

ANNUAL UPDATE QUESTIONS

I - MAIN

Overview

Academic Year: **2025-2026**

Originator : Annette Gutierrez

Division: Division Student Support Programs

Department: Basic Needs-CalWORKs

II - CO-CONTRIBUTORS

- 1) Olga Olvera
- 2) Fabian Pacheco
- 3) Click or tap here to enter text.
- 4) Click or tap here to enter text.
- 5) Click or tap here to enter text.

III - ANNUAL UPDATE

On the [PIPR website](#), locate and review your previous program plan and subsequent annual updates. After reviewing, enter your previous goals below and provide and update.

Previous Goals: 80% of CalWORKs students will develop a resume prior to completing their educational goal at Gavilan College

End of Year Goal Status: In-Progress

Please describe your status (No more than 200 words). We have seen an increase in students developing a resume as a Gavilan College CalWORKs participant. We hosted two in-person resume writing workshops that captured 29 students in total. However, we still have a handful of students who completed and did not complete or submitted one to our office. This semester we hosted another workshop and are actively targeting students nearing completion to support them leaving with a resume. This goal is key to securing employment and reaching self sufficiency upon them timing out of the state CalWORKs program as they have a 60 month lifetime time limit in the program.

Did you request the same resources the previous year? If so, what was the result? Has there a been a significant change since your request? N/A

Previous Goals: 95% of CalWORKs students will develop a comprehensive educational plan and complete the program orientation by the end of their first semester.

End of Year Goal Status: Complete

Please describe your status (No more than 200 words). Over the last two years we have met this goal with an average of 97% of students completing the online and/or in person

program orientation as well as completing a comprehensive educational plan within their first semester of entering the CalWORKs program at Gavilan College.

Copy and paste to Enter more than one Goal

New Goal (Optional) We will establish new goals during our comprehensive annual review.

- **Goal (*One Sentence Limit*):** Click or tap here to enter text.
- Alignment to Strategic Goal Choose an item.
- Alignment to SLO or SAO (*Enter Department SLO or SAO that aligns to this goal*): Click or tap here to enter text.
- Describe the connection of Goal to Mission Statement, Strategic Plan and SLO/SAO Results: **Click or tap here to enter text.**
- Proposed Activity to Achieve Goal: **Click or tap here to enter text.**
- Responsible Party (One Sentence limit): **Click or tap here to enter text.**
- Timeline to Completion: Semester/Year: **Click or tap here to enter text.**
- How Will You Evaluate Whether You Achieved Your Goal (Two sentence Limit): **Click or tap here to enter text.**

Additional Comments:

This spring 2026 term we are targeting students scheduled to graduate and inviting them to a resume workshop while incentivizing them submitting their final version to our office for review and feedback. We are offering snacks for those who attend and providing a gas card to support them getting to the session.

IV - RESOURCE REQUESTS

Copy and paste to add more than 1 requests

1. Request Name (short title): **Click or tap here to enter text.**
2. Request amount: **Click or tap here to enter text.**
3. Type of Request: Choose an item.
4. Alignment to Goal(s) in section XIII (*enter goal from above*) **Click or tap here to enter text.**
5. Is this a one-time or ongoing expense? Choose an item.
6. Category of Request

If Personnel is Selected in question 3, select from the following all that applies

- Full-Time Faculty ☐
- Part-Time Faculty ☐
- Faculty Special Assignment or Reassigned Time ☐

- Full-Time Classified Professional ☐
- Part-Time Classified Professional or Student Worker ☐
- Full-Time Manager, Supervisor, Confidential ☐
- Part-Time Manager, Supervisor, Confidential ☐
- Professional Experts ☐

If Non-Personnel is Selected in question 3 select from the following all that applies;

- Instructional Equipment ☐
- Instructional Software ☐
- Instructional Supplies, Materials and Textbooks ☐
- Non-Instructional Equipment ☐
- Non-Instructional Software ☐
- Non-Instructional Supplies and Materials ☐
- Professional Development ☐
- Travel and Conference ☐
- Professional or Contracted Services ☐
- Repairs and Maintenance ☐
- Other ☐

7. *The committee will separate goals with resource requests. Requests will be categorized into two groups: those to be ranked and those not ranked. The requests not ranked include Safety, Compliance, Personnel, and Position.*

Which of the following best describes your requests?

Choose an item.

8. Provide a complete description, justification, or rationale for the requested amount. Describe how it aligns to the selected goal(s) and your responses to the above questions. (300 words)

Click or tap here to enter text.

V - EXECUTIVE SUMMARY

Please provide a brief executive summary regarding program trends and highlights that surfaced in the writing of this report. Summarize, using narrative, your program goals for this year. Your audience will be your Peer Review Team, the program review Committee, President's Cabinet, Dean's Council, ASGC, Academic Senate, Budget Committee and Board of Trustees (300 words or less).

Over the past two years, the Gavilan College CalWORKs program has demonstrated strong progress in advancing student success, retention, and workforce readiness. An average of 97% of students completed program orientation and developed a comprehensive

educational plan within their first semester, reflecting effective onboarding and early intervention practices.

Career readiness remains a central focus. The program hosted multiple in-person resume workshops, serving 29 students, and continues targeted outreach to students nearing completion to ensure they graduate with a finalized, employer-ready resume. This work is especially important given the 60-month lifetime limit for participation in the state CalWORKs program. In Spring 2026, graduating students are invited to resume workshops and encouraged to submit final drafts for review, with snacks and gas cards provided to reduce participation barriers.

Retention efforts are a key contributor to overall program success. Strategies include follow-up calls during the first month of each term, regular case management meetings with county partners, internal CalWORKs team case reviews, and cross-program coordination among counselors serving shared students and post term case conferencing. This proactive and collaborative approach ensures early identification of barriers and timely support.

The program has also strengthened community building through family-friendly, in-person engagement events. During Fall 2025, a Trunk or Treat event welcomed over 50 students and their families, fostering connection and belonging among parenting students.

Staffing enhancements include a shared part-time counselor dedicated to the Hollister campus, allowing the full-time counselor to focus on Santa Clara County students, including those co-enrolled in Fresh Success. Shared staffing and continued funding from the state and Santa Clara County Employment Services allow for year-round, high-touch services.

Students served increased from 77 in FY23 to 140 in FY25, reflecting strong partnerships and growing community impact.

VI - ATTACH FILES (optional)

If there is any additional information regarding your program that you will like to have uploaded, please attach it here.