Las Positas College
ANNUAL PROGRAM REVIEW TEMPLATE
Review of AY 2011-12

Name of Program	Division	Author(s)
Geography	ALSS	Thomas Orf

INSTRUCTIONS:
1. This Annual Program Review covers the time frame academic year 2011-2012.
2. The planning should be for the academic year 2014-2015.
3. Use the Save As feature in Word to save this template with your program name, so that you do not overwrite the original template (*e.g.*, Bio, math, EOPS)
4. In each section, click in the box under the instructions and fill in your information. The box will expand as you type. If a section is not pertinent to your program enter N/A in the box; do not leave it blank.
5. To see how other programs completed sections in the Annual Program Review, visit the Examples Template on the PR website.   The examples are from a variety of programs and may give you ideas of how to respond for your own program.
6. When you have completed the form, run the spell-checker (**click inside the text in the first box**, then click on the Review tab and find Spell-Check in the far left corner of the ribbon).
7. Please address your questions to your Program Review Committee representatives or the PR co-chairs Jill Carbone and Teri Henson. Concerns, feedback and suggestions are welcome at anytime to PRC representatives or co-chairs.
8. Instructions for submitting your Annual Program Review will be available at the start of the fall semester.

STATEMENT OF PURPOSE:

- Review and reflect on the student experience, with the goals of assessing and improving
  - student learning and achievement
  - services for students
  - program effectiveness.
- Provide a forum for each program's findings to be communicated to Administration
- Create written records of what is working well, what can be improved, and specific plans for implementing chosen improvements.
- Collect information that will contribute to institutional assessment and improvement.

I. MISSION

State the current program mission
(A mission statement should address the unique role and scope of the program. Consider the operating mission of your program. Identify specific purposes within your program (e.g., certificates, degrees, general education, matriculation, assessment). Avoid vague, overbroad language.)

The mission of the geography department is to offer excellent teaching and learning in the field of geography which serves: 1) part of the general education curriculum of the college; 2) geography majors with a new AA – T degree program; and 3) enrichment courses as viewed as

necessary by the college community as a whole.

The mission of Las Positas College is:

Las Positas College is an inclusive, student-centered institution providing learning opportunities and support for completion of transfer, degree, basic skills, career-technical, and retraining goals.
(**NOTE:** this is the draft mission statement, currently under review.)

Discuss how the program supports the college mission.

The geography department offers degree, transfer and enrichment courses as per our mission. All the courses in the department transfer to all the CSUs, the UC,s and most of the privates schools in the regions. In addition, the geography department has the new AA-T degree (pending with the state) which will help with the number of students transferring to the CSU system.

II. PROGRAM ANALYSIS

A. Courses (For Instructional Programs Only)

1. Will any course outlines be revised or updated in the academic year 2014-2015?

    (Highlight the appropriate box to type in an X.)

    YES ☐   NO X

    If yes, in the table below, please list which courses will be revised or updated and the reason for the revision.

    (Click in the box under Courses to start entering information. Tab to move to the next box. Tab in the last box to create a new row.)

Course(s)	Reason for Revision
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

2. Will new curriculum (*e.g.,* course outlines, degrees) be submitted to the Curriculum Committee for the academic year 2014-2015?

    YES ☐   NO X

If yes, please describe briefly what new curriculum is planned.

> Note: They were all submitted 2013-14 so no changes on any discipline plans are needed for several years. .

B. New Initiatives (AY 2014-15)

Are any new initiatives planned for the academic year 2014-15?

(Examples of new initiatives include, but are not limited to: new degrees or certificates, new pathways, new outreach efforts.)

YES X☐   NO ☐

If yes, please describe briefly what new initiatives are planned.

> Our Program is currently in the final stages of getting a new AA-T degree which should be approved by late September by the state. It has already been approved by LPC.

C. SLOs/SAOs

1. Status of course SLOs/SAOs and assessments for AY 2011-12.

    (Since the Program Review process is beginning in 2013 and the assessments for AY 2012-13 will not be complete, analyze the assessments for the AY 2011-12). Click in the box under Number of Courses Offered. Press Tab to move to the next box. Press Tab at the end of the row to create a new row.

