



# Welcome to Program Review

Merritt College - 2019

Fruitvale Center - Service Area or Special Program

Annual Program Update

## Program Overview

**Please verify the mission statement for your program. If your program has not created a mission statement, provide details on how your program supports and contributes to the College mission.**

The mission of the Fruitvale Education Center of Merritt College is to provide greater access to higher education and thereby enhance the quality of life of the residents of the Fruitvale community of East Oakland. Our instructional program and Spanish bilingual student services strive to provide a positive experience and build confidence as students apply for college, begin study and transition to the main campus of Merritt College and other Peralta colleges.

### Program Total Faculty and/or Staff

#### Full Time

Jennifer Briffa  
Brenda Mora

#### Part Time

Suzan Ormandy  
Deborah Lafferty  
Wendy Belden  
Elizabeth Maher  
Maria Sujo

**The Program Goals below are from your most recent Program Review or APU. If none are listed, please add your most recent program goals. Then, indicate the status of this goal, and which College and District goal your program goal aligns to. If your goal has been completed, please answer the follow up question regarding how you measured the achievement of this goal.**

To educate the community of the matriculation process

Status

In-Progress

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

College Goal

Equity: Reduce the achievement gaps for African-American, multiethnic and male students.

District Goal

Advance Student Access, Equity, and Success

To inform students of the different services offered at Merritt and other colleges.

Status

Select Status...

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

College Goal

Equity: Reduce the achievement gaps for African-American, multiethnic and male students.

District Goal

Advance Student Access, Equity, and Success

To offer guidance in academic counseling for students.

Status

In-Progress

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

College Goal

Time to Completion: Reduce the number of excess units earned by students.

District Goal

Advance Student Access, Equity, and Success

To inform the Fruitvale community of resources available to access higher education.

Status

In-Progress

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

College Goal

Equity: Reduce the achievement gaps for African-American, multiethnic and male students.

District Goal

Advance Student Access, Equity, and Success

To empower the Fruitvale District community in their pursuit to self-efficacy

Status  
In-Progress

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

College Goal  
Equity: Reduce the achievement gaps for African-American, multiethnic and male students.

District Goal  
Advance Student Access, Equity, and Success

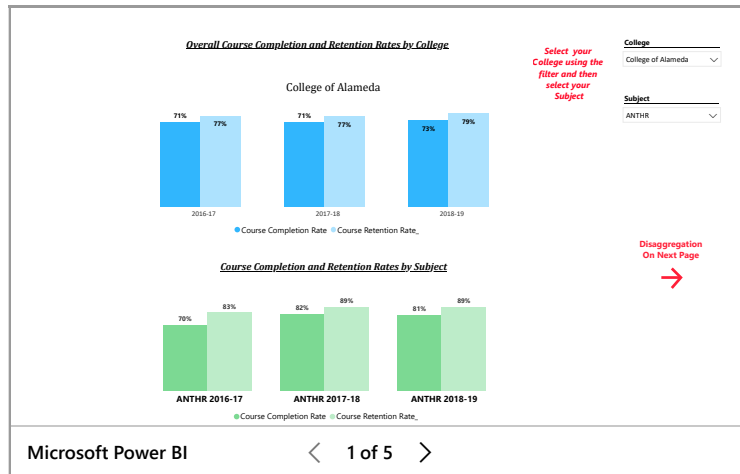
**Describe your current utilization of facilities, including labs and other space**

The Fruitvale office has been relocated to the third floor of the Unity Council after being located in the same office for more than 30 years. The office and classroom now have less square footage. There is more privacy for counseling and one-on-one meetings with students. There is a need for more classroom space because the Unity Council Head Start Director is collaborating with Merritt College's Child Development department for contract education to offer a class for its Head Start staff. More classroom space would also be ideal to expand noncredit ESOL classes to be offered more days of the week on mornings and evenings.

## Program Update

### Semester End Enrollment/Usage Pattern

Review your Semester End Enrollment by setting the filter to your college and subject



Using the dashboard, review and reflect upon the data for your program. Describe any significant changes and discuss what the changes mean to your program. Consider whether performance gaps exist for disproportionality impacted students. Focus upon the most recent year and/or the years since your last comprehensive program review. Cite data points from the dashboard to support your answer.

Refer to ESOL and ChDev department APU for information related to Fruitvalr.

