



RIVERSIDE CITY COLLEGE

PROGRAM REVIEW REPORT

Program Review - VP Academic Affairs - 2025

Resources Needed

VPAA #1 - Associate Dean for Languages, Humanities, and Social Sciences Division

Initiative/Project Details

The LHSS Division is by far the largest academic division, offering about 1,500 sections annually and generating 2,590 FTES (Fall 2023) or 36.9% of RCC's F23 FTES target. For comparison, the next largest division, STEM-K, generated 1,700 FTES (F23) or 24.3% of our F23 target. This means that STEM-K as the second largest academic division is about a third smaller than LHSS. For further comparison, LHSS's annual FTES is approximately 80% of our sister colleges' individual annual FTES generation. The nearly 200 full- and part-time faculty and multiple programs under LHSS (Honors, WRC, Community Action Leadership Academy, Administration of Justice Internship program, plus the anticipated growth of Ethnic Studies and Communication Studies (new CalGETC requirements), require equitable administrative attention to ensure we serve and support the constituents of the area equitably and effectively.

Requesting an Associate Dean for LHSS to support the LHSS Dean of Instruction to meet the needs of students (enrollment management (access), transfer/goal attainment (success), and FTES target generation and productivity.

Initiative/Project Status

Initial Proposal

Year(s) Implemented

2024 - 2025, 2025 - 2026

Mapping

ARCHIVE Strategic Plan: (X)

- **3.0 INSTITUTIONAL EFFECTIVENESS:** The college works to create a positive campus climate and identifies, measures, and reports on students and institutional outcomes to demonstrate the advancement of the college's mission and goals. (X)
- **4.0 RESOURCE DEVELOPMENT AND ALLOCATION:** The college will acquire, manage, and deploy resources -- including human, facilities, technology, and financial -- to support college goals and advancement. (X)
- **Objective 3.3:** In order to maintain funding, and to meet the needs of students, attain a college level efficiency average of 595 (WSCH/FTEF) by providing disciplines with their specific efficiency targets and the tools to meet those. (X)
- **Objective 3.4:** Provide a framework and tools to recognize excellence and sharing and implementing of best practices across disciplines, departments and service areas to create an environment in which students, faculty, and staff feel supported and valued. (X)
- **Objective 3.5:** Provide cultural proficiency training and comprehensive data coaching to support evidenced based discussion and development of strategies to help disciplines, departments and service areas meet equity goals. (X)
- **Objective 4.4:** Revise and implement a strategic enrollment management plan that integrates student need, success and access goals with financial planning by Fall 2020, that is annually reviewed, assessed and updated. (X)

Resources Needed

VPAA #2 Associate Dean of Health-Related Sciences

Initiative/Project Details

Historically, the SON had an Associate Dean to support increased enrollment at an off-site location as required by regulatory body. Once the grant had ended and the off-site location reintegrated with the main campus this position was disbanded. With continued growth of all SON programs, and the addition of the Anesthesia Technology program, this position is a strategic necessity for program growth and student success. This dedicated leadership position will provide focused administrative oversight, facilitate curriculum development and accreditation efforts, enhance clinical partnerships, and directly support faculty and students within a high-demand and critical healthcare field. The BRN requires programs to have an Assistant Director and this is currently being fulfilled by the ADN Department Chair however the Assistant Director duties are not currently outlined collective bargaining agreement. This adds additional workload to this role. This dual role ensures efficient program management and strengthens the SON's capacity to produce highly qualified nursing professionals.

Rationale

The School of Nursing's projected enrollment growth along with the anticipation of offering new healthcare program pathways will require an additional nursing administrator to oversee the development, planning, implementation, and evaluation of the programs. This administrator will work with the current Dean of Nursing and oversee and maintain all regulatory requirements from the State and National approval bodies of these new programs. Position is needed to support enrollment growth for nursing and the expansion of other healthcare-related programs to meet the needs of our community, and to be in compliance with BRN regulations (maintain accredited status of all our healthcare programs).

Requested Year for Funding

2025 - 2026

Resource Type Requested

Administrative Position

Total Amount Requested

243,000

Human Resources Position - Only complete the following two fields if the request is for a Human Resources position. For Human Resources Position: Budget Details contact Elia Blount / Sendy Powell / Aprilyn Tulod Facility / Space Resource Request - Only complete the following if this is a Facility/Space request. Technology Resource Request - Only complete the following field if this is a Technology resource request.

Mapping

Program Review - Division - Nursing: (X)

- **GOAL 2: STUDENT SUCCESS:** Associate Dean/Assistant Director, Health-related fields

VPAA #3 Nursing Enrollment Specialist

Initiative/Project Details

The Student Success Team plays a pivotal and multifaceted role in supporting Riverside City College's commitment to the Guided Pathways Framework, student equity, and overall student success. By providing dedicated support and expertise, the team directly contributes to achieving college and School of Nursing (SON) goals. The SON currently has two positions Enrollment Specialists; however, they are currently grant-funded and funding for one position will expire next year with no option for grant's renewal. Over the last two years, the two Program Specialists have reviewed a total of 3,940 applications (RN 1,885; VN 386; NATP 1,372; Anesthesia Technology 297). The number of applications submitted is exponentially increasing especially in the NATP, VN, and Anesthesia Technology programs. The SON has significantly expanded over the last 5 years and has sustained these positions through grant funding, but now at least one of these positions will need to be supported by the college.

