PROGRAM REVIEW REPORT

2024 – 2025

As of September 19th, 2024

Program Review - VP Planning and Development

Plan and Updates

VPDD #1 Promise Program Enhancement (Academic Support)

Initiative/Project Details
RCC Promise Program: Enhancing Student Success

The Riverside Community College (RCC) Promise Program supports over 2,300 students. From 2024 to 2026, we are looking to implement strategic initiatives to increase graduation rates and provide comprehensive support through specialized resources and a dedicated success team.

Identifying the Need
To support the large number of students, a dedicated Promise Program Manager is essential. This role ensures smooth daily operations, compliance with regulations, and successful implementation of strategic initiatives.

Filling the Gap: The Promise Program Manager
The Promise Program Manager will:
- Oversee daily operations and ensure compliance with program regulations.
- Collaborate with college entities to enhance student success policies and practices.
- Administer budgets and prepare fiscal reports.
- Supervise and train staff.
- Develop and implement support and tracking systems for students.
- Conduct recruitment and outreach activities.
- Create promotional materials.
- Coordinate planning meetings and program activities.
- Provide direct student interventions with academic support staff.
- Engage with community groups and agencies.
- Lead the Peer Mentoring Program.
- Manage the Promise Appeals Committee.

Goals and Impact
The Promise Program Manager will:
- Ensure program compliance and effective data management for over 2,300 students.
- Increase graduation rates by providing comprehensive support.
- Enhance resource accessibility for students.
- Improve retention rates through targeted support and regular check-ins.
- Promote equity by ensuring equal access to support services.

By appointing a dedicated Promise Program Manager and implementing a specialized success team, RCC aims to enhance support for Promise students, increase graduation and retention rates, and ensure equitable access to resources.

Initiative/Project Status
Initial Proposal
Year(s) Implemented
2024 - 2025, 2025 - 2026

Mapping
Strategic Plan: *(X)*
- **1.0 STUDENT ACCESS**: The college will ensure all students have equitable access to the college's courses, programs, and services. (**X**)

- **2.0 STUDENT SUCCESS**: The college will provide clear pathways and support for achieving certificates, degrees, transfers, and employment with a living wage.   (**X**)

Plan and Updates

- **Hire a Promise Program Manager.**
- **Monitor expenditures and prepare fiscal reports each semester.**
- **Identify and support student needs through targeted interventions.**
- **Launch an online portal and mobile app for resource access.**
- **Initiate regular student check-ins and support plans.**
- **Track and monitor student data to refine strategies.**

Action Plan Status
Active
Action Plan Year
2024 - 2025
Related Documents
Promise_Program_Manager.pdf
- **Implement the Promise Student Success Team and additional staff.**
- **Expand partnerships for enhanced support services.**
- **Continuously monitor and assess program impact.**
- **Refine strategies based on ongoing feedback and data analysis.**

Action Plan Status
Active
Action Plan Year
2025 - 2026

VPPD #2 Support for La Casa

Initiative/Project Details
Support for the La Casa Engagement Center
Initiative/Project Status
Initial Proposal
Year(s) Implemented
2024 - 2025

VPPD #3 Guided Pathways Support Enhancement (Counseling)

Initiative/Project Details
Counseling will work to increase Student Access - Increase On boarding Services and Programs evidenced by a decrease in drop rate of first-time college students each Fall Term by 2% as well as an increased offering of career exploration workshops and high school visits via zoom or in person. Data includes: 1. Only first-time college students; 2. Enrollment past census; 3. Drops are defined as grades of DR, W, EW, FW, and MW.

A focus on Culture of Care for students will be key to providing a sense of belonging and a feeling of being recognized and heard. As part of this work, the Guided Pathways team will work to refocus the college on onboarding, pathways and a commitment to career focused support, and will include student feedback from the April 2023 Qualitative study on student engagement and academic support.

Initiative/Project Status
In Progress
Year(s) Implemented
2022 - 2023, 2023 - 2024, 2024 - 2025

Mapping
Strategic Plan: *(X)*

- **1.0 STUDENT ACCESS**: The college will ensure all students have equitable access to the college's courses,

Plan and Updates

programs, and services. (**X**)

- **2.0 STUDENT SUCCESS**: The college will provide clear pathways and support for achieving certificates, degrees, transfers, and employment with a living wage. (**X**)

Contract with qualitative researcher to collect student feedback.

Academic Support will work to increase underrepresented students in academic support.

Focus on Culture of Care for students -- engagement, sense of belonging, and feeling of being recognized and heard.

Academic Support will offer services in different modalities.

RCC's Guided Pathways coordinator will work to refocus the college on pathways and include student feedback from the April 2023 Qualitative Study on student engagement and academic support.

Led by the public services librarian, develop plan to ensure each student worker receives a minimum of three hours of training per semester, with particular focus on customer service. It will also include a one hour library orientation lead by a faculty member.

Counseling onboarding team to review orientations and make decision of moving forward on new orientation completed professionally which will include career information. The intent of the OAC process is to ensure that students identify correct POS at start of college.

Action Plan Status
Active
Action Plan Year
2023 - 2024

2023 - 2024

Date of Update
06/03/2024
Update
RCC has moved forward with Guided Pathways. The coordinator has held regular meetings and arranged workgroups within the College's strategic planning structure.

The Student Equity Plan inquiry data collection was completed in April and a report should be available by mid summer. The Committee has met sporadically.

The Dean of Diversity, Equity, and Inclusion should be filled in Summer, 2024.
Conclusion
Target Partially Met

Continue hiring Counseling Faculty to support students.

Work with the College's Leadership Councils to take action supporting Guided Pathways plans.

Action Plan Status
Active
Action Plan Year
2024 - 2025

VPPD #4 Provide clear pathways and support for achieving certificates, degrees, transfers, and employment with a living wage (Counseling)

Initiative/Project Details

Plan and Updates

Increase Counselor to Student Engagement to enrich student experience and achievement.

Outreach to ensure that students are selecting the correct ed goal and program of study – to ensure that advising in EDUNAV is as accurate as possible.

Increase a counseling presence in engagement centers - provide series of counseling/career/transfer workshops in collaboration with centers designed for specific pathway.

