

Program Review 2012-2013



Athletics (ICA)

Communication Studies (COMM)

English as a Second Language (ESL)

Foreign and Amer. Sign Languages (FL & ASL)

Health and Holistic Studies (HED)

Kinesiology (KIN)

Off-Site Programs (VCSP and Fillmore)

Program Review Presentation

- I. Closing the Loop – 2011-12
- II. Process Overview
- III. Initiatives Not Requiring Additional Resources
- IV. Findings, Initiatives, and Requests for Resources
- V. Program Discontinuance
- VI. Minority opinions on other resource requests
- VII. Appeals
- VIII. Additional Information

I. Closing the Loop 2011-12

Initiatives requiring resources (highlights)

- COMM – Replaced one retiring faculty
- ESL – Upgrade half of Computers in ELC \$8k
- ICA – Locker Room Renovation \$140k
- KIN – Equipment for fitness center \$80k
- Off-Site Programs (VCSP) – Admin II covered by General Fund

I. Closing the Loop 2011-12 cont.

Initiatives **not** requiring resources (highlights)

- ASL – Went through program discontinuance and was restored.
- ESL – Discipline added English Multilingual (ENGM), and collaborate with English and other disciplines to assist multilingual students who are not succeeding.
- ICA – Change banner Org. for budget tracking and analysis

II. Process Overview

- September, 2012 - Each department appointed a lead faculty member to collect information and to be the person in charge of drafting the document.
- September/October, 2012 - Meetings were scheduled to discuss programs, gather information, and to formulate initiatives. A collaborative effort was apparent.

II. Process Overview - continued

- October 9, 2012 - The division met for 1.5 hours
 - Ms. Bricker played the role of the facilitator and provided instruction
 - 8 to 10 minute presentations were made by each department
 - Initiatives presented by each department
 - Feedback was provided on a few presentations by other departments
 - Division meeting concluded with the departments having a 5 minute discussion on the presentations.
 - Overall a positive meeting with some discussion on initiatives.

II. Process Overview - continued

- October 22, 2012 - The division met for 45 minutes on initiatives
 - Ms. Bricker played the role of the facilitator and provided instruction
 - Division went through initiatives by each category
 - Department made clear of their top priorities for 2012-13 when initiatives came up for voting
 - Overall a positive and efficient meeting with some discussion on ranking priorities High/Med/Low.

III. Initiatives Not Requiring Additional Resources - Highlights

- Communication Studies – Dedicated classrooms conducive to public speaking. Look at possibility to start a debate club.
- ESL – Collaborate with English and other disciplines to assist multilingual students who are not succeeding.
- Health & Holistic Studies – Dedicated classroom(s).

IV. Findings, Initiatives, and Requests for Resources

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

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

1. Personnel - Faculty

Finding: Need for replacement for the ESL full-time instructor who left in spring 11.

Initiative: ESL – 1201 - Full-time ESL Instructor

Resources Requested: \$75,000

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

2. Personnel - Other

Finding: Student and faculty support and safety at VCSP. Need evening hours for LRC.

Initiative: VCSP 1304 – Increase facilitator hours

Resources Requested: \$10,000

Finding: Need for classified Sports Information Director position to support Athletics (market teams and students).

Initiative: ICA 1303 SID

Resources Requested: 60% position (supported by GF and/or Athletics Trust)

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

3. Facilities

Finding: Need for facility improvement - classroom (fitness center floor). Safety concern.

Initiative: KIN 1201/1301 Facilities Improvement

Resources Requested: \$65,000

Finding: Upgrade for equipment fitness center (part 2 of 3 year plan)

Initiative: KIN 1202

Resources Requested: \$90,000

Finding: need to improve classroom (grass area) on the W. Field

Initiative: ICA 1305 – West Field Grass

Resources Requested: \$15,000

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

4. Equipment – Computer

Finding: Laptops/headsets/mics and charging storage unit to complete ELC upgrade

Initiative: ESL 1203 Laptops and accessories

Resources Requested: \$13,000

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

5. Equipment - Other

Finding: Upgrade for equipment fitness center and weight room

Initiative: KIN 1202 (part 2 of 3 year plan)

Resources Requested: \$90,000

Finding: Need to generate revenue for Athletics – sell Athletic supplies at games

Initiative: ICA 1308 Mobile Cart

Resources Requested: \$5,000-6,000

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

6. Grants

None

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

7. Operating Budget

Finding: Need to meet high demand in comm. classes

Initiative: Comm 1303 – Increase sections

Resources Requested: \$12,000

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

8. Other

Finding: Need for online Spanish placement exam.

Initiative: FL 120x/1301 – Other – Online placement exam

Resources Requested: TBD (\$6,000?)

Finding: Need for online prerequisite process to banner.

Initiative: FL 1302 Online prerequisite Challenge Petition

Resources Requested: TBD (5,000?)

V. Program Discontinuance

None for 2012-13

VI. Minority opinions on other resource requests

None received to date.

VII. Appeals

None received to date.

VIII. Additional Information

None



Thank you



**Program Review Presentation Template
Fall 2012-2013**

Division: Athletics, Communication Kinesiology and Off-Site Programs

Program Reviews Completed:

1. Athletics (ICA)
2. Communication Studies
3. English as a Second Language (ESL)
4. Foreign and American Sign Languages
5. Health and Holistic Studies
6. Kinesiology
7. Off-Site Programs (VCSP and Fillmore)

Program Reviews Incomplete:

- 1.
- 2.
- 3.

Program Reviews Not Submitted:

- 1.
- 2.
- 3.

I. Status of Program Review Initiatives (highest) from 2011-2012 (those requiring resources and those not requiring resources):

2011-12 list of highest initiatives requiring resources:

Discipline	Rank	ID	Title	Description	Category	Request	Funded or Not Funded
Athletics	H	ICA1204	FT/PT Classified	sports information director	Personnel-Other	\$30-50k	Not funded
Athletics	H	ICA1212	Locker Room renovations	Update lockers, showers, equipment storage, and team rooms.	Facilities	\$200k	Funded \$140k
ESL	H	ESL1201	Full-time ESL Instructor	Replacement for the full-time instructor who left in Spring 2011	Personnel - Faculty	\$75k	Not Funded
Foreign Languages	H	FL1201	Placement Exam	Explore and implement a Spanish placement exam to provide a suggested level placement for students.	Other	\$2,000	Not Funded
Health/Holistic Studies	H	HED1201	Modern Dedicated Health Classrooms	Finish construction on AEC classroom(s) or allocate for 2 modern classrooms	Facilities	\$275k approx.	Not Funded
Health/Holistic Studies	H	HED1203	Increase collaboration with the nursing department	Create holistic nursing scholarship by collaborating with the Holistic Health and Wellness Club	Grants	up to \$500	Funded?
Kinesiology	H	Kin1201	Facilities Improvements	Upgrade/Replace classrooms	Facilities	\$800k	Not Funded
Kinesiology	H	Kin1202	Equipment Replacement	Upgrade/Replace Fitness Center and Weight room equipment	Equipment	\$300k over 3yrs	Funded \$80k
Kinesiology	H	Kin1204	Current and future KIN curriculum	Upgrade/Replace facilities to support curriculum	Facilities	???	Not Funded
Off-Campus Programs	H	VCSP02	100% Admin Asst II/Bilingual	Currently 75% grant funded. Make position permanent	Personnel - Staff	???	Funded
Off-Campus Programs	H	VCSP17	Outreach Budget	Funds to conduct regular outreach activities & new outreach to promote new site	Other	\$5,000	Not Funded

2011-12 list of highest initiatives not requiring resources:

Discipline	ID	Title	Description	\$ Amount Request	Completed/Not Completed
Athletics	ICA1201	Banner org change	separate ICA from KIN	\$0	Completed
Athletics	ICA1208	Early Registration for student athletes	24 hour registration window for student athletes just prior to general registration.	\$0	Not Completed
ESL	ESL1204	Discipline name (ESL) to English for Multilingual (ENGM)	Change ESL to ENGM on course outlines and go to curriculum.	\$0	Completed
ESL	ESL1206	Collaborate with English	Contact instructors from all disciplines to offer support to help them deal with their students' English language learning issues.	\$0	In Progress
Foreign Languages	FL1202	Rubric Revision	Improve the grading rubric of the SLO assessments to more accurately reflect the course outcomes.	\$0	Completed
Health/Holistic Studies	HED1204	Evaluate course scheduling for Holistic Studies major	Evaluate course scheduling procedures	\$0	Completed
Health/Holistic Studies	HED1205	Upgrade core tier ranking of holistic studies degree courses	Write and forward to VP of Instruction course status upgrade rationale	\$0	Completed
Kinesiology	Kin1203	Increase the programs WSCH Productivity	Stats/Charts/525 are misleading due to cuts	\$0	Not Completed
Off-Campus Programs	VCSP13	Install alarm system and security cameras	Increase security at VCSP with alarm and camera system monitoring	\$0	Completed
American Sign Language	SL1201	Keep SL Program	The SL program's #1 priority is to continue offering the SL courses at VC.	\$0	Completed

Include some narrative about whether or not the initiatives (those requiring resources and those not requiring funds) made a difference. For the initiatives that were funded:

- Comm. Studies – The replacement of the retiring faculty member provided stability to the department and brings opportunity for collaboration and new ideas to strengthen the curriculum.

