Program Review

Purpose

"Program review is the process through which constituencies (not only faculty) on campus take stock of their successes and shortcomings and seek to identify ways in which they can meet their goals more effectively. It is important to note here that the task of identifying evidence-based successful practices, and sharing these practices college-wide, is far more important than the negative perspective of trying to ferret out ineffective practices" **– Academic Senate for California Community Colleges**

Data Driven Decision Making

Continual improvement
Evaluation of program resource needs
Fiscal stewardship and transparency
Culture of evidence

Reporting Cycle

Program Review will be conducted every two years beginning Fall semester 2021.

Reporting Cycle Activities	Timeline
Program Review forms posted on the Program Review website:	August 22, 2023
Data is available on the ORPIE website:	
• Instructional Program Review Dashboard	Available now
• Student Services Program Review Dashboard	*Coming August 28, 2023*
• State comparison data may be found on Data Mart or Cal-Pass Plus	Available now
Program Review Office Hours and Data Support offered in a hybrid format in the Language Arts (LA) Room 115 and by zoom.	See the Program Review website schedule information.
Program Review draft due via Dynamic Forms.	Friday, October 6, 2023
Review and Feedback Steps to Finalize Program Review:	
• Step 1a: *Technical Review* by IEC (for all) and Academic Senate (for any that include a faculty request). • See the technical review rubrics.	Friday, October 6, 2023
• Step 1b: *Content Review* by Deans/Director. Feedback due to author.	Friday, October 6, 2023
• Step 2: *Completed Revisions* submitted by author for final approvals by Deans/Manager and Vice Presidents. Final draft will address technical and content review feedback.	Friday, November 3, 2023
• Step 3: **Final Program Review Approvals** by Deans/ Manager, Vice Presidents, and IEC. ORPIE will post final draft to the website.	Friday, December 1, 2023
• Step 4: Funding Requests proceed through governance structure.	
• Depending on the request either the Vice President or the IEC will assign the Program Review to the appropriate committee(s), including Planning Council for prioritization.	Friday, December 1, 2023
• Committees forward recommendations to the Budget Committee	Friday, December 1, 2023

• Faculty Hiring timeline:	
• Academic Senate Q&A	Tuesday, November 14, 2023
• Senator Ratings due	Friday, November 17, 2023
• Academic Senate – Special Meeting to Review Rankings	Tuesday, November 28, 2023
• Prioritized requests for faculty positions will be provided by the Academic Senate to the Executive Team	Wednesday, November 29, 2023
▪ President makes final faculty decisions and reports to Senate at Special Meeting. ▪ Based on approved faculty positions, faculty submit search committee membership and supplemental questions to HR and the Academic Senate.	Tuesday, December 5, 2023
• Hiring committee participants appointed by the Academic Senate.	Tuesday, December 12, 2023
• The Budget Committee forwards all recommended non-faculty requests to the Executive Committee	Tuesday, December 12, 2023
• President announces all funded recommendations campus-wide	Monday, April 1, 2024

AUTHOR INFORMATION

Employee ID (E# or C#): C02691843   First Name Christina   Last Name Ryan Rodriguez

Wing Student Services   Email Address cryanrodriguez@gwc.cccd.e   Office Phone 5625564560

Dean/Manager First Name Christina   Last Name Ryan Rodriguez   Email Ryan Rodriguez, Chri

Vice President First Name Claudia   Last Name Lee   Email Lee, Claudia = clee24

Program Review - Draft
*Student-Services-Program-Review---Umoja.docx

Program Review - Final Submission
*Student-Services-Program-Review---Umoja.docx

This Program Review includes the following:*Yes
Pick all that apply.

If the answer was "Yes" but one of the following is not picked it will affect the form's workflow and you will have to resubmit.

Faculty Request -- Choose --

Facilities, Technology, Equipment Request -- Choose --

Classified Request Yes

This Program Review includes the following:*Yes
Pick all that apply.

If the answer was "Yes" but one of the following is not picked it will affect the form's workflow and you will have to resubmit.

