

Annual Program Update

Overview

Before starting this form visit the [Columbia College Program Planning and Evaluation](#) website to check the Review Cycle to see if you should be completing this form or the Comprehensive Program Planning and Evaluation form and look at previous reviews and updates in the archive.

The purpose of the Annual Program Update is to provide an update on the program and it's curriculum (if applicable), create new goals and provide updates on past goals, and request resources to support your program. You are expected to collaborate with others who may provide valuable insight about your program. For example, administration, part-time faculty, counselors, students, faculty in other disciplines, classified professionals, and community partners.

Instructions

At the bottom of this form there are two options available: Save and Submit. Use the Save option to save any progress on the form. You can use the "**Get Draft Link**" to send this link to other people for review or for you to review it later. **Jotform does not allow multiple people to simultaneously work on a form - communicate with one another if you share the link with multiple people.** If you are a reviewer only fill out areas that are designated "**Feedback (Reviewer Only)**" (The grey areas) and click Save. **Reviewers never click submit.**

This form is meant to be used for all programs across the college meaning some questions might not be applicable for specific departments. Put "Not applicable" or "N/A" if this is the case.

The form is broken up into five sections:

1. General Information
2. Curriculum and Course Offerings
3. Program Goals

4. Resource Requests
5. Additonal Thoughts
6. Submission

General Information

Select your program *

EOPS / CARE / NextUp / DRC



Select the academic year *

2024-25



If you are submitting in Spring 2026 or Summer 2026 (Student Services) you would select 2025-26.

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

“back-of house” needs at the center of the agenda, honoring their subject-matter expertise in the EOPS/CARE Program Development, and next the Faculty Coordinator consults with both staff/director and all other EOPS (Special Programs) Counselors to develop the monthly EOPS Staff Meeting, when all EOPS/CARE/NU/DRC personnel attend and contribute. During each of these layered meetings, both classified staff and the SP Director take their lead from the Faculty Coordinator, volunteering/being assigned tasks related to their respective purviews.

Then the SP Director and classified staff for each program (EOPS/CARE, NU, DRC) meet weekly to outline program implementation steps like direct purchases, issuing of grants, new procedures, and especially all classified personnel management needs. Additionally the SP Director and EOPS Faculty Coordinator meet monthly with the Dean of SS to outline programmatic requests to the Dean collaboratively, and/or provide feedback on past decisions and future ideas.

EOPS gained the Next Up program as an adjacent/umbrella program in last 2022-23. Next Up became a fully operational program in 2023-24, with only 20 unduplicated headcount, and now in 2024-25 has an average enrollment of 26 per term, 31 unduplicated for MIS year: summer 2024 through spring 2025.

Additional 2024-25 Procedural Changes:

- EOPS book vouchers are now only issued for brand new EOPS students, all continuing EOPS students receive a book grant prior to the term starting.
- Via Title 5 updates, all EOPS students MUST have Financial aid completed AND must not be in Fin Aid disqualification to remain in the EOPS program. Previously this was only required for Financial Assistance from EOPS, now ALL program services- including academic counseling and advising and eops workshops, etc. all require Fin Aid good standing.
- Grants can be issued up via EOPS, CARE, NU, DRC IF there is unmet need- no grants or reimbursements can be issued without a corresponding unmet need.
- Reimbursements and voucher still do not count against unmet need, but still be issued through the FA office to be properly documented in Colleague for 1098-T

Feedback (Reviewer Only)

Please put your name next to any comment in case multiple people are reviewing.

Curriculum and Course Offerings

Curriculum

To help answer the questions in this section, please visit the Course 5-Year Review Tracker, Award 5-Year Review Tracker, and the Course Sunset List on the left-hand side under Curriculum Resources on the [Columbia College Curriculum Committee](#) website. Additionally, you can visit the Columbia College Dashboard for information on courses, programs, and course-to-program mappings.

