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

Financial Aid

Select the academic year

2024-25

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

Columbia College Financial Aid Office Overview

The Columbia College Financial Aid Office is currently staffed by one Financial Aid Director, one Financial Aid Systems Specialist, and two Financial Aid Specialists. Over the past year, the office has faced a significant increase in regulatory requirements and compliance demands, particularly due to the

expansion of both federal and state aid programs. The introduction of new state grants and the continued administration of COVID-related funding have further added to the office's complexity and workload.

Despite these growing responsibilities, staffing levels have remained unchanged. As the college returns to —and begins to exceed—pre-COVID enrollment levels, the demand for financial aid services continues to rise. However, no corresponding increase in staffing has been made to support this growth. This imbalance between workload and personnel presents ongoing challenges in maintaining timely service, ensuring compliance, and fully supporting students.

To achieve the college's goals around student success, retention, and completion, increased staffing in the Financial Aid Office is essential. The district must invest more in this critical department, as financial aid is often the key factor in a student's ability to enroll, persist, and ultimately succeed in college. The Financial Aid Office serves as the bridge that connects students to opportunity—and continued underinvestment puts both student outcomes and institutional performance at risk.

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?	Not Applicable
Does the program have plans to create new courses or new awards?	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?

N/A

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

Increase FAFSA/CADAA application completion rates

Goal 1 Status

New Goal

Map Goal 1 to one or more Strategic Plan objectives:

Increase Award Completion

Increase Transfer Readiness   Reduce Equity Gaps

Reduce Barriers to Completion

Increase Workforce Readiness

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.

Goal:
Increase the number of students who submit and complete the Free Application for Federal Student Aid (FAFSA) and California Dream Act Application (CADAA), ensuring they receive the maximum financial aid for which they are eligible.

Strategies:
  *Conduct targeted in-reach and outreach campaigns to raise awareness about FAFSA/CADAA deadlines and benefits.
  *Continue to host application workshops and provide one-on-one assistance to guide students through the entire financial aid process.
  *Partner with other student services departments—such as counseling, EOPS, outreach, and admissions—to promote FAFSA/CADAA completion at   multiple student touch points.
  *Use data to identify and follow up with students who have not submitted applications or are missing required documents.

Expected Outcomes:
   *Increased number of students submitting and completing FAFSA/CADAA applications.
   * Higher overall financial aid participation and funding awarded.
   *Improved collaboration between departments in supporting student financial aid access.

Goal 2 (Optional)

Goal 2 Title

Improve student awareness and understanding of Satisfactory Academic Standing (SAP)

Goal 2 Status

New Goal

Map Goal 2 to one or more Strategic Plan objectives:

Increase Award Completion

Increase Transfer Readiness   Reduce Equity Gaps

Reduce Barriers to Completion

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.

Goal:
Increase student education on Satisfactory Academic Progress (SAP) requirements to ensure continued financial aid eligibility throughout their academic program. By enhancing students' knowledge and understanding of SAP policies, we aim to empower students to make informed academic decisions and maintain good standing.

Strategies:
  * Develop and implement mandatory, or incentivized SAP education modules.
  * Provide ongoing workshops, webinars, and one-on-one advising focused on SAP criteria, academic planning, and support resources.
  *Regularly communicate SAP status updates and reminders through student portals, email, and text notifications.
  *Collaborate with academic advising to proactively intervene with students at risk of falling below SAP standards.

Expected Outcomes:
  *Increased percentage of students who understand SAP requirements.
  *Higher rates of students maintaining SAP eligibility across terms.
  *Reduction in the number of students losing financial aid due to SAP non-compliance.

Goal 3 (Optional)

Goal 3 Title	Update and strenghthen the Financial Aid Policies and Procedures (P&P) manual
Goal 3 Status	New Goal
Map Goal 3 to one or more Strategic Plan objectives:	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.

Goal:
Revise and enhance the Financial Aid Policies and Procedures (P&P) Manual to align with the most current federal and state regulations, improve operational efficiency, and ensure staff are well-trained in regulatory compliance—especially in light of the major 2023–2024 FAFSA changes.
The 2023–2024 academic year brought the most significant updates to the FAFSA and financial aid regulations in over 40 years. These changes demand a comprehensive review of institutional financial aid practices to maintain compliance and deliver accurate, timely services to students.

Strategies:
  *Conduct a full review and update of the P&P Manual to reflect current U.S. Department of Education (DOE) and California Student Aid Commission (CSAC) guidelines.
  * Integrate process improvements and standard operating procedures into the manual to support consistent application processing, review, awarding, and disbursement.
  * Implement ongoing staff training through webinars, DOE daily publications, CSAC updates, and professional development conferences.
  *Establish a compliance calendar and training tracker to monitor staff participation and ensure timely updates are understood and applied.
  *Promote a culture of compliance and accountability through regular team discussions, case study reviews, and audit preparedness exercise

Expected Outcomes:

*A fully updated and accessible P&P Manual aligned with current federal and state regulations.
*Increased staff confidence and competency in applying new financial aid rules and procedures.
*Improved accuracy and efficiency in processing aid, with reduced compliance risks.
* Enhanced ability to support students effectively during and after the FAFSA simplification transition.

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	Student Services Representative	All Goals- Serve Students	
Staff Member	Accounting Specialist	All Goals - Serve Students	
Travel	NASFA/WASFA Comferences	All Goals - Compliance	110000

Additional Thoughts

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

Who is submitting this form

Marnie Shively

Submission Date

Wednesday, July 23, 2025