Faculty Request -- Choose --

Facilities, Technology, Equipment Request -- Choose --

Classified Request Yes

Faculty Requests (up to 3) *One upload per request*	Faculty Requests (up to 3) *One upload per request*
Faculty Upload1	Faculty Upload1
Faculty Upload2	Faculty Upload2
Faculty Upload3	Faculty Upload3

Facilities, Technology or Equipment Draft Requests (up to 5)   Facilities, Technology or Equipment Update Requests (up to 5)

FTE Upload1   FTE Upload1
FTE Upload2   FTE Upload2
FTE Upload3   FTE Upload3
FTE Upload4   FTE Upload4
FTE Upload5   FTE Upload5

Classified Personnel Draft Requests (up to 3)   Classified Personnel Updated Requests (up to 3)
One upload per request   *One upload per request*

Classified Upload1   Classified Upload1
 Umoja Program-Review-Request-for-Funding-2023-24-Classified-   Umoja Program-Review-Request-for-Funding-2023-24-Classified-
 Personnel.docx   Personnel.docx

Classified Upload2 Microsoft Word - Counseling Assistant.pdf   Classified Upload2

Classified Upload3   Classified Upload3

Supporting Materials (Optional)   Supporting Materials (Optional)

Upload1   Upload1
Upload2   Upload2
Upload3   Upload3

...3436363536

Christina Ryan Rodriguez 12/08/2023
  Author - Draft Signature
                                Date

...3337333435

Christina Ryan Rodriguez 12/11/2023
  Author - Final Signature
                                Date

Dean/Manager Draft Feedback

No additions, worked in partnership to submit for Tasha and Herman

FileUpload2

IEC Feedback

Describe the demographics (page 6)
Answer plans to serve more students (page 6)

On the classified personnel request, answer the questions on page 2:
essential duties, compelling need; what happens if position is not filled.

FileUpload4
Program Review Rubric Upload

Academic Senate Executive Board Feedback

FileUpload1
Program Review Rubric Upload

Dean/Manager Final Feedback

FileUpload2

Christina Ryan Rodriguez ...3632333139   12/11/2023
Dean/Manager Signature   Date

Vice President Feedback

```
[                                    ⌃
                                     
                                     
                                     ⌄]
```

FileUpload3

Claudia Lee ...3733393832   12/14/2023
Vice President Signature   Date

Downloaded to the following Committee Teams folder on: [-- Choose -- ▾]   [   ]

Lauren Davis Sosenko ...3830363139   12/14/2023
IEC Signature   Date

Dean/Manager - Feedback Signature	Electronically signed by Christina Ryan Rodriguez on 12/08/2023 3:14:34 PM
Academic Senate: Technical Review Signature	Signature not required
Academic Senate Signature	Signature not required
IEC: Technical Review Signature	Electronically signed by Lauren Davis Sosenko on 12/11/2023 11:56:42 AM

Program Review Purpose

"*Program review is the process through which constituencies (not only faculty) on campus take stock of their successes and shortcomings and seek to identify ways in which they can meet their goals more effectively. It is important to note here that the task of identifying evidence-based successful practices, and sharing these practices college-wide, is far more important than the negative perspective of trying to ferret out ineffective practices*" –Academic Senate for California Community Colleges, 2009

SUBMITTER INFORMATION

Submitter's First Name:	Christina
Submitter's Last Name:	Ryan Rodriguez
Submitter's Email:	cryanrodriguez@gwc.cccd.edu
Submitter's ID:	E=79856
Submitter's Phone Number:	5-8128
Who is your Dean/Supervisor?	Dr. Claudia Lee
Are you the Department Chair?	No

GENERAL PROGRAM QUESTIONS

Name of Program:
Umoja

Please provide a brief description and any significant change in your program since the last Program Review cycle.
Umoja, a Kiswahili word meaning "unity," is a learning community and critical resource at Golden West College dedicated to enhancing the cultural and educational experiences of African American and other students. Umoja provides a supportive and enriching environment for students to explore their cultural heritage, develop their leadership skills, and achieve academic success. The Umoja Learning Community (ULC) is a cohort-based program that offers a variety of academic, personal, and social support services to its participants. ULC students enroll in a core group of classes together, which allows them to build relationships with their peers and instructors. They also participate in a variety of workshops, seminars, and cultural events throughout the year. The Umoja Resource Center is a space where students can meet with Umoja staff, access academic resources, and connect with other students. The center is also home to the Umoja Library, which contains a collection of books, periodicals, and other materials related to African American and African Diaspora studies.

What are your program's strengths?

Umoja fosters a sense of belonging for GWC students through providing culturally relevant curriculum and pedagogy, and promote academic success through a holistic approach that addresses the unique needs of diverse learners.

Enhanced Sense of Belonging and Community: Umoja creates a supportive and welcoming environment where students from underrepresented backgrounds feel valued and connected to their peers and instructors. This sense of belonging is crucial for student engagement, motivation, and overall well-being.

Culturally Relevant Curriculum and Pedagogy: Umoja's curriculum and pedagogy are designed to resonate with the cultural experiences and perspectives of its students. This culturally relevant approach makes learning more meaningful and engaging, fostering deeper understanding and retention of knowledge.

Holistic Support for Student Success: Beyond a solely academic focus Umoja offers comprehensive support for students' overall success. This includes academic advising, tutoring, counseling, and mentoring, ensuring that students have the resources and guidance they need to thrive in all aspects of their college life.