Initiative/Project Status
In Progress
Year(s) Implemented
2022 - 2023, 2023 - 2024, 2024 - 2025

Mapping
Strategic Plan: *(X)*

- **1.0 STUDENT ACCESS**: The college will ensure all students have equitable access to the college's courses, programs, and services. (**X**)

- **2.0 STUDENT SUCCESS**: The college will provide clear pathways and support for achieving certificates, degrees, transfers, and employment with a living wage. (**X**)

- Email Blast or better communication mechanism to students with 30 transferrable units about the ADT's available and process – include visual with slides of NEXT STEPs after applying for ADT – show screens from CSU 24.25. (TranCoor)
-Caseload Counseling Reviewed prior to year and each term so that counseling coverage is equitable
- Finalize hierarchy of programs – model true caseload within all programs at RCC (DC)
- Continue to offer varied modalities of counseling appointments including weekend and evening opportunities
- Clarify role of Edunav along with Anthology and Nexus – develop most robust software for Caseload
- Continue to offer Drop-In and Express throughout the term and continue to provide more availability of counselors during peak times and intersessions
- Joint Transfer/career training for Success Teams to promote transfer and career within the engagement centers
- Continue to offer UC/CSU application workshops
- Part 2; Next Steps for HBCU training for all full time and part time counseling faculty
- Research availability of funds so that students can have one CSU application fee covered
- Offer ADT Flex Workshop and ADT Information Session for counselors
- Prerecord zoom workshop on application regarding major, career, linking to RCC POS and share with HS Counselors
- Continue to review and update messaging to students about counseling and appointments
- Continue to offer a counseling presence within various engagement centers and infinity centers

Action Plan Status
Active
Action Plan Year
2024 - 2025

VPPD #5 Reconfigure MLK space

Initiative/Project Details

Plan and Updates

With the opening of the Business, Computer Science, and Law building, the computer lab will no longer be located in MLK.

This change provides us with the opportunity to reconfigure the space. The reconfigured space will include study areas and a more inviting environment for academic support.

Students need a safe place in the MLK building to study, form study groups, or attend workshops. A designated study space will provide students a secure and comfortable area between classes to study, meet with study groups, and relax. This study space should include complimentary water, coffee, snacks, study tables, comfortable relaxing chairs, a charging station, and welcoming art.

Additionally, academic support would like to host monthly workshops such as time management, study and test-taking strategies, writing, and more. The combination of a welcoming study space, increased marketing efforts, greater faculty involvement, and regular workshops will attract more students to Academic Support and increase the number of students who are aware of and regularly attend tutoring sessions.

Initiative/Project Status
Initial Proposal
Year(s) Implemented
2024 - 2025, 2025 - 2026

Mapping
Strategic Plan: *(X)*

- **2.0 STUDENT SUCCESS**: The college will provide clear pathways and support for achieving certificates, degrees, transfers, and employment with a living wage. (**X**)
- **3.0 INSTITUTIONAL EFFECTIVENESS**: The college works to create a positive campus climate and identifies, measures, and reports on students and institutional outcomes to demonstrate the advancement of the college's mission and goals. (**X**)

Summer 2024, meet with VPBS to begin creating a redesigned space.

Obtain quotes and work with facilities to create specific plans.

Implement new space.

Action Plan Status
Active
Action Plan Year
2024 - 2025

VPPD #6 Support for UMOJA

Initiative/Project Details
Support for the UMOJA Engagement Center
Initiative/Project Status
Initial Proposal
Year(s) Implemented
2024 - 2025

VPPD #7 - Application Support Technician for Professional Development Program

Initiative/Project Details

Plan and Updates

This position was approved during the 2021/2022 program review prioritization process. As noted in the December 13, 2021 response to the Joint Leadership Councils from the president, the position was funded and recruitment for the position was pending the appointment of the Dean of Equity. Unfortunately, the position was never recruited and filled.

The need for the position remains and is greater than ever. One of the primary functions of the position is to train and provide end-user support for District and department-specific software applications. This individual would not only support current employees but will also provide training to new employees on the various software applications they are required to know to perform their job duties. Currently, new employees are onboarded by the professional development coordinator who attempts to identify individuals to train the new employee, but there is no resource for existing employees with questions.

Additionally, the California Community Colleges Chancellor's Office has outlined its strategic goals for the use and implementation of AI in its Vision 2030 initiative. The primary focus is to integrate AI technologies to enhance teaching, learning, and
administrative functions, aiming to improve student success and operational efficiency. The application support position could potentially be key in providing expertise in various software applications such as Adobe Creative Cloud, Canva, Microsoft Office 365, and Zoom that have begun to integrate AI into their functions.

The Chancellor's Office has also been hosting webinars and events focused on AI in higher education, such as the "Generative AI in Higher Education" series, which covers topics from AI-enhanced analytics to generative AI as a productivity booster (California Community Colleges) These initiatives are part of a broader effort to foster innovation, support inclusive education, and enhance the overall effectiveness of the California Community College system. This position will be able to help inform the college as we begin to explore how to best integrate the use of AI in the workplace and enhance our operational efficiency.

Initiative/Project Status
In Progress
Year(s) Implemented
2024 - 2025

Mapping
Strategic Plan: *(X)*
- **3.0 INSTITUTIONAL EFFECTIVENESS**: The college works to create a positive campus climate and identifies, measures, and reports on students and institutional outcomes to demonstrate the advancement of the college's mission and goals. **(X)**

Request position again

Action Plan Status
Active
Action Plan Year
2024 - 2025
Related Documents
24-25 Program Review Professional Development Initiatives.pdf

VPPD #8 - Classified Leadership Academy

Initiative/Project Details

Plan and Updates

The 2022-2027 Classified Professional Development Plan includes an initiative to develop a classified leadership academy. Classified professionals play a critical role in fostering student success and institutional effectiveness. Establishing a leadership academy specifically tailored for these dedicated individuals is not only a strategic investment in their professional growth but also a crucial element of comprehensive succession planning. As our seasoned professionals retire or move into new roles, we
must have a well-prepared cohort ready to step into leadership positions seamlessly.

A leadership academy will equip classified professionals with the necessary skills, knowledge, and confidence to lead with vision and innovation, ensuring the continuity of our mission and the sustained progress of our institutions. By proactively developing our internal talent, we not only recognize and cultivate their unique strengths but also secure a robust leadership pipeline that will uphold and advance the core values and objectives of our community colleges for years to come.

This funding request will cover the cost of session facilitators and supplies
Initiative/Project Status
In Progress
Year(s) Implemented
2024 - 2025

Mapping
Strategic Plan: *(X)*
- **3.0 INSTITUTIONAL EFFECTIVENESS**: The college works to create a positive campus climate and identifies, measures, and reports on students and institutional outcomes to demonstrate the advancement of the college's mission and goals. (**X**)

Fund plan

Action Plan Status
Active
Action Plan Year
2024 - 2025
Related Documents
24-25 Program Review Professional Development Initiatives.pdf

VPPD # 9 Rainbow Engagement Center

Initiative/Project Details

Plan and Updates

The Rainbow Engagement Center (REC) first opened in October 6, 2021 with a soft launch, using donated furniture, decor, and supplies, as well as items purchased by RCC employees. Its Grand Opening occurred on May 19, 2022.

Students utilize the REC for a number of reasons - to study individually or in groups; to meet with faculty and tutors for academic support; to meet with a Counselor for creation or review of their Educational Plan and guidance on academic-related matters; to learn about the on- and off-campus resources that can support them; to hang out in a safer, more inclusive space; to grab a snack or a light meal; to attend events or student club meetings; and more.

Usage of the Rainbow Engagement Center has increased dramatically since it first opened. The REC had 53 visits that first (partial) Fall semester (26 students). During Spring 2022, the REC has 82 student visits (43 students). That increased to 299 visits in Fall 2022 (103 students), 847 visits during Spring 2023 (215 students), and 1385 visits in Fall 2023 (300 students). During the first four weeks that the REC has been open in Spring 2024, it has had 355 visits (150 students). The actual number of visits and students are higher than these, as some students do not sign in, and others sign in but do not put their student ID# for privacy reasons. Even still, this level of participation is quite a feat for RCC's newest Engagement Center, and the only Engagement Center with no paid staff.

Since its opening, the REC has been staffed by faculty, classified professionals, and administrators who are willing to dedicate one or more hours per week to keep the room open. That means that the hours of the REC change every semester based on employees' schedules, and the REC doesn't open until the 2nd or 3rd week of the semester as staffing is finalized. The lack of paid, permanent staff also means that the REC needs to close last minute any time employees' full time work must take precedence and no one can coverage. The REC has also needed to close during the winter and summer terms due to faculty being off-contract and not enough classified professionals or administrators able to take on that full load.

Through the generosity of RCC's Counseling department, a Counselor has been able to dedicate 3 hours per week to the Rainbow Engagement Center since Spring 2023. This has been a great resource to students, and should be expanded to support the many students who are not available during those limited hours. Additionally, through the generosity of Academic Support, the REC has been able to increase student employment in the REC. In 2022-2023, the Rainbow Engagement Center had 2 tutors in the center to provide academic support to students.

During 2023-2024, three peer mentors were hired, in addition to one CALA intern. These students have been a huge support to the REC's programming efforts, as well as being a meaningful presence in the REC to welcome to new students, keep the REC stocked with food and supplies, and keep the REC tidy. Still, these student employees must be supervised at all times by an RCC employee, so their hours are also limited and do not solve our staffing issues. During the 2021-2022 and 2023-2024 academic years, the California state budget provided $10 million allocations to be used toward LGBTQIA2+ student support at the California Community Colleges. Of these funds, Riverside City College received two allocations of $125,855, each with five years to be spent down. Future state funding is not guaranteed.

While the state funding meets programmatic needs, it is not enough to fulfill staffing needs. To meet the growing demand of students as well as to align with the Engagement Center Student Success teams as specified in the 2023 ACCJC Midterm Report, the Rainbow Engagement Center requires, at minimum, 1 full-time dedicated Counselor/Coordinator

Initiative/Project Status
In Progress
Year(s) Implemented
2022 - 2023, 2023 - 2024, 2024 - 2025, 2025 - 2026

Mapping
Strategic Plan: *(X)*
- **1.0 STUDENT ACCESS**: The college will ensure all students have equitable access to the college's courses, programs, and services. (**X**)

- **2.0 STUDENT SUCCESS**: The college will provide clear pathways and support for achieving certificates, degrees, transfers, and employment with a living wage. (**X**)

- **3.0 INSTITUTIONAL EFFECTIVENESS**: The college works to create a positive campus climate and identifies,

Plan and Updates

measures, and reports on students and institutional outcomes to demonstrate the advancement of the college's mission and goals. (**X**)

- **5.0 COMMUNITY ENGAGEMENT**: The college will actively pursue, develop, and sustain collaborative partnerships with educational institutions, civic organizations, and businesses. (**X**)

VPPD #10 Institutionalize Director, Institutional Research (Institutional Effectiveness)

Initiative/Project Details

Brandon Owashi serves as the Director, Institutional Research. Since his hiring in July 2019, Mr. Owashi's position has been funded through the Student Equity and Achievement grant.

While Mr. Owashi's role directly supports student equity, the Office of Institutional Effectiveness would like to have the Director, Institutional Research's position funded through the general fund and the position fully embedded within the Office of Institutional Effectiveness. Institutionalizing this role would formalize the college's on-going commitment to data-driven decision making.

Transitioning this position's funding would also provide the incoming Dean of Equity the ability to review and allocate their budget based on the needs of the college.

Please see related document for additional information.

Initiative/Project Status

Initial Proposal

Year(s) Implemented

2024 - 2025

Mapping

Strategic Plan: *(X)*

- **3.0 INSTITUTIONAL EFFECTIVENESS**: The college works to create a positive campus climate and identifies, measures, and reports on students and institutional outcomes to demonstrate the advancement of the college's mission and goals. (**X**)

Create a proposal to align position funding into general fund, institutionalizing support.

Present proposal to VP Business Services for review and consideration.

In line with budget revisions, determine capacity for supporting position through general funding.

