

**Program Review Presentation Template
Fall 2011**

Division: Social Sciences, Behavioral Sciences and Philosophy, Humanities, Distance Education

Program Reviews Completed:

1. Art
2. Music
3. Dance
4. Theater
5. Sociology
6. Psychology
7. Philosophy
8. History
9. Chicano Studies
10. Economics
11. Political Science
12. Distance Education
- 13.
- 14.
- 15.

Program Reviews Incomplete:

1. None
- 2.
- 3.

Program Reviews Not Submitted:

1. None
- 2.
- 3.

I. Process Overview:

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

Program reviews were done in the following linear process: 1. All programs met in discipline specific groups to write their program reviews and develop well thought through and discussed initiatives. 2. Each discipline typed their review and sent it to the department chair and dean for review. 3. The dean reviewed all program review reports and exchanged dialog via email to the respective department chair and FT faculty on any areas that appeared unfinished, unsupported by findings, for clarity on an initiative, SLO linking, and overall comments on the fine quality of work the data and report evidenced. 4. The dean compiled the initiatives from each of the 12 program reviews into a single spread sheet. The spread sheet was divided into resource categories beginning with (1) then on to (8) and ending with the (0) resource category listings. 5. The dean emailed the full spread sheet to the department chairs for review and corrections. 6. A group from the division worked as a team to place the spread sheet into a power point presentation with clicker voting ability. 7. The division met for a three hour meeting where we began by establishing our process for reviewing and voting on the initiatives, reviewing the

rules, and developing a contingency plan in the case we could not agree on initiatives. We then held a discussions on each and every item. Any and all were allowed to inform the full group about the details and reasons behind any of the initiatives. The group also supported revisions or additional initiatives that could be added in at this time if need be. From there we went through each item by category and took votes using the clicker technology one resource category at a time. 8. The results of each resource category votes were shown to the full group immediately. 9. Additionally, evaluations were handed out at the meeting for each person to share comments about the process and meeting management and experience. 10. The votes from the clicker technology were provided in a spread sheet and by word doc to the dean. The dean then updated the spreadsheet with the High Medium Low and Required categories listed. 11. The dean completed this cover sheet and included it with the updated spread sheet. These items and voting results were then sent to the department chairs and full division for review. 12. The dean turned in the appropriate portions of this documentation (this cover sheet and the completed spread sheet) in to the program review management as is outlined in the procedures.

II. **Initiatives Not Requiring Additional Resources:**

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

This division did not rate high medium and low the initiatives that did not require resources. After spending 3 hours deliberating as a division on the 8 resource categories we decided as a group to not rate this non resource area. We decided that the initiatives in this (0) category would be items we would work on throughout the coming year(s). However, the discussion did initiative several areas that need attention from others outside our division abilities to modify.

- a) Request review to lower district WSCH goals. The District WSCH goals in many of these divisions' areas are being requested for reconsideration. The goals by the district have not been lowered over the past several years despite diminishing class offerings and budget for supporting needs.
- b) Replace vacated full time position in art department when the next person retires this coming year.
- c) Replace the currently vacant position of Instructional Technology Support Assistant. This was discussed and highly supported by each department.
- d) Increase collaboration/partnerships and support between student services and academics.
- e) Team with cross disciplines to develop and expand more comprehensive transfer level Chicano Studies program.
- d) Provide and gain more awareness and support for inter-disciplinary program courses as in those in International Studies and Chicano Studies. Please note that the International Studies program was not part of program review as it wasn't brought into the equation. Need to consider separately in the next review period.

- d) Increase student retention and success rates through working with college wide initiatives.
- e) Increase sections and access to large classrooms in most general education courses across this division, Economics, Political Science, History, Psychology, Sociology, etc.
- d) Maintain current resources for Music, Art, Dance, and Theater.
- f) Conduct inventory reviews to develop accurate inventory lists.

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.

