

## PLANNING/OUTCOMES DOCUMENT

<b>Name of person(s) completing this form:</b>	Annette J. Kesgen	<b>Curriculum/Department:</b>	Upward Bound
<b>Purpose/Mission Statement</b>		<b>Vision Statement, 3-5 years</b>	
<p><b>Mission:</b> To provide educational, strengths-focused programs in a safe, supportive environment that encourages holistic growth and personal challenge.</p> <p><b>Purpose:</b> The Upward Bound Program at Southwestern Community College provides services to help selected local first generation/low-income high school students develop the skills and motivation they need to succeed in high school and to enter and be successful in college. The program helps students through academic support, social and cultural enrichment, and opportunities for personal growth.</p>		<ol style="list-style-type: none"> <li>1. To publicize the Upward Bound Program to ensure local school systems, communities, high school students and families are aware of our existence and benefits of the program.</li> <li>2. To be a respected resource by students, staff and local communities.</li> <li>3. To be supported by students, staff, and local communities.</li> <li>4. To advocate for the student, fostering independent student growth and development.</li> <li>5. To maintain a strong network of communication between internal and external agencies, thereby promoting an inviting, effective and satisfying atmosphere for students, staff, and local communities.</li> </ol>	
<b>Departmental Strengths</b>		<b>Departmental Weaknesses</b>	
<p>The staff of this department have an average of 15 years experience working with high school students.</p> <p>This department has demonstrated over 80% goal achievement on grant objectives for the past 6 years.</p> <p>This department has developed specialized programs for juniors and seniors to increase high school and post-secondary success.</p>		<p>This department has budget constraints due to federal funding.</p> <p>This department has extremely limited equipment storage space.</p> <p>This department has outdated technology which often hampers effectiveness.</p>	
<b>Departmental Opportunities</b>		<b>Departmental Threats</b>	
<p>Local school personnel changes could provide the opportunity for increased support for the Upward Bound program.</p> <p>The increased number of Upward Bound alumni could provide additional opportunities for support and activities.</p>		<p>The reliance on federal grant funding could have a negative effect on this department.</p>	

College Goals	2004-2005 Department Outcomes/Goals	Success Criteria (e.g. outcomes, enrollment increases)	Plan of Action (including resources needed)
2,7	1. Fifty high school aged students (of which at least 34 will be both low-income and first generation college students, and the remaining 16 will be either low-income or first generation college students) will be identified and selected each year.	Upward Bound will maintain an enrollment of 50 students. At least, 34 will be both low-income and first generation college students, and the remaining 16 will be either low-income or first generation college students.	<p>Analyze data to ensure compliance with the 2/3 – 1/3 requirement            Inform target schools of program services and eligibility criteria            Establish referral system            Establish relationship with state and local agencies            Provide faculty and staff orientation            Air public services announcements on area radio stations            Place article in area newspapers            Conduct group and individual recruitment meetings            Conduct parent information meetings            Obtain applications and income verification from potential participants            Interview applicants and parents            Select 50 participants            Notify applicants of their selection status            Refer denied applicants and waiting list participants to WCU Talent Search or UB Math and Science</p> <p><b>RESOURCES NEEDED: UB STAFF, BROCHURES, FLOW CHART FOR RECRUITMENT, MEDIA SERVICES, COMPUTER DATABASE</b></p>
1	2. Ninety percent of all project participants will follow a college preparatory curriculum each semester-- receiving instruction, tutorial assistance, and other supportive services (academic advising and counseling) resulting in 70% of the participants improving their academic skills as measured by GPA or standardized testing.	At least 45 students will follow a college preparatory curriculum each semester.	<p>Review PEP and course schedule            Monitor academic progress of students and conduct mid-term progress sessions            Conduct 10+ workshops on self-development and career opportunities            Provide Basic Skills Instruction for students with special needs            Advise student of required college preparatory courses            Conduct study skills, test-taking, time-management workshops            Inform students of high school graduation and college admissions requirements            Arrange for Parent Conference/Workshops to discuss student's progress and how to motivate youth to learn            Establish peer assistance program            Encourage seniors with 3.00 GPA to participate in college and advanced placement courses            Conduct monthly Campus Experience Institutes</p> <p><b>RESOURCES NEEDED: UB STAFF, TEST TAKING MATERIALS, RESOURCE MATERIALS, CONFERENCE ROOM</b></p>