Developing New Curriculum

You should talk with your dean and the articulation officer before developing new curriculum. Here are some helpful resources:

- The [Chancellor's Office Curriculum Information System \(COCI\)](#) can be a useful tool for identifying courses and programs at other community colleges which could be useful for future curriculum planning. Click on 'Programs' or 'Courses' in the upper right part of the page.
- [Transfer Model Curriculum Information](#) can provide useful information on associate degrees for transfer.
- [Common Course Numbering \(CCN\)](#) has helpful information for developing course outline of record for courses that need common course numbering.

Does the department have any curriculum (courses or awards) that need review? *

☐ Yes ☐ No ☒ Not Applicable

Does the program have plans to create new courses or new awards? *

☐ Yes ☐ No ☒ Not
Applicable

To help answer this question below, please see the [Past Course Offerings Excel File](#).

Reflect on past course offerings. Are offerings sufficient for students to complete the program in two years? Have you had discussions with your dean about the program's two-year plan of offerings? *

Feedback (Reviewer Only)

Please put your name next to any comment in case multiple people are reviewing.

Program 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, establish an offering plan (two-year plan) for courses, increasing student learning and success, or improving student equity etc. **Resource requests are not goals. Resources are used to achieve goals.**

Goal 1 (Required)

Goal 1 Title *

Continue EOPS and Next Up Program e

Goal 1 Status *

- ☐ New Goal
- ☒ In-Progress
- ☐ Completed

Map Goal 1 to one or more Strategic Plan objectives: *

- | | | |
|---|---|---|
| <input type="checkbox"/> Increase Award Completion | <input type="checkbox"/> Increase Transfer Readiness | <input checked="" type="checkbox"/> Reduce Equity Gaps |
| <input checked="" type="checkbox"/> Reduce Barriers to Completion | <input type="checkbox"/> Increase Workforce Readiness | <input type="checkbox"/> Maintain Institutional Stability |

Goal 1 Description. 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 any resource requests related to this goal. *

EOPS and NU have both been steadily increasing enrollment over the last two years. Prior to the Pandemic, EOPS peaked at 337 students. And although EOPS is not back at or above 300 yet, this remains the sustainable goal- which we feel confident with the hire of a new full time counselor, other outreach efforts, and additional efficiencies implemented in the last year, we can accomplish the goal of 300+ EOPS students in the next year.

NU has enrolled/served 31 students in the 24-25 year; our goal is to increase this to 50. Continuing to offer consistent counseling and staff-based services, including dedicated in-reach at all campus events and a strong online social media presence, will help students from low-income and foster youth backgrounds seek our EOPS and Next Up programs.

Specifically, targeted marketing materials and specific in-reach presentations (i.e. hooks for certain Student-Equity listed populations) will be developed. Based on the SEP data, EOPS student surveys, and Counselor/staff feedback through conferences and research in the EOPS/CARE/NU/DRC fields we will seek out the following groups: CTE classrooms/programs, Housing students, and Athletes.

Collaboration with other Outreach/In-Reach events via WOW, CEC (La Fiesta and Native Voices specifically) will be discussed in more detail in the next goal.

Feedback (Reviewer Only)

Please put your name next to any comment in case multiple people are reviewing.

Goal 2 (Optional)**Goal 2 Title**

Lead Culturally Responsive Collaborati

Goal 2 Status

- ☐ New Goal
- ☒ In-Progress
- ☐ Completed

Map Goal 2 to one or more Strategic Plan objectives:

- | | | |
|---|---|---|
| <input type="checkbox"/> Increase Award Completion | <input type="checkbox"/> Increase Transfer Readiness | <input checked="" type="checkbox"/> Reduce Equity Gaps |
| <input checked="" type="checkbox"/> Reduce Barriers to Completion | <input type="checkbox"/> Increase Workforce Readiness | <input type="checkbox"/> Maintain Institutional Stability |

Goal 2 Description. 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 any resource requests related to this goal.

programs have been at the forefront of the implementation of the Student Equity Plan for multiple SEP cycles. EOPS personnel (staff and faculty) are founding/continuing members of the Cultural Enrichment Committee, Native Voices, and La Fiesta, Undocuall Taskforce, the LGBTQ+ Workgroup, and the DEIA oversight committee. We plan to continue all these efforts while also leaning into these events/committee outcomes as Culturally Responsive events- carefully examining the systemic racism, inherent whiteness, and colonized view point that can be inadvertently reproduced with our attempts to be only Culturally Inclusive and celebratory.

