

1. Assessment Plan - Four Column



PIE - Student Services: Upward Bound Unit

Where We Are Now: Analysis and Summary

2018-19

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Program Planning Dialog: 2018-2019 was the second year of the current 5-year grant cycle for Upward Bound (UB). UB has an approved plan of operation that includes a full description of program services, target students, participant recruitment and selection, as well as documentation of progress. Minor adjustments were implemented to ensure grant objectives were met and programming stayed within budget. Adjustments included reducing summer residential stay from five days to three days, decreased the number of days for the Spring break college tour, and working with external contractors to reduce the cost of SAT prep.

External 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.

UB is normally supported with one full-time Coordinator (Nayeli Madero). Starting June 2019, due to Nayeli Madero personal leave, UB was additionally supported with two professional experts to cover her leave (June 2019- August 2019). UB full-time Coordinator position will be posted in hopes of having someone by the end of Fall 2019.

Funding. The U.S. Department of Education awarded every TRIO program a 4.5% increase to their award amount.

Critical Decisions Made by Unit: UB 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. UB is currently working with Lacai to maximize the programs potential in order to maximize work efficiency, productivity, and accuracy.

TRIO Director and UB Academic Advisor had to take a bigger role to compensate for the absence of the UB Coordinator.

Notable Achievements for Theme A: To Advance Academic Excellence and Student Achievement: College Acceptance- 100% of participating Seniors graduated with a high school diploma from La Puente and Ganesha High School's. 100% of our Seniors applied to college and submitted a FAFSA application. 90% are attending college in the Fall of 2019, significantly higher than the grant goal of 55%. The majority are attending a UC or CSU campus. This success can be attributed to the individualized attention given to students within UB and to their exposure to colleges through our campus/university visits that expose students to a variety of post-secondary options.

UB 2019 Achievement Celebration will take place on May 10, 2019 and 10 UB students will be attending a CSU, UC, or private school for Fall 2019.

Notable Achievements for Theme B: To Support Student Access and Success: UB successfully submitted 2017-2018 Annual Performance Report (APR) to the Department of Education (DOEd) on December 1, 2018 . UB met the mandated 2017-2018 objectives (academic performance, academic performance-standardized tests, retention & graduation, graduation, and postsecondary enrollment).

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

Technological Resources:

UB purchased tablets to maximize work efficiency, productivity, and accuracy through the new student database, Lacai.

Financial Resources:

In Spring and Summer of 2019, UB received substantial institutional financial support. This funding includes: transportation for vans and buses for college visits and cultural enrichment activities.

Notable Achievements for Theme D: To Foster an Atmosphere of Cooperation and Collaboration: This year UB was very intentional in recruiting UB students. We implemented a new strategic recruitment plan to ensure students have the proper guidance before starting their high school journey. Therefore, we established collaborative recruitment efforts with Sparks Middle School and Cortez Elementary Pre-K to 8th Grades. We successfully recruited over 25 rising ninth graders to participate in the UB Program starting Summer of 2019.

Contributors to the Report: Victor M. Rojas Jr., TRIO Director- UB Program

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>Upward Bound Participants - Serve 70 eligible Upward Bound participants.</p> <p>Status: Active</p> <p>Goal Year(s): 2016-17, 2017-18, 2018-19</p> <p>Goal Entered: 09/01/2016</p>	<p>Request - Full Funding Requested - Informational material for UB to share with constituencies at target communities (flyers, brochures, program applications, etc.).</p> <p>Describe Plans & Activities Supported (Justification of Need): Recruit 30 Upward Bound (UB) eligible students (15 each for Ganesha and La Puente High Schools) by making presentations at each high school to inform students, teachers, counselors, and parents of UB program offerings, eligibility criteria and selection process.</p> <p>Lead: Victor Rojas</p> <p>What would success look like and how would you measure it?: 30 participants who meet Upward Bound eligibility will be recruited.</p> <p>Type of Request: MARKETING: Requests for services in the areas of graphic design, news, and photography, posting information, communication and social media.</p> <p>Planning Unit Priority: High</p> <p>Documentation Attached?: No</p>	

Unit Goals

Resources Needed

Where We Make an Impact: Closing the Loop on Goals and Plans

One-Time Funding Requested (if applicable): 200

Request - Full Funding Requested - Snacks and refreshments for 2 parent Upward Bound informational sessions (evening)

Describe Plans & Activities Supported (Justification of Need):

Recruit 30 Upward Bound (UB) eligible students (15 each for Ganesha and La Puente High Schools) by making presentations at Sparks Middle School and Cortez Elementary Pre-K to 8th Grade to inform students, teachers, counselors, and parents of UB program offerings, eligibility criteria and selection process.

Lead: Victor Rojas

What would success look like and how would you measure it?: 30 participants who meet Upward Bound eligibility will be recruited.

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

One-Time Funding Requested (if applicable): 250

Request - Full Funding Requested - Mileage funding for multiple trips to-and-from Mt. SAC campus and high school campuses.