Number of Courses Offered (AY 2011-12)	Number of Courses with SLOs (AY 2011-12)	Number of Courses Assessed within the last TWO years (AY 2010-11, AY 2011-12)
7	7	6

2. How frequently have course SLOs/SAOs been assessed? (e.g: every semester, every other semester, once a year.)

    (This is a summary; it is not a list of courses and their assessment frequency.) Click in the box and begin typing. The box will expand as you type.

    > SLOs are assessed every semester.   Every course except one had their results reported. Only GEOG 12 did not but that was with a part time instructor. I will talk to the current instructor to make sure that is done for the future. Also, it should be noted that each individual instructor is allowed to write their own SLOs, not the department as a whole.

3. Status of program-level SLOs/SAOs and assessments for AY 2011-12.

Number of degrees/certificates offered	Number of degrees/certificates with SLOs	Number of program level SLOs/SAOs
0	0	0

4. Analysis of SLO/SAO data for AY 2011-12.
    (Attach a summary of the program's AY 2011-12 SLO/SAO data as an appendix.)

    a. Please describe the program-wide dialogue on assessment results, including assessment of distance education courses. Where would one find evidence of this dialogue?

(This section concerns the type and variety of dialog regarding assessment results, not the assessment results themselves. For examples of evidence, consider: meeting notes, program coordinator's records of dialogue, or email.) For each of these questions, click in the following box and begin typing. The box will expand as you type.

> In the past, there has not been any program wide dialogue on the assessments with the SLOs since each instructor was allowed to conduct their own. In the future, it would be a good idea to discuss each of the SLOs with the FT instructor so that we can discuss the results with the division as a whole.

b. Please summarize what was learned from the assessments, including distance education courses. How will these results be used for improvement/s?

(Please provide at least two paragraphs. One paragraph should address face-to-face assessments, the other paragraph should address distance education assessments. If the course is taught in both face-to-face and distance education modes include a paragraph comparing the assessment results.)

> SLO assessments have, up to this point, been on an individual basis. The FT instructor successfully implemented, analyzed and summarized the results of all the SLOs. Several changes were made on the way the lectures were given on GEOG 2 and GEOG 8 classes given the results on the SLO. After changes were made, results increased to the point where those SLOS could be put to rest in 2012-14. GEOG 1 also resulted in similar results.
>
> The SLO for the distance education class is troubling. Results were similar to those in the face to face class but given lack of control for possibility of cheating by the students, results could be viewed as suspect. The instructor plans on moving ahead with other SLOs for future classes just like in the face to face class but would like to figure out a better way to access distance education differences.
>
> Overall, it is hopeful that all the SLOs would be changed for the 2013-14 year for the FT instructor courses since positive results were noticed after changes implemented.
>
> As for the PT instructors, each of those are being assessed and changed on an individual basis. Elumen does not show those results. Over, however, 100 percent of classes in geography are having SLOS assessed.

c. To what extent will, and how, do assessment results support resource requests for AY 2014-15?

> The SLOs do not affect resource request directly within the budget.

d. What are the general plans for assessments in the upcoming academic year AY 2014-15 (*i.e.* additional assessments or reassessment)?

> New SLOs are being implemented for all courses for the FT geography instructor. All part time instructors are also being assessed on an individual basis. New program SLOs will have to be implemented once the AA-T program is approved by the state at which time a meeting between the FT and part time instructors will be required.

D. Student Data

1. Analyze the student data provided by the Office of Institutional Research
   (http://www.laspositascollege.edu/researchandplanning/ProgramReview.php) and other data as
   appropriate (for example: SARS-TRAK data, library student surveys).

   a. Please describe the program's dialogue about the student data. Where would one find
      evidence of this dialogue?

      *(This dialog should be occurring as you write your Program Review of 2011-2012. Examples of
      evidence may include: agenda or minutes from workshops or meetings, internal reports. Smaller
      programs may want to consider discussing their data with related programs, their Dean, the
      Institutional Researcher or, for academic programs, adjunct faculty in the program.) For each of these
      questions, click in the following box and begin typing. The box will expand as you type.*

      > The geography program discussed student date with the Institutional Researcher in fall 2012;
      > evidence of this dialog can be found in the data request packet submitted and modified
      > following this discussion.

   b. Please summarize what the program learned from the student data. How will these results
      be used for improvement/s and planning?

