

# 1. Assessment Plan - Three Column



## PIE - Student Services: Upward Bound Unit

### 2. Where We Are Now: Year at a Glance

#### 2020-21

**Contact Person:** Victor Rojas

**Email/Extension:** VROJAS6@MTSAC.EDU

**Summary of Notable Achievements:** A: To Advance Academic Excellence and Student Achievement:

-Upward Bound (UB) successfully submitted the 2019-2020 Annual Performance Report (APR) to the Department of Education (DOEd) in December 2020. UB met and exceeded all but 1 of the mandated 2019-2020 objectives.

-The UB Program created and hosted a virtual End of the Year Ceremony to honor our participants especially those moving onto college in Fall 2021. The students received a delivered UB medallion along with pizza delivered to their homes.

-For Summer 2021, UB collaborated with various departments across campus to secure seats for 63 seats across 5 disciplines.

B: To Support Student Access and Success:

In the 2019-2020 Annual Performance Report (APR), the following Prior Experience (PE) points were awarded based on the following:

-Participation objective written into the grant was exceeded as we served 81 students

-Persistence objective written into the grant of 80% was exceeded with a rate of 100%.

-Good academic standing rate written into the grant of 85% was exceeded with a rate of 100%.

-College graduation within six years written into the grant at 40% was exceeded for the first time in years with a rate of 42%.

C: Secure Human, Technological, & Financial Resources:

-Secure Human Resources: UB was able to navigate the pandemic by hiring extra peer mentors to assist with after school tutoring and supplemental instruction during the Summer Enrichment Program.

-Technological Resources: UB purchased 20 laptops and 30 mifis to support students' technology needs.

-Financial Resources: Mt. SAC continued support of resources stopped during the pandemic as most events were held virtually.

D: To Foster an Atmosphere of Cooperation and Collaboration:

-The UB staff continue to nourish our relationships with two important feeder schools: Sparks Middle School in La Puente and Cortez Magnet School in Pomona. Inroads made at both these schools allowed us to successfully recruit incoming students to the program.

**Program Planning for Retention and Success:** -UB hosted a successful orientation where new and returning participants attended along with their families. UB participants were able to engage in meaningful dialogue about expectations for the upcoming hybrid year.

-14 seniors completed the newly implemented college application requirements. All 14 students applied to four UCs, four CSUs, two private, and one community college.

-All our students successfully submitted a FAFSA application.

-Upward Bound successfully submitted the Annual Performance Report (APR) for the 2019-2020 academic year and received 4 out of 5 Prior Experience (PE) points.

Due to COVID-19, the following programmatic changes were made:

-The UB Program ramped up its social media presence to stay engaged with our students and their families.

-Our in-person tutoring went completely virtual. The 2-hour in-person tutoring was increased to 4 hours.

-Upward Bound continued to provide participants with technological support in the form of computer and wifi loaners.

-Upward Bound continued to have our Saturday Academies throughout the school year. Conversation focused on the challenges of the pandemic along with disseminating information obtained for Ganesha and La Puente administration.

-Planning for a completely virtual Summer Enrichment Program continued. This planning allowed us to recruit additional student workers to serve as peer mentors and supplemental instructors.

Summer 2021:

-To comply with our grant objectives, our Summer Enrichment Program was offered completely virtually. Supplemental instruction is being offered to help students succeed and prevent attrition.

-Care packages were assembled and disseminated to students to help cope with being home for an extended period of time.

**External and Internal Conditions Analysis:** -Mt. SAC employees had to adhere to the Stay-at-Home order by the Governor of California. Due to this, the UB Program calendar of events for Spring 2021 was adversely impacted. All in-person activities were canceled including two cultural activities, our San Diego College Tour, Council for Opportunity in Education (COE) Policy Seminar, Career Exploration Workshops, and End of the Year Celebration.

Internal Conditions:

-The college's continuous financial support to UB was paused due to the pandemic.

-This past year we were able to bring on our new Project Coordinator. With his arrival we will be able to engage our UB Alumni in a more meaningful way. With his arrival, UB will engage with potential community partners to establish volunteer and internship opportunities for current participants.

**Critical Decisions Made by Unit:** -Upward Bound repurchased Lacai for the 2020-2021 academic year as the database for student management and tracking. The program continues to use this database and has been implemented since the Fall 2018 semester. UB is currently working with Lacai to maximize the program's potential to maximize work efficiency, productivity, and accuracy.

-UB continued to work with Mr. Jakel Harris as our Leadership Specialist allowing UB to once again offer its Incoming Freshman Summer Enrichment Program to tremendous success. Incoming UB students experience our leadership curriculum. This work continued into the school year and has yielded a high GPA and participation in our Freshman class.

-2020-2021 put stress on our program due to the COVID pandemic which affected the changes made by the new full-time TRIO Director. The changes which were allowing for the program to refocus on assuring the program is in federal compliance through the revamped recruitment and application process, a newly implemented comprehensive student handbook that includes policies, procedures, and expectations were put to the test. Additionally, we ensured participant files are up-to-date and in compliance with federal requirements was put on hold. With our anticipated return to work, this will be addressed.

**Contributors to the Report:** Victor M. Rojas Jr., Director

*Unit Goals*

*Resources Needed*

*1. Where We Make an Impact: Closing the Loop on Goals and Resources*

**Upward Bound Participants - Serve**

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
<p>70 eligible Upward Bound participants.  <b>Status:</b> Active  <b>Goal Year(s):</b> 2016-17, 2017-18, 2018-19, 2019-20, 2020-21  <b>Goal Entered:</b> 09/01/2016</p>	<p><b>Report directly on Goal</b></p>	<p><b>Reporting Year:</b> 2020-21  <b>% Completed:</b> 100  Upward Bound successfully served over 73 students this past year. The cultivation of meaningful relationships with our outgoing senior has allowed for us to continue to serve them as they start their college journey. This also helps our other grant objective (college completion). We will continue to stress the importance of always being part of TRIO to our current and past students as a mean to engage them. (07/09/2021)</p> <hr/> <p><b>Reporting Year:</b> 2020-21  <b>% Completed:</b> 100  Upward Bound served 70+ current and past participants. Resources provided allowed for the Upward Bound to reach out to our community partners (school administrators, school districts, teachers, and parents) and effectively recruit new participants. The positive returns from our new relationship with Sparks Middle Schools are encouraging as we now have a pipeline for incoming students. These students would join UB even before their high school journey begins. (07/09/2021)</p>
	<p><b>Request - Full Funding Requested -</b>  Informational material for UB to share with constituencies at target communities (flyers, brochures, program applications, etc.).</p> <p><b>Describe Plans &amp; Activities Supported (Justification of Need):</b>  Mail out informational packets to potential students in order to recruit 30 Upward Bound (UB) eligible students (15 each for Ganesha and La Puente High Schools) .</p> <p><b>Lead:</b> Victor Rojas</p> <p><b>What would success look like and how would you measure it?:</b> 30 participants who meet Upward Bound eligibility will be recruited.</p> <p><b>Type of Request:</b> MARKETING:</p>	<p><b>Reporting Year:</b> 2020-21  <b>% Completed:</b> 25  Plan and activities were carried out. Thirty students were recruited to the new incoming Upward Bound class. New relationships with Sparks Middle School in La Puente were fruitful as we had over 50 applications from that school site alone for the new class. The change in administration at Cortez Magnet School in Pomona hindered our recruitment efforts as we were only able to recruit 10 students for Ganesha High School. We need to establish a relationship with the new Cortez principle in order to improve our recruitment numbers. (07/09/2021)</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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Requests for services in the areas of graphic design, news, and photography, posting information, communication and social media.

**Planning Unit Priority:** High  
**Total Funding Requested:** 500.00

**Request - No Funding Requested -** Snacks and refreshments for 2 parent Upward Bound informational sessions (evening)

**Describe Plans & Activities Supported (Justification of Need):**

Recruit 30 Upward Bound (UB) eligible students (15 each for Ganesha and La Puente High Schools) by making presentations at Sparks Middle School and Cortez Elementary Pre-K to 8th Grade to inform students, teachers, counselors, and parents of UB program offerings, eligibility criteria and selection process.

**Lead:** Victor Rojas  
**What would success look like and how would you measure it?:** 30 participants who meet Upward Bound eligibility will be recruited.

**Type of Request:** SUPPLIES AND MATERIALS: Instructional supplies and materials are items to be used by students, faculty and other personnel in connection with an instructional program, less than \$500.

**Planning Unit Priority:** High  
**Total Funding Requested:** 0

**Request - Full Funding Requested -** Mileage funding for multiple trips to-and-from Mt. SAC campus and high school campuses.

**Reporting Year:** 2020-21  
**% Completed:** 100  
 Instructional supplies and materials proved useful as we held various information sessions at both Sparks and Cortez in English and Spanish. Parents, students, and their teachers were able to actively participate in our interactive presentations. (07/09/2021)

**Reporting Year:** 2020-21  
**% Completed:** 0  
 Multiple round trips were made to-and-from Mt. SAC to our middle school and high school partners. These trips are

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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**Describe Plans & Activities Supported (Justification of Need):**

Recruit 30 Upward Bound (UB) eligible students (15 each for Ganesha and La Puente High Schools) by making presentations at Sparks Middle School and Cortez Elementary Pre-K to 8th Grade to inform students, teachers, counselors, and parents of UB program offerings, eligibility criteria and selection process

**Lead:** Victor Rojas  
**What would success look like and how would you measure it?:** 30

participants who meet Upward Bound eligibility will be recruited.

**Type of Request:** OTHER OPERATING EXPENSES AND SERVICES: Requests for contracted, legal/ audit, personal/ consultant, rent/ leases, repairs/ maintenance, and other misc. services. May also include request for travel and conference that does not require the assistance of POD.

**Planning Unit Priority:** High  
**One-Time Funding Requested (if applicable):** 500  
**Total Funding Requested:** 500.00

highly critical to our ability to fulfill our grant objectives. They helped us recruit our new class of incoming students along with continuing to support our existing participants. Success was achieved in terms of recruitment. Goal was not reached because reimbursement was not requested. (07/09/2021)

<p><b>Parent Involvement -</b> Ensure project offers opportunities for parents to be engaged with their students' education.  <b>Status:</b> Active  <b>Goal Year(s):</b> 2016-17, 2017-18, 2018-19, 2019-20, 2020-21  <b>Goal Entered:</b> 07/01/2016</p>	<p><b>Report directly on Goal</b></p>	<p><b>Reporting Year:</b> 2020-21  <b>% Completed:</b> 100  This past year we were able to meet with all of participant parents/guardians. This was critically important to our programs success as we continue to get more buy in from parents/guardians. We met with parents/guardians based on their children's class standing. This allowed us to have meaningful conversations centered on their students high</p>
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Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources
	<p><b>Report directly on Goal</b></p> <hr/> <p><b>Request - No Funding Requested -</b> Snacks for evening or Saturday workshops/meetings.</p> <p><b>Describe Plans &amp; Activities Supported (Justification of Need):</b> Ensure project offers opportunities for parents to be engaged with their students' education through parent workshops and Saturday Academies. <b>Lead:</b> Victor Rojas <b>What would success look like and how would you measure it?:</b> Parents attend at least 2 workshops per year and 2 Saturday Academy meetings per year. <b>Type of Request:</b> SUPPLIES AND MATERIALS: Instructional supplies and materials are items to be used by students, faculty and other personnel in connection with an instructional program, less than \$500. <b>Planning Unit Priority:</b> High <b>Total Funding Requested:</b> 0</p>	<p>school experience and requirements. Parents are pleased and have commented that "knowing what their kids are doing and what is expected of them will allow them to help their younger children". These meeting continued, via Zoom, once savor at home order went into affect. (07/09/2021)</p> <hr/> <p><b>Reporting Year:</b> 2020-21 <b>% Completed:</b> 100 Upward Bound parents/guardians attended workshops and Saturday Academies geared to their children's grade levels. At these meetings they received grade level specific information that allowed them to better understand the expectations of our program and their children's school. (07/09/2021)</p>
	<p><b>Request - No Funding Requested -</b> Meeting rooms at Mt. SAC and partner schools to hold parent meetings. <b>Describe Plans &amp; Activities Supported (Justification of Need):</b> Ensure project offers opportunities for parents to be engaged with their students' education through parent workshops and Saturday Academies.</p>	<p><b>Reporting Year:</b> 2020-21 <b>% Completed:</b> 0 Mt. SAC was very accommodating in allowing Upward Bound to use both large and small meeting spaces to conduct our meetings with students and parents/guardians. (07/09/2021)</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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**Lead:** Victor Rojas  
**What would success look like and how would you measure it?:** Parents attend at least 2 workshops per year and 2 Saturday Academy meetings per year.  
**Type of Request:** OTHER OPERATING EXPENSES AND SERVICES: Requests for contracted, legal/ audit, personal/ consultant, rent/ leases, repairs/ maintenance, and other misc. services. May also include request for travel and conference that does not require the assistance of POD.  
**Planning Unit Priority:** High

