



PLANNING/OUTCOMES DOCUMENT

Name of person(s) completing this form:	Annette J. Kesgen	Curriculum/Department:	Upward Bound
Purpose/Mission Statement		Vision Statement, 3-5 years	
<p>Mission: To provide educational, strengths-focused programs in a safe, supportive environment that encourages holistic growth and personal challenge.</p> <p>Purpose: The Upward Bound Program at Southwestern Community College provides services to help selected local first generation/low-income high school students to 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"> 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. 2. To be a respected resource by students, staff, school personnel and local communities. 3. To be supported by students, staff, school personnel and local communities. 4. To advocate for students, fostering independent student growth and development. 5. To maintain a strong network of communication between internal and external agencies, thereby promoting an inviting, effective and satisfying atmosphere for students, staff, schools and local communities. 	
Departmental Strengths		Departmental Weaknesses	
<p>The staff of this department have an average of 15 years experience working with high school students, including an Upward Bound Math Science alumni.</p> <p>This department has demonstrated over 80% goal achievement on grant objectives for the past 7 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>	

Departmental Opportunities

Local school personnel changes could provide the opportunity for increased support for the Upward Bound program.

The requirement for a new grant proposal this fall will allow for updated programmatic changes and the possibility of serving students enrolled in the target area new “early college” high schools.

Departmental Threats

The reliance on federal grant funding could have a negative effect on this department.

College Goals	2005-2006 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</p> <p>Inform target schools of program services and eligibility criteria</p> <p>Establish referral system</p> <p>Establish relationship with state and local agencies</p> <p>Provide faculty and staff orientation</p> <p>Air public services announcements on area radio stations</p> <p>Place article in area newspapers</p> <p>Conduct group and individual recruitment meetings</p> <p>Conduct parent information meetings</p> <p>Obtain applications and income verification from potential participants</p> <p>Interview applicants and parents</p> <p>Select 50 participants</p> <p>Notify applicants of their selection status</p> <p>Refer denied applicants and waiting list participants to WCU Talent Search or UB Math and Science</p> <p>RESOURCES NEEDED: UB STAFF, BROCHURES, FLOW CHART FOR RECRUITMENT, MEDIA SERVICES, COMPUTER DATABASE</p>

1	<p>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.</p>	<p>At least 45 students will follow a college preparatory curriculum each semester.</p>	<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>RESOURCES NEEDED: UB STAFF, TEST TAKING MATERIALS, RESOURCE MATERIALS, CONFERENCE ROOM</p>
2	<p>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.</p>	<p>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.</p>	<p>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</p> <p>RESOURCES NEEDED: UB STAFF, TRAVEL FUNDS</p>

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>RESOURCES NEEDED: UB STAFF, COMPUTER ACCESS/DATABASE, TEST TAKING MATERIALS, EDUCATIONAL MATERIALS, CLASSROOMS, COLLEGE VANS, TRAVEL FUNDS, MEDIA SERVICES, CULTURAL ENRICHMENT FUNDS</p>
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	<p>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</p> <p>RESOURCES NEEDED: UB STAFF, COMPUTER ACCESS/DATABASE</p>

Criteria Results for 2005-06 Outcomes

Be sure to utilize most current data available

1. Fifty-nine students were enrolled in the Upward Bound Project this past year with a waiting list at most target schools.

Fifty-one program participants attended the six-week Summer Institute and 5 graduates attended the Bridge program.
2. One hundred percent of all project participants followed a college preparatory curriculum each semester with over 80% demonstrating improvements in their academic skills as measured by GPA or standardized testing.
3. One hundred percent of all UB high school graduates applied for and gained admission to post-secondary institutions, resulting in 100% of these participants entering a post secondary institution in Fall 2006.
4. Eighty-three percent of eligible graduating seniors participated in the Bridge program. One hundred percent of these students completed the Bridge program with a cumulative GPA of 3.25.
5. 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.

End of Year Analysis

(Goals achieved, impact of equipment purchased, improvements to program or service, contingencies, etc.).

Describe how you used the results to improve your program/department.

Spring recruitment was a large success with recruitment goals being met. Recruitment goals were updated for 2006-2007 for each target high school.

The Summer Institute was a great success with the academic curriculum, Junior Journey, Independent Study program, work-study, and senior TRAXX program. These programs will continue next year.

Tutorial assistance, academic advising and other supportive services were successful. Increased individualized tutoring, increased monitoring of student progress, increased involvement with parents and school personnel will continue for 2006-2007.

Standardized testing preparation curriculum will continue for 2006-2007.

The senior TRAXX program will continue to target post-secondary preparation and admission for 2006-2007.

Eligible graduating seniors will continue to participate in the Bridge program. Due to a greater success rate, students will be encouraged to attend classes on campus rather than take on-line classes during the Bridge program.

An annual follow-up will continue on all former student placed in a post-secondary education program. Due to increased federal 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>2</p> <p>1,2,4</p>	<p>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.</p> <p>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.</p>	<p>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.</p> <p>Fifty percent of eligible graduating seniors will participate in a summer college transitional "Bridge" program.</p>	<p>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</p> <p>RESOURCES NEEDED: UB STAFF, TRAVEL FUNDS COMPUTER ACCESS/DATABASE</p> <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>RESOURCES NEEDED: UB STAFF, COMPUTER ACCESS/DATABASE, TEST TAKING MATERIALS, EDUCATIONAL MATERIALS, CLASSROOMS, COLLEGE VANS, TRAVEL FUNDS, MEDIA SERVICES, CULTURAL ENRICHMENT FUNDS</p>
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Budget Item Description: (Budget items requested from college funds)	Current Year Budget: 9/2006-8/2007	Ongoing Operational Budget:	Expansion Budget:
Supplies-			
Equipment-			\$5000 for locked cabinets for equipment storage.
Travel-			
Program Accreditation-			
Other-			
TOTALS	\$234,624		

Mid-point Review

Progress Notes: March 2, 2006

1. 50 students have been enrolled with 70% being both low-income and first generation college students.
2. All 50 students are following a college prep curriculum - not enough data yet to analyze academic skill improvement
3. 100% of UB seniors have applied for and gained admission to a post-secondary institution
4. Seniors will participate in the Bridge program during the summer of 2006
5. Fall 2005 annual follow up revealed the following results:

Although the program has only been funded since 1999, two students have already completed their postsecondary education. All other students are expected to complete programs of postsecondary education after 2005.

There are 58 **prior year participants**.

Thirty participants completed the program with the following results:

- 30 completed secondary education (100%)
- 26 have enrolled in postsecondary education (87%)
- 4 have not enrolled in postsecondary education (13%)

Twenty-eight participants did not complete the program with the following results:

- 11 still enrolled in secondary education (39%)
- 3 not enrolled in secondary education – dropped out of high school (11%)
- 9 are enrolled in postsecondary education (32%)
- 5 not enrolled in postsecondary education (18%)