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| **Berkeley City College’s mission is to provide our diverse community with**  **educational opportunities, promote student success, and to transform lives.** |

Introduction and Directions

Review your responses from the prior year’s APU and provide updates to the progress made in your department/program. After you have completed the APU, send a copy to your dean/supervisor.

The Peralta Community College District has an institutional effectiveness process which consists of the following components: a District-wide Strategic Plan which is updated every six years; Comprehensive Program Reviews which are completed every three years; and Annual Program Updates (APUs) which are completed in non-program review years.

[APU 2020-2021 timeline](https://drive.google.com/file/d/1zaaWWpL4v7vM0wfS3gQJ35ojpgjiweGK/view?usp=sharing) has been developed for each program and services to guide. Please review and work with your Deans, Managers, Department Chairs and/or Supervisors to complete this APU.

The APU is intended to primarily focus upon planning for the subsequent year and institutional effectiveness. The APU process directly leads to the institutional resource allocation process and budget planning for the following academic year ([2020-21 PR/APU & Resource Allocation Cycle).](https://drive.google.com/file/d/1rk1xLecdpcsyL5zjwRbx-KHVFOJ2Afe7/view?usp=sharing)  This is an opportunity for each program, student services, and department to reflect on progress made since last year based on the goals (outcomes) set, identify areas of program improvements to achieve student success and elimination of achievement gap that are identified in the [Berkeley City College Strategic Plan 2018-2020](https://drive.google.com/file/d/1BVSnFJNGByVXzFLsLzDqkO-48MkRlgn7/view?usp=sharing). In this process of making continuous quality improvement, there is an opportunity for each program, student services, and department to request additional resources that support achieving the stated goals.

**Please email the completed APU to your Deans or Managers by November 6, 2020.**

If you have questions regarding data, please contact Phoumy Sayavong, Senior Researcher and Planning Analyst (psayavong@peralta.edu). If you have questions regarding other material in the APU, please contact your Dean or Manager.

**COLLEGE PROFILE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student Demographics** | **2016-2017** | **2017-2018** | **2018-2019** | **2019-2020** |
| Annual Headcount | 11,195 | 11,041 | 10,903 | 10,759 |
| Total Enrollment (census) | 34,402 | 32,850 | 30,298 | 31,007 |
| **Ethnicity** |  |  |  |  |
| African-American | 18% | 15% | 16% | 15.2% |
| American Indian/Alaskan Native | 0.2% | 0.2% | 0.2% | 0.3% |
| Asian | 24% | 22% | 22% | 21.5% |
| Filipino | 3% | 2% | 2% | 2.4% |
| Hispanic | 22% | 24% | 25% | 25.9% |
| Multi-Ethnicity | 3% | 7% | 7% | 6.9% |
| Pacific Islander | 0.4% | 0.3% | 0.3% | 0.3% |
| Unknown | 5% | 4% | 3% | 5.1% |
| White Non-Hispanic | 25% | 24% | 24% | 22.5% |
| **Gender** |  |  |  |  |
| Female | 55% | 55% | 55% | 56% |
| Male | 43% | 43% | 42% | 41% |
| Unknown | 2% | 3% | 3% | 3% |
| **Age Group** |  |  |  |  |
| 19 or Less | 28% | 27% | 29% | 30% |
| 20 to 24 | 35% | 35% | 33% | 32% |
| 25 to 29 | 16% | 16% | 16% | 15% |
| 30 to 34 | 7% | 8% | 8% | 8% |
| 35 to 39 | 4% | 4% | 4% | 4% |
| 40 to 49 | 5% | 5% | 5% | 5% |
| 50 + | 5% | 5% | 5% | 6% |
| **Full-Time/Part-Time Status** | **Fall 2017** | **Fall 2018** | **Fall 2019** | **Fall 2020** |
| Full Time | 21% | 18% | 18% | 15% |
| Part Time | 79% | 82% | 82% | 86% |

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| --- | --- | --- | --- |
| **College Outcomes** | **2017-2018** | **2018-2019** | **2019-2020** |
| Full Time Equivalent Students (FTES) | 4140 | 3864 | 3696 |
| Productivity (avg faculty-student ratio) | 13.4 | 13 | 13.2 |
| Success Rate (%) | 67% | 69% | 67%\* |
| Degrees + Certificates Awarded (#) | 1,021 | 948 | 1,106 |

*\*Excludes “EW” grades*

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| --- | --- | --- |
| Name(s) of members completing this update | Department/Program | Completion Date |
| John Nguyen | The Office of Student Activities & Campus Life | 11/6/2020 |

[**Click here to access your program’s APU report from 2019-20.**](https://drive.google.com/drive/folders/1xEDJm-YOy2lcP1cdnXnzg1M9AaWaV47B?usp=sharing)

You can copy, paste, and edit your responses.

1. Please verify the mission statement for your program. If your program has not created a mission statement, provide details on how your program supports and contributes to the College’s mission.

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| The mission of the Office of Student Activities & Campus Life is to provide and support quality student life services with an appreciation for diversity by empowering students to achieve their academic, career, and personal goals. Through the promotion of opportunities and experiences beyond the classroom that encourage learning and student success on campus, The Office of Student Activities & Campus Life provides a link between students’ classroom experiences to activities outside of the classroom.  • To provide learning experiences that stimulates and encourages educational, social, cultural, intellectual, and recreational interactions.  • To encourage services, programs and events to educate, advocate, entertain, and challenge our students. |

1. **List your faculty and/or staff with assignments in fall 2020.**

|  |  |
| --- | --- |
| Full Time | Part Time |
| 1 full-time administrator, John Nguyen - Director of Student Activities & Campus Life |  |

1. **The Program Goals below are from your most recent Program Review or APU. If none are listed, please add your most recent program goals.**

**Goal 1:** Increase leadership opportunities for student leaders.  
College Goal: Strengthen BCC students' abilities to become self-directed, focused and engaged in the pursuit of transformative, life-long learning experiences that result in personal and academic success.  
District Goal: Advance Student Access, Equity, and Success

**Goal 2:** Develop policies and procedures on how to use student funds appropriately.

College Goal: Strength Resilience: Strengthen BCC students' abilities to become self-directed, focused and engaged in the pursuit of transformative, life-long learning experiences that result in personal and academic success.  
District Goal: Develop and Manage Resources to Advance Our Mission

**Goal 3:** Steward Food In/Security Campaign at BCC.  
College Goal: Strengthen BCC students' abilities to become self-directed, focused and engaged in the pursuit of transformative, life-long learning experiences that result in personal and academic success.  
District Goal: Advance Student Access, Equity, and Success

**Goal 4:** Increase student engagement to create a culture of belonging amongst students.  
College Goal: Strengthen BCC students' abilities to become self-directed, focused and engaged in the pursuit of transformative, life-long learning experiences that result in personal and academic success.  
District Goal: Advance Student Access, Equity, and Success

**Goal 5:** Increase customer support for students.  
College Goal: Strength Resilience: Strengthen BCC students' abilities to become self-directed, focused and engaged in the pursuit of transformative, life-long learning experiences that result in personal and academic success.  
District Goal: Develop and Manage Resources to Advance Our Mission

**What is the status of the goals, and which College and District goals your program goals align to? How did you measure the achievement of these goals?**