- a) Finding: Replace retiring faculty member in Art
Initiative: Art 1201
Resources Requested: Continued use of current funds
- b) Finding: Replace vacated position Instructional Instructional Technology Support Assistant
Initiative: DE1201 and supported by full division as a major initiative
Resources Requested: Continued use of current funds
- c) Finding: Ensure that all faculty have working technology in their offices.
Initiative: ID 1-4 supported by full division as a major initiative
Resources Requested: All computers, printers, and phones updated to working well in all faculty offices.
- d) Finding: Annual site licenses be placed in operational budget for Adobe and Art department software and SPSS software used by Psychology and Sociology.
Initiative: ART 1202, PSY 1203
Resources Requested: Operational budget Art software 17,000 SPSS 2,500 per year
- e) Support Learning Communities and Service Learning by providing release time and funding support for someone to facilitate the initiatives and to provide for one or two ½ unit courses for service learning.
Initiative: SP1202 and HI 1203 plus full division support
Resources: Approximately 1,500 for each ½ unit service learning course and approximately 20,000 for back fill to support .1 to .2 release time for a faculty member to facilitate learning communities and service learning
- f) Provide funding to increase ceramic wheels in ceramic lab.

Initiative: ART1203

Resources Request: One time funds for equipment 7,500

- g) Provide funding to support new and upgraded computers and hardware in art computer labs. Current lab computers are approximately 7 plus years old.

Initiative: ART 1202

Resources Requested: Approximately 40,000 one time Computer Technology expenses

- h) Stipends or co-curricular funds to support guest speakers model United Nations, art gallery, theater and dance shows.

Initiatives: CH1202, HI1203, MUS1201, TH1203, ART1204

Resources: Co-curricular and general fund, CH 1000, HI 2,500 – 5,000, MUS 1201 maintain current budget, TH and Dance increase co curricular to 10,000, Art 5,000 co curricular or general fund operational budget

- i) Fund computers for new Music classroom in remodeled building.

Initiatives: MU1202

Resources: One time computer equipment funds.

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. None in this area.

2.

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.

We did not experience much in the way of disagreement in our division discussion. However, the dance and theater departments were under represented at the division meeting due to other demands on their time such as the opening of an upcoming theater production. As such, as the dean I mention that the goals of these areas may not have received the voice and attention that this group may have wished to be shared. There is a need for support in the co curricular funds that support the dance and theater productions. There is a need for more support staff in the technical side of the music, theater, and dance. Additionally, librarian services even on a part time basis is in need for the music programs library of music scores for both faculty and student use. These areas of need were not rated highly due to the many other needs within this division. It is mentioned here as an important yet minority opinion.

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.

a) Not aware of any appeals at this time.

b)

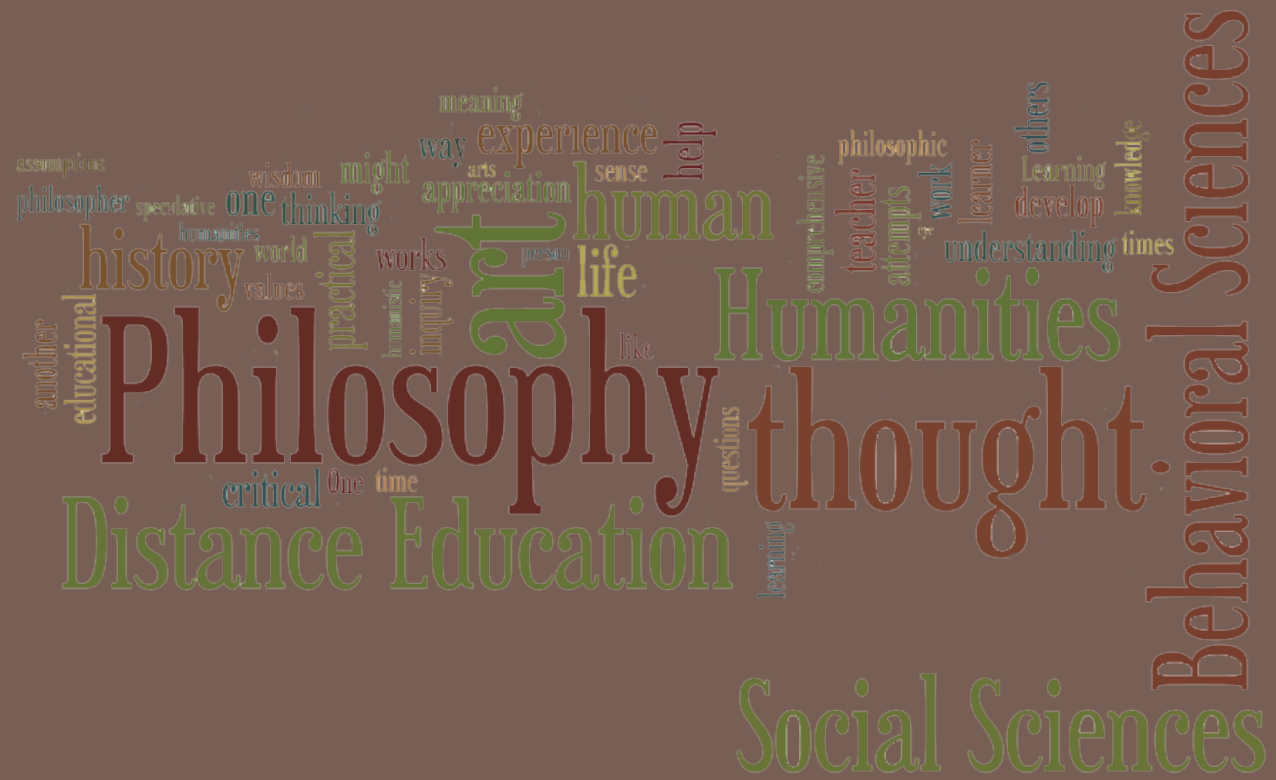
c)

VII. Additional Information:

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

The individual disciplines within this division took this process seriously, they held many discussions about their program, the data they reviewed, the program's success and retention rates with students, the programs needs, and student learning outcomes successes and needs. As a division the full group collaborated and focused beyond their specific program needs for the greater good of the division's ability to provide for students. It was a collegial process with a goal of providing greater student access, success, and retention toward transfer and career goals and the achievement of SLOs and SUOs. As a division we hope that the initiatives stated throughout our documentation is received in the spirit of achieving educational excellence in which it was created.

SOCIAL SCIENCES, BEHAVIORAL SCIENCES, HUMANITIES, AND DISTANCE EDUCATION



ALL 12 DEPARTMENTS TURNED IN THEIR PROGRAM REVIEWS

1. ART
2. MUSIC
3. DANCE
4. THEATER
5. SOCIOLOGY
6. PSYCHOLOGY

7. PHILOSOPHY
8. HISTORY
9. CHICANO STUDIES
10. ECONOMICS
11. POLITICAL SCIENCE
12. DISTANCE EDUCATION



- Social Sciences, Behavioral Sciences, Humanities, and Distance Education

PROGRAM REVIEW COMPLETION PROCESS

1.) Programs met with Lead faculty and/or department chair

2.) Departments and/or Programs met and reviewed their prioritization of initiatives

3.) Dean reviewed all program reviews and provided feedback to the writers and Department chairs

4.) Adjustments were made to reviews as agreed to by departments after deans feedback

PROGRAM REVIEW COMPLETION PROCESS

5.) Division held meeting for discussion, presentation, and voting on prioritization of initiatives in the division

6.) Opportunities to add to or take from the initiatives and spread sheet were allowed in the division meeting by agreement of all.

7.) Dean created division wide spread sheet and initiatives compilation, sent to department chairs

8.) Dean completed spread sheet and summary cover sheet and mailed to department chairs and all division faculty both full time and part time for review

INITIATIVES NOT REQUIRING ADDITIONAL RESOURCES

Request review to lower district WSCH goals.

Replace vacated full time position in art department when the next person retires this coming year.

Replace the currently vacant position of Instructional Technology Support Assistant.

Increase collaboration/partnerships and support between student services and academics.

Team with cross disciplines to develop/expand more comprehensive transfer level Chicano Studies program AND provide more support for inter-disciplinary program courses

Maintain current resources for Music, Art, Dance, and Theater.

Conduct inventory reviews to develop accurate inventory lists.

INITIATIVES REQUIRING ADDITIONAL RESOURCES

Art Replacement Faculty

- **Finding:** Replace retiring faculty member in Art
- **Resources Requested:** Continued use of current funds

Instructional Tech Support

- **Finding:** Replace vacated position Instructional Technology Support Assistant
- **Resources Requested:** Continued use of current funds



INITIATIVES REQUIRING ADDITIONAL RESOURCES

Office Technology

- **Finding:** Ensure that all faculty have working technology in their offices.
- **Resources Requested:** All computers, printers, and phones updated in all faculty offices.

