

# ANNUAL UPDATE QUESTIONS

## I - MAIN

### Overview

Academic Year: **2025-2026**

Originator : Carina Cisneros

Division: Division Student Support Programs

Department: **Click or tap here to enter text.**

## II - CO-CONTRIBUTORS

- 1) Click or tap here to enter text.
- 2) Click or tap here to enter text.
- 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:** All student support programs will work collaboratively to complete their first annual vision-aligned reports.

**End of Year Goal Status: Complete**

**Please describe your status** (No more than 200 words). All student support programs identified for VAR reporting in this first year were successful in submitting their reports. It is unknown whether all data was mapped out and captured accurately on IT's end but this is the next step in the process of implementing a data review/audit and opportunity for analysis.

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

**Copy and paste to Enter more than one Goal**

### New Goal (Optional)

- **Goal (One Sentence Limit):** All student support programs will work collaboratively to review data from their first submission of annual vision-aligned reports.
- Alignment to Strategic Goal **Goal 5: Institutional Effectiveness - To systematically leverage technology across all campuses to continuously improve processes, enhance data-analysis capability, and facilitate data-informed decision-making, leading to increased operational efficiency.**
- Alignment to SLO or SAO (*Enter Department SLO or SAO that aligns to this goal*):

**Students who actively engage in Student Support Programs will achieve higher term-to-term persistence and course success rates compared to non-participating peers within similar demographic groups.**

- Describe the connection of Goal to Mission Statement, Strategic Plan and SLO/SAO Results: **Connects to Strategic Plan Goal 1: Student Success, Completion and Transfer by ensuring early connection with Support Services/Counselor for educational planning, resources and timely support.**
- Proposed Activity to Achieve Goal: **Plan timely data review workshops to support program review writing and contributions from all team members.**
- Responsible Party (One Sentence limit): Dean/Directors
- Timeline to Completion: Semester/Year: Spring 2028
- How Will You Evaluate Whether You Achieved Your Goal (Two sentence Limit): Review all program review submissions to ensure 100% completion. If not 100% completion, then I will need to explore why.

**Additional Comments:**

Program reviews for some programs may be challenging to complete as several new student support programs are supported by a single full-time or part-time classified individual and this brings up the question of whether every categorical funding stream requires a program review? As an example, we have the LGBTQ+ Categorical funding and with one 20hr part-time person who works only 10months out of the year – should we consider a program review?

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**IV - RESOURCE REQUESTS**

*Copy and paste to add more than 1 requests*

1. Request Name (short title): PT Administrative Assistant
2. Request amount: \$60,000
3. Type of Request: Personnel
4. Alignment to Goal(s) in section XIII (*enter goal from above*) *Provide adequate support to division employees for completing their program reviews.*
5. Is this a one-time or ongoing expense? Ongoing
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?**

**Personnel and Position: Requests that involve hiring, staffing, or reclassifying full-time or part-time faculty or staff. These requests are reviewed and approved through a separate process by the Faculty Staffing Committee or the Executive and Leadership**

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)

The Division of Student Support has grown exponentially in the last 5 years with the addition of new programs, including Juvenile Justice, Rising Scholars, NextUP and LGBTQ+ support. At the same time, the VRC has grown to support over 12 student workers and implemented new minimum requirements for veterans. The Dean of Student Support is the last remaining Dean without an Administrative Assistant. The existing department and Division assistants provide department-specific support which is not available to the Dean unless their roles are redirected away from student support.

## **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).

**Student support programs have been highly successful in sustaining collaborative partnerships and programming efforts to ensure there is a strong support network for students with demonstrated need for tailored support. With the goal of maximizing resources and student support, this collaborative approach has been instrumental in connecting students with support programs. This collaborative approach allows for limited braiding of funds to support students served by multiple programs. Additionally, programs follow similar support structures to ensure consistent support across programs.**

**With the opening of the Hollister Campus, there has been a concerted effort to increase support for Hollister students in AEC, EOPS, CARE, CalWORKs, Higher Aspirations, NextUP and Basic Needs (food pantry & transportation support). These efforts include adding one dedicated part-time Program Services Specialist (.60 FTE) for EOPS/NextUp, a dedicated PT Counselor for EOPS and CalWORKs students; one department assistant for the Food Pantry, two days of instructional support from an AEC Instructional Program Specialist and one day per week for Veterans Services. The areas that still require support include test proctoring and High-Tech support for Hollister. These areas will be addressed as departmental vacancies are filled.**

**The programs operate in harmony and collaboratively because of intentional leadership efforts from the Dean and Directors supporting the programs. There is a high need for adding administrative support to the Director of Basic Needs OR for the district to consider adding a Director for Higher Aspirations and Juvenile Justice programs. Additionally, with the AEC department hitting a record high number of students served this year (nearly 900 students), there is a high need for additional training for supporting individuals with disabilities. New disability training compliance requirements will become effective in AY26-27 for all employees.**

#### **VI - ATTACH FILES (optional)**

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