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**College of Alameda**

2024-25 Annual Program Update – Admissions and Records

**Program Overview**

Please provide your program’s mission statement and program’s learning outcomes

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| The mission of College of Alameda is to serve the educational needs of its diverse community by providing comprehensive and flexible programs and resources that empower students to achieve their goals.  The mission of College of Alameda Student Services Division is committed to guiding, empowering, and inspiring students to achieve their academic, career and personal goals through a student centered and caring approach.  The Office of Admissions and Records is committed to the values by welcoming and admitting diverse population from the community we serve. We provide face to face and online service to ensure students continue their success with achieving their certificate or degree. |

List your program faculty and/or staff.

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| John Nguyen, Dean of Enrollment  Marcean Bryant, Senior Admission and Records Specialist  Michelle Chen, A&R Evaluator  Margarita Pinilla, A&R Evaluator  Munira Ahmed, A&R clerk  Emma Zheng, A&R clerk (Hourly)  Mohammed Ahmed, (Student Worker) |

Describe your current utilization of facilities, including labs and other space.

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| 2 office cubicles, open office with 4 computers |

List your program goals from your most recent Program Review or APU. Then, provide an update on the status of the goal. Has your program achieved the goal? Have any of your goals been revised or are any still in progress? Lastly, make sure to discuss which College or District goal your program goal aligns to.

If no program goals exist or if this is your first program review, work to create 2-3 goals and align them with a college or District goal.

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| **Program Goal** | A&R will continue to post important deadlines and dates around campus such as add/drop with W and without Ws, and degree petition dates. |
| Status: In-Progress or Complete? | In Progress |
| Which college or district goal is aligned with your program goal? | All campuses and District use same academic calendar. CoA’s goal is to strengthen data driven/informed decision making and to reduce loss of students prior to start of classes |

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| **Program Goal** | Working with Institutional Research and Student Services at large to create a comprehensive student satisfaction survey to assess our services in the next year |
| Status: In-Progress or Complete? | In Progress |
| Which college or district goal is aligned with your program goal? | All campuses and District use same academic calendar.  CoA’s goal is to strengthen data driven/informed decision making and to reduce loss of students prior to start of classes |

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| **Program Goal** | Work with Faculty to adhere to deadline date to submit their Census and Attendance roster on time |
| Status: In-Progress or Complete? | In Progress |
| Which college or district goal is aligned with your program goal? | All campuses and District use same academic calendar. CoA’s goal is to strengthen data driven/informed decision making and to reduce loss of students prior to start of classes |

**Program Update**

Using the dashboards, review and reflect upon the data for your program.

[**Course Success & Retention Rates – Student Services (internal only)**](https://app.powerbi.com/groups/me/reports/ff194db6-2abe-4847-84b3-005a8629eb9d/ReportSection86d6f65e2fb41a73da4d?ctid=eea16a16-48af-477b-9113-05b1c01123ff&experience=power-bi)

[**Course Completion and Retention Rates – Student Services Dashboard**](https://app.powerbi.com/view?r=eyJrIjoiNjk3NDJjOTItNzI5MS00MDhjLWJhN2EtZjcxNzU4OTBiZDBjIiwidCI6ImVlYTE2YTE2LTQ4YWYtNDc3Yi05MTEzLTA1YjFjMDExMjNmZiIsImMiOjZ9&pageName=ReportSection86d6f65e2fb41a73da4d)

[**Enrollment Trends and Productivity Dashboard**](https://app.powerbi.com/view?r=eyJrIjoiNWJlOWZmYTEtNTY0MC00MDhkLWE5OTAtYmJjZjIxNzJiNWViIiwidCI6ImVlYTE2YTE2LTQ4YWYtNDc3Yi05MTEzLTA1YjFjMDExMjNmZiIsImMiOjZ9&pageName=ReportSection86d6f65e2fb41a73da4d)

[**Degrees and Certificates Dashboard**](https://app.powerbi.com/view?r=eyJrIjoiZjU2M2M5MzItOTcwZi00Y2U1LWJmODUtYTc0YjlhZGI2ZDhjIiwidCI6ImVlYTE2YTE2LTQ4YWYtNDc3Yi05MTEzLTA1YjFjMDExMjNmZiIsImMiOjZ9&pageName=ReportSectionde32556e136b0a8caccd)

Course Completion and Retention Rates

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Enrollment Trends

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Degrees and Certificates

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Describe any significant changes and discuss what the changes mean to your program. Consider whether performance gaps exist for disproportionality impacted students by using filters to disaggregate the data. Focus upon the most recent year and/or the years since your last comprehensive program review. Cite data points to support your reflection.

For more information on equity click from CCCCO most current data(2021-2022) on student success metrics on the [StudentSuccessMetricsforDIgroups21-22.xlsx](https://peralta4.sharepoint.com/:x:/s/COAProgramReviewAPU/EQeObnoQcNBDl4aDs36j21UB0hDtODWPuRR-w5n6OaU-xA?e=3QJEc6)

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| District has provided us access to verify and upload Spam/Fraudulent student application which has improved the wait for new and returning students application to download into our system. Overall, retention and completion rates across the college have shown an upward trend; however, Black and Latinx students continue to experience lower rates than other student groups. To increase completion and retention rates among Black and Latinx students, Admissions & Records (A&R) will promote learning communities such as Umoja and Puente. Additional, A&R will emphasize the importance of other key support resources, including financial aid services, the learning resource center, and basic needs. |

Describe the department's progress on Student Learning Outcomes (SLOs) and/or Service Area Outcomes (SAOs) since the last Program Review/APU.

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| We have seen an increase with our student population that they are using their student portal to navigate how to drop/add through their student portal and access Canvas. |

Describe the outcomes and accomplishments from previous year’s funded resource allocation request. If your program did not receive any allocations, leave the boxes blank.

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| **Brief description of funded request** | **Source (any additional award outside your base allocation)** | **Total Award Amount** | **Outcome/Accomplishment** |
| Hired full time evaluator |  | 70K |  |
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# Prioritized Resource Requests Summary

In the boxes below, please add resource requests for your program. If there are no resources requested, leave the boxes blank.

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| **Resource Category** | **Description/Justification** | **Total Estimated Cost** |
| Personnel: Classified Staff | Permanent full time or hourly Senior Clerk/ To assist with increased online services and in person, SR.clerk can also assist evaluator and clerk with daily job functions. | 60K |
| Personnel: Student Worker | Assist with daily filing, and office function | 7K |
| Personnel: Part Time Faculty |  |  |
| Personnel: Full Time Faculty |  |  |

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| **Resource Category** | **Description/Justification** | **Total Estimated Cost** |
| Professional Development: Department wide PD needed | Attend CACRO meeting $250.00 (4 people to attend). | $1000.00 |
| Professional Development: Personal/Individual PD needed |  |  |
| Supplies: Software |  |  |
| Supplies: Books, Magazines, and/or Periodicals |  |  |
| Supplies: Instructional Supplies |  |  |
| Supplies: Non-Instructional Supplies | 5 Large Capacity Shredders | S500.00 |
| Supplies: Library Collections |  |  |
| Technology & Equipment | |  |  | | --- | --- | | 6 New Computers  5 Ink Printers with Scanners  Toner  3 Laptops (assist with Outreach)  2 Plotter printers  6 Ergonomic Chair  6 Ergonomic keyboards & Mouse |  | | $6000.00  $1500.00  $1000.00  $2100.00  $1000.00  $6000.00  $500.00 |
| Library: Library materials/collections |  |  |
| Facilities: Classrooms/Labs |  |  |
| Facilities: Offices |  |  |
| Other |  |  |