



# Program Review

## Purpose

*“Program review is the process through which constituencies (not only faculty) on campus take stock of their successes and shortcomings and seek to identify ways in which they can meet their goals more effectively. It is important to note here that the task of identifying evidence-based successful practices, and sharing these practices college-wide, is far more important than the negative perspective of trying to ferret out ineffective practices” – Academic Senate for California Community Colleges*

## Data Driven Decision Making

*Continual improvement  
Evaluation of program resource needs  
Fiscal stewardship and transparency  
Culture of evidence*

## Reporting Cycle

Program Review will be conducted every two years beginning Fall semester 2021.

Reporting Cycle Activities	Timeline
Program Review forms posted on the <a href="#">Program Review website</a> :	August 22, 2023
Data is available on the ORPIE website:	
<ul style="list-style-type: none"> <li><a href="#">Instructional Program Review Dashboard</a></li> </ul>	Available now
<ul style="list-style-type: none"> <li>Student Services Program Review Dashboard</li> </ul>	Coming August 28, 2023
<ul style="list-style-type: none"> <li>State comparison data may be found on <a href="#">Data Mart</a> or <a href="#">Cal-Pass Plus</a></li> </ul>	Available now
Program Review Office Hours and Data Support offered in a hybrid format in the Language Arts (LA) Room 115 and by zoom.	See the Program Review website schedule information.
Program Review draft due via Dynamic Forms.	Friday, October 6, 2023
Review and Feedback Steps to Finalize Program Review:	
<ul style="list-style-type: none"> <li>Step 1a: <b>Technical Review</b> by IEC (for all) and Academic Senate (for any that include a faculty request).</li> <li>See the technical review rubrics.</li> </ul>	Friday, October 6, 2023
<ul style="list-style-type: none"> <li>Step 1b: <b>Content Review</b> by Deans/Director. Feedback due to author.</li> </ul>	Friday, October 6, 2023
<ul style="list-style-type: none"> <li>Step 2: <b>Completed Revisions</b> submitted by author for final approvals by Deans/Manager and Vice Presidents. Final draft will address technical and content review feedback.</li> </ul>	Friday, November 3, 2023
<ul style="list-style-type: none"> <li>Step 3: <b>Final Program Review Approvals</b> by Deans/ Manager, Vice Presidents, and IEC. ORPIE will post final draft to the website.</li> </ul>	Friday, December 1, 2023
<ul style="list-style-type: none"> <li>Step 4: Funding Requests proceed through governance structure.</li> </ul>	
<ul style="list-style-type: none"> <li>Depending on the request either the Vice President or the IEC will assign the Program Review to the appropriate committee(s), including Planning Council for prioritization.</li> </ul>	Friday, December 1, 2023
<ul style="list-style-type: none"> <li>Committees forward recommendations to the Budget Committee</li> </ul>	Friday, December 1, 2023

• Faculty Hiring timeline:	
• Academic Senate Q&A	Tuesday, November 14, 2023
• Senator Ratings due	Friday, November 17, 2023
• Academic Senate – Special Meeting to Review Rankings	Tuesday, November 28, 2023
• Prioritized requests for faculty positions will be provided by the Academic Senate to the Executive Team	Wednesday, November 29, 2023
<ul style="list-style-type: none"> <li>▪ President makes final faculty decisions and reports to Senate at Special Meeting.</li> <li>▪ Based on approved faculty positions, faculty submit search committee membership and supplemental questions to HR and the Academic Senate.</li> </ul>	Tuesday, December 5, 2023
• Hiring committee participants appointed by the Academic Senate.	Tuesday, December 12, 2023
• The Budget Committee forwards all recommended non-faculty requests to the Executive Committee	Tuesday, December 12, 2023
• President announces all funded recommendations campus-wide	Monday, April 1, 2024

## AUTHOR INFORMATION

Employee ID (E# or C#):  First Name  Last Name   
Wing  Email Address  Office Phone

Dean/Manager First Name  Last Name  Email   
Vice President First Name  Last Name  Email

### Program Review - Draft

\*Dance-Program-Review-Instruction.pdf

### Program Review - Final Submission

\*Final-Dance-Program-Review-Instruction.pdf

This Program Review includes the following:

*Pick all that apply.*

**If the answer was "Yes" but one of the following is not picked it will affect the form's workflow and you will have to resubmit.**

Faculty Request

Facilities, Technology, Equipment Request

Classified Request

This Program Review includes the following:

*Pick all that apply.*

**If the answer was "Yes" but one of the following is not picked it will affect the form's workflow and you will have to resubmit.**

Faculty Request

Facilities, Technology, Equipment Request

Classified Request

### Faculty Requests (up to 3)

*One upload per request*

Faculty Upload1

Faculty Upload2

Faculty Upload3

### Faculty Requests (up to 3)

*One upload per request*

Faculty Upload1

Faculty Upload2

Faculty Upload3

Facilities, Technology or Equipment Draft Requests (up to 5)

- FTE Upload1  
Dance- Program-Review-Request-for-Funding-2023-24-Facilities,-Equipment,-  
Technology,-Other-Funding (1).pdf
- FTE Upload2
- FTE Upload3
- FTE Upload4
- FTE Upload5

Facilities, Technology or Equipment Update Requests (up to 5)

- FTE Upload1  
Dance- Program-Review-Request-for-Funding-2023-24-Facilities,-Equipment,-  
Technology,-Other-Funding (1).pdf
- FTE Upload2
- FTE Upload3
- FTE Upload4
- FTE Upload5

Classified Personnel Draft Requests (up to 3)

One upload per request

- Classified Upload1
- Classified Upload2
- Classified Upload3

Classified Personnel Updated Requests (up to 3)

One upload per request

- Classified Upload1
- Classified Upload2
- Classified Upload3

Supporting Materials (Optional)

- Upload1
- Upload2
- Upload3

Supporting Materials (Optional)

- Upload1
- Upload2
- Upload3

...3936353237

*Leslie Bitong*

Author - Draft Signature

11/14/2023

Date

...3930373238

*Leslie Bitong*

Author - Final Signature

11/16/2023

Date

Dean/Manager Draft Feedback

I have no issues with this program review or with the facility request.

FileUpload2

IEC Feedback

Goal 2 - Installation of an operable theatrical lighting system in Rec Ed 201 is more of an action to support a goal. Maybe a goal would be to increase student participation in the production class? Or enhance learning experience?

Not seeing discussion on DEIA as relates to student race/ethnicity or other special population status. Consider incorporating that as well.

FileUpload4

Program Review Rubric Upload

Academic Senate Executive Board Feedback

FileUpload1

Program Review Rubric Upload

Dean/Manager Final Feedback

I have no concerns with this program review or the facility request.

FileUpload2 Final-Dance-Program-Review-Instruction.pdf

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*Martie Ramm Engle*  
Dean/Manager Signature

11/16/2023  
Date

Vice President Feedback

FileUpload3

...3339303832

*Kay Nguyen*  
Vice President Signature

12/18/2023  
Date

Downloaded to the following Committee Teams folder on:

...3339373235

*Lauren Davis Sosenko*  
IEC Signature

01/03/2024  
Date

Dean/Manager -  
Feedback Signature

Electronically signed by Martie Ramm Engle on 11/14/2