

INSTRUCTIONAL PROGRAM REVIEW

Annual Program Review Update

Unit: PHS

Campus: NOR

Contact Person: Phu Tran

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 30th** 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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Date: _____ 5/7/08

Trends and Relevant Data (part 1)

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

There has not been any change in the status of our unit.

- a. Has your unit shifted departments?
 - b. Have new programs been created by your unit?
 - c. Have activities in other units impacted your unit? For example, a new nursing program could cause greater demand for life science courses.
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.
None.
 3. 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.
There is no plan changes to advance enrollment management goals.

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Learning Outcomes Assessment Update

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

4. 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) |
|--|---|---|---|
| Physical Science 1 | 1 | 0 | 0 |
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5. How has your unit been engaged this past year in assessing student learning?
No, the unit has not engaged 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).
 - 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?"
6. 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.

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Human Resource Needs

7. 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 | | | | |
|---|--|--|-----------------------|---|
| Assignment (e.g. Math, English) | Full-time faculty or staff (give number) | Part-time faculty or staff (give number) | Gains over Prior Year | Losses over Prior Year (given reason, retirement, reassignment, health, etc.) |
| | | 1 | none | |
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NOR/PHSNeeds Worksheet

NEW OR REPLACEMENT FACULTY

| <p align="center">List Faculty Positions Needed for Academic Year _____</p> | <p align="center">Annual TCP*</p> |
|--|--|
| <p align="center">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 align="center">TCP for employee</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 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">List Staff Positions Needed for Academic Year _____</p> <p>Please be as specific and as brief as possible when offering a reason. Place titles on list in order (rank) or importance.</p> | <p align="center">Annual TCP*</p> |
|---|--|
| | <p align="center">TCP for employee</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 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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NOR/PHSNeeds Worksheet

Equipment Needs Not Covered by Current Budget

| 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. | Annual TCO* | | |
|--|---------------|------------------|-----------------------|
| | Cost per item | Number Requested | Total Cost of Request |
| 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> | | | |

* 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.

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Facilities Needs Not Covered by Current Building or Remodeling Projects*

| <p align="center">List Facility Needs for Academic Year _____ (Remodels, Renovations or added new facilities) Place items on list in order (rank) or importance.</p> | <p align="center">Annual TCO*</p> |
|---|---|
| | <p align="center">Total Cost of Request</p> |
| <p>1. Remodeling of Hum 201 to be more Lecture friendly <u>Reason:</u> Hum201 was design as a lab but now is used for a lecture as well. Some students are seated with their back to the board. Remodeling will allow the room to truly be a dual purpose room for both lab and lecture. The Physical Science class is held in the Physics Room (Hum 201) because all the demonstration equipments for the Physical Science class are stored there as well.</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> | |

*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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Professional Development Needs Not Covered by Current Budget*

| List Professional Development Needs for Academic Year _____. 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. 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 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*

| List Library 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. Place items on list in order (rank) or importance. | Annual TCO* | | |
|--|---------------|------------------|-----------------------|
| | Cost per item | Number Requested | Total Cost of Request |
| 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 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

| 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. | Annual TCO* | | |
|--|--------------------|------------------|-----------------------|
| | Cost per item | Number Requested | Total Cost of Request |
| 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> | | | |

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Other Needs not covered by current support services or budget

| List Misc Other 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. Place items on list in order (rank) or importance. | Annual TCO* | | |
|---|---------------|------------------|-----------------------|
| | Cost per item | Number Requested | Total Cost of Request |
| 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> | | | |

Appendix Data will be provided by Institutional Research - NOR/PHS

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