

Program Review Presentation Template
Fall 2011
Revised 10-26-2011

Division: Athletics , Communication Studies, ESL, Foreign Languages, Health, Kinesiology and Off-Campus Programs

Program Reviews Completed:

1. **Athletics**
2. **Communication Studies**
3. **ESL**
4. **Foreign Languages**
5. **Health**
6. **Kinesiology**
7. **Off-Campus Programs**
8. **American Sign Language**

Program Reviews Incomplete:

- 1.
- 2.
- 3.

Program Reviews Not Submitted:

- 1.
- 2.
- 3.

I. Process Overview:

Provide a short narrative of the process by which programs completed program reviews and the division prioritized initiatives.

At the beginning of the Program review process, each department appointed a lead faculty member to be responsible for setting meetings, collecting, and drafting information for their department review. Meetings were scheduled in late September and early October to discuss and gather information and to formulate initiatives. A collaborative effort was apparent as the faculty looked at their department data, revisited their SLOs, discussed their findings from the spring assessments, formed their initiatives, and linked their findings to initiatives.

The division met for two hours on 10-18-2011 to prioritize the initiatives stated below. Initiatives were combined into one document, passed out for all to view (and projected on the screen). The dean played the role of the reporter, collecting their information as the division prioritized the initiatives. During this meeting a five minute presentations were made by each department, concluding with a final consensus to prioritize the initiatives.

It was overall a positive meeting with lively discussions on all initiatives. The group did comment that the timeline to complete this task was too tight and needed to be done in two meeting with ample time to digest the information (program reviews and department initiatives).

II. Initiatives Not Requiring Additional Resources:

Briefly explain major division **highest** initiatives NOT requiring resources.

The division did not prioritize the initiatives not requiring resources, but here were the initiatives that were highlighted in the meeting:

- a) Athletics – Early registration for students, marketing study to support generating revenue, and draft new program level SLO's.
- b) Communication Studies – Replace a retiring faculty and improve scheduling rotation.
- c) ESL – Discipline name change to English Multilingual (ENGM), and collaborate with English and other disciplines to assist multilingual students who are not succeeding.
- d) Foreign Languages – Explore the potential reduction of their district 525 WSCH.
- e) Health & Holistic Health Studies - Evaluate course scheduling procedures
- f) American Sign Language – Keep the current program in tact.

III. Findings, Initiatives, and Requests for Resources:

Using the Initiatives Priority Spreadsheet, briefly explain the division's **greatest** needs as they relate to program SLOs, student success outcomes, and program operating outcomes. For each of these needs, provide the corresponding finding and initiative.

Personnel-Faculty

- Finding: Replacement for the full-time instructor who left in Spring 2011
Initiative: Full-time ESL Instructor
Resources Requested: \$65,000.00

Personnel-Other

- Finding: For Off-campus program at VCSP, Admin II currently 75% grant funded.
Initiative: Admin. Assistant – 100%
Resources Requested: \$50,000.00
- Finding: Need in Athletics for Sports Information Director to support 18 programs
Initiative: FT/PT Classified
Resources Requested: \$50k for FT or \$30k for PT (60%)

Facilities

- Finding: Need for facilities upgrade to support three departments (KIN, ICA, Health). AEC and C buildings.
Initiative: Facilities Improvements
Resources Requested: \$1.0 – 1.3 million
- Finding: Need for classroom upgrade to support Health department (Also support KIN & ICA)
Initiative: Modern Dedicated Health Classrooms
Resources Requested: approx \$275k

Equipment-Other

- Finding: Need to upgrade/replace Fitness Center and Weight room equipment
Initiative: Equipment Replacement
Resources Requested: \$300,000 (possibly stretched over a 3 year period)

Other

- Finding: Explore and implement a Spanish placement exam to provide a suggested level placement for students.
Initiative: Placement Exam
Resources Requested: \$2,000 - \$4,000

IV. Program Discontinuance:

If you had a program or programs on the discontinuance list (part of the planning parameters), explain your division's position and rationale for each.

1. Sign Language was concerned for their program, but was comforted by recent information by the current administration that ASL would not be discontinued.

V. Minority opinions on other resource requests:

If applicable, explain areas of disagreement pertaining to the division priorities in the categories of faculty, other personnel, equipment/computer, facilities, operating budget, and other.

- The dean received a minority opinion from a part-time employee who could not attend the division meeting. Requested need for clear rationale of any future potential full-time coaching position in the future.

VI. Appeals:

If any of the minority opinions will be appealed to the College Planning Council, please list and explain below. Appeal presentations are scheduled for November 9.

VII. Additional Information:

Is there any additional information you would like to provide to the College Planning Council about your division's process?

- Potential discussion about a program review for the Dean's offices in the future.
- Validation of programs – Fact Sheets – see Athletics sample

Program Review 2011-2012

Athletics

Communication Studies

English as a Second Language (ESL)

Foreign Languages

Health and Holistic Health Studies

Kinesiology

Off-Campus Programs (Service Unit)

Program Review Presentation

- I. Process Overview
- II. Initiatives Not Requiring Additional Resources
- III. Findings, Initiatives, and Requests for Resources
- IV. Program Discontinuance
- V. Minority opinions on other resource requests
- VI. Appeals
- VII. Additional Information

I. Process Overview

- Each department appointed a lead faculty member - collecting information, and drafting document.
- Meetings were scheduled in late September/October to discuss and gather information and to formulate initiatives.
- A collaborative effort was apparent.

I. Process Overview - continued

- The division met for two hours on 10-18-2011
 - Prioritize initiatives
 - Dean played the role of the reporter, collecting their information as the division prioritized the initiatives
 - Five minute presentations were made by each department
 - Meeting concluding with a final consensus to prioritize the initiatives.
- Overall a positive meeting with lively discussions on initiatives.
- Constructive comments for future Program Reviews
 - Timeline to complete this task was too tight and needed to be done in two meeting with ample time to digest the information (program reviews and department initiatives). Tim's fault.
 - Need to discussed total cost of ownership, how to manage resources, and needs from administration benchmarks (i.e. staffing – 2 full-timers to run programs effectively).

II. Initiatives Not Requiring Additional Resources - Highlights

- Athletics – Early registration for students, marketing study to support generating revenue, and draft new program level SLO's.
- Communication Studies – Replace a retiring faculty and improve scheduling rotation.
- ESL – Discipline name change to English Multilingual (ENGM), and collaborate with English and other disciplines to assist multilingual students who are not succeeding.

II. Initiatives Not Requiring Additional Resources - continued

- Foreign Languages – Explore the potential reduction of their district 525 WSCH.
- Health & Holistic Health Studies - Evaluate course scheduling procedures
- American Sign Language – Keep the current program in tact.

III. Findings, Initiatives, and Requests for Resources

1. Personnel – Faculty
2. Personnel - Other
3. Facilities
4. Equipment – Computer
5. Equipment - Other
6. Grants
7. Operating Budget
8. Other

III. Findings, Initiatives, and Requests for Resources - continued

1. Personnel - Faculty

Ranked #1 - High

Initiative: Full-time ESL Instructor

Finding: Replacement for the full-time instructor who left Spring 2011

Rationale presented: No replacement of retiree, help stabilize program, need two for collaboration, FY12 - 1 FT Productivity - WSCH Ratio 409, Retention & Success discussion

Resources Requested: \$65,000 (salary and benefits)

III. Findings, Initiatives, and Requests for Resources - continued

2. Personnel - Other

Initiative: Admin. Assistant – 100%

- Ranked #1 - High
- Finding: For Off-campus program at VCSP
- Rationale Presented: Admin II currently 75% grant funded.
- Resources Requested: approx. \$65,000 (salary and benefits)

Initiative: FT/PT Classified position

- Ranked #2 – Medium
- Finding: Need in Athletics for Sports Information Director to support 18 programs.
- Rationale Presented: Website, social media, marketing, etc.
- Resources Requested: \$50k for FT or \$30k for PT (60%)

III. Findings, Initiatives, and Requests for Resources - continued

3. Equipment – Computer

* No Findings

III. Findings, Initiatives, and Requests for Resources - continued

4. Equipment - Other

Initiative: Equipment Replacement

- Ranked #1 - High
- Finding: Need to upgrade/replace Fitness Center and Weight Room equipment.
- Rationale Presented: 60+ pieces - 10-20 yrs old
- Resources Requested: approx. \$250,000

III. Findings, Initiatives, and Requests for Resources - continued

5. Facilities

Initiative: Facilities Improvements – Health Kinesiology, and Athletics

- Ranked #1 - High
- Finding: Need for facilities upgrade to support three departments. AEC and C buildings.
- Rationale Presented: 1955 buildings, upgrade classrooms, FY2012 in trailers, HVAC (\$400k)
- Resources Requested: \$1.0 – 1.3 million

III. Findings, Initiatives, and Requests for Resources - continued

5. Facilities - continued

Initiative: Dedicated Classroom - Health

- Ranked #1 - High

- Finding: Need for classroom upgrade to support Health department (Also support KIN & ICA)

- Rationale Presented: Fall 2011 18 sections in trailers. 55-60 seat classroom centrally located AEC / C buildings.

- Resources Requested: approx. \$275k

III. Findings, Initiatives, and Requests for Resources - continued

6. Grants

* None

III. Findings, Initiatives, and Requests for Resources - continued

7. Operating Budget

* None

III. Findings, Initiatives, and Requests for Resources - continued

8. Other

Initiative: Placement Exam

- Ranked #1 - High

- Finding: Explore and implement a Spanish placement exam to provide a suggested level placement for students.

- Rationale Presented: Important tool to place students in correct classes.

- Resources Requested: \$2,000 - \$4,000

IV. Program Discontinuance

1. American Sign Language

- * It was reported out to the division that a smaller version of the program will continue for FY13 (approx. 5 sections) per information received by Dr. Calote in September, 2011.

V. Minority opinions on other resource requests

- * The dean received a minority opinion from a part-time employee who could not attend the division meeting.
Requested need for clear rationale of any potential full-time coaching position in the future.

VI. Appeals

* None received to date.

VII. Additional Information

- Potential discussion about a program review for the Dean's offices in the future.
- Validation of programs – Fact Sheets – see Athletics sample
 - 18 intercollegiate athletic teams at Ventura College
 - 385 full-time student athletes
 - \$278,208 generated through in-state resident tuition
 - \$302,400 generated through out-of-state and international tuition
 - 110 second-year student athletes
 - 76 transferred to four-year schools = 69% transfer rate
 - 42 received athletic scholarships
 - \$1,155,500 annual scholarship value
 - 3.05 average team GPA
 - 13th consecutive Western State Conference Athletic Supremacy Award
 - 5 Western State Conference Championships won by VC teams



Thank you