



**STUDENT AFFAIRS  
ANNUAL REPORT  
2023-2024**

Prepared by  
The Office of Student Affairs  
October 2024



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\* At the start of Fall 2024, the Learning Communities and the Dream Center went under the supervision of the Dean of Counseling and Student Services.

## ENROLLMENT SERVICES/ADMISSIONS AND RECORDS

(Report submitted by Jessica Erickson, Dean, Enrollment Services, A&R, EOPS/Veterans Services)

### 1. What are two or three of the greatest accomplishments of your unit this past year (2023-2024)?

#### A. Data Cleanup and Fraud Mitigation Efforts

Admissions and Records staff successfully addressed data inconsistencies from the previous network disruption, implementing stronger fraud detection protocols that have improved the integrity of student records. Fraud mitigation is ongoing, will be assessed, and updated often.

#### B. Enhanced Registration Processes

Admissions and Records has made significant progress resolving registration issues through the Ellucian Advisory Consultant, updating processes, configuring improvements, and building more efficiencies.

#### C. Increased International Student Enrollment

The Admissions and Records Officer increased the number of international students in the enrollment pipeline from three to twenty-seven, an 800% increase. These students will be attending the 2024-2025 academic year.

### 2. What one or two areas need greatest improvement or what goals were you unable to accomplish for some reason (state reason)?

#### A. Optimized Staffing and Resource Allocation

Developed and executed a new staffing plan that successfully reassigned roles within the Admissions and Records team, allowing for more efficient task management and support during peak enrollment periods. Still waiting for reclassifications to make changes permanent.

#### B. Streamlined Enrollment Processes

Ongoing improvements to enrollment processes continue through Ellucian Advisory sessions, specifically in the areas of admissions, registration, and records processing.

#### C. Developing Improved Enrollment Communications

Admissions and Records is in the process of redesigning student communications sent during the progression through the 5-Steps to Enroll. The team is developing effective methods to communicate, track, and monitor student progress to ensure success.

### 3. Do you have any innovative ideas (i.e., "let's try it" suggestions) for your unit?

#### A. Staff Reclassification Approvals Needed

To ensure a successful outcome of the new staffing plan of reassigned roles within the Admissions and Records team, staff reclassifications need to be approved.

**B. Implement Customer Relationship Management (CRM) software**

A Customer Relationship Management (CRM) system is needed to provide the necessary technology to provide more effective communication and tracking throughout the student lifecycle to include the enrollment process.

**4. How many students did your unit serve in the 2023-2024 academic year?**

Registration Activity (2023-2024)			
Registration Type	Registration Term		
	FA23	SP24	SU24
Student Online Registration Activity	13,201	12,576	3,385
Registration Activity by Staff	3,463	3,013	492
Registration Activity by Counselors	2,009	988	218
<b>TOTAL Registration Activity</b>	<b>18,673</b>	<b>16,577</b>	<b>4,095</b>

Source: Registration Audit Reports (July 1, 2023 to June 30, 2024)

Enrollment Step Activity (2023-2024)					
Enrollment Step	Enrollment Step Completion by Term				
	Fall 2023	Spring 2024	Summer 2024	Annual TOTAL	Proportion Completed
Application	2,620	1,764	1,341	5,725	100%
Orientation	1,321	769	622	2,712	47.4%
Placement	1,636	898	710	3,244	56.7%
Ed Plan	1,303	767	509	2,579	45.0%
Matriculation Waiver	894	492	342	1,728	30.2%
Applicants Enrolled	1,579	667	547	2,793	48.8%

Source: Application Matriculation Report (Fall 2023, Spring 2024, and Summer 2024)

**5. Is there any other information you think it is important to note?**

**A. Strategic Enrollment Management (SEM) Plan Implementation**

A significant accomplishment this year was finalizing and implementing the Strategic Enrollment Management (SEM) Plan and achieving notable progress on the seven enrollment goals, including increased enrollment in underrepresented populations.

**B. Completion of the OnBase Document Imaging System Implementation**

Another accomplishment was the completion of the OnBase Document Imaging System. By the end of the summer, the A&R and Financial Aid teams had fully implemented the OnBase document imaging system, resulting in improved document retrieval, and processing efficiency. Staff training sessions ensured all team members effectively utilize the new system.

**C. Streamlined Enrollment Processes**

A work in progress is the redesign of the current 5-Steps to Enroll to incorporate FAFSA completion and MyNVC login, based on matriculation data. Once implemented, these changes are expected to improve the application and registration experience for students.

**D. Redesigned Purpose Welcome Center – One-Stop Center for student support**

The Welcome Center space is being re-imagined as a space to serve as a true student one-stop to include admissions, financial aid, and counseling resources to support students through the lifecycle of the student.

## FINANCIAL AID

(Report submitted by Jessica Erickson, Dean, Enrollment Services, A&R, EOPS/Veterans Services)

### 1. What are two or three of the greatest accomplishments of your unit this past year (2023-2024)?

Despite ongoing challenges related to staff reductions, unfilled vacant positions, and the increased workload in the Financial Aid Unit—particularly in addressing the 2024-2025 FAFSA rollout by the Department of Education during the latter half of the 2023-2024 academic year—the Financial Aid Department successfully processed **8,697 awards** totaling \$11,607,754.80 from various financial aid sources. This amount represents an increase compared to the \$10,529,771 awarded in the 2022-2023 academic year.

Award Type	Amounts	Number of Awards
Grants	\$ 5,336,134.52	2579
Workstudy	\$ 396,423.16	92
Book Vouchers	\$ 55,883.75	188
NVC Promise	\$ 296,442.37	752
Fee Waivers	\$ 5,064,463.00	4842
Scholarships	\$ 265,539.00	189
Direct Loan	\$ 192,869.00	55
<b>Total</b>	<b>\$ 11,607,754.80</b>	<b>8697</b>

The Financial Aid Unit commenced the import of 2024-2025 ISIRs in April 2024 and issued offer notifications in early May 2024, despite facing challenges related to the FAFSA rollout by the Department of Education, including persistent errors and last-minute changes. Through the commitment, dedication, and adaptability of the Financial Aid team, we successfully configured our ERP system (Colleague) by the end of March 2024, enabling the import of the corrected ISIR batches released by the Department of Education.

The Financial Aid Unit conducted **six** in-person Cash for College Financial Aid Workshops from January to March 2024. Five of these events took place at Napa Valley College, with one held at Saint Helena High School. We successfully assisted **224 students** and parents from Napa Valley College, Napa High School, Vintage High School, American Canyon High School, Saint Helena High School, Valley Oak, Armijo High School, Sonoma State University, and Santa Rosa Junior College in completing their 2024-2025 FAFSA or CADAA applications.

### 2. What one or two areas needed greatest improvement, or what goals were you unable to accomplish for some reason (state reason)?

Ongoing staff shortages and unfilled positions within the Financial Aid unit continue to significantly impact on our ability to provide services to students. To allow Financial Aid Specialists adequate time to process files for student disbursements and to complete essential tasks—including FAFSA and CADAA downloads, financial aid appeals, professional judgments, Direct Loan processing, Cal Grant processing, fraud prevention, Work Study processing, verification, and resolving conflicting information—we have had to reduce our availability for student appointments and outreach workshops.

The workload for Financial Aid Specialists has increased substantially, particularly due to the complexities surrounding on-campus housing, the persistent troubleshooting of 2024-2025 FAFSA errors, and the manual processing of CADAA applications and critical FAFSA procedures stemming from ongoing issues related to the "Simplification" rollout of the 2024-2025 FAFSA.

Additionally, Financial Aid Specialists are required to cover the front counter daily as Specialists on Duty due to a lack of reliable coverage. This responsibility detracts from their available time, effectively reducing their capacity to perform tasks that should be handled by dedicated front counter staff. The College's insufficient support in filling positions and providing necessary staffing within the Financial Aid Department has adversely affected staff morale as workloads continue to rise.

### 3. Do you have any innovative ideas (i.e., “let’s try it” suggestions) for your unit?

Our innovative ideas for the Financial Aid program remain consistent with those outlined in the 2022-2023 report, as we were unable to implement all of them due to staff shortages, increased workloads, and ongoing challenges related to the 2024-2025 FAFSA Simplification rollout that we must address daily.

We propose conducting monthly Financial Aid open lab workshops, allowing students to receive assistance with FAFSA or CADAA completion, verification worksheets and forms, navigation of Financial Aid Self-Service, and any questions related to financial aid. This initiative aims to enhance students' understanding of financial aid processes, reduce errors made by students and parents during the application and verification stages, and empower them to effectively manage their financial aid status, SAP status, and award status through MyNVC.

Additionally, we plan to cross-train front counter staff across all Student Affairs areas to provide general enrollment services information, financial aid guidance, and support for other student programs.

We will continue to focus our Cash for College events for the 2025-2026 academic year (January 2025 to March 2025) on the Napa Valley College campus to maximize service to students within our available staffing resources. The Cash for College events held from January to March 2024 at both NVC and Saint Helena High School were highly successful, resulting in increased attendance and greater assistance provided to students and parents compared to previous years.

### 4. How many students did your unit serve in the 2023-2024 academic year?

2023-2024 Students Served	
FAFSAs Received - Unduplicated	5717
BOGW A, B, F Applications (paper)	55
CA Dream Act Applications	370
Foster Youth	234
Work Study Placements	92
Financial Aid Appointments	536
Front Counter Contacts	6936
Financial Aid Outreach/In Reach Events	10
NVC Promise Application	752
<b>Student Served (duplicated count)</b>	<b>14702</b>



## 5. Is there any other information you think is important to note?

The number of students applying for and receiving financial aid has not only remained steady but has actually increased. Consequently, Financial Aid staff are experiencing significant burnout due to heightened workloads, staff shortages, and the continuous changes in regulations that they are required to learn in order to maintain compliance, compounded by the challenges associated with on-campus housing.

It is crucial for the College to acknowledge the vital role that the Financial Aid Unit plays in student success, retention, and completion. To continue providing the high level of service that our students, prospective students, and parents deserve, the College must ensure that the Financial Aid Unit is adequately staffed and supported with additional resources.

### Scholarships

The Scholarship Ceremony was held on May 22, 2023, in the NVC Performance Art Center. The ceremony was attended by approximately **76 students** and their guests, faculty, and administrators.

- The scholarship program received and processed 242 applications through Award Spring, and 288 individual scholarships were awarded
- Awarded \$313,032 in scholarships to 172 NVC students (not including high school)
- Processed 57 outside scholarships for a total of \$108,369.95
- Awarded \$33,500 to 3 local high school students in 10 Napa County High Schools

**EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS), CARE, SCHOLARSHIPS,  
AND FOSTER YOUTH/NEXTUP**

(Report submitted by Jessica Erickson, Dean, Enrollment Services, A&R, EOPS/Veterans Services)

**1. What are two or three of the greatest accomplishments of your unit this past year (2023-2024)?**

**New Hires:**

- Hired regular full-time NextUp Student Affairs Specialist, Julissa De La Cruz, which helped increase NextUp program enrollment by 266% from Fall 2023 to Spring 2024
- Hired additional adjunct EOPS counselor, Somayah Yazdanpanah
- Hired EOPS student worker, Maria Silva

**Annual Program Events:**

- Waffle Wednesday (11/29/23)
- Student Parents Luncheon (11/30/23)
- Coffee Before Finals (12/5/23)
- Back-to-School Supplies Giveaway (1/17/24)
- Scholarship Workshop (1/20/24)
- Self-Love Cookies and Cards (2/13/24)
- Time Management workshops
- Sacramento State's *Asian Pacific Islander Desi American* (APIDA) College Day (3/1/24)
- Study Skills workshop (3/21/24)
- Sonoma State University field trip (4/12/2024)
- 1<sup>st</sup> NVC *Foster Care Awareness Month* celebration (5/1/2024)
- Spring "Donut Stress" Finals event (5/9/2024)
- *End of the Year Student Recognition Dinner Celebration* (5/16/2024). This event was the first student recognition dinner since 2019 (pre-pandemic)!

**2. What one or two areas need greatest improvement or what goals were you unable to accomplish for some reason (state reason)?**

**Critical Staffing Needed**

To effectively address the needs of all students participating in the programs within the EOPS department, it is essential to fill the vacant EOPS counselor position. In 2023, we took a proactive step by hiring a full-time Leave Replacement EOPS Counselor. Ambarin "Amber" Khan served as a full-time

EOPS counselor during the Spring 2023 and Fall 2024 semesters; however, her role was limited to a one-year term, resulting in a significant reduction of her counseling hours as of Spring 2024.

Given the unique requirements of our programs, it is critical that we hire a full-time EOPS counselor to ensure consistent and comprehensive counseling support for our students. This position is particularly important for our NextUp students, who require dedicated counseling to address their specific needs and to receive high-touch services. Filling this vacancy will enhance our ability to support our students effectively.

**3. Do you have any innovative (i.e., “let’s try it” suggestions) for your unit?**

To better address the needs of our students, EOPS will introduce a Workshop Series this academic year. Students will select a theme, and we will offer three workshops that cover various subjects related to that theme. Participants who attend all three workshops will receive a certificate of completion, enhancing their skills in areas such as resume building. This initiative aims to provide valuable support and resources for our students' professional development.

In Fall 2024, we will offer a wellness workshop which will feature a paint night with student parents and their children.

In Spring 2025, we will offer a Mentor Mixer Night for our NextUp students to meet, speak, and connect with professionals in Napa County.

In Spring 2025, we will offer a movie in the field for Foster Care Awareness Month.

