#### Section A – Operating Data

1. Please enter the number of students that your program has served over the previous three years.

Year	Fall	Spring	Total
2012-2013	2,504	3,019	5,523
2013-2014	3,635	3,946	7,581
2014-2015	4,300	?	?

- Is the number of students served by your program increasing, decreasing, or remaining constant?Increasing
- 3. Describe the reason(s) for this trend (600 characters max).

Online education has been increasing in student enrollment across the nation, in California, and here locally in Ventura County. We have actively been training more faculty to teach online and increasing online sections at Ventura College. Distance Education classes are generally the first classes to fill with enrollment. Note Spring 2015 enrollment is not available at this writing. Also below the Race and Gender data is specific to fall 2014 only.

4. Enter the number of students from each demographic group that your program served in the 2014-2015 academic year.

	Number of Students
Race/Ethnicity	Served in 2014-2015
Asian	219*
Black	139*
Hispanic	2,053*
Native Amer	27*
Pacific Islander	8*
Two or More Races	230*
Unknown	37*
White	1,587*
	Number of Students
Gender	Served in 2014-2015
Female	2,761*
Male	1,510*

5. Are you able to increase the number of students your program serves and/or serve more students from underrepresented groups? Yes If yes, please create an initiative in Section F that describes how your program will do this, and what resources, if any, are necessary to achieve it.

Ь.	if no, please describe why your program is unable to do this (600 characters max).

### <u>Section B – Services Offered</u>

Please describe the type of services that your program offers.

				% of Total Students
	Offered Face	Offered Face		Served who Used
Service Offered	to Face	to Face	Offered	this Service in the
(100 characters max)	(Day)	(Evening)	Online	Past Year
Faculty Training for Teaching Online	Yes	Yes	Yes	%
Ongoing faculty training for online and web enhancing	Yes	Yes	Yes	%
Faculty Assistance in Course Development with Technology	Yes	Yes	Yes	%
Student support help call center	Yes	Yes	Yes	%
Faculty support help call center	Yes	Yes	Yes	%
Student Orientation to DE	Yes	Yes	Yes	%
OEI pilot program support	Yes	Yes	Yes	%

1. Are you able to improve the quantity or quality of services that your program offers? Yes

If yes, please create an initiative in Section F that describes how your program will do this, and what resources, if any, are necessary to achieve it.



2.	If no, please describe why your program is unable to do this (600 characters max).

### <u>Section C – Service Unit Outcomes</u>

Please enter the following SUO information for your program.

Service Unit	Date/Semester	Brief Description of	Changes Made as Result	Date/Semester
Outcome	of Most	Assessment Results	of Assessment	of Next
	Recent			Assessment
	Assessment			
Develop clarity,	Spring 2015	Developed effective	Continued training and	Fall 2015
definition, and		practices in DE handbook	guidelines of regular and	
practices in online		adopted by Academic	effective practice.	
classes for regular		Senate.	Currently modifing goals	
and effective			to include specific time in	
contact, and			classes on line. Reviewing	
instructor			through DE committee for	
availability			recommendations to	
			Academic Senate for	
			adoption.	
Faculty peer	Spring 2015	Begin peer mentoring	Chose state rubric instead	Spring 2015
mentoring		program using state	of Quality Matters	
programs such as		adopted rubric. 3 faculty		
Quality Matters		given release time to peer		
has been identified		mentor during Fall 2015		
as a high impact				
practice for				
improving the				
quality and success				
of online courses				
and programs.				
Expand distance	Spring 2015	DE course offerings	Expand more	Each semester
education		continue to grow as more		
offerings		faculty are trained and		
		classes are developed.		



	outcomes or institutional service unit outcomes? (600 characters max)
	Goal 1 and 4
2.	How many department/program meetings have you held in the previous year in which SUO's have been discussed?  10 meetings
3.	Are you able to improve the service unit outcomes for your program (i.e. number of SUO's assessed, adherence to rotational plan, improved SUO assessment results, etc.)? Yes
	If yes, please create an initiative in Section F that describes how your program will do this, and what resources, if any, are necessary to achieve it.
4.	If no, please describe why your program is unable to do this (600 characters max).

1. How does your program facilitate the achievement of the college's institutional student learning

### <u>Section D – Program Staffing</u>

Please enter the following staffing information.

Туре	Headcount	FTE
Full-Time Non-Instructional Faculty	*	23.8
Adjunct Non-Instructional Faculty	*	na
Classified Staff	2	2
Unclassified Staff	0	

1. Describe any changes in the staffing levels in your program over the past three years, and if applicable, describe how these changes have impacted your program (600 characters max).



* We do not disting	guish betwe	en FT and PT .	119 sections = 23.8 fte							
Distance Education	Informatio	n Fall 2015								
Type of Course	Sections	Courses	Instructors							
Online	85	53	48							
Hybrid	29	16	17							
Web Enhanced	232	119	126							
Total (Online, Hybr	id, Web Enh	nanced) *								
	347	154	168							
* Without dunlicate	* Without duplicates									

<sup>\*</sup> Without duplicates

### **Section E - Previous Year Initiatives**

Program	Funding Category	Initiative ID	Initiative Title	Initiative Description	Cost	Grants/ Categorical	College Funds	Program Priority	Division Priority	Committee Priority	College Priority	Funded	Status	Outcome
Distance Ed	Classified	DE1301	Increase Instructional Technologist /Designer from 11 to 12 months	Increase the Instructional Technologist/ Designer from 11 to 12 months to support the departments needs.	6,000		6,000	Н	Н	M	М	Yes	Completed	Improved services
Distance Ed	General Fund	DE 1401	Instructional Technologist /Desiger Level II	Aa higher level position in the Instructional technology area to meet the needs that we face in this growing and demanding area of service to students, faculty, and staff.	100,000		100,00	Н	L	L	L	No	Pending	Still need more assistance as students taking online courses has increased by 87%
Distance Ed	General Fund	DE 1402	Student Workers	Student Workers serve as peer support with classroom	8,000		8,000	Н				No	Ongoing	Improved student success



				technology needs							
Distance Ed	General Fund	DE1403	Travel Funds and Professional Developmen t	DE is a constant changing environment that needs ongoing professional development funds to train trainers and	12,000	12,000	Н		No	Ongoing	Improved student success and retention as faculty and staff stay up to date and improve teaching skills in
				faculty							online classes

### Section F - 2015-2016 Initiatives

Program	Initiative ID	Initiative Title	Initiative Description	Cost	Funding Source	Initiative Category	Educational Master Plan Goal	Expected	Program Priority	Division Priority	Committee Priority	College Priority
DE area	1501	Instructructi onal Technologist support personnel	Support persomnel to assist Instructional Desiger/Technol ogists with full time student support services	65,000	College Funds	Classified	⊠Goal 1 ☐Goal 2 ☐Goal 3 ☑Goal 4 ☐Goal 5	Enrollment  # Under- represented students  Quantity/ Quality of Services  Course Success Rate  Productivity/ Fill Rate  Close equity gaps	Req High Med Low	Req High Med Low	Req High Med Low	Req High Low
DE Area	1502	Faculty DE Leader	.40 release time for faculty leader over DE	?	- Select -	- Select -	Goal 1 Goal 2 Goal 3 Goal 4 Goal 5	Enrollment # Under- represented students Quantity/ Quality of Services Course Success Rate Productivity/ Fill Rate Close equity gaps	Req High Med Low	Req High Med Low	Req High Med Low	Req High Low



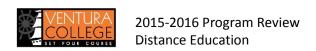
Program	Initiative ID	Initiative Title	Initiative Description	Cost	Funding Source	Initiative Category	Educational Master Plan Goal	Expected	Program Priority	Division Priority	Committee Priority	College Priority
DE Area	1503	DE Mentors	Release time for faculty Mentors and peer ease tiem for faculty leader over DE	.2 FTE	- Select -	- Select -	Goal 1 Goal 2 Goal 3 Goal 4 Goal 5	Enrollment # Under- represented students Quantity/ Quality of Services Course Success Rate Productivity/ Fill Rate Close equity gaps	Req High Med Low	Req High Med Low	Req High Med Low	Req High Med Low
					- Select -	- Select -	Goal 1 Goal 2 Goal 3 Goal 4 Goal 5	Enrollment # Under- represented students Quantity/ Quality of Services Course Success Rate Productivity/ Fill Rate Close equity gaps	Req High Med Low	Req High Med Low	Req High Med Low	Req High Low



Program	Initiative ID	Initiative Title	Initiative Description	Cost	Funding Source	Initiative Category	Educational Master Plan Goal	Expected	Program Priority	Division Priority	Committee Priority	College Priority
					- Select -	- Select -	Goal 1 Goal 2 Goal 3 Goal 4 Goal 5	Enrollment # Under- represented students Quantity/ Quality of Services Course Success Rate Productivity/ Fill Rate Close equity gaps	Req High Med Low	Req High Med Low	Req High Med Low	Req High Med Low
					- Select -	- Select -	Goal 1 Goal 2 Goal 3 Goal 4 Goal 5	Enrollment # Under- represented students Quantity/ Quality of Services Course Success Rate Productivity/ Fill Rate Close equity gaps	Req High Med Low	Req High Med Low	Req High Med Low	Req High Low

### **Educational Master Plan Goals**

- **Goal 1:** Continuously improve educational programs and services to meet student, community, and workforce development needs.
- **Goal 2:** Provide students with information and access to diverse and comprehensive support services that lead to their success.
- **Goal 3:** Partner with local and regional organizations to achieve mutual goals and strengthen the College, the community and the area's economic vitality.
- **Goal 4:** Continuously enhance institutional operations and effectiveness.
- **Goal 5:** Implement the Ventura College East Campus Educational Plan.



#### Section I – Process Assessment

How have the changes in the program review process this year worked for your area?

How would you improve the program review process based on this experience?

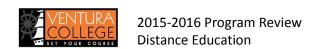
#### **Appeals**

After the program review process is complete, your program has the right to appeal the ranking of initiatives (i.e. initiatives that should have been ranked high but were not, initiatives that were ranked high but should not have been), the division's decision to support/not support program discontinuance, or the process (either within the department/program or the division) itself.

If you choose to appeal, please complete the Appeals form (Appendix E) that explains and supports your position. Forms are located at the Program Review VC website.

The appeal will be handled at the next higher level of the program review process.

Section I – Submission Verification
Preparer:
Dates met (include email discussions):
List of Faculty/Staff who participated in the program Review Process:
Preparer Verification:
<ul> <li>I verify that this program document was completed in accordance with the program review process.</li> </ul>
Dean/VP Verification:
I verify that I have reviewed this program review document and find it complete. <i>The dean/VP may also provide comments (optional):</i>



### **APPEAL FORM**

The program review appeals process is available to any faculty, staff, or administrator who feels strongly that the prioritization of initiatives (i.e. initiatives that were not ranked high but should have been, initiatives that were ranked high but should not have been), the decision to support or not support program discontinuance, or the process followed by the division should be reviewed by the College Planning Council.

Appeal submitted by: (name and program)					
Date:					
Category for appeal:	Faculty				
	Personnel – Other				
	Equipment- Computer				
	Equipment – Other				
	Facilities				
	Operating Budget				
	Program Discontinuance				
	Other (Please specify)				
Briefly explain the process that was used to prioritize the initiative(s) being appealed:					
Briefly explain the rationale for asking that the prioritization of an initiative/resource request be changed:					
Appeals will be heard by the	ne College Planning Council. You will be notified of your time to present.				