

Date: November 13, 2019

To: Martie Ramm-Engle, Academic Senate President,  
Rob Schneiderman, CFE President  
Council of Chairs and Deans  
Dr. Kay Nguyen, Institutional Research

From: Albert Gasparian, Acting Vice President of Instruction

Re: Programs being placed in Program Vitality for 2019-20

Per the Instructional Program Vitality Review Process (Approved by Academic Senate: November 14, 2017) I am informing the appropriate parties of the programs that have been placed on Program Vitality Review, Returned to Program Vitality Review, and Pre-Program Vitality Review. PVR Committees will need to be formed to conduct the review process.

The purpose of the Program Vitality Review (PVR) Process is to determine the vitality and continued viability of a program in response to concerns identified during Program Review or in response to significant changes in enrollment, labor market demand, faculty availability, and/or facility and equipment costs and availability. This extended review process provides an opportunity to gather more data or information in response to these concerns. Evaluation may lead to program improvement, or possible elimination or suspension of the program.

### **PROGRAM VITALITY REVIEW**

#### **Criminal Justice**

While the program has developed strong partnerships with the Commission on Police Officers Standards and Training (POST) and municipal law enforcement agencies there are ongoing issues that necessitate the program being placed into Program Vitality Review. Partnerships with POST and other ancillary programs outside of the college curriculum appear to be an economic and administrative burden to the college. The Coast Community College District Internal Auditor conducted two audits of the Criminal Justice Programs offered at Golden West College and has identified multiple areas of concern. By way of the PVR Process, I'm asking the for strategies for implementation of the auditor's recommendations and a plan to develop and implement strategies to correct these issues without the need of additional funding. The report shall also include prioritization of offerings to serve Golden West College students, enrollment management strategies, class assignments and the posting of grades, procedure for enrolling cadets and police officers, and overall cost reduction. I recommend the Golden West Criminal Justice Department be allowed to submit request resources during the PVR process for CTE eligible items through Strong Workforce Funding.

A PVR report to the Office of Instruction will be due no later than May 1, 2020.

#### **English Writing Center**

The English Writing Center is providing services for an extremely small number of students despite substantial resources dedicated to the program for many years. The 2018-19 Fall and Spring terms English enrollments were 5,540 with 233 total enrollments in Writing Center courses during that period. The department has submitted noncredit courses through the curriculum process for the Writing Center which will be allowed to complete the college curriculum process. The PVR Report should include strategies on how to significantly increase number of students enrolled in courses to provide services in a more economically efficient manner. The report should also include how to better align or assimilate with other academic services and disciplines on campus to improve student success.

A PVR report to the Office of Instruction will be due no later than May 1, 2020.

### **Peace Studies**

The Peace Studies certificate has struggled to be viable for both enrollments and transfer opportunities for several semesters. Examination of how to merge with other low enrolled certificates of similar subject matter may be explored as well as options for retirement of the certificate.

A PVR report to the Office of Instruction will be due no later than May 1, 2020.

### RETURNED TO PROGRAM VITALITY

### **Cosmetology**

Implementing workable solutions for the Cosmetology Department has proven to be extremely complex and challenging. There are outstanding concerns regarding the CCCD Audit performed on the program as well as the original issues that caused the 2018-19 Program Vitality Review. Unfortunately, the 2018-19 PVR Committee report focused on abstract items and gave hypothetical strategies rather than performing an in-depth analysis and recommendations for long-term solutions which need to be included in the 2019-20 report. It appears that enrollment in the program has increased for the upcoming year, which will necessitate adjustments to assignments and schedules.

A PVR report to the Office of Instruction will be due no later than May 1, 2020.

### **SELF EVALUATIONS**

#### **Technical Theater**

Low enrollments have continuously plagued the Technical Theater course offerings for several semesters. There are not enough classes with viable enrollment to fill the instructional load for the fulltime faculty. The lack of students has a negative effect on the overall theater department. Efforts to recruit more students to the program have proven unsuccessful.

A report on how to more efficiently use resources to serve significantly more students and incorporate or retrain the instructor into other areas within or outside the division will be due to the Office of Instruction will be due no later than May 1, 2020.

#### **Men's and Women's Cross Country and Track**

The track and cross-country athletics programs for both Men and Women continue to suffer from low participant numbers and a lack of competitive success. Participant numbers do not warrant the amount of personnel cost and facility usage. Competitions and events have been forfeited due to a lack of participants and at times the borrowing of student-athletes from other sports has been required to field a complete squad.

A report on the viability of an increase in participation numbers and competitive success as well as how to more efficiently use resources within or outside the division will be due to the Office of Instruction will be due no later than May 1, 2020.