In Spring 2023, the EOPS team launched a Back-to-School Supplies Giveaway event for students. This initiative was well-received and provided valuable support, as students received backpacks filled with essential school supplies and snacks. We plan to continue this service and will actively seek additional ways to support our students by addressing the barriers they face while attending Napa Valley College.

**4. How many students did your unit serve in the 2023-2024 academic year?**

**Highlights**

- 9 NextUp Students (6 new students joined the NextUp program in Spring 2024)
- 14 CARE students (6 new student joined the CARE program in Spring 2024)
- 43 CalWORKs students were served – 41% increase from 2022-2023

<b>Students Served in 2023-2024</b>	
New EOPS Students (Fall and Spring)	107
EOPS Students in Phi Theta Kappa (PTK) memberships paid	19
EOPS Students in Alpha Beta Gamma (ABG) memberships paid	0
EOPS Students in NextUp Program	9
EOPS Students in CARE Program	20
EOPS Students in CalWORKs Program	43
Total EOPS Students	221
EOPS Graduates (Summer 2023, Fall 2023, and Spring 2024)	50

- Book Award total \$59,961.25 (2023-2024)
- Cash grants total \$125,765 (2023-2024)
- TANF Cash Grant Total \$28, 524 (2023-2024)

## **5. Is there any other information you think is important to note?**

### **A. Community Partnership Building**

Napa Valley College NextUp has established a partnership with the local foster youth non-profit agency, VOICES, serving Napa, Solano, and Sonoma counties, to promote our services. Julissa NextUp Student Affairs Specialist has been designated as the primary point of contact for youth interested in pursuing higher education. She has actively participated in ILP graduations and other youth-focused events to maintain a presence at VOICES and engage with the youth.

We have implemented a warm referral process in which Julissa accompanies NextUp students to VOICES orientations or meets with potential NextUp students at VOICES centers.

For new students arriving at Napa Valley College from outside counties, we refer them to VOICES for essential services such as bus passes, transportation assistance, pantry access, and rental support.

Currently, 64% of our NextUp students have accessed and continue to benefit from services provided by VOICES.

To enhance support for our student parents, we have partnered with the Office of Student Life to include our student parents in the NVC Angel Tree holiday gift program. This initiative aims to provide meaningful assistance during the holiday season.

18 student parents participated with 34 children.

### **B. Advisory Committee**

Our Fall 2023 Advisory Committee was held on December 4, 2023, and it was in person for the first time since the pandemic. Our Spring 2024 Advisory Committee was held in person on April 24, 2024.

### **C. Special Events**

On May 6, 2024, we hosted our inaugural End of the Year Celebration Dinner since the pandemic, marking a significant and joyous occasion to honor our transferring, graduating, and continuing students. This event, our sole opportunity to include families, was a resounding success, with 24 students, 46 family members (including parents, siblings, and partners), 3 advisory committee members (two of whom are partners from Napa County), and 11 staff members in attendance. Embracing a Western theme, attendees fully engaged in the festive atmosphere, wearing Western attire and accessories that contributed to a lively and memorable experience. The enthusiastic participation and strong turnout underscored the event's importance and the celebratory spirit of our community.

On May 1, we proudly hosted our inaugural Foster Youth Awareness Celebration in recognition of Foster Youth Awareness Month. This impactful event featured a lively atmosphere with music, informative resources for both on-campus and off-campus foster youth, and an expansion of our NextUp program. The gathering not only highlighted the vital support and resources available to foster youth but also underscored community solidarity and the promising futures of our foster youth students. Through this event, we reaffirmed our commitment to empowering and uplifting our foster youth population, recognizing their potential and value within our community.

We successfully hosted Welcome Back events in both the Fall and Spring semesters to inform our students about program updates and facilitate their eligibility for book vouchers. In the Fall, attendance was 31% of our cohort. Recognizing the need for greater engagement, we implemented targeted strategies to boost participation for the Spring event. This approach yielded positive results, with 72 students—representing 41% of our cohort—attending the Spring Welcome Back events.

These workshops enabled us to efficiently provide essential program updates and review eligibility criteria for book vouchers. Additionally, we offered appointments for students seeking assistance with their courses. By fostering increased attendance, we enhanced our ability to support our students' academic needs and keep them informed about available resources.

These workshops allowed us to effectively deliver essential program updates and review eligibility criteria for book vouchers. Furthermore, we provided appointment opportunities for students seeking assistance with their coursework. By encouraging increased attendance, we strengthened our capacity to support our students' academic needs and ensure they are informed about available resources.

#### **D. Foster Youth Support**

The EOPS team has developed the NextUp program for NVC. Financial Aid managed the CHAFEE Grant program, reviewed and certified eligibility for CHAFEE Grant applicants.

- Awarded CHAFEE Grant to 8 foster youth students for a total of \$40,000
- Provided 18 \$300 Book Vouchers totaling \$5,400
- Provided support and assistance to increase foster youth retention
- Attended Foster Youth Post Graduation Sub Committee

#### **E. District Support Needed for EOPS, NEXTUP, CARE, AND CalWORKS**

The program was unable to hire staff for the new NextUp initiative in Spring 2023 or Summer 2023, despite having guaranteed funding from the Chancellor's Office. As a result, the team has not been able to provide the necessary support for students, particularly those in the foster youth population, who require dedicated attention.

Additionally, the program has faced challenges in designating appropriate space for the NextUp foster youth initiative. To effectively implement this statewide program, it is essential to secure designated areas for the new staff and for foster youth to receive the services and support they need, as mandated.

## VETERAN SERVICES

(Report submitted by Jessica Erickson, Dean, Enrollment Services, A&R, EOPS/Veterans Services)

### 1. What are two or three of the greatest accomplishments of your unit this past year (2023-2024)?

The Veterans Services program provides veteran students with support to guide their experience at NVC. The list below outlines some of the accomplishments of the program:

- Updated Veterans In-Processing DocuSign forms
- Participated in Vision Aligned Reporting training to stay up to date on reporting requirements
- Participated in Veterans Association webinars to maintain current knowledge of Veterans Affairs education program changes
- Attended the 2023 WAVES conference to maintain training requirements with the VA
- Provided veterans stoles and cords for 2024 commencement ceremony
- Provided scantrons and bluebooks for students throughout the year as needed
- Maintained communications with the Student Veterans Health Program (SVHP) to provide health resources to veterans
- Provided 32 \$300 book vouchers to veterans funded through veterans' services funds

### 2. What one or two areas needed greatest improvement, or what goals were you unable to accomplish for some reason (state reason)?

Remodeling Veteran's Resource Center (VRC) space to meet student veteran needs and VRC minimum standards (expected to open by Veteran's Day November 11, 2024).

### 3. Do you have any innovative ideas (i.e., "let's try it" suggestions) for your unit?

The Veterans Services program has been actively seeking innovative input from veteran students and will integrate their ideas into the space planning process.

### 4. How many students did your unit serve in the 2023-2024 academic year?

2023-2024 Students Served by Veterans Services	
Student Veterans	78
Veteran Dependents	124
Veteran Fee Waivers Awarded	24
Book Vouchers	32

<b>2023-2024 Students Served by Veterans Services by Term</b>			
	<b>Summer 2023</b>	<b>Fall 2023</b>	<b>Spring 2024</b>
Veterans and Veteran Dependents Served	73	145	144
Eligible for Veterans Affairs Education Benefits	35	73	73

**5. Is there any other information you think is important to note?**

The Veterans Services program, in the 1200 building within the Veterans Resource Center, was allocated more space to better serve staff and students. The program has secured funding to refurbish the Veterans Resource Center (VRC) and will collaborate with the Facilities and Institutional Technology (IT) departments in Fall 2024 to enhance the environment, making it more comfortable and welcoming for veteran students.

## GENERAL COUNSELING AND SSSP

(Report submitted by Dr. Ryan Smith, Counseling Services and Student Success)

### 1. What are two or three of the greatest accomplishments of your unit this past year (2023-2024)?

Continued success with evening counseling services: With the expansion of counseling times to include evening hours, Counselor schedules have been at full capacity in General Counseling. Counseling appointments vary from 45 to 60 minutes each and are offered Monday through Thursday from 9am to 7pm and Friday from 9am to 12pm via phone, video, and in-person.

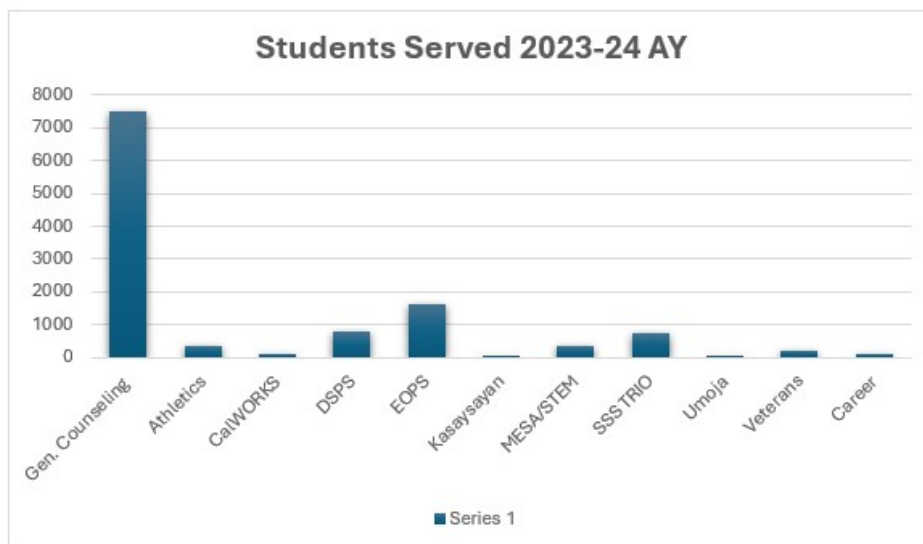
### 2. What one or two areas needed greatest improvement, or what goals were you unable to accomplish for some reason (state reason)?

The Counseling Division continues to need a staff evaluation and restructuring due to shifting roles and responsibilities in the department, vacancies, and retirements. The reorganization of departments across campus has also impacted the needs in the Counseling Division and this should be reviewed at a deeper level. This includes full-time general counseling staffing needs and meeting the demands of student contact counseling in a remote environment and instruction simultaneously with limited general counseling faculty.

### 3. Do you have any innovative ideas (i.e., “let’s try it” suggestions) for your unit?

We do not have any innovative ideas yet for our unit.

### 4. How many students did your unit serve in the 2023-2024 academic year?



The Counseling Division served 11,949 students (duplicated) in 2023-24.

Data includes General Counseling, Career, Transfer, MESA/STEM, SSS TRIO, EOPS, DSPS, CalWORKS, Puente, Umoja, Kasaysayan, Veterans and Athletics



**Education Plans and Student Success and Support (SSSP) Program Mandate**

Education Plans is one of the mandated services through SSSP. Community Colleges are required to provide new incoming students with an abbreviated education plan (1-2 semester plan), and students with 15 or more units with a comprehensive education plan (3-4 semester plan). is one of the mandated services through SSSP.

The Counseling Faculty has provided **3,477 abbreviated education plans** and **2,149 comprehensive educational plans** for the 2023-2024 academic year, totaling 5,626 education plans.

**General Counseling Services**

**BOOK YOUR APPOINTMENT FOR:**

- Educational Planning
- Transfer Planning
- Career Advising
- Graduation Petition Preparation
- Personal Counseling

SCAN TO SCHEDULE

**APPOINTMENTS AVAILABLE**

- In-Person
- Video
- Phone

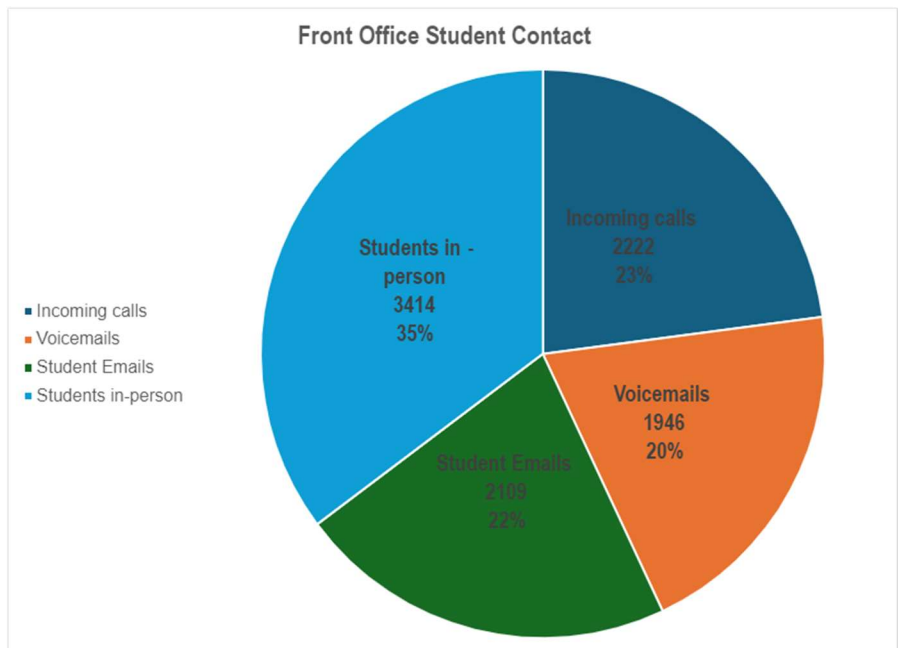
**APPOINTMENT HOURS**  
Monday - Thursday 9am - 7pm  
Friday 9am-12PM

NVCCounseling@napavalley.edu  
(707) 256-7220  
Bldg. of Student Affairs 1300, office 1339  
NAPA VALLEY COLLEGE



**Counseling Front Desk Services**

The counseling front office staff continue to be available to provide excellent student services via multiple modes of contact. The contacts for our front office **totaled 9,691** and includes in-person, telephone and email services.



**Graduation Petitions and Certificate of Achievements**

The Counseling Department completed 1052 graduation petitions for the 23-24 academic year.

<b>Graduation Petitions / Certificates of Achievements</b>	
Fall '23	316
Spring '24	674
Summer '24	62
<b>Total Petitions/Certifications:</b>	1052

**5. Is there any other information you think is important to note?**

None at the moment.

## ARTICULATION

(Report submitted by Dr. Ryan Smith, Dean of Counseling Services and Student Success, and Stacey Howard, Articulation Officer)

### 1. What are two or three of the greatest accomplishments of your unit this past year (2023-2024)?

#### A. Professional Development and Professional Articulation Meetings

The Articulation Officer participated in 18 off campus and Zoom conferences, training meetings and webinars centering around new curricular programs (AB 928, AB 1111, AB 1705, Local GE Regulation Changes, Ethnic Studies, Credit for Prior Learning, ASSIST, and Transfer programs.)

Curriculum Institute (3 days) in Riverside	7-12 to 7-15
Common Course Numbering Task Force Meeting	8-31-23
Articulation and Transfer Caucus Senate Meeting	9-1-23
Ensuring Transfer Success Virtual Conference	9-6-23
Trained New AOs at the Chancellor's Office Annual Training in Sacramento	9-25 to 9-27
Annual CPL Summit	10-3-23
AB 1111 Task Force Meeting	12-7-23
AB 928 Task Force Meeting	1-25-24
Cal-GETC Administrative Implementation Webinar #1	2-28-24
Chancellor's Office Curriculum webinar	2-29-24
Articulation Transfer Caucus Meeting	3-1-24
ASCCC Regional Meeting at De Anza College	3-2-24
Articulation Officers Region 1 & 2 Meeting	3-8-24
Northern California Articulation Officer's Fall Conference	3-15-24
Cal-GETC Administrative Implementation Webinar #2	3-28-24
California Articulation Officers Annual Conference in Palm Springs	4-2 to 4-5
ASSIST Office Hours for UC TCA Submissions	5-9-24
AB 928 Intersegmental Implementation Committee	6-6-24

#### B. A second accomplishment was serving as faculty lead for new statewide transfer and articulation programs.

The Articulation Officer took lead on implementing the singular transfer GE pathway Cal-GETC in collaboration with local Senate leadership with a fall 2025 implementation. She served on the Ethnic Studies ad hoc task force to ensure implementation of a new Ethnic Studies GE requirement with a fall 2024 effective term. She created a power point Presentation and worked with the Curriculum Committee Faculty Co-chair to inform committee members about the new Common Course Numbering system legislation, AB 1111, which must be "student facing" fall 2025. The VPAA listed the Articulation Officer as the Credit for Prior Learning Coordinator and Counselor contact for the Chancellor's Office due to her previous involvement in policy and procedure development in the absence of an assigned CPL Counselor/Coordinator. The Articulation Officer served as Chair of the GE Subcommittee and facilitated 6 subcommittee meetings to revise the local GE pattern and

graduation requirements to meet the intent of Title 5 Sec. 55063 updated regulations with intent to align with the transfer GE pattern Cal-GETC. The Articulation Officer provided direct support to discipline faculty through workshops, office hours and one-on-one meetings to support curricular efforts to comply with legislation and ensure curricular alignment with students transfer programs. She provided support to Counselors and Admissions and Records staff and offers monthly “Transfer in and Pass Along” meetings to support staff.

**C. A third accomplishment was new and re-approved articulation of courses and programs:**

Curriculum Additions/Changes	Reviewed 110 NVC new, revised, and archived courses and submitted 60 course changes to ASSIST
New UC Transferable Courses <a href="#">24-25 UC-TCA</a>	4 new UC-TCA courses approved 3 re-approved courses
New CSU GE courses	2 added CSU GE courses 3 re-approved CSU GE courses
New IGETC courses	2 added IGETC courses
Associate degrees for Transfer <a href="#">24-25 ADT Flyer</a>	6 new ADTs approved
New C-ID courses	1 new C-ID approval
New course-to-course articulation agreements	Reflected on ASSIST.org (various, 23 CSU campuses, 10 UC campuses)

**2. What one or two areas needed greatest improvement, or what goals were you unable to accomplish for some reason (state reason)?**

The Articulation Office is composed of the Articulation Officer (100% release) and an Administrative Assistant (50%) though this split percentage leans toward Transfer Coordination support. Articulation demands have grown exponentially starting in 2010 with the onboarding of ADTs and especially over the past four years due to new legislation specific to articulation and transfer. Since 2021, there have been 4 pieces of legislation that have directly impacted articulation work: AB 928 (Berman) Student Transfer Achievement Reform Act of 2021, AB 1111 (Berman) Postsecondary education: Common course numbering system of 2021, AB 1460 (Weber) Ethnic Studies requirement of 2020. In addition, approved CA Code of Regulations, title 5 section 55050 Credit for Prior Learning (2020) and title 5 section 55061 associate degree Course Requirements directly involve the Articulation Officer to support implementation efforts. As a result, Transfer and Articulation programs need more support around core articulation functions such as proactively submitting articulation requests and tracking requests and follow through.

**3. Do you have any innovative ideas (i.e., “let’s try it” suggestions) for your unit?**

The Articulation Officer submitted a request for an Articulation Analyst position during the 23-24 academic year through the unit planning process. She is currently working with the Dean of Counseling to slightly revise this request to be titled Articulation Specialist and provide specific support to all Counseling Faculty and especially those assigned to Transfer Counseling as well as the A&R evaluator assigned to IGETC, CSU GE and Cal-GETC (new in fall 2025) Certifications, GE Certificates of Achievement, ADT graduation petitions and the ADT Auto-Enroll (new in fall 2024) process and support the Articulation Officer in tracking policy and procedural changes with regard to pass along general education processes. The new singular transfer GE “Cal-GETC” pattern will require support to ensure

students understand catalog rights and the transition is smooth for them. The new Common Course Numbering system will require technical support for the Articulation Officer for ASSIST submission of approximately seventy-five new common numbered courses. The Articulation Officer is responsible for updating ADT Submission Forms. She will need to review and update all existing ADTs to incorporate Cal-GETC as replacing IGETC/CSU GE this fall. The innovative idea is for this new Articulation Specialist position to work closely with the college's Articulation Officer, Transfer Center Coordinator and A&R Evaluator assigned to transfer programs. AB 928 funding was provided to CCCs, and these are meant to support Articulation and Transfer processes.

**4. How many students did your unit serve in the 2023-2024 academic year?**

During the 2023-2024 academic year, the Articulation Office served all NVC students. Articulation remains an essential service and touches all students as the Articulation Officer reviews all credit courses, local certificates, degrees, and associate degrees for transfer through the college's curriculum revision process. The Articulation Officer emphasizes the transfer student experience as part of her role with special attention to transfer degrees, Common Identification Numbering system, major preparation articulation and transfer GE to ensure comparability and alignment with students' transfer programs. The Articulation Officer has worked to implement a Credit for Prior Learning process, another equity focused program to award college credit for student's prior non-course experience. Office staff developed materials such as the general education worksheets, various catalog publications, and the Certificate of Achievement petitions for IGETC and CSU GE.

Office staff uploaded curriculum changes to ASSIST.org. and NVC's articulation website to make articulation information accessible to students. Counselors and students rely on accuracy and completeness of publications and articulation agreements to support Education Planning whether a student plans to earn a local degree, ADT or transfer without a degree using the major preparation agreements on ASSIST.org.

**5. Is there any other information you think is important to note?**

Recent legislation and title 5 regulation changes continues to have big impacts to articulation processes and requires the Articulation Officer to spend much of her time learning about the legislation through various training opportunities, reporting back, training others on campus and consulting with discipline faculty to ensure appropriate curriculum updates are made to address new legislation, doubling and tripling impacts with Cal-GETC, ADT, Local GE, AB 1705, and CCN implementation. The Articulation Officer is the only person supporting this work in the 24-25 academic year currently with the exception of some support provided by the Transfer Center Administrative Assistant to schedule meetings, assist with annual updates to general education worksheets and drafting an annual curriculum report. The Articulation Office had an adjunct Counselor assigned to support articulation efforts during the 23-24 AY with about 6 hours/month equating to 1.5 hours/week which helped but still not enough. This support ended over the summer.

## CAREER CENTER

(Report submitted by Dr. Ryan Smith, Dean, Counseling Services and Student Success,  
and Dr. Sherry Tennyson, Consultant, Career Center)

### 1. What are two or three of the greatest accomplishments of your unit this past year (2023-2024)?

The Career Center continues to strengthen the development and implementation of the Napa Valley College Career Center in partnership with the American Canyon Family Resource Center. Under the direction of the VP of Student Affairs, Dr. Alejandro Guerrero, and in partnership with Dr. Sherry Tennyson, Career Consultant & Director of the American Canyon Family Resource Center, focused on increasing access to resources for NVC students, alumni, and community businesses.

- For school year of 2023-24, Dr. Tennyson, the NVC Career Consultant and Dr. Reed Davis, Adjunct Career Instructor/Counselor provided individual career advising sessions: students were assessed for job readiness skills, career interests and work/academic plans. Individual sessions addressed: Career Exploration and Assessments/Goal Setting, Resume Development, Career Planning, and Referrals. Students also were referred to employers for internship positions, employment opportunities, and informational interviews.
- The Career Center Consultant maintained in person office hours for 3 days a week to provide services, including workshops, outreach events and Hiring Events. (From January 2024 – July 2024, Dr. Tennyson's hours took another position from January – July 2024 and her hours were greatly reduced. Dr. Chris Tennyson provided Career Advising from March – June 2024.)
- NVC Career Fair contributions and assistance were invaluable and increased our social media presence. We reached out to 21,000 by sending newsletters (SMORES) Information regarding hiring opportunities, career readiness workshops, and employment information were sent to all staff, faculty, and students.
- The Career Consultant increased partnerships with the business community: Napa County Coalition of Chambers, April Career Fair, and worked with over **200 employers** to establish employment and internship positions.
- Co-hosted events with the Napa County Committee on Disabilities: Hiring a Diverse Workforce: Workshop for Employers and Hiring a Diverse Workforce: Job Fair.



### Career Center Services, July 2023 – 2024

In partnership with the American Canyon Family Resource Center, the NVC Career Center was implemented in spring 2017 and has continued to provide services since March 2021 – June 2023 (Contract was renewed for July 2023 – June 2024.)

### COMMUNITY ENGAGEMENT

- Career Center Newsletters
- Social Media
- Employer meetings
- Two Career Fairs for the Fall and Spring semester

**2. What one or two areas needed greatest improvement, or what goals were you unable to accomplish for some reason (state reason)?**

The Career Center's Administrative Assistant Position was vacant from July 2022. This was a significant loss for the program and impacted our overall efforts to reach students, provide program support and maintain a consistency with social media accounts. We were able to work with Renee Coffin to support the Career Center needs including outreach materials, newsletter production, and NVC Career Center webpage. We also hired several TEA staff but there is a critical need to have consistent admin support.

**3. Do you have any innovative ideas (i.e., "let's try it" suggestions) for your unit?**

The following are recommended activities to increase NVC's presence in the high schools and encourage incoming students to engage with the Career Center at the beginning of their NVC experience.

- Implement outreach opportunities to local schools and campus community (incoming first-year students). These activities can include presentations at the high school for graduating seniors and participation at NVC summer boot camps.
- Initiate outreach campaign to alumni to assist in career job placement services, mentor presentations, and hiring opportunities.

**Explore new funding streams to increase staff resources and students' services**

Long term strategic goals address the recommended Career Center structural changes to ensure that NVC graduates have the skills and resources to be successful and obtain "college-worthy job. A growing number of forward-thinking colleges are rethinking career services as a central component of their institutions. In the process, they are rededicating themselves to their core mission (Source: Outcomes and Metrics that Matter)." While the *virtual* world has increased access to the larger community, students will need to demonstrate "fluency in adopting the appropriate technology". The Career Center has addressed this need (offering virtual opportunities), and employers are incorporating virtual capabilities into their recruiting strategy and practices.

*Skills* – Employers have changed how they recruit and hire workers: "students need to add credentials and work-integrated learning experiences to their areas of academic focus" (Source: Outcomes and Metrics that Matter – Embedding Career Services at Higher Education's Core, Andy Chan, and Christine Cruz Vergara).

"Students want a meaningful, fulfilling college experience and a pathway to prosperity...Yet, four in ten college graduates were underemployed trends have shifted the need to redefine the role of career services."

**The Role of the NVC Career Center:**

**Make Career Readiness a core component of the college experience**

Create a short-term plan to address the growing needs of the campus community addressing low enrollment and develop a long-term strategy that expands the Career Center role that includes "moving out of campus silos and become "interconnected, integrated across the fabric of the college community

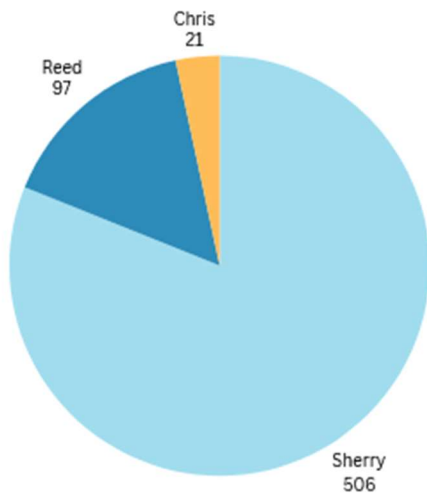
(Source: Outcomes and Metrics that Matter).” This can be achieved in working with the Guided Pathways committees and creating a working committee/Task Force to redefine the mission of Career Services with an emphasis in linking the college experience and career pathways (increase hours for Career Consultant/Team to provide the necessary hours to design and implement this work). In addition, we created the Building Blocks for Career Development – and identified 4 steps to be career ready (see attached). This document has been shared with students and faculty participating in Career Center workshops. It is our plan to share the document with faculty and other program staff.

**Give Career Center service leaders a seat at the strategic table and team them with other leaders at the table.** This can be achieved by having a proactive role in the fund/resource/program development process from the beginning to secure new funding streams or enhance existing programs/grants.

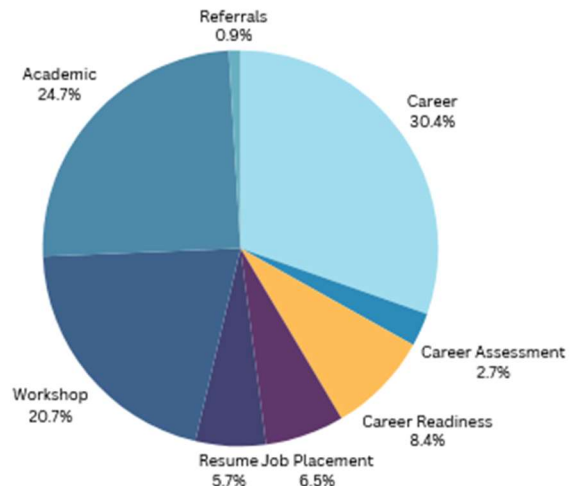
**4. How many students did your unit serve in the 2023-2024 academic year?**

Career Center served **624** students in the 2023-24 academic year through Career Appointments, Career Counseling, Career Assessments and Workshops.

Total Students Served: 624



Reason Codes



**5. Is there any other information you think is important to note?**

Year 2: In partnership with West Oakland Jobs Resource Center, secured an additional \$299,000 for the Pre-Apprentice/Apprenticeship Program: TDL Workforce Equity System (5/23 – 8/25)



## **DREAM CENTER**

(Report submitted by Gilberto Ramirez, Student Affairs Specialist)

### **1. What are two or three of the greatest accomplishments of your unit this past year (2023-2024)?**

#### **A. Establishing and Exposure**

I. The first semester of the Center, Spring 23, we concentrated on formation and organizing our physical space. Now, during the Fall 23 the overarching goal for the Dream Center was Visibility. We placed our effort in both outreach and in-reach towards current and prospective NVC Undocumented/Dreamer Students. We hosted events specifically for them and participated in community events to let everyone know about us as well. The continued outreach and in-reach resulted out of the need to establish trust with our Dreamers. This trust allows them to understand that we are here with and specifically for them.

II. Students have recognized our emails, staff and faculty also trust and refer students to us.

#### **B. Former Undocu-Professional Speakers:**

After a survey given to our students, they requested more information on careers and financial aid. We collaborated with the basic Needs Center, MESA/Stem program, and the Chemistry Club to host a speaker event with resources. We invited Cynthia Cisneros, who is an NVC alumni, and Owner of La Cheve Bakery and Brews. She shared her story, as well as, the strategies and resources she used as a migrant, formerly undocumented, first generation, and STEM student. It was a successful event with over 50 attendees. We received further student engagement as we collaborated on later smaller events.

#### **C. Community Partnerships: Napa County Office of Education (NCOE), Adult School**

Through outreach and community tabling, we began to collaborate with the Napa Valley Adult School on Spring 24. Many of their students are undocumented and or in the process of seeking a change in immigration status. The pathway to which was to join the college in order to amplify their education and professional careers. We created two events on two separate days with nearly 70 students in total. It was important for us to allow the students to explore the NVC campus. Much like high schoolers visiting universities, it can be a daunting process to envision oneself at a higher education institution. Most of the Adult school students arrived timid, but as the exploration continued everyone was asking about applying and enrolling to the college. A truly transformative event for them and for us. There were about 15 of the advanced students who signed up to NVC in the Fall 24 semester.

### **2. What one or two areas needed greatest improvement, or what goals were you unable to accomplish for some reason (state reason)?**

A. Although our outreach events were successful and welcomed by the larger Napa community, our current students remained somewhat hesitant to reach out to us. As tuition increased for them, we saw an enrollment decrease of over half of our Undocumented/Dreamer students.

- B. We would like to improve in advocating for our students, especially in our campus policy-making processes. Pushing for more equitable and inclusive policies that help dismantle the obstacles faced by Undocumented/Dreamer students on our campus. For instance, the rising out-of-state tuition, as well as adopting the Non-resident exception policy EC 76140 and SB 554, which allows eligible students to take six units or less for free regardless of their immigration status.

**3. Do you have any innovative ideas (i.e., “let’s try it” suggestions) for your unit?**

- A. It has been one of our goals since the conception of the Dream Center to provide one or a few scholarships of our own to current and future NVC undocumented/Dreamer students.
- B. Until this comes to fruition, we will continue to provide student work experience positions at the Dream Center, for two NVC Undocumented/Dreamer students with work authorizations.

**4. How many students did your unit serve in the 2023-2024 academic year?**

We helped, provided resources and/or services to over 160 NVC Students (data pulled from sign-in sheets), 40 ESL High School Students, 70 Adult School students, and over 200 middle school students.

**5. Is there any other information you think is important to note?**

Not at this moment.

## KASAYSAYAN LEARNING COMMUNITY

(Report submitted by Nicolette Morales, Coordinator/Counselor, Kasaysayan Learning Community)

### 1. What are two or three of the greatest accomplishments of your unit this past year (2023-2024)?

Kasaysayan courses were offered at American Canyon High School. Students who took our classes live in American Canyon, Vallejo and Fairfield. We had two dual enrolled students in ETHS courses.

Fall 2023: ETHS 160 (Filipina/X/O American Studies) and COUN 100 (College Success)

Spring 2024: ETHS 161 (Asian Pacific Islander Study) and COUN 105 (Planning for Transfer Success)

The funds from the Asian American Native Hawaiian, and Pacific Islander (AANHPI) Achievement Program, allowed Kasaysayan to attend conferences, took students on field trips and offered activities. The highlight is the first Asian Pacific Islander American Cultural Night, a student led production.

Activity	Location	Date
Filipino Martial Arts Demonstration with Grandmaster Mel Orpilla sponsored by Filipino Mental Health Initiative (FMHI) Solano-Napa	American Canyon Library	October 18, 2023
Reading of Groovy Girl with author Maritza Rono	American Canyon High School ETHS 160 class	October 19, 2023
Filipino American History Month Celebration	NVC Cultural Center – Patio	October 24, 2023
LegaSEEDS: Filipinx American Studies Claiming Our Space in Ethnic Studies (Panel on Filipinx Learning Communities)	webinar	October 30, 2023
Parol Making with FMHI Solano-Napa	Filipino Community Center, Vallejo	November 14, 2023
Parol Making	American Canyon High School ETHS 160 class	November 16, 2023
Asian Pacific Islander Desi American (APIDA) College Day at CSUS	Sacramento	March 1, 2024
Asian American, Native Hawaiian, and Pacific Islander Higher Education Leadership Summit (organized by White House Initiative on AA and NHPIs)	UC Berkeley	April 2, 2024
Asian Pacific American in Higher Education (APAHE) Conference - Kasaysayan student participated in a student led panel	Oakland	April 4-5, 2024
Sonoma State University fieldtrip with EOPS	Rohnert Park	April 12, 2024
Pilipino Cultural Night	Skyline College, San Bruno	May 4, 2024
Asian Pacific Islander American Cultural Night – ETHS 161 student led production	NVC Performing Arts Center	May 10, 2024

**2. What one or two areas needed greatest improvement, or what goals were you unable to accomplish for some reason (state reason)?**

- A. Upgrade the Cultural Center to provide a safe and welcoming space for students
- B. Administrative Assistant dedicated for Kasaysayan – it is overwhelming to navigate travel forms, request for funds and buy items for activities

**3. Do you have any innovative ideas (i.e., “let’s try it” suggestions) for your unit?**

- A. Collaborate with Kaibigan Club
- B. Host the Filipinx Community College Collaborative Conference in Spring 2025

**4. How many students did your unit serve in the 2023-2024 academic year?**

**35 students** were served in 2023-2024.

Some Kasaysayan events were open to the community. 170 guests (students, their families and community members) attended the 1<sup>st</sup> Asian Pacific Islander American Cultural Night.

**5. Is there any other information you think is important to note?**

Not now.

## **PRIDE LEARNING COMMUNITY**

(Report submitted by Greg Miraglia, Program Coordinator, LGBT Education, Pride Learning Community, and Criminal Justice Education)

### **1. What are two or three of the greatest accomplishments of your unit this past year (2023-24)?**

The Pride Learning Community was re-designed and expanded to connect the LGBT Education Program, River Trail Village, New Tech High School Early College Program, and the Pride Student Club.

In the fall of 2023, we hosted the Flag in the Map exhibit with a speaking program that was made available to the general public as well as the campus community at no cost.

We completed design of a new physical Pride Center on campus.

### **2. What one or two areas needed greatest improvement, or what goals were you unable to accomplish for some reason (state reason)?**

The initial Pride Community model failed. We could have benefited by having the college provide more advertising and marketing. In fact, almost all of the marketing done for the learning community was handled within the program.

### **3. Do you have any innovative ideas (i.e., “let’s try it” suggestions) for your unit?**

The focus of our work this year is to create a strong connection between all of the corners of the learning community. We are focusing on doing events at River Trail Village, at the Pride Center, and at New Technology High School.

### **4. How many students did your unit serve in the 2023-2024 academic year?**

69 students were enrolled in a class or club as part of the Pride Learning Community.

### **5. Is there any other information you think is important to note?**

None.

## **PUENTE LEARNING COMMUNITY**

(Report submitted by Hope Scott, Puente Counselor, Eric Martinez, Puente Counselor, and Aaron DiFranco, English Instructor)

### **1. What are two or three of the greatest accomplishments of your unit this past year (2023-24)?**

- A. We were able to get priority registration for Puente students (Phase 1, 2 & 3)
- B. 6 students transferred to a university in Spring 24 or Fall 24
- C. 3 more students graduated with associate degrees in Spring 24
- D. We took 8 students to Southern California for a university trip
- E. Partnered with the Dream Center to make the Puente Space available for students to study and hang out in with a wider range of hours
- F. The Puente Club was started up again and has active involvement from members
- G. Brought poet, author and educator Jose Olivarez as a guest speaker in Fall 23
- H. We were able to increase the number of male students enrolled in the Puente Program

### **2. What one or two areas needed greatest improvement, or what goals were you unable to accomplish for some reason?**

- A. We need additional support from an administrative assistant but were not allowed to hire for this position and this is violating the MOU that NVC signed with the Puente Statewide office
- B. We were not able to obtain a financial aid specialist to support the Puente Program specifically
- C. We were not able to hire a full-time Puente Counselor/Co-Coordinator

### **3. Do you have any innovative ideas for your unit?**

- A. We would like to have a peer tutor embedded in the English 120/95 courses
- B. We would like to provide monthly workshops for Phase 2 & 3 students to support transfer goals

### **4. How many students did your unit serve in the 2023-24 academic year?**

- A. We served about 50 total students.
- B. About 30 students were in Phase 1 & 2 .
- C. About 20 students were in Phase 3.

**5. Is there any other information you think is important to note?**

- A. Puente has a case management model and needs a consistent and dedicated counselor who can build strong connections with students, their families and the community. To help the Puente Program thrive and continue to grow, we need to hire a full-time Puente Counselor who is bilingual. The program cannot continue to rely on pulling from General Counseling when there may not be a general counselor who would be a good fit and willing to co-coordinate the Puente Program.
  
- B. We also need to have an administrative assistant assigned to the Puente Program so that the Puente Space will be open and available to students. The specialist in the Dream Center is leaving and we are unaware of when or how his position will be filled.

## UMOJA LEARNING COMMUNITY

(Report submitted by Jeannette McClendon, Umoja Coordinator/Counselor)

### 1. What are two or three of the greatest accomplishments of your unit this past year (2023-2024)?

- A. Accompanied **10 students** on a Historically Black College and University tour to Georgia and Alabama during spring break. As a result, one student, who was set to attend SFSU decided to attend Alabama State University.
- B. Due to funding from the Chancellor's Office, Umoja Program was able to host many events that align with the mission and goals of Umoja and the college. As Umoja continues to foster a holistic approach – the mind, body and spirit, Umoja will be intrusive in all it does (counseling, mental health, college events, and academics-persistence and transfer).
- C. Implementation of the Umoja values as listed on the Umoja community website ([www.umojacommunity.org](http://www.umojacommunity.org))
- D. Students Are Our Highest Priority (serving to promote student success for all students)
- E. Touching the Spirit (using a holistic approach to reach each student—Body, Mind, and Spirit)
- F. Building Community (creating an environment that encourages students to be accountable to each other's learning)
- G. Connections to the African Diaspora (expanding students' cultural awareness of the diaspora and articulating their place in that experience)
- H. Ethic of Love (expressing compassion and care in the learning community)
- I. Culturally Relevant Pedagogy and Practices (developing curriculum relevant to the students' lives for learning)
- J. Ritual (engaging in cultural practices rooted in African traditions to strengthen the community and the people within the community)

### 2. What one or two areas needed greatest improvement, or what goals were you unable to accomplish for some reason?

- A. **Administrative support** – with the new Dean of Counseling, who is charged with the responsibility for the Learning Communities, anticipate a better relationship with all on campus.
- B. **Timely payment and reimbursement from Budget and Finance Office.** Enough said.

### 3. Do you have any innovative ideas for your unit?

- A. Umoja Meet and Greet – Open House in September
- B. Umoja Mentor Social – mentors/student mixers



- C. Cultural Events on and off campus – plays and movie nights
- D. Etiquette luncheon
- E. Mental Health workshops
- F. Porch Talk and weekly student run gatherings
- G. Joint gatherings with Learning Communities on campus
- H. HBCU in spring 2025 – Northern Tour - Washington DC, Virginia area

**4. How many students did your unit serve in the 2023-24 academic year?**

- A. Umoja served 136 students that either took Umoja related courses, attended Umoja related cultural events (plays: The Wiz, No Room), attended Umoja conference in Burlingame, Attended Umoja Spring symposium at UC Merced, attended workshops and Umoja events such as SPA Night, Paint Night, Mentor Social, and joint events with the other Learning Communities.

**5. Is there any other information you think is important to note?**

Money allocated for Umoja from the Chancellor's Office is to fund conferences, workshops, field trips, NCORE, Summer Learning Institute, cultural events, and supplies including uniforms and marketing equipment. A signed agreement (NOVA Application) state just that. Although I was asked to remove NCORE from the NOVA application, NCORE is a valuable resource for practitioners. This may be why other campuses send 20-30 people. Hopefully, it is understood what sustains a program, builds positive regard with campus personnel and provides students with a welcoming place to be free to express themselves.

## TRANSFER CENTER

(Report submitted by Dr. Ryan Smith, Dean of Counseling Services and Student Success, and Elizabeth Lara, Coordinator/Counselor, Transfer Center)

### 1. What are two or three of the greatest accomplishments of your unit this past year (2023-2024)?

Our **49th Annual Transfer Day** was held in-person on September 8, 2022, from 10-1:30 pm in the Library plaza. We had over 400 high school students, 150 NVC students, 80 colleges and universities from the University of California and California State University systems, California Independent and Private Colleges and Universities, and a variety of Out-Of-State schools, 55 volunteers and 15 NVC departments and programs represented! We had a musical guest sponsored by Basic Needs Center's Fresh Sounds Series. We also collaborated with community partners to host a mini-career fair. ([Recap](#))



Our **17th Annual Transfer Celebration** was held in-person on May 7th, 2024, from 11-1 pm in the Library plaza. The Transfer Celebration recognizes and celebrates the successful completion of a student's transfer journey and admission to a four-year institution. We had over **200 students and staff** attend the event. Transfer students received a swag bag, Congressional Certificate (those that registered and/or earned an ADT), and transfer medallion. The celebration included tabling by NVC departments, student support programs, and a few college representatives (UC Davis, Dominican University of California, Lawrence University, Sonoma State, Saint Mary's College of California, Sacramento State, UC Santa Cruz and San Francisco State University). It was co-sponsored by Basic Needs "Fresh Sounds Series" and

included live music by “Invincible Star Jazz”, games, boba tea and pizza. Several students took advantage of our photo booth to create their “transfer story”!

## **2. What one or two areas needed greatest improvement, or what goals were you unable to accomplish for some reason (state reason)?**

The Transfer Center at Napa Valley College is a student support service, which provides numerous services to assist students in navigating the transfer process from NVC to a 4-year degree granting institution. The services include:

- Transfer guidance (including application assistance) through workshops and open labs. Individual appointments are offered through general counseling.
- Facilitate student appointments with college/university representatives.
- Provide information about 4-year campuses, (live/virtual) tours, and transfer resources.
- Transfer academic planning in collaboration with General Counseling.

Student engagement was an area that has decreased post-pandemic. Our goal is to increase student participation in our services every academic year. We offered our services both online and in-person to match course offerings, and yet student participation declined no matter subject and modality. Workshops and classroom presentations are among the several services that the Transfer Center provides. At the end of every academic year, the Transfer Center Staff analyzes the style, frequency, subject matter, and workshop attendance data and adjusts future workshop presentations. We planned hybrid workshops to be more inclusive. We saw no significant increase in attendance from the previous academic year and have not returned to pre-pandemic student engagement levels. We have decided to meet the students where they are and are hopeful that more students can be reached through classroom presentations and will focus more on building a stronger relationship with faculty to impart the importance of sharing transfer information in their classes.

Beginning fall 2022, the Student Affairs Specialist was reassigned to the Office of Student Life and was not replaced. The Administrative Assistant was assigned additional duties (workshop and classroom presentations) and ADT reporting to compensate for the loss. The Administrative Assistant works for the Transfer Center 20 hours per week. The staffing shortage and the effects of the pandemic can be seen in the decrease of transfer guidance/advising, which decreased significantly from 2019 to present.

This year, we plan to send out a student survey to capture data that we can analyze and use to alter services and increase student awareness and participation in our services. In the meantime, we will offer hybrid services to align with the class offerings.

## **3. Do you have any innovative ideas?**

- A. One innovative idea is to conduct more joint activities with student support programs. The goal is to connect more students with transfer resources. ASNVC, EOPS, SSS TRIO, and MESA/STEM have shown interest in collaborating with joint activities that will engage and benefit more NVC students. One way we plan to work with other student programs is to co-host Spirit Week with the Office of Student Life (also partnering with Basic Needs Center, MESA/STEM, Career Center, and River Trail Village). The purpose of Spirit Week is to welcome new and returning students to NVC. We want to show them that college life can be fun and informative, to start the year off with resources and information that they need to be successful here and beyond.

B. Also, we plan on a more direct approach when it comes to classroom presentations and faculty engagement. Transfer is an institutional goal and as such should be a priority of every faculty member, administrator, and classified professional. We plan to send out a survey to NVC employees to gauge their knowledge of Transfer Center services and their participation in promoting the transfer process. We also plan to join division meetings to share transfer information and encourage more collaboration between areas.

**4. How many students did your unit serve in the 2023-2024 academic year?**

- A. We serve all NVC students that are interested in learning about the transfer process. We offer a wide range of services to meet their needs and consistently analyze data to adjust the services we offer and how we market them.
- B. Each edition of our transfer newsletter (SMORE) went out to over three thousand students.

<b>Student contact July 1st, 2023-June 30, 2024 for Transfer</b>		
<b>Staff</b>	<b># of student contacts regarding Transfer (duplicated)</b>	<b># of student contacts regarding Transfer (non-duplicated)</b>
Elizabeth Lara-Medrano	568	461
Michelle Hinchcliff	125	121
General Counseling	2802	1888

**Associate degrees for Transfer (ADT)**

SB 1440 – The Student Transfer Achievement Reform Act signed into legislation in 2010 enables the California Community Colleges and California State University to collaborate on the creation of ASSOCIATE DEGREES FOR TRANSFER (AA-T/AS-T, also known as ADTs). These unique associate degrees allow students to complete an associate degree and prepare for transfer to the university with priority admission benefits. NVC offers 30 ADT degrees, and that number continues to increase.

<b>Associate degrees for Transfer (ADT)</b>	<b># of degrees</b>
Students who petitioned for ADT w/ NVC	167
Students who petitioned for ADT w/ NVC (FA23)	57
Students who petitioned for ADT w/ NVC (SU23)	17

<b>Associate of Arts and Associate of Science degrees (AA/AS)</b>	<b># of degrees</b>
Students who petitioned for ADT w/ NVC (SP24)	190
Students who petitioned for ADT w/ NVC (FA23)	105
Students who petitioned for ADT w/ NVC (SU23)	24

### Transfer Admission Guarantee (TAG) Program

Subject	# of Students
TAGs submitted by students	54
TAGs requiring NVC Counselor Review (UC Davis only)	42
TAGs UC approved	35

**5. Is there any other information you think is important to note?**

UC Transfers	Fall 2023	CSU Transfers	Fall 2023
School	Number of NVC students enrolled	School	Number of NVC students enrolled
Berkeley	7	Sacramento State	41
Davis	47	San Diego State	7
Irvine	5	San Francisco State	28
Los Angeles	0	San José State	8
Merced	0	Sonoma State	40
San Diego	4	Chico	4
Santa Barbara	3	East Bay	7
Santa Cruz	3	Cal Poly Humboldt	7
		Long Beach	4
		Monterey Bay	1
		Cal Poly SLO	4
		San Marcos	1
		Stanislaus	1
		Bakersfield	1
		Dominguez Hills	1
		Fullerton	1
<b>Total</b>	<b>71</b>		<b>157</b>

## OFFICE OF THE DEAN OF STUDENT AFFAIRS

(Report submitted by Robin Darcangelo, Dean, Student Affairs, Student Life & Engagement)

### 1. What are two or three of the greatest accomplishments of your unit this past year (2023-2024)?

- A. **Continuation of the Implementation Team (IT) Meetings for River Trail Village (RTV), January 2022-July 2024:** This team, comprised of representatives from all campus constituencies, including students, has been working hard to materialize the foundational framework for RTV. IT members have researched other community college residential programs and connected with their administrators; toured housing facilities; discussed policies and procedures, residential life programs, financial aid, basic needs services, marketing, and much more to make RTV move-in ready for August 2024. Several workgroups focused on developing residential life, programs and services, and onboarding procedures.



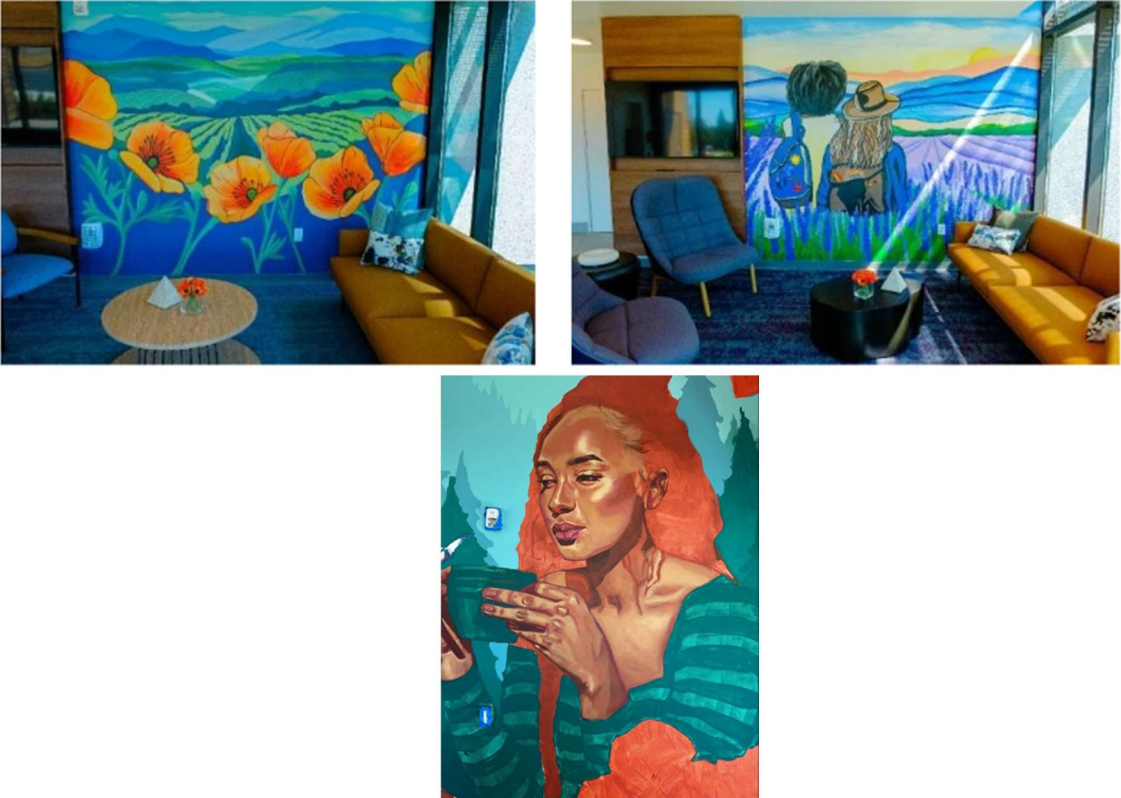
- B. **Creation of Marketing Team, January 2024-Present:** Several members of NVC leadership, marketing, athletics and the NVC Foundation, along with the Housing Team meet on a weekly basis to discuss outreach for RTV. A shared file among the team is updated weekly with tasks and completion statuses.

Outreach, Incentives, Etc. Responsibility Matrix Task List Marketing Incentives Building 1 Marketing Completed Tasks Outreach Events

- C. **Final Selection of FF&E and Artwork, April 2024:** Taking the lead, I worked with The Martin Group (developer), the Volz Company (partners), and Nadia Geller Design (interior design team) to finalize the furniture and artwork for River Trail Village. I also selected the red **River Trail Village** benches at the entrance to building 3. Each building, and corresponding study and community spaces, has an accent color: building # 1's color is blue, building #2's color is purple, and building # 3's color is green. The three buildings have specific art and furniture which align with the accent colors and create a vibrant and relaxing environment for all residents to feel happy, comfortable, and that this space is their home.



D. **Muralists Selected for Buildings 1, 2 and 3, April 2024:** After an active bid went out to find a muralist/s for RTV, the selection committee chose two artists to showcase their art for RTV. The artists met with a diverse group of students to learn more about what their vision for RTV is and how that could be incorporated into a mural. GWP Muralists were chosen to paint Buildings 1 and 2 lobbies, and their artworks were installed in August during move-in weekend. Their themes are a nod to the California state flower and the rolling vineyards of Napa Valley. Building #3 artist, Rough Edge Collection, worked on several designs to capture the student perspective of living at RTV. Their mural should be installed late September/early October in Building 3's Community Room.