- Kinesiology has had great improvements in the classroom with \$80,000 in new equipment to support classroom activities and to help engage students.
- Off-Site Programs are functioning well with the administrative assistant at 100% using general fund budget (part of past grant), securing the position for years to come.
- Athletics improvement of the locker room facilities has provided a safe and sanitary place for all students and staff to utilize.

For the initiatives that did not require funding:

- Athletics – Banner adjustments (new Org) have improved budget analysis for the department.
- ESL – Providing ENGM has been positive in attracting 1.5 generation students.
- Foreign and Amer. Sign Languages – ASL faculty and students are pleased that the courses are continuing.
- Kinesiology – Adjustments for future classes will improve 525 goals.
- Health and Holistic Studies – Upgraded tier of core course for department stability.
- Off-Site Programs – Camera system has helped with security.

II. **Process Overview for 2012-2013 Program Review:**

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

- September, 2012 - Each department appointed a lead faculty member to collect information and to be the person in charge of drafting the document.
- September/October, 2012 - Meetings were scheduled to discuss programs, gather information, and to formulate initiatives. A collaborative effort was apparent.
- October 9, 2012 - The division met for 1.5 hours
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III. **2012-2013 Initiatives Not Requiring Additional Resources:**

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

Three initiatives below will help each department improve in student retention and success.

Program	Finding	Category	Division Priority (R,H,M,L)	Initiative ID	Initiative Title	Resource Description	Estimated Cost
Comm	5	Facilities	H	Comm 1305	Classroom Designation	MCE122 is not conducive to learning	\$0
ESL	x	Other	H	ESL 1202	Collaborate with English and other disciplines across the curriculum to assist multilingual students	Contact instructors from all disciplines to offer support to help them deal with their students' English language learning issues.	\$0
Health & Holistic Studies	2, 4	Facilities	H	HED1301	Dedicated Health classrooms	Facilities	\$0

IV. 2012-2013 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.

*** All initiatives are in the back of this document. 15 initiatives ranked required (R) or high (H).**

Below is a sampling of the initiatives:

Personnel - Faculty

- Finding: Need for replacement for the ESL full-time instructor who left in spring 11.
 - Initiative: ESL – 1201 - Full-time ESL Instructor (Carried over from ESL 2011)
 - Resources Requested: \$75,000

Personnel – Other

- Finding: Need for classified Sports Information Director to support Athletics
 - Initiative: ICA 1303
 - Resources Requested: 60% position (supported by GF and/or Athletics Trust)
- Finding: Student and faculty support and safety at VCSP. Need evening hours for LRC
 - Initiative: VCSP 1304 – Increase facilitator hours
 - Resources Requested: \$10,000

Facilities

- Finding: Need for facility improvement - classroom (fitness center floor). Safety concern.
 - Initiative: KIN 1201/1301 Facilities Improvement
 - Resources Requested: \$65,000
- Finding: need to improve grass area (classroom space) on the west field
 - Initiative: ICA 1305 – West Field Grass
 - Resources Requested: \$15,000

Equipment – Computer

- Finding: Laptops/headsets/mics and charging storage unit to complete ELC upgrade

- Initiative: ESL 1203 Laptops and accessories
- Resources Requested: \$13,000

Equipment – Other

- Finding: Upgrade for equipment fitness center and weight room (part 2 of 3 year plan)
 - Initiative: KIN 1202
 - Resources Requested: \$90,000
- Finding: Need to generate revenue for Athletics – sell Athletic supplies at games
 - Initiative: ICA 1308 Mobile Cart
 - Resources Requested: \$5,000-6,000

Grants

- None

Operating Budget

- Finding: Need to meet high demand in comm classes
 - Initiative: Comm 1303 – Increase sections
 - Resources Requested: \$12,000

Other

- Finding: Need for online Spanish placement exam.
 - Initiative: FL 120x/1301 – Other – Online placement exam
 - Resources Requested: \$6,000
- Finding: Need for online prerequisite process to banner.
 - Initiative: FL 1302 Online prerequisite Challenge Petition
 - Resources Requested: TBD (5,000?)

V. 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.

None.

VI. 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.

None.

VII. 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 7.

None.

VIII. Additional Information:

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

None.