# ANNUAL INSTRUCTIONAL PROGRAM REVIEW UPDATE

## Unit:_____Architecture_____

*Please give the full title of the discipline or department. You may submit as a discipline or department as is easiest for your unit*

## College:_Norco_____

## Contact Person:  __Todd Wales_____

## Due: May 15, 2010

Please send an electronic copy to your Vice President:
Moreno Valley:  Lisa.conyers@rcc.edu
Norco:  Gaither.loewenstein@rcc.edu
Riverside:  Patrick.schwerdtfeger@rcc.edu and to
Ron.vito@rcc.edu  if you are CTE

**and** send a copy to Kristina.kauffman@rcc.edu *

# Annual Instructional Program Review Update
## Instructions

**NOTE: Beginning with 2010, assessment information is collected separately by each college and is NOT part of this form, <u>except</u> when it is used as evidence to support a funding request.**

**\*Please retain this information for your discipline's/department's use (or forward to your chair). The Office of Institutional Effectiveness will use the document to create a database of requests and will distribute the database to the relevant offices and committees as requested. (The Office of Institutional Effectiveness does not make resource allocation decisions.)**

The Annual Self-Study is conducted by each unit on each campus and consists of an analysis of changes within the unit as well as significant new resource needs for staff, resources, facilities, and equipment. It should be **submitted *or* renewed every year by May 15th** in anticipation of budget planning for the fiscal year, which begins July 1 of the *following* calendar year.

Extensive data sets have been distributed to all Department Chairs and are linked to the Program Review website (password 11111). Chairs have received training on the use of these data sets. Please consult with your Department Chair or Raj Bajaj for assistance interpreting the data relevant to your discipline. Note that you are only required to mention data relevant to your analysis or requests. Should you wish assistance with research *analysis* please fill out the form at http://academic.rcc.edu/ir/requestform.html and you will be contacted to schedule a time to discuss analysis of your data. You may also request a labor market analysis using this form.

The questions on the subsequent pages are intended to assist you in planning for your unit. **If there is no change from your prior report, you may simply resubmit the information in that report (or any portion that remains constant) from the prior year.**

The forms that follow are separated into pages for ease of distribution to relevant subcommittees. **Please keep the pages separated** if possible (though part of the same electronic file), **with the headers as they appear**, and be sure to include your unit, campus, contact person (this may change from topic to topic) and date on each page submitted. Don't let formatting concerns slow you down. If you have difficulty with formatting, the Administrative Support Center can adjust the document for you. Simply add responses to those questions that apply and forward the document to the Administrative Support Center with a request to format it appropriately.

If you cannot identify in which category your request belong or if you have complex-funding requests please schedule an appointment with your college's Vice President for Business Services right away. They will assist you with estimating the cost of your requests. For simple requests such as the cost of a staff member, please e-mail your Vice President. It is vital to include cost estimates in your request forms. Each college uses its own prioritization system. Inquiries regarding that process should be directed to your Vice President.

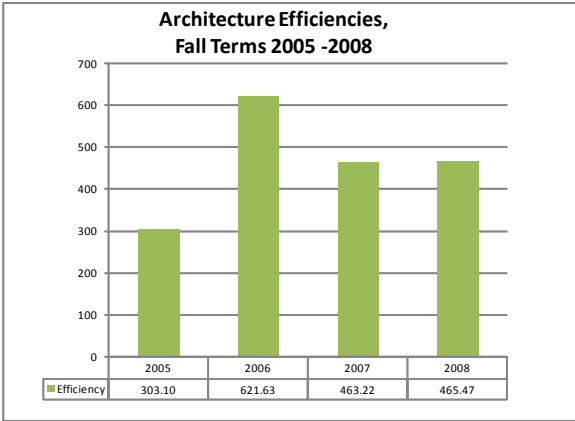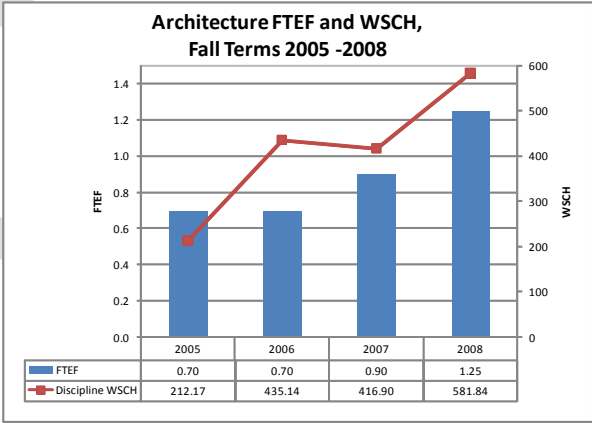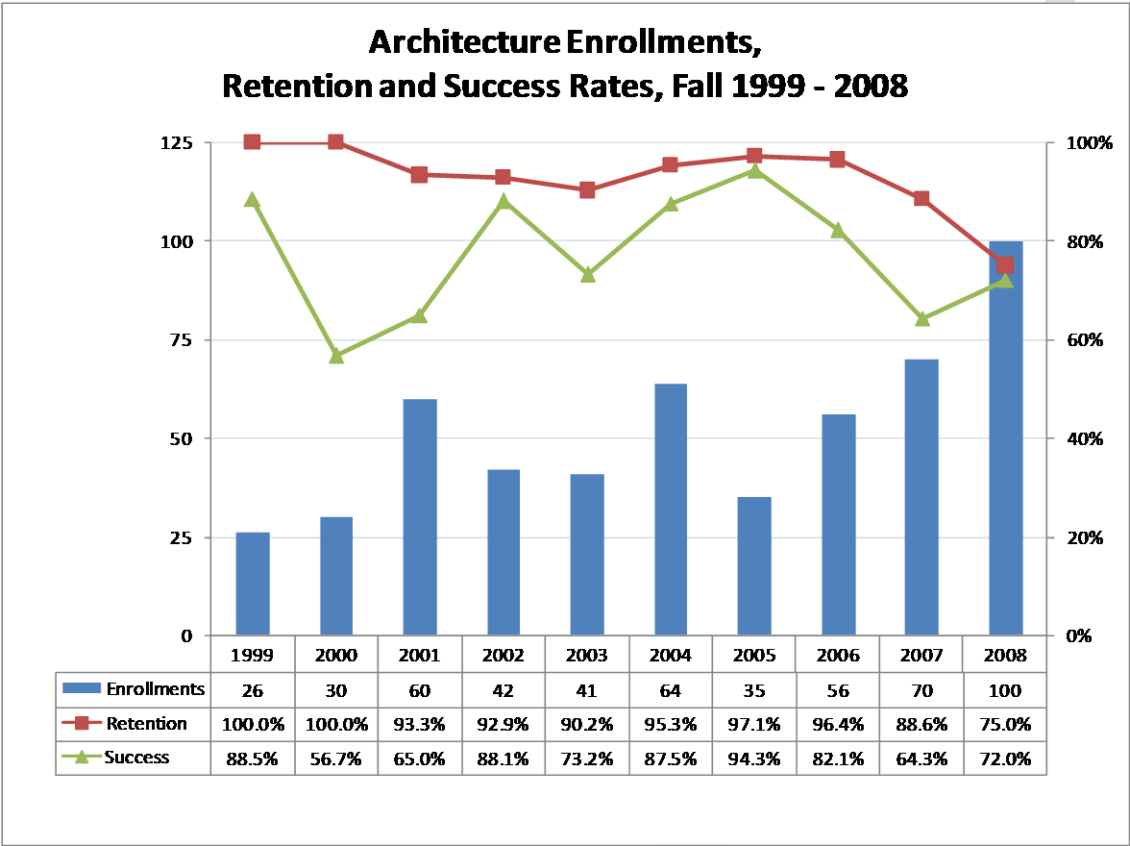| | | |
|---|---|---|
| Moreno Valley: | Reagan Romali, | 951-571-6341 |
| Norco: | Curt Mitchell, | 951-372-7157 |
| Riverside: | Norm Godin, | 951-222-8307 |

# Annual Program Review Update

## Trends and Relevant Data

1. Has there been any change in the status of your unit? (if not, skip to #2)

   a. Has your unit shifted departments?

   **No.**

   b. Have any new certificates or complete programs been created by your unit?

   **No.**

   c. Have activities in other units impacted your unit?  For example, a new nursing program could cause greater demand for life science courses.
   **No.**

2. Have there been any significant changes in enrollment, retention, success rates, or environmental demographics that impact your discipline (See Dataset provided to all chairs)?  If there are no *significant\** changes in your unit's opinion, say "None" and skip to question #2.a.  *Your unit may define "significant change" in this context for itself.  If your unit thinks it's a "significant change" then for purposes of this review please note it.*

**We are experiencing significant growth in enrollment, which has had a positive impact on FTEF and WSCH. Please see the supporting documentation on the following page. These factors further prove to justify our request for a full-time faculty member in Architecture (this position has been requested for the past several years). Retention and success rates are closely aligned, and efficiency is stable.**

**The "quality" of Norco College's Architecture program is becoming well known in the region, as we have placed eight students at Cal Poly Pomona over the past few years (Cal Poly <u>only accepts</u> 20 students/year – that's out of approximately 4,000 applicants/year). Three Norco students were accepted last year alone. Our students are also beginning to populate the New School of Architecture (NSA) in San Diego as well. Along with both Cal Polys, NSA is one of only nine National Architectural Accrediting Board (NAAB) accredited architecture universities in California.**

# COMPREHENSIVE PROGRAM REVIEW
## DATA SUPPORT- ARCHITECTURE

### Architecture Enrollments, Retention and Success Rates, Fall 1999 – 2008

| | 1999 | 2000 | 2001 | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 |
|---|---|---|---|---|---|---|---|---|---|---|
| Enrollments | 26 | 30 | 60 | 42 | 41 | 64 | 35 | 56 | 70 | 100 |
| Retention | 100.0% | 100.0% | 93.3% | 92.9% | 90.2% | 95.3% | 97.1% | 96.4% | 88.6% | 75.0% |
| Success | 88.5% | 56.7% | 65.0% | 88.1% | 73.2% | 87.5% | 94.3% | 82.1% | 64.3% | 72.0% |

### Architecture FTEF and WSCH, Fall Terms 2005 -2008

| | 2005 | 2006 | 2007 | 2008 |
|---|---|---|---|---|
| FTEF | 0.70 | 0.70 | 0.90 | 1.25 |
| Discipline WSCH | 212.17 | 435.14 | 416.90 | 581.84 |

### Architecture Efficiencies, Fall Terms 2005 -2008

| | 2005 | 2006 | 2007 | 2008 |
|---|---|---|---|---|
| Efficiency | 303.10 | 621.63 | 463.22 | 465.47 |

Please contact RCCD Institutional Research for more detailed research needs.
Please send requests via email to david.torres@rcc.edu or call (951) 222-8075.

2. a.  What are your enrollment management goals? (examples: growth, stability, limits on enrollment, etc. – either for particular courses or for the unit).  *If your goals necessitate resource changes make sure those needs are reflected in the applicable resource request sections.*

**Our intent is to maintain the current trend in enrollment growth. The department faculty believes the Architecture Program will actually grow much more significantly with the addition of a full-time faculty member driving the program. Please note we are at or near capacity in most of the architecture courses offered.**

3.   What other goals, if any, does you unit have for 2010-2011 that are not covered in #2a above?

| List the goals of your unit for 2010-2011 | List activity(s) linked to the goal |
|---|---|
| Maintain enrollment stability and growth. | Continue curriculum refinement. |
| Continue recruitment efforts at local high schools. | Continue outreach activities with Alvord, CNUSD, RUSD & MVUSD. |
| Continue articulation with local transfer institutions. | Meet with faculty at Cal Poly Pomona, UCR and Cal Baptist University. |
| Continued articulation with New School of Architecture, San Diego. | Visitations/guest speakers/student tours of NSA. |
| | |
| | |
| | |
| | |
| | |

*\*Your unit may need assistance to reach its goals.  Financial resources should be listed on the subsequent forms.  In addition you may need help from other units or Administrators.  Please list that on the appropriate form below, or on the form for "other needs."*

# Annual Program Review Update

## Human Resource Status

4. Complete the Faculty and Staff Employment Grid below.  Please list full and part time faculty numbers in separate rows.  Please list classified staff who are full and part time separately:

<table>
<tr><td colspan="3" align="center"><strong>Faculty and Staff Employed in the Unit</strong></td></tr>
<tr><td>Teaching Assignment (e.g. Math, English)</td><td>Full-time faculty or staff (give number)</td><td>Part-time faculty or staff (give number)</td></tr>
<tr><td>Architecture</td><td><strong>0</strong></td><td><strong>3</strong> (one course is taught by a FT Engineering faculty member)</td></tr>
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</table>

## 5. Staff Needs

### NEW OR REPLACEMENT STAFF (Faculty or Classified)[1]

| **List Staff Positions Needed for Academic Year__2010-2011_____**<br>**Please justify and explain each faculty request based on rubric criteria for your campus.** Place titles on list in order (rank) or importance. | **Indicate (N) = New or (R) = Replacement** | **Annual TCP\*** |
|---|---|---|
| **1.  Full-time Architecture Instructor position.**<br>Reason:  This position has been requested for the past several years due to student interest/growth (and potential student growth) in the Architectural Program. The recent statistics, posted above, strongly support this request. For the past several years, this position has been in the top of the hiring queue (it was ranked 7th last academic year). | N | **$110K** |
| **2.**<br>Reason: | | |
| **3.**<br>Reason: | | |
| **4.**<br>Reason: | | |
| **5.**<br>Reason: | | |
| **6.**<br>Reason: | | |

\* TCP = "Total Cost of Position" for one year is the cost of an average salary plus benefits for an individual.  New positions (not replacement positions) also require space and equipment.  Please speak with your campus Business Officer to obtain accurate cost estimates.  Please be sure to add related office space, equipment and other needs for new positions to the appropriate form and mention the link to the position.  Please complete this form for "New" Classified Staff only.  All replacement staff must be filled per Article I, Section C of the California School Employees Association (CSEA) contract.

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[1]  If your SLO assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the "reason" section of this form.

## 6.  Equipment (excluding technology) Needs <u>Not</u> Covered by Current Budget[2]

| List Equipment or Equipment Repair Needed for Academic Year_____ <br>Please list/summarize the needs of your unit on your campus below.  Please be as specific and as brief as possible.  Place items on list in order (rank) or importance. | *Indicate whether Equipment is for (I) = Instructional  or (N) = Non-Instructional purposes | Annual TCO** | | |
|---|---|---|---|---|
| | | Cost per item | Number Requested | Total Cost of Request |
| ### 1.  Please see Engineering's APR. <br>Reason: | | | | |
| **2.** <br>Reason: | | | | |
| **3.** <br>Reason: | | | | |
| **4.** <br>Reason: | | | | |
| **5.** <br>Reason: | | | | |
| **6.** <br>Reason: | | | | |

**\* Instructional Equipment is defined as equipment purchased for instructional activities involving presentation and/or hands-on experience to enhance student learning and skills development (i.e. desk for student or faculty use).**

**Non-Instructional Equipment is defined as tangible district property of a more or less permanent nature that cannot be easily lost, stolen or destroyed; but which replaces, modernizes, or expands an existing instructional program.  Furniture and computer software, which is an integral and necessary component for the use of other specific instructional equipment, may be included (i.e. desk for office staff).**

\*\* TCO = "Total Cost of Ownership" for one year is the cost of an average cost for one year.  Please speak with your campus Business Officer to obtain accurate cost estimates.  Please be sure to check with your department chair to clarify what you current budget allotment are.  If equipment needs are linked to a position please be sure to mention that linkage.

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[2]  If your SLO assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the "reason" section of this form.

## 7.    Technology (Computers and equipment attached to them)++ Needs <u>Not</u> Covered by Current Budget: [3]

*NOTE:  Technology: excludes software, network infrastructure, furniture, and consumables (toner, cartridges, etc)*

| Submitted by: Todd Wales | Title: Associate Professor/Co-Department Chair | Phone: x7105 |
|---|---|---|

**Annual TCO\***

| Priority | EQUIPMENT REQUESTED | New (N) or Replacement (R)? | Program: New (N) or Continuing (C) ? | Location (i.e Office, Classroom, etc.) | Is there existing Infrastructure? | How many users served? | Has it been repaired frequently? | Cost per item | Number Requested | Total Cost of Request |
|---|---|---|---|---|---|---|---|---|---|---|
| **1.** Usage / Justification | **Please see Engineering's APR.** | | | | | | | | | |
| **2.** Usage / Justification | | | | | | | | | | |
| **3.** Usage / Justification | | | | | | | | | | |
| **4.** Usage / Justification | | | | | | | | | | |
| **5.** Usage / Justification | | | | | | | | | | |

 \*  TCO = "Total Cost of Ownership" for one year is the cost of an average cost for one year.  Please speak with your campus Business Officer to obtain accurate cost estimates.  Please be sure to check with your department chair to clarify what you current budget allotment are.  If equipment needs are linked to a position please be sure to mention that linkage.  Please speak with your Microsupport Computer Supervisor to obtain accurate cost estimates.

 **++Technology is a computer, equipment that attaches to a computer, or equipment that is driven by a computer.**

Remember to keep in mind your campuses prioritization rubrics when justifying your request.

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[3]   If your SLO assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the "justification" section of this form.

## 8.  Facilities Needs <u>Not</u> Covered by Current Building or Remodeling Projects*[4]

| **List Facility Needs for Academic Year__2010-2011_____**<br>**(Remodels, Renovations or added new facilities)**  Place items on list in order (rank) or importance. | **Annual TCO***<br><br>Total Cost of Request |
|---|---|
| **1.  None.**<br><u>Reason:</u> | |
| **2.**<br><u>Reason:</u> | |
| **3.**<br><u>Reason:</u> | |
| **4.**<br><u>Reason:</u> | |
| **5.**<br><u>Reason:</u> | |
| **6.**<br><u>Reason:</u> | |

*Please contact your college VP of Business or your Director of Facilities, Operations and Maintenance to obtain an accurate cost estimate and to learn if the facilities you need are already in the planning stages.