- E. **Director of Housing and Operations Hired July 2023: Ashley Knapp:** I worked with Ashley throughout the fall semester to onboard her to NVC, as well as to River Trail Village. I also identified a temporary space in the McCarthy Library for Ashley to work in while River Trail Village was under construction. This became the River Trail Village Housing Information Office and included mock-up RTV furniture, project renderings, and options for students and visitors to view.
- F. **Imagine Retreat with ASNVC Board:** During the Fall 2023 semester, the ASNVC board participated in the Imagine Retreat where they were able to tour River Trail Village and identify the values, they want to see upheld in all things RTV. These values will be a point of succession for all trainings, events, and opportunities for the residents of RTV. The values are Student Success, Health and Wellness, and Respect for others.



- G. **Resident Assistants (RA) Hired, June 2024:** The Housing Team hired five Resident Assistants (RA) in preparation for opening. RAs are live-in student leaders who support the residential student experience through community engagement, program facilitation, relationship building, leadership development, academic connection, expectation enforcement, and crisis management.
- H. **Resident Director Hired, July 2024:** The Housing Team hired Yvonne Chamberlain-Marquez as the resident director. Yvonne lives on campus in building # 1. The resident director is responsible for creating a welcoming, exhilarating, and inclusive community for students while fostering a living, learning environment that complements the vision, missions, goals, and values of Napa Valley College. In addition, the resident director will help train and primarily supervise the RA staff and address student concerns and developmental needs.





- I. **River Trail Village Move-in Weekend, August 16-17, 2024:** River Trail Village opened its doors for students to move into buildings 1, 2 and 3 on the weekend of August 16 & 17. Representatives from various student services were present to assist students and parents with questions they had before the start of the semester. We also partnered with local coffee roasters OHM Coffee and had their coffee truck on-site providing beverages for everyone.
- J. **Creation of Operations Team, August 2024-Present:** Several members from the Implementation Team became part of the Operations Team, which meets weekly with the property manager to discuss outstanding issues related to RTV as it becomes fully functional.
- K. **Food Service for RTV:** Worked with Basic Needs Center to create support to all RTV residents to have access to free, fresh grab-n-go snacks. In addition, we obtained 3 vending machines to store these. Three additional vending machines located in building # 3 Community Room provide drinks, snacks and more grab-n-go items for a cost.
- L. **Hot Dinners for Residents:** Dinners are provided Monday-Thursday evenings at no cost to RTV residents. This partnership was developed with the help of VP Jim Reeves and Carollee Cattolica in DAS.
- M. **Ribbon-Cutting Ceremony, September 20, 2024:** The dedication and ribbon cutting ceremony for River Trail Village was held on September 20th. This marks the very end of a long journey for Napa Valley College to create an on-campus housing program for students.



**2. What one or two areas needed greatest improvement, or what goals were you unable to accomplish for some reason (state reason)?**

We were unable to accomplish the goal of relocating the Basic Needs Center. The Basic Needs Center needs to provide access to all students, including those who have disabilities and may not be able to climb stairs.

**3. Do you have any innovative ideas (i.e., “let’s try it” suggestions) for your unit?**

I would like to create a one-stop for students to have access to Student Health Services, Basic Needs, and engage in Student Life.

**4. How many students did your unit serve in the 2023-2024 academic year?**

<b>INCIDENT REPORT (IR) FORMS - CASES HANDLED BY DEAN OF SA IN AY 2023-2024</b>				
<b>Types of Cases</b>	<b>Summer 2023</b>	<b>Fall 2023</b>	<b>Spring 2024</b>	<b>Grand Total</b>
Seeking Assistance from Sr. Dean, Student Affairs	3	1	2	6
Faculty Seeking Advice on Conduct Case	2	11	9	22
Conduct (Student)	3	11	12	26
<b>Grand Total</b>	<b>8</b>	<b>23</b>	<b>23</b>	<b>54</b>

**5. Is there any other information you think is important to note?**

None.

## **RIVER TRAIL VILLAGE**

(Report submitted by Robin Darcangelo, Dean of Student Affairs, Student Life and Engagement and Ashley Knapp, Director of Housing and Operations)

### **1. What are two or three of the greatest accomplishments of your unit this past year (2023-2024)?**

- A. Successful move-in/opening of River Trail Village.
- B. Successful hiring and onboarding of RTV Staff, particularly 5 Resident Assistants, 1 Resident Director, 1 Maintenance Supervisor, and 1 Social Media Manager.

### **2. What one or two areas needed greatest improvement, or what goals were you unable to accomplish for some reason (state reason)?**

- A. We need to improve the experience for residents as it relates to understanding financial aid and how that does or does not impact their housing.
- B. We are working to create more residential education opportunities, particularly in the student conduct process.

These goals were not accomplished due to a strong need to focus on leasing efforts.

### **3. Do you have any innovative ideas (i.e., "let's try it" suggestions) for your unit?**

We are hoping to collaborate more with Financial Aid and Counseling to ensure residents are getting accurate information about housing.

Collaboration with ASNVC and Athletics for campus events (i.e., Halloween Carnival) We will continue to innovate and create throughout the year to see what works best for our residents.

### **4. How many students did your unit serve in the 2023-2024 academic year?**

While we assisted many more students to see if housing would be a good fit for them, currently we have 120 residents.

### **5. Is there any other information you think is important to note?**

Not now.

## **BASIC NEEDS CENTER**

(Report submitted by Robin Darcangelo, Dean of Student Affairs, Student Life and Engagement and Julie Hernandez, Student Affairs Specialist)

- 1. What are two or three of the greatest accomplishments of your unit this past year (2023-2024)?**
  - A. Increasing the student usage at the Basic Needs Center significantly. Student visits went up from about 100 visits per month (in 22-23) to over 1200 visits per month. More CalFresh applications than ever submitted in NVC history (over 160 applications this year, versus 90 in previous years).
  - B. Successful creation of “Stormy’s Closet” as a free clothing resource for students. There has been significant community outreach and donations to support this service.
  - C. Revamped the student Food Basket to include new shelving for students, a ‘market-style’ system so students could select their own groceries, and fresh produce from the Napa Farmer’s Market.
  - D. Hired 5 new staff members to better support the high numbers of students visiting the center on a daily basis. Hosting recurring staff meetings, consistent development of staff projects, and ongoing staff development to enhance staff skills and retention.
  
- 2. What one or two areas needed greatest improvement, or what goals were you unable to accomplish for some reason (state reason)?**
  - A. The location at Basic Needs Center can be improved by either a) moving to a new location or b) having serious upgrades to the current infrastructure. There is a pest problem, and students have complained about the safety and accessibility of the current location.
  - B. Creating a coordinator or director role in Basic Needs Center would better reflect the current job duties being completed. This would allow for more longevity of the program and daily oversight of the daily occurrences (rather than general oversight by a dean).
  
- 3. Do you have any innovative ideas (i.e., “let’s try it” suggestions) for your unit?**
  - A. Community field trips: host field trips with River Trail Village or learning communities to local food banks, farmer’s markets, and other areas that promote basic needs in the community.
  - B. Expand Stormy’s Closet to include a kid's section and host more family-based activities in the center (ex: have a kid's station with coloring books for students who are visiting with children).
  - C. Host workshops that are centered around skill-building (ex: financial wellness, cooking classes, applying for other benefits aside from CalFresh).

**4. How many students did your unit serve in the 2023-2024 academic year?**

600+ (some of our data shifted in March of 2023, which made it difficult to log unique students being served)

**5. Is there any other information you think is important to note?**

Our staff is very hopeful that some changes will occur to help our center this year.

## STUDENT HEALTH CENTER

((Report submitted by Robin Darcangelo, Dean of Student Affairs, Student Life and Melissa Datu, Director, Student Health Services)

### 1. What are two or three of the greatest accomplishments of your unit this past year (2023-2024)?

- A. Through partnership with the Chancellor's Office, reestablished FamilyPACT services. These services provide *free, confidential* birth control as well as sexually transmitted infection testing and treatment to eligible, low-income students.
- B. Hosted a vampire-themed blood drive in October. Twenty-three units of blood were collected. One unit of blood can save up to 3 lives. We recruited 11 first-time donors!
- C. Collaborated with Office of Student Life to host a Mental Health speaker/music artist event as part of Black Student Success Week.

### 2. What one or two areas needed greatest improvement, or what goals were you unable to accomplish for some reason (state reason)?

- A. Create robust health services to prioritize student health and safety and serve as a safety net for students who may not readily access health services elsewhere.
  - Student Health Center hours were limited to 4 days a week due to part-time staffing. Fortunately, the Director/Nurse Practitioner position has been increased to 12-month 1.0 FTE for FY25.
  - No NVC therapist since Fall 2021 due to hiring and funding constraints. There was a waitlist for Mentis therapy services despite virtual therapy services being available via TimelyCare.
  - The Student Health Center's location in a peripheral, portable building with College Police and separate from on-campus mental health services is a barrier to access.
- B. TimelyCare utilization
  - We need to increase buy-ins by coming up with new strategies to increase registration.
  - The navigation link in Canvas directs students to a registration page without any information on TimelyCare services. The vendor has been notified of this concern, but no quick fix has been identified yet.

### 3. Do you have any innovative ideas (i.e., "let's try it" suggestions) for your unit?

- A. We are in the process of utilizing a Student Health Center Web Portal to communicate new student housing health considerations and recommendations. It will also allow for secure messaging between Health Center staff and students.
- B. Student Health Services can support River Trail Village residents by providing direct health and wellness education and services. Health topics include sexual/reproductive health, alcohol and substance use, stress management, and opioid safety/overdose prevention/Narcan training.

- C. Work with other departments to develop a location solution. Create SMART goals to help relocate the Student Health Center.

**4. How many students did your unit serve in the 2023-2024 academic year?**

Reason for Encounter	# of visits FY23	# of visits FY24
COVID	282	9
Medical	64	99
Sexual/Reproductive	24	38
TB test/Clearance	152	199
Physical Sports	45	63
Physical Health Occ	58	41
Physical Other	6	4
Immunization	7	23
Psychosocial	16	20
Opioid Safety	--	19
Window service	654	801
<b>Total</b>	<b>1,308</b>	<b>1,316</b>

There was a 55% increase in Medical as well as a 58% increase in Sexual/Reproductive health appointments.



Free, confidential, 24/7 *virtual* mental health support for NVC students:

- 239 new registrations, 566 total registrations since launching February 2022
- 46 students used Talk Now and Scheduled Counseling services for a total of 160 visits
- 44 comments and 12 posts on Peer Community Board
- 49 students utilized self-care resources



- 86 students received therapy services, 8-15 sessions per student
- 11 students were seen for risk assessment/crisis response
- 2 students were voluntarily connected to Napa County’s Mobile Response Team

**5. Is there any other information you think is important to note?**

The transition between FY23 and FY24 was characterized by the end of the COVID-19 pandemic which eliminated required COVID testing.

The Director of Student Health Services is an active member of the Campus Assessment Response and Education (CARE) Team and recently joined the Diversity, Equity, and Inclusion Committee.

## STUDENT LIFE

(Report submitted by Robin Darcangelo, Dean of Student Affairs, Student Life and Omar Peña, Interim Manager, Student Life)

### 1. What are two or three of the greatest accomplishments of your unit this past year (2023-2024)?

- A. A successful collaborative project we held was Spirit Week in the fall. The Office of Student Life teamed up with the Transfer Center and Career Center to hold three days of events, which included Club Rush, Transfer Day, and a mini career fair. This event embodied the goal of Student Life to build bridges between departments and improve collaboration to meet students where they are while providing quality events and resources.
- B. Two other successful events that the Office of Student Life held were Cumbia Night (an evening event for NVC Cinco de Mayo festivities), and a film screening of Hailing Cesar, a documentary of Cesar Chavez, followed by a discussion with director Eduardo Chavez, grandson of Cesar Chavez. Cumbia Night was a dance that was open to the community, and we invited a Cumbia group from San Jose to do a live performance. The event was free, and we had 50+ attendees. The film screening took place only a couple of weeks after Cumbia night. While the event was not as well attended as we would have hoped, the impact was felt among those who attended. Folks who knew Cesar Chavez, or who simply admired him, were grateful for the opportunity to meet his grandson and reminisce about a time when Cesar was still alive. Both events were a taste of what we can do on campus to promote diversity.
- C. ASNVC elections were held in May 2024, and aside from successfully recruiting a full board (nine of eleven positions filled, with four students interested in filling the two remaining positions), we also included a vote for a student fee that would cover bus passes for all NVC students. The students voted in favor of the fee, which means that (hopefully) by Spring 2025, all NVC students will be eligible for a bus pass.

### 2. What one or two areas needed greatest improvement, or what goals were you unable to accomplish for some reason (state reason)?

- A. Although we have started to explore a new process for our student ID cards, we have more research and discussions that will need to take place. Unfortunately, the materials we purchased in 2021 to implement a new system may no longer be adequate. Technology has changed, so the systems and materials we had purchased before we lost our software (due to the cyber-attack) no longer have the tech support they once had. Our IT department is on board with assisting us once we find a vendor that we want to work with.
- B. Our ASNVC group struggled a bit last year. Something that could be described as a lack of synergy ran through the entire academic year. Campus events fell through, the group chose not to attend the DC conference, and there seemed to be a lack of motivation and interest overall. We are hoping to remedy this the upcoming academic year by providing more opportunities/outings for the ASNVC board members to connect, improving training, and helping the board members determine early on if they feel that student government is right for them.



**3. Do you have any innovative ideas (i.e., “let’s try it” suggestions) for your unit?**

- A. We are looking to build stronger relationships with our Performing Arts as well as our Athletics programs. It makes sense for Student Life to highlight and help promote existing events and activities these two areas are coordinating, as well as finding opportunities to collaborate.
- B. We are also looking to have a strong connection with River Trail Village and collaborate on events. We want to be part of the community building that they are doing, and we hope that this will also increase engagement with clubs, student organizations, and activities.
- C. Two events that we are hoping to implement in the 24-25 academic year is a 3-on-3 Basketball Tournament and a Tennis tournament. These are opportunities for students who have active lifestyles, or students who are looking for ways to connect with other students on campus.

**4. How many students did your unit serve in the 2023-2024 academic year?**

- Student ID’s: 551
- ASNVC Members: 19 (Counting new board members who were sworn in June 2024)
- Clubs:
  - Fall 2023: 104 club members (duplicated) from 13 clubs
  - Spring 2024: 117 club members (duplicated) from 16 clubs

**5. Is there any other information you think is important to note?**

In August 2024, Heather Richter, our Office Assistant, moved on to another role outside of the college. While we supported her with this endeavor, it was a huge loss for our department. There will be a large learning curve as the Student Affairs Specialist (filling in for the Manager of Student Life) takes on many of the responsibilities of the Office Assistant, and while we work on getting coverage to remain open our regular hours.

## OFFICE OF VICE PRESIDENT OF STUDENT AFFAIRS

(Report submitted by Dr. Alejandro Guerrero, Asst. Superintendent/VP, Student Affairs)

### 1. What are two or three of the greatest accomplishments of your unit this past year (2023-2024)?

#### A. 4<sup>th</sup> Annual ¡Viva Mariachi! Festival on Saturday, April 1, 2024

On Saturday, April 1, 2024, **823 tickets** were sold during the two sold-out performances (a matinee and evening show). The concerts highlighted three award winning mariachi groups: Mariachi Del Valle from Davis Senior High School, Mariachi Los Gavilanes from Monaco Middle School, and Mariachi de Uclatlán from UCLA.

Two sold-out performances on the same day are indicative of the interest in these types of community events that promote education, culture, and diversity.



The Viva Mariachi Festival also included a Student Matinee (SMAT) with an Instrumental Petting Zoo on Friday, March 31, 2024, which was funded by Festival Napa Valley Novack Concert for Kids. The SMAT featured Mariachi del Valle from Davis Senior High School. About 450 students from six elementary schools in the NVUSD came to campus to see this performance and learn about mariachi musical instruments.

The following sentiments were shared via feedback cards collected from patrons after the concerts and during the intermission breaks:

- “It is so inspiring to see and hear the talent of young musicians. The festival is like taking a trip to Mexico!”
- “This is a wonderful festival! I am looking forward to next year!”
- “Amazing to see such talented musicians!”
- “Loved the solos and duets and the enthusiasm!”
- “This is a great event! I’ll keep coming every year!”

#### B. The 18<sup>th</sup> Annual High School Breakfast on Thursday, November 16, 2023

The High School Breakfast provides an opportunity to engage our partners in dialog, conversation, and provide campus updates on specific programs, student services, and college initiatives. This

year’s theme was **Engage-Empower-Thrive**, which is the foundation of Student Affairs’ approach to working with students. Topics covered included the River Trail Village Student Housing, Counseling Support, Over and Above Equity Programs at NVC, International Education Summer Broad Programs, the Welding Program, Dual Enrollments, and Financial Aid, among others. We had over **115 attendees present** (50 guests and 51 NVC staff members)—an amazing outcome.

The list below reflects the schools and districts represented at the 18<sup>th</sup> Annual High School Breakfast:

BREAKDOWN		Count	School Districts	
1	High Schools	15	1	Calistoga Joint Unified School District
2	Middle Schools	1	2	Fairfield Suisun Adult School District
3	Adult Schools	2	3	Napa Valley Unified School District
4	Private Schools	0	4	St. Helena Unified District
5	Other Organizations or Agencies	5	5	Vallejo City Unified School District
Total Schools or Agencies		23		
<b>HIGH SCHOOLS</b>			<b>ADULT SCHOOL</b>	
1	American Canyon High School		1	Napa Valley Adult Education
2	Armijo High School		2	Fairfield Suisun Adult School
3	Camille Creek Community School			
4	Jesse Bethel High School		<b>MIDDLE SCHOOLS</b>	
5	John Finney High School		1	Silverado Middle School
6	Justin-Siena High School			
7	MIT Academy			
8	Napa High School		<b>OTHER AGENCIES OR ORGANIZATIONS</b>	
9	New Technology High School		1	10,000 Degrees
10	Rodriguez High School		2	Mentis
11	Sonoma Valley High School		3	Migrant Education Region II
12	Valley Oak High School		4	Napa County Office of Education
13	Vallejo High School		5	VOICES Napa
14	VCUSD -Independent Study Academy			
15	Vintage High School			

Every year, an evaluation survey is collected from attendees to measure the effectiveness of our outreach efforts with this event. Below are a few comments that we received from our guests via the survey.

- “The breakfast and networking time was very nice. The information presented was highly relevant and informative.”
- “I received a lot of information that I can share with our students. Excited about the new programs coming in the future for students.”
- “Breakfast was delicious! The raffle was also very much appreciated! The focus on welding and updates on FAFSA were very helpful.”

### C. NVC’s 2024 Commencement

The Commencement Ceremony was held off-campus for the third year in a row at the Memorial Stadium on May 23, 2024. **269 graduates** participated in the ceremony out of **530** eligible graduates. Importantly, this year we had a record number of attendees at the ceremony—close to 3,500, not including faculty, the platform party or graduates. This number is reassuring as the decision to move the ceremony off-campus to a larger venue was made with the students and their

families in mind, to avoid limiting the number of guests in the campus facilities we have available on campus.

We had two valedictory speakers, Vienna Spezza and Agatha Ramos Maher, and our Keynote Speaker was Senator Bill Dodd from the California State Senate District 3.

We also had two large 10' x 17' ft jumbotron screens that projected the live video feed of the ceremony and graduates as they crossed the stage. The screens also projected congratulatory messages from faculty, staff and administrators before the ceremony started, as well as college announcements and flyers. We hope to be able to bring back the jumbotrons in future commencement ceremonies (budget allowing) as we have received positive feedback about this feature in our ceremony.

**2. What one or two areas needed greatest improvement, or what goals were you unable to accomplish for some reason (state reason)?**

**A. The updating of NVC Board Policies (BP) and Administrative Procedures (AP)**

The Student Affairs unit had about twenty or so BPs and APs under Chapter 4-Academic Affairs and Chapter 5-Student Affairs related to course repetition, pass/no pass, fees, student records, admissions and conduct, etc., and through several workshops in the fall 2023 semester, we were able to successfully update them after two years of trying to revise them.

**B. The updating of our NVC Phone Script**

We were unable to prioritize this project of reviewing and updating the phone script since it was last updated in Spring 2022. We understand the importance of prioritizing this project to ensure that callers can be routed to the correct offices/persons.

**C. Inter-office collaboration with other Offices/Departments on Event Setups/Coordination**

Due to staff taking on more tasks or wearing multiple hats, the coordination of large events has become sometimes difficult because we need more peoplepower to plan the event and assist on the day of the event. Many of our events rely on the help from IT or Facilities and they are also short-staffed. We are expected to do the same tasks or often more than we had to in the past with very limited resources.

**3. Do you have any innovative ideas (i.e., "let's try it" suggestions) for your unit?**

The Office of the VPSA would like to bring back the In Lak Ech Youth Summit which targets first generation, low-income students in high school and exposes them higher education while they are still in high school. The summit is also an opportunity for students from different high schools to come together, build community, and strategize ways they can support each other towards reaching their personal and academic goals.

**4. How many students did your unit serve in the 2023-2024 academic year?**

Served **177 students** in AY 23-24

See a summary of student contacts and incidents in the table below. The rows highlighted show the top three case type categories with the largest number of student contacts. (These numbers do not include all shorter calls, interactions, referrals or warm hand-offs completed by this office.)

<b>INCIDENT REPORT (IR) FORMS - TYPES OF CASES HANDLED IN AY 2023-2024</b>				
<b>Types of Cases</b> <input type="checkbox"/>	<b>Summer 2023</b>	<b>Fall 2023</b>	<b>Spring 2024</b>	<b>Grand Total</b>
Complaint (Discrimination)		1	1	2
Complaint (Harassment)		1	2	3
Complaint (Student Affairs/Non-Instructional)		2	1	3
<b>Conduct (Student)</b>	<b>3</b>	<b>11</b>	<b>12</b>	<b>26</b>
Faculty Seeking Advice on Conduct Case	2	11	9	22
Issue related to Academic Affairs/Instruction		1	1	2
Letter of Recommendation		2	3	5
<b>Letter of Verification</b>	<b>8</b>	<b>16</b>	<b>25</b>	<b>49</b>
Log as Witness Only		1		1
Log for Reference Only		8	2	10
Potential Issue		1		1
<b>Seeking Assistance from Office of Student Affairs</b>		<b>11</b>	<b>14</b>	<b>25</b>
Seeking Assistance from Sr. Dean, Student Affairs	3	1	2	6
Seeking Assistance from VPSA	2	13	5	20
Spanish Speaker Needing Help			2	2
<b>Grand Total</b>	<b>18</b>	<b>80</b>	<b>79</b>	<b>177</b>

**5. Is there any other information you think is important to note?**

- A. With a high number of Student Affairs retirements and other staff members leaving the college our offices have felt the increase in work. Despite feeling this pressure Student Affairs has provided a high level of services and outreach support. Student Affairs have managed to maintain a high quality of service and support, we were able to develop great partnerships with other NVC offices and outside agencies.
- B. As we work toward aligning Student Affairs goals with the larger institutional goals, we are identifying the highest priorities to serve students. With this said, Student Affairs continues to work towards making the student on-boarding process for Napa Valley College more seamless for students.

## STEM/MESA CENTER

(Report submitted by Rene Rubio, MESA Program Coordinator)

### 1. What are two or three of the greatest accomplishments of your unit this past year (2023-24)?

- A. The MESA/STEM Center is at 90% completion with its building renovations (i.e, floors upgraded, fresh paint throughout, new HVAC system, and non/instructional equipment) to enhance student support services and increase student engagement.
- B. Offered STEM on-campus internship program to **eighteen** MESA students and each received \$1,500 stipend; **nine** MESA students awarded the 2023-2024 Dwight David Eisenhower Transportation Fellowship (US Department of Transportation); **five** Kaiser Permanente Medical Scholars Pathway students participated in the year-long “Leadership Forum and CHEER” research sessions.

### 2. What one or two areas needed greatest improvement, or what goals were you unable to accomplish for some reason?

Personnel: Temporary staffing hinders team development and detracts from overall stability of project efforts, hence student success. One goal was to recruit over 120+ MESA eligible students into the Program but due to short staffing we fell short of this goal by 25 students. We are not able to conduct as much in/reach since are short staff and cannot leave the MESA Center unattended too often.

Unfortunately, NVC was not able to open the Administrative Assistant during the 2023-2024 academic year, but we are hopeful cabinet will approve the position this academic year. The MESA funds will cover 100% of the administrative assistant position, which will bring stability and vitality to the MESA Program, in place.

### 3. Do you have any innovative ideas for your unit?

- A. To continue partnership with off-campus professional organizations that contribute to the success of our MESA/STEM participants. This includes Kaiser Permanente, UD Davis Prep Medico, Deep Tok, Touro University, as well as others.
- B. To continue the expansion of the STEM student clubs. For example, campus support and funding of STEM Summer Bridge Program, which in previous summers have served **160+** deserving freshmen students entering Napa Valley College. As of today, MESA oversees seven STEM clubs and two national chapters. These students are the future leaders of our community.

### 4. How many students did your unit serve in the 2023-24 academic year?

- **Thirty** MESA/STEM students transferred to UC/CSU fall 2024, served **95** MESA eligible and **53** ASEM students.

MESA Members Enrolled for 2023-2024					
Female	Male	Majors		Students by Gender	
3	1	Animal Science	4	Male	50
		Architecture		Female	45
	1	Aviation	1	<b>Total</b>	<b>95</b>
1		Bio-Chemistry	1		
6	5	Biology	11	Ethnicity	
1	1	Chemistry	2	Middle Eastern	2
	2	Civil Engineering	2	Mexican	6
	3	Computer Engineering	3	Asian/Pacific Islander	7
8	23	Computer Science	31	African American	3
	1	Electrical Engineering	1	White/Caucasian	5
	2	Mechanical Engineering	2	Hispanic/Latino	61
4	5	Engineering-Others	9	N/A & Mixed	11
2	2	Mathematics	4	<b>Total</b>	<b>95</b>
	1	Physics	1		
9		Pre-Med/Health Sciences	9		
8	3	Science-Others	11		
3		Viticulture & Enology	3		
<b>45</b>	<b>50</b>	<b>Total</b>	<b>95</b>		

ASEM 2023-2-24 Students					
Female	Male	Majors		Students by Gender	
1		Animal Science	1	Male	30
		Architecture	0	Female	23
	1	Aviation	1	<b>Total</b>	<b>53</b>
2		Biochemistry	2		
6	4	Biology	10	Ethnicity	
1	1	Chemistry	2	Hispanic/Latino	16
	3	Civil Engineering	3	Native American	0
	2	Computer Engineering	2	Asian/Pacific Islander	18
5	5	Computer Science	10	African American	1
	3	Electrical Engineering	3	White/Caucasian	11
	7	Mechanical Engineering	7	Middle Eastern	2
3	2	Engineering-Others	5	N/A	1
2	2	Mathematics	4	Mixed	4
		Physics	0	<b>Total</b>	<b>53</b>
1		Pre-Med/Health Sciences	1		
2		Science-Others	2		
		Viticulture & Enology	0		
<b>23</b>	<b>30</b>	<b>Total</b>	<b>53</b>		

5. Is there any other information you think is important to note?

A. Provided 1600+ hours of free STEM tutoring to MESA and STEM students

*SACNAS National Conference October 2024  
Portland, Oregon*



*Keysight Technologies Campus Tour March 2024*



B. MESA/STEM students participated in **29** field trips, conferences, cultural and university/college events, with a total of **801** participants

*STEM Club - Dreamers of Community Change  
(DOCC - Premed)*

C. MESA supported and advised **nine** STEM National Chapters and Clubs this academic year: Society for Professional Engineers (SHPE), Advancement of Chicanos and Native Americans in Science (SACNAS), Dreamers of Community Change (DOCC - Premed Club), Collegiate Aerospace, Astronomy, and Physics Society (CAAP), Computer Science, Environmental Science, COAL (Animal Science Club) and Robotics



*MESA/STEM Transfer Awards Ceremony  
May 17, 2024*



*NVC Commencement Ceremony May 23, 2024*





## **DISABILITY SUPPORT PROGRAMS & SERVICES (DSPS)**

(Report submitted by Ramon Salceda, Dean, Student Support Programs)

### **1. What are two or three of the greatest accomplishments of your unit this past year (2023-24)?**

- A. DSPS Alternate Media provided loan agreements with assistive technologies and training/support to at least 50 students including smartpens, laptops, calculators, Kurzweil 300 and digital recorders.
- B. DSPS Alternate Media provided in-reach support services to NVC's P-Tech program for new incoming cohort in Fall 2023.
- C. Improvements in streamlining our processes as a unit and communication between DSPS team have improved to ensure we are providing the necessary support and assistance in order for our students to be successful.
- D. Continued success with NVUSD outreach. We have continued our strong partnership with NVUSD to make the transition from K-12 to Community College as smooth as possible for graduating seniors with disabilities. Our COUN 097 Summer bridge class was well attended, and those students were brought into the DSPS program and the college due to this outreach.

### **2. What one or two areas needed greatest improvement, or what goals were you unable to accomplish for some reason?**

- A. Even though we were able to replace some vacant positions, we still need to hire more staff in order to be at full staff to be able to serve our students in the most effective and efficient way possible.
- B. We hope to be able to meet on a more consistent meeting schedule and would like the meetings to be held once a month.

### **3. Do you have any innovative ideas for your unit?**

- A. We would like to have more activities/events for DSPS students, so that they feel more included and supported here at NVC.
- B. Looking at ways to fill the need for students needing a proctored exam at a class site, because currently with only 2 staff members at the Testing Center this has not been possible.
- C. We would like to improve the DSPS Program's presence here at NVC by providing information to all students and staff through tabling, workshops, etc.
- D. We would like to see our collaboration efforts improve with the NVC Support Programs such as SSS TRIO, EOPS, Next Up, MESA, etc.

**4. How many students did your unit serve in the 2023-24 academic year?**

<b>DSPS STUDENT COUNT</b>	<b>FA 23</b>	<b>SP 24</b>	<b>SU 24</b>
Students with at least one CREDIT course	474	428	171
Students with at least one NON-CREDIT course	194	149	0 *
Students with at least one CREDIT or NON-CREDIT course	613	558	171

\* UVC/Business Office had not signed contracts with NVSS nor PSI. Therefore, we could not enter requests for accoms in SAM nor contacts in Ellucian

<b>STUDENTS TUTORED</b>	<b>23/FA</b>	<b>24/SP</b>	<b>24/SU</b>	<b>Year</b>
TOTAL Requests	10	7	0	17
English	0	3	0	3
Math	2	3	0	5
Study Skills	10	6	0	16
TUTORED	8	6	0	14
REFERRED TO MSC	0	1	0	1
Dropped/Didn't return calls/emails (3-4 attempts)	2	0	0	2

\* Total Requests may not add up b/c some requests include 2 subjects

<b>HOURS TUTORED</b>	<b>23/FA</b>	<b>24/SP</b>	<b>24/SU</b>	<b>Year</b>
English	0	1	0	1
Math	6	14	0	20
Study Skills	66.5	51	0	117.5
<b>Totals</b>	<b>72.5</b>	<b>66</b>	<b>0</b>	<b>138.5</b>

All totals are in hours

**5. Is there any other information you think is important to note?**

- A. DSPS Counselor, Tyler Downie, in addition to his counseling role, is currently the liaison for River Trail Village, ensuring that DSPS students have the support they need.
- B. Going forward the DSPS Program may need to hire an adjunct counselor to ensure that students at River Trail Village receive the necessary support to be successful at NVC.
- C. As of July 2023, the DSPS Department is also under the direct supervision of Dean Ramon Salceda.

## STUDENT SUPPORT SERVICES (SSS) TRIO PROGRAM

(Report submitted by Ramon Salceda, Dean, Student Support Services)

### 1. What are two or three of the greatest accomplishments of your unit this past year (2023-24)?

- A. We celebrated our graduating students with an in-person Graduation Luncheon, in which SSS TRIO Alums attended the celebration to celebrate our graduates' accomplishments.
- B. The SSS TRIO student number of participants has been increasing with our recruitment efforts.
- C. We were able to effectively connect with Starfish to obtain queries of potential students who are eligible for the SSS TRIO Program.

### 2. What one or two areas needed greatest improvement, or what goals were you unable to accomplish for some reason?

- A. Increase in reach services at NVC events/activities.
- B. DocuSign technology has not been utilized and the SSS TRIO program needs to set up the application in DocuSign to help students apply online to our program.

### 3. Do you have any innovative ideas for your unit?

- A. An innovative idea is for staff is to learn Starfish and do the queries that will enable in-reach recruitment in the summer to reach NVC students who qualify to join the program.
- B. Set up a late-summer staff team building retreat.
- C. Present a "Welcome Back Fall Workshop Meet & Greet" for SSS TRIO Students.
- D. Continue to increase the collaboration with on campus programs such as the EOPS Program and NextUp.
- E. Explore the possibility of teaching a summer COUN-97 for SSS TRIO students in preparation for fall semester.

### 4. How many students did your unit serve in the 2023-24 academic year?

The SSS Program is funded to serve **185 students**, but due in large part to the staff challenges being faced we were unable to serve the projected number of students. However, we have been slowly increasing our numbers and are looking to reach our 185 students in the 2024-2025 academic year.

**5. Is there any other information you think is important to note?**

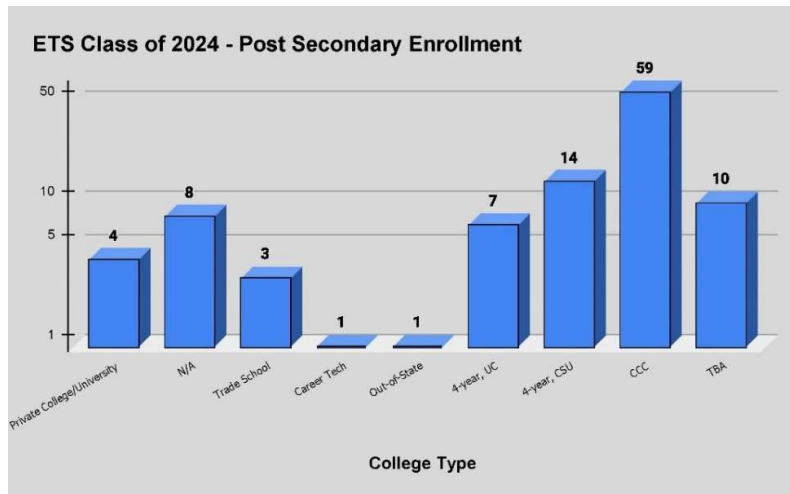
- A. Collaborate with the ETS program and present evening workshops to students and their parents to share about the SSS TRIO program at NVC. Workshops will be done in both English and Spanish.
- B. This year was a SSS TRIO Grant Writing Competition Year, and we completed and submitted our application. We are looking forward to the response from the Department of Education.
- C. The SSS TRIO Program continues to face staff shortage challenges, with only 2 full-time and 2 part-time staff members.
- D. The SSS TRIO webpage needs to be update, as well as we are in need of setting up SSS TRIO social media accounts.

**TRIO EDUCATIONAL TALENT SEARCH (ETS) PROGRAM**  
(Report submitted by Ramon Salceda, Dean, Student Support Services)

**1. What are two or three of the greatest accomplishments of your unit this past year (2023-24)?**

A. Noted below are a few samples of the year's highlights:

- 107 Seniors graduated.
- 1 Graduation Speaker: Fatima Rodriguez, Vintage High School.
- 1 Early Graduate: Victoria Garcia, now attending NVC.
- Our graduates from Napa and Vintage High Schools will be attending various California State Universities, Universities of California, Private Colleges and Community Colleges throughout California. Out of the students attending Community Colleges, 55 (93%) are attending NVC.
- Numerous students were recipients of a variety of public and private scholarships and awards.
- Many of our students are participating in various NVC programs such as SSS TRIO, EOPS, MESA, and Puente.



- B. During the year once again the ETS collaborated with NVC MESA STEM to bring ETS students to NVC STEM Fair to expose students to the many STEM Careers.
- C. During the summer, we collaborated with Study Smart Tutors to provide a summer camp for ETS students. The camp provided this year was the Sneaker Industry Essentials Summer Course 2024 with 29 students participating. The online course delivered the information in three modules covering sneaker design, manufacturing and production, distribution, retail, brand strategy, marketing, and media. The program introduces students to potential career paths and an overview of the key knowledge and skills necessary for success in the sneaker industry and related fields.

**2. What one or two areas needed greatest improvement, or what goals were you unable to accomplish for some reason?**

- A. ETS is looking forward to improving the number of students who are low-income, first-generation. Recruitment efforts will include working closely with NVUSD target schools to ensure we are targeting low-income and first-generation students.
- B. We would like to increase the number of activities and events provided to ETS students throughout the year (i.e., field trips, workshops, etc.).

**3. Do you have any innovative ideas for your unit?**

- A. It would be helpful to have the ETS applications (English and Spanish) available through DocuSign to help our recruitment efforts be more efficient.
- B. Looking into the possibility of having academic camps throughout the year in addition to the summer camps currently being provided.

**4. How many students did your unit serve in the 2023-24 academic year?**

The ETS TRIO Program is funded to serve 668 students, but due in large part to the staff challenges being faced we were unable to serve the projected number of students. However, we were able to serve **654 students**. We have been slowly increasing our numbers and are looking to reach our 668 students in the 2024-2025 academic year.

**5. Is there any other information you think is important to note?**

- A. The ETS TRIO Program recently moved, the new location is Building 2200.
- B. The ETS TRIO Program Grant will be up for renewal in 2025, and we are still waiting for the official announcement of the dates for the grant competition.
- C. The ETS TRIO Program continues to face staff shortage challenges even with the recent hiring of an additional Part-Time Hourly Program Assistant. The program currently consists of only one full-time, two full-time staff that are split with other departments and two part-time staff members.



## TESTING CENTER

(Report submitted by Ramon Salceda, Dean of Student Support Services)

### 1. What are two or three of the greatest accomplishments of your unit this past year (2023-2024)?

- A. The Testing Center (TC) implemented a new version of the math placement tool to stay in compliance with AB1705.
- B. Due to the new math placement tool glitches, the TC assisted Dean of Enrollment, Jessica Erickson and her team entered math equivalencies into Colleague for 155 students that were unable to enroll in specific math courses. We also assisted the Dean of Science & Engineering and Distance Education; Christopher Farmer entered newly created math placement tiers specifically for 43 students who were unable to register into their Chemistry 110 courses.
- C. The TC was able to assist and reopen study rooms for single or groups of students who need a quiet room to study and could not be accommodated by the library.

### 2. What one or two areas needed greatest improvement, or what goals were you unable to accomplish for some reason (state reason)?

- A. The Testing Center was unsuccessful in updating our main department's signage to reflect the actual services that are being provided to students. It can be misleading to faculty, staff and students.
- B. We have been unable to reconfigure testing room #1 (1764A) so that it is better utilized to offer more privacy between students who are taking a test or study space.

### 3. Do you have any innovative ideas (i.e., "let's try it" suggestions) for your unit?

- A. Since the TC is appointment based for academic exams, we would like to have the ability to use texting to remind students of their upcoming appointments.
- B. To assist with the onboarding of high school students, we would like to provide a workshop for assistance with the placement tool.

### 4. How many students did your unit serve in the 2023-2024 academic year?

In addition to **747** academic exams administered to NVC's DSPS (683) and non-DSPS (64) students, the Testing Center processed **2,046** English placements, **2,395** Math placements, **324** Chemistry placements, **52** Spanish placements and **318** ESL placements. Furthermore, we proctored **28** Distance Education Learners and provided a study room to **326** students and held **336** Supplement Instruction (SI) Sessions.

<b>Students Served - AY 23.24</b>	
<b><i>Service Provided</i></b>	<b><i># of students</i></b>
Academic Exams	747
English Placement	2046
Math Placement	2395
Chemistry Placement	324
Spanish Placement	52
ESL Placement	318
Distance Education Learners	28
Study Rooms Provided	326
SI Sessions Held	336
<b>Total Served</b>	<b>6572</b>

**5. Is there any other information you think is important to note?**

- A. As of July 1, 2023, the Testing Center reports to the Dean of Student Support Programs, Ramon Salceda.
- B. The TC continues to be a two full-time staff department.
- C. The TC continues to manually enters English and Math placement tiers.