

International Student Programs (ISP)

1. Overview: Assess program, services, division during the 2014-2015 year. Describe accomplishments, challenges and how challenges were addressed. Include evidence that illustrates accomplishments and challenges.

The F-1 international student enrollment continues to stay in approximately 2000+/- throughout 2014-2015. The former Program Supervisor, Marilyn Cheung, left the program on May 1, 2014. The program was operating without a supervisor on-site until November 20, 2014. During the absence of the supervisor, all remaining full-time staff and faculty worked above and beyond their scope of duties to ensure that services were interrupted. Under staffing remained a major issue due to the fact that Joseph Ng, Administrative Assistant Sr. (Immigration Advisor), was promoted to the Program Supervisor position. The Administrative Assistant Sr. position was not filled. Instead Angelica Strongone, Office Coordinator, was appointed to work out-of-class to back fill the position while performing the Office Coordinator duties. Some aspects of the immigration reporting and advising were oversee and carried-out by both Joseph and Angelica due to the complexity of immigration mandates and compliances.

2. Describe how SSSP core services or DSPS, EOPS, CalWORKs program plans were met. Include evidence that illustrate how the core services were met.
 - **Orientation**
ISP conducts new student orientation/welcome program 4 times a year: Fall, Winter, Spring and Summer.
 - **Assessment**
Placement tests are specially arranged during the orientation/welcome program week.
 - **Counseling/Advising**
All new international students are advised and enrolled in Counseling 50 taught by Counselors with international education background.
 - **Education Planning**
Education plans are developed during Counseling 50. Students who are not enrolled in Counseling 50 are encouraged to meet with International Counselors at ISP.
 - **Follow-up for at-risk students**
Reports are generated for immigration status compliance each quarter: full-time enrollment (minimum 12 units) and academic progress. International Student Counselors and Administrative Assistant, Sr. (Immigration Advisor) initiate communication with at-risk students at ISP.

3. Describe how Student Equity goals were met. Include evidence that illustrate how goals were met.

ISP provides equal access and services to ensure that international students reach their highest educational, personal and career goals. The majority of international students achieve their goals within the estimated 36-month program length and transfer-out to 4-year institutions. ISP staff and faculty reach out to at-risk students regularly to ensure they are in compliance with U.S. Immigration regulations and academic achievement.

4. Enrollment Management (if available): Analysis of course offerings and what is needed for 2015-2016 course offerings.

N/A

5. Resource requests based on previous Program Reviews and/or Annual Program Review Updates.

Funding allocation for one additional Administrative Assistant, Sr. (Immigration Advisor) has not been identified.

Office space and storage prohibit growth given the current student traffic, number of staff and federal mandate for physical file keeping on international students for a minimum of three years. Larger facility with ample of storage space is required to sustain program growth.

6. Other Relevant Information: