**Section I – Accomplishments and Status of 2013 Program Review Report**

1. **Last Year’s Initiatives**

*Instructions: Answer the following questions:*

* Provide a brief status of initiatives created last year that did not require funding. Include an explanation of what changes occurred.
1. **Initiative: Chicano Studies 100(previous #151) Development of Chicano Studies Courses Initiative ID: #151 in PR 2011-12**

**Link to Data:**

**Expected Benefits: Greater offering to students. The program currently has three courses as part of the program. Increase in WSCH.**

**Goal: Increase number of courses to six: Chicano Studies 10, Chicano History; Chicano Studies 11, History of Mexico Part I; Chicano Studies 12, Mexican History Part II. Performance Indicator:**

**Timeline:** the process would include three additional courses in the year 2014 and two in the year 2015.

**Funding Resource Category:** No new resources

**Ranking : M**

**Status:** Not completed. The program is staffed by adjunct faculty only. There is no facilitator or any compensation for full time faculty to devote time and energy in creating curriculum. The same coursed scheduled in 2013 are scheduled in 2015

* Provide a brief status of initiatives created last year that required funding. For those that were funded, what changes occurred (i.e. in student learning) as a result of the initiatives/funding.
* B. Initiative: Chicano Studies 101: speakers and films

#### Link to Data:

**Expected Benefits: Improvement of retention and success.**

**Goal:**

**Performance Indicator: At least a 2% increase in retention.**

**Timeline:** Fall 2014

**Funding Resource Category:** General Budget

* Status: Funding did not come from the general budget. The VC Foundation graciously allocated $2500 for academic year 2014-15 to support speakers and film relevant to the Chicano experience and essential in the Chicano Studies curriculum. Funding should be institutionalized and become part of the normal process that shows that Ventura College is committed to Diversity.
1. **Updates/accomplishments pertaining to any of the Student Success or Operating Goals from last year’s report.**

**The Chicano Studies had minimal change from 2013 to 2014. Productivity, retention, FTES, and WSCH are basically the same. It is a small but dynamic and vibrant program with a 26 in the vitality rubric in 2013. The program continues to be staffed by three adjunct faculty. The program has never had a full time instructor. The full time history replacement position that would have supported the program, was not filled in 2014. There is no one in the fulltime faculty that can provide support in curriculum developments, CSLOS, and Transfer Degree development. There is a dire need for a facilitator who would assist with the expansion of the program.**

**With the support of the VC foundation, the program sponsored some very significant speaker like Dolores Huerta and Michelle Serros.**

**Section II - Description**

1. **Description of Program/Department**

 **Degrees/Certificates**

1. **Program/Department Significant Events (Strengths and Successes), and Accomplishments**
2. *Instructions: Answer the questions below.*
* What has changed over the past year (i.e. faculty, degrees/certificates, curriculum, etc.)?
* What is impacting the program now?
1. **2013-2014 Estimated Costs/Gainful Employment – for Certificates of Achievement ONLY**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Cost** |  | **Cost** |  | **Cost** |  | **Cost** |
| Enrollment Fees |  | Enrollment Fees |  |  |  |  |  |
| Books/Supplies |  | Books/Supplies |  |  |  |  |  |
| Total |  | Total |  | Total |  | Total |  |

1. **Criteria Used for Admission**
2. Our Mission

At Ventura College, we transform students’ lives, develop human potential, create an informed citizenry, and serve as the educational and cultural heart of our community.  Placing students at the center of their learning experience, we serve a highly diverse student body by providing innovative instruction and student support, focusing on associate degree and certificate completion, transfer, workforce preparation, and basic skills.  We are committed to the sustainable continuous improvement of our college and its services.

Our Vision

Ventura College will be a beacon of learning—a source of inspiration and guidance—for our students and community.

Our Guiding Principals

At Ventura College we believe that students come first and all else follows.  We strive to create a campus environment that fosters collaboration, communication, and mutual respect.  We are committed to these Guiding Principles in all that we do:

Embrace the strength of diversity

Listen with intensity and compassion

Communicate with integrity and patience

Design student-centered solutions

Spark self-confidence and a sense of discovery

1. Pursue our vision and goals with passion
2. **Organizational Structure**

*Instructions: Fill-in the appropriate information below.*

**College President:** Greg Gillespie

 **Executive Vice President:** Patrick Jefferson

 **Dean:** Gwendolyn Huddleston

 **Department Chair(s)**: Michael ward

 **Faculty/Staff**:

|  |  |
| --- | --- |
| **Name** |  |
| Classification | Does not apply |
| Year Hired  |  |
| Years of Work-Related Experience |  |
| Degrees/Credentials |  |

|  |  |
| --- | --- |
| **Name** |  |
| Classification | DNA |
| Year Hired  |  |
| Years of Work-Related Experience |  |
| Degrees/Credentials |  |

|  |  |
| --- | --- |
| **Name** |  |
| Classification | DNA |
| Year Hired  |  |
| Years of Work-Related Experience |  |
| Degrees/Credentials |  |

|  |  |
| --- | --- |
| **Name** | **DNA** |
| Classification |  |
| Year Hired  |  |
| Years of Work-Related Experience |  |
| Degrees/Credentials | DNA |

**Section III – Data and Analysis**

1. **SLO Data**

*Instructions: Answer the questions below.*

* Provide highlights of what you learned last year in your assessments and discussions.

In general, SLOS reports were good. All Chicano Studies coursed were 75% and above.

* Provide highlights of some of the changes made as a result of the assessments and discussions.

None were made.

* How did the changes affect student learning – or how do you anticipate that they will?

DNA

* Based on what you learned, what initiatives requiring resources could you develop (or have you developed) to improve student learning?  Explain briefly.  Initiatives need to be entered in more detail in Section V.
* Full time faculty has a direct bearing on success and retention. The Chicano (a) Studies Program is 100% part time faculty. Full time faculty can be instrumental in developing courses; working with student services and are available for office hours and tutoring. The program continues to support the full time history replacement position a fraction of the full time position will assist Chicano Studies.
* Because Chicano Studies is closely link to the community, speakers, films and field trips are an essential part of the curriculum. Monies must be appropriated to support the classes from the general budget.
* The effort to develop curriculum must continue.
* The program will develop an Associate of Arts Transfer degree.
* What are the most significant initiatives not requiring resources you could (or have developed) to improve student learning?    Explain briefly.  Initiative(s) need to be entered in more detail in Section V.
* Comment on the status of your SLO rotational plan, mapping, and other TracDat work.
* Has been submitted to TracDat.
1. **Performance Data**
2. **Retention – Program and Course**

*Instructions: Answer the questions below. Retention refers to the number/percentage of students completing the class.*

* How does your program’s retention rate compare to the college overall? Is comparing it to the college average appropriate or not? Please explain.
* In looking at your program’s retention rate over the past three years, is there a trend? If so, explain.
* In looking at the disaggregated data by gender, ethnicity, and age are there gaps in retention for certain groups of students? Also, is the retention going down for certain groups? If there are gaps, what might be done to address them?
* Do your retention rates meet your expectations? Are there areas that need improvement?
* What initiative(s) could you develop based on what you have learned? Explain briefly. Initiatives need to be entered in more detail in Section V.
1. **Success – Program and Course**

*Instructions: Answer the questions below. Success refers to the number/percentage of students who pass the class with a grade of C or better or a “pass.”*

* How does your program’s success rate compare to the college overall? Is comparing it to the college average appropriate or not? Please explain.
* In looking at your program’s success rate over the past three years, is there a trend?
* In looking at the disaggregated data by gender, ethnicity, and age are there gaps in success for certain groups of students? Also, is the success rate going down for certain groups? If there are gaps, what might be done to address them?
* Do your success rates at the program and college level meet your expectations? Are there areas that need improvement?
* What initiative(s) could you develop based on what you have learned? Explain briefly. Initiatives need to be entered in more detail in Section V.
1. **Program Completion – for “Programs” with Degrees/Certificates Only**
2. *Instructions: Answer the questions below. Completion refers to the number of students in the program receiving degrees and/or certificates. The Executive Team uses these data in creating its annual Planning Parameters. Are the numbers of degrees AND certificates (look at separately) awarded over the last four years increasing, decreasing, or staying about the same?*
* In looking at the disaggregated data for completion over the past four years, are there gaps in success for certain groups of students? Also, is the completion rate going down for certain groups? If there are gaps, what might be done to address them?
* Do the completion rates meet your expectations? Why or why not?
* What should be the goal for program completion? NOTE: ACCJC, our accrediting commission, has advised colleges that visiting teams will now be looking for program and institution-set standards for completion.
* What initiative(s) could you develop based on what you have learned? Explain briefly. Initiatives need to be entered in more detail in Section V and need to include a goal/performance indicator (i.e. Program completion will increase by 10% over the next 3 years).
* Programs that have awarded fewer than 12 certificates or degrees over the past four years may be placed on possible discontinuance. If this is the situation for your program, what changes can be made to increase the number? (i.e., Is it possible to combine programs in your area? Does the curriculum need updating?, etc.). In general, what can be done to increase the number of degrees and certificates awarded?
1. **Operating Data**
2. **Demographics - Program and Course**

*Instructions: Answer the questions below. Demographics refer to the students enrolled in the program/course.*

* What does the data indicate/say about the students enrolled in the program/course? (Provide a **very brief summary**).
* How do your students compare to the college demographics? Is there a significant difference? What trends/changes do you see over the past three years?
* Is there a need to diversify the program in terms of age, gender or ethnicity?
* What initiative(s) could you develop based on what you have learned from the data or other information? Explain briefly. Initiatives to be entered in more detail in Section V.
1. **Budget**

*Instructions: Answer the questions below. Review of summarized budget information is required. The yellow and blue sections of your budget data provide summaries. Detail data is provided if you want to see additional information; however, reviewing the backup data is not required. Check the boxes below if you have no further comments to make.*

* Have there been any significant changes in the budget over the past three years? Have these changes had a positive or negative effect on student learning? If additional funds are needed, explain why. Initiatives will be required to be noted in more detail in Section V.
* Requests for contract/full time faculty or classified staff should be addressed in the resource section on the next page.
* Please check the appropriate box below then provide your summary beginning on the next line.

☐ Program members have reviewed the budget data.

☐ No comments or requests to make about the budget.

1. **Productivity – Program and Course**

*Instructions: Answer the questions below. Productivity is based on the number of student contact hours that a faculty member teaches per week. The typical productivity factor is 525 (35 students/class x 5 classes x 3 hours per week = 525). Our overall college productivity goal for 2013-2014 is 530. Your analysis here should pertain to the number of students enrolled in your courses as that number relates to the program’s productivity goal.*

* Are courses filling to the college productivity goal for your program? If that goal is inaccurate, what should the program and/or department productivity level be? How many students should be in each course? Are any of the productivity goals at the course level inaccurate? If so, what should they be?
* Do the enrollment/productivity ratios meet your expectations for the program as a whole? Do the enrollment/productivity ratios meet your expectations for individual courses? Why or why not?
* How can you improve the performance overall or in some courses if they do not meet your expectations? (For example, at the course level, do some courses need to be offered or scheduled differently to try to increase enrollment?)
* What initiative(s) could you like to develop based on what you have learned? Explain briefly. Initiatives will be required to be noted in more detail in Section V.
1. **Resources**
2. **Faculty**

*Instructions: Answer the questions below.*

* *How does your program/department’s Full Time Equivalent Faculty (FTEF) compare to the college? (trends and ratios)*
* *Have there been any significant changes in (FTEF) for part and/or full time faculty over the last three years? If so, what are the effects of these changes?*
* *Does your area have difficulty finding hourly instructors?*
* *Is the program lacking faculty with a particular specialty?*

*Are there any specific accreditation requirements for FT faculty?*

* *What contract faculty member(s) (if any) will you be requesting based on what you have learned? Explain briefly. Requests need to be entered in more detail in Section V.*
1. **Classified Staff**

*Instructions: Answer the questions below.*

* *Have there been changes in the number of classified staff in the program/department over the last three years?*
* *What has been the effect of decreases/increases in classified staff on the program or department?*

*What classified positions (if any) will you be requesting based on the data/numbers/changes in program/department? Explain briefly. Requests need to be entered in more detail in Section V.*

1. **Inventory**

Instructions: *In the last year, a complete inventory has been taken of all college equipment. Detailed inventory lists, by room, are now available for your review. If you are requesting equipment, you need to review the inventory list and explain whether or not it is accurate. If you have any questions pertaining to inventory lists, please contact Dave Keebler.*

* *What equipment requests are you making (if any) to ensure that the program/department has functional, current, and otherwise adequate inventory to maintain a quality learning environment? Is the current equipment aging and need replacement or is new equipment needed? Is ongoing maintenance required for some equipment? If so explain. Requests need to be entered in more detail in Section V.*
1. **Facilities or other Resource Requests**

*Instructions: Answer the questions below.*

* *Is your program/department making any other requests for resources, including for facilities?*
* *Initiatives will be entered in more detail in Section V.*
* *Note: Any safety issues need to be reported immediately and not wait for program review. Safety issues may be reported here in addition to being reported to the dean.*
1. **Combined Initiatives**

*Instructions: Answer the questions below.*

* *Does your program have any combined initiatives that address more than one data element? If so, explain and enter the initiative with more detail in Section V.*

1. **Other Program/Department Data**

*Instructions: Answer the questions below.*

* *Does the program/department have any other data from any other source (i.e., program generated, state generated, program accreditation, advisory committee, etc.) that should be reviewed/discussed in this program review?*
* *What does the data indicate about the students, student performance, or any other aspect of the program?*
* *What about the data encourages or gives you cause for concern?*
* *Does the data meet your expectations? Why or why not?*
* *What initiative(s) could you develop based on what you have learned from the data. Explain briefly. Initiative to be entered in more detail in Section V.*
* *Provide the data in an attachment or provide an online link.*

**Section IIIb – Other Program Goals and Initiatives**

1. **Other Program Goals**

*Instructions: Answer the questions below.*

* Aside from the goals determined from looking at specific institutional and program data, are there any other program goals for which you may or may not request funding? Such goals may include:
	+ Innovation
	+ Legislation
	+ Regulations
	+ Industry Standards
	+ New Technology
	+ Professional Development
	+ Advisory Committee Recommendations
* If so, please explain and enter it as an initiative with more detail in Section V.

**Section IV – Program Vitality\* (Academic Senate Approved Self-Evaluation)**

*\*Service Areas – Skip this section.*

*Instructions: Complete the Rubric for Instructional Program Vitality (Appendix C or D) created by the Academic Senate. It is a tool for further self-evaluation of your program. This rubric will be used in conjunction with (not in place of) resources requests and provide further input for any programs being considered for program discontinuance. This form must be submitted with your program review document. Answer the following question after completing the rubric:*

* What is your score?

26

* What does that score mean to you?

**The Chicano Studies Program is small but dynamic. It has an excellent part time faculty but is in dire need of structural support. The potential for growth is incredible. Hopefully in the next program review the program will be requesting a full time Chicano Studies professor. The program feed into the:**

**>CSUCI program that offers a Bachelor of Art and has two full time professors**

**> CSU Northridge has the largest study program in the United States**

**>UCSB program that offers a BA, Ma, and PhD in Chicano Studies**

**Section V – Findings and Initiatives**

1. **Findings**

*Instructions: Please list your general finding(s) below. We did not do this step last year. General findings can have one or multiple initiatives. Every program/department needs one or multiple general findings as a result of analysis from student learning outcomes, institutional data or non-institutional data.*

*Example: Finding # 1 - Student retention and success is below the department goals.*

Finding #1 (CSF1501): The program offers very few courses: CHST V01, CHST V02, CHST V24. The program needs to provide a greater diversity of courses.

Finding #2 (CSF1501): there are no funds appropriate for supporting films and speakers for the CHST courses. CHST courses are community bases. And local speakers and films are an important part of the curriculum.

Finding #3 (CSF1503): Having appropriate staffing has a direct bearing on the success and retention of students and the vitality of the program.

Finding #4 (CSF1504): Certificates and degrees are necessary in every program because they provide a clearer and more definite understanding of program objectives.

Findings → Link to VC Educational Master Plan Goal(s) → Link to District Strategic Goal(s)

1. **Initiatives (Non-Staffing Initiatives)**

*Instructions: Please list your old and new initiatives below. Maintain initiative numbers from prior program reviews if any are being carried forward into this New Year. Deans/division offices will put the information onto the initiatives charts. Every program/department needs initiatives that do not require resources.*

*Link the Initiative(s): Link the initiatives with a finding. Findings link to one or multiple VC Educational Master Plan goals and VCCCD Strategic Goals. We did not do this last year. Copy and paste one or multiple goals below to each initiative.*

VC Educational Master Plan Goals

* Educational Master Plan Goal #1 - Continuously improve educational programs and services to meet student, community, and workforce development needs. Aligns with District Strategic Goal 1 (increase access and student success).
* VC Educational Master Plan Goal #2 - Provide students with information and access to diverse and comprehensive support services that lead to their success. Aligns with District Strategic Goal 1 (increase access and student success).
* VC Educational Master Plan Goal #3 - Partner with local and regional organizations to achieve mutual goals and strengthen the College, the community, and the area’s economic vitality. Aligns with District Strategic Goal 2 (partner more effectively to meet community needs).
* VC Educational Master Plan Goal #4 - Continuously enhance institutional operations and effectiveness. Aligns with District Goal 3 (promote effective use of organizational resources)
* VC Educational Master Plan Goal #5 - Implement the Ventura College East Campus educational plan. Aligns with District Goals 1, 2 and 3 (increase access and student success, partner more effectively to meet community needs, and promote effective use of organizational resources)

Initiative(s) link to a Finding → Link to VC Educational Master Plan Goal(s) → Link to District Strategic Goal(s)

**Example of an Initiative (***directions in italics***):**

**Initiative Title:** Replace Power Train Lab Station. *(provide a brief title)*

**Initiative ID:** DT1507 *(program abbreviation + 2 digit fiscal year + 2 digit initiative number. Maintain initiative numbers from prior program reviews if any are being carried forward into this review)*

**Links to Finding:** Finding #3 - The Diesel Technology program needs to maintain its laboratory equipment. *(New step this year. Choose the department finding related to this initiative)*

**Initiative Finding Link**: DTF1503 *(This is new for tracking purposes. Abbreviation + “F” for finding + 2 digit fiscal year + 2 digit finding number)*

**Initiative Action:** Purchase and install a replacement Power Train Lab Station = $20,000. This is an Allison automatic transmission training module, mounted on a stand, with full authority diagnostic control systems. *(Basic description and action for this initiative)*

Timeline: 2014-15 *(This is the academic year. The fiscal year is FY15. These timelines will create a multi-year plan for your program/department.)*

**Expected Benefits**: The current power train lab station is obsolete and failing. Students will benefit by learning to industry entry-level how to operate equipment that they will be expected to operate as they obtain employment in the field for which they are being trained. They will benefit by having access to dependable, safe and current technology. They will benefit by learning to work efficiently with efficient equipment. *(2-3 sentences on expected benefits)*

Funding Resource Category: Equipment-non computer

Estimated Cost: $20,000

Ranking: H

**R** = Required – mandated or unavoidable needs – only put in if pre-approved by EVP or VP (litigation, contracts, unsafe to operate conditions, etc.)

**H** = High – Approximately 1/3 of the total program/department/division’s initiatives by resource category

**M** = Medium – Approximately 1/3 of the total program/department/division’s initiative by resource category

**L** = Low – Approximately 1/3 of the total program/department/division’s initiatives by resource category

**Initiative Title: Chicano Studies 101(previous #100) Development of Chicano Studies Courses Initiative**

 **Carry over from 2013**

**Initiative ID:** CS1501

**Links to Finding: Educational Master Plan #1, #2, and #5 and Finding #1**

**Initiative Finding Link**: CSF1501

**Initiative Action:** Increase number of courses to six: Chicano Studies 10, Chicano History; Chicano Studies 11, History of Mexico Part I; Chicano Studies 12, Mexican History Part

Timeline: the process would include two additional courses in the year 2015, two in 2016 and two in 2017.

**Expected Benefits**: Greater and more diverse offering of courses. The program currently has three courses as part of the program. Increase in WSCH.

Funding Resource Category: No new resources needed

Estimated Cost:

Ranking: H

**Initiative Title: Chicano Studies 102 (previously 101) CHST Speakers and Films**

**Initiative ID:** CS1502

**Links to Finding: Educational Master Plan #1, #2, #3, and #5 and Finding #2**

**Initiative Finding Link**: CSF1502

**Initiative Action:** Rental or purchase of significant films and contract local speakers on such issues as immigration, education, and identity. Connect with local Chicano organizations such as LULAC, El Concilio, Micop, and Ma Bar Association.

Timeline: Fall 2015.

**Expected Benefits**: Improvement in retention and success and a stronger connection with Chicano Community and at least a 2% increase in retention.

Funding Resource Category: Facilities Funds

Estimated Cost: Varied.

Ranking: L

**Initiative Title: Chicano Studies 103 : Marketing the program to students**

**Initiative ID:** CS1503

**Links to Finding: Educational Master Plan #2 and Finding #3**

**Initiative Finding Link**: CSF1503

**Initiative Action:** develop pamphlet, meet with counselors, visit high schools and promote the program within other departments and divisions.