Describe Plans & Activities

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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Supported (Justification of Need):
 Recruit 30 Upward Bound (UB) eligible students (15 each for Ganesha and La Puente High Schools) by making presentations at Sparks Middle School and Cortez Elementary Pre-K to 8th Grade to inform students, teachers, counselors, and parents of UB program offerings, eligibility criteria and selection process
Lead: Victor Rojas
What would success look like and how would you measure it?: 30 participants who meet Upward Bound eligibility will be recruited.
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
Documentation Attached?: No
One-Time Funding Requested (if applicable): 200

Parent Involvement - Ensure project offers opportunities for parents to be engaged with their students' education.
Status: Active
Goal Year(s): 2016-17, 2017-18, 2018-19
Goal Entered: 07/01/2016

Request - Full Funding Requested - Snacks for evening or Saturday workshops/meetings.
Describe Plans & Activities
Supported (Justification of Need): Ensure project offers opportunities for parents to be engaged with their students' education through parent workshops and Saturday Academies.
Lead: Victor Rojas

Unit Goals

Resources Needed

Where We Make an Impact: Closing the Loop on Goals and Plans

What would success look like and how would you measure it?: Parents attend at least 2 workshops per year and 2 Saturday Academy meetings per year.

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

One-Time Funding Requested (if applicable): 500

Request - No Funding Requested - Meeting rooms at Mt. SAC and partner schools to hold parent meetings.

Describe Plans & Activities Supported (Justification of Need): Ensure project offers opportunities for parents to be engaged with their students' education through parent workshops and Saturday Academies.

Lead: Victor Rojas

What would success look like and how would you measure it?: Parents attend at least 2 workshops per year and 2 Saturday Academy meetings per year.

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

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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Documentation Attached?: No

College Readiness - Ensure project prepares students' college readiness
Status: Active
Goal Year(s): 2016-17, 2017-18, 2018-19
Goal Entered: 07/01/2016

Request - Full Funding Requested - Mt. SAC faculty to teach courses students enroll in during Summer Enrichment Program and Leadership Seminar during Saturday Academies.
Describe Plans & Activities Supported (Justification of Need): Ensure project prepares students' college readiness
Lead: Victor M. Rojas Jr.
What would success look like and how would you measure it?: UB participants make adequate progress in academic (GPA), standardized test, and completion of rigorous program of study each academic year.
Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.
Planning Unit Priority: High
Documentation Attached?: No
One-Time Funding Requested (if applicable): 5000

Reporting Year: 2017-18
% Completed: 100
 An Upward Bound Tutor training course and materials were purchased to prepare the academic tutors provide quality tutoring to students struggling to fulfill A-G course requirements. An SAT/ACT preparation course was also purchased from a recommended vendor: "Study Smart Tutors". Excursions and Saturday Academies were also provided to participants to increase opportunities for college exposure. This is a recurring goal for the program. (06/28/2018)

Request - Partial Funding Requested
 - ACT & SAT test preparation course
Describe Plans & Activities Supported (Justification of Need): Ensure project prepares students' college readiness
Lead: Victor M. Rojas Jr.
What would success look like and how would you measure it?: UB participants make adequate progress in academic (GPA), standardized test, and completion of rigorous program of study each academic year.
Type of Request: OTHER OPERATING

Unit Goals

Resources Needed

Where We Make an Impact: Closing the Loop on Goals and Plans

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
Documentation Attached?: No
On-Going Funding Requested (if applicable): 5000

Request - No Funding Requested -
Provide Mt. SAC classrooms for Saturday Academy workshops, classes, meetings

Describe Plans & Activities Supported (Justification of Need):
Ensure project prepares students' college readiness

Lead: Victor M. Rojas Jr.
What would success look like and how would you measure it?: UB participants make adequate progress in academic (GPA), standardized test, and completion of rigorous program of study each academic year.

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
Documentation Attached?: No

Request - No Funding Requested -
Transportation to make sure students have opportunity to visit

Unit Goals

Resources Needed

Where We Make an Impact: Closing the Loop on Goals and Plans

variety of college/university campuses and career exploration sites that will inspire/motivate them to pursue postsecondary education. Food: snacks for tutoring sessions, meals during Summer and Saturday Academies and fieldtrips/campus visits. _copy

Describe Plans & Activities

Supported (Justification of Need):

Ensure project prepares students' college readiness

Lead: Victor M. Rojas Jr.

What would success look like and how would you measure it?: UB

participants make adequate progress in academic (GPA), standardized test, and completion of rigorous program of study each academic year.

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

Documentation Attached?: No

Request - Full Funding Requested -

Snacks for tutoring sessions, meals during Summer and Saturday Academies and fieldtrips/campus visits.

Describe Plans & Activities

Supported (Justification of Need):

Ensure project prepares students' college readiness

Lead: Victor M. Rojas Jr.

What would success look like and

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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how would you measure it?: UB participants make adequate progress in academic (GPA), standardized test, and completion of rigorous program of study each academic year.

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

One-Time Funding Requested (if applicable): 200

<p>Academic Success Plan - Ensure all project participants have a current academic success plan (ASP) on file and meeting A-G standards.</p> <p>Status: Active</p> <p>Goal Year(s): 2016-17, 2017-18, 2018-19</p> <p>Goal Entered: 07/01/2016</p>	<p>Request - No Funding Requested - Staff: Academic Advisor and Project Coordinator</p> <p>Describe Plans & Activities Supported (Justification of Need): Ensure all project participants have a current academic success plan (ASP) on file and meeting A-G standards.</p> <p>Lead: Victor M. Rojas Jr.</p> <p>What would success look like and how would you measure it?: Academic Success Plan on file for all participants and students use it to schedule courses that help them complete A-G course requirements.</p> <p>Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.</p> <p>Planning Unit Priority: High</p> <p>Documentation Attached?: No</p>	<p>Reporting Year: 2017-18</p> <p>% Completed: 100</p> <p>All participants had individual consultations with the program academic specialist to create a high school academic success plan to help them plan for college and complete A-G requirements. This is a recurring goal for the program. (06/28/2018)</p>
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