

ANNUAL INSTRUCTIONAL PROGRAM REVIEW UPDATE

Unit: DANCE

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: Dina Humble

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 *



Form Last Revised: February 23, 2010

Riverside Community College District
Office of Institutional Effectiveness

Web Resources: <http://www.rcc.edu/administration/academicaffairs/effectiveness/review.cfm>

2010

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, except 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

Unit: DAN
College: Norco
Contact Person: Dina Humble
Date: May 09, 2010

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.

Yes. Physical education activity classes have been greatly minimized over the past year. Since dance and physical education share classrooms, it became increasingly difficult to feasibly offer dance activity classes with the recent budget cuts. As a result, for the past two semesters, we have offered one dance activity class and one dance appreciation.

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.

Yes. There have been significant changes in enrollments, mostly due to the section cuts. See chart below:

	Sections Offered	Total Enrolled at Census
Spring 2009	4	131
Fall 2009	4	166
Spring 2010	2	77

Retention and success rates have been steady. See chart below:

	DAN Retention Rates	DAN Success Rates
Fall 2008	90.30	81.82
Spring 2009	92.37	85.50
Fall 2009	86.83	78.44

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 goal for dance at Norco right now is to keep the two sections we have and maintain the stability within those sections. Decreasing the number of dance sections beyond what has already been decreased with effect the student experience at Norco.

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
Add sections back to the schedule.	Scheduling
Recruit dance faculty.	Recruiting Dance Faculty

**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

Unit: DAN
College: Norco
Contact Person: Dina Humble
Date: May 09, 2010

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:

Faculty and Staff Employed in the Unit		
Teaching Assignment (e.g. Math, English)	Full-time faculty or staff (give number)	Part-time faculty or staff (give number)
Dance		2

5. Staff Needs

NEW OR REPLACEMENT STAFF (Faculty or Classified)¹

<p>List Staff Positions Needed for Academic Year _____ Please justify and explain each faculty request based on rubric criteria for your campus. Place titles on list in order (rank) or importance.</p>	<p>Indicate (N) = New or (R) = Replacement</p>	<p>Annual TCP*</p>
<p>1. <u>Reason:</u></p>		
<p>2. <u>Reason:</u></p>		
<p>3. <u>Reason:</u></p>		
<p>4. <u>Reason:</u></p>		
<p>5. <u>Reason:</u></p>		
<p>6. <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 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.

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 Not Covered by Current Budget²

List Equipment or Equipment Repair Needed for Academic Year _____ 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. <u>Reason:</u>				
2. <u>Reason:</u>				
3. <u>Reason:</u>				
4. <u>Reason:</u>				
5. <u>Reason:</u>				
6. <u>Reason:</u>				

* 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 your current budget allotment are. If equipment needs are linked to a position please be sure to mention that linkage.

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 Not Covered by Current Budget:³

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

Submitted by:	Title:	Phone:
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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?	Annual TCO*		
								Cost per item	Number Requested	Total Cost of Request
1. Usage / Justification										
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 your 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.

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 Not Covered by Current Building or Remodeling Projects*⁴

List Facility Needs for Academic Year _____ (Remodels, Renovations or added new facilities) Place items on list in order (rank) or importance.	Annual TCO*
	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>	

*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.

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 _____. 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. <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 Human Resources or the Management Association to see if your request can be met with current budget.

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.

Unit Name: Dance

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 college⁶

List Student Support Services Needs for Academic Year	
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.	<u>Reason:</u>
2.	<u>Reason:</u>
3.	<u>Reason:</u>
4.	<u>Reason:</u>
5.	<u>Reason:</u>
6.	<u>Reason:</u>

**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.

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 Not Covered by Current Library Holdings⁷ Needed by the Unit over and above what is currently provided. These needs will be communicated to the Library

<p>List Library Needs for Academic Year 2010/2011</p> <p>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.</p>
<p>1. Various Professional Dance Videos <u>Reason:</u> The library is currently lacking in the number and quality of dance videos. We need to stock dance videos from various categories so that instructors can use them in the classroom and students can view them in the library.</p>
<p>2. <u>Reason:</u></p>
<p>3. <u>Reason:</u></p>
<p>4. <u>Reason:</u></p>
<p>5. <u>Reason:</u></p>
<p>6. <u>Reason:</u></p>

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 Not Covered by Current budget*.

<p>List Learning Support Center Services Needs 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.</p>	Total Cost of Requests			
	Cost per item	Number Requested	Total Cost	Ongoing (O) or one-time (OT) cost
<p>1. Reason:</p>				
<p>2. Reason:</p>				
<p>3. Reason:</p>				
<p>4. Reason:</p>				
<p>5. Reason:</p>				

*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.

13. OTHER NEEDS not covered by current budget⁸

<p>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.</p>	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>			

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.