9/1/24

Annual Planning Update 2024

DUE: Friday, September 20, 2024 *(with Resource Request, if applicable)*

This is a **transition document** as we revise some of our reporting components

Instructions
By September 20:
1. Download this template as a Word doc
2. Complete sections below related to prior year (2023-2024) and planned (2024-2025) activities.
3. Save document with your program name included in title
4. Upload completed document to your Division folder (or go to www.**sspro-gc.org**)

By September 30:
5. Copy and paste text into relevant sections in *Nuventive* (blue text is current wording in *Nuventive*)

Need help? AUP Drop-in Q&A sessions: Thursdays: September 12, 19, 26 @ 2-3pm

SECTION 1: OUTCOMES ASSESSMENT

A. IMPROVEMENTS

Student feedback suggested the following areas were opportunities for improvement:

- Scheduling and access to services
- Paperwork/student workflow processes
- Communication/clarity of information
- Overall student experience

A1. REFLECTIONS/STUDENT FEEDBACK

Nuventive: What observations emerged from your unit/program's analysis of its assessment results? *[After completing document, paste text below into this section in Nuventive]*

Please describe observations and student feedback related to the above items (what have you seen, what have students shared about their experiences related to the above Improvements list?)

A2. RESPONSE/PROGRESS

What progress has your unit made in the last year to improve in these areas?

A3. PLANS

Nuventive: Closing the Loop - Assessment Results: What actions will your unit take to address the results/observations you made above? *[After completing document, paste text below into this section in Nuventive]*

What are your plans for improvements or enhancements in the year ahead (related to A1)?

B. SERVICE DATA

Nuventive: What trends or patterns emerged from analysis of other disaggregated data (e.g., utilization of services, retention, academic transfers, degree and certificate awards, etc.) related to your unit's mission? *[After completing document, paste text below into this section in Nuventive]*

B1. FINDINGS

What data do you use to reflect on the effectiveness of your services? What does the data indicate? Identify three (3) key findings.

Nuventive: Closing the Loop - Disaggregated Data: What implications might the observations noted above have on your unit/program's planning over the next year? What actions might your unit/program take in the next year? *[After completing document, paste text below into this section in Nuventive]*

B2. PLANS

Based on your observations and analysis of the above trends or patterns, what will you do in the upcoming year to improve or expand your services?

B3. Online Success

Increasing institutional course success rates, particularly in online sections, is a college-wide priority during the current strategic plan cycle which ends in Spring 2028. How can your Student Services unit support this priority?

SECTION 2: PROGRESS ON GOALS

Nuventive: In the past year, what progress has your department made towards recommendations / goals from your most recent Program Review or other stated departmental goals? *[After completing document, paste text below into this section in Nuventive]*

C1. Program Review Recommendations

Common Recommendations – These **Recommendations** were common to all units.

1) Student survey development, collection, reflection, and improvement
2) Inclusive planning and professional development
3) Use of data to inform decisions and service offerings

Please describe related activities completed in the past year.

C2. Department Goals

These were the Student Success/Key Performance Indicator (KPI)* Goals identified as common metrics across all programs. *Units can focus on one or more – do not have to address all four.*

- Increase Enrollment
- Increase Retention
- Increase Completion
- Reduce Units to Completion

Please list activities **in the last year** intended to have a positive impact on these metrics.

Please list activities **planned in the next year** that will have a positive impact on these metrics.

SECTION 3: EQUITY

Nuventive: Grossmont College has built the goal of achieving educational equity into its mission statement and Strategic Plan. In the past year, what has your unit done to support this institutional goal?
[After completing document, paste text below into this section in Nuventive]

D. Efforts to promote Equity (may include):

- Analysis of disaggregated data
- Implementation of equity-focused best practices
- Equity-focused changes in curriculum or scheduling
- Clarified processes and communications
- Website revisions
- Policy and practice review and updates

D1. List three (3) activities **in the past year** that supported this institutional goal.

D2. List three (3) activities **planned for the upcoming year**.

SECTION 4: PROBLEMS TO BE SOLVED

E1. Please provide a brief summary/bullet points of program needs (does not have to be tied to a Resource Request).

E2. Describe institutional or other barriers that have a negative impact on student progress and achievement – especially as it relates to underserved populations.

E3. Optional: You may use this section to provide suggestions for improvements or enhancements to institutional structures:

- Tutoring
- Technology
- Communication
- Facilities
- Staffing
- Professional Development
- Other

E4. Are you planning on submitting a Resource Request?

☐ Yes
☐ No
☐ Not sure

If yes, complete a ***Resource Request*** - see 'Resource Request' page: https://www.sspro-gc.org/resource-requests