

Progress Update (Past Two Years)

1. Provide an update on your program or department's progress on your last objectives or action plans:

Progress Update Past Action Plans

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What type of program review did you last submit?

- Old annual
- Old six-year
- PU
- CPR

What is the status of your last program review action plan/objective?

- Completed
- In Progress
- No Longer Pursuing

Discuss the progress made on the goals in your action plan(s) (if last program review was a PU or CPR) or annual objective(s) (if last program review was an annual or old six-year).

Enhance Application Process - Dynamic Forms has worked beautifully the past two years, streamlining the application process for prospective students. Additional forms have been added to the admissions workflow, including a City of Santa Monica Human Services Grant Verification of Eligibility (Santa Monica participants) form, and internally for the program, Pico Partnership Laptop Loan contract.

New Student Orientation - adjustments have been made to the new student orientation in the last two years. First, due to lower attendance and participation numbers, the program eliminated a secondary remote group orientation on zoom. In lieu of, if a student can't attend the in-person new student orientation, they can complete an individual orientation with a Pico Partnership counselor at their availability, in-person or remotely. Second, the program increased orientation offerings, hosting more than one mass group orientation; however, the energy and engagement decreased, as the cohort was essentially cut in half for the day. Thus, the program decided to offer one consolidated group orientation moving forward. Lastly, the new student orientation increased in duration and hours, as content has expanded. For example, SMC has now contracted Slingshot for textbook services, and the platform is not fairly intuitive, requiring additional teachable moments imparted. Another example is with Stellic, SMC's new education plan tool, which also requires increased edification for students. Moreover - since the orientation day is now longer - lunch is provided, along with a snack break, campus tour scavenger hunt, student panel, and more peer-to-peer engagement check-ins.

Electronic Student Files - there have been no developments on this item, as the transition has worked well. To illuminate, the Pico Partnership program underwent a virtual monitoring audit in spring 2025. Many electronic files - related to applications, education plans, time & effort reports, and much more - were reviewed in the audit by a third party hired by the city of Santa Monica. Ultimately, the audit proved successful, as there were no recommendations made by the monitoring agency, and in fact, several unsolicited commendations were offered.

End of Progress Update Past Action Plans

2. Considering your program's past plans and the developments over the past two years, what challenges and concerns need to be addressed in the next two-year review period?

Fiscal challenges currently impacting all areas of Santa Monica College are at the top of the list. Although the program has been fortunate to not experience any direct staffing changes due to budget cuts (at present time), ancillary allies and partners to the program were less fortunate. For example, the program's liaisons at the SMC Bookstore (processes program textbook vouchers) and Financial Aid office (processes Pico Partnership direct aid grants to students) were both affected by college layoffs. With the lack of personnel who are responsive and knowledgeable to the needs of their respective work, this will undoubtedly have a negative impact and delay on direct delivery of services to students who are in most critical need. Additional details on challenges and concerns will be shared in the year-end report the program provides the city at the end of the academic and fiscal year.

3. Broadly discuss the most critical resources you anticipate needing to effectively implement the goals in your program's action plan in the next review period. If applicable, your answers here should inform the specific line item requests in your future Annual Resource Requests (ARR).

This question is timely, as the program enters the fourth and final year of the current 4-year Human Services Grants Program cycle, and progresses towards renewal for another 4-year cycle.

- Increase counseling staff funds/hours from 26 to 36 total hours weekly, per term or decrease size of students in program from 75-80 to 60-65 (previous grant cycle operated at 50 students average, per cohort). Line item #1453 + benefits
- Increase supplies/materials (#4550) and meals/catering (#5242)
- Funding for campus tours (bus/transportation, related expenses - new line item)
- Funding for professional development (conferences, related opportunities - new line item)

Now that I am permanent and no longer interim Project Manager, my goal is to slightly shift objectives within the upcoming new grant request and focus on peer-to-peer opportunities, collaboration with other city agencies, and continue to assess not only our current program participant population, but also youth that will be incoming in future years with new generational trends.

Instructions for Area Vice President

This section is to be completed by the Area VP Please provide feedback, comments, and observations regarding the department or program's progress update. Your input will help guide next steps and support continuous improvement

N/A

Submission Instructions

CONGRATULATIONS! You have completed the Progress Update! Please save your document in PDF and email it to your Area Vice President for review.

This form is completed and ready for acceptance.

Completed Date: 5/14/2026

Completed By: ORTIZ_STUART-ORTIZ_STUART