

# 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 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"> <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, school personnel and local communities.</li> <li>3. To be supported by students, staff, school personnel and local communities.</li> <li>4. To advocate for students, 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, schools and local communities.</li> </ol>	
<b>Departmental Strengths</b>		<b>Departmental Weaknesses</b>	
<p>The staff of this department has an average of 15 years experience working with high school students, including Upward Bound Math Science alumni.</p> <p>This department has demonstrated over 80% goal achievement on grant objectives for the past 8 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>	
<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 new grant cycle will allow for increased service to those 9<sup>th</sup> graders identified as “high risk” for academic failure.</p>		<p>The reliance on federal grant funding could have a negative effect on this department</p>	
<b>College Goals</b>	<b>2006-07 Department Outcomes/Goals</b>	<b>Success Criteria</b> (Method for measuring extent to which outcome is achieved)	<b>Plan of Action</b> (including resources needed)
2,7	<p>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.</p>	<p>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>	<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</p>

			<p>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 ACCESS/ DATABASE</b></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><b>RESOURCES NEEDED: UB STAFF, TEST TAKING MATERIALS, COMPUTER ACCESS/DATABASE, RESOURCE MATERIALS, CONFERENCE ROOM</b></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><b>RESOURCES NEEDED: UB STAFF, TRAVEL FUNDS COMPUTER ACCESS/DATABASE</b></p>
1,2,4	<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>Fifty percent of eligible graduating seniors will participate in a summer college transitional "Bridge" program.</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><b>RESOURCES NEEDED: UB STAFF, COMPUTER</b></p>

			<b>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	<p>Conduct exit interview and have graduate sign a six-year Permission to Access Records Form</p> <ul style="list-style-type: none"> <li>Complete Change of Address form</li> <li>Verify post-secondary enrollment</li> <li>Conduct first semester follow-up to see if all needs were met</li> <li>Follow-up on post-secondary drop outs—refer to Educational Opportunity Center Program</li> <li>Follow-up on enrolled post-secondary students annually</li> <li>Invite alumni to speak to participants regarding career and educational opportunities and experiences</li> </ul> <p><b>RESOURCES NEEDED: UB STAFF, COMPUTER ACCESS/DATABASE</b></p>

<b>Criteria Results for 2006-07 Outcomes</b> Be sure to utilize most current data available	<b>End of Year Analysis</b> (Goals achieved, impact of equipment purchased, improvements to program or service, etc.). Describe how you used the results to improve your program/department.
<p>1. Fifty-seven students were enrolled in the Upward Bound Project this past year with a waiting list at most target schools.</p> <p>Forty-one (72%) program participants were identified as both low-income and first generation students.</p>	<p>Spring recruitment was a success with recruitment goals being met. Several students dropped out of the program before the summer institute hence, recruitment goals were updated for 2007-2008 for each target high school.</p>
<p>2. One hundred percent of all project participants followed a college preparatory curriculum each semester with over 79% 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, increased monitoring of student progress, increased involvement with parents and school personnel will continue for 2007-2008.</p> <p>Standardized testing preparation curriculum will continue for 2007-2008. Seniors will now be required to take both the SAT and ACT.</p>
<p>3. One hundred percent of all UB high school graduates applied for and gained admission to post-secondary institutions, resulting in 86% of these participants entering a post secondary institution in Fall 2007.</p>	<p>The senior TRAXX program has been revised will continue to target post-secondary preparation and admission for 2007-2008.</p>
<p>4. Fifty-seven 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 3.0 or above.</p>	<p>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.</p>
<p>5. An annual follow-up was conducted on 100% of the former student placed in a post-secondary education program with three students completing their post-secondary education this year. All other students are expected to complete their programs of post-secondary education after 2007.</p>	<p>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 continue to be conducted on all students involved in the Upward Bound program whether or not they completed the program.</p>

College Goals	2007-08 Department Outcomes/Goals	Success Criteria (Method for measuring extent to which outcome is achieved)	Plan of Action (including resources needed)
1,2	1. 80 % of all UB participants, who at the time of entrance into the project had an expected high school graduation date during the school year, will have achieved at the proficient level during high school on state assessments in reading/language arts and math.	At least 45 students will follow a college preparatory curriculum each semester. At least 40 students will have achieved at the proficient level during high school on state assessments in reading/language arts and math by graduation.	<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, COMPUTER ACCESS/DATABASE, RESOURCE MATERIALS, CONFERENCE ROOM</b></p>
1,2,5	2. 70 % of 9 <sup>th</sup> , 10 <sup>th</sup> , and 11 <sup>th</sup> grade project participants served during each school year will continue to participate in the Upward Bound Project during the next school year	At least 50 students will participate in UB with at least 35 continuing the next school year.	<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>

			<b>RESOURCES NEEDED: UB STAFF, BROCHURES, FLOW CHART FOR RECRUITMENT, MEDIA SERVICES, COMPUTER ACCESS/ DATABASE</b>
1,5,7	3. 70 % of all UB participants, who at the time of entrance into the project had an expected graduation date during the school year, will enroll in a program of postsecondary education by the fall term immediately following the expected graduation date from high school.	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</p> <p>Complete Change of Address form</p> <p>Verify post-secondary enrollment</p> <p>Conduct first semester follow-up to see if all needs were met</p> <p>Follow-up on post-secondary drop outs—refer to Educational Opportunity Center Program</p> <p>Follow-up on enrolled post-secondary students annually</p> <p>Invite alumni to speak to participants regarding career and educational opportunities and experiences</p> <p><b>RESOURCES NEEDED: UB STAFF, COMPUTER ACCESS/DATABASE</b></p>
1,5,7	4. 65 % of all UB participants who enrolled in a program of postsecondary education during the fall term immediately following high school graduation will be enrolled for the fall term of the second academic year.	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</p> <p>Complete Change of Address form</p> <p>Verify post-secondary enrollment</p> <p>Conduct first semester follow-up to see if all needs were met</p> <p>Follow-up on post-secondary drop outs—refer to Educational Opportunity Center Program</p> <p>Follow-up on enrolled post-secondary students annually</p> <p>Invite alumni to speak to participants regarding career and educational opportunities and experiences</p> <p><b>RESOURCES NEEDED: UB STAFF, COMPUTER ACCESS/DATABASE</b></p>

<b>Budget Item Description (Budget items requested from college funds)</b>	<b>Current Year Budget:</b>	<b>Ongoing Operational Budget:</b>	<b>Expansion Budget:</b>
Supplies-			
Equipment- Laptop computers for staff and student use.	\$3000		
Travel-			
Program Accreditation-			
Other-			

TOTALS			
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### Mid-point Review: March 2007

#### Progress Notes:

1. 50 students have been enrolled with 72% 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 2007
5. Fall 2006 annual follow up revealed the following results:
- 6.

Although the program has only been funded since 1999, four students have already completed their postsecondary education. All other students are expected to complete programs of postsecondary education after 2007.

There are 79 **prior year participants**.

Thirty-seven participants completed the program with the following results:

- 37 completed secondary education (100%)
- 34 have enrolled in postsecondary education (92%)
- 3 have not enrolled in postsecondary education (8%)
- 4 have graduated from postsecondary education

Forty-two participants did not complete the program with the following results:

- 13 still enrolled in secondary education (31%)
- 4 not enrolled in secondary education – dropped out of high school (9%)
- 16 have enrolled in postsecondary education (38%)
- 9 not enrolled in postsecondary education (22%)