Software Licenses

- **Finding:** Annual site licenses be placed in operational budget for Art department software 17,000 and SPSS software 2,500 used by Psychology and Sociology.
- **Resources Requested:** Yearly Operational budget



INITIATIVES REQUIRING ADDITIONAL RESOURCES

Service Learning Release Time

- **Finding:** Support Learning Communities and Service Learning by providing release time to facilitate the initiatives and to provide for one or two 1/2 unit courses for service learning.
- **Resources Requested:** Approximately 1,500 for each 1/2 unit service learning course and approximately 20,000 for back fill to support .1 to .2 release time for a facilitator

Ceramics Lab

- **Finding:** Provide funding to increase ceramic wheels in ceramic lab.
- **Resources Request:** One time funds for equipment 7,500



INITIATIVES REQUIRING ADDITIONAL RESOURCES

Art Computer Labs

- **Finding:** Provide funding to support new and upgraded computers and hardware in art computer labs. Current lab computers are approximately 7 plus years old.
- **Resources Requested:** Approximately 40,000 one time Computer Technology expenses

Music Classroom Computers

- **Finding:** Fund computers for new Music classroom in remodeled building.
- **Resources Requested:** One time computer equipment funds approximately 100,000



INITIATIVES REQUIRING ADDITIONAL RESOURCES

Lecture Speaker Funding Support

- **Finding:** Stipends or co-curricular funds to support guest speakers , model United Nations, art gallery, theater, and dance shows.
- **Resources Requested:** Co-curricular and general fund, Chicano Studies 1000, Model United Nations and Guest Speakers 2,500 – 5,000, Music maintain current budget, Theater increase co curricular to 20,000, Dance increase co-curricular to 10,000, Art increase co-curricular to 5,000 or general fund operational budget for art gallery shows



PROGRAM DISCONTINUANCE AND MINORITY OPINIONS

WE CURRENTLY HAVE NO PROGRAMS ON THE DISCONTINUANCE LIST THAT WE ARE IN DISAGREEMENT WITH

NOTE: WE WISH TO CONTINUE TO PROVIDE DIGITAL COURSES IN THE ART PROGRAM BUT NOT THE FULL MULTIMEDIA PROGRAM.

WE HAVE NO PLANS IN THIS DIVISION TO APPEAL ANY ITEMS IN THE PROGRAM REVIEW PROCESS. HOWEVER, IT IS IMPORTANT TO NOTE THAT THEATER AND DANCE WERE AT A DISADVANTAGE IN THIS PROCESS AS THEY HAVE SO FEW REPRESENTATIVES THAT THEY ONLY HAD THE DEAN TO PRESENT FOR THEM AT THE DIVISION MEETING.

CLOSING COMMENTS

THE INDIVIDUAL DISCIPLINES AND THE DIVISION AS A WHOLE TOOK THIS PROCESS SERIOUSLY WITH A GOAL OF IMPROVING AND/OR MAINTAINING OUR ABILITY TO PROVIDE FOR STUDENTS A QUALITY EDUCATION IN OUR DISCIPLINE AREAS, GREATER STUDENT ACCESS, SUCCESS, AND RETENTION TOWARD TRANSFER AND CAREER GOALS, AND THE ACHIEVEMENT OF SLOS AND SUOS. AS A DIVISION WE HOPE THAT THE INITIATIVES STATED THROUGHOUT OUR DOCUMENTATION IS RECEIVED IN THE SPIRIT OF ACHIEVING EDUCATIONAL EXCELLENCE IN WHICH IT WAS CREATED.

Social Sciences, Behavioral Sciences, Humanities, and
Distance Education

CLOSING COMMENTS

WE ASK THAT YOU CONSIDER OUR INITIATIVES THAT BENEFIT THE FULL CAMPUS SUCH AS THE FILLING OF THE INSTRUCTIONAL TECHNOLOGY SUPPORT ASSISTANT POSITION, WHICH SUPPORTS ALL DISTANCE EDUCATION, WEB ENHANCED, AND CLASSROOM TECHNOLOGY. WE ALSO REQUEST YOUR ATTENTION TO PROVIDING RESOURCES TO AREAS THAT PROVIDE THE FULL CAMPUS ARTISTIC AND EDUCATIONAL ENHANCEMENT, SPECIFICALLY THE GUEST SPEAKER STIPENDS, THE CO-CURRICULAR FUNDS TO PROVIDE QUALITY ART, DANCE, MUSIC, AND THEATER PRODUCTIONS.

Social Sciences, Behavioral Sciences, Humanities, and Distance Education