Action Plan Status

Active

Action Plan Year

2024 - 2025

Related Documents

Director IR position.docx

Resources Needed

Promise Program Manager

Rationale

A Promise Program Manager is needed to assist with the planning, implementation, and management of the RCC Promise Program. A Promise Program Manager can provide specialized resources and implement initiatives to support the needs of Promise students and guide them toward graduation. In addition, the coordinator can work along with the Promise Educational Advisor and Promise peer mentors to implement resource accessibility, retention and completion support, equity, and advocacy. By supporting these needs of Promise students, the goal is to increase student success and increase transfer and graduation rates for Promise students.

Requested Year for Funding

2024 - 2025

Resource Type Requested

Administrative Position

Total Amount Requested

207,585

Options for Funding

General Fund

Human Resources Position - Only complete the following two fields if the request is for a Human Resources position. For Human Resources Position: Budget Details contact Elia Blount / Sendy Powell / Aprilyn Tulod

Is there an existing physical location for this position?

Yes

Is there technology / equipment needed for the position?

Yes

Facility / Space Resource Request - Only complete the following if this is a Facility/Space request.

Technology Resource Request - Only complete the following field if this is a Technology resource request.

Mapping

Program Review - VP Planning and Development: *(X)*

- **VPDD #1 Promise Program Enhancement (Academic Support)**: RCC Promise Program: Enhancing Student Success

  The Riverside Community College (RCC) Promise Program supports over 2,300 students. From 2024 to 2026, we are looking to implement strategic initiatives to increase graduation rates and provide comprehensive support through specialized resources and a dedicated success team.

  Identifying the Need
  To support the large number of students, a dedicated Promise Program Manager is essential. This role ensures smooth daily operations, compliance with regulations, and successful implementation of strategic initiatives.

  Filling the Gap: The Promise Program Manager
  The Promise Program Manager will:
  - Oversee daily operations and ensure compliance with program regulations.
  - Collaborate with college entities to enhance student success policies and practices.
  - Administer budgets and prepare fiscal reports.
  - Supervise and train staff.
  - Develop and implement support and tracking systems for students.
  - Conduct recruitment and outreach activities.
  - Create promotional materials.
  - Coordinate planning meetings and program activities.
  - Provide direct student interventions with academic support staff.
  - Engage with community groups and agencies.
  - Lead the Peer Mentoring Program.
  - Manage the Promise Appeals Committee.

Resources Needed

Goals and Impact
The Promise Program Manager will:
- Ensure program compliance and effective data management for over 2,300 students.
- Increase graduation rates by providing comprehensive support.
- Enhance resource accessibility for students.
- Improve retention rates through targeted support and regular check-ins.
- Promote equity by ensuring equal access to support services.

By appointing a dedicated Promise Program Manager and implementing a specialized success team, RCC aims to enhance support for Promise students, increase graduation and retention rates, and ensure equitable access to resources.
 (**X**)

Career Center Director

Rationale
In collaboration with the Counseling Department, Career Counselor, and Career Center Classified professionals will determine annual and ongoing priorities and initiatives for the Career Center including integration activities in alignment with the Guided Pathways framework. Works diligently to bring Career Center priorities to fruition while actively engaging and partnering with internal and external stakeholders. Forms and actively participated in committees and initiative charged with moving the office forward on many fronts (e.g. Guided Pathways, college-wide communication on career initiatives, statewide and county career and employment projects, etc.).

Requested Year for Funding
2024 - 2025
Resource Type Requested
Administrative Position
Total Amount Requested
239,319
Options for Funding
General Fund
Human Resources Position - Only complete the following two fields if the request is for a Human Resources position. For Human Resources Position: Budget Details contact Elia Blount / Sendy Powell / Aprilyn Tulod
Is there an existing physical location for this position?
Yes
Is there technology / equipment needed for the position?
Yes
Facility / Space Resource Request - Only complete the following if this is a Facility/Space request.
Technology Resource Request - Only complete the following field if this is a Technology resource request.

Mapping
Program Review - VP Planning and Development: *(X)*
- **VPPD #3 Guided Pathways Support Enhancement (Counseling)**: Counseling will work to increase Student Access - Increase On boarding Services and Programs evidenced by a decrease in drop rate of first-time college students each Fall Term by 2% as well as an increased offering of career exploration workshops and high school visits via zoom or in person. Data includes: 1. Only first-time college students; 2. Enrollment past census; 3. Drops are defined as grades of DR, W, EW, FW, and MW.

  A focus on Culture of Care for students will be key to providing a sense of belonging and a feeling of being recognized and heard. As part of this work, the Guided Pathways team will work to refocus the college on onboarding, pathways and a commitment to career focused support, and will include student feedback from the April 2023 Qualitative study on student engagement and academic support. (**X**)

- **VPPD #4 Provide clear pathways and support for achieving certificates, degrees, transfers, and employment**

Resources Needed

with a living wage (Counseling): Increase Counselor to Student Engagement to enrich student experience and achievement.

Outreach to ensure that students are selecting the correct ed goal and program of study – to ensure that advising in EDUNAV is as accurate as possible.

Increase a counseling presence in engagement centers - provide series of counseling/career/transfer workshops in collaboration with centers designed for specific pathway. (**X**)

Career Success Coach/Employment Placement Coordinator/Ed Advisor

Rationale

With oversight from the Director of the Career Center, the Career Success Coach will collaborate with the Faculty Coordinator and Student Success Team for their assigned instructional pathway(s) to offer career advising support, employment advising support, and facilitate customized career programming to serve the needs of their students. They will work with faculty, college programs, external businesses and government agencies to partner and develop linkages with business, industry, and community in coordinating and communicating experiential learning and employment opportunities for students.

(It is important to note they will serve all students, but have assigned direct support responsibilities to the students in their assigned pathway, similar to how counselors work. We will need to make sure this is stated in the job description.)

Requested Year for Funding

2024 - 2025

Resource Type Requested

Classified Professional Position

Total Amount Requested

143,629

Options for Funding

General Fund

Human Resources Position - Only complete the following two fields if the request is for a Human Resources position. For Human Resources Position: Budget Details contact Elia Blount / Sendy Powell / Aprilyn Tulod

Is there an existing physical location for this position?

Yes

Is there technology / equipment needed for the position?

Yes

Facility / Space Resource Request - Only complete the following if this is a Facility/Space request.

Technology Resource Request - Only complete the following field if this is a Technology resource request.

Mapping

Program Review - VP Planning and Development: *(X)*

- **VPPD #3 Guided Pathways Support Enhancement (Counseling)**: Counseling will work to increase Student Access - Increase On boarding Services and Programs evidenced by a decrease in drop rate of first-time college students each Fall Term by 2% as well as an increased offering of career exploration workshops and high school visits via zoom or in person. Data includes: 1. Only first-time college students; 2. Enrollment past census; 3. Drops are defined as grades of DR, W, EW, FW, and MW.

    A focus on Culture of Care for students will be key to providing a sense of belonging and a feeling of being recognized and heard. As part of this work, the Guided Pathways team will work to refocus the college on onboarding, pathways and a commitment to career focused support, and will include student feedback from the April 2023 Qualitative study on student engagement and academic support. (**X**)

Resources Needed
Classified Professional Clerk (Career Center Support)

Rationale
50% Career Classified Professional Clerk
50% Puente Ed Advisor

With oversight from Career Center leadership, the clerk will support Career Center office functions and programs including onboarding, college-wide communication, event management, office technology management, student worker oversight, student support follow-up, reporting/data, scheduling, and documentation.

Requested Year for Funding
2024 - 2025

Resource Type Requested
Classified Professional Position

Total Amount Requested
124,881

Options for Funding
General Fund

Human Resources Position - Only complete the following two fields if the request is for a Human Resources position. For Human Resources Position: Budget Details contact Elia Blount / Sendy Powell / Aprilyn Tulod
Is there an existing physical location for this position?
Yes

Is there technology / equipment needed for the position?
Yes

Facility / Space Resource Request - Only complete the following if this is a Facility/Space request.
Technology Resource Request - Only complete the following field if this is a Technology resource request.

Mapping
Program Review - VP Planning and Development: *(X)*

- **VPPD #3 Guided Pathways Support Enhancement (Counseling)**: Counseling will work to increase Student Access - Increase On boarding Services and Programs evidenced by a decrease in drop rate of first-time college students each Fall Term by 2% as well as an increased offering of career exploration workshops and high school visits via zoom or in person. Data includes: 1. Only first-time college students; 2. Enrollment past census; 3. Drops are defined as grades of DR, W, EW, FW, and MW.

  A focus on Culture of Care for students will be key to providing a sense of belonging and a feeling of being recognized and heard. As part of this work, the Guided Pathways team will work to refocus the college on onboarding, pathways and a commitment to career focused support, and will include student feedback from the April 2023 Qualitative study on student engagement and academic support. (**X**)

General Counselor (2)

Rationale
(Hire two gen counselors every year for the next five years to meet caseload model and updated onboarding practices 1:800)
Requested Year for Funding
2024 - 2025
Resource Type Requested
Faculty Position
Total Amount Requested
400,000
Options for Funding
General Fund

Resources Needed

Human Resources Position - Only complete the following two fields if the request is for a Human Resources position. For Human Resources Position: Budget Details contact Elia Blount / Sendy Powell / Aprilyn Tulod
Facility / Space Resource Request - Only complete the following if this is a Facility/Space request.
Technology Resource Request - Only complete the following field if this is a Technology resource request.

Mapping
Program Review - VP Planning and Development: *(X)*

- **VPPD #4 Provide clear pathways and support for achieving certificates, degrees, transfers, and employment with a living wage (Counseling)**: Increase Counselor to Student Engagement to enrich student experience and achievement.

  Outreach to ensure that students are selecting the correct ed goal and program of study – to ensure that advising in EDUNAV is as accurate as possible.

  Increase a counseling presence in engagement centers - provide series of counseling/career/transfer workshops in collaboration with centers designed for specific pathway. (**X**)

Athletic Counselor

Rationale
(Hire two gen counselors every year for the next five years to meet caseload model and updated onboarding practices 1:800)

Requested Year for Funding
2024 - 2025

Resource Type Requested
Faculty Position

Total Amount Requested
200,000

Options for Funding
General Fund

Human Resources Position - Only complete the following two fields if the request is for a Human Resources position. For Human Resources Position: Budget Details contact Elia Blount / Sendy Powell / Aprilyn Tulod
Facility / Space Resource Request - Only complete the following if this is a Facility/Space request.
Technology Resource Request - Only complete the following field if this is a Technology resource request.

Mapping
Program Review - VP Planning and Development: *(X)*

- **VPPD #4 Provide clear pathways and support for achieving certificates, degrees, transfers, and employment with a living wage (Counseling)**: Increase Counselor to Student Engagement to enrich student experience and achievement.

  Outreach to ensure that students are selecting the correct ed goal and program of study – to ensure that advising in EDUNAV is as accurate as possible.

  Increase a counseling presence in engagement centers - provide series of counseling/career/transfer workshops in collaboration with centers designed for specific pathway. (**X**)

La Casa Counselor / Coordinator

Rationale
(Hire two gen counselors every year for the next five years to meet caseload model and updated onboarding practices 1:800

Requested Year for Funding

Resources Needed

2024 - 2025

Resource Type Requested
Faculty Position

Total Amount Requested
200,000

Options for Funding
General Fund

<ins>Human Resources Position - Only complete the following two fields if the request is for a Human Resources position. For Human Resources Position: Budget Details contact Elia Blount / Sendy Powell / Aprilyn Tulod</ins>
Is there an existing physical location for this position?
Yes

Is there technology / equipment needed for the position?
No

<ins>Facility / Space Resource Request - Only complete the following if this is a Facility/Space request.</ins>
<ins>Technology Resource Request - Only complete the following field if this is a Technology resource request.</ins>

Mapping
<ins>Program Review - VP Planning and Development:</ins> *(X)*
- **VPPD #2 Support for La Casa**: Support for the La Casa Engagement Center (**X**)

Study Space for students

Rationale
Students do not have a safe place in the MLK building to study, create study groups , and attend workshops. A study space is needed for students to have a safe space between classes to study, meet with study groups, and relax. The study space should include complimentary water, coffee, snacks, study tables, relaxing chairs, a charging station and welcoming art. Academic support would like to host monthly workshops for time management, study test-taking strategies, writing workshops, and all others. The study space, a welcoming environment, increased marketing efforts, increased faculty involvement, and monthly workshops would bring more students to Academic support and increase the number of students who are aware of and attend tutoring regularly.