Empowerment of Students' Cultural Identity: Umoja encourages students to explore and celebrate their cultural heritage, strengthening their sense of identity and self-esteem. This cultural affirmation contributes to students' overall well-being and academic success.

Development of Cultural Competence and Awareness: Umoja not only supports the success of its students but also promotes cultural understanding and awareness among the broader college community. This fosters a more inclusive and equitable campus environment for all students.

Reduced Achievement Gaps: Culturally responsive learning communities like Umoja have been shown to effectively reduce achievement gaps between underrepresented students and their majority peers. This is due to the targeted support, culturally relevant curriculum, and holistic approach that these programs provide.

Increased Graduation Rates and Transfer Success: Studies have consistently demonstrated that students who participate in culturally responsive learning communities like Umoja have higher graduation rates and are more likely to transfer to four-year universities.

Sustainability: Umoja's funding has been institutionalized, ensuring its continued impact on GWC students.

Overall, Umoja's presence at Golden West College is crucial for promoting the success and well-being of underrepresented students. Its focus on cultural relevance, holistic support, and community building empowers students to thrive academically and personally.

What are the challenges for your program? (If there are regulations or requirements for your program that require additional support, please note those here)

1. Student Engagement:

Lack of interest: Some students may not see the value in participating in the Umoja program, either due to a lack of awareness about its benefits or a general disengagement from campus activities.
Fear of association: Some Black students may hesitate to participate due to concerns about being stereotyped or singled out.
Isolation: Existing social circles may not encourage participation in Umoja, creating a sense of isolation for interested students.
2. Communication:

Limited engagement: Current communication strategies, such as social media and Signal Vine, may not be reaching all potential participants or effectively conveying the program's value.
Student responsiveness: The program may be experiencing challenges in receiving timely feedback or participation from students, making it difficult to gauge their needs and interests.
3. Program Establishment:

Incomplete implementation: The program may not be fully integrated into the College & Career Institute's (CCI) cohort model, leading to logistical difficulties and a lack of clarity around program expectations.

How has your department/program utilized SAO (Student Activity Outcome) results to make changes or improvements to your services?

Primary SAO is to increase student participation and engagement by 10% by establishing the following foundatin:
Increased outreach: Develop diverse outreach strategies, including direct contact with students, collaboration with student organizations, and tabling events, to reach a wider audience.

Highlight program benefits: Clearly communicate the benefits of Umoja participation, emphasizing academic support, cultural connection, and personal growth opportunities.

Promote inclusivity: Foster a welcoming and inclusive environment where all Black students feel comfortable and valued, regardless of their background or social circles.

Explore alternative communication channels: Consider using more targeted communication methods, such as text message reminders, personal invitations, or targeted social media campaigns, to reach students directly.

Gather student feedback: Conduct surveys or focus groups to understand student needs and preferences for communication and program activities.

Clarify program structure: Work with CCI to finalize the program's integration into the cohort model, ensuring clear expectations for students and staff.

Develop partnerships: Collaborate with other campus resources, such as Counseling, Academic Success Center, Athletics, Basic Needs to leverage existing support structures and expand the program's reach.

Track progress and adapt: Continuously monitor student engagement and program effectiveness, and be prepared to adjust strategies based on data and feedback.

How does your department/program support the goals of diversity, equity, inclusion, and accessibility?

1. Increased Representation and Visibility:

Elevates Black student voices: Umoja provides a platform for Black students to share their experiences, perspectives, and cultural heritage, increasing their representation and visibility within the campus community.

Challenges stereotypes: By showcasing the diversity of Black students and their accomplishments, Umoja helps to break down negative stereotypes and promote a more accurate understanding of Black identity.

Promotes cultural understanding: Umoja's activities and events offer opportunities for students of all backgrounds to learn about and appreciate Black culture, fostering a more inclusive and culturally competent campus environment.

2. Equitable Access to Resources and Support:

Targeted support: Umoja provides specialized academic support, mentoring, and guidance to Black students, helping them overcome challenges and achieve their academic goals.
Reduces achievement gaps: By addressing the unique needs of Black students, Umoja helps to close the achievement gap and ensure that all students have the opportunity to succeed.
Promotes retention and graduation: Umoja's holistic support system helps Black students thrive academically and socially, leading to higher retention and graduation rates.

3. Fostering an Inclusive Campus Climate:

Creates a sense of belonging: Umoja provides a safe and welcoming space for Black students to connect with each other, build community, and celebrate their shared cultural identity.
Promotes intercultural dialogue: Umoja's programming encourages dialogue and understanding between students of different backgrounds, fostering a more inclusive and equitable campus climate.
Empowers Black student leadership: Umoja develops the leadership skills and agency of Black students, allowing them to advocate for themselves and their communities within the college.