Timeline: 2015-16

**Expected Benefits**: improve in enrollments and WSCH

Funding Resource Category: Facilities Funds

Estimated Cost: Varied

Ranking: M

**Initiative Title: Chicano Studies 104: Provide stipend in order to support all the initiatives in this Chicano Studies Program Review.**

**Initiative ID:** CS1504

**Links to Finding: Educational Master Plan #4 and Finding #3**

**Initiative Finding Link**: CSF1503

**Initiative Action:** a staff member will have the responsibility to support initiatives B and B

Timeline: 2015-2016

**Expected Benefits**: will have someone that can provide leadership and assist in the development of curriculum, Transfer Degree, CSLOs and marketing of the program. Currently, no full time faculty can assume the responsibility and part time faculty should be compensated for work done.

Funding Resource Category: Grant Funds

Estimated Cost: Varied

Ranking: M

**Initiative Title: Chicano Studies 105: Associate of Arts (Transfer) in Chicano Studies.**

**Initiative ID:** CS1504

**Links to Finding: Educational Master Plan #1 and #2, and Finding #1**

**Initiative Finding Link**: CSF1501

**Initiative Action:** working with the Curriculum Committee and the articulation Officer begin the process developing the Associate of Arts Degree(Transfer) in Chicano Studies.

Timeline:

**Expected Benefits**: Offer a wider choice to students and requires articulation with CHST programs at our feeder schools: CSUCI, CSUN, and UCSB that currently have degrees in Chicano Studies.

Funding Resource Category: No new resources needed

Estimated Cost:

Ranking: H

**VI – Submission Verification**

*Instructions: Please complete the following section:*

**Program/Department: Chicano Studies as part of the Department of the Social Sciences**

**Preparer: Ismael de la Rocha**

**Dates met (include email discussions):**

**2-4-2015**

**List of Faculty who participated in the program Review Process:**

**Michael Ward, Ismael de la Rocha**

**Preparer Verification:**

x I verify that this program document was completed in accordance with the program review process.

**Dean Verification:**

☐ I verify that I have reviewed this program review document and find it complete. *The dean may also provide comments (optional):*

**Program Review Process Map**

Appendix A

**I . Status report and accomplishments from prior year**

**o**

**III(a). Data**

1. **Review**
2. **Analysis**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **A. SLO’s**
 | 1. **B. Success**
 | 1. **C. Operating**
 | 1. **D. Resources**
 | 1. **E. Other**
 |
|  | * **Retention**
 | * **Demographic**
 | * **Faculty**
 |  **Data** |
|  | * **Success**
 | * **Budget**
 | * **Classified Staff**
 |  |
|  | * **Completion**
 | * **Enrollment/Productivity**
 | * **Inventory**
 |  |
|  |  |  | * **Facilities or other Resource Requests**
 |  |
|  |  |  | * **Combined Initiatives**
 |  |

**II. Description**

**III(b). Other program goals and initiatives**

**(Innovations, regulations, legislation, new technology, industry standards, professional development, or advisory committee recommendations, etc.)**

**IV. Program vitality-(Academic Senate rubric)**

**VII. Verification of review**

**VI. Process assessment**

**V. Summary of initiatives and requests**

**Minority reports if any**

Appendix B

Program Review Resource Initiatives Guidelines

**WHAT TO LEAVE OUT**

*The purpose of this document is to clarify what kinds of resource requests should NOT be included in the Program Review Document as initiatives.*

|  |
| --- |
| The table below summarizes the types of resources that DO NOT need to be included in the Department Plans. The “Who to Contact” column lists who to contact when the resources or services are needed.  |
| **Excluded Items** | **Who to Contact** | **Explanation** |
| Safety Issues, including but not limited to broken chairs or desks, etc. that can be resolved through the normal process. | Dean, M&O or Appropriate Office | All safety issues should be immediately reported to the Dean, M&O, or appropriate department. |
| EAC Accommodations that can be resolved through the normal process. | DSPS and Dean | Any accommodation should have the guidance of the DSPS office. |
| Routine M&O maintenance & repair(light fixtures not working, holes in walls, locks, cleaning, broken desks or chairs, etc.) that can be resolved through the normal process. | M&O or Division Office | Complete an email request to vcmaintenance@vcccd.edu or notify your division office so they can handle for you. |
| Cyclical Maintenance(painting, flooring, carpet shampooed, windows, etc.) that can be resolved through the normal process. | M&O or Division Office | Complete an email request to vcmaintenance@vcccd.edu or notify your division office so they can handle for you. |
| Classroom technology equipment repairs (projector light bulb out, video screen not working, computer not working, existing software updates) that can be resolved through the normal process. | Campus Technology Center or Division Office | Complete an email request to vchelpdesk@vcccd.edu or notify your division office so they can handle for you. |
| Section Offerings/Change of classrooms | Dean/Department Chair | Dean will take requests through the enrollment management process. |
| Substitutes | Dean | Dean will process in accordance with existing guidelines. |
| Conferences, Meetings, Individual Training | Professional Development Committee | Requests should first be addressed by the PDC and only go through program review if costs cannot be covered. |

Program Review Resource Initiatives Guidelines

**WHAT TO LEAVE IN**

*The purpose of this document is to clarify what kinds of resource requests should be included in the Program Review Document as initiative.*

|  |
| --- |
| Faculty and Staff from each department will meet as a division to prioritize initiatives resulting from the Program Review process. The initiatives will then go to each respective governance groups such as Staffing Priorities, Technology Committee, Budget Resource Council, etc., for further prioritization. Administrative Council and the Executive Team will develop the final prioritized list and distribute for implementation. |
| **Included Items** | **Committee Group** | **Explanation** |
| Replacement of classroom furniture | Facilities Oversight Group | Only when it is an entire classroom/lab/office at a time or a safety or disability issue that has not been resolve through the normal process. |
| Upgrade and/or replacement of computer and other technological equipment | Technology Committee | These items will go on to a list for replacement or upgrade per the technology plan. |
| New Equipment/Furniture/ classroom items (i.e. microscope, etc.) | Budget Resource Council | These items must be approved included in a plan to improve student learning and/or services. |
| Buildings/Office Space(new renovation, modernization) | Division Dean | The division dean will work with Administrative Council and the Fog Committee to pursue the projects. |
| New Software | Technology Committee | These items must be approved included in a plan to improve student learning and/or services. |
| New Faculty Positions | Faculty Staffing Priorities | Requests for new positions will compiled on a list and sent to the FSP committee. |
| New Classified Positions/or increase in percentage of existing positions. | Classified Staffing Priorities | Requests for classified positions will compiled on a list and sent to the CSP committee. |
| New Programs/certificates | Curriculum Committee | These program/certificates must be approved by the curriculum committee. |
| Training and Professional Development above normal | Professional Development/ Budget Resource Council | These are items over and above what the PDC can provide. |
| Expansion/Conversion to Distance Learning | Dean of Distance Learning and Distance Learning Committee | Requests will be compiled and sent to the committee process for discussion. |
| Service Agreements | Budget Resource Council | Requests must include justification. |
| Instructional Materials and Office Supplies/ Advertising/Student Workers/Printing/Duplicating | Budget Resource Council/Dean | These items must include a compelling reason and be above what the normal budget will allow. |

Appendix C

Rubric for Instructional Program Vitality-Academic (non-CTE)

The purpose of this rubric is to aid a program in thoughtful, meaningful and reflective self-evaluation. This rubric is also a defensible and objective way at looking at program viability and efficacy. This rubric should not be used as the mechanism to justify funding requests or for resource allocation. Lastly, a low score on this rubric does not preclude a program from requesting documented and necessary resource requests in other parts of this program review document.

**Academic programs:**

|  |  |  |
| --- | --- | --- |
| **Point Value** | **Element** | **Score** |
| **Up to 6** | **Enrollment demand** [[1]](#footnote-1) |  |
|  |  A “6” would be the ability to fill 100% of sections prior to the start of the semester. |  |
|  |  A “5” would be the ability to fill 95% or greater of class sections prior to the start of the semester for the past two terms. |  |
|  |  A “4” would be the ability to fill 90% or greater of class sections prior to the start of a semester for the past two terms. |  |
|  |  A “3” would be the ability to fill 85% or greater of class sections prior to the start of a semester for the past two terms. |  |
|  |  A “2” would be the ability to fill 80% or greater of class sections prior to the start of a semester for the past two terms. |  |
|  |  A “1” would be the ability to fill 75% or greater of class sections prior to the start of a semester for the past two terms. |  |
|  |  A “0” would be the ability to fill less than 75% of class sections prior to the start of a semester for the past two terms. |  |
|  |  |  |
|  | **Sufficient capital / human resources to maintain the program, as defined by:** |  |
| **Up to 3** |  **Ability to find qualified instructors** |  |
|  |  A “3” would indicate that no classes have been canceled due to the inability to find qualified instructors. |  |
|  |  A “2” would indicate that rarely but occasionally have classes been canceled due to the inability to find qualified instructors. |  |
|  |  A “1” would indicate that a significant number of sections in the past year have been canceled due to the inability to find qualified instructors. |  |
|  |  A “0” would indicate that classes are not even scheduled due to the inability to find qualified instructors. |  |
| **Up to 3** |  **Financial resources, equipment, space** |  |
|  |  A “3” would indicate that the program is fully supported with regards to dedicated class / lab space, supplies and equipment. |  |
|  |  A “2” would indicate that the program is partially supported with regards to dedicated class / lab space, supplies and equipment |  |
|  |  A “1” would indicate that the program is minimally supported with regards to dedicate class / lab space, supplies and equipment. |  |
|  |  A “0” would indicate that there is no college support with regards to class / lab space, supplies and equipment. |  |
|  |  |  |
| **Up to 4** | **Agreed-upon productivity rate** [[2]](#footnote-2)  |  |
|  |  A “4” would indicate that a program has met or exceeded its productivity rate. |  |
|  |  A “3” would indicate that a program is at 90% or greater of its productivity rate. |  |
|  |  A “2” would indicate that a program is at 80% or greater of its productivity rate. |  |
|  |  A “1” would indicate that a program is at 70% or greater of its productivity rate. |  |
|  |  A “0” would indicate that a program is at less than 70% of its productivity rate. |  |
|  |
| **Up to 4** | **Course completion rate** [[3]](#footnote-3) |  |
|  |  A “4” would indicate that the program’s course completion rate is greater than 5 percentage points or greater than most recent college-wide course completion rate metric found in the annual “VC Institutional Effectiveness Report.” |  |
|  |  A “3” would indicate the program’s course completion rate is equal to or greater than the most recent college-wide course completion rate metric found in the annual “VC Institutional Effectiveness Report.”  |  |
|  |  A “2” would indicate that a program’s course completion rate is up to 2 percentage points less than most recent college-wide course completion rate metric found in the annual “VC Institutional Effectiveness Report.” |  |
|  |  A “1” would indicate that a program’s course completion rate is up to 5 percentage points less than most recent college-wide course completion rate metric found in the annual “VC Institutional Effectiveness Report.” |  |
|  |  A “0” would indicate that a program’s course completion rate is greater than 5 percentage points less than most recent college-wide course completion rate metric found in the annual “VC Institutional Effectiveness Report.” |  |
|  |  |  |
| **Up to 3** | **Success rate** [[4]](#footnote-4)  |  |
|  |  A “3” would indicate that the sum of the program’s course success rates for the past academic year is greater than the most recent college-wide course success rate metric found in the annual “VC Institutional Effectiveness Report.” |  |
|  |  A “2” would indicate that the sum of the program’s success rates for the past academic year is within 4 percentage points of the most recent college-wide course success rate metric found in the annual “VC Institutional Effectiveness Report.”  |  |
|  |  A “1” would indicate that the sum of the program’s success rates for the past academic year is within 8 percentage points of the most recent college-wide course success rate metric found in the annual “VC Institutional Effectiveness Report.” |  |
|  |  A “0” would indicate that the sum of the program’s success rates for the past academic year is lesser than 8 percentage points of the most recent college-wide course success rate metric found in the annual “VC Institutional Effectiveness Report.”  |  |
|  |  |  |
| **Up to 3** | **Ongoing and active participation in SLO assessment process** |  |
|  |  A “3” would indicate that all required courses, programs and institutional level SLOs as indicated by the programs SLO mapping document found in TracDat have been assessed on a regular and robust manner within the past academic year. |  |
|  |  A “2” would indicate that 95% of all required courses, programs and institutional level SLOs as indicated by the program’s SLO mapping document have been assessed on a regular and robust manner within the past academic year. |  |
|  |  A “1” would indicate that 90% of all required courses, programs and institutional level SLOs as indicated by the program’s SLO mapping document have been assessed on a regular and robust manner within the past academic year. |  |
|  |  A “0” would indicate than less than 90% of all required courses, programs and institutional level SLOs as indicated by the program’s SLO mapping document have been assessed on a regular and robust manner within the past academic year.  |  |