      *(Briefly discuss trends or significant findings regarding student retention, success rates, different
      cohorts of students, etc. Student data may suggest the need for changes in course offerings,
      scheduling, teaching methodology, outreach, processes, etc., or may lead to the creation of a new
      SLO/SAO.)*

      > Geography proved to be an efficient discipline during the past year.   With a productivity of
      > 728, geography was better than most of the disciplines on campus in the number of
      > students it served vs. full and part time faculty. Also, the fill rate was well over 100
      > percent so geography was filling all of the classes they were offering. With the full time
      > faculty member teaching only 34 percent of the students, geography will eventually need
      > to hire another full time person.

   c. To what extent, and how, do the student data results support resource requests?

      *(If relevant, briefly explain how your student data may be improved by acquiring new or additional
      resources (eg: faculty, classified personnel, instructional equipment, facilities) that you plan to
      request. You will be asked to provide more detailed information on the resource request forms; this is
      just a brief summary.)*

      > With geography being a minimum type of discipline for resources, it was able to maintain
      > good numbers while not asking for much the past year.

2. Enrollment Management **(Instructional programs only)**

   a. What total FTEF was approved for the program in 2012-13? This data is found in your
      Discipline Plans.

      > 3.55 FTEF was allocated and use during the year.

   b. If this amount differs from 2011-12, describe what changes have occurred.

(To find Total FTEF for AY 2011-2012 consult the Enrollment Management data on the IR website. (http://www.laspositascollege.edu/researchandplanning/ProgramReview.php). If your allocation was less than the previous year, comment on the types of courses that were cut. If the allocation was more, indicate which classes were added and why.)

> The total FTEF was down from 2011-12 due to budget cuts from the college as a whole. However, most of that was restored for the 2013-14 academic year. Two three credit hour classes were added during 1013-14, one GEOG 1 in the summer and GEOG 15 for the spring.

c. Describe and explain any changes you anticipate in course offerings for the academic year 2014-15.

> An additional GEOG 8 class needs to be added if situations warrant.

E. Human Resources (in AY 2011-12)

1. Please complete the following table.

(Enrollment Management data is posted on the IR website: (http://www.laspositascollege.edu/researchandplanning/ProgramReview.php).

Total FTEF*	FTEF from Full-Time Faculty*	% FTEF from Full-Time Faculty **
3.55	1.21	34 percent

*   If your program consists of multiple rubrics (eg: Anatomy, Ecology, Microbiology) sum values from all rubrics

**   If your program consists of multiple rubrics, use the following equation to calculate the % FTEF from Full-Time Faculty: Divide the FTEF from Full-Time Faculty by the Total FTEF and multiply by 100.

Type of Personnel	Number	Shared? With whom? If shared, state % of time assigned to the program	No. of hrs/wk	No. of mo/yr
full-time classified staff*	1	Shared with Physics, Astronomy and Engineering. There is no percent time for each discipline	40 hours for all disciplines.	10
	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
regular hourly classified staff**	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

student assistants	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

*   full-time: 20 hrs/wk (50%) to 40 hrs/wk (100%)

**   regular hourly: 18 or fewer hrs/wk (45% or less)

2. Will human resources be adequate for the academic year 2014-15?

YES X   NO ☐

If No, briefly describe. Provide any data which support these needs.

Click here to enter text.

3. Are there Staff Development needs for the academic year 2014-15?

YES X   NO ☐

If yes, elaborate. Provide any data which support these needs.

Click here to enter text.

F. Technological Resources

Are there any **new** technological needs for the academic year 2014-15?
(Do not discuss your existing technology, including replacements and repairs of existing technology. DO discuss new needs.)

YES X   NO ☐

If yes, briefly describe. Provide any data which support these needs.

(Examples of relevant data might include: enrollment information related to the growth of your program, workforce demands/trends, obsolete or outdated equipment and/or software.)

The newest version of ArcGIS is needed for the GEOG 20 class. This software must be updated yearly. We have not taught this class in several years so the software was discontinued. Since the class is now a required course for the AA-T program, it is considered new.

G. Facilities, Equipment, and Supplies Resources

Are there any <u>new</u> facility, equipment or supply needs for the academic year 2014-15?
(In this section consider new facilities, equipment and/or supplies that are needed to support your program. This does not include your current items that need replacement. Definitions of these terms may be found in the glossary.)

YES X   NO ☐

If yes, briefly describe. Provide any data which support these needs.
(Examples of relevant data might include: data on program's growth, change in curriculum, ADA regulations, etc.)

