to the [Resource Requests Form](#) to add or update requests for: contracts and services, equipment; facilities; human resources; professional development, travel and conferences; supplies and software; or technology.

### Location Data

**Location:** [\(37.6313, -122.0975\)](#)

**Source:** GeolIP Estimation

