

INSTRUCTIONAL PROGRAM REVIEW

Annual Program Review Update

Unit: ARE

Campus: NOR

Contact Person: Todd Wales

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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Trends and Relevant Data (part 1)

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

No.

- 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.

From the available data, the Architecture Program reflects significant gains in FTES, WSCH along with excellent Efficiency. The program also shows overall high success and retention rates.

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.

Although there is not full-time faculty member in Architecture, enrollment seems to be fairly strong. Although a full-time position for Architecture rose to the top of the

hiring list last year, the department faculty decided to take that position off the list to try to increase enrollment in the program. Growth is slow, but is on the incline (as evidenced in the APR data).

To also encourage growth in the program, the faculty teaching in the program have enhanced the online offering of ARE-36, History of Architecture. The course has been divided into two sections. We now offer ARE-35, History of Architecture-Beginnings of Architecture through Gothic Architecture and ARE-36, History of Architecture-Renaissance to Modern. Enrollment was on the increase, but due to technical problems with Blackboard, many students were lost this term.

New architectural software will be introduced this fall 2008. It is state-of-the-art and in high demand in industry. Because of this new software, we expect to see enrollment increase significantly over the next year.

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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)
Engineering 21, Drafting	1	1 (Spring 07)	1 (Fall 07)
Engineering 30, Computer-Aided Drafting	1 (Fall 07)	1 (Spring 08)	0
Architecture 24, Architectural Drafting	1	0	0
Architecture 25, Advanced Architectural Drafting	1	0	0
Architecture 26, Architectural Rendering	1	0	0
Architecture 28, Perspective Drawing	1	0	0
Architecture 35, History of Architecture, Beginnings of Architecture through Gothic Arch.	1	0	0
Architecture 36, History of Architecture, Renaissance to Modern	1	0	0
Architecture 37, Architectural Design	1	0	0
Architecture 96, Computer-Aided/Drafting Lab Practicum	To be deleted	0	0
Architecture 200, Architecture Work Experience	1	0	0

5. How has your unit been engaged this past year in assessing student learning?

Engineering 21 & 30 are the first courses students take in the Architecture Program. For SLO assessment activities and results of ENE-21 & 30, please see the 2007 and 2008 Engineering Annual Program Reviews. Assessment of Architecture courses has not taken place yet because there are no full-time faculty members in the program. Department faculty members, teaching in the related discipline of Engineering, have focused their assessment activities on Engineering courses this past year. SLO assessment in Architecture will take place during the 08-09 school year.

- a. Summarize your results (whenever possible, provide documentation of student learning in your discipline and evidence that assessment data has been generated).

See the 2008 Engineering Annual Program Review for narrative on ENE-21 & 30.

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

See the 2008 Engineering Annual Program Review for narrative on ENE-21 & 30.

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

See the 2008 Engineering Annual Program Review for narrative on ENE-21 & 30.

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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 Date: 5-13-08

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.)
Todd Wales, Engineering & Architecture	1 (.7 FTE)		0	0
Judy Jorgensen, Architecture		1 (.55 FTE)	0	0

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NOR/ARE Needs Worksheet

NEW OR REPLACEMENT FACULTY

<p align="center">List Faculty Positions Needed for Academic Year <u>2008-09</u></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 align="center">Annual TCP*</p>
	<p align="center">TCP for employee</p>
<p>1. New Architecture tenure-track position. <u>Reason:</u> Needed to build the program due to increased student demand and to grow the program.</p>	<p align="center">\$105,000</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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NOR/ARE Needs Worksheet

NEW OR REPLACEMENT CLASSIFIED STAFF

<p style="text-align: center;">List Staff Positions Needed for Academic Year <u>2008-09</u></p> <p style="text-align: center;">Please be as specific and as brief as possible when offering a reason. Place titles on list in order (rank) or importance.</p>	Annual TCP*
	TCP for employee
<p>1. N/A Reason:</p>	
<p>2. Reason:</p>	
<p>3. Reason:</p>	
<p>4. Reason:</p>	
<p>5. Reason:</p>	
<p>6. Reason:</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/ARE Needs Worksheet

Equipment Needs Not Covered by Current Budget

List Equipment or Equipment Repair Needed for Academic Year <u>08-09</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.	Annual TCO*		
	Cost per item	Number Requested	Total Cost of Request
1. Please see 2008 Engineering Annual Program Review. <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 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*

<p style="text-align: center;">List Facility Needs for Academic Year <u>2008-09</u> (Remodels, Renovations or added new facilities) Place items on list in order (rank) or importance.</p>	<p style="text-align: center;">Annual TCO*</p>
	<p style="text-align: center;">Total Cost of Request</p>
<p>1. An additional Art/Architecture lab. <u>Reason:</u> Architecture students have access to the art lab only on Saturdays for their courses in Architectural Rendering and Arch. Design. As the program grows, addition art/craftwork space will be necessary. The cost reflects outfitting a classroom with the necessary audio/video equipment, teaching podium, tables and chairs.</p>	<p>\$50,000</p>
<p>2. <u>Reason:</u></p>	
<p>3. <u>Reason:</u></p>	
<p>4. <u>Reason:</u></p>	

5. <u>Reason:</u>	
6. <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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Professional Development Needs Not Covered by Current Budget*

List Professional Development Needs for Academic Year <u>08-09</u> . 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. Conference fees for AutoDesk University.* <u>Reason:</u> To obtain software update training for full-time faculty members. <i>*Recommend funding only if a new full-time faculty member is hired.</i>	\$2,000.00	1	\$2,000.00
2. <u>Reason:</u>			
3. <u>Reason:</u>			
4. <u>Reason:</u>			
5. <u>Reason:</u>			

6. <u>Reason:</u>			
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*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 Chancellor for Institutional Effectiveness.

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NOR/ARE Needs Worksheet

Library Needs Not Covered by Current Budget*

List Library Needs for Academic Year <u>08-09</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.	Annual TCO*		
	Cost per item	Number Requested	Total Cost of Request
1. Current library resources are adequate. <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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*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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NOR/ARE Needs Worksheet

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

List Student Support Services Needs for Academic Year <u>08-09</u> 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. Current Student Support Services are adequate. <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 <u>08-09</u> 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. Please see 2008 Engineering Annual Program Review. <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/ARE

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