

# **INSTRUCTIONAL PROGRAM REVIEW**

Annual Program Review Update

**Unit: DAN**

**Campus: NOR**

**Contact Person: Walter Stevens**

**Due: May 15, 2008**



**Riverside Community College District**

Office of Institutional Effectiveness

Web Resources: <http://www.rccdfaculty.net/pages/programreview.jsp>

**Last Revised: February 20, 2008**

# Annual Program Review Update

## Instructions

The Annual Self-Study is conducted by each unit on each campus and consists of analysis of changes within the unit as well as significant new funding needs for staff, resources, facilities, and equipment. It should be **submitted or renewed every year by April 30<sup>th</sup>** in anticipation of budget planning for the fiscal year which begins July 1 of the following year.

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.**

Please include pertinent documents such as student learning outcomes assessment reports and data analysis specifically supporting any requests for new faculty, facilities or equipment. You are encouraged to use lists, tables, and other formatting to clarify your requests and make them easy for large committees to review quickly. If there may be negative consequences for enrollment, safety or other important concerns if the funding is not provided please make this known in context.

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 have complex funding requests please schedule an appointment with your campus' Vice President for Business Services right away. They will assist you with estimating the cost of your requests.

Moreno Valley: Bill Orr, 951-571-6341  
Norco: Norm Godin, 951-372-7157  
Riverside: Becky Elam, 951-222-8307

Please retain this information for your discipline's use and submit an electronic copy to the Office of Institutional Effectiveness (institutional.effectiveness@rcc.edu). The Office of Institutional Effectiveness will use the document to create a database of requests and will distribute the report to the relevant offices and committees.

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Unit: \_\_\_\_\_ DAN \_\_\_\_\_  
Campus: \_\_\_\_\_ NOR \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Date: \_\_\_\_\_

## Trends and Relevant Data (part 1)

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 new 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.  
Theatre Arts and Music participation has helped generate interest in Dance offerings.
2. Have there been any significant changes in enrollment, retention, success rates, or environmental demographics that impact your discipline (See Appendix for Data)? If there are no significant changes in your unit's opinion say "None" and skip to question #3.
3. Class size has grown substantially, as has program interest.
4. What changes does the unit plan to make to advance enrollment management goals? If your plan necessitates resource changes make sure those needs are reflected in the applicable resource request sections.
5. Adding another qualified dance professor

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Campus: NOR

Contact Person: \_\_\_\_\_

Date: \_\_\_\_\_

## Learning Outcomes Assessment Update

[Units that perform these functions at a district level may use the same response for all campuses.]

6. In order to help us complete the annual ACCJC report on our progress in assessing student learning, please provide the following information by completing the form. Please add lines as needed:

Name of Program or Course (please list programs first)	Student learning outcomes have been identified (Yes = 1 No = 0)	Outcomes assessment information or data has been generated (Yes = 1 No = 0)	Assessment information or data has been used to improve student learning (Yes = 1 No = 0)
Jazz Dance	1	1	1
Dance Appreciation	1	1	1
Musical Theater Dance	1	1	1
Intro to Social Dance	1	1	1

7. How has your unit been engaged this past year in assessing student learning?
- a. Summarize your results (whenever possible, provide documentation of student learning in your discipline and evidence that assessment data has been generated).

Testing, performances. Peer group and instructor lead discussion.

- b. What did your unit learn from these results that enabled you to improve teaching and learning in the discipline?

- c. How have part-time faculty been made aware of the need to assess student learning outcomes and been included in assessment activities?"

8. If your SLO assessment results make clear that particular resources are needed to more effectively serve students please be sure to describe the need here and include it on the request forms.

The mirrors added in the studio have been an extremely positive addition, and support the credibility of the program.

Stereo is needed in the room itself, not in an adjacent office. This will allow instructor normal, easy access.

Pitch control CD player is needed.

Replacement of projection screen is needed



# Annual Program Review Update

NOR/DAN Needs Worksheet

## NEW OR REPLACEMENT FACULTY

<p><b>List Faculty Positions Needed for Academic Year _____ 2 adjunct _____</b></p>	<p><b>Annual TCP*</b></p>
<p>Please be as specific and as brief as possible when offering a reason for the position (e.g. retirement replacement, increased demand for subject, growth in overall student population). Be certain to mark the position as new or replacement. Place titles on list in order (rank) or importance.</p>	<p>TCP for employee</p>
<p><b>1.</b> <u>Reason:</u> Classes are growing and the interest in dance is growing. Many potential students are not served because of facility limitations, and faculty FTE limitations.</p>	
<p><b>2.</b> <u>Reason:</u></p>	
<p><b>3.</b> <u>Reason:</u></p>	
<p><b>4.</b> <u>Reason:</u></p>	
<p><b>5.</b> <u>Reason:</u></p>	
<p><b>6.</b> <u>Reason:</u></p>	

\* 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 be sure to mention the link to the position.

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## NEW OR REPLACEMENT CLASSIFIED STAFF

<p align="center"><b>List Staff Positions Needed for Academic Year _____</b></p> <p><b>Please be as specific and as brief as possible when offering a reason. Place titles on list in order (rank) or importance.</b></p>	<p align="center"><b>Annual TCP*</b></p>
	<p align="center">TCP for employee</p>
<p><b>1.</b> <u>Reason:</u></p>	
<p><b>2.</b> <u>Reason:</u></p>	
<p><b>3.</b> <u>Reason:</u></p>	
<p><b>4.</b> <u>Reason:</u></p>	
<p><b>5.</b> <u>Reason:</u></p>	
<p><b>6.</b> <u>Reason:</u></p>	

\* TCP = "Total Cost of Person" 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.