How does your department/program collaborate with other areas on campus to advance student success?

Umoja actively collaborates with various departments and programs on campus to promote student success. Partnerships Include:

Academic Departments:

Social Sciences: Umoja partners with the Social Sciences department to embed themes of Black history, culture, and social justice, enriching students' academic experience and fostering a deeper understanding of these important topics.

History: Umoja collaborates with the History department to organize events and lectures related to Black history, providing students with opportunities to learn about historical figures and events that have shaped the Black experience.

Campus Programs and Activities:

GLASA (Gay Lesbian Alternative Straight Alliance): Umoja and GLASA work together to co-host events and programs that celebrate the intersectionality of students who are identifying as LGBTQIA and Black.

Hispanic Heritage Month: Umoja participates in Hispanic Heritage Month celebrations, collaborating with other student organizations to organize cultural events and educational initiatives that highlight the contributions of Hispanic communities.

Student Life: Umoja works closely with the Student Life department to create a welcoming and inclusive campus environment for all students. This includes co-sponsoring social events, workshops, and leadership development programs that support student well-being and personal growth.

Black History Month: Umoja plays a central role in organizing and celebrating Black History Month on campus. This involves collaborating with other student groups and campus departments to offer a variety of educational, cultural, and social events that honor Black history and achievements.

Athletics: Umoja supports Black student participation in athletics and collaborates with the Athletics department to provide targeted support and outreach to meet students needs.

Faculty: Umoja actively engages and recruits faculty to attend the summer umoja institute to support best practices and are eager to continue to expand the number of Umojafied faculty on the campus across different disciplines to incorporate diverse perspectives and experiences into their curriculum, enriching the learning experience for all students.

Administrative departments: Umoja works collaboratively with administrative departments like Admissions, Financial Aid, and Counseling to ensure that Black students have access to the resources and support they need to succeed academically and personally.

These collaborations demonstrate Umoja's commitment to working across campus to create a comprehensive and supportive environment that empowers all students to reach their full potential.

How does your department/program utilize technology to support student success?

Umoja is at it's beginning stages of utilizing technology to maximize student engagemetn as a tool for effective marketing and outreach.

1. GWC Mobile App: Provides a convenient platform for students to access Umoja information, including upcoming events, announcements, and resources.
Utilizes push notifications to alert students about important updates and opportunities.
Integrates with other campus services, offering a streamlined user experience.
2. SignalVine Enables Umoja to send targeted text messages to students, ensuring they receive personalized and timely updates. Allows for two-way communication, facilitating easier engagement and feedback from students.
3. Canvas:Creates a dedicated online space where students can access Umoja resources, course materials, and announcements. Facilitates online discussion forums and group projects, promoting collaboration and community building among students.
4. Email:Sends regular emails to inform students about upcoming events, program updates, and scholarship opportunities. Allows for personalized communication with individual students or specific groups. Serves as a reliable and consistent method for reaching a wider audience.

KEY PERFORMANCE INDICATORS

Unduplicated headcount:	193
Duplicated headcount (served):	Unknown
Number of students eligible for services:	193
Number of new students served:	33
Number of returning students served:	1

Demographics (C0 #'s to be provided to Institutional Research for demographic breakdown):
Click or tap here to enter text.

Outside of hiring new faculty or staff, please discuss the data trends above, and your plans for serving more students.
Click or tap here to enter text.

PROGRAM-SPECIFIC QUESTIONS:
Umoja

Describe any trends related to Enrollment, Retention and Success for this past cycle.
First Program Review Cycle, no previous trends were identified.

GOALS AND REQUESTS FOR FUNDING

Requests – If you are requesting any of the following, they MUST be addressed within your Department goals. These forms must be submitted separately from the Program Review.

- Faculty
- Equipment, Facilities, Technology
- Support Staff

GWC Strategic Plan Goals Legend

1. **Enrollment:** GWC will increase credit and noncredit enrollment while providing efficient academic programs and student services.
2. **Equity and Success:** GWC will support, enhance, and develop equity-minded services and academic programs that lead to student success.
3. **Completion:** GWC will ensure students' timely completion of degrees and certificates by providing high quality academic programs and student services.
4. **Workforce Preparation:** GWC will support student success by developing and offering academic programs and student services that maximize career opportunities.
5. **Facilities:** GWC will provide flexible, accessible, and sustainable learning environments that support the success of students, faculty, staff, and communities.
6. **Professional Development:** GWC will support the success of all employees by providing professional development opportunities that focus on the achievement of the College Goals.
7. **Communication:** GWC will effectively communicate and collaborate within the College and its communities.

