Administrative Program Review
2023- 2024 Annual Update

Program / Department:	Basic Needs Center
Date submitted:	May 31, 2024
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Outcomes Assessment Report ☐   Revised Plan of Action ☐

The Annual Update is conducted by all programs at the college and consists of an analysis of changes affecting the program as well as significant new funding needs for staff, resources, facilities, and equipment. It should be submitted or renewed every year by June 30 in anticipation of budget planning for the following year, which begins at the planning retreat in November. *Note that if there is no change from the previous year, you may simply resubmit the information in that report (or any portion that remains unchanged) from the prior year as long as it is on the current form and completely responds to each question.

Programs and units should support their planning efforts with quantifiable data, conduct appropriate analyses, and make supportable conclusions.

I. Program Purpose (must align with college mission)

Describe the need that is met by the program or the <u>purpose of the program</u>.

Allan Hancock College Mission:
Allan Hancock College fosters an educational culture that values equity and diversity and engages students in an inclusive learning environment. We offer pathways that encourage our student population to achieve personal, career, and academic goals through coursework leading to skills building, certificates, associate degrees, and transfer.

Program mission:
In alignment with the college mission, the Basic Needs Center at Allan Hancock College is a centralized hub that supports students achieve academic success by connecting them with on-campus and community partners for childcare, food, hygiene, health, technology support, and shelter resources.

Our goal is to create sustainable support systems for students, empowering them to access the resources they need to be successful academically and personally.

II. Progress on Comprehensive Program Review Final Plan of Action

Summarize the progress the program has made on recommendations, including the status of any incomplete items.

Since September of 2022, the Basic Needs Center has experienced immense growth and changes. The center has permanent staffing that has lasted longer than a year allowing for the development of sustainable programs and systems. Currently the center has a program supervisor hired in August of 2022 and an office services technician that was hired in August of 2023. In June of 2024, the Basic Needs Center is scheduled to hire 2 CSEA position (Resource and Student Support Technicians) that will support the growth of the incoming Food Pantry and CalFresh Outreach efforts. This will allow the center to create sustainable outreach strategies that increase visibility and access to Basic Need resources at the Santa Maria and Lompoc campuses.

Additionally, the Basic Needs Center transitioned from case management software Advocate to Maxient in August of 2023. This allowed the center to create a new intake form that was inclusive of various student populations. The Basic Needs Intake Form is now in English and Spanish.

The center provides consistent outreach about the Basic Needs Center and CalFresh through classroom presentations, tabling events and faculty outreach partnerships.

Additionally, prior to October 2022, the CalFresh grant awarded through Center for Healthy Communities had only experienced an 11% spending of Year 1. By October 2023, the Basic Needs team was able to spend 76% of the yearly allocated budget in Year 2. Spending included, ipads for CalFresh outreach, computers for CalFresh application completion, uniforms for staff when conducting Calfresh outreach, and up to date Calfresh eligibility materials.

The Center also experienced an increase in food options available through the lunch locker allowing for healthier and diverse snack and grab and go food items that sustain students through their class days. In the next few months the Basic Needs Center will opening the food pantry which will allow for increased access to healthy food to students who may not always be able to attend Food Share distributions.

III. Program Assessment

☐   Check here if any SAOs have changed since the last comprehensive program review and/or annual update.

What are your program service area outcomes? Which of these have been assessed since the last comprehensive program review and/or annual update? How are they measured? What did the assessment data indicated about the strengths and weaknesses of your program? What changes have you made/do you plan based on these data? *(See Administrative Service Area Outcomes SAOs Assessment Report form on last page)*

The current learning outcomes that were establish fall of 2023 are:

SLO 1: Students will be able identify what Basic Needs resources are available to support their academic success

SLO: Students will be able to access information about campus and community food resources

Due to these outcomes being new, and the program being new this is the first time the program goes through review. When the Basic Needs Center opened, data about appointments were not being tracked. After this year, the Basic Needs Center will be working with the SLO Committee to assess effectiveness

IV. Internal/External Conditions

What external conditions have influenced the program in the past year? Have there been regulatory changes, changes in technology, accreditation recommendations, demographics, labor market, or other changes? Summarize the major trends, challenges, and opportunities that have emerged in the program since the last comprehensive program review and /or annual update.

The CalFresh Grant has helped the Basic Needs Center increase visibility about the Basic Needs Center and CalFresh Outreach.

What internal conditions have influenced the program in the past year? Have there been trends in SAOs/assessment data; changes in technology, budget, staffing or resources; facilities issues; etc.?

Staffing transitions impacted services and timeliness of resources that reached students. An hourly staff left the center in September 2023. A Temporary staff member was hired in March 2024 which increased capacity in April and May 2024.

V. Update to Final Action Plan

If you change or modify a previous recommendation, provide an explanation for the change and a new target date. For new recommendations, provide target dates and data for support. For all items, show how they are related to assessment results where possible and provide approximate costs for resources requested. Resources may include budget, facilities, staffing, research support, professional development, marketing, etc. Not all recommendations will require resources. (Plan may cover period up to the next scheduled comprehensive program review.)

Two additional staff are scheduled to be hired, which will begin in August 2024. All staff and students will be trained in Trauma Informed Care.

VI. Revised - Plan of Action (Annual Update)

The last comprehensive program review was completed _____n/a_____
The self-study and validation teams developed a final plan of action – post validation based on information in the self-study and the recommendations of the validation team.

(If any plan was made and action not taken, please state the rationale for not pursuing that particular item. If action was delayed or postponed, provide an explanation and a new target date.)

CHANGES AND MODIFICATIONS

RECOMMENDATIONS FROM PLAN OF ACTION   ACTION TAKEN, RESULT AND STATUS

Hire more staff	Submission of new positions to Union and HR (pending hiring; May 2024). Scheduled to interview in June 2024/ July 2024

ADDITIONS

PLAN OF ACTION   TARGET DATE

Hiring more staff	August 1, 2024

*RESOURCES NEEDED (*Be sure there is sufficient justification and data contained in the narrative to support each of the items on your list.)

TYPE OF RESOURCE	SPECIFIC RESOURCE	APPROXIMATE COST
Facility Needs		
Technology Needs		
Staffing Needs	Yes staff	$150,0000
Equipment (non-technology)		
Other Resources		

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