

NORCO COLLEGE ANNUAL INSTRUCTIONAL PROGRAM REVIEW

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

Contact Person: Dina Humble

Due in draft: March 15, 2012

Final drafts due: June 1, 2012

Please send an electronic copy to the Vice President; Academic Affairs

Norco: Diane.Dieckmeyer@norcollege.edu

If you are CTE: Kevin.Fleming@norcollege.edu



Form Last Revised: December 2011

Norco College

Web Resources: <http://www.rccd.edu/administration/educationalservices/ieffectiveness/Pages/ProgramReview.aspx>

Annual Instructional Program Review Update

Instructions

***Please retain this information for your discipline's/department's use (or forward to your chair).**

The Annual Self-Study is conducted by each unit on each college 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 in draft every year by March 15th** (or the first working day following the 15th), with final drafts due on **June 1**, 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.

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, 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, Nicole C. Ramirez can adjust the document for you. Simply add responses to those questions that apply and forward the document to nicole.ramirez@norcocollege.edu with a request to format it appropriately.

If you cannot identify in which category your requests 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.

Norco: VP Business Services 951-372-7157

Mission

Norco College provides educational programs, services, and learning environments for a diverse community. We equip our students with the knowledge and skills to attain their goals in higher, career/technical, and continuing education; workforce development; and personal enrichment. To meet the evolving community needs, Norco College emphasizes the development of technological programs. As a continuing process we listen to our community and respond to its needs while engaging in self-examination, learning outcome assessment, ongoing dialogue, planning and improvement.

Vision

Norco College is a dynamic center for learning, student success, cultural enrichment, and community development and is an innovative leader in providing relevant, accessible, and affordable educational programs.

Goals and Strategies 2008-2012

Goal 1: Increase Student Retention, Persistence, and Success

1. Norco College will reduce its first-semester attrition rate from 48% to 42% in three years; and to 38% in five years.
2. Norco College will reduce its first-year attrition rate from 64% to 58% in three years; and to 52% in five years.
3. Norco College will increase the percentage of students who declare degree and/or transfer as their educational goal that complete a Student Educational Plan (SEP) to 25% in three years and 50% in five years.

Goal 2: Improve the Quality of Student Life

1. Norco College will increase the number of students who report spending more than six hours per week on campus (as reported on the CCSEQ*) from 13.6% to 20% by 2010 and 25% by 2012.
2. Norco College will increase attendance at student club or organization meetings (as reported on the CCSEQ) from 29.1% to 35% by 2010 and to 40% by 2012.
3. Norco College will increase the rate of participation in a campus projected or event sponsored by a student organization or club (as reported on the CCSEQ) from 22.1% to 28% by 2010 and to 34% by 2012.
4. Norco College will increase the rate of attendance at school plays, dances, concerts, and theatre productions (as reported on the CCSEQ) from 31.3% to 36% by 2010 and to 41% by 2012.
5. Norco College will increase the rate of participation in athletics and recreation (as reported on the CCSEQ) from 16.2% to 21% by 2010 and to 26% by 2012.
6. Norco College will increase the rate of participation in a student group or club-sponsored project or event off-campus (as reported on the CCSEQ) from 18.6% to 24% by 2010 and to 29% by 2012.

Goal 3: Increase Student Access

1. Norco College will achieve an enrollment growth target of 3.8% annually until 2024 and then 3% thereafter until 2038.
2. Norco College will work towards achieving and maintaining the racial/ethnic distribution of faculty, staff, and students that is representative of the population of [its] Riverside Community College District service area.
3. Norco College will expand access to its programs and services on both the Norco campus as well as in the south Corona area. Towards this end, the College will establish a south Corona educational center by 2013 and enroll 1,000 FTES at the center by 2018.
4. Norco College will work with the city of Norco to approve and construct a roadway providing southerly ingress and egress to the Norco campus.
5. Norco College will maintain its current student-faculty ratio.