Requested Year for Funding
2024 - 2025

Resource Type Requested
Facilities / Space

Total Amount Requested
20,000

Options for Funding
Grant

<ins>Human Resources Position - Only complete the following two fields if the request is for a Human Resources position. For Human Resources Position: Budget Details contact Elia Blount / Sendy Powell / Aprilyn Tulod</ins>
<ins>Facility / Space Resource Request - Only complete the following if this is a Facility/Space request.</ins>
Facility / Space Resource Request Type
Modification of Existing Space

<ins>Technology Resource Request - Only complete the following field if this is a Technology resource request.</ins>

Mapping
<ins>Program Review - VP Planning and Development:</ins> *(X)*
- **VPPD #5 Reconfigure MLK space**: With the opening of the Business, Computer Science, and Law building, the computer lab will no longer be located in MLK.

  This change provides us with the opportunity to reconfigure the space. The reconfigured space will include study areas and a more inviting environment for academic support.

Resources Needed

Students need a safe place in the MLK building to study, form study groups, or attend workshops. A designated study space will provide students a secure and comfortable area between classes to study, meet with study groups, and relax. This study space should include complimentary water, coffee, snacks, study tables, comfortable relaxing chairs, a charging station, and welcoming art.

Additionally, academic support would like to host monthly workshops such as time management, study and test-taking strategies, writing, and more. The combination of a welcoming study space, increased marketing efforts, greater faculty involvement, and regular workshops will attract more students to Academic Support and increase the number of students who are aware of and regularly attend tutoring sessions.   (**X**)

Institutionalize Director, Institutional Research into OIE Office

Rationale
See Initiative

Requested Year for Funding
2024 - 2025

Resource Type Requested
Administrative Position

Total Amount Requested
241,443

Options for Funding
General Fund

Human Resources Position - Only complete the following two fields if the request is for a Human Resources position. For Human Resources Position: Budget Details contact Elia Blount / Sendy Powell / Aprilyn Tulod
Is there an existing physical location for this position?
Yes

Is there technology / equipment needed for the position?
No

Facility / Space Resource Request - Only complete the following if this is a Facility/Space request.
Technology Resource Request - Only complete the following field if this is a Technology resource request.

Mapping
Program Review - VP Planning and Development: *(X)*

- **VPPD #10 Institutionalize Director, Institutional Research (Institutional Effectiveness)**: Brandon Owashi serves as the Director, Institutional Research. Since his hiring in July 2019, Mr. Owashi's position has been funded through the Student Equity and Achievement grant.

  While Mr. Owashi's role directly supports student equity, the Office of Institutional Effectiveness would like to have the Director, Institutional Research's position funded through the general fund and the position fully embedded within the Office of Institutional Effectiveness. Institutionalizing this role would formalize the college's on-going commitment to data-driven decision making.

  Transitioning this position's funding would also provide the incoming Dean of Equity the ability to review and allocate their budget based on the needs of the college.

  Please see related document for additional information.   (**X**)

Updated Look in the MLK Building to provide a welcoming space to all students, genders and cultures

Rationale

Resources Needed

Academic support would like to provide a welcoming environment for all students, genders and cultures. One way to do this is to update the center to include art and images to welcome all cultures, genders, races, etc. Update the paint to provide a welcoming space. Update the furniture and provide a space where all can feel they are represented when entering the space.

Requested Year for Funding
2024 - 2025

Resource Type Requested
One Time Budget Enhancement

Total Amount Requested
15,000

Options for Funding
Grant

Human Resources Position - Only complete the following two fields if the request is for a Human Resources position. For Human Resources Position: Budget Details contact Elia Blount / Sendy Powell / Aprilyn Tulod
Facility / Space Resource Request - Only complete the following if this is a Facility/Space request.

Facility / Space Resource Request Type
Modification of Existing Space

Technology Resource Request - Only complete the following field if this is a Technology resource request.

Mapping
Program Review - VP Planning and Development: *(X)*
- **VPPD #5 Reconfigure MLK space**: With the opening of the Business, Computer Science, and Law building, the computer lab will no longer be located in MLK.

  This change provides us with the opportunity to reconfigure the space. The reconfigured space will include study areas and a more inviting environment for academic support.

  Students need a safe place in the MLK building to study, form study groups, or attend workshops. A designated study space will provide students a secure and comfortable area between classes to study, meet with study groups, and relax. This study space should include complimentary water, coffee, snacks, study tables, comfortable relaxing chairs, a charging station, and welcoming art.

  Additionally, academic support would like to host monthly workshops such as time management, study and test-taking strategies, writing, and more. The combination of a welcoming study space, increased marketing efforts, greater faculty involvement, and regular workshops will attract more students to Academic Support and increase the number of students who are aware of and regularly attend tutoring sessions.   (**X**)

Increase La Casa Operating Budget

Rationale
Support Students

Requested Year for Funding
2024 - 2025

Total Amount Requested
150,000

Human Resources Position - Only complete the following two fields if the request is for a Human Resources position. For Human Resources Position: Budget Details contact Elia Blount / Sendy Powell / Aprilyn Tulod
Facility / Space Resource Request - Only complete the following if this is a Facility/Space request.
Technology Resource Request - Only complete the following field if this is a Technology resource request.

Mapping
Program Review - VP Planning and Development: *(X)*
- **VPPD #2 Support for La Casa**: Support for the La Casa Engagement Center (**X**)

Resources Needed

UMOJA Activities Clerk

Rationale
To support UMOJA

Requested Year for Funding
2024 - 2025

Total Amount Requested
124,881

Human Resources Position - Only complete the following two fields if the request is for a Human Resources position. For Human Resources Position: Budget Details contact Elia Blount / Sendy Powell / Aprilyn Tulod Facility / Space Resource Request - Only complete the following if this is a Facility/Space request. Technology Resource Request - Only complete the following field if this is a Technology resource request.