Our goal is to not only use these events as program recruitment events and informational awareness campaigns, but to increase the footprint of all cultures both on and off our campus- with the direct understanding that this also means we have to seek to not only uncover but also dismantle systemic and personal racism, colonized practices, and whiteness as the standard. We feel this will help us dismantle with thoughtful planning, using rigorous discussions before/during/after each event, display, or initiative.

To accomplish this, we want to utilize the existing committee structures, like DEIA as oversight, CEC for events and information campaigns, and the newly formed LGBTQ+ Workgroup for specific events and training needs. We will be asking all program staff to take active roles in these committees and use those committees

Feedback (Reviewer Only)

Please put your name next to any comment in case multiple people are reviewing.

Goal 3 (Optional)

Goal 3 Title

Academic Wellness and Growth Minds

Goal 3 Status

- ☐ New Goal
- ☒ In-Progress
- ☐ Completed

Map Goal 3 to one or more Strategic Plan objectives:

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Increase Award Completion | <input checked="" type="checkbox"/> Increase Transfer Readiness | <input checked="" type="checkbox"/> Reduce Equity Gaps |
| <input checked="" type="checkbox"/> Reduce Barriers to Completion | <input checked="" type="checkbox"/> Increase Workforce Readiness | <input type="checkbox"/> Maintain Institutional Stability |

Goal 3 Description. 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 any resource requests related to this goal.

EOPS/CARE/NU/DRC programs see the culmination of the two previous goals of Enrollment Growth and Cultural Responsiveness (growth from inclusion), into the ultimately goal of Academic Wellness via all eight areas (emotional, environmental, financial, intellectual, occupational, physical, social, and spiritual) for each of our students. We want to help each program student continually develop a Growth Mindset, utilize both Critical Thinking skills and Meta Cognition to capitalize on all their opportunities while at Columbia College and beyond!

This will take the form of continued collaboration and heavy participation in the following:

- WOW- Weeks of Welcome committee, which uses the 8 dimensions of wellness as its guide to campus engagement development. EOPS/CARE/NU/DRC personnel will maintain strong participation in this committee.
- Integrate Growth Mindset tools into the EOPS/CARE Canvas shell, Counseling appointments, and all events.
- Integrate referrals and services around each dimension of wellness into Cavas

Feedback (Reviewer Only)

Please put your name next to any comment in case multiple people are reviewing.

Resource Requests

The purpose of this section is to make resource requests for the program. If a resource request is related to one of your goals listed in the previous section, list the goal numbers.

Resource Requests

Resource Type	Item Name / Brief Description	Related Goal(s) (If applicable)	Cost (estimate)
Staff Member	DRC staff support-	2	55000.00

Resource Type	Item Name / Brief Description	Related Goal(s) (If applicable)	Cost (estimate)
Events	Native Voices	2	20000.00

Resource Type	Item Name / Brief Description	Related Goal(s) (If applicable)	Cost (estimate)
Events	La Fiesta	1, 2	20000.00

Resource Type	Item Name / Brief Description	Related Goal(s) (If applicable)	Cost (estimate)
Travel	NCORE or other rel:	2	10000.00

Feedback (Reviewer Only)

Please put your name next to any comment in case multiple people are reviewing.

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.

DRC has received very little staff support in the last two years due to work load issues. Several options have been tried but ultimately have been unsustainable for longer than a term or two. Thus we are requesting a part time DRC staff person that is dedicated to DRC needs, the Undocuall Taskforce, and supporting the Counseling services, website, and other events DRC related in the community. This position could be combined with another need for staff support, such as LGBTQ+ workgroup related tasks.

