

I. Program Description

A. What is the primary mission of your program? (check all that apply)

- | | | | |
|-------------------------------------|------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> | Basic Skills | <input type="checkbox"/> | Cultural and Personal Enrichment |
| <input type="checkbox"/> | Transfer | <input checked="" type="checkbox"/> | Academic Support/Learning Resources |
| <input checked="" type="checkbox"/> | Career/Technical | | |

B. Program Description

1. If applicable, note the number of certificates and degrees that have been awarded in the previous academic year.
[Http://research.fhda.edu/factbook/deanzadegrees/dadivisions.htm](http://research.fhda.edu/factbook/deanzadegrees/dadivisions.htm) (CTE programs also refer to the CTE Program Review Addenda report at: www.deanza.edu/gov/IPBT/resources.html; it will be posted by 3/14/11.)

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|--------------------------|---------------------------------------|
| <input type="checkbox"/> | # Certificates of Achievement |
| <input type="checkbox"/> | # Certificate of Achievement-Advanced |
| <input type="checkbox"/> | # AS, AA Degrees |

2. If the program serves staff or students in a capacity *other than traditional instruction*, e.g. tutorial support, please answer the following two questions. Otherwise, skip to section **II** below.

a. How many people are served?

- | | | | |
|------------------------------------|------------|---------------------------------|---------|
| <input type="text" value="5,900"/> | # Students | <input type="text" value="30"/> | # Staff |
| <input type="text" value="1"/> | # Faculty | | |

b. Number of employees associated with the program?

- | | | | |
|-----------------------------------|------------|--------------------------------|---------------------|
| <input type="text" value="3"/> | # Students | <input type="text" value="1"/> | # Faculty |
| <input type="text" value="0.25"/> | # Staff | <input type="text" value="0"/> | # Part-Time Faculty |

II. Methods of Evaluation and Assessment

A. Attach the "Program Review Data Sheet" (refer to: <http://research.fhda.edu/programreview/programreview.htm>). Briefly, address student success data relative to your program by answering the items listed below:

1. Growth or decline in underrepresented populations (Latina/o, African Ancestry, Pacific Islander, Filipino)

Explanation:	It remained the same at 30%, a slight but not significant bit above the college average of 29%.
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2. Trends related to closing the student equity gap relative to the college's stated goals: (refer to <http://www.deanza.edu/president/EducationalMasterPlan2010-2015Final.pdf>, p.16)

Explanation:	We did not make any progress on closing the achievement gap. In 08/09 we had success rates of 78 non-target and 70 target. In 09/10 they were 78 and 69. A slight but not significant decrease.
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3. What progress or achievement has the program made relative to the plans stated in the 2008 Comprehensive Program Review, Section III.B, towards decreasing the student equity gap?

Explanation:	The goal outlined was to work with Institutional rResearch to have metrics for our equity. These are now in place and are reflected in this program review.
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4. Overall enrollment growth or decline of all student populations

Explanation:	Our enrollment declined as our program was downsized.
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- B. Did your program implement any curriculum, program reorganization, etc. changes as a response to changes in College/District policy, state laws, division/department/program level requirements or external agencies regulations? How did the change(s) affect your program?

Change:	No
Explanation:	

- C. Based on the 2008 Comprehensive Program Review, Section I.C. "Main Areas for Improvement", briefly address your program's progress in moving towards assessment or planning or current implementation of effective solutions.

Explanation:	The main area for improvement listed on our 2008 program review was the need for institutionalization. We now have a full time permanent director. We now have a 25% classified position, and we have received a grant for a full time classified position. We also have a real need to improve our equity numbers. Our achievement gap numbers have not improved.
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- D. Career Technical Education (CTE) programs, provide regional, state, and labor market data, employment statistics, [please see: www.deanza.edu/gov/IPBT/resources.html](http://www.deanza.edu/gov/IPBT/resources.html), "CTE Program Review Addenda", (will be available after 3/13/11).

