Las Positas College
PROGRAM PLANNING UPDATE (Instructional) AY 2015-2016

Name of Program	Division	Author(s)
Puente Project	Student Services/Arts, Letters and Social Sciences	Rafael Valle/Michelle Gonzales

INSTRUCTIONS:

1. This Program Planning Update covers the academic years 2012-2013 and 2013-2014.
2. The planning should be for the academic year 2015-2016.
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. Please use your program's catalog rubric and this format when naming your document:

<div align="center">

Rubric INS PPU 15_16

e.g., ESL INS PPU 15_16

</div>

4. If the document displays in large type with only File, Tools, and View tabs at the top of the page, select **View, Edit Document**. You will then be able to type where it says "Click here to enter text" and you will be able to click on the check boxes to select them.
5. 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.
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 Chair Karin Spirn. Concerns, feedback and suggestions are welcome at any time to PRC representatives or co-chairs.
8. Instructions for submitting your Program Planning Update will be available at the start of the fall semester.

I.   STUDENT LEARNING OUTCOMES

Review of academic years 2012-13 and 2013-14

A. SLO Assessment Review

Review your program's SLO assessment results through spring 2014 and respond to the following questions.

1. Discuss how assessment results indicate success in student learning. Identify results that indicate a need for improvement.

> Program SLO's developed Spring – we will run our first assessment at the end of the 2014-2015 academic year.

> (empty box)

2. Discuss how distance education courses assessment results compare to face-to-face courses, if applicable? (*Respond to this question if your program has distance education courses*.)

> N/A

3. Discuss how your discipline, or someone in your discipline, made changes in pedagogy as a result of SLO assessment results.

> N/A

4. Give an example of a change in the number of units and/or lab hours based on assessment data, if applicable.

> N/A

5. Did your program discover the need for additional resources (for AY 2015-16) based on the assessment results?   YES ☐   NO ☐

   If yes, please explain.

> N/A

B. **SLO Process**

1. Describe how your program reaches consensus when writing student learning outcomes that are used in multiple sections.

   My program offers only one section of each course.   ☐

> SLO's for individual courses are assessed at the discipline level, but the program SLO is based on the goals state wide program.

2. Describe how your program reaches consensus when developing and evaluating assessment results for student learning outcomes that are used in multiple sections.

   My program offers only one section of each course.   ☐

   > N/A

3. What methods does your program use for documenting SLO related discussions? Check all that apply.

Program emails   ☐

Program meeting minutes/agendas   ☐

Blackboard/other website   ☐

Other (please describe):   ☐

> We will use meeting minutes/agendas

II.   PROGRAM ANALYSIS

Review of academic years 2012-13 and 2013-14

Review the student data provided by the Office of Institutional Research and any additional data your program has collected. Then respond to the sections below.

A. Data Review

If applicable, summarize any *changes* in your program's data since the Annual Program Review of 2011-12 or observed significant trends that will affect program planning or resource requests.

NOTE: Only include changes that affect student learning, program planning or resource requests.

> No data yet available

B. Program-Set Standard for Successful Course Completion Rates

Your program-set standard for successful course completion rates (i.e., number of grades of 'A', 'B', 'C', 'CR', and 'P' divided by total grades) is calculated by averaging successful course completion rates for your program over a five-year period and then multiplying that result by 95%.

In order to determine if you have achieved your program-set standard for successful course completion rates for a given year (e.g., 2012-13), you will need to assess if your program met or exceeded 95% of the previous 5-year average (i.e., 2007-08 through 2011-12) for your program; these calculations are done for you (*see links below*).

1. What was your program-set standard for successful course completion rates in 2012-13 and 2013-14?

	Program-Set Standard for successful course completion	Did you meet your program-set standard? (Yes or No)
2012-13	http://tinyurl.com/mmfwqfe	
2013-14	http://tinyurl.com/q6dah55	

2. If your program did not meet your program-set standard, discuss possible reasons and how this may affect program planning or resource requests.

No Data available

C. Curriculum Review

1. Review your program's current curriculum. If applicable, describe any internal or external impacts which will affect your curriculum plans for 2015-16.

N/A

D. Human Resources

1. Have there been changes in the number of full-time or part-time faculty associated with your program since the Annual Program Review of 2011-12? If yes, briefly describe the changes.

Rafael Valle has replaced Marina Lira as Puente Counselor and Co-Coordinator.

2. Have there been changes in the number of full-time or part-time classified staff associated with your program since the Annual Program Review of 2011-12? If yes, briefly describe the changes.

N/A

3. If applicable, describe how the changes indicated in 1 and 2 have impacted student learning?

The only impact from this change that we can forsee is that the Phase 3 students (those who have already completed their English and Counseling courses) may resist seeing newly

assigned counselor, having already established rapport with the former counselor, Marina Lira.

E. Other information pertinent to the program

Click here to enter text.