We also are considering the nature of DRC services in this changing American culture context- with one idea to spread DRC counseling skills across ALL Counselors, not one or two specialized counselors, as the needs are less language related and more referral and advising related. (language translation devices are being considered to bridge the wide range of language needs across any personnel). While this approach is being explored with Counselors, the part time staff support is critical to maintain stability.

EOPS/CARE and NU will need to be separated out into their own Program Plans and Evaluated separately, starting in 2025-26 due to Title 5 updates-- NU will be a separate program from EOPS, while still closely connected, especially at CC- it will be maintained 100% independently with regulations, state-reporting, and allocations/budgets. Classified staff will be separate but work collaboratively with

If you have additional supporting documents that you would like included, please add them here.



Browse Files

Drag and drop files here

	EOPS_CARE_NU Data P...2025.pdf	1.2MB	
	Wraparound_Program_...2022.pdf	1.8MB	
	EOPS Program Review...1-22.pdf	0.1MB	
	EOPS Program Review...1-22.pdf	0.6MB	



Signed EOPS Program...lege.pdf

1.2MB



Files added to this section will be attached to the final document that is posted on the website.

Feedback (Reviewer Only)

Please put your name next to any comment in case multiple people are reviewing.

Submission

For the submitter only, not the reviewer. Have you received good feedback and are you ready to submit your Comprehensive Program Planning and Evaluation?

☐ Yes

Save



Program Plan for Extended Opportunity Programs and Services 2024-25

Instructions

Each college's EOPS program shall submit an annual program plan to the Chancellor's Office as required in Title 5 section 56272. In conjunction with the Program Plan, EOPS programs are also required to submit a completed Budget Plan in SSARCC.

Program Plan Due Date: October 25, 2024

Required Action

Please answer the questions below and submit them by October 25, 2024 to ssarcc-eops@cccco.edu. Electronic signatures are acceptable.

1. College: Columbia College

2. EOPS Minimum Program Standards & Activities

Per Title 5 Section 56230, colleges are required to employ a full-time EOPS Director. Please indicate the status of the EOPS Director by checking the appropriate box.

Director Status

☐

Full-Time EOPS Director

☒

Part-Time EOPS Director

If you indicated that you have a part-time EOPS Director, briefly describe the reason for your waiver request and the resulting problem caused if the request is denied:

Please see attached waiver form.

3. Students Served

Number of EOPS students planned to be served in 2024-25: 280-300



California Community Colleges

4. Long-Term EOPS Goals

In July 2018, new legislation was passed requiring districts to adopt college-level performance goals that are aligned with the Vision for Success. Briefly state two long-term goals for the EOPS program that align with these local goals.

Goal 1: Increase awards achieved annually to a rate at or above the college average.

Goal 2: Maintain term to term persistence and course success rate at or above the college average.

5. Short-Term EOPS Objectives and Activities

Title 5 Section 56272 requires each college to report on the objectives and activities to be undertaken in the fiscal year for which EOPS funds are allocated. Use the space below to report annual objectives and the activities that will be undertaken to achieve the objectives. Include information regarding the planned EOPS expenditure.

Columbia College EOPS will increase staffing and counseling positions to accommodate increase student applications and service needs. Classified staffing goals will focus on continuing to meet the reporting and increasing accounting needs of program maintenance. Increased Counseling personnel will meet the growing student enrollment in EOPS/CARE. Exploration of increased tutoring and academic intervention will be explored to help increase the course success rates and overall GPAs of our students, so a focus on transfer and scholarship can be obtainable for all EOPS students wishing it.

EOPS collaboration will continue to be a central driver of all Student Equity Plan activity efforts. Increased outreach to all disproportionately impacted student populations based on the college's equity report will continue to be central EOPS efforts. Recruitment efforts will continue to include Financial Aid, Outreach, Admissions, and General Counseling department collaborations on a regular basis. EOPS will take a central role in all Cultural Enrichment efforts on campus; such as events, displays, and information dissemination about cultural events in the community. These efforts will help promote the overall college goals of increased sense of Inclusion and Belonging.

