

PROGRAM REVIEW Fall 2020

Program: Viticulture and Winery Technology

Division: STEM

Date: 11/1/2020

Writer(s): David Everett

SLO/SAO Point-Person: David Everett

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

Contact person: _____ David Everett _____

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 20_____.

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.

- Architectural meetings for the Campus Hill Winery began in Fall 2019.
- Successful Fall 2019 harvest of Campus Hill Vineyard.
- 2019 wines were fermented Fall 2019; and stabilized, managed, blended, clarified, aged, labeled (including label design) and bottled Spring/Summer 2020; Wines will be available for sale Fall 2020.
- Las Positas College Viticulture and Enology Foundation received 501(c)3 Federal tax-exempt status
- Las Positas College Viticulture and Enology Foundation completed numerous filings that were left incomplete by the departed VP of Admin Services. Foundation and winery are in compliance with Federal and State filing requirements.
- Spring 2020 classes were successfully transitioned online during the COVID-19 emergency.
- Campus Hill Vineyard was maintained during the Spring and Summer, despite losing vineyard help in late spring.
- Part time Lab Tech was hired Summer 2020.
- 2020-21 program budget was established and communicated to Faculty. Having a budget (no matter how small) for program operating supplies, vineyard maintenance, and equipment maintenance is an important accomplishment.

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	Services to Students
	Course Offerings	X	Financial/Budgetary		LPC Collaborations	SLO/SAO Process
	Curriculum Committee Items	X	Human Resources	X	Pedagogy	Student Equity
X	External Factors		Learning Support		Professional Development	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.

Facilities

Lack of facilities remains a significant challenge for the program. As noted in the past 10 program reviews, the instructional spaces for the VWT program are inadequate. There is a significant need for a teaching winery, so that equipment and students can be safely spread out to learn how to make wine and learn how to operate wine making equipment. The current winemaking space (room 806) is too small, and unsafe for instruction.

The 1815 Lab serves as both an enology lab and a food/wine pairing prep space. This is unsanitary and unsafe. The VWT program alternates enology lab and food/wine pairing classes between semesters, so that the likelihood of cross contamination of lab materials and consumables is reduced. In addition to being unsafe, the lack of adequate facilities to support these diverse labs, impacts the program's course offerings.

A Teaching Winery with adequate lab/prep space to support tasting classes, sales/wine hospitality classes, food/wine pairing classes, and wine science and enology lab skills is desperately needed to support the program's curriculum and instruction, and student safety.

Architecture meetings for the new VWT facility have begun. The construction budget is insufficient to locate facilities as identified in the FMP. The construction budget also appears inadequate to meet program's instructional needs. Facilities will not be completed until 2022...

Vineyard Labor

Maintaining the college's 4-acre vineyard remains a significant challenge. The college finally hired a vineyard independent contractor in January 2020; the contractor performed 3 days of work, and the contract was not renewed. The sole faculty member was once again left to maintain the vineyard, and performed over 300 hours (unpaid) of work during Spring 2020 and Summer 2020 to ensure that the vineyard was maintained, the adjacent homeowners would be satisfied, and that there would be quality grapes for the Fall 2020 harvest.

Establishing a new vineyard labor contract (to be paid upon invoicing of actual hours) is needed.

Winery Compliance

Wine management and wine compliance takes a lot of time, and takes faculty away from instructional responsibilities. The program needs assistance from the Office of Administrative Services to carry out compliance, sales, financial reporting, and tax filings.

Increase Faculty Diversity

As stated in the past several program reviews, the VWT program would like to diversify its faculty. Hiring part time faculty with specialty expertise in wine making, wine science, soil science, and integrated pest management would strengthen the program. Because the VWT program offerings are

limited by the allocated FTEF, there is seldom enough classes on schedule to meet the full timer's load and offer classes to part time faculty.

Reassign Time

Maintaining the vineyard; harvesting, making, managing, bottling, and selling wine; setting up labs; maintaining equipment; preparing instructional materials; teaching 4 classes per semester; completing program review, discipline plans, schedule development, DE addendums, curriculum, and supply orders; serving on the Viticulture and Enology Foundation Board, serving on the CTE Advisory Board, maintaining community partnerships, and other faculty responsibilities as needed, is too much for one sole faculty member! Additional reassign time is needed for the faculty member now; additional reassign time would also open up 1+ courses for a part time faculty to teach (and help with Increasing Faculty Diversity as discussed above). Hiring a full-time winery manager in the future is needed (especially when the new Teaching Winery opens)

Lab Tech

Horticulture/VWT was able to hire a part time (50%) Lab Tech to support their programs. The Lab Tech has experience in horticulture, but no experience in viticulture or winery technology. It remains a challenge to assign VWT tasks to the current lab tech. It is also unrealistic to think that faculty has the time to train the lab tech (see list of faculty responsibilities under Reassign Time above). A full-time lab tech with Viticulture and Winery Technology knowledge and experience is still needed.