2	3. Ninety percent of the high school Upward Bound graduates will apply for and gain admission to a post-secondary institution, resulting in 90% of these participants entering a post-secondary institution each year.	Ninety percent of Upward Bound high school graduates will apply for admission to a post-secondary institution, 90% of those will gain admission into and enter a post-secondary institution each year.	Provide college preparation workshops Provide college admission workshops Provide financial aid workshops Assist with completing admissions applications Assist with completing financial aid applications Assist with completing scholarship applications Provide college tours/visitations Provide interest and career inventories Provide mentoring program Enroll students in Bridge Program Receive documentation of acceptance letters Monitor senior admissions progress Conduct follow-up to ensure that 90% enrolled in a post-secondary institution by December of each year  <b>RESOURCES NEEDED: UB STAFF, TRAVEL FUNDS</b>
1,2,4	4. Fifty percent of eligible graduating seniors will participate in a summer college transitional Bridge Program resulting in 80% completing the Bridge Program with a cumulative GPA of 2.5 or above.	Fifty percent of eligible graduating seniors will participate in a summer college transitional "Bridge" program.	Provide parent/student college orientation Sign contractual agreement between student/Upward Bound Provide college survival workshop Provide curriculum and academic advising Provide time management workshops Provide personal counseling Assist with college course selection Refer to academic support programs Monitor Bridge student academic progress bi-weekly Conduct exit interview Sign 6 year follow-up form  <b>RESOURCES NEEDED: UB STAFF, COMPUTER ACCESS/DATABASE, TEST TAKING MATERIALS, EDUCATIONAL MATERIALS, CLASSROOMS, COLLEGE VANS, TRAVEL FUNDS, MEDIA SERVICES, CULTURAL ENRICHMENT FUNDS</b>
3	5. An annual follow-up will be conducted on 100% of the former students placed in a post-secondary educational program resulting in 70% of all students placed completing their post-secondary program within 6 years.	An annual follow-up will be conducted on all former students placed in post-secondary educational programs	Conduct exit interview and have graduate sign a six-year Permission to Access Records Form Complete Change of Address form Verify post-secondary enrollment Conduct first semester follow-up to see if all needs were met Follow-up on post-secondary drop outs—refer to Educational Opportunity Center Program Follow-up on enrolled post-secondary students annually Invite alumni to speak to participants regarding career and educational opportunities and experiences  <b>RESOURCES NEEDED: UB STAFF, COMPUTER ACCESS/DATABASE</b>

<p align="center"><b>Criteria Results</b></p> <p align="center"><b>Be sure to utilize most current data available</b></p>	<p align="center"><b>End of Year Analysis</b></p> <p align="center"><small>(Goals achieved, impact of equipment purchased, improvements to program or service, contingencies, etc.).</small></p> <p align="center">Describe how you used the results to improve your program/department.</p>
<p>Fifty-eight students were enrolled in the Upward Bound Project this past year with a waiting list at most target schools.</p> <p>Forty program participants attended the six-week Summer Institute and 6 graduates attended the Bridge program.</p>	<p>Spring recruitment was a large success with recruitment goals being met. Recruitment goals were updated for 2005-2006 for each target high school.</p> <p>The Summer Institute was a great success with the experiential curriculum, Junior Journey, Independent Study program, work-study, and senior TRAXX program. These programs will continue next year.</p>
<p>One hundred percent of all project participants followed a college preparatory curriculum each semester with approximately 70% demonstrating improvements in their academic skills as measured by GPA or standardized testing.</p>	<p>Tutorial assistance, academic advising and other supportive services were successful. Increased individualized tutoring and increased monitoring of student progress will continue for 2005-2006.</p> <p>Standardized testing preparation curriculum will continue for 2005-2006.</p>
<p>One hundred percent of all UB high school graduates applied for and gained admission to post-secondary institutions.</p>	<p>The senior TRAXX program will continue to target post-secondary preparation and admission for 2005-2006.</p>
<p>Seventy-five percent of eligible graduating seniors participated in the Bridge program. Fifty percent completed the Bridge program with a cumulative GPA of 2.75.</p> <p>An annual follow-up was conducted on 100% of the former student placed in a post-secondary education program with two students completing their post-secondary education. All other students are expected to complete their programs of post-secondary education after 2007.</p>	<p>Eligible graduating seniors will continue to participate in the Bridge program. Due to a greater success rate, students will be encourage to attend classes on campus rather that take on-line classes during the Bridge program.</p> <p>An annual follow-up will continue on all former student placed in a post-secondary education program. Due to increased data collection requirements, this follow-up will be conducted on all students involved in the Upward Bound program whether or not they completed the program.</p>

College Goals	2005-2006 Department Outcomes/Goals	Success Criteria (e.g. outcomes, enrollment increases)	Plan of Action (including resources needed)
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1,2,4	4. Fifty percent of eligible graduating seniors will participate in a summer college transitional Bridge Program resulting in 80% completing the Bridge Program with a cumulative GPA of 2.5 or above.	Fifty percent of eligible graduating seniors will participate in a summer college transitional "Bridge" program.	<p>Provide parent/student college orientation          Sign contractual agreement between student/Upward Bound          Provide college survival workshop          Provide curriculum and academic advising          Provide time management workshops          Provide personal counseling          Assist with college course selection          Refer to academic support programs          Monitor Bridge student academic progress bi-weekly          Conduct exit interview          Sign 6 year follow-up form</p> <p><b>RESOURCES NEEDED: UB STAFF, COMPUTER          ACCESS/DATABASE, TEST TAKING MATERIALS,          EDUCATIONAL MATERIALS, CLASSROOMS, COLLEGE VANS,          TRAVEL FUNDS, MEDIA SERVICES, CULTURAL          ENRICHMENT FUNDS</b></p>
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<b>Budget Item Description: (Budget items requested from college funds)</b>	<b>Current Year Budget: 9/2005-8/2006</b>	<b>Ongoing Operational Budget:</b>	<b>Expansion Budget:</b>
Supplies-			
Equipment-			\$5000 for new computers for 3 staff
Travel-			
Program Accreditation-			
Other-			
<b>TOTALS</b>	\$234,624		\$5000

**Mid-point Review**

**Progress Notes:**