EOPS will continue to operate in a hybrid service mode as part of regular operations. All student and college data suggest that hybrid services and courses will continue to be the new normal. EOPS will meet students where they are (online, in-person) through our EOPS Canvas course, use of zoom/online appointments, and offering services via multiple modalities.

Planned expenditures academic, administrative, classified, and student salaries; direct student supplies and materials, direct student aid, and outreach/enrollment effort costs.



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6. Year-End Report for Prior Year (2023-24)

Please provide a brief narrative of your program accomplishments in 2023-24, including but not limited to the following information:

- Program objectives achieved
- Advisory Committee involvement
- Outreach efforts
- Workshops and class offerings
- Student success
- Student awards/scholarship acknowledgements
- Special program successes
- Overall program evaluation

From the 23-24 Objectives/Activities listed EOPS at Columbia College achieved the following: streamlined online Etrieve application process that automatically informs a student of their eligibility or steps they can take to become eligible were implemented, thus increasing the number of students applying and following through with EOPS enrollment. Policy and Procedures were streamlined, efficiencies employed through better student tracking data management and collaboration efforts with all other categorical programs overseen by the Director of Special Programs.

Overall, our policies and procedures for student appointments and service/benefit distribution were adjusted to meet the changing needs of our EOPS/CARE populations by being both flexible with accommodations of location and times of appointments, while also being firm on our high expectations of GPA and course success through utilization of high support. EOPS staff and faculty participated in both department specific outreach and cultural enrichment services and events and campus-wide efforts. Thus increasing the EOPS footprint across campus, assuring our EOPS/CARE students feel they belong and can thrive with our college. Additionally, student workers at EOPS have revived EOPS's social media presence, serving as a reliable source of communication for EOPS/CARE students- receiving positive feedback weekly! This unplanned use of social media has also proved helpful to staff and faculty throughout the college!

Course success for each EOPS student, graduation and course success rates are linked here:

<https://app.powerbi.com/view?r=eyJrJoiYzc4YTE3ZDMtZjNjMi00OTQ5LTg2MDAtZjJlZmRkMzNjNzU3liwidCI6IjNkMzVhZmU2LTl2YWMTNDM3ZS1iNGlZLTc1YjUwZDQ1OWU0NSIsImMiOjZ9>

<https://app.powerbi.com/view?r=eyJrJoiYzc4YTE3ZDMtZjNjMi00OTQ5LTg2MDAtZjJlZmRkMzNjNzU3liwidCI6IjNkMzVhZmU2LTl2YWMTNDM3ZS1iNGlZLTc1YjUwZDQ1OWU0NSIsImMiOjZ9>

<https://app.powerbi.com/view?r=eyJrJoiYmE0OGU3NGYtYmJiZS00NDMzLWE5ZGYtOWMzNDYzZmJhYzJlIiwidCI6IjNkMzVhZmU2LTl2YWMTNDM3ZS1iNGlZLTc1YjUwZDQ1OWU0NSIsImMiOjZ9>

<https://app.powerbi.com/view?r=eyJrJoiYmE0OGU3NGYtYmJiZS00NDMzLWE5ZGYtOWMzNDYzZmJhYzJlIiwidCI6IjNkMzVhZmU2LTl2YWMTNDM3ZS1iNGlZLTc1YjUwZDQ1OWU0NSIsImMiOjZ9>



California Community Colleges

7. Signature of College EOPS Director

Print Name: Vanessa Muro-Marai

Title: EOPS/CARE/DRC Counselor/Coordinator

Signature: 

Date: 10/31/24

8. Signature of Supervising Administrator

Print Name: Michael Igoe

Title: Dean of Student Services

Signature: 

Date: 10/31/24

Submission Requirements

Please email one signed copy to ssarcc-eops@cccco.edu by October 25, 2024.