GOALS FROM PREVIOUS PROGRAM REVIEW CYCLE

Please refer to your previous Program Review cycle and summarize all outcomes for each goal.

Summary and Outcomes of Previous Goals (from the last Program Review) including resource requests and if they were funded or not.
Umoja is submitting it's first program review thus implementing strategies now that can lay the foundation for a successful program review cycle and establish a data-driven approach to continuous improvement. Despite the lack of program data, Umoja will leverage its first program review as an opportunity to gather valuable information, identify areas for enhancement, and ensure the program's long-term sustainability and effectiveness and compare to outcomes of Black students prior to the institutionalization of the Umoja program.

GOALS FOR CURRENT PROGRAM REVIEW CYCLE

GOAL 1 (Required)

Description of goal:
Goal 1: Develop a Umoja Cohort Program within CCI Objective: Create a structured program within the College & Career Institute (CCI) that replicates the success of Puente by providing a supportive community, culturally relevant curriculum, and personalized guidance to Umoja students. Strategies: • Establish a dedicated Umoja cohort within CCI: This cohort will provide a safe and supportive environment where students can connect with peers who share similar backgrounds and experiences. • Develop specialized courses with embedded culturally relevant curriculum: These courses will address the specific needs of Umoja students and integrate cultural perspectives into the learning experience. • Collaborate with Umojafied faculty to develop culturally relevant curriculum: This includes incorporating diverse perspectives and experiences into the course content, using culturally relevant pedagogy, and providing opportunities for students to connect their learning to their own cultural backgrounds. • Provide personalized guidance and support: This includes academic advising, tutoring, mentoring, and financial aid counseling. Increase the Educational Plan (Ed Plan) completion rate for Umoja students: This will ensure that students are on track to meet their academic goals and graduate on time. • Offer workshops and seminars on topics relevant to Umoja students: These may include topics such as time management, study skills, career exploration, and financial literacy. • Organize cultural events and activities such as Black History Month: These events will provide opportunities for students to celebrate their heritage, connect with their community, and build cultural awareness.

What actions will be taken to accomplish the goal?
-Develop the program curriculum and secure approval from CCI and relevant departments. -Recruit students for the first cohort and begin program implementation while continueing to offer resources to all students affiliated with Umoja and connecting them with Umojified faculty and mentors. -Collect data and evaluate the program's effectiveness.

What metric will you use to measure your goal?
-Percentage of Umoja students enrolled in the cohort program -Completion rate for specialized Umoja courses -Percentage of Umoja students who complete their Ed Plan -Academic performance of Umoja students, including GPA and retention rates -Student satisfaction with the Umoja cohort program

Which of the College's missions and goals does this goal support? (check all that apply)

☒ Enrollment

☒ Equity and Success

☒ Completion

☐ Workforce Preparation

☐ Facilities

☒ Professional Development

☒ Communication

GOAL 2 (Required)

Description of goal:
Increase the number of students participating in the Umoja program by 10% within the next academic year by expanding outreach and recruitment efforts: This may include tabling at campus events and also by visiting high schools with Outreach Department, and utilizing social media to reach potential students. Create messaging and materials that resonate with the target audience and highlight the benefits of Umoja participation. Collaborate with groups such as Student Life, Admissions, and multicultural student organizations to reach a wider audience and leverage existing networks. Develop a strong referral program: Encourage current Umoja students to refer their friends and peers to the program. Share stories of Umoja graduates and how the program has helped them achieve their academic and personal goals.Ensure that Umoja is well-represented in campus publications, events, and communications. Ensure that the Umoja program is accessible and welcoming to all students, regardless of their background or experience for both online and day/evening students

What actions will be taken to accomplish the goal?
Develop and launch targeted outreach and recruitment campaigns utilzing technology of GWC app, SignalVine and Canvas as well as ongoing tableing at Club Expo. Seek out Student Champions who can create energy and excitement with the program engaging FWS or LAEP as an opportunity for students to get paid for their time supporting the program. Monitor and evaluate the effectiveness of outreach efforts and make adjustments as needed. Analyze data and report on progress towards the 10% enrollment increase goal.
Umoja's growing success and future ambitions require additional support to manage administrative tasks and maintain program organization. Hiring a classified employee dedicated to Umoja would significantly contribute to achieving the program's goals by handling routine administrative tasks, freeing up the program coordinators' time to focus on strategic planning, student support, and program development. Provide consistent and dedicated support would ensure efficient record keeping, document management, and communication with stakeholders. The classified employee would develop and implement efficient systems for managing applications, enrollment, event planning, and tracking duplicated acticity for students records. The classified employee may be able to provide more personalized student attention assisting with student recruitment, onboarding, and ongoing support services, allowing program coordinators to build stronger relationships with individual students. The classified employee would support in ensuring timely and consistent communication with students, faculty, staff, utilizing the communication tools made available to the program ie SignalVine, gwcapp etc. With dedicated administrative support, Umoja could respond more quickly and effectively to student needs and concerns and provide improved data collection and

