

1. Assessment Plan - Four Column



PIE - Student Services: ACES Unit

Where We Are Now: Analysis and Summary

2018-19

Contact Person: Victor M. Rojas Jr.

Email/Extension: vrojas6@mtsac.edu/ Extension 5429

Program Planning Dialog: Federal funded grant by the Department of Education

External Conditions, Trends, or Impacts (Student Services): The Consolidated Appropriations Act, 2018, Pub.L. 115-141 provided an additional \$60 million to TRIO for a total FY 2018 appropriation of \$1.01 billion. The U.S. Department of Education was pleased to use these funds to provide a 4.25 % across the board (ATB) increase from 2017 funding levels.

ACES is gathering data and working with the grants office to establish a timeline to submit a grant renewal to the Department of Education (DOEd). The grant competition is expected to open late 2019 or early 2020. The ACES Program will be requesting a five-year extension at the current funding level.

Internal Conditions, Trends, or Impacts (Student Services): Staffing- New Director of TRIO Programs, Victor Rojas was hired on August 2018 to oversee Upward Bound and ACES Program.

Staffing- ACES Program hired Yadira Perez as a full time support- Program Specialist to join the team on October 2018.

Staffing- ACES Program was supported with a Professional Expert (Joe Louis Hernandez) to update program files, maintain the LACAI database, and support programmatic events. Joe Louis is being funded through SSSP for the 2018-2019 academic year.

ACES is normally supported with one adjunct counselor (Lynn Wang) and one full-time Counselor/Coordinator (Diana Felix). Starting January 2019, due to Diana Felix maternity leave, ACES was additionally supported with two adjunct counselor to cover her leave (January 2019- June 2019). The three adjunct counselors are being funded through SSSP for the 2018-2019 academic year.

ACES has a strong TRIO Alumni network with about 167 alumni who continuously give back to Mt. SAC (financially and physically). These Mt. SAC alumni seek ACES' guidance and support as they graduate with their Bachelors degrees and continue their educational goals (masters or doctorates).

Critical Decisions Made by Unit: ACES Program repurchased LACAI for the 2018-2019 academic year as the database for student management and tracking. The program continues to use this database and has been implemented since the Fall 2018 semester. ACES is currently working with LACAI to maximize the programs potential in order to maximize work efficiency, productivity, and accuracy.

Since January 2017, the Counselor/ Coordinator (Diana Felix) salary and benefits continues to be funded by SSSP funding instead of the ACES federal grant funds which allows the program to offer more services and experiences to ACES participants.

The ACES program has greatly benefited from the new full-time TRIO Director and ACES Program Specialist.

With the new additions, it has allowed for the program to refocus in assuring the program is in federal compliance through the revamped recruitment and application process, the newly implemented student handbook which includes policies, procedures, and expectations. Additionally, we are ensuring participant files are up-to-date and in compliance with federal requirements.

Notable Achievements for Theme A: To Advance Academic Excellence and Student Achievement: ACES successfully submitted 2017-2018 Annual Performance Report (APR) to the Department of Education (DOEd) on February 13, 2019. ACES met the mandated 2017-2018 objectives (persistence, good academic standing and graduation/transfer).

ACES 2019 Transfer Achievement Celebration will take place on May 29th, 2019 and 30 ACES students will be transferring to a CSU, UC, or private school for Fall 2019. Overall ACES has a total of 234 transfers since the inception of the program in August 2010.

For the summer 2019, ACES Program has collaborated with various departments across campus including: ASPIRE, ARISE, Bridge, Counseling, DREAM, REACH, Transfer Center, student clubs and organizations, and faculty through in-class presentations. 35 students are expected to participate in the 2019 Summer Science Transfer Experience to complete a Counseling and Physical Geography lecture with lab courses.

Notable Achievements for Theme B: To Support Student Access and Success: The ACES proposed persistence rate written into the grant of 80% and good academic standing rate of 85% was exceeded for the 2017-2018 academic year.

The ACES Program collaborated with Global Opportunities (GO) Study Abroad office to jointly encourage, assist, and advise ACES students to apply to the Gilman National Scholarship (\$2,500-5,000). ACES has assisted a total 18 students to study abroad. The following is the scholarship and study abroad participant for 2018-2019 academic year.:

Semester: Spring 2019
Student: Samantha Ruiz
Location: Seville, Spain
Amount: \$3,000

Notable Achievements for Theme C: Secure Human, Technological, & Financial Resources: Secure Human Resources: ACES was provided with a full-time TRIO Director, ACES Program Specialist, and a ACES part-time Professional Expert.

Technological Resources:
ACES purchased a check-in station to maximize work efficiency, productivity, and accuracy.

