Section A – Operating Data

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

Year	Fall	Spring	Total
2012-2013	2504	3019	5523
2013-2014	3635	3946	7591
2014-2015	4300	4723	9023

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

Distance Education enrollment is increasing due to student demand. The Distance Education staff and area of the college is proactive in training faculty to teach in an online format. Faculty are learning new tools and methods for teaching in this format to assure students have a quality education that meets the needs of their busy lives yet assures quality learning. Distance Education is also growing in community colleges across the state.

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

	Number of Students				
Race/Ethnicity	Served in 2014-2015				
Asian	459				
Black	306				
Hispanic	4311				
Native Amer	52				
Pacific Islander	27				
Two or More Races	455				
Unknown	79				
White	3315				
	Number of Students				
Gender	Served in 2014-2015				
Female	5610				
Male	2952				

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

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

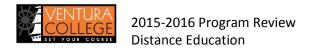
<u>Section B – Services Offered</u>

Please describe the type of services that your program offers.

				% of Total Students
	Offered Face	Offered Face		Served who Used
Service Offered	to Face	to Face	Offered	this Service in the
(100 characters max)	(Day)	(Evening)	Online	Past Year
online only offerings not sure what this area is asking	- Select -	- Select -	Yes	100%
	- Select -	- Select -	- Select -	0.00%
	- Select -	- Select -	- Select -	0.00%
	- Select -	- Select -	- Select -	0.00%
	- Select -	- Select -	- Select -	0.00%
	- Select -	- Select -	- Select -	0.00%
	- Select -	- Select -	- Select -	0.00%

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

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



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

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

Please enter the following SUO information for your program.

Service Unit	Date/Semester	Brief Description of	Changes Made as Result	Date/Semester
Outcome	of Most	Assessment Results	of Assessment	of Next
	Recent			Assessment
	Assessment			
SUO-1 - 20%	Summer 2016	Faculty have to complete	Initiative: Revise	Summer 2017
Faculty attending a		a training to teach online.	workshop or session	
distance education		100% use two or more	content for new LMS	
training provided		trained tools. However,	Closing the Loop: Spring	
by Ventura College		this is completely revised	2012 was the first pilot of	
will implement		due to the change of LMS	the Desire 2 Learn	
one or more		1/2 way through this	training course. We now	
teaching		assessment.	have 115 trained	
tools/techniques			instructors who teach an	
in their DE class			online course at Ventura	
room.			Resources Required: Yes	
SUO 2 - 40% of DE	Summer 2016	81% of FT faculty	We maintain this SUO as	Summer 2017
faculty will attend		completed this SUO, plus	training is an essential	
one or more		many of those repeated a	tool for keeping faculty	
trainings put on by		new training for the new	informed in this ever	
DE staff and utilize		LMS this was Achieved for	changing environment.	
one or more		all faculty that were	Especiall needed as we	
tools/techniques		teaching online with us in	change LMS to Canvas at	
from the training.		Fall and or Spring of last	this time.	
	C	year.	This is an appaire wood	C
CHO 3 4E0/ of DE	Summer 2016	61% of students taking	This is an ongoing need. Feedback from students	Summer 2017
SUO-3 - 45% of DE		online classes are		
Students will		participating in our	and faculty demonstrate that success of this SUO	
either complete a face to face or		trainigs.	does assist students in we	
online LMS			have already achieved	



student		81% success with	
orientation.		students in the revised	
Start Date:		orientations	
12/17/201			

1. How does your program facilitate the achievement of the college's institutional student learning outcomes or institutional service unit outcomes? (600 characters max)

ISUO

The Service will support or facilitate a positive learning or service environment for students.

Students who have completed the online student orientation training will indicate Survey - Survey Tool ISUO-1 - The Service will support or facilitate a positive learning or service environment for students.

10/10/2016Generated by TracDat® a product of NuventivePage 5 of 7

SUOsAssessment ToolFindingsInitiatives confidence in learning and using each of the tools in the LMS. We will provide likert scales and calculate averages by group responses. Comments: Most likely

- 2. How many department/program meetings have you held in the previous year in which SUO's have been discussed?
 - 8 DE meetings
- Are you able to improve the service unit outcomes for your program (i.e. number of SUO's
 assessed, adherence to rotational plan, improved SUO assessment results, etc.)?
 Yes

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

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

Section D - Program Staffing

Please enter the following staffing information.

Туре	Headcount	FTE
Full-Time Non-Instructional Faculty	116	33.1
Adjunct Non-Instructional Faculty	73	14.3



Classified Staff	2	0
Unclassified Staff	0	0

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

We continue to hire and train faculty to teach in online formats across the campus. We continute to grow our DE program and our student success. We predict more of our full time and part time faculty currently employed will be training in online teaching. The number of Classified Staff supporting the increase in faculty staffing online classes has not increased in the last three years. We are currently hiring a new staff member to support the increased need.

