

Annual Program Update

Instructions

The purpose of the Annual Program Update is to provide an create new goals, provide updates on past goals, and request resources. You are encouraged to collaborate with others who may provide valuable insight about your program. For example, admin, part-time faculty, students, faculty in other disciplines, classified professionals, and community partners.

Before completing this form please check the [Review Cycle](#) to see if you should be completing this form or the Comprehensive Program Planning and Evaluation form. Additionally, you can look at previous reviews and updates by visiting [Columbia College Program Planning and Evaluation](#).

Select your program

AAC/Learning Assistance and Math Lab

Select the academic year

2024-25

Program Update

Submission date Tuesday, March 4, 2025

Who is submitting this form Lindsay Laney

Please list the names of everyone that is participating in this annual update process.

Whitney Call

Describe any major changes in the program from the previous year, if any.

We hired a new Program Assistant after the position was vacant for many months. In Spring 2024, the AAC had the highest number of tutors ever.

Program Goals and Resources

The purpose of this section is to establish program goals and request resources related to those goals. Please set at least one measurable goal to work toward. Some examples of goals include reviewing, changing, or adding curriculum, increasing enrollment or modifying delivery modalities, increasing student learning and success, or improving student equity. **Resource requests are not goals. Resources are used to achieve goals.**

Goal 1 Title Expand tutoring services

Goal 1 Status New Goal

Map Goal 1 to one or more Strategic Plan objectives: Reduce Equity Gaps Reduce Barriers to Completion

Please provide a description of the goal. If the goal is in-progress or completed please provide an update on the goal and the status of resource requests.

Expand tutoring and embedded tutoring to the prison and CCAP classes. This goal is dependent upon outside agencies to complete.

Goal 1 Resources

Resource Type	Item Name	Brief Description	Cost (estimate)
Faculty Member	Faculty Supervisor	Additional supervision will need to be scheduled for off-site tutoring.	10000

Goal 2 TitleExpand tutor training opportunities

Goal 2 StatusIn-Progress

Map Goal 2 to one or more Strategic Plan objectives:Maintain Institutional Stability

Please provide a description of the goal. If the goal is in-progress or completed please provide an update on the goal and the status of resource requests.

Attend conferences (faculty, staff, and tutors), visit other schools (MJC), and provide in-house training opportunities throughout the year. Lindsay and Whitney would like to continue to attend annual conferences each year. Our tutors visited MJC this past year and we'd like to continue the tradition.

Goal 2 Resources

Resource Type	Item Name	Brief Description	Cost (estimate)
Travel	National Conference Attendance	Attend conferences throughout the year: College Reading and Learning Association, Association of Colleges for Tutoring & Learning Assistance, International College Learning Center Association, etc.	10000

Goal 3 TitleIncrease faculty and staff engagement with the AAC

Goal 3 StatusIn-Progress

Map Goal 3 to one or more Strategic Plan objectives:

Reduce Barriers to Completion

Please provide a description of the goal. If the goal is in-progress or completed please provide an update on the goal and the status of resource requests.

We have offered faculty and staff workshops at the start of the semester and we plan to continue.

Goal 3 Resources

Resource Type	Item Name	Brief Description	Cost (estimate)
Events	Training Sessions	Before the semester begins, offer training for faculty and staff on tutoring	0

Miscellaneous Resource Requests

This section is for making resource requests that may not be related to program goals. Examples include but are not limited to staffing outside of the program, campus facility needs, collegewide improvements that could benefit all programs, etc.

Configurable list

Resource Type	Item Name	Brief Description	Cost (estimate)
Other	TracCloud	Scheduling and tracking software that works for our center .	7000

Additional Thoughts

What else would you like to share about the program? Has the program had successes that were not reflected in this form? Are there opportunities for improvement at the college that would positively influence the program (for example, a position that serves students across campus, or a service that could be added or expanded)? Additionally, if you have any feedback on this Program Planning and Evaluation process, please provide it here.

Students who receive tutoring have consistently demonstrated at least a 10% higher success rate and retention rate than those students who do not receive tutoring.

Program Planning and Evaluation Feedback

Instructions

The purpose of the Program Planning and Evaluation Feedback form is to provide feedback on completed Program Planning and Evaluation forms. After feedback is recieved, the Columbia College Research and Planning Office will combine the completed forms and feedback and post them online.

Select your program

AAC/Learning Assistance and Math Lab

Select the academic year

2024-25

Submission date

Wednesday, April 2, 2025

Feedback on Program Planning and Evaluation form

I would like to see more data submitted in the additional Thoughts section. I would also like to hear the department's thoughts on opportunities for improvement that could positively influence the program.