Identify any significant trends that may affect your program relative to:

- 1) Curriculum Content;
- 2) Future plans for your program e.g. enrollment management plans.

<input type="checkbox"/>	No significant changes
Impact:	50 students a year graduating from our certificate program by 2013/14
Explanation:	We are presently awaiting state approval for our certificate in Leadership and Social Change

- E. *Career Technical Education (CTE)*, provide recommendations from this year's Advisory Board (or other groups outside of your program, etc.) Briefly, address any significant recommendations from the group. Describe your program's progress in moving towards assessment or planning or current implementation of effective solutions.

<input type="checkbox"/>	No significant changes
Impact:	We are beginning work on an outside advisory board
Explanation:	For our certificate program we will set up an advisory board to be in place by 2011/12

III. Select IIIA or IIIB below: (Note instructions and materials for this section will be given at the March 11th and 16th workshops, see www.deanza.edu/slo "Closing the loop ..." Contact SLO Coordinators: Mary Pape or Tono Ramirez for more information.

- A. For programs whose PLOs primarily align to the ICCs: Attach the 2010-11 "PLO to ICC Matching" sheet(s) and "PLO Assessment Planning Calendar" sheet(s)

- 1 Describe the processes by which your program members have or will assess program level outcomes: (check those that apply)

course-embedded surveys

Other, describe here: **We will also look at institutional data**

2 Review the ECMS-SLO Summary Report or SSLO Summary Report (Division Deans shall be sent that report) What percentage of courses that should undergo a SLOAC process are:

NA complete in progress to be assessed

3 Below, briefly describe the level of engagement by your program staff and faculty with the outcomes assessment process (SLOAC, SSLOAC) since last year?

We have written SSLOS and have devised our assesment methods

4 What program enhancements are you implementing as a result of the program level assessment process? Describe enhancements that do not require additional resources below:

summarize results:	none yet	Plan/Enhancement:	
summarize results:		Plan/Enhancement:	

B. For programs whose PLOs primarily align to the Strategic Initiatives: Attach the 2010-11 "PLO to Strategic Initiative Matching" sheet(s) and "PLO Assessment Planning Calendar" sheet(s)

1 Describe the processes by which your program members have or will assess program level outcomes: (check those that apply)

course-embedded surveys

Other, describe here: **In addition to surveys we will evaluate the portfolios of students completing our certificate program**

2 Review the ECMS-SLO Summary Report or SSLO Summary Report (Division Deans shall be sent that report) What percentage of courses that should undergo a SLOAC process are:

NA complete in progress to be assessed

3 Below, briefly describe the level of engagement by your program staff and faculty with the outcomes assessment process (SLOAC, SSLOAC) since last year?

We are working with Instituonal research to get an assessment of students have taken a service course

4 What program enhancements are you implementing as a result of the program level assessment process? Describe enhancements that do not require additional resources below:

summarize results:	None yet	Plan/Enhancement:	
summarize results:		Plan/Enhancement:	

Department Summary

IV. Attach 2008 Comprehensive Program Review Budget Data Form. Add a column of data that lists the amounts allocated for the 2010-11 academic year.

V. Resource Requests include: staff, faculty, materials, "B" Budget, facility refresh, Measure C equipment

A. Please submit up to three faculty and/or staff requests below in ranked order: (copy this section as needed)

<input type="text"/>	Rank	<input type="text"/>	replacement	<input type="text"/>	growth
Position:		<input type="text"/>			
Department :		<input type="text"/>		Contact Person, ext.	<input type="text"/>

1 Briefly state how this person will enhance or maintain the status quo of your program plan to improve student learning relative to the campus Mission, Institutional Core Competencies, or Program goals/plans below:

2 Highlight FTE, PT/FTE ratios and WSCH that support your request below:

3 If applicable, discuss PLOAC assessment results that support the program need for this resource below:

4 Please note: It is an expectation that all resources that are allocated 2 or more years prior to the next comprehensive program review (2013-14) will be assessed relative to their contribution to the program, its course or program level outcomes and its program review criteria. In this light, briefly state some of the criteria you may use to assess the effect of this additional staff/faculty position to your program below:

B. As applicable, list your requests for:

Materials, "B" Budget, facility refresh, Measure C equipment Refer to:

http://www.deanza.edu/gov/techtaskforce/pdf/Measure%20C_Prioritization_Processes_ClgeCnclApproved6_10_10.pdf

Please submit materials, "B" Budget, facility refresh, Measure C equipment, requests below in ranked order: (copy this section as needed).