Financial Resources:
In the summer of 2019, ACES Program received student equity funding (\$28,000) for the 2019 Summer Science Transfer Experience. This funding includes: transportation, UCSB room & board, shirts, textbooks, cultural enrichment activities, and two student workers.

Notable Achievements for Theme D: To Foster an Atmosphere of Cooperation and Collaboration: The ACES Program fostered an atmosphere of cooperation and collaboration with the following programs/services:

Global Opportunities (GO) Study Abroad office to jointly encourage, assist, and advise ACES students to apply to the Gilman National Scholarship (\$2,500-5,000).

Financial Aid and Admissions office assisted the ACES Program in completing the 2017-2018 Annual Performance Report (APR) by providing student academic and financial records.

ASPIRE, ARISE, Bridge, Counseling, DREAM, REACH, Transfer Center, student clubs and organizations, and faculty through in-class presentations to promote the 2019

Summer Science Transfer Experience.

Contributors to the Report: Victor Rojas, TRIO Director - ACES Program

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>Persistence - 80% of all participants served by ACES Program must persist from one academic year to the beginning of the next academic year or graduate and/or transfer from a 2-year to a 4-year institution during the academic year.</p> <p>Status: Active</p> <p>Goal Year(s): 2016-17, 2017-18, 2018-19, 2019-20</p> <p>Goal Entered: 09/01/2016</p>	<p>Request - Full Funding Requested - 1st Generation Button & T-Shirt</p> <p>Describe Plans & Activities Supported (Justification of Need): Ability to give all faculty, classified, and management teammates a T-shirt and a 1st Generation Button</p> <p>Lead: Victor Rojas</p> <p>What would success look like and how would you measure it?: etc.</p> <p>Type of Request: INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.</p> <p>Planning Unit Priority: High</p> <p>Documentation Attached?: No</p> <p>One-Time Funding Requested (if applicable): 6000</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 25</p> <p>Vendors have been currently contacted for estimates on the 1st Generation buttons and t-shirts for the 2019-2020 academic year. (05/16/2019)</p>
	<p>Request - No Funding Requested - Assistance from Research and Institutional Effectiveness (RIE) Office</p> <p>Describe Plans & Activities Supported (Justification of Need): To help identify 1st generation faculty, classified, and management employees at Mt.SAC. Once identified they will help promote the 1st generation initiative by wearing a</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 25</p> <p>Research and Institutional Effectiveness (RIE) Office has been contacted to help identify 1st generation faculty, classified, and management employees at Mt.SAC. (05/16/2019)</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
-------------------	-------------------------	---

1st generation button and t-shirt.
Lead: Victor Rojas
What would success look like and how would you measure it?: It would be measured by obtaining a complete list of faculty & staff employees who are 1st generation
Type of Request: RESEARCH SUPPORT: Evaluating or researching the impact of your educational intervention (cross sectional, cohort tracking).
Planning Unit Priority: High
Documentation Attached?: No

<p>College Completion: Graduation /Transfer - 40% of new participants served each year must graduate with an associate’s degree or certificate within four (4) years. 35% of new participants served each year must transfer with an associate’s degree or certificate within four (4) years Status: Active Goal Year(s): 2016-17, 2017-18, 2018-19, 2019-20 Goal Entered: 09/01/2016</p>	<p>Request - Full Funding Requested - Describe Plans & Activities Supported (Justification of Need): Career Exploration Brown Bag Series Invite industry leaders to provide career workshops to Mt. SAC students on their chosen professions with the goal of exposing ACES participants to career opportunities. Lead: Victor Rojas What would success look like and how would you measure it?: Evaluate the knowledge of participants to different career options before and after the series. Type of Request: OTHER OPERATING EXPENSES AND SERVICES: Requests for contracted, legal/ audit, personal/ consultant, rent/ leases, repairs/ maintenance, and other misc. services. May also include request for travel and conference that does not require the assistance of POD. Planning Unit Priority: High One-Time Funding Requested (if</p>	<p>Reporting Year: 2018-19 % Completed: 25 A schedule has been created for our brown bag career exploration series. (05/16/2019)</p>
--	---	--