III. PLANNING

A. Planning Update

Summarize your program's plans, initiatives, and objectives accomplished since the Annual Program Review of AY 2011-12 (include accomplishments for the academic years 2012-13 and 2013-14).

The Puente Program has three components: Counseling, English, and the mentoring component, and in our last program review, we discussed implementation of the mentoring component, which is now underway. Since adopting the program in 2012, we are proud to say that we have established a firm presence on the campus, which can be evidenced by ease of recruiting a full cohort of students, with a waiting list for the past two years.

B. Program Planning for AY 2015-16

As appropriate for your program, please address each of the following areas. For each area, describe your program's plans, initiatives, and objectives for the academic year 2015-16. Focus on how planning will impact student learning or the student experience at Las Positas College.

1. SLO assessments. NOTE: 100% of courses in your disciplines should be assessed a minimum of once every two years. As a guideline, each program should be assessing 25% of its courses every semester.

    a. How does your program plan to use assessment results for the continuous improvement of student learning? Examples might include (Your responses may vary.):

    - changing number of units/lab hours
    - changing pedagogy/curriculum
    - changing assessments

Once we begin assessing on a program level, we will look at individual course, and make pedagogical or curriculum changes as needed. This data may be impacted (probably positively) with the implementation of the mentor compononent.

b. Have your assessment results shown a need for new SLOs?   YES ☐   NO ☒
   If yes, in the table below, state the number of courses in your program and estimate the percentage of courses for which your program will write new SLOs.

Number of Courses	Estimated Percentage for which new SLOs will be written
Click here to enter text.	Click here to enter text.

c. What percentage of courses will your program assess in the next academic year (2015-16)?

100%

d. In order to budget to pay part-time faculty to work on SLOs during the academic year 2015-16, estimate the number of part-time faculty in your program and the percentage of them who are likely to participate in the SLO process in 2015-16.

Estimated Number of Part-time faculty	Estimated Percentage who will participate in the SLO process
Click here to enter text.	N/A

4. Curriculum

a. Considering the criteria of relevance, appropriateness, achievement of course objectives, currency, and future needs and plans, will your program be making any changes to **existing** curriculum to address any of these criteria? If yes, please describe the changes and your program's reasons for the changes. Please provide any data which supports your program's reasons for the changes to your curriculum. Include a discussion of how the changes will improve student learning.

No

b. Will new curriculum be submitted to the Curriculum Committee for the academic year 2015-2016? If yes, please describe briefly what new curriculum is planned and the rationale for the new curriculum. Please provide any data which supports your reasons for the new curriculum. Include a discussion of how the changes will improve student learning.

> It's possible that one of the PSCN courses will be revised via the curriculum process.

5. General Program Planning

Use this area to describe any program plans, initiative, or objectives your program wishes to accomplish in 2015-16 and their impact on student learning or the student experience. Focus on what the plans are and how they are to be accomplished (not resources needed).

> Our plan for the 2015-16 year is to have reassessed our newly implemented mentor program, make necessary changes, and provide a more robust program for our students.

IV. Resource Requests for AY2015-16

Complete all areas that apply to your program's resource needs for 2015-16 (**not all areas apply to all programs**).

For each request, in the rationale section:

- Describe how meeting this request will improve student learning or the student experience.

- Provide any data or evidence which supports this request.

A. Enrollment Management

1. Request: New FTEF. Indicate amount being requested.

> The Puente Coordinators request meetings with administrators for the purposes of planning the full institutionalization of the Puente Program, as seed funds will only be available until the end of this academic year. It is vital to the health of the program, and the reputation, that institutionalization not happen at the expense of another program or discipline.

2. Rationale for request(s).

> Click here to enter text.

C. Human Resources

1. Request: New or replacement faculty position(s).

> Click here to enter text.

2. Rationale for faculty position request(s).

> Click here to enter text.

3. Request: Classified staff position(s) (for example, new or replacement classified staff position(s) or increasing classified hours/position level).

> Click here to enter text.

4. Rationale for classified staff position request(s).

> Click here to enter text.

D. Financial

1. Request: Maintenance of, or increase in, existing program budget (e.g., for supplies, etc.).

>

2. Rationale for financial request(s).

> Click here to enter text.

E. Technology (software only – discuss hardware in section E)

1. Request: Upgrade existing software or purchase new software.

> Click here to enter text.

2. Rationale for technology request(s).

> Click here to enter text.

F. **Facilities, Equipment (include technology hardware), and Supplies**

   1. Request: Renovation or upgrade of existing facilities or new facilities.

> Click here to enter text.

   2. Rationale for facilities request(s).

> Click here to enter text.

   3. Request: Upgrading of existing equipment or purchase of new equipment.

> Click here to enter text.

   4. Rationale for equipment request(s).

> Click here to enter text.

   5. Request: New supplies

> Click here to enter text.

   6. Rationale for supplies request(s).

> Click here to enter text.