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## Equipment Needs Not Covered by Current Budget

<b>List Equipment or Equipment Repair Needed for Academic Year _____</b> <b>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.</b>	Annual TCO*		
	Cost per item	Number Requested	Total Cost of Request
<b>1. Stereo placed in locked box <u>in room</u></b> to allow for use of remote so that class does not need to be stopped continually <u>Reason:</u>			
<b>2. Pitch control Cd player to allow for appropriate teaching</b> <u>Reason:</u>			
<b>3. Hanging projection screen needs to be replaced. It has disappeared!</b> <u>Reason:</u>			
<b>4.</b> <u>Reason:</u>			
<b>5.</b> <u>Reason:</u>			
<b>6.</b> <u>Reason:</u>			

\* 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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## Facilities Needs Not Covered by Current Building or Remodeling Projects\*

<b>List Facility Needs for Academic Year _____</b> <b>(Remodels, Renovations or added new facilities) Place items on list in order (rank) or</b> <b>importance.</b>	<b>Annual TCO*</b>
	Total Cost of Request
<b>1.</b> <u>Reason:</u>	
<b>2.</b> <u>Reason:</u>	
<b>3.</b> <u>Reason:</u>	
<b>4.</b> <u>Reason:</u>	
<b>5.</b> <u>Reason:</u>	
<b>6.</b> <u>Reason:</u>	

\*Please speak with your campus Business Officer to obtain accurate cost estimates and to learn if the facilities you need are already in the planning stages.

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NOR/DAN Needs Worksheet

## Professional Development Needs Not Covered by Current Budget\*

<b>List Professional Development Needs for Academic</b> <b>Year</b> _____. Reasons might include in response to SLO assessment findings or the need to update curriculum. 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. <u>Reason:</u>			
2. <u>Reason:</u>			
3. <u>Reason:</u>			
4. <u>Reason:</u>			
5. <u>Reason:</u>			
6. <u>Reason:</u>			

\*It is recommended that you speak with your campus Faculty Development Coordinator to see if your request can be met with current budget. If your request involves funding for assessment, program review or part time faculty please discuss it with the Associate Vice

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## Library Needs Not Covered by Current Budget\*

<b>List Library Needs for Academic Year</b> <u>2008 -2009</u> 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.	<b>Annual TCO*</b>		
	Cost per item	Number Requested	Total Cost of Request
<b>1. More DVDs need to be purchased of performances of dance companies for Dance Appreciation</b> Reason: Students study various dance forms and need to watch the performances			
<b>2.</b> Reason:			
<b>3.</b> Reason:			
<b>4.</b> Reason:			
<b>5.</b> Reason:			
<b>6.</b> Reason:			

\*It is recommended that you speak with your campus Dean of the Library to see if your request can be met within the current budget, and to get an estimated cost if new funding is needed.

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## Student Support Services Needed by the Unit over and above what is currently provided

<b>List Student Support Services Needs for Academic Year _____</b> 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.	<b>Annual TCO*</b>		
	Cost per item	Number Requested	Total Cost of Request
1. <u>Reason:</u>			
2. <u>Reason:</u>			
3. <u>Reason:</u>			
4. <u>Reason:</u>			
5. <u>Reason:</u>			
6. <u>Reason:</u>			

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## Other Needs not covered by current support services or budget

<b>List Misc Other Needs for Academic Year</b> 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. Place items on list in order (rank) or importance.	Annual TCO*		
	Cost per item	Number Requested	Total Cost of Request
<b>1.</b> <u>Reason:</u>			
<b>2.</b> <u>Reason:</u>			
<b>3.</b> <u>Reason:</u>			
<b>4.</b> <u>Reason:</u>			
<b>5.</b> <u>Reason:</u>			
<b>6.</b> <u>Reason:</u>			

## Appendix Data will be provided by Institutional Research - NOR/DAN

Since the data provided covers all courses for a thirteen semester time frame, it is contained in the attached spreadsheets. Please note that the spreadsheet runs horizontally and vertically with three separate tables: student enrollment counts, success rates and FTEF, WSCH and FTES counts. Open and save the two Excel documents below to your computer for analysis.



Please note the following conventions are used:

**Valid grade notations:** A, B, C, D, F, CR, NC, W, FW, I or IX (Incomplete).

**The Retention Rate** is computed based upon the percent of students retained in courses out of the total enrolled in courses. The retention rate is calculated by dividing the numerator by the denominator and multiplying by 100:

- Numerator: Number of students (duplicated) with A, B, C, D, CR, NC, I
- Denominator: Number of students (duplicated) with A, B, C, D, F, CR, NC, W, I

**Success Rate I:** Percent of students successful in courses out of total enrolled in courses. The success rate is calculated by dividing the numerator by the denominator and multiplying by 100

- Numerator: Number of students (duplicated) with A, B, C, CR
- Denominator: Number of students (duplicated) with A, B, C, D, F, CR, NC, W, I

**Success Rate II:** Percent of students successful in courses out of total enrolled in courses (excluding students who received a “W” grade). The success rate is calculated by dividing the numerator by the denominator and multiplying by 100

- Numerator: Number of students (duplicated) with A, B, C, CR
- Denominator: Number of students (duplicated) with A, B, C, D, F, CR, NC, I