Mapping
Program Review - VP Planning and Development: *(X)*
- **VPPD #6 Support for UMOJA**: Support for the UMOJA Engagement Center (**X**)

Increase UMOJA Operating Budget

Rationale
To support students

Requested Year for Funding
2024 - 2025

Total Amount Requested
100,000

Human Resources Position - Only complete the following two fields if the request is for a Human Resources position. For Human Resources Position: Budget Details contact Elia Blount / Sendy Powell / Aprilyn Tulod Facility / Space Resource Request - Only complete the following if this is a Facility/Space request. Technology Resource Request - Only complete the following field if this is a Technology resource request.

Mapping
Program Review - VP Planning and Development: *(X)*
- **VPPD #6 Support for UMOJA**: Support for the UMOJA Engagement Center (**X**)

Application Support Technician for Professional Development Program

Rationale
See initiative

Requested Year for Funding
2024 - 2025

Resource Type Requested
Classified Professional Position

Total Amount Requested
132,062

Options for Funding
General Fund

Human Resources Position - Only complete the following two fields if the request is for a Human Resources position. For Human Resources Position: Budget Details contact Elia Blount / Sendy Powell / Aprilyn Tulod Facility / Space Resource Request - Only complete the following if this is a Facility/Space request. Technology Resource Request - Only complete the following field if this is a Technology resource request.

Mapping

Resources Needed

<u>Program Review - VP Planning and Development:</u> *(X)*

- **VPPD #7 - Application Support Technician for Professional Development Program**: This position was approved during the 2021/2022 program review prioritization process. As noted in the December 13, 2021 response to the Joint Leadership Councils from the president, the position was funded and recruitment for the position was pending the appointment of the Dean of Equity. Unfortunately, the position was never recruited and filled.

   The need for the position remains and is greater than ever. One of the primary functions of the position is to train and provide end-user support for District and department-specific software applications. This individual would not only support current employees but will also provide training to new employees on the various software applications they are required to know to perform their job duties. Currently, new employees are onboarded by the professional development coordinator who attempts to identify individuals to train the new employee, but there is no resource for existing employees with questions.

   Additionally, the California Community Colleges Chancellor's Office has outlined its strategic goals for the use and implementation of AI in its Vision 2030 initiative. The primary focus is to integrate AI technologies to enhance teaching, learning, and
   administrative functions, aiming to improve student success and operational efficiency. The application support position could potentially be key in providing expertise in various software applications such as Adobe Creative Cloud, Canva, Microsoft Office 365, and Zoom that have begun to integrate AI into their functions.

   The Chancellor's Office has also been hosting webinars and events focused on AI in higher education, such as the "Generative AI in Higher Education" series, which covers topics from AI-enhanced analytics to generative AI as a productivity booster (California Community Colleges) These initiatives are part of a broader effort to foster innovation, support inclusive education, and enhance the overall effectiveness of the California Community College system. This position will be able to help inform the college as we begin to explore how to best integrate the use of AI in the workplace and enhance our operational efficiency. (**X**)

Classified Leadership Academy Funding

Rationale
See initiative

Requested Year for Funding
2024 - 2025

Total Amount Requested
10,000

Options for Funding
General Fund

<u>Human Resources Position - Only complete the following two fields if the request is for a Human Resources position. For Human Resources Position: Budget Details contact Elia Blount / Sendy Powell / Aprilyn Tulod</u>
<u>Facility / Space Resource Request - Only complete the following if this is a Facility/Space request.</u>
<u>Technology Resource Request - Only complete the following field if this is a Technology resource request.</u>

Mapping

<u>Program Review - VP Planning and Development:</u> *(X)*

- **VPPD #8 - Classified Leadership Academy**: The 2022-2027 Classified Professional Development Plan includes an initiative to develop a classified leadership academy. Classified professionals play a critical role in fostering student success and institutional effectiveness. Establishing a leadership academy specifically tailored for these dedicated individuals is not only a strategic investment in their professional growth but also a crucial element of comprehensive succession planning. As our seasoned professionals retire or move into new roles, we
   must have a well-prepared cohort ready to step into leadership positions seamlessly.

   A leadership academy will equip classified professionals with the necessary skills, knowledge, and confidence

Resources Needed

to lead with vision and innovation, ensuring the continuity of our mission and the sustained progress of our institutions. By proactively developing our internal talent, we not only recognize and cultivate their unique strengths but also secure a robust leadership pipeline that will uphold and advance the core values and objectives of our community colleges for years to come.

This funding request will cover the cost of session facilitators and supplies (**X**)

Counselor/Coordinator, Rainbow Engagement Center

Rationale
The REC can never be fully functional without dedicated, full-time staff. A Counselor/Coordinator would allow for consistent hours and oversight of the REC, along with the ability to provide academic support to more students in alignment with Guided Pathways and the other RCC Engagement Centers.

Requested Year for Funding
2024 - 2025

Total Amount Requested
204,955

Options for Funding
General Fund

Human Resources Position - Only complete the following two fields if the request is for a Human Resources position. For Human Resources Position: Budget Details contact Elia Blount / Sendy Powell / Aprilyn Tulod
Is there an existing physical location for this position?
Yes

Is there technology / equipment needed for the position?
Yes

Facility / Space Resource Request - Only complete the following if this is a Facility/Space request.
Technology Resource Request - Only complete the following field if this is a Technology resource request.

Mapping
Program Review - VP Planning and Development: *(X)*

- **VPPD # 9 Rainbow Engagement Center**: The Rainbow Engagement Center (REC) first opened in October 6, 2021 with a soft launch, using donated furniture, decor, and supplies, as well as items purchased by RCC employees. Its Grand Opening occurred on May 19, 2022.

  Students utilize the REC for a number of reasons - to study individually or in groups; to meet with faculty and tutors for academic support; to meet with a Counselor for creation or review of their Educational Plan and guidance on academic-related matters; to learn about the on- and off-campus resources that can support them; to hang out in a safer, more inclusive space; to grab a snack or a light meal; to attend events or student club meetings; and more.

  Usage of the Rainbow Engagement Center has increased dramatically since it first opened. The REC had 53 visits that first (partial) Fall semester (26 students). During Spring 2022, the REC has 82 student visits (43 students). That increased to 299 visits in Fall 2022 (103 students), 847 visits during Spring 2023 (215 students), and 1385 visits in Fall 2023 (300 students). During the first four weeks that the REC has been open in Spring 2024, it has had 355 visits (150 students). The actual number of visits and students are higher than these, as some students do not sign in, and others sign in but do not put their student ID# for privacy reasons. Even still, this level of participation is quite a feat for RCC's newest Engagement Center, and the only Engagement Center with no paid staff.

  Since its opening, the REC has been staffed by faculty, classified professionals, and administrators who are willing to dedicate one or more hours per week to keep the room open. That means that the hours of the REC change every semester based on employees' schedules, and the REC doesn't open until the 2nd or 3rd week of the semester as staffing is finalized. The lack of paid, permanent staff also means that the REC needs to close last minute any time employees' full time work must take precedence and no one can coverage. The REC has

Resources Needed

also needed to close during the winter and summer terms due to faculty being off-contract and not enough classified professionals or administrators able to take on that full load.

Through the generosity of RCC's Counseling department, a Counselor has been able to dedicate 3 hours per week to the Rainbow Engagement Center since Spring 2023. This has been a great resource to students, and should be expanded to support the many students who are not available during those limited hours. Additionally, through the generosity of Academic Support, the REC has been able to increase student employment in the REC. In 2022-2023, the Rainbow Engagement Center had 2 tutors in the center to provide academic support to students.

During 2023-2024, three peer mentors were hired, in addition to one CALA intern. These students have been a huge support to the REC's programming efforts, as well as being a meaningful presence in the REC to welcome to new students, keep the REC stocked with food and supplies, and keep the REC tidy. Still, these student employees must be supervised at all times by an RCC employee, so their hours are also limited and do not solve our staffing issues. During the 2021-2022 and 2023-2024 academic years, the California state budget provided $10 million allocations to be used toward LGBTQIA2+ student support at the California Community Colleges. Of these funds, Riverside City College received two allocations of $125,855, each with five years to be spent down. Future state funding is not guaranteed.

While the state funding meets programmatic needs, it is not enough to fulfill staffing needs. To meet the growing demand of students as well as to align with the Engagement Center Student Success teams as specified in the 2023 ACCJC Midterm Report, the Rainbow Engagement Center requires, at minimum, 1 full-time dedicated Counselor/Coordinator (**X**)

Educational Advisor, Rainbow Engagement Center

Rationale

While one full-time employee would be a huge step forward, it still would not fully cover staffing needs. An Educational Advisor would be able to supplement the direct student support provided by the Counselor, as well as plan an implement REC workshops, events, and outreach initiatives. This level of staffing would be in alignment with other RCC Engagement Centers and allow the REC to more fully assist in RCC's Guided Pathways efforts.

Requested Year for Funding

2024 - 2025

Total Amount Requested

154,560

Options for Funding

General Fund

Human Resources Position - Only complete the following two fields if the request is for a Human Resources position. For Human Resources Position: Budget Details contact Elia Blount / Sendy Powell / Aprilyn Tulod

Is there an existing physical location for this position?

Yes

Is there technology / equipment needed for the position?

Yes

Facility / Space Resource Request - Only complete the following if this is a Facility/Space request.

Technology Resource Request - Only complete the following field if this is a Technology resource request.

Mapping

Program Review - VP Planning and Development: *(X)*

- **VPPD # 9 Rainbow Engagement Center**: The Rainbow Engagement Center (REC) first opened in October 6, 2021 with a soft launch, using donated furniture, decor, and supplies, as well as items purchased by RCC employees. Its Grand Opening occurred on May 19, 2022.

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Resources Needed

guidance on academic-related matters; to learn about the on- and off-campus resources that can support them; to hang out in a safer, more inclusive space; to grab a snack or a light meal; to attend events or student club meetings; and more.

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While the state funding meets programmatic needs, it is not enough to fulfill staffing needs. To meet the growing demand of students as well as to align with the Engagement Center Student Success teams as specified in the 2023 ACCJC Midterm Report, the Rainbow Engagement Center requires, at minimum, 1 full-time dedicated Counselor/Coordinator (**X**)

Rainbow Learning Community (RLC) Program Coordinator

Rationale
This position would allow for a more robust implementation and growth of the RLC, including dedicated time for recruitment efforts, co-curricular RLC support, data collection, creation of outreach materials. It would also provide time to explore the expansion of the RLC through the inclusion of other LGBTQIA2+-themed courses that fulfill general education and transfer requirements.

Requesting annual stipend ($3,244) for work required during the intersessions, as well as 0.2 FTE release time per semester.

Requested Year for Funding
2024 - 2025

Resources Needed

Total Amount Requested
3,244

Options for Funding
General Fund

Human Resources Position - Only complete the following two fields if the request is for a Human Resources position. For Human Resources Position: Budget Details contact Elia Blount / Sendy Powell / Aprilyn Tulod
Is there an existing physical location for this position?
Yes

Is there technology / equipment needed for the position?
No

Facility / Space Resource Request - Only complete the following if this is a Facility/Space request.
Technology Resource Request - Only complete the following field if this is a Technology resource request.

Mapping
Program Review - VP Planning and Development: *(X)*

- **VPPD # 9 Rainbow Engagement Center**: The Rainbow Engagement Center (REC) first opened in October 6, 2021 with a soft launch, using donated furniture, decor, and supplies, as well as items purchased by RCC employees. Its Grand Opening occurred on May 19, 2022.

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Resources Needed

Colleges. Of these funds, Riverside City College received two allocations of $125,855, each with five years to be spent down. Future state funding is not guaranteed.

While the state funding meets programmatic needs, it is not enough to fulfill staffing needs. To meet the growing demand of students as well as to align with the Engagement Center Student Success teams as specified in the 2023 ACCJC Midterm Report, the Rainbow Engagement Center requires, at minimum, 1 full-time dedicated Counselor/Coordinator (**X**)