Section E - Previous Year Initiatives

Program	Funding Category	Initiative ID	Initiative Title	Initiative Description	Cost	Grants/ Categorical	College Funds	Program Priority	Division Priority	Committee Priority	College Priority	Funded	Status	Outcome
Distance Ed	Classified	DE1301	Increase Instructional Technologist /Designer from 11 to 12 months	Increase the Instructional Technologist/ Designer from 11 to 12 months to support the departments needs.	6,000		6,000	Н	Н	М	М	Yes	Completed	helps
	General Fund	DE 1401	Instructional Technologist /Desiger Level II	Aa higher level position in the Instructional technology area to meet the needs that we face in this growing and demanding area of service to students, faculty, and staff.	100,000		100,00	H	L	L	L	NO NO	Pending	
												- Select - - Select -	- Select - - Select -	

Section F - 2015-2016 Initiatives

Program	Initiative ID	Initiative Title	Initiative Description	Cost	Funding Source	Initiative Category	Educational Master Plan Goal	Expected Improvement	Program Priority	Division Priority	Committee Priority	College Priority
Distance Ed	DE 1601	Fully Online Hiring	Hire faculty in most disciplines part time to increase offerings in Distance Education to support expanding DE. Preferrably train and hire faculty with diversity that reflects our student body.	Offset by ftes producti on	College Funds	Faculty	⊠Goal 1 □Goal 2 □Goal 3 □Goal 4 □Goal 5	 ✓ Enrollment ✓ # Under-represented students ✓ Quantity/ Quality of Services ✓ Course Success Rate ✓ Productivity/ Fill Rate ✓ Close equity gaps 	Req High Med Low	Req High Med Low	Req High Med Low	Req High Low
Distance Ed	DE 1602	Online Professional Developmen t	Create, implement, and post online Professional Development opportunities for faculty in both DE and F2F, in a 24/7 environment Partially college funds and grant plus purchase	\$12,000	College Funds	Other	⊠Goal 1 □Goal 2 □Goal 3 ⊠Goal 4 □Goal 5	Enrollment # Under- represented students Quantity/ Quality of Services Course Success Rate Productivity/ Fill Rate Close equity gaps	Req High Med Low	Req High Low	Req High Low	Req High Low



			\$5000 for subscription to canvas trainings and Alas grant HIPs training									
Program	Initiative ID	Initiative Title	Initiative Description	Cost	Funding Source	Initiative Category	Educational Master Plan Goal	Expected Improvement	Program Priority	Division Priority	Committee Priority	College Priority
Distance Ed	DE 1603	Distance Ed. softare for increased interactivity and vissual support for DE course developmen t	For General DE Users: Snag IT – 10 Licenses (34.96 per license) = \$ 349.60 For Advanced Users / Power User: We can still use our Camtasia Licenses for now. (upgrade is pricey = 149.50	approx. 25,000	College Funds	Equipment	Goal 1 Goal 2 Goal 3 Goal 4 Goal 5	☐ Enrollment ☐ # Under- represented students ☐ Quantity/ Quality of Services ☐ Course Success Rate ☐ Productivity/ Fill Rate ☐ Close equity gaps	Req High Med Low	Req High Low	Req Migh Med Low	Req High Med Low



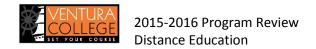
Distance Ed	De 1604	Director or Assistant Dean for overseeing Distance Ed.	per upgrade for PC and 49.50 per upgrade for Mac) For Advanced Users / Power User: We can still use our Camtasia Licenses for now. (upgrade is pricey = 149.50 per upgrade for PC and 49.50 per upgrade for Mac) Distance Education continues to increase in demand of Dean's leadership time. A dedicated Director or Assistand Dean to this area will support the continued growth and success of DE.	Approx. 120,000	College Funds	Manager	⊠Goal 1 ⊠Goal 2 ⊠Goal 3 ⊠Goal 4 ⊠Goal 5	Enrollment # Under- represented students Quantity/ Quality of Services Course Success Rate Productivity/ Fill Rate Close equity gaps	Req Migh Med Low	Req High Low	Req High Med Low	Req High Low	
	i	i e	JACCCOO OI DE.		i e								



Program	Initiative ID	Initiative Title	Initiative Description	Cost	Funding Source	Initiative Category	Educational Master Plan Goal	Expected Improvement	Program Priority	Division Priority	Committee Priority	College Priority
Distance Education	DE 1605	Master Course Funding	Fund faculty with facilitater funds within departments to develop Master Class online shells for V01 level courses. These will model appropraiate curruculum. Helping new faculty for online to start with an outline through the course and assuring all objectives are met in an organized fashion	\$28,000	College Funds	Faculty	⊠Goal 1 ⊠Goal 2 ⊠Goal 3 □Goal 4 ⊠Goal 5	⊠Enrollment □ # Under- represented students □ Quantity/ Quality of Services □ Course Success Rate □ Productivity/ Fill Rate □ Close equity gaps	Req High Med Low	Req High Low	Req High Low	Req High Med Low
Increase DE Facility by adding one more office in DE area.	DE 1606	Facility to support newest DE Instructional Technologist /Designer	Increase service area to support faculty and students in DE. Add another office to our location to support our 3 rd	0 cost if move is made.	None	Facilities	⊠Goal 1 ⊠Goal 2 ⊠Goal 3 □Goal 4 ⊠Goal 5	Enrollment # Under- represented students Quantity/ Quality of Services	⊠Req ⊠High □Med □Low	⊠Req ⊠High □Med □Low	⊠Req ⊠High □Med □Low	⊠Req ⊠High □Med □Low

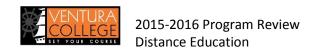


Instructional	Course		
Technologist/De	Success Rate		
signer.	Productivity/		
	Fill Rate		1
	Close equity		
	gaps		1



Educational Master Plan Goals

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



Section I – Process Assessment

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

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

Appeals

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

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

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

<u>Section I – Submission Verification</u> Preparer:

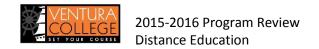
Dates met (include email discussions):

List of Faculty/Staff who participated in the program Review Process:

Preparer Verification:

$oxed{\boxtimes}$ I verify that this program document was completed in accordance with the program in	review p	process
Dean/VP Verification:		

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



APPEAL FORM

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

Appeal submitted by: (nan	ne 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 rational changed:	le for asking that the prioritization of an initiative/resource request be
Appeals will be heard by t	the College Planning Council. You will be notified of your time to present.