COVID-19 class cancellations

Due to COVID-19, many VWT classes were converted to online. Some VWT classes, such as Food/Wine Pairing, Sensory Analysis, Wine Sales and Service, and the Community Education/Friends of the Vineyard Intro to Working in a Wine Tasting Room course will not be offered until the risk of COVID-19 subsides. These cancellations will negatively impact enrollments as these are high demand feeder classes, negatively impact student completion for the Enology degree and certificate, negatively impact student completion of the Wine Hospitality certificate, and negatively impact community partnerships with local organizations and wineries. COVID-19 has presented many challenges; and we will continue to work through these challenges.

Class Materials Fees

There is a \$150 materials fee for each tasting class. The materials fee is to be collected at registration by A&R. For some reason, this fee is not being collected from all students. Why? There is a need for materials fees to be consistently collected, because this dramatically impacts purchasing of materials for the instruction.

\$150 materials fee may be cost prohibitive for some students. The LPC Viticulture and Enology Foundation would like to explore "scholarships" for VWT declared majors who have financial need.

Mark an X before each area that is addressed in your response.				Definitions of terms: https://bit.ly/2LqPxOW		
X	Community Partnerships/Outreach	X	Facilities, Supplies and Equipment, Software		LPC Planning Priorities	Services to Students
X	Course Offerings	X	Financial/Budgetary		LPC Collaborations	SLO/SAO Process
	Curriculum Committee Items	X	Human Resources		Pedagogy	X Student Equity
X	External Factors		Learning Support		Professional Development	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/2lYaFu7>

Course Success Rates Dashboard can be found at the bottom of this page: <https://bit.ly/2Y9vGpl>

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

No significant changes.
 Headcount/enrollments, student demographics, and student unit load remain unchanged. Enrollments remain stable, students are about 50/50 male/female, and race-ethnicity remains predominately white but declining (albeit slower than the college average).
 About 56% of enrolled students are pursuing transfer, a CTE certificate, or job training. The percent of students taking VWT classes who are “undecided” has gone down to 6%. Most VWT students are pursuing education to work in the wine industry, so it continues to be important to match curriculum with industry needs, and offer state of the industry instruction.
 “Scholarships” to help cover \$150 materials fees for VWT declared majors who have financial need may help diversify student demographics.

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		Financial/Budgetary		LPC Collaborations		SLO/SAO Process
X	Curriculum Committee Items		Human Resources	X	Pedagogy	X	Student Equity
	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.)

- Provide input at architecture meetings to ensure that the construction of VWT facilities meets the needs of the program and students.
- Provide high quality online education with safe, limited in-person labs during COVID-19.
- Secure a Vineyard Labor contract, to reduce the number of hours of labor provided by the faculty member.
- Sell Campus Hill Winery wines to supplement program operating supplies budget, and increase community awareness of LPC’s VWT program.
- Streamline Winery Compliance.
- Submit Title V COR updates for 5 courses.

--

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

- Online courses are “open” 7 days per week allowing students to access, complete and submit coursework all week long. This supports students who work or have children to care for during the week.
- Faculty is being flexible with students who need due date extensions. Students who are sick, working multiple jobs, or caring for relatives have reached out and expressed appreciation with faculty flexibility.
- “Live” ConferZoom virtual tastings facilitates faculty-student and student-student interaction. Faculty and students “see” each other, get to know each other, and establish a relationships. Some students are MORE likely to participate and engage in tasting activities online compared to face-to-face.
- Faculty is providing content in multiple modalities – written, video, and images to support student’s preferred learning modalities.
- Course materials are accessible to students with disabilities; videos are closed-captioned.
- Weekly discussion assignments build a sense of community among learners.
- DE Addendums have been completed for all 2020-21 VWT courses. Student success, completion, and equity is at the fore front of the DE decisions.

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. [\[https://bit.ly/3fY7Ead\]](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 the AS in Enology, students are able to safely start-up, operate, and shutdown winery equipment; and effectively utilize the equipment during the winemaking process.

This PSLO was selected because of the upcoming course offerings. VWT 21 Applied Enology will be offered Spring 2021; and VWT 41 Fall Winery Operations and VWT 42 Spring Winery Operations plan to be offered in Fall 2021 and Spring 2022, respectively. Additionally, this PSLO covers both the AS in Enology and the Certificate of Achievement in Enology.

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
Upon completion of VWT 21, students should be able to (to be written and entered into eLumen)		X	
Upon completion of VWT 41, students should be able to demonstrate a working knowledge of “racking” wine.			Fall 2021
Upon completion of VWT 42, students should be able to demonstrate proficiency at measuring and analyzing the required analysis parameters of must and wine.			Spring 2022

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.

Analysis will occur as part of next year's and the following year's program reviews.

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.)

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

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.

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. [\[https://bit.ly/3fY7Ead\]](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.



Section Three: Curriculum Review (Programs with Courses Only)

For assistance with this section, contact the Curriculum Committee Chair. [<https://bit.ly/3fY7Ead>]

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).

Upcoming updates required:

- VWT 10 due 12/2021
- VWT 31 due 12/2021
- VWT 32 due 12/2021
- VWT 41 due 12/2021
- VWT 42 due 12/2021
- VWT 47 due 12/2022

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.

DE Addendums submitted Fall 2021 for the following courses. No additional DE plans in the works.

- VWT 1
- VWT 2
- VWT 10
- VWT 12 / HORT 54
- VWT 20
- VWT 21
- VWT 31

- VWT 32
- VWT 41
- VWT 42
- VWT 47