Goal 4: Enhance Academic Programs and the Learning Environment to meet Student and Community Needs

1. Eighty percent (80%) of the programs at Norco College will be self sufficient—with students being able to complete them by taking courses only at Norco College—in three years; and 100% will be self-sufficient in five years.
2. Norco will make steady progress—through adding courses in current programs, through carefully adding additional programs, through more aggressive marketing, and through having more students complete Student Educational Plans—in closing the gap between its current students' profile, as defined by students' educational goals, and the 40%-40%-20% distribution (transfer-career/technical-personal enrichment).
3. By 2012, 20% of the library collection will be made up of materials published after 2000, and 50% of the volumes will have been selected by Norco faculty.
4. Program-level SLOs will be identified for 100% of Norco programs by 2009.
5. One hundred percent (100%) of Norco College academic programs will be reviewed in three years, and ongoing program reviews will be conducted each academic year.

Goal 5: Enhance Institutional Effectiveness

1. Norco College will develop and activate an independent website by the beginning of the fall 2008 enrollment period.
2. Norco College will publish its own College catalog by September 2009.
3. Norco College will create a marketing plan by September 2009.

I. Norco College Annual Instructional Program Review Update

Unit: Dance
Contact Person: Dina Humble
Date: March 15, 2012

Trends and Relevant Data

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

a. Has your unit shifted departments?

No. Dance is housed in the Arts, Humanities & World Languages department.

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 Multi Media Grant could cause greater demand for Art courses.

Due to section cuts at Norco College, dance offerings have been affected. For the past few years, we had been able to offer two or four sections in dance. In spring of 2012, that was taken down to only one section offering. We are currently offering Dance 6, which is Dance Appreciation. This course fulfills the requirements for graduation and transfer. No activity dance classes are being offered at this time. With continued section cuts and guidelines for course offerings from our ISPC, it is unlikely we will be able to continue to offer dance at all. Perhaps, in the future, we could offer it in a rotation with other appreciation classes. However, currently, there are no dance classes in any Norco-only degree or certificate.

2. List your retention and success rates as well as your efficiency. Have there been any changes or significant trends in the data? If so, to what do you attribute these changes?

Dance	09FAL			
	Sect	Retention	Success	Efficiency
	4	86.75%	78.92%	<u>913.14</u>
	10FAL			
	Sect	Retention	Success	Efficiency
	2	94.59%	89.19%	<u>718.86</u>
	11FAL			
	Sect	Retention	Success	Efficiency
	2	91.25%	80.00%	<u>777.14</u>

09SPR				
Sect	Retention	Success	Efficiency	
4	92.37%	85.50%	<u>761.90</u>	

10SPR				
Sect	Retention	Success	Efficiency	
2	89.61%	80.52%	<u>805.20</u>	

11SPR				
Sect	Retention	Success	Efficiency	
2	89.11%	85.15%	<u>981.14</u>	

As stated previously, the number of dance section offerings has decreased. Aside from the section offerings, there have been no significant changes in retention, success or efficiency.

3. What annual goals does your unit have for 2012-2013 (please list the most important first)? Please indicate if a goal is directly linked to goals in your comprehensive. How do your goals support the college mission and the goals of the [Educational Master Plan](#)?

List the goals of your unit for 2012-2013	List activity(s) linked to the goal	Relationship of goal to mission and master plan
To be able to offer at least one section of	Course offerings.	

dance.		

**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."*

Norco College Annual Instructional Program Review Update

Unit: Dance
 Contact Person: Dina Humble
 Date: March 15, 2012

Current 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 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		1

Classified Staff Employed in the Unit		
Staff Title	Full-time staff (give number)	Part-time staff (give number)
N/A		

Unit Name: Dance

NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)¹

<p align="center">List Staff Positions Needed for Academic Year 2012-2013 Please justify and explain each faculty request as they pertain to the goals listed in item #3. Place titles on list in order (rank) or importance.</p>	<p align="center">Indicate (N) = New or (R) = Replacement</p>	<p align="center">Annual TCP*</p>
<p>1. NONE <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 college 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.

Unit Name: Dance

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.

5. Equipment (including technology) Not Covered by Current Budget²

List Equipment or Equipment Repair Needed for Academic Year _____ Please list/summarize the needs of your unit on your college 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	EMP GOALS
1. NONE <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).

Unit Name: Dance

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.

6. Professional or Organizational Development Needs Not Covered by Current Budget*³

List Professional Development Needs for Academic Year 2012-2013. 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. Examples include local college workshops, state/national conferences.	Annual TCO*			
	Cost per item	Number Requested	Total Cost of Request	EMP Goals
1. NONE <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 the Faculty Development Coordinator to see if your request can be met with current budget.

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 “reason” section of this form.

Student Support Services, Library, and Learning Resource Center (see definition below**) Services needed by your unit over and above what is currently provided by student services at your college. Requests for Books, Periodicals, DVDs, and Databases must include specific titles/authors/ISBNs when applicable. Do not include textbook requests. These needs will be communicated to Student Services at your college⁴

<p align="center">List Student Support Services Needs for Academic Year 2012-2013</p> <p align="center">Please list/summarize the needs of your unit on your college 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.</p>	<p align="center">EMP GOALS</p>
<p>1. To ensure the library has at least one copy of the current Dance Appreciation book. Reason: This will provide a book on reserve for those students who may need a copy.</p>	
<p>2. Reason:</p>	
<p>3. Reason:</p>	
<p>4. Reason:</p>	
<p>5. Reason:</p>	
<p>6. Reason:</p>	

**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.

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.

7. OTHER NEEDS not covered by current budget⁵

<p align="center">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	EMP Goals
<p>1. NONE <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>				

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.

II. Annual Assessment Update

The primary purpose of this update is to provide an overview of your discipline’s effort to assess learning in your courses and programs during the present academic year. We also ask that you indicate in some detail your plans for assessing learning in 2012-13. Authentic assessment rests on five basic principles: 1) the use of *direct* assessment measures as much as possible; 2) the effort to assess *courses and programs* (rather than simply sections) as much as possible; 3) as much *collaboration* and *dialogue* regarding assessment as your circumstances permit; 4) the use of assessment data to *improve* teaching and learning in the discipline; and 5) tangible *documentation* (usually in the form of short reports) of your assessment activities and findings. For help with any phase of the assessment process, please contact either Arend Flick at arend.flick@norcollege.edu or Greg Aycock at greg.aycock@norcollege.edu. Your report will be used for planning and resource allocation purposes at the college, and it will assist us in writing the comprehensive annual college-based assessment report required by ACCJC.

Please note: Individual assessment reports on specific projects may be included as appendices to this update, along with any other evidence demonstrating your discipline’s assessment work this year. Please send assessment reports to Arend and Greg as you complete them. In some instances, you may respond to the following questions simply by referencing these reports.

- 1. Please provide an overview of your assessment activities during this academic year, using either the following chart or a narrative.**

Course or program assessed	SLO(s)/PLO(s) assessed	Method(s) employed	Number of faculty involved in assessment	Brief description of findings/results (and/or attach assessment reports)	Relevance of assessment findings to resource requests

2. Please describe and provide evidence of your discipline's dialogue about assessment, specifically assessment results.

Dance faculty have been contacted to collect any assessments that may have occurred in fall of 2011. We are currently waiting on that response and will possibly have more information before June.

3. Please describe in detail how you have used or plan to use your assessment results to try to improve teaching and learning in your course(s) or program(s).

4. If you have been involved in program-level assessment:

a. Have PLOs been defined for all programs?

b. Have existing PLOs been modified?

c. Have course SLOs been fully mapped and aligned to PLOs? What did you learn from this process that might affect your program?

d. What method(s) have you used to assess PLOs?

e. What have you learned from your program-level assessment work?

f. Have you shared and discussed assessment results (e.g., through Community Advisory Committee discussions, discussions with employers, interviews with graduates, program faculty meetings, etc.)?

5. How do assessment results support your resource requests?

6. Please provide an overview of your assessment plans for 2012-13, using either the following chart or a narrative. (Please note: every course should be assessed at least once every four years. Rarely taught courses should be routinely assessed during the semester they are taught.)

Course or program to be assessed	SLO(s) to be assessed	Method(s) employed	Faculty involved in the project	Expected date of completion