SKY SS PRU Report

2023 - 2024

SKY SS - Dual Enrollment

Lauren Ford

12/07/2023

Program Information

<div style="background:#0a6e64;color:#ffffff;text-align:center;">Assessment Unit Information</div>

Program Type

Student Services

Division

Strategic Partnerships & Workforce Development (SPWD)

Assessment Contact

Lauren Ford

Comprehensive Program Review

2027 - 2028

Program Review Update

Fall 2023,Fall 2025

<div style="background-color:#006666;color:white;text-align:center;">2023 - 2024</div>

SKY Student and Learning Support Services Program Review Update

Submitter Name:

Lauren Ford

Submission Date:

11/15/2023

DIVISION:

Strategic Partnerships & Workforce Development (SPWD)

PROGRAM NAME:

Dual Enrollment

YEAR OF REVIEW

2023-2024

1. PROGRAM STUDENT LEARNING OUTCOMES (PSLOs) RESULTS

i. How frequently were PSLOs assessed for the last three years?

The PSLOs have not been assessed formally. However, the Dual Enrollment team has been mindful of tracking student success independently as captured via the Skyline College Tableau. Additionally team growth has been a priority for the District over the past 3 years to increase program capacity.

ii.What have you learned from reviewing the PSLO results? What may account for these results? What are their implications for your programming?

Overall, students have been able to successfully complete the Dual Enrollment courses. However, there was a dip in course success (and delay in reporting) in 22-23AY in part due to significant transition in the Dual Enrollment team where we lacked effective retention support to ensure student success.

iii.   Are the PSLOs still relevant to your program? If not, what changes might be made?

Yes, these PSLOs are still relevant.

iv.   Please indicate whether the following tasks have been completed.

Submitted a current assessment calendar to the Office of Planning, Research, and Institutional Effectiveness

Yes

Updated the Improvement Platform with new and/or changed PSLOs after approval by the appropriate person(s)

Yes

Updated the program website with new and/or changed PSLOs after approval by the appropriate person(s)

No

2. ADDITIONAL INFORMATION

Please note anything else that has not been captured above that is relevant to program accomplishments, challenges, and resource needs. Explain and document your response as needed.

Recent staffing transitions over the 22-23AY significantly impacted the capacity of the Dual Enrollment program to sustain program growth and provide dedicated support to ensure student success. While the

current team has managed to maintain basic programmatic operations, they are doing so at 50% capacity. With increased staffing support the team will be better suited to manage the day-to-day operations of the program, adhere to reporting regular requirements, and ideate opportunities for growth and expansion.

3. The last step is to review the multi-year program goals, update their status, and add resource requests as needed. You can access program goals from the hamburger menu in the upper-left hand corner, Step 2: Goals and Resource Requests.

GOAL

Assemble a comprehensive Dual Enrollment team to provide robust and effective supports for students and school partners.

Goal and Desired Impact on Students

Having a comprehensive and fully staffed Dual Enrollment team allows the program to support students with their access, retention, and postsecondary matriculation into the college after high school. Members of the team can best utilize their areas of focus

GOAL

Update staffing to effectively support Dual Enrollment growth

Goal and Desired Impact on Students

Fully staff Dual Enrollment team by Fall 2024 (with no more than 5% vacancy) to better support the needs of the program and support students, families, and school partners.

Year Initiated

2023 - 2024

Implementation Step(s) and Timelines

Having a fully staffed Dual Enrollment team with appropriate leadership will ensure that students, families, and high school partners have a more streamlined Dual Enrollment experience, are able to identify the proper point of contact, and can make administrative decisions with the support of the dean.

Fall 2023 - Approval from Cabinet to propose Director of Dual Enrollment & High School Transitions
Fall 2023 - BOT Approval for the creation of Director of Dual Enrollment & High School Transitions
Spring 2024 - Recruit Director of Dual Enrollment & High School Transitions
Spring 2024 - Hire Director of Dual Enrollment & High School Transitions

Additional staffing updates:
Fall 2023 - Recruit for vacant PSC position
Spring 2024 - Hire PSC position
if needed - Spring 2024 - Recruit & Hire Retention Specialist Position

Fall 2024 - Submit faculty request for Dual Enrollment counselor (FTEFAC) or though collaboration with Counseling Division

Mapping

 - SKY Strategic Goals: (X - Hightlight Selected)
  - Antiracist and Equitable Institution: X
  - Increased Student Enrollment: X
  - Student Support and Resources: X
  - Thriving Environment: X