List 3 here, keep a prioritized list of all items on hand.

<input type="text"/>	1 Rank	<input type="text"/>	replacement	<input type="text"/>	growth
Item Description:		We would like 30 flip cams for students to do oral history documentation			
Cost Estimate :		\$6,000		Contact Person, ext.	C. Kaufman X 8739

1 Briefly state how this resource will enhance or maintain the status quo of your program plan to improve student learning relative to the campus Mission, Institutional Core Competencies, or Program goals/plans below:

We are beginning an doral history program that will focus on underserved students. It is beginning in the SANKOFA program and with the AAPI program.

2 Highlight FTE, PT/FTE ratios and WSCH that support your request below:

3 If applicable, discuss PLOAC assessment results that support the program need for this resource below:

4 Please note: It is an expectation that all resources that are allocated 2 or more years prior to the next comprehensive program review (2013-14) will be assessed relative to their contribution to the program, its course or program level outcomes and its program review criteria. In this light, briefly state some of the criteria you may use to assess the effect of this additional resource upon your program below:

We hope to see our equity gap and access numbers improve and we engage more intentionally with targeted student populations.

Dean's Summary

VI. Resource Requests include: staff, faculty, materials, "B" Budget, facility refresh, Measure C equipment

A. Please submit up to three **faculty and/or staff** requests below in ranked order: (copy this section as needed)

Rank		replacement		growth	
Position:					
Department :		Contact Person, ext.			

1 In addition to the Department's rationale and from a dean's perspective, briefly state how this person will enhance or maintain the status quo of your program plan to improve student learning relative to the campus Mission, Institutional Core Competencies, or Program goals/plans below:

2 Address FTE, PT/FTE ratios and WSCH that support your request below:

3 In light of the department's statements about assessment results, describe any additional need or service to the College this person may bring to the Division below:

4 It is an expectation that resource allocations (awarded 2 or more years prior to the next Comprehensive Program Review) will be assessed relative to their contributions to the program, its course or program level outcomes and its program review criteria. In this light, briefly state some of the criteria you, as the Dean, may use to assess the effect of this additional staff/faculty position to your program below:

B. As applicable, list your requests for:

Materials, "B" Budget, facility refresh, Measure C equipment Refer to:

http://www.deanza.edu/gov/techtaskforce/pdf/Measure%20C_Prioritization_Processes_ClgeCnclApproved6_10_10.pdf

Please submit **materials, "B" Budget, facility refresh, Measure C equipment**, requests below in ranked order: (copy this section as needed)
List 3 here, keep a prioritized list all items on hand.

Rank		replacement		growth	
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Item Description:			
Cost Estimate :		Contact Person, ext.	

From a Dean's perspective, are there additional factors to add to the Department's rationale for this resource request? How will the addition of this resource enhance or maintain the status quo of this program's plan to improve student learning relative to the campus Mission, Institutional Core Competencies, or Program Goals? Use the following three sections below to state:

1 Additional factors:

2 Highlight FTE, PT/FTE ratios and WSCH that support the request below:

3 If applicable, discuss PLOAC assessment results that support the program need for this resource below:

4 It is an expectation that resource allocations (awarded 2 or more years prior to the next comprehensive program review) will be assessed relative to their contributions to the program, its course or program level outcomes and its program review criteria. In this light, briefly state some of the criteria you, as the Dean, may use to assess the effect of this additional staff/faculty position to your program below: