Assessment: Assessment Unit Planning

Program Review 2014-15

YC - Upward Bound Program Review

Year Under Review : 2014-15
Type of Review:
Program Description : Yuba College Upward Bound (UB) supports both the mission and vision of Yuba College by providing fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. Upward Bound serves: high school students from low-income families; and high school students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education.

Upward Bound (UB) served 73 participants selected from Live Oak High School, River Valley High, and Yuba City High School. As mandated by Congress, these 73 participants must have completed the 8th grade, be between the ages of 13 and 19 and have a need for academic support in order to pursue a program of postsecondary education. All these 73 students must be either from low-income families or be potential first-generation college students. Congress also requires that two-thirds of the 70 participants be both low-income and potential first-generation college students. The remaining one-third must be either low-income or potential first-generation college students. Students are selected based on recommendations from local educators, social workers, clergy, or other interested parties.
Executive Summary (Include a list of team members): A full-time administrator oversees the operation of Upward Bound at Yuba College. The UB Program employs 3 full-time employees (Director, Specialist, and Secretary) and four part-time student assistants. The UB Specialist provide participants with all the UB required program services, that include, attending high school open houses and college nights for purposes of disseminating UB information, participating in applicant interviews, administering and interpreting all assessment instruments. With the help of the tutors the Specialist will also facilitate Tutoring Sessions and Workshops, coordinate and plan educational field trips, and collect and review Tutor logs and Tutor Progress reports on each participant. With the support of the Director the specialist will provide activities that assist parents of UB participants to understand the program and the requirements for successful school completion, collecting data and maintaining complete participant files, assisting in the design and implementation of the 3 UB Academic Components, including curriculum for Weekly Tutoring Sessions and Saturday Enrichment Activities, monitoring workshops, collecting quarterly high school grade reports for each participant, assisting in the planning, organizing, and conducting of activities that will increase the attendance of UB participants and parents. There is 1 Secretary. The Secretary conducts all general office duties with the help of the UB Student assistant including serving as receptionist, making appointments, managing phones, filing, creating correspondence, processing mail, ordering supplies and maintaining an inventory list of equipment. The secretary also helps the Director with the programs data collection and tracking, analyzes data, generates reports, presents results from reports and makes recommendations based on data analysis and completes the accounting transactions for the budget.

Julio Delgado – Interim TRiO Director
Angelica Martinez – UB Specialist
Barbara Sluder – UB Clerical Assistant
Yuritzy Sanchez – UB Student Assistant
Jovanie Ramos – UB Tutor
Cathy Vazquez – UB Tutor
Patricia Manzo – UB Tutor
Sandra Garcia – UB Tutor

This program review was completed to reflect on what we currently do as a program with the overall goal of learning how to improve our services moving forward. The Interim TRiO Director took the lead of completing the review with the support and feedback of his team members.

01SP. Department Goals (Click '?' for Prompt): The goal of Upward Bound is to provide opportunities for participants to succeed in their pre-college performance and ultimately in their higher education pursuits. UB is successfully accomplishing these goals by providing participants with direct access to

- Access to laptops, graphing calculators, electronic dictionaries and PSAT/SAT/ACT prep books
- Six-week Summer College Academic and Cultural Enrichment Program
- Weekly sessions at the student's respective high school to assist with academic, career and personal advising and college exploration and planning
- Academic instruction in English, foreign language, mathematics, science and other academic classes
- Leadership workshops and conferences
- Intensive individual academic and career advising
- Financial aid workshops
- Financial literacy information
- SAT/ACT test preparation materials and fee waivers
- College application materials and workshops
- Saturday scholars academy (personal/academic workshops that provide opportunities to be instructed in learning styles, career exploration and personal skills development)
- Weekly Tutoring Services
- College Filed Trips
- Cultural Enrichment Activities
- Community Service
- Parent Programs

02SP. Facilitate Learning & Collaboration (Click '?' for Prompt): All our participants are treated with the same mutual respect and encouragement to succeed personally and academically. They are all offered the same services during the regular academic year and they are all encouraged to participate in our summer enrichment program. In order to better serve our participants the UB program collaborates with a few departments on campus that include, but are not limited to EOP&S, General Counseling, Admissions and Records, Testing Center, Independent Living Program and DSPS.

03SP. Student Contacts (Click '?' for Prompt): The Upward Bound program provided the following contacts during the 2014-2015 academic year.

Contacts: Academic Advising, Admissions Application, Career Fair, Community Services, Financial Literacy, Mentoring, General Advising, PSAT/SAT/ACT, Tutoring, Work experience, Scholarships, Study Skills.

	WHS	LO HS	RV HS	YC HS	All
Tutor	54	396	433	712	1595
Counselor	25	518	624	918	2085
Total	79	914	1057	1630	3680

04SP. Input to Improve (Click '?' for Prompt): UB program works with faculty, staff and students throughout the year, during this time not only do we provide an array of services to our students, but we also ask for feedback from everyone involved. UB has small group of students from each grade level (9th, 10th, 11th, 12th) form a student council team. These teams meet on a regular basis every semester to give feed back to the UB Specialist who then relates the information to the rest of the UB staff. We also ask faculty for feedback on our students during the summer program to ensure that our students are getting the support they need to successfully complete their college courses with the help of tutors and specialist.

05SP. Course Outlines (Click '?' for Prompt): N/A

06SP. Collaboration (Click '?' for Prompt): UB is under the umbrella of student services. Our office is located right next general counseling, financial aid, admission and records, EOP&S, CARE, and Cal-WORKS. We work with all departments and we are constantly directing students to these departments. We work closely with all these departments because the same student population that we serve (low-income and potential first-generation college students) are often the same ones that need the help of these student services during their transition from high school to college.

07SP. Catalog Currency (Click '?' for Prompt): The catalog accurately reflects a basic summary of what UB is and what the

program has to offer, however we are no longer providing new scholarships for our students. We assist them with the process of applying to scholarships, but we don't give scholarship money to current participants.

08SP. Student Progress (Click '?' for Prompt): The academic progress of all UB participants is monitored closely by the Specialist and tutors that work directly with students. All participants meet individually with the UB Specialist to complete a needs assessment and establish a list of goals to accomplish during the academic year with the overall intent of facilitating their transition from high school to post-secondary education. Once students have been admitted to the program they are required to attend a mandatory orientation with their parents where they are informed of the support available to them along with our expectations from them. All students are required to attend at least one tutoring session during the week in order for them to maintain good academic progress. The UB grant requires that we track the persistence and completion rates of all our participants from both high school and post-secondary institutions. For this reason we are constantly having to check in with students and their respective high school, follow up with parents and the National Clearinghouse in order to track our students once they begin their post-secondary endeavors.

09SP. DE Students (Click '?' for Prompt): Our participants must be enrolled at one of the three high school we are granted to serve or else they will not be able to be considered for admission to the UB program. Once students graduate from high school and transfer to college we will communicate with them through social media, email and by phone. UB does provide services to students with disabilities. During the intial phase of the application students and their parents are required to answer a few questions in regards to any special needs they may have so that we can accommodate to them as best as we can in order to comply with Section 508 of the Rehabilitation Act.

UB does not provide DE instruction.

10SP.Disproportionate Impact(Click '?' for Prompt): As with most of the general student population that meets the criteria of low-income or potentially first-generation college students our UB participants are often a disadvantage due to lack of services. The goal of UB is to decrease these barriers and provide the services that most likely would not be available to students if they were not part of the UB program. All our services are free to all participants and their parents.

The students in our program have very limited resources due to the fact that more than 90 percent of them are low-income and first generation students. All our students and their parents must complete and sign an application before being accepted into the program stating both their family's income and the parents education level. Our program understand that in order for us to consider our overall goal of getting students to graduate from high school and college, we must provide them with the tools needed on their journey. Our program not only lends out valuable resources to our students such as laptops and calculators throughout the academic year, but we also take them on regular college and cultural excursions. We provide our participants with weekly tutors and advisors to assist them with the transition from middle school to college.

11SP. Mapping (Click '?' for Prompt): Yes

12SP. Core Competencies (Click '?' for Prompt): N/A

13SP. Professional Development (Click '?' for Prompt): UB grant covers professional development for all staff members. UB staff participated in a number of conferences including, but not limited to the annual WESTOP conference, Professional Development Seminar (PDS), annual Council of Opportunity for Education (COE), California State Unversity Counselor conference and the OMB Cost Circular/Edgar conference for TRiO programs. All staff members were required to attend different workshops during these conferences so we could come back to our general staff meeting and report back to each other.

14SP. Reflection (Click '?' for Prompt): The program review will be used as a reference in order to evaluate the UB program and reflect on the services that have been executed until now in order to improve our program moving forward.

Are you ready to submit your final program review?: Yes

Program Recommendation: Faculty and Staff Support and Professional Development

Upward Bound staff did not attend any professional development activities during last year's academic year.

Recommendation Priority: 1. Low Priority
Year(s) Requested: 2013-2014, 2014-2015, 2015-2016
Supporting Evidence : Staying current
Evaluation Plan: TBC

Plan of Action

Professional Development/Training - Faculty and Staff Support and Professional Development (Active)

YC - Upward Bound Program Review

Budgetary Impact: $1500 anything between 0-$3000
YC - Location: Marysville Campus

Status

Reporting Year: 2014-2015 10/12/2015
Recommendation Progress: Recommendation Addressed/Satisfactory Progress
During the month of September I attended the CSU East Bay Counselor Conference in Oakland. I attended with some staff members (Angelica Martinez, Alberto Miranda, Claudia Rivera, Maria Garcia) from TRiO and we learned about CSU updates to admissions and financial aid.