In no more than two to three sentences, supply a narrative explanation, rationale or justification for the score you provided, especially for programs with a score of less than 22:

Score interpretation, academic programs:

**22-26** Program is current and vibrant with no further action recommended

**18-21** Recommendation to attempt to strengthen program

**Below 18** Recommendation to consider discontinuation of the program

**Appendix D**

**Rubric for Instructional Program Vitality-CTE**

The purpose of this rubric is to aid a program in thoughtful, meaningful and reflective self-evaluation. This rubric is also a defensible and objective way at looking at program viability and efficacy. This rubric should not be used as the mechanism to justify funding requests or for resource allocation. Lastly, a low score on this rubric does not preclude a program from requesting documented and necessary resource requests in other parts of this program review document.

**CTE programs:**

|  |  |  |
| --- | --- | --- |
| **Point Value** | **Element** | **Score** |
| **Up to 6** | **Enrollment demand / Fill rate** [[5]](#footnote-5) |  |
|  |  A “6” would be the ability to fill 100% of sections prior to the start of the semester. |  |
|  |  A “5” would be the ability to fill 95% or greater of class sections prior to the start of the semester for the past two terms. |  |
|  |  A “4” would be the ability to fill 90% or greater of class sections prior to the start of a semester for the past two terms. |  |
|  |  A “3” would be the ability to fill 85% or greater of class sections prior to the start of a semester for the past two terms. |  |
|  |  A “2” would be the ability to fill 80% or greater of class sections prior to the start of a semester for the past two terms. |  |
|  |  A “1” would be the ability to fill 75% or greater of class sections prior to the start of a semester for the past two terms. |  |
|  |  A “0” would be the ability to fill less than 75% of class sections prior to the start of a semester for the past two terms. |  |
|  |  |  |
|  | **Sufficient capital / human resources to maintain the program, as defined by:** |  |
| **Up to 3** |  **Ability to find qualified instructors** |  |
|  |  A “3” would indicate that no classes have been canceled due to the inability to find qualified instructors. |  |
|  |  A “2” would indicate that rarely but occasionally have classes been canceled due to the inability to find qualified instructors. |  |
|  |  A “1” would indicate that a significant number of sections in the past year have been canceled due to the inability to find qualified instructors. |  |
|  |  A “0” would indicate that classes are not even scheduled due to the inability to find qualified instructors. |  |
| **Up to 3** |  **Financial resources, equipment, space** |  |
|  |  A “3” would indicate that the program is fully supported with regards to dedicated class / lab space, supplies and equipment. |  |
|  |  A “2” would indicate that the program is partially supported with regards to dedicated class / lab space, supplies and equipment |  |
|  |  A “1” would indicate that the program is minimally supported with regards to dedicate class / lab space, supplies and equipment. |  |
|  |  A “0” would indicate that there is no college support with regards to class / lab space, supplies and equipment. |  |
|  |  |  |
| **Up to 4** | **Agreed-upon productivity rate** [[6]](#footnote-6)  |  |
|  |  A “4” would indicate that a program has met or exceeded its productivity rate. |  |
|  |  A “3” would indicate that a program is at 90% or greater of its productivity rate. |  |
|  |  A “2” would indicate that a program is at 80% or greater of its productivity rate. |  |
|  |  A “1” would indicate that a program is at 70% or greater of its productivity rate. |  |
|  |  A “0” would indicate that a program is at less than 70% of its productivity rate. |  |
|  |
| **Up to 3**  | **Program Completion** |  |
|  |  A “3” would indicate that the program has granted 25 or greater combined degrees, certificates and proficiency awards over the past four academic years. |  |
|  |  A “2” would indicate that the program has granted 20-24 combined degrees, certificates and proficiency awards over the past four academic years. |  |
|  |  A “1” would indicate that the program has granted 15-19 combined degrees, certificates and proficiency awards over the past four academic years. |  |
|  |  A “0” would indicate that the program has granted fewer than 14 combined degrees, certificates and proficiency awards over the past four academic years. |  |
|  |  |  |
| **Up to 3** | **Employment Outlook for Students/Job Market Relevance**   |  |
|  |  A “3” would indicate that the employment outlook for students in the program is greater than the projected county-wide employment average for the next three years and/or “leavers” of the program make more money in their jobs based on taking courses at the college (with or without having completed a degree) than had they not taken courses at the college. |  |
|  |  A “2” would indicate the employment outlook for students in the program is about average with the projected county-wide employment average for the next three years.  |  |
|  |  A “1” would indicate that the employment outlook for students in the program is less than the projected county-wide employment average for the next three years. |  |