STATUS

Goal Status Date

11/14/2023

Academic Year Updated

2023 - 2024

Goal Status

On Schedule

Goal Status Narrative

Director of Dual Enrollment & High School Transition position has been previously discussed within Cabinet and the greater campus community.
The hiring process is currently underway for vacant positions (PSC, Retention Specialist)
Future goal of counseling support will undergo discussions throughout this academic year for hopeful implementation in 24-25AY

Resource Request

Division Name
Strategic Partnerships & Workforce Development (SPWD)

Year of Request
2023 - 2024

Resource Type
Classified Professional/Administrator Position (permanent)

Resource Name
Director of Dual Enrollment & High School Transitions

Resource Description
The Director of Dual Enrollment & High School Transitions will provide essential leadership support for the Dual Enrollment team. This position will help manage the day-to-day activities of the Dual Enrollment team to ensure that they are effectively supporting the program goals and outcomes.

Funds Type – Mark all that apply.
Grant Funded, Recurring Cost

Briefly explain how this request helps to advance the goals and priorities of your program, the College, the District, and/or the California Community College Chancellor's Office.
Increasing enrollment, expanding college access, and providing collegiate opportunities for high school students are all priorities of Skyline College, SMCCCD, and the CCCCO. The Dual Enrollment program is a key contributor to achieving these goals for all major entities. This leadership position will ensure that the program is running effectively and impacting students and communities that have historically been underserved.

Cost
201,863

Level of need, with 1 being the most pressing
1

FOR ADMINISTRATIVE USE ONLY

GOAL

Regularly assess program effectiveness

Goal and Desired Impact on Students
Collaborate with PRIE to update Dual Enrollment reports and distribute surveys to faculty and students beginning Fall 2023 & Spring 2024.

Year Initiated
2023 - 2024

Implementation Step(s) and Timelines
Regular assessment of the Dual Enrollment program allows the team to track program effectiveness, identify areas of opportunity or growth, and adjust program offerings to better serve the needs of the students, families, and school partners we serve.

Fall 2023 - Work with PRIE to establish/finalize outcome reports that showcase student success and matriculation efforts
Spring 2024 - Develop and distribute Dual Enrollment survey to students
Spring 2024 - Develop and distribute Dual Enrollment survey to faculty
Spring 2024 - Develop and distribute Dual Enrollment survey to high school partners (site admin, District coordinators, etc)

Mapping
 - SKY Strategic Goals: (X - Hightlight Selected)
  - Antiracist and Equitable Institution: X
  - Increased Student Enrollment: X
  - Student Support and Resources: X
  - Thriving Environment: X

STATUS

Goal Status Date
11/14/2023

Academic Year Updated
2023 - 2024

Goal Status
On Schedule

Goal Status Narrative
Surveys will be developed in the Fall 23/Spring 24 to be distributed towards the end of the Spring 2024 semester.

GOAL

Develop Student Facing Materials to better articulate Dual Enrollment program offerings and pathways

Goal and Desired Impact on Students
Update student facing materials by the end of Fall 2023 to better connect students to the Dual Enrollment program and future pathway opportunities.

Year Initiated
2023 - 2024

Implementation Step(s) and Timelines
Updating student facing materials will hopefully help students better connect to the dual enrollment program, feel connected to Skyline College resources, and have a clearer picture of how the courses they take connect to a larger educational goal (certificate, degree, and transfer opportunities).

Summer 2023 - Develop Student & Family Resource Guide
Summer 2023 - Develop Dual Enrollment program maps
Fall 2023 - Distribute Student & Family Resource Guide; Share Dual Enrollment Program maps with students and dual enrollment instructors
Fall 2023 - Spring 2024 - elicit feedback on the handouts above to make appropriate changes for future use

Mapping
 - SKY Strategic Goals: (X - Hightlight Selected)
- Fiscal Stability: X
- Increased Student Enrollment: X
- Student Support and Resources: X

STATUS

Goal Status Date
11/14/2023

Academic Year Updated
2023 - 2024

Goal Status
On Schedule

Goal Status Narrative
Dual Enrollment Student & Family Resource Guides have been created and distributed. Dual Enrollment pathway maps have also been developed and shared with Dual Enrollment students and instructors.

Sharing the Program Pathway Maps, especially, has opened the door for more discussions around Dual Enrollment pathway opportunities. Both in the configuration and sequence of courses offered, the future connections to Skyline College programs and matriculation into the courses, and the opportunities for students to earn a Skyline College credential along the way. Future discussion with counseling will be essential to ensuring that maps accurately reflect anticipated student experiences. They will also assist with discussions with high school partner districts around how to best offer dual enrollment courses within their school in support of the student experience.

Related Documents

OneDrive_2023-11-15.zip
Student and Family Resource Guide-082023.pdf