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	<p>applicable): 1600</p> <p>Request - Full Funding Requested - 1 ACES Adjunct Counselors</p> <p>Describe Plans & Activities</p> <p>Supported (Justification of Need): Provide one-on-one intrusive advising and counseling for ACES participants.</p> <p>Lead: Victor Rojas</p> <p>What would success look like and how would you measure it?: Number of students served</p> <p>Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.</p> <p>Planning Unit Priority: High</p> <p>One-Time Funding Requested (if applicable): 50000</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 25</p> <p>Request has been submitted for the 2019-2020 academic year. (05/16/2019)</p>
	<p>Request - Full Funding Requested - Work Study Student Workers</p> <p>Describe Plans & Activities</p> <p>Supported (Justification of Need): Provide general office support to both ACES and UB</p> <p>Lead: Victor Rojas</p> <p>Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.</p> <p>Planning Unit Priority: High</p> <p>One-Time Funding Requested (if applicable): 5000</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 100</p> <p>Federal work study was provided to ACES for 2017-2018 to ensure the program meets its objectives . Request for 2018-2019 has been submitted. (05/16/2019)</p>
	<p>Request - No Funding Requested - Provide classrooms for the 2020 Summer Science Transfer Experience</p> <p>Describe Plans & Activities</p> <p>Supported (Justification of Need): 2020 Summer Science Transfer Experience will help increase ACES and Mt. SAC students graduation/transfer rates by</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 75</p> <p>Classrooms were provided for the summer of 2018. Request has been submitted for summer 2019. (05/16/2019)</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
-------------------	-------------------------	---

students completing Counseling 7, Geography 1, and Geography 1 Lab accompanied by a peer coach and a supplemental instructor (SI)
Lead: Victor Rojas and Yadira Perez
Type of Request: INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.
Planning Unit Priority: High
Documentation Attached?: No
Request - Full Funding Requested - Provide Student Equity funding for the 2020 Summer Science Transfer Experience
Describe Plans & Activities Supported (Justification of Need): 2020 Summer Science Transfer Experience will help increase ACES and Mt. SAC students graduation/transfer rates by students completing Counseling 7, Geography 1, and Geography 1 Lab accompanied by a peer coach and a supplemental instructor (SI)
Lead: Victor Rojas and Yadira Perez
Type of Request: SUPPLIES AND MATERIALS: Instructional supplies and materials are items to be used by students, faculty and other personnel in connection with an instructional program, less than \$500.
Planning Unit Priority: High
Documentation Attached?: No
On-Going Funding Requested (if

Reporting Year: 2018-19
% Completed: 75
 Student Equity provided ACES funding to support the 2018 Summer Science Transfer Experience. Request has been submitted for summer 2019. (05/16/2019)

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
-------------------	-------------------------	---

applicable): 36000
Request - Full Funding Requested -
 Provide marketing materials for the 2020 Summer Science Transfer Experience
Describe Plans & Activities Supported (Justification of Need):
 2020 Summer Science Transfer Experience will help increase ACES and Mt. SAC students graduation/transfer rates by students completing Counseling 7, Geography 1, and Geography 1 Lab accompanied by a peer coach and a supplemental instructor (SI)
Lead: Victor Rojas and Yadira Perez
Type of Request: MARKETING:
 Requests for services in the areas of graphic design, news, and photography, posting information, communication and social media.
Planning Unit Priority: High
Documentation Attached?: No
On-Going Funding Requested (if applicable): 1000

Reporting Year: 2018-19
% Completed: 75
 Marketing has provided the 2018 Summer Science Transfer Experience with printing services to promote the program. Request has been submitted for summer of 2019. (05/16/2019)

Good Academic Standing - 85% of all enrolled participants served by ACES must meet the performance level required to stay in good academic standing at the grantee institution (2.0 gpa or higher).
Status: Active
Goal Year(s): 2016-17, 2017-18, 2018-19, 2019-20
Goal Entered: 09/01/2016

Request - Full Funding Requested -
 Provide food and appetizer
Describe Plans & Activities Supported (Justification of Need):
 Create a Progress Report event for ACES participants to promote good academic standing by speaking to a counselor in a timely manner.
Lead: Victor Rojas
Type of Request: SUPPLIES AND MATERIALS: Instructional supplies and materials are items to be used by students, faculty and other personnel in connection with an instructional

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
-------------------	-------------------------	---

program, less than \$500.
Planning Unit Priority: High
Documentation Attached?: No

<p>Financial Literacy Collaboration - ACES will create partnerships with businesses, the community and other educational programs at Mt. SAC to build a financial literacy program that all Mt. SAC students, specifically ACES students, can benefit from throughout the academic year. Status: Active Goal Year(s): 2016-17, 2017-18, 2018-19, 2019-20 Goal Entered: 09/01/2016</p>	<p>Request - Full Funding Requested - Financial Literacy Day Describe Plans & Activities Supported (Justification of Need): Provide a one day awareness campaign to promote healthy financial decision-making to all Mt. SAC students Lead: Victor Rojas Type of Request: SUPPLIES AND MATERIALS: Instructional supplies and materials are items to be used by students, faculty and other personnel in connection with an instructional program, less than \$500. Planning Unit Priority: High One-Time Funding Requested (if applicable): 5000</p>	<p>Reporting Year: 2018-19 % Completed: 25 Currently assessing past financial literacy work that has been offered to Mt. SAC students in order to provide services that are specifically tailored to our ACES participants during this one day event. (05/16/2019)</p>
---	---	--