analysis. The classified employee would collect and analyze data on program activities and outcomes, providing valuable information for program evaluation and improvement. The classified employee could support marketing and outreach efforts to attract new students and maintain program awareness within the college community. Investing in a classified employee dedicated to Umoja would be a strategic investment in the program's long-term success and sustainability. By providing essential administrative support, the employee would free up program coordinators' time for core program activities, enhance the student experience, and contribute to achieving Umoja's ambitious goals.

What metric will you use to measure your goal?
Number of applications for Umoja participation Percentage of applications admitted to the program Number of enrolled Umoja students Percentage increase in enrollment from the previous year

Which of the College's missions and goals does this goal support? (check all that apply)

☒ Enrollment

☒ Equity and Success

☒ Completion

☐ Workforce Preparation

☐ Facilities

☐ Professional Development

☒ Communication

GOAL 3 (Required)

Description of goal:
Train and support an additional 5 faculty members to become Umojafied, increasing the total number of Umojafied faculty to 13 by the end of the summer institute. By recruiting and selecting faculty participants who are committed to supporting the Umoja program and culturally diverse students. Scheduling faculty who volunteer to attend the Summer Umoja institute to build in-depth knowledge and understanding of culturally relevant pedagogy, implicit bias, and effective strategies for supporting Umoja students. Offer ongoing professional development opportunities, mentoring programs, and access to resources to help Umojafied faculty implement their learning into their teaching practices. Celebrate the contributions of Umojafied faculty and offer incentives such as course release time or professional development grants. Encourage collaboration and communication between Umojafied faculty, Umoja staff, and Umoja students to ensure consistency in support and address any emerging needs.

What actions will be taken to accomplish the goal?
1. Secure IPD and Equity funding: Prepare and submit a grant proposal to IPD and Equity requesting funds to cover the costs of sending 5 faculty members to the Northern California summer institute. Explore alternative funding sources: Investigate potential funding opportunities from other campus departments, external grants, or fundraising initiatives.

2. Define the qualifications and characteristics desired in Umojafied faculty to invite them to participate in the Umoja summer institute. Distribute announcements and application materials through various channels, such as faculty meetings, department emails, and campus publications.
3. Work with IPD and Equity to Enroll selected faculty in the Northern California summer institute: Offer additional training and support: Provide ongoing workshops, seminars, and mentoring opportunities for Umojafied faculty throughout the academic year.
4. Form student advisory boards: Create student-led groups to provide feedback on Umoja programs and initiatives and help develop culturally relevant activities.
5. Encourage Umojafied faculty to incorporate diverse perspectives and experiences into their curriculum and teaching methods. Facilitate workshops and discussions for Umojafied faculty to share their experiences and learn from each other. Offer access to instructional materials, pedagogical tools, and professional development opportunities specifically focused on culturally relevant teaching.
6. Encourage Umojafied faculty to actively participate in Black History Month events and celebrations. Have Umojafied faculty participate in Umoja graduation ceremonies and offer guidance and encouragement to graduating students.
7. Work with the Research office to analyze data on student success, including course enrollment, retention rates, and graduation outcomes.

What metric will you use to measure your goal?

1. Number of Umojafied Faculty: Track the number of faculty who have completed the Umojafied training program and are actively engaged in supporting the Umoja program. Target number for the Umojafied faculty is 13 to start the 2024-2025 school year.
2. Student Participation and Engagement: Track the number of Umoja students who take classes with Umojafied faculty. Collect data on student participation in Umoja events and activities organized or led by Umojafied faculty. Conduct surveys or focus groups to gather student feedback on their experiences with Umojafied faculty and the impact on their learning and overall campus experience.
3. Classroom Practices and Pedagogy: Conduct workshops and self-evaluations to help Umojafied faculty reflect on their teaching practices and identify areas for improvement. Track the implementation of new instructional strategies and resources specifically designed to support Umoja students.

Which of the College's missions and goals does this goal support? (check all that apply)

☐ Enrollment

☒ Equity and Success

☒ Completion

☐ Workforce Preparation

☐ Facilities

☒ Professional Development

☒ Communication

OTHER INFORMATION

What additional information would you like to share about your program?

Program Review Request – Student Services
Umoja

While the Umoja program received official approval on campus in 2018, it truly began its journey with the appointment of its co-coordinators in Summer 2022. Despite its recent launch, Umoja has already witnessed a positive response and laid a solid foundation for its development at Golden West College.

Building the Foundation: Umoja's initial efforts have provided valuable insights into how the program can be adapted and improved to best serve the needs of GWC students.
Laying groundwork: The co-coordinators have established essential partnerships and collaborations, laying the groundwork for future growth and success.
The program is now poised for further development and expansion:
Formalizing the Cohort Model: Engaging with the College & Career Institute (CCI) to formally approve the cohort model will be a crucial step in ensuring long-term sustainability and impact.
Expanding program offerings: Building upon the initial success, Umoja will explore expanding its offerings to provide even more comprehensive support and services to students.
Strengthening partnerships: Umoja will continue to build and strengthen partnerships with other campus departments and organizations to leverage existing resources and expertise.
Data-driven decision making: Implementing a data-driven approach to program evaluation and improvement will enable Umoja to continuously adapt and optimize its services for maximum impact.

Submitter's Signature: Click or tap here to enter text. | **Date:** Click or tap to enter a date.

Supervisor's Review

As the supervisor of this program, I have reviewed this request.
☐ No concerns
☐ I have concerns

Comments: Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text. | **Date:** Click or tap to enter a date.

Vice President's Signature: Click or tap here to enter text. | **Date:** Click or tap to enter a date.

CLASSIFIED REQUEST

Submitter's First Name:	Herman
Submitter's Last Name:	Singh
Submitter's Email:	Click or tap here to enter text.
Submitter's Phone Number:	Click or tap here to enter text.
Who is your Dean/Supervisor?	Christina Ryan Rodriguez
Are you the Department Chair?	Click or tap here to enter text.
Who is your Vice President?	Claudia Lee
Program/Department:	Click or tap here to enter text.

Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

☐ Instruction

☒ Student Services

☐ Administrative

POSITION REQUEST

Please check one of the following:

☐ Replacement Position (Previously funded/ not currently funded)

☒ New Position (Never been funded/newly created)

Please note: that an approved job description from the District office is required in order to complete the request form. *You may not proceed with the request without the job description.*

If this request is for a replacement, how long has the position been vacant?	N /A
Job Title	Umoja Counseling Assistant EE113

Salary Information

Salary Schedule Range:	56678.77-76414.55
Annual Salary (Step 1) $:	$56678.
Step 5 $:	$72191.

Contract (check one):

☒ 100% FTE

☐ Other FTE %:

☐ 12 month

☐ 11 month

☐ 10 month

Job Description Summary

☒ **Required**: Attach a copy of the department Organizational Chart showing all positions and highlighting the position requested.

☒ **Required**: Attach a copy of the CCCD Position Description, if available (obtain from Personnel Dept).

☐ **CCCD does not have a position description as it is a new position within the district.**

What are the essential duties this position will fulfill?

JUSTIFICATION

What is the compelling need for an immediate replacement?
Click or tap here to enter text.

What are the consequences if this position is not immediately replaced?
Click or tap here to enter text.

If the full-time position is approved, will there be a request for funding for 160-day position during the hiring process?

☒ Yes

☐ No

Position title and Area of Specialization (if applicable)
Click or tap here to enter text.

Needs/Priority Rubric (1-10 points)

- 1 - 4 points: Little or no contribution or impact
- 5 - 7 points: Some contribution or impact
- 8 - 10 points: Significant contribution or impact

How does this request for a classified position meet the following criteria? *(2 page max.)*
Fully respond to each of the following questions. Your responses will be the basis that Planning Council and the Executive Team members will apply the criteria and rate this request.

#1. Program Needs (1-10 points):

Explain the conditions that are unique to the program/department which support the need for additional full- time classified staff and how this position addresses those needs. If this position is not filled, explain the consequences to the **program/department** that will result. Please use information from Program Review.
Umoja's growing success and future ambitions require additional support to manage administrative tasks and maintain program organization. Hiring a classified employee dedicated to Umoja would significantly contribute to achieving the program's goals and provide continuity in the Umoja space be it Ally Center or other designated area on campus by being a first point of contact creating a warm and friendly environment. The classified employee would handle routine administrative tasks, freeing up the program coordinators' time to focus on strategic planning, student support, and program development. This classified professional could provide consistent and dedicated support would ensure efficient record keeping, document management, and communication while ensuring that a strong foundation is organized in these early years of the program implementation of creating efficient systems for managing applications, enrollment, event planning, and records. The classified employee could assist with student recruitment, onboarding, and ongoing support services, allowing program coordinators to build stronger relationships with individual students. The classified employee would ensure timely and consistent communication with students, faculty, and staff, keeping everyone informed and engaged. With dedicated administrative support, Umoja could respond more quickly and effectively to student needs and concerns. The classified employee would collect and analyze data on program activities and outcomes, providing valuable information for program evaluation and improvement. Lastly, the classified employee could support marketing and outreach efforts to attract new students

and maintain program awareness within the college community.

Investing in a classified employee dedicated to Umoja would be a strategic investment in the program's long-term success and sustainability. By providing essential administrative support, the employee would free up program coordinators' time for core program activities, enhance the student experience, and contribute to achieving Umoja's ambitious goals.

#2. College-Wide Priority (1-10 points):

How does this request align and directly support the College's Goals? How does this position address stated long-term college priorities identified by College plans? (e.g. Master Plan, Instructional Plan, Student Equity Plan, Facilities Plan) *Please cite the plans and goal(s).*

Enrollment Completion:

Reduces workload for program Umoja Faculty coordinators: This allows them to focus on personalized student support and retention strategies, leading to increased enrollment completion.

Improves data collection and analysis: Provides data-driven insights to guide student support services and address specific needs, ultimately contributing to higher completion rates.

More effective outreach and communication: Dedicated administrative support facilitates targeted outreach campaigns and improves student communication, leading to higher enrollment and retention.

Professional Development:

Frees up program coordinators' time: Enables them to participate in professional development opportunities to enhance their skills and knowledge, benefiting the program overall.

Provides administrative support for faculty development initiatives: The classified employee can assist with program logistics, resource management, and communication, facilitating effective faculty development programs.

Supports student leadership development: The classified employee can manage administrative tasks for student leadership programs, allowing students to focus on developing their skills and experience.

Communication:

Improves communication with stakeholders: Dedicated administrative support ensures timely and accurate communication with students, faculty, staff, and other stakeholders, fostering collaboration and alignment.

Streamlines communication channels: The classified employee can develop and manage efficient communication systems, ensuring clear and consistent information flow throughout the college community.

Supports program marketing and outreach: The classified employee can assist with developing and disseminating program information, increasing awareness and attracting new stakeholders.

#3. Contributions to Other College Operations (20 points):

To what extent would the position requested benefit or serve other departments, programs, or plans?

The Umoja classified employee can play a crucial role in fostering collaboration and achieving DEIA goals across the campus through partnerships with other affinity groups and departments, particularly Puente and Equity. Here's how:

Collaboration with Affinity Groups:

Information sharing and resource exchange: The Umoja employee can share best practices and resources with other affinity groups, promoting mutual learning and collaborative program development.

Joint events and initiatives: Partnering with other affinity groups to organize cultural events, workshops, or mentoring programs can foster a more inclusive campus environment.

Advocacy and representation: The Umoja employee can represent the needs and concerns of Umoja students alongside other affinity groups, advocating for equitable policies and practices.

Data collection and analysis: Collaboratively collecting and analyzing data on the experiences of different student groups can provide valuable insights to inform DEIA initiatives.

Collaboration with Puente and Equity:

Sharing expertise and resources: The Umoja employee can share their knowledge of culturally relevant pedagogy, student support services, and program development with Puente and Equity.

Coordinating efforts and streamlining services: Collaborating to align program goals, share resources, and avoid duplication of efforts can optimize DEIA initiatives and maximize their impact.

Joint professional development: Sharing expertise and resources for professional development opportunities can enhance the capacity of program staff to support diverse student populations effectively.

Data-driven decision making: Sharing data and collaborating on data analysis can inform evidence-based practices and strategies for achieving DEIA goals.

By actively collaborating with other affinity groups and working closely with Puente and Equity, the Umoja classified employee can:

Strengthen the network of support for diverse students.

Promote cross-cultural understanding and appreciation.

Advocate for inclusive policies and practices.

Improve the overall campus climate for all students.

Contribute to achieving the college's DEIA goals.

This collaborative approach can create a more inclusive and equitable learning environment for all students at Golden West College.

#4. Request fills a current position that has been filled by an hourly employee for over one year because there is a demonstrated need. (10 points):

(Determined by the Executive Team)
Not at this time

Please provide justification why the department wants the position to be permanent.
With the institutional investment of the program the campus and state will continue to have ongoing demands.

Submitter's Signature: Click or tap here to enter text.   **Date:** Click or tap to enter a date.

Submitter's Signature: Click or tap here to enter text.   **Date:** Click or tap to enter a date.

Supervisor's Review
As the supervisor of this program, I have reviewed this request.
☐ No concerns
☐ I have concerns
Comments: Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text. | **Date:** Click or tap to enter a date.

Vice President's Signature: Click or tap here to enter text. | **Date:** Click or tap to enter a date.

OFFICE USE ONLY

President's Recommendation:

☐ Hire position

☐ Hire one-year temporary

☐ Not hiring at this time

President's Signature: Click or tap here to enter text. | **Date:** Click or tap to enter a date.