**Describe the department's progress on Student Learning Outcomes (SLOs) and/or Administrative Unit Outcomes (AUOs) since the last Program Review/APU. If your discipline offers a degree or certificate, please describe the department progress on Program Learning Outcomes (PLOs).**

Fruitvale continues to evaluate it's SAOs every semester.

**Describe the outcomes and accomplishments from previous year's funded resource allocation request.**

Brief description of funded request	Source (any additional award outside your base allocation)	Total Award Amount	Outcome/Accomplishment
Resources were allocated for Fruitvale to continue to have a student assistant and a robot vacuum.		100%	More students were assisted with the registration process and classes were over-enrolled in the Fall of 2019. SAO questionnaires were fully answered thanks to the help of the student assistant who sat with students to help them fill it out.

**In the boxes below, please add improvement actions and resource requests that are directly related to the questions answered in this section. If there are no improvement actions or resource requested in this area, leave blank.**

Improvement Action

Improvement Actions

**Improvement Action**

Action Item	Description	To be completed By	Responsible Person
Continue to filter SAO questionnaires have students fill i...	Students need help filling out all the questions on the SAO questionnaire.		Student Assistant

**Resource Request**

Personnel Student Worker

% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs
100	Student workers are essential for the operation of the Fruitvale office. The student worker assists faculty and staff with clerical duties, but also works with students in registering to classes, enrolling them in the college, filling out SAO questionnaires, answering questions about the college processes (such as Financial Aid), among other important duties.	14900	

Total Costs  
14900

**Improvement Action**

Action Item	Description	To be completed By	Responsible Person
Daily operations	Daily operation of the Fruitvale office such as assisting students with class registration, college enrollment, financial aid, counseling, etc. require supplies.		Brenda Mora - Coordinator

**Resource Request**

Supplies	Noninstructional Supplies and Materials		
Description/Justification	Non-instructional supplies are needed for the daily operation of the office.	Estimated Cost	
		2000	

**Resource Request**

Technology and Equipment	Replacement		
Description/Justification	Replacement of current copy machine. Scanning capabilities on a copy machine are needed to continue assisting students turning in electronic files to the office of Admissions and Records and other District departments. A new copier is needed because the current copy machine is not fully functional. An inspection by the company The Cartridge Family concluded that the parts needed to have the machine function fully are not available because of the machine's age.	Estimated Cost	
		1000	

**Resource Request**

Technology and Equipment

New

**Description/Justification**

MacBook Pro for Coordinator's use outside of the office. The current shelter-in-place has brought to our attention the need for up to date technology that the Coordinator is able to use away from the office.

**Estimated Cost**

1860.16

**Resource Request Summary**

Total Cost: \$19760.16

Total Resource Request: 4

**Program Update**

**Personnel**

Type	% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs	Total Costs
Student Worker	100	Student workers are essential for the operation of the Fruitvale office. The student worker assists faculty and staff with clerical duties, but also works with students in registering to classes, enrolling them in the college, filling out SAO questionnaires, answering questions about the college processes (such as Financial Aid), among other important duties.	14900		14900
<b>Sub-Total: \$14900</b>					

**Professional Development**

No Resources found for this category

**Technology and Equipment**

Type	Description/Justification	Estimated Cost
Replacement	Replacement of current copy machine. Scanning capabilities on a copy machine are needed to continue assisting students turning in electronic files to the office of Admissions and Records and other District departments. A new copier is needed because the current copy machine is not fully functional. An inspection by the company The Cartridge Family concluded that the parts needed to have the machine function fully are not available because of the machine's age.	1000
New	MacBook Pro for Coordinator's use outside of the office. The current shelter-in-place has brought to our attention the need for up to date technology that the Coordinator is able to use away from the office.	1860.16
<b>Sub-Total: \$2860.16</b>		

**Supplies**

Type	Description/Justification	Estimated Cost
Noninstructional Supplies and Materials	Non-instructional supplies are needed for the daily operation of the office.	2000

**Sub-Total: \$2000**

Facilities  
No Resources found for this category

Library  
No Resources found for this category

Other  
No Resources found for this category

## Sign and Submit

**Please provide the list of members who participated in completing this program review.**

Brenda Mora

**Please enter the name of the person submitting this program review.**

Brenda Mora