PROGRAM REVIEW Fall 2020

Program:	**Communication Studies**
Division:	**Arts and Humanities**
Date:	**Oct 30, 2020**
Writer(s):	**Tim Heisler, Natalie Kellner, Jim Dobson**
SLO/SAO Point-Person:	**Natalie Kellner**

Audience: Deans, Vice Presidents of Student Services and Academic Services, All Planning and Allocation Committees. This document will be available to the public.

Uses: This Program Review will be used to inform the campus and community about your program. It will also be used in the processes of creating Division Summaries, determining College Planning Priorities and allocating resources. A final use is to document fulfillment of accreditation requirements.

Please note: Program Review is NOT in itself a vehicle for making requests. All requests should be made through appropriate processes (e.g. Instructional Equipment Request Process) or directed to your dean or supervisor.

Time Frame: This Program Review should reflect on program status during the 2020-21 academic year. It should describe plans starting now and continuing through 2021-22.

Sections: This Program Review has been shortened due to the COVID-19 pandemic. The Program Review Committee understands that you are completing this program review in a time of stress and disruption and that this may affect many of your responses. Sections and questions are marked with the name of the committee or office that will use the information.

- The first section focuses on general program reflection and planning.
- The second section has specific questions to be filled out by all programs this year.
- The third section is a review of curriculum, to be filled out only by programs with curriculum.

Topics: The Program Review Glossary defines key terms. Writers should review this glossary before writing: https://bit.ly/2LqPxOW

For Help: Contact Nadiyah Taylor: ntaylor@laspositascollege.edu.

A list of contacts for help with specific sections is provided on the Program Review website under the "tools for writers" tab. [https://bit.ly/3fY7Ead]

Instructions:
1) Please respond to each question as completely as possible.
2) If the requested information does not apply to your program, write "Not Applicable."
3) Optional: Communicate with your dean about completing this document.
4) Send an electronic copy of this form to Nadiyah Taylor and your dean by Monday, November 2.

Links:
Program Review Home Page: laspositascollege.edu/instructionalprogramreview
Fall 2019 Program Reviews: laspositascollege.edu/programreview/pr2019.php
Frequently Asked Questions: laspositascollege.edu/instructionalprogramreview/programreviewfaqs.php

Section One: Program Snapshot [Program Review Committee]

For assistance with this section, contact the Program Review Committee Chair. **[https://bit.ly/3fY7Ead]**

No Significant Changes Option

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Contact person: _____Timothy D. Heisler_____

By marking an X in the box above, the writers of this Program Review indicate that there have been no significant changes to their program or their program's needs in the past year. In this case, programs may opt not to complete Program Review Section One: Program Snapshot. **Programs must still complete all other sections (as applicable).**

Please note: Choosing this option means that your program's information may not be included in the yearly Division Summary.

The No Significant Changes Option may only be used for two years in a row; after two years, programs must complete a full Program Review including the Program Snapshot. Our program's most recent Program Snapshot was submitted in the following semester: Fall 2020

A. Accomplishments: What plans were achieved during AY19-20? You may describe achievements that were or were not planned in earlier Program Review. Your response may include actions regarding COVID-19. Please highlight any positive impacts to students.

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1. CMST faculty continue to work in collaborative workshop courses with the ESL program to help the advanced ESL students with their public speaking development. That workshop has now been turned into a Non Credit course that will belong to ESL. CMST and ESL faculty will still be instructing the class.

2. We involved the community in our local speech tournament as judges, sponsors, contributors, etc.

3. We hosted a high school speech tournament.

4. We successfully had all of our CMST faculty participate/complete distance learning training.

5. We received OEI approval for all of our CMST courses.

6. Our Forensics Team participated in their first ever online regional and national tournaments. The Talk Hawks won both Asynchronous AND Synchronous National Tournaments.

7. We expanded our course offering to include a new CMST 4 class.

8. We revised and updated student-learning outcomes for multiple CMST courses.

9. The department had their abbreviated canned food drive.

Mark an X before each area that is addressed in your response.				Definitions of terms: https://bit.ly/2LqPxOW		
X	Community Partnerships/Outreach		Facilities, Supplies and Equipment, Software		LPC Planning Priorities	X	Services to Students
	Course Offerings		Financial/Budgetary	X	LPC Collaborations	X	SLO/SAO Process
X	Curriculum Committee Items		Human Resources		Pedagogy		Student Equity
	External Factors		Learning Support	X	Professional Development	X	Technology Use

B. Challenges, Obstacles and Needs: Describe any significant challenges, obstacles or needs for your program. Your response may include issues regarding COVID-19. Please highlight any negative impacts for students.

1. Forensics continue to experience shortages in staffing and finances. We have never returned to the level of funding that the program received back in 2007/2008. Despite a 12-year rise in registration, travel, hotel and tournament fees our budget remains stagnant or, typically, shrinks.

2. We need to promote our Oral Interpretation class. Even though the CMST 2A class is a requirement for our AA and AA-T degrees it has periodically been cancelled due to low enrollment. We need to either promote these classes better to ensure that they fill.

3. Visual Aids. Travelling with printed visual aids on 30" x 24" poster board is an outdated mode of public presentation. For the betterment of our competitive program, and to improve our instructional quality in the classroom, We need to identify and incorporate newer, better, more "portable" technologies within our instructional and competitive repertoire.

4. We need to recruit more CMST majors. We are doing so by offering more of the degree specific courses that have high enrollments.

5. We need to find a balance between our CMST 1 and CMST 10 course offerings each semester. Students and LPC Administrators want more CMST 10 classes. Our department would like to maintain the emphasis on public speaking (CMST 1) for CSU transfer requirement.

6. We want CMST faculty to be compensated as the primary instructor for co-instructing with the ESL/CMST collaboration.

7. We still do not have an instructional assistant for the Speech Program. This position became vacant back in 2007. We have been asking to have this position replaced every year since then. IT IS STILL A POSITION ON THE ARTS & HUMMANITIES ORGANIZATIONAL CHART. We are told every year to identify our needs and obstacles in our Program Review and Program Review Updates. We do so diligently. Each year our request for filling this position, this replacement position, is rejected. This is not a growth position, we simply want to fill a position that is in our organizational chart, a position that we used to have. We are now entering our 11th year without this position and it creates a hardship (both instructionally and fiscally) on the Forensics Program's ability to maintain their success (let alone enable the program to grow). You can imagine our frustration.

8. C-19							
Mark an X before each area that is addressed in your response.				Definitions of terms: https://bit.ly/2LqPxOW			
	Community Partnerships/Outreach	X	Facilities, Supplies and Equipment, Software		LPC Planning Priorities	X	Services to Students
X	Course Offerings	X	Financial/Budgetary		LPC Collaborations		SLO/SAO Process
	Curriculum Committee Items	X	Human Resources		Pedagogy		Student Equity
	External Factors		Learning Support		Professional Development	X	Technology Use

C. IR Data Review: Describe any significant trends in your program's data from the office of Institutional Research and Planning. (Note: Not all Programs have IR data available; if your program does not have a data packet or dashboard data, you may note that in the response box.) You may also discuss any other data generated for your program by the Office of Institutional Research and Planning.

   IR Data packets are available here: https://bit.ly/2IYaFu7

   Course Success Rates Dashboard can be found at the bottom of this page: https://bit.ly/2Y9vGpI

   For assistance with this question, contact the Director of Institutional Research and Planning. **[https://bit.ly/3fY7Ead]**

We have seen tremendous consistency in the numbers through the years. There are few "significant trends" that have appeared through the last few years. Those that are apparent include:

1) more of our students are taking more online classes than ever before (no surprise there),

2) there is a rise in the number of students who have already obtained a BA or BS degree taking our classes (these are typically nursing students it seems), and

3) we saw twice the number of W's in Spring 2020 than we typically experience (Covid!).

Mark an X before each area that is addressed in your response.				Definitions of terms: https://bit.ly/2LqPxOW			
	Community Partnerships/Outreach		Facilities, Supplies and Equipment, Software		LPC Planning Priorities		Services to Students
	Course Offerings		Financial/Budgetary		LPC Collaborations		SLO/SAO Process
	Curriculum Committee Items		Human Resources	X	Pedagogy		Student Equity
X	External Factors		Learning Support		Professional Development		Technology Use

D. Short Term Planning: What are your most important plans, either new or continuing, for next year? Describe plans starting now and continuing through AY 21-22. (Optional: You may also describe long-term plans if desired.)

1. Growth and expansion of the forensics operating budget. We would like to see a reinstatement of our $6400 yearly budget that comes from district funding. This amount was entirely cut several years ago, a portion of it was given back two years ago, and then that amount was reduces again the last two years. We do think that asking for a district budget of $6400 is asking for an increase in our budget. We simply want it to be reinstated.

2. We want to find ways to involve the community in our local speech tournament as judges, sponsors, contributors, etc.

3. We want to hire an instructional teaching assistant for the Communication Studies program.

4. We want to continue to host a high school speech tournament.

5. We want the Forensics team to travel and compete nationally.

6. We want the Forensics team to travel and compete internationally.

7. We plan to organize a noncredit abroad Intercultural Communication course.

8. We want to organized events, seminars or activities for Communication Studies majors.

9. We want to create an online version of the ESL/CMST collaborated class.

Mark an X before each area that is addressed in your response.				Definitions of terms: https://bit.ly/2LqPxOW			
X	Community Partnerships/Outreach		Facilities, Supplies and Equipment, Software		LPC Planning Priorities		Services to Students
	Course Offerings	X	Financial/Budgetary	X	LPC Collaborations		SLO/SAO Process
	Curriculum Committee Items	X	Human Resources		Pedagogy	X	Student Equity
	External Factors		Learning Support		Professional Development		Technology Use

Section Two: Institutional Planning Topics (Required for All Programs)

A. Equity [Student Equity and Achievement Committee]: Please describe any recent actions your program has taken to increase equity and/or any challenges your program faces in promoting equity and equity-based decision-making? Areas to consider include students impacted by race/ethnicity, gender, sexuality, age, or disability status, as well as students who are disproportionately impacted due to the shift to remote instruction.

For assistance with this question, contact the Director of Student Equity and Achievement. **[https://bit.ly/3fY7Ead]**

> We are actively seeking to discover and identify the inequities and challenges that exist within our program. We do not want to turn a blind eye to a problem with an ignorant declaration that there is no problem. It is our plan before the next Program Review to gather more information about the success rates of the students within our department and then accurately identify needs/discrepancies that exist. That is step one. After that we need to formulate a plan to address the identified issues.

B. SLOs/SAOs [SLO Committee]:

You should complete ONE of the following three sections. Please choose the option that is most appropriate for your program:

B1: Instructional Programs with PSLOs
B2: Instructional Programs without PSLOs or with Special Circumstances
B3: Non-Instructional Programs

Skip to the section you chose. If you are not sure which option to pick, contact the SLO Committee Chair or Program Review Committee Chair for assistance.

B1: Instructional Programs with PSLOs

In this year's Program Review, and in support of Accreditation, we would like a snap-shot on how your program plans to collect, discuss and report assessment findings to develop best practices for teaching and student learning ("closing the loop").

As a program, please select one PSLO for a degree or certificate to focus on. This PSLO should reflect one area of your program that you would like to investigate in depth. For example, your selection may focus on an area to improve student success, to update pedagogy, equity issues, or to examine a new degree/certificate, etc.

In this section, describe your plan for assessment data to be collected, analyzed and discussed, and reported out in next year's Program Review. Your plan should identify the CSLOs that feed into your selected PSLO so that a complete data set is collected. You may choose to do this over one or two semesters. In next year's Program Review, you will be asked to summarize your SLO assessments, analysis of those findings, and proposed changes that may be implemented to improve teaching and student learning.

For assistance with these questions, contact the SLO Committee Chair. **[https://bit.ly/3fY7Ead]**

B1a. **In the space below, insert the complete wording of the PSLO and potential reason(s) for selecting it for analysis.**

> Upon completion of CMST 1, the student should be able to deliver a speech with effective content organization and delivery.

B1b. In the table below, list the CSLOs that feed up to the identified PSLO and check the semester or semester(s) that the CSLO will be assessed and data entered into eLumen.
(If this different than the submitted SLO template plan, please update and resubmit the template plan. Send the updated template to mwiest@laspositascollege.edu and ahight@laspositascollege.edu)

Complete Name of CSLO	Fall 2020	Spring 2021	Summer 2021
Deliver a clearly organized speech	X	X	X
Deliver a speech with effective content			
Perform a speech using effective delivery			

B1c. When will analysis and discussion of the assessment data be completed (during next year's Program Review is an option)? The reporting out of the "closing the loop" analysis will be part of next year's Program Review.

> **This discussion will take place during the Fall 2021 Semester (Next Year's Program Review).**

B2: Instructional Programs without PSLOs or with Special Circumstances

If your department does not have PSLOs, you may choose one CSLO to focus on. This option may also be used if there is a strong departmental rationale for focusing on a single CSLO.

As a department, please select a course to focus on. The selected course and one of its CSLOs should reflect an area that you would like to investigate in depth. For example, your selection may focus on a course to improve student success, to update pedagogy, to analyze equity issues, etc.

For assistance with these questions, contact the SLO Committee Chair. **[https://bit.ly/3fY7Ead]**

B2a. In the space below, describe the rationale (such as this is not a degree-granting program, we focus mainly on non-degree courses, etc.)

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B2b. In the space below, insert the complete wording of the CSLO and reason(s) for selecting it for analysis.

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B2c. In the table below, list the CSLO and check the semester or semester(s) that the CSLO will be assessed and data entered into eLumen.
(If this is different than the submitted SLO template plan, please update and resubmit the template plan. Send the updated template to mwiest@laspositascollege.edu and ahight@laspositascollege.edu)

Complete Name of CSLO	Fall 2020	Spring 2021	Summer 2021

B2d. When will analysis and discussion of the assessment data be completed?   (During next year's Program Review is an option.) The reporting out of the "closing the loop" analysis will be part of next year's Program Review.

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B3: Non-Instructional Programs

In this year's Program Review, and in support of Accreditation, we would like a snap-shot of how your student service area plans to collect, discuss, and report assessment findings to develop best practices for teaching and student learning ("closing the loop").

Please select one SAO to focus on. This SAO should reflect an area of your program that you would like to investigate in depth. For example, your selection may focus on an area to improve student success,

increase best practices, to address equity issues, or to examine a new service/program, etc. The intent is for this section to be useful for reflection to develop best practices for serving students.

For assistance with these questions, contact the SLO Committee Chair. **[https://bit.ly/3fY7Ead]**

B3a. In the space below, insert the complete wording of the SAO and potential reason(s) for selecting it for analysis.

B3b. When and how will this SAO be assessed and data entered into eLumen? (If this different than the submitted template plan, please update and resubmit the template plan. Send the updated template to mwiest@laspositascollege.edu and ahight@laspositascollege.edu)

B3c. When will analysis of the assessment data will be completed (during next year's Program Review is an option)? The reporting out of the "closing the loop" analysis will be part of next year's Program Review.

The following questions ask you to review your program's curriculum. To see the last outline revision date and revision due date:

> **1. Log in to CurricUNET**
> **2. Select "Course Outline Report" under "Reports/Interfaces"**
> **3. Select the report as an Excel file or as HTML**

A. Title V Updates [Curriculum Committee]: Are any of your courses requiring an update to stay within the 5 year cycle? List courses needing updates below. Reminder: updates to course title or units, and course deactivations, will require updating any program they are associated with. List programs requiring updating in question (B).

> NONE

B. Degree/Certificate Updates [Curriculum Committee]: Are there any programs requiring modification? List needed changes below.

> NONE

C. DE Courses/Degrees/Certificates [Distance Education Committee]: Detail your department's plans, if any, for adding DE courses, degrees, and/or certificates. For new DE degrees and/or certificates (those offered completely online), please include a brief rationale as to why the degree/certificate will be offered online.

> **We unexpectedly turned all of our courses online in Spring 2020 (obviously) but we would like to continue to offer some sections of CMST 10 and CMST 46 each semester in the future.**
>
> **(For the record, we had already been offering sections of CMST 1 and CMST 11 online.)**