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| Goal 1: Increase leadership opportunities for student leaders:  Goal 1 Status:  1) Created four areas of focus for ASBCC and Student Ambassadors. We measured the achievement of this goal by keeping track of their involvement. ABSCC and Student Ambassadors are able to gain leadership skills through opportunities to plan activities & events within the following areas of focus:  Basic Needs: Plan activities that provide students with food, housing, and technology resources.    Civic Engagement: Educating, informing, and engaging the student body to be more civically involved.    Enrollment Support: Provide support with outreach, onboarding, and retention support to ensure that students achieve their goals.    Student Engagement: Studies have shown that the more engaged students are with extracurricular activities, the more likely they are to be successful. Students work with student clubs and student government to plan activities and events to educate, advocate, entertain, and challenge our students.  2) Create a student representative program within ASBCC.  The ASBCC has created a student representative program to provide students the opportunities to engage in college decision-making process by representing students on participatory governance committees. We measured the achievement of this goal by appointing students to various participatory governance committees at the college and district levels and keeping track of their involvement.  Goal 2: Develop policies and procedures on how to use student funds appropriately:  Goal 2 Status: In order to make the funding process easier and simpler for students, the Office of Student Activities & Campus Life developed policies and procedures to use student funds (Fund 71) appropriately. In the past, it was difficult for student organizations to figure out how to spend funds because there was a lot of miscommunication and no centralized place to receive the correct information.  In the past, students have received conflicting information from the Interclub Council (council where all student clubs meet) regarding how to spend funds. They were unsure of the procedure. We have now developed policies and procedures to help student clubs navigate on what they can spend their funds on and what they cannot spend their funds on.  In order to centralize the process, all questions regarding policies and procedures will now go to the Office of Student Activities & Campus Life. We have done the following to inform students on how use student funds appropriately in accordance to policies and procedures:  - Provide orientations during Interclub Council meetings.  - Post up policies and procedures on website.  - Attach policies and procedures to club chartering packet.  Below are our procedures on how to request student funds:  1) Reimbursements – You pay for the supplies upfront and then get reimbursed for it.  a. Become a vendor in the Peralta system. Submit vendor form to the Office of Student Activities & Campus Life.  b. Go to the store/restaurant to get a price estimate for the items you wish to purchase.  c. Fill out an Budget Proposal & Authorization for Expenditure form ASBCC approval.  d. Submit the Budget Proposal & Authorization for Expenditure to ASBCC Secretary at secretary.asbcc@gmail.com by 11:59 on the Saturday before the Thursday’s ASBCC meeting you would like your agenda item to appear on.  e. Attend the ASBCC meeting on Thursday between 12:20 – 1:20pm to answer any questions from the ASBCC about your request.  f. Once ASBCC approves the funds, you are now authorized to purchase your items. PLEASE KEEP YOUR RECEIPT. IF YOU DO NOT HAVE YOUR RECEIPT OR IF YOU LOST IT, WE CANNOT REIMBURSE YOU. ONLY ORIGINAL COPIES ARE ACCEPTED. NO EXCEPTIONS.  g. Take a picture and copy of your receipt and then provide the receipt to the John Nguyen, Director of Student Activities & Campus Life.  h. Request with receipts will be submitted and processed. It will take 3 weeks to receive your reimbursements.  2) Vendors – You get a quote from a vendor  a. Check with John Nguyen, Director of Student Activities & Campus Life to see if the store/restaurant is in our system.  i. If not, have the store/restaurant fill out the only page 2 and 11 of the Vendor Form and return it to John Nguyen.  b. Fill out an Budget Proposal & Authorization for Expenditure form ASBCC approval.  c. You must submit the Budget Proposal & Authorization for Expenditure to ASBCC Secretary at secretary.asbcc@gmail.com by 11:59 on the Saturday before the Thursday’s ASBCC meeting you would like your agenda item to appear on.  d. Attend the ASBCC meeting on Thursday between 12:20 – 1:20pm to answer any questions from the ASBCC about your budget.  e. Call the vendor and let them know that they will get paid.  f. Provide the quote to John Nguyen, Director of Student Activities & Campus Life  Items that are allowed:  - Promote students’ welfare, morale & educational experiences  - Benefit a group of students – not just one student  - Supplies, books, and field trips  - Student social and cultural events  Items that are not allowed:  - Gifts of any kind, including gift cards  - Faculty meetings  - Donations to organizations, families, and/or students  - Cash awards to anyone  - Alcohol or anything illegal  Through orientations, students are now trained and informed on how to use student funds appropriately. We were able to measure the achievement of this goal by surveying students on their understanding of the procedure and through observing students when they make funding requests.  Goal 3: Steward Food In/Security Campaign at BCC:  Goal 3 Status: Two food pantry efforts have been initiated during the pandemic: grocery distributions and hot meal distributions. We have measured the achievement of this goal by keeping track of the groceries and meals distributed. We have also collected responses from students who have picked up the groceries and meals.  Grocery Distributions: We offer fresh produce with meals to students every Monday at the Berkeley Food Network. We have distributed over 1,000 grocery bags since June 2020.  On Fridays, we have partnered with World Central Kitchen and the Eat. Learn. Play. Foundation to provide hot meals freshly made from Berkeley and Oakland local restaurants to the Berkeley community. We have distributed almost 10,000 meals from June 2020 - end of October 2020.  In addition, we have added basic needs as an area of focus for Student Ambassadors and ASBCC.    Goal 4: Increase student engagement to create a culture of belonging amongst students.  Goal 4 Status: During the pandemic, the Office of Student Activities and Campus Life collaborated with the ASBCC to come up with ideas to increase student engagement amongst students. Zoom has been one platform to engage students. Events include: listening sessions, trivia night, and club meetings.  Secondly, a Discord channel has been created. Discord provides an opportunity for students to chat, watch stream, and share information, resources, and announcements with each other. Events include: trivia night, watch parties, and game nights.  Goal 5: Increase customer support for students.  Goal 5 Status: In the virtual environment, we have identified new ways to provide and increase customer support for students.  During the pandemic, we want to ensure that students and visitors receive accessible support, whether that’s through phone or through chatting with us. At Berkeley City College, we implemented a live chat support feature to provide another outlet for students to receive support on the front page of our website. The Student Ambassadors are the student staff responding to inquiries.  Since the implementation of the chat feature in April 2020, we have received over 4,000 inquiries for help to this day (November 2020). With its apparent success, the chat feature has also been added to various departments including Admissions & Records, Career and Transfer Center, Campus Life, Counseling, and Financial Aid.  We measured the achievement of this goal by keeping track of the attendance for activities and events. |

1. Describe your current utilization of facilities, including labs and other space.

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| The Office of Student Activities & Campus Life manages the reservations for and utilizes the Berkeley City College (BCC) Auditorium, Atrium, First Floor tabling, and 5th Floor Student Lounge for student activities in the college such as Black History Month, Women’s History Month, Dia de los Muertos, Club Rush, Campus Resource Fair, Transfer Days, Food Bank Mondays, Civic Engagement Activities (voter registration drives), and etc. The Office of Student Activities & Campus Life works with custodial and multimedia services to room set-up.  The Associated Students of Berkeley City College (ASBCC) uses the student government room, Room 057 for their meetings.  Student clubs are assigned different classrooms for their weekly meetings and other activities.  During the pandemic, students utilize Zoom and Discord for their meetings. |

1. Using the data dashboards, review and reflect upon the outcome trends for your department/program. Describe any significant changes (successes and/or challenges) and discuss what the changes mean to your program and what can be done to address them. Consider whether performance gaps exist for disproportional impacted students (see [BCC’s Student Equity Plan](https://www.berkeleycitycollege.edu/wp/prm/files/2020/09/Student-Equity-Plan-2019-2020.pdf)). [Click here for additional guidance for how to view and use equity data](https://drive.google.com/file/d/14C9cxxXt_YAzK_LJEVPSD_fJwwcWUVps/view?usp=sharing).

Review [BCC’s Student Equity Plan](https://www.berkeleycitycollege.edu/wp/prm/files/2020/09/Student-Equity-Plan-2019-2020.pdf) and focus upon the most recent year and/or the years since your last comprehensive program review. Cite data points from the dashboard and other related Plans and goals to support your answer.

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| **Data Dashboards and Planning Documents** |
| 2020-21 Dashboards for APUs  1. [Course Completion and Retention Rates Dashboard – Instruction](https://app.powerbi.com/view?r=eyJrIjoiNjc2MDhiNTEtNTJhZi00MDM0LTk5NDItNTRiY2EzMGI1NTZiIiwidCI6ImVlYTE2YTE2LTQ4YWYtNDc3Yi05MTEzLTA1YjFjMDExMjNmZiIsImMiOjZ9&pageName=ReportSection86d6f65e2fb41a73da4d)  2. [Course Completion and Retention Rates Dashboard – Student Services](https://app.powerbi.com/view?r=eyJrIjoiNjk3NDJjOTItNzI5MS00MDhjLWJhN2EtZjcxNzU4OTBiZDBjIiwidCI6ImVlYTE2YTE2LTQ4YWYtNDc3Yi05MTEzLTA1YjFjMDExMjNmZiIsImMiOjZ9&pageName=ReportSection86d6f65e2fb41a73da4d)  3. [Enrollment Trend and Productivity Dashboard](https://app.powerbi.com/view?r=eyJrIjoiNWJlOWZmYTEtNTY0MC00MDhkLWE5OTAtYmJjZjIxNzJiNWViIiwidCI6ImVlYTE2YTE2LTQ4YWYtNDc3Yi05MTEzLTA1YjFjMDExMjNmZiIsImMiOjZ9&pageName=ReportSection86d6f65e2fb41a73da4d)  4. [Degrees and Certificates Dashboard](https://app.powerbi.com/view?r=eyJrIjoiZjU2M2M5MzItOTcwZi00Y2U1LWJmODUtYTc0YjlhZGI2ZDhjIiwidCI6ImVlYTE2YTE2LTQ4YWYtNDc3Yi05MTEzLTA1YjFjMDExMjNmZiIsImMiOjZ9&pageName=ReportSectionde32556e136b0a8caccd)  [**Planning Documents**](https://www.berkeleycitycollege.edu/wp/prm/bcc-plans/)(Education Master Plan,College Strategic Goals, Student Equity Plan, District Strategic Goals, Vision for Success, Guided Pathways, Technology Plan, Facilities Plan)  *\*For assistance with data dashboards, contact Phoumy Sayavong at psayavong@peralta.edu* |
| The Office of Student Activities & Campus Life plans to make an effort to increase participation in student leadership programs and clubs.  In an effort to provide support for our Black / African American and Hispanic student populations, the Office of Student Activities & Campus Life will continue to encourage and foster cultural clubs and events.   The percentage of Black / African American students decreased from 16% in 2018-2019 to 15.2% in 2019-2020. While there was a decrease in Black / African students, UMOJA’s completion rate increased from 53.7% in 2018-2019 to 62.5% in 2019-2020. The action plan moving forward is that the Office of Student Activities & Campus Life will collaborate with UMOJA to plan events and to also encourage a UMOJA club at Berkeley City College.  There was a 1% increase for female students in 2019-2020 compared to 2018-2019. Currently, there is a Women’s Leadership Club at Berkeley City College. The Office of Student Activities & Campus Life will continue to work with the student group to foster leadership development and to organize more events to empower women.  The age groups remained relatively the same from 2016-2017 to 2019-2020. With the Student Ambassadors now under the Office of Student Activities & Campus Life, we will work on increasing enrollment for all age groups through a variety of enrollment events and tours.  To foster a lively campus and to encourage extracurricular activities among both full-time and part-time students, We will be working with different departments and student leaders to actively plan a variety of events. |

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| **ASSESSMENT** |
| Berkeley City College is committed to a culture of assessment to improve instruction, services, and institutional planning.  Findings from SLO and PLO assessments, and program review data are used to direct resources for areas that are institutional priorities that are articulated in the Educational Master Plan and BCC Strategic Plan 2018-2020.  *Due to the critical role that course and program assessments play in our institutional planning and to be in compliance with the Accreditation requirements, the APU resource allocation requests require the completion of assessment in order to qualify.* |

1. Describe the department/program’s progress on Student Learning Outcomes (SLOs), Program Learning Outcomes (PLOs), and/or Service Area Outcomes (SAOs) since the last Program Review/APU. If your department/program offers a degree or certificate, please describe the department’s progress on Program Learning Outcomes (PLOs).

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| 1. PROMOTE STUDENT LEADERSHIP: Student leaders, in collaboration with their respective organization members such as student government, clubs and/or campus departments will plan, develop and implement meaningful student activities that promote and educate the community of the organizations’ mission.  Progress: Student leaders from student clubs, student government, and the student ambassador program are working together to plan events for the following areas of focus: basic needs, civic engagement, enrollment support, and student engagement. This includes being involved on participatory governance to understand the decision-making process of the college. With a better understanding of the college, students are able to develop and implement student activities to promote the college's mission.  2. STUDENT ENGAGEMENT: Develop activities, events, and programs designed for the social, cultural, instructional, and leadership development of students.  Progress: Through online platforms such as Discord and Zoom, student leaders from student clubs, student government, and the student ambassador program are planning virtual activities to foster social, cultural, instructional and leadership development of students. Activities and events include trivia night, game night, and listening sessions. |

Have your assessment results been recorded in CurricuNet Meta? ☐ Yes ☒ No

If no, what was the reasons for not having been able to assess?

☐ Courses were planned to be offered but cancelled

☐ COVID–19 disruption (in person to OL conversion)

☒ Other:

When do you plan to assess these courses that you did not complete this semester? Indicate the plan in the department assessment calendar. Work with your assessment liaison, if you need assistance**.** [Click here to view your Assessment Calendar](https://peralta4-my.sharepoint.com/personal/ncayton_peralta_edu/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fncayton%5Fperalta%5Fedu%2FDocuments%2FAssessment%20Info%20for%20APU&originalPath=aHR0cHM6Ly9wZXJhbHRhNC1teS5zaGFyZXBvaW50LmNvbS86ZjovZy9wZXJzb25hbC9uY2F5dG9uX3BlcmFsdGFfZWR1L0VrUF9iTld5cFJCSnYwNzhMM1pjcFk0Qk52MzBzZXRjQ2RpZFFwR3FWMUNCV2c_cnRpbWU9RGktQjZ4cGYyRWc)

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| The assessment will be completed by the end Spring 2021. |

1. Describe the impact and accomplishments from previous year’s funded resource allocation request. If not funded, leave blank.

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| --- | --- | --- | --- |
| Brief description of funded request | Funding Source  (any additional award outside your base allocation) | Total  Award Amount | Outcome/Accomplishment |
|  |  |  |  |
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1. In the boxes below, add improvement actions and resource requests that are directly related to questions 1 thru 7. If there are no improvement actions or resource requested in this area, leave blank. *If you have more than one Improvement Plan, add more by copying and pasting the table below.*

|  |  |
| --- | --- |
| **IMPROVEMENT ACTIONS** | |
| Action Name: |  |
| Description: |  |
| To be completed by [Date]: |  |
| Responsible person: |  |

|  |  |
| --- | --- |
| **IMPROVEMENT ACTIONS** | |
| Action Name: |  |
| Description: |  |
| To be completed by [Date]: |  |
| Responsible person: |  |

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| **Prioritized Resource Requests** |
| In the boxes below, add resource requests for your department/program that *have not been funded by existing sources*. Provide justifications from your request based on evidence from your responses in questions 1 through 8 above. If there are no resource requested, leave the boxes blank.  You will be required to present your request(s) to the Resource Allocation Committee in order to qualify for funding. Work with your administrator/supervisor to estimate costs. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Resource Category | Description/Justification | Estimated Annual Salary Costs | Estimated Annual Benefits Costs | Total  Estimated  Cost | Overall  Priority Ranking (1=Most important) |
| **Personnel** |  |  |  |  |  |
| Classified Staff | Priority #1 Full-time Staff Assistant for the Student Activities and Campus Life Office is needed to:  1) track, review, maintain, and analyze student data to ensure continuous program improvement:  2) assist in planning, marketing for, and coordinating the logistics of events  3) manage the financial transactions of the office such as requisitions, budget transfers, and epafs  4) perform a wide range of clerical and technical duties related to the operations of the Student Activities and Campus Life Office. | $70,000 | $30,000 | $100,000 | 1 |
| Student Worker |  |  |  |  |  |
| Part Time Faculty |  |  |  |  |  |
| Full Time Faculty |  |  |  |  |  |
| Professional Development | Description/Justification |  |  | Estimated Cost |  |
| Department wide PD needed |  | | |  |  |
| Personal/Individual PD needed |  | | |  |  |
| **Supplies** | Description/Justification | | | Estimated Cost |  |
| Software |  | | |  |  |
| Books, Magazines, and/or Periodicals |  | | |  |  |
| Instructional Supplies |  | | |  |  |
| Non-Instructional Supplies |  | | |  |  |
| **Technology & Equipment** | Description/Justification | | | Estimated Cost |  |
| New |  | | |  |  |
| Replacement |  | | |  |  |
| **Facilities** | Description/Justification | | | Estimated Cost |  |
| Classrooms |  | | |  |  |
| Offices |  | | |  |  |
| Labs |  | | |  |  |
| Other |  | | |  |  |
| **Library** | Description/Justification | | | Estimated Cost |  |
| Library materials |  | | |  |  |
| Library collections |  | | |  |  |
| **Other** | Description/Justification | | | Estimated Cost |  |
| OTHER Description |  | | |  |  |

Thank you for your time and effort in completing the Annual Program Update!