Resources Needed

Rationale

Requesting a Nursing Enrollment Specialist. This position was funded through the Bank of America grant, which will be ending (non-renewable). This is a critical position that allows our programs to meet the institutional and departmental goals and outcomes for growth and to serve the community needs identified through our workforce partnerships.

Requested Year for Funding

2025 - 2026

Resource Type Requested

Classified Professional Position

Total Amount Requested

180,000

Options for Funding

General Fund

Human Resources Position - Only complete the following two fields if the request is for a Human Resources position. For Human Resources Position: Budget Details contact Elia Blount / Sendy Powell / Aprilyn Tulod Facility / Space Resource Request - Only complete the following if this is a Facility/Space request. Technology Resource Request - Only complete the following field if this is a Technology resource request.

Mapping

Program Review - Division - Nursing: (X)

- **GOAL 2: STUDENT SUCCESS:** Student success team focused on enrollment

VPAA #4 CCAP Office Assistant—Increase from part-time 10 months to full-time 12 months

Rationale

Position requires a full-time classified professional.

-Supports the office in processing the increase of applications and student paperwork due to increased enrollments.

-Maintains program and student files, which have increased by staggering amounts due to the addition of CCAP, causing a growth greater than 16 times the RECHS numbers at which she was originally hired to service.

-Provides direct support and information to students and high school staff to assist with matriculation.

Requested Year for Funding

2025 - 2026

Resource Type Requested

Classified Professional Position

Total Amount Requested

57,000

Human Resources Position - Only complete the following two fields if the request is for a Human Resources position. For Human Resources Position: Budget Details contact Elia Blount / Sendy Powell / Aprilyn Tulod Facility / Space Resource Request - Only complete the following if this is a Facility/Space request. Technology Resource Request - Only complete the following field if this is a Technology resource request.

Resources Needed

VPAA #5 Dual Enrollment Student Success Coordinator

Initiative/Project Details

Our CCAP/Dual Enrollment program has experienced tremendous growth. To meet our Strategic Plan's objectives to grow CCAP 5% each year as well as to meet the CCCCCO's Vision 2030 strategic directives action item 1.1.a (and move toward fulfilling the goal of every high school student completing 12 or more units of college credit), the Office of Educational Partnerships is seeking a Student Success Coordinator to strategically expand access to and success within dual enrollment classes for disproportionately impacted students, especially Black, Latinx, American Indian or Alaska Native, Native Hawaiian and Pacific Islanders, and foster youth, and historically underrepresented first generation, and low-income students.

Rationale

- Assists in the development, coordination, and implementation of student support and interventions.
- Partners with faculty and other departments to develop strategies to increase student retention and success rates.
- Collaborates with a variety of college support services, academic services, and specialized programs to maximize resources for students.
- Directs and coordinates work activities of student workers.
- Maintains as the first point-of-contact for students, parents, high schools, community organizations, and the general public for inquiries
- Provides student success workshops on various topics, such as time management, study strategies, goal setting, learning styles, career planning, and communication skills.
- Participates on a variety of campus committees.
- Monitors the department budget as directed and processes timesheets, requisitions and mileage/travel requests to ensure payment.
- Develops and maintains student tracking, monitoring, and reporting systems.
- Develops marketing campaigns and materials.
- Coordinates and implements field trips, academies, summer programs, and conferences.

Requested Year for Funding

2025 - 2026

Resource Type Requested

Classified Professional Position

Total Amount Requested

175,000

Options for Funding

General Fund

Human Resources Position - Only complete the following two fields if the request is for a Human Resources position. For Human Resources Position: Budget Details contact Elia Blount / Sandy Powell / Aprilyn Tulod Facility / Space Resource Request - Only complete the following if this is a Facility/Space request.
Technology Resource Request - Only complete the following field if this is a Technology resource request.

Mapping

ARCHIVE Strategic Plan: (X)

- **1.0 STUDENT ACCESS:** The college will ensure all students have equitable access to the college's courses, programs, and services. (X)
- **5.0 COMMUNITY ENGAGEMENT:** The college will actively pursue, develop, and sustain collaborative partnerships with educational institutions, civic organizations, and businesses. (X)

Resources Needed

- **Objective 1.4:** In order to shorten the time to complete and improve college going rates, the college will increase the number (headcount) of high school students participating in dual enrollment programs (inclusive of CCAP, middle college, and concurrent enrollment) 5% annually. (X)
- **Objective 5.1:** Enhance and maintain partnerships with the community's K-12 districts, universities, and other regional partners by actively participating in collaborative groups to increase equitable student success and completion at all levels. (X)