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[4]  If your SLO assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the "reason" section of this form.

## 9.  Professional or Organizational Development Needs Not Covered by Current Budget*[5]

| List Professional Development Needs for Academic Year_2010-2011_____.  Reasons might include in response to assessment findings or the need to update skills to comply with state, federal, professional organization requirements or the need to update skills/competencies.  Please be as specific and as brief as possible.  Some items may not have a cost per se, but reflect the need to spend current staff time differently.   Place items on list in order (rank) or importance. | Annual TCO* | | |
|---|---|---|---|
| | Cost per item | Number Requested | Total Cost of Request |
| **1.  None.** <br> Reason: | | | |
| **2.** <br> Reason: | | | |
| **3.** <br> Reason: | | | |
| **4.** <br> Reason: | | | |
| **5.** <br> Reason: | | | |
| **6.** <br> Reason: | | | |

*It is recommended that you speak with Human Resources or the Management Association to see if your request can be met with current budget.

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[5]  If your SLO assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the "reason" section of this form.

**10. Student Support Services (see definition below\*\*)** Services needed by your unit over and above what is currently provided by student services at your college. These needs will be communicated to Student Services at your college[6]

| **List Student Support Services Needs for Academic Year__2010-2011_____** |
|---|
| Please list/summarize the needs of your unit on your campus below. Please be as specific and as brief as possible. Not all needs will have a cost, but may require a reallocation of current staff time. |
| **1. None.**<br>Reason: |
| **2.**<br>Reason: |
| **3.**<br>Reason: |
| **4.**<br>Reason: |
| **5.**<br>Reason: |
| **6.**<br>Reason: |

\*\*Student Support Services include for example: tutoring, counseling, international students, EOPS, job placement, admissions and records, student assessment (placement), health services, student activities, college safety and police, food services, student financial aid, and matriculation.

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[6] If your SLO assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the "reason" section of this form.

**11. Library Needs <u>Not</u> Covered by Current Library Holdings[7]** Needed by the Unit over and above what is currently provided.  These needs will be communicated to the Library

| |
|---|
| **List Library Needs for Academic Year___2010-2011_____**<br>Please list/summarize the needs of your unit on your campus below.  Please be as specific and as brief as possible.  Place items on list in order (rank) or importance. |
| 1.  **None.**<br><u>Reason:</u> |
| **2.**<br><u>Reason:</u> |
| **3.**<br><u>Reason:</u> |
| **4.**<br><u>Reason:</u> |
| **5.**<br><u>Reason:</u> |
| **6.**<br><u>Reason:</u> |

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[7]  If your SLO assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the "reason" section of this form.

## 12. Learning Support Center Services <u>Not</u> Covered by Current budget*.

| List Learning Support Center Services Needs<br>If your unit is responsible for running a learning support center such as the Writing and Reading Center, the Math Learning Center, Computer lab or similar learning support center please address those needs here. These do not include laboratory components that are <u>required</u> of a course. Place items on list in order (rank) or importance. | Total Cost of Requests | | | |
|---|---|---|---|---|
| | Cost per item | Number Requested | Total Cost | Ongoing (O) or one-time (OT) cost |
| **1. None.**<br><u>Reason:</u> | | | | |
| **2.**<br><u>Reason:</u> | | | | |
| **3.**<br><u>Reason:</u> | | | | |
| **4.**<br><u>Reason:</u> | | | | |
| **5.**<br><u>Reason:</u> | | | | |

*It is recommended that you speak with your college IMC and/or Lab Coordinators to see if your request can be met within the current budget and to get an estimated cost if new funding is needed.

Unit Name: _____Architecture_____

## 13. OTHER NEEDS not covered by current budget[8]

| List Other Needs that do not fit elsewhere. Please be as specific and as brief as possible. Not all needs will have a cost, but may require a reallocation of current staff time. Place items on list in order (rank) or importance. | Annual TCO* | | |
|---|---|---|---|
| | Cost per item | Number Requested | Total Cost of Request |
| 1. **None.**<br>Reason: | | | |
| 2.<br>Reason: | | | |
| 3.<br>Reason: | | | |
| 4.<br>Reason: | | | |
| 5.<br>Reason: | | | |
| 6.<br>Reason: | | | |

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[8] If your SLO assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the "reason" section of this form.