I also attended the OMB Cost circular/Edgar conference in Atlanta during the month of August. I learned about updates to TRiO programs.

Program Recommendation: Strengthen relationship with the schools we serve

Since Yuba College now has two TRiO programs, it is imperative that we work to strengthen our relationships with the schools where we each provide services by: yearly meetings with principals and counselors and hosting a yearly NorCal TRiO Counselor meeting in conjunction with Chico State University ETS and UB.

Recommendation Priority: 2. Medium Priority
Year(s) Requested: 2013-2014
Request Date: 08/12/2013
Inactive Date: 06/13/2014
Supporting Evidence : Shared school concerns.
Evaluation Plan: End of the Director survey and the total amount of meeting.

Plan of Action

Professional Development/Training - TRiO Directors from Chico State and the College of Siskiyous have begun to have bi-monthly meetings to ensure effective communication. (Active)
Budgetary Impact: Minimal- Meetings are being conducted via internet.
Timeline/Responsible Party: Trio Director

Related Goals

College - Yuba College Program Review

YC Goal 8 - Develop partnerships to enhance educational resources and student opportunities.

Program Recommendation: Facilities

The Yuba College Sutter Center campus is the ideal location for the Upward Bound summer program. Upward Bound needs access to a lot of facilities including computer labs or classrooms with wifi for out mobile laptop unit during the summer program. An average of 45 high school students participated in the summer program. Classroom and computer facilities are vital for the success of the summer Supplemental Instruction component.

Recommendation Priority: 3. High Priority
Year(s) Requested: 2013-2014, 2014-2015, 2015-2016
Request Date: 01/07/2013
Supporting Evidence : All Upward Bound Students enrolled this summer helped with FTES and I know our college is looking forward to the enrollment of our TRiO students this summer. We
Evaluation Plan: TBC

Plan of Action

Facilities - Access to at least one or two computer lab classrooms throughout the day during the summer session for our

tutoring sessions. Our groups are in cohorts and need to work with each other, their advisors and tutors every day from 8-4pm. The labs would be used for tutoring sessions, research, group work related to their coursework. An alternative would be to coordinate with Elena and the director of the Sutter center in regards to the spaces or rooms with wifi available in the Sutter center where we can use our own laptops and or mobile labs (Active)

Budgetary Impact: Unknown budgetary impact. Concern: scheduling conflict with other classes throughout the day.
Timeline/Responsible Party: I will be talking with Sheila to find otr more about the computer labs that are going to be available around campus. I will also touch base with Elena Heilman about the available spaces in the Sutter center library.
YC - Location: Sutter County Campus

Program Recommendation: Staffing

Upward Bound is in need of one part time Upward Bound Specialist. The U.S. Department of Education mandates by its regulations that all Upward Bound participants receive weekly contact by the program. Currently 1 Learning Specialist is not able to provide all the services.

Recommendation Priority: 3. High Priority
Year(s) Requested: 2013-2014
Request Date: 01/07/2014
Inactive Date: 07/01/2014
Supporting Evidence : Regulations
Evaluation Plan: TBC

Plan of Action

Other - Specialist would be working under the direct supervision of the TRiO director. This individual will work closely with the current Upward Bound Specialist and would only be working part-time during the academic year (12 months). They would be responsible for assisting UB specialist with all job related duties of the specialist position. (Active)

Budgetary Impact: $18,000
Timeline/Responsible Party: President, VP, Dean of Student Services
YC - Location: Marysville Campus, Sutter County Campus

Program Recommendation: Upward Bound

Upward Bound needs to hire an additional Specialist in order to comply with the federal regulations, but first we need to find an available office to house this additional employee. Currently the Upward Bound program has one Specialist that shares her office with the Migrant Education Program and the space is already very tight with both programs being there.

Recommendation Priority: 3. High Priority
Year(s) Requested: 2014-2015, 2015-2016
Request Date: 12/01/2015
Supporting Evidence : Upward Bound currently employees close to ten people during the academic school year, but we only have three people that use the campus facilities throughout the year because of the lack of available space. We have our students workers alternating the days that they come to the office because we do not have space to house more than one at a time.
Evaluation Plan: Ideally, our program would like to remain in the student services building so we can have close access to financial aid. counseling, and administration department, but I know space is limited. We have also considered moving to the Sutter campus, but both TRiO programs (ETS & Upward Bound) would need to move so we are not located in separate locations.

Plan of Action

Facilities - Both Specialist would be using the same office in order to plan and executive their job duties during the academic year (12 months). (Active)

Budgetary Impact: Unknown
Timeline/Responsible Party: President, VP, Dean of Student Services
YC - Location: Yuba College - All, Sutter Beauty College