The ArcGIS software as listed above. Beyond that, the program is in pretty good shape with equipment. There is no supplies budget and it would be nice to create one in the

> future in that in a few years current maps will probably be obsolete.

H. Financial Resources

1. Is there a Program budget for the academic year 2014-15? (Include any co-curricular funds)

    YES ☐   NO X

    If yes, please briefly describe amount and general uses.

    > Click here to enter text.

2. Are there any **new** financial needs for the academic year 2014-15?
    (Examples of new financial need might include: new funding needed for upcoming events, new initiatives, changes in curriculum that require new training beyond what staff development can provide, request for release time for something new, etc.)

    YES X   NO ☐

    If yes, briefly describe. Provide any data which support these needs.

    > It is imperative that the ArcGIS software upgrades and yearly fee be put into the general college budget. The cost (around 3000 per year estimated) will need to come out to even keep offering the GEOG 20 course. Since the course is part of the new geography transfer degree, it is imperative that a budget line be created.

I. Other information pertinent to the program.

In the space below, discuss any other information which is pertinent to the program. Examples include

- Internal or external impacts on program
- (*e.g.*, mandates from state, curriculum changes in one program that impact another, loss of resources due to budget cuts, changes in college mission, goals, etc.)
- Other internal or external data *(data not discussed above)*

> Click here to enter text.

III. SUMMARY

A. **Summarize objectives accomplished since the Program Review Update (2012)**
    (The 2012 Academic Program Review Updates can be found on the Grapevine

    http://grapevine.laspositascollege.edu/programreview/ipr2010-11.php

    (Click on your discipline name.) Your brief discussion may include objectives accomplished since the 2010 program review, even if not discussed in the Update.)

    > 1) All types of courses currently taught at LPC have SLOs. The majority of those SLOs are being evaluated.
    > 2) The AA-T degree has been completed and is pending with the state of California
    > 3) GEOG 20 has been reinstated into the curriculum after a two year hiatus

B   Summarize objectives not accomplished since the program review update (2012) and why not.

(Your brief discussion may include objectives not accomplished since the 2010 program review, even if not discussed in the Update.)

> 1) By the next program review, geography would like to have all SLOs evaluated.   The full time instructor has all of his SLO's evaluated but not the part time. Hopefully, that will be fixed by the next cycle.
> 2) Geography needs to have a budget created for the purpose of funding the ArcGIS software for the class.
> 3) All of the geography classes originally cut due to budget considerations were not totally reinstated

C.   What are the objectives for the academic year 2014-15?

(Summarize briefly the objectives you plan to accomplish or begin in 2014-15. You will describe your plan to implement/achieve these objectives in the Program Effectiveness Plan in Part IV.)

> 1) Fully implement the new AA-T degree
> 2) Try and add one more geography class during the year. It would be preferable to add another GEOG 8 to the spring semester to where it would be taught every year.
> 3) Switch one of the online geography classes for the summer into a lecture course (this way there will be one lecture and one online class for the summer).

D.   For all needs identified in Part II, summarize how these needs will affect student learning/achievement and impact the program.

(This brief summary should capture the effects on students and the program if the needs are met or unmet.)

> This will create ample opportunity for students to take the necessary geography classes for 1) transfer to other colleges; 2) the new AA-T degree.

Continue to the next page to complete the form.

Name of Program	Division	Author(s)
Click here to enter text.	Click here to enter text.	Click here to enter text.

IV. PROGRAM EFFECTIVENESS PLAN

Instructions: In the table below, indicate how you plan to measure the effectiveness of each objective summarized in Part III and the resources needed.

Suggested: 0-5 Objectives (focus on a few)

Rank	Priority 1=essential 2=important 3=nice to have	Objective	SLO's/SAO's linked to objective	College goal(s) linked to objective‡	How will effectiveness be measured?	Category*	Resources needed	Committee
1	1	Implement Geography AA-T degree	No current SLOs		Degree is implemented	Human	None	No
2	2	Add another geography course	None		Another class offered during the next academic year	Financial; Human	Additional FTEF	CEMC
3	1	Annual Budget for ArcGIS	None		Budget line for software is created	Financial	Financial	No
4	1	All SLOs are being evaluated and recorded	All classes have SLOs		Elumen	Human	None	SLO
5	Click here to enter text.	Click here to enter text.	Click here to enter text.		Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

*human, technological, facilities/supplies, financial, other

‡When College Goals become available, this column will be activated.