Program Review 2013-2014 Institutional Effectiveness, English, and Learning Resources Division

ENGLISH

LIBRARY

TUTORING CENTER

(TUTORING, SUPPLEMENTAL INSTRUCTION, READING/WRITING CENTER, MATH CENTER)

MAKE-UP TESTING CENTER

LEARNING CENTER

INSTITUTIONAL EFFECTIVENESS

(INSTITUTIONAL RESEARCH, SLO'S, PROGRAM REVIEW, PLANNING, AND ACCREDITATION)

Program Review Outline

I.   Status of high-ranked initiatives from 2012-2013
II. Process Overview
III. Significant Findings after Review of Division Data
IV. 2013-2014 high-ranked initiatives not requiring resources
V.   2013-2014 high-ranked initiatives requiring resources
- Full-Time Faculty
- Classified Staff
- Computer
- Other Equipment
- General Fund
VI.   Program Discontinuance (none)
VII. Minority Opinions on Resource Requests (none)
VIII. Appeals (none)

Status of completed/funded initiatives from 2012-2013

- English – ADT submitted to Curriculum Committee, Reading Plus software license extended with BSI funds, increase in percentage of ENGL V02 students enrolling in ENGL V01A.

- Library – Laptops for library instruction, new chairs (1/2), part-time librarian funding, reinstatement of book budget, implementation of Voyager

- Tutoring Center – Spring SI and Reading/Writing Center implementation (with BSI and Title V funds), EAC computer station, additional LRC space for SI. Note: Fall Math Center

Status of completed/funded initiatives from 2012-2013

- Make-up Testing Center – Space renovation (with RWC), FAX/Scanner/Copier

- Learning Center – Whiteboards for faculty in Beach, expansion of drop-in space

- IE – Institution fully reaccredited; Mid-Term report written and submitted; SLOs aligned at course, program, and institutional levels; disaggregated data being used in program review; program review revised; TracDat implemented

Effects of funded completed/funded initiatives

- English students staying in sequence at higher percentages

- Library laptops have enabled librarians to conduct hands-on orientations

- An increase in library hourly has allowed the library to return to 9:00 p.m. closing time

- The Voyager library system has streamlined access to our databases and other resources

- The return of SI, RWC, Math Center has provided additional services for students

Effects of funded completed/funded initiatives

- The space renovation of the RWC and Testing Center has created a much more inviting and welcoming area and additional testing space.

- The institution's continued focus on Institutional Effectiveness has resulted in greater evaluation of our instructional program and services and has provided the opportunity for programs/departments to set goals and make meaningful changes for improvement.

Process Overview

- On flex day, the division scheduled the meetings that would take place this fall:
- First meeting held on October 18 – facilitated by Susan Bricker
  - Each program presented the status of its prior year initiatives and the initiatives proposed for the coming year
  - Collaboration between English and the support services was discussed and some initiatives combined
- Second meeting held on October 30 – facilitated by Susan Bricker
  - Division members reviewed the initiatives spreadsheet for the division
  - Changes made as appropriate (i.e. funding sources)
  - Decisions were made by consensus, with discussion of the items in terms of greatest impact on students
  - The meeting was collegial and collaborative
  - Total of 43 initiatives created

Significant Findings from Data

- English faculty have increased the percentages of students continuing on to ENGL V01A, but we are still losing significant numbers of students in the sequence

- We do not have an entry-level English course

- Accelerated instruction in English/Math has generally shown higher rates of retention, success, and continuation

- Success rate of African American students in English is substantially lower than the program's average.

Significant Findings from Data

- Significant numbers of students are interested in becoming English majors

- There has been a substantial increase in the number of database searches in the library

- Students who utilize SI services and/or Tutoring have a higher success rate

- Approximately 59% of students utilizing the Tutoring Center are Hispanic

- Disciplines with the greatest number of tutoring sessions are Math, English, Business, and Chemistry

Significant Findings from Data

- The testing center, which operates on a part-time basis, proctored 890 exams last year, most from the Math/Science Division. There were 172 revenue generated exams proctored last year from outside institutions.

- The IDS N100 course generated 235 FTES last year for the college

2013-2014 Initiatives (High) Not Requiring Additional Funding

- English
  - Continue to increase percentage of basic skills students who enroll in and pass ENGL V02
  - Establish a portfolio-based evaluation for ENGL V02

- Library
  - Offer mobile library orientations

- Testing Center
  - Expand testing services to additional disciplines

2013-2014 Initiatives (High) Not Requiring Additional Funding

- Institutional Effectiveness
  - Continue to improve the quality of SLO processes
  - Continue to improve program review with input from constituency groups
  - Create VC Strategic Plan that aligns with the VCCCD Educational Master Plan
  - Centralize and calendar research activities
  - Move program review data to Institutional Researcher
  - Continue progress towards standardizing and posting minutes, agendas, and documentation

Requests for Resources (High) - Faculty

- ## FT English Instructor

  - Finding: With a 19.0 PT FTEF, the English Department is behind the average FT/PT college ratio and is unable to meet the needs of many students (e.g., lack of faculty collaboration, lack of office hours, etc.)

  - $120,000

Requests for Resources (High) – Classified

- ## Increase Instructional Lab Technician to 100%
  - Finding: The Beach computer lab cannot function properly from 7:30 a.m. to 9:00 p.m. with 1.4 positions.
  - $40,000

- ## IT Technician stationed in Beach
  - The LRC cannot keep its computers and services functioning without a FT Lab Technician. Job currently being done by a 40% provisional employee.
  - $65,000

Requests for Resources (Required) – Classified

- Institutionalize 25% of Tutorial Specialist II position (required under grant)
  - $15,000 (approx.)

- Institutionalize 25% of Research analyst position (required under grant)
- $15,000 (approx.)

Requests for Resources (High) - Computer

- Update computers in the LRC/BEACH/Tutoring/ATTC
  - The computers are six years old and out of warranty; we are no longer able to fix them when they cease to function.
  - $585,000
- Replace Thin Clients with PCs- Library
  - Finding: Neither the "thin" nor "fat" clients are working properly. Computers are down for significant periods of time thus impacting student use.
  - $62,400

Requests for Resources (Required) - Facilities

- 1) Security gate for Library Circulation desk
  - Finding: Due to recent incidents in the library, a gate is required for safety reasons
  - Cost unknown

- 2) LRC Outside Lighting
  - Finding: The poor lighting outside of the LRC is a safety concern
  - Cost unknown

Requests for Resources (Required) – Equipment

- Wooden library chairs - Required
  - Finding: The current wooden chairs (around study tables) are breaking on a consistent basis, which is a safety issue; they cannot handle the heavy backpacks that are put on them
  - $30,000 (completes the project from last year)
- Replace laminate on Beach pod tables
  - Finding: The laminate is peeling and could injure students. We have been taping it down as best we can.
  - $15,000
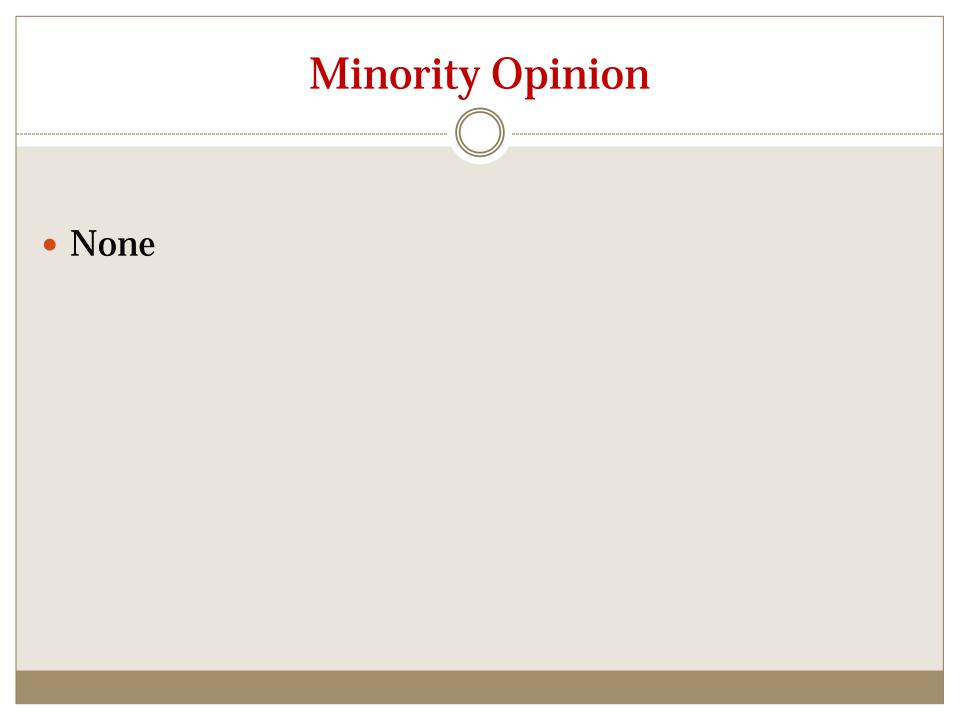
Requests for Resources (High) - Equipment

- AV Equipment in Tutor Group Study Rooms
  - Finding: Equipment is currently housed on tables, with cords running across the floor; LCD needs to be ceiling mounted and the computer put into a cabinet
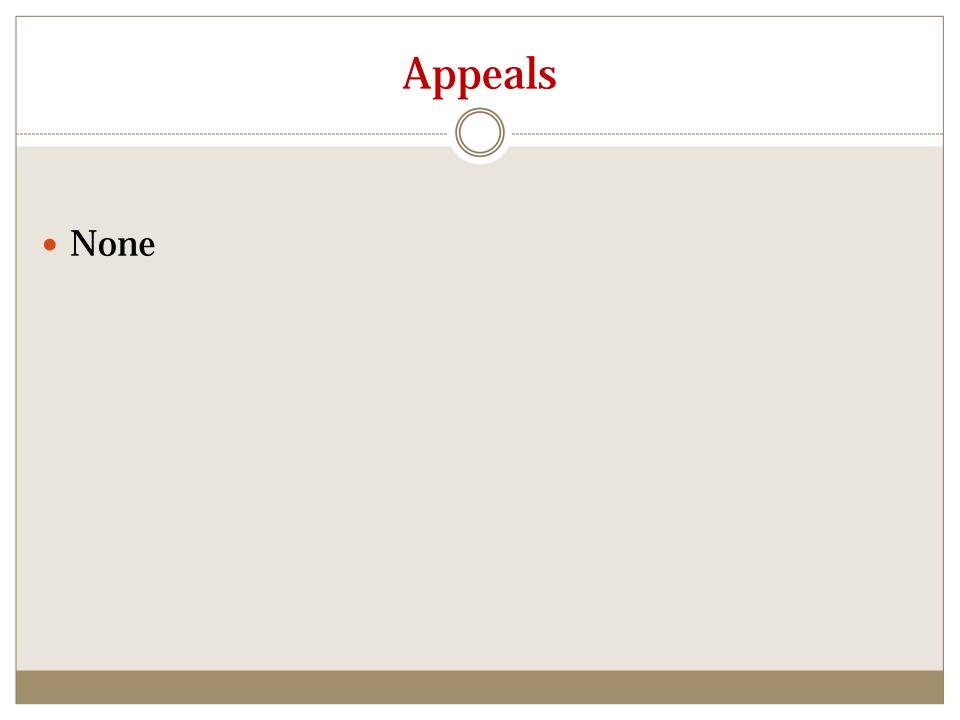 - $3,000
- Furniture for new SI room in LRC
  - Finding: An additional space has been approved and is being renovated, but it has no furniture suitable for SI sessions
  - $5,500

Requests for Resources (High) - General Fund

- Online Tutoring Software Renewal
  - Finding: This is necessary to meet the requirement to provide the same services to distance education students
  - $21,000
- Essay norming sessions
  - Finding: Standardization in grading in English is very difficult to achieve without norming sessions held with part and full-time faculty. Standardization is crucial in helping to determine if students are prepared for higher-level courses.
  - $3,000/year to pay part-time faculty
- Clerical assistance (one time – summer cost)
  - Finding: We need to move the program review initiatives onto a database, and need data input assistance
  - $5,000

Minority Opinion

- None

Program Discontinuance

- None

Appeals

- None

Additional information on the process

- Fall deadlines are very tight, making a deeply collaborative process challenging.

- The simplifications in the form are welcome, but it would be helpful to have the data available in charts and graphs to facilitate faculty discussion.

- The division benefitted from having two meetings. It gave the division another opportunity to collaborate and to work together for the benefit of the division and the college.

Additional information on the process

- Performance indicators are not appropriate for some service area initiatives, and cost needs to be included.

- The move to a three-year rotational plan will be a welcome change. As deans will only have 1/3 of their programs/departments going through program review at a time, they will be able to work more closely with faculty and staff to complete theirs. Additionally, it will be easier for researchers to work with program personnel to help them analyze data. And faculty and staff will not be burdened with such a large process every fall.