<p><b>College Readiness</b> - Ensure project prepares students' college readiness  <b>Status:</b> Active  <b>Goal Year(s):</b> 2016-17, 2017-18, 2018-19, 2019-20, 2020-21  <b>Goal Entered:</b> 07/01/2016</p>	<p><b>Report directly on Goal</b></p>	<p><b>Reporting Year:</b> 2020-21  <b>% Completed:</b> 100            Upward Bound took steps to continue students holistic development. The development of our new incoming Freshman Summer Enrichment Program is already proving to be fruitful as 97% of our freshman class obtained a 2.75 GPA or higher. Additionally, the development of Senior Seminar throughout the school year has allowed Ganesha and La Puente senior to focus on PIQ for the UC and the Common Application for private schools with more ease and thoughtfulness. The seminar has also allowed for the UB staff to have critical conversations with participants and parents/guardians about the upcoming changes that college will bring. The data indicates that we should continue these two efforts and add more enrichment content to our Saturday Academies. (07/09/2021)</p>
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**Request - Full Funding Requested -** Mt. SAC faculty to teach courses students enroll in during Summer Enrichment Program and Leadership Seminar during Saturday Academies.  
**Describe Plans & Activities Supported (Justification of Need):** Ensure project prepares students'

**Reporting Year:** 2020-21  
**% Completed:** 100  
 UB contracted with StudySmart to prepare the academic tutors provide quality tutoring to students struggling to fulfill A-G course requirements. An SAT/ACT preparation course was also purchased from a recommended vendor: "Study Smart Tutors". Excursions and Saturday Academies were also provided to participants to increase opportunities