|  |  A “0” would indicate that the employment outlook for students in the program is significantly less than the projected county-wide employment average for the next three years. |  |
|  |  |  |
| **Up to 3** | **Success rate** [[7]](#footnote-7)  |  |
|  |  A “3” would indicate that the sum of the program’s course success rates for the past academic year is greater than the most recent college-wide course success rate metric found in the annual “VC Institutional Effectiveness Report.” |  |
|  |  A “2” would indicate that the sum of the program’s success rates for the past academic year is within 4 percentage points of the most recent college-wide course success rate metric found in the annual “VC Institutional Effectiveness Report.”  |  |
|  |  A “1” would indicate that the sum of the program’s success rates for the past academic year is within 8 percentage points of the most recent college-wide course success rate metric found in the annual “VC Institutional Effectiveness Report.” |  |
|  |  A “0” would indicate that the sum of the program’s success rates for the past academic year is lesser than 8 percentage points of the most recent college-wide course success rate metric found in the annual “VC Institutional Effectiveness Report.”  |  |
|  |  |  |
| **Up to 4** | **Course completion rate** [[8]](#footnote-8) |  |
|  |  A “4” would indicate that the program’s course completion rate is greater than 5 percentage points or greater than most recent college-wide course completion rate metric found in the annual “VC Institutional Effectiveness Report.” |  |
|  |  A “3” would indicate the program’s course completion rate is equal to or greater than the most recent college-wide course completion rate metric found in the annual “VC Institutional Effectiveness Report.”  |  |
|  |  A “2” would indicate that a program’s course completion rate is up to 2 percentage points less than most recent college-wide course completion rate metric found in the annual “VC Institutional Effectiveness Report.” |  |
|  |  A “1” would indicate that a program’s course completion rate is up to 5 percentage points less than most recent college-wide course completion rate metric found in the annual “VC Institutional Effectiveness Report.” |  |
|  |  A “0” would indicate that a program’s course completion rate is greater than 5 percentage points less than most recent college-wide course completion rate metric found in the annual “VC Institutional Effectiveness Report.” |  |
|  |  |  |
| **Up to 3** | **Ongoing and active participation in SLO assessment process** |  |
|  |  A “3” would indicate that all required courses, programs and institutional level SLOs as indicated by the programs SLO mapping document found in TracDat have been assessed on a regular and robust manner within the past academic year. |  |
|  |  A “2” would indicate that 95% of all required courses, programs and institutional level SLOs as indicated by the program’s SLO mapping document have been assessed on a regular and robust manner within the past academic year. |  |
|  |  A “1” would indicate that 90% of all required courses, programs and institutional level SLOs as indicated by the program’s SLO mapping document have been assessed on a regular and robust manner within the past academic year. |  |
|  |  A “0” would indicate than less than 90% of all required courses, programs and institutional level SLOs as indicated by the program’s SLO mapping document have been assessed on a regular and robust manner within the past academic year.  |  |

In no more than two to three sentences, supply a narrative explanation, rationale or justification for the score you provided, especially for programs with a score of less than 22:

Score interpretation, academic programs:

**27-32** Program is current and vibrant with no further action recommended

**22-26** Recommendation to attempt to strengthen program

Below **22** Recommendation to consider discontinuation of the program

**APPEAL FORM**

Appendix-E

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 College Planning Council. You will be notified of your time to present.**

1. Enrollment demand is determined by the ability to fill classes. [↑](#footnote-ref-1)
2. Productivity rate is defined as **WSCH/FTEF** as determined by the program faculty at the college. [↑](#footnote-ref-2)
3. As defined by the RP Group, the course completion rate is the “percentage of students who do not withdraw from class and who receive a valid grade.” [↑](#footnote-ref-3)
4. As defined by the RP Group, the success rate is “the percentage of students who receive a passing/satisfactory grade” notation of A, B, C, P, IB, or IC. [↑](#footnote-ref-4)
5. Enrollment demand is determined by the ability to fill classes. [↑](#footnote-ref-5)
6. Productivity rate is defined as **WSCH/FTEF** as determined by the program faculty at the college. [↑](#footnote-ref-6)
7. As defined by the RP Group, the success rate is “the percentage of students who receive a passing/satisfactory grade” notation of A, B, C, P, IB, or IC. [↑](#footnote-ref-7)
8. As defined by the RP Group, the course completion rate is the “percentage of students who do not withdraw from class and who receive a valid grade.” [↑](#footnote-ref-8)