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources
	<p>college readiness  <b>Lead:</b> Victor M. Rojas Jr.  <b>What would success look like and how would you measure it?:</b> UB participants make adequate progress in academic (GPA), standardized test, and completion of rigorous program of study each academic year.  <b>Type of Request:</b> STAFFING: Requests for permanent employee positions or temporary/hourly employees.  <b>Planning Unit Priority:</b> High  <b>One-Time Funding Requested (if applicable):</b> 5000  <b>On-Going Funding Requested (if applicable):</b> 5000  <b>Total Funding Requested:</b> 5000  <b>Request - Partial Funding Requested</b>  - ACT &amp; SAT test preparation course</p> <p><b>Describe Plans &amp; Activities Supported (Justification of Need):</b>  Ensure project prepares students' college readiness  <b>Lead:</b> Victor M. Rojas Jr.  <b>What would success look like and how would you measure it?:</b> UB participants make adequate progress in academic (GPA), standardized test, and completion of rigorous program of study each academic year.  <b>Type of Request:</b> OTHER OPERATING EXPENSES AND SERVICES: Requests for contracted, legal/ audit, personal/ consultant, rent/ leases, repairs/ maintenance, and other misc. services. May also include request for travel and conference that does not require the assistance of POD.  <b>Planning Unit Priority:</b> High</p>	<p>for college exposure. This is a recurring goal for the program. (07/09/2021)</p> <hr/> <p><b>Reporting Year:</b> 2020-21  <b>% Completed:</b> 75  We were not successful at securing a Mt. SAC faculty to teach for our Leadership Seminar during Saturday Academies due to lack of interest on the faculty side. As an alternative we hired a content expert to help lead the effort. Since this was our trial run, we conducted the class with our freshman class only. It was done intentionally as they started the leadership work during the summer. Although there is not quantifiable data to demonstrate the tremendous growth our students have made, qualitatively we see the change in study habits, maturity, and responsibility in the students. (07/09/2021)</p> <p><b>Reporting Year:</b> 2020-21  <b>% Completed:</b> 100  There was progress made in this area this past year. SAT prep classes were offered through a contract with StudySmart. In an analysis of this goal we realize that more work needs to be done in this area. We need to deliver more academic content during the school year at all four grade levels. Preparing students academically would allow for all student to pass standardize testing done through the district. (07/09/2021)</p>



<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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**On-Going Funding Requested (if applicable):** 5000  
**Request - No Funding Requested -**  
 Provide Mt. SAC classrooms for Saturday Academy workshops, classes, meetings

**Reporting Year:** 2020-21  
**% Completed:** 0  
 Mt. SAC accommodated all of our Upward Bound request for facilities. (07/09/2021)

**Describe Plans & Activities Supported (Justification of Need):**  
 Ensure project prepares students' college readiness  
**Lead:** Victor M. Rojas Jr.  
**What would success look like and how would you measure it?:** UB participants make adequate progress in academic (GPA), standardized test, and completion of rigorous program of study each academic year.  
**Type of Request:** OTHER OPERATING EXPENSES AND SERVICES: Requests for contracted, legal/ audit, personal/ consultant, rent/ leases, repairs/ maintenance, and other misc. services. May also include request for travel and conference that does not require the assistance of POD.  
**Planning Unit Priority:** High

**Request - No Funding Requested -**  
 Transportation to make sure students have opportunity to visit variety of college/university campuses and career exploration sites that will inspire/motivate them to pursue postsecondary education. Food: snacks for tutoring sessions, meals during Summer and Saturday Academies and fieldtrips/campus visits.\_copy

**Reporting Year:** 2020-21  
**% Completed:** 100  
 An analysis of this goal shows success as we had a productive virtual college tour. These visits were highly productive as we are now hearing from first hand from first-generation/low income students about their college experience. We believe that these visits are contributing to our students applying to a wider range of colleges. (07/16/2021)

**Describe Plans & Activities Supported (Justification of Need):**

*Unit Goals*

*Resources Needed*

*1. Where We Make an Impact: Closing the Loop on Goals and Resources*

Ensure project prepares students' college readiness

**Lead:** Victor M. Rojas Jr.

**What would success look like and how would you measure it?:** UB

participants make adequate progress in academic (GPA), standardized test, and completion of rigorous program of study each academic year.

**Type of Request:** OTHER OPERATING EXPENSES AND SERVICES: Requests for contracted, legal/ audit, personal/ consultant, rent/ leases, repairs/ maintenance, and other misc. services. May also include request for travel and conference that does not require the assistance of POD.

**Planning Unit Priority:** High

**Request - No Funding Requested -** Snacks for tutoring sessions, meals during Summer and Saturday Academies and fieldtrips/campus visits.

**Describe Plans & Activities**

**Supported (Justification of Need):**

Ensure project prepares students' college readiness

**Lead:** Victor M. Rojas Jr.

**What would success look like and how would you measure it?:** UB

participants make adequate progress in academic (GPA), standardized test, and completion of rigorous program of study each academic year.

**Type of Request:** SUPPLIES AND MATERIALS: Instructional supplies and materials are items to be used by students, faculty and other personnel in connection with an instructional program, less than \$500.

**Reporting Year:** 2020-21

**% Completed:** 0

This request although small pays big dividends as snacks and food entice students to come to UB events. Having students at UB events allows us to disseminate information to prepare students' college readiness. This did not happen due to COVID (07/09/2021)

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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**Planning Unit Priority:** High  
**Total Funding Requested:** 0

**Academic Success Plan** - Ensure all project participants have a current academic success plan (ASP) on file and meeting A-G standards.  
**Status:** Active  
**Goal Year(s):** 2016-17, 2017-18, 2018-19, 2019-20, 2020-21  
**Goal Entered:** 07/01/2016

**Report directly on Goal**

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**Request - No Funding Requested -**  
 Staff: Academic Advisor and Project Coordinator  
**Describe Plans & Activities Supported (Justification of Need):**  
 Ensure all project participants have a current academic success plan (ASP) on file and meeting A-G standards.  
**Lead:** Victor M. Rojas Jr.  
**What would success look like and how would you measure it?:**  
 Academic Success Plan on file for all participants and students use it to schedule courses that help them complete A-G course requirements.  
**Type of Request:** STAFFING: Requests for permanent employee positions or temporary/hourly employees.  
**Planning Unit Priority:** High

**Reporting Year:** 2020-21  
**% Completed:** 100  
 All UB participants now have comprehensive academic success plans on file. We also ensured that all our students are meeting A-G requirements, making them eligible for college admission. UB now has an advisement calendar in place to ensure this goal is achieved year-to-year. (07/09/2021)

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**Reporting Year:** 2020-21  
**% Completed:** 100  
 All participants had individual consultations with the program academic specialist to create a high school academic success plan to help them plan for college and complete A-G requirements. This is a recurring goal for the program. (06/11/2021)

**Technological Currency** - Develop program processes to begin tracking participant data via the Lacai Database.  
**Status:** Active  
**Goal Year(s):** 2016-17, 2017-18, 2018-19, 2019-20, 2020-21  
**Goal Entered:** 06/28/2018

**Report directly on Goal**

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**Request - No Funding Requested -** IT advise and support when technology issues arise.

**Reporting Year:** 2020-21  
**% Completed:** 100  
 Tremendous progress was made in this area. Upward Bound has gone away from paper and spreadsheets tracking. Lacai system is now used at all UB events to collect and track participant data. (07/09/2021)

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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**Describe Plans & Activities Supported (Justification of Need):**  
 This activity would allow for productivity to increase by minimizing our reliance on paper.  
**Lead:** Victor M. Rojas Jr.  
**What would success look like and how would you measure it?:**  
 Paperless functionality of all aspects of the grant.  
**Type of Request:** IT SUPPORT:  
 Requests for projects related to the implementation, integration, application, delivery, and support of information and instructional technologies.  
**Planning Unit Priority:** Medium  
**Total Funding Requested:** 0

<p><b>Alumni Networking</b> - To develop an active alumni base in order to strengthen and create long term support for the Mt. SAC Upward Bound program and participants.  <b>Status:</b> Active  <b>Goal Year(s):</b> 2016-17, 2017-18, 2020-21  <b>Goal Entered:</b> 06/28/2018</p>	<p><b>Report directly on Goal</b></p>	<p><b>Reporting Year:</b> 2020-21  <b>% Completed:</b> 75          Efforts were made to start this goal. We made strong connections with our graduating class and are sure they will stay active via social media. Due to the lack of our Project Coordinator, we were not able to reach out to UB alum in college. Once the Project Coordinator is hired, this will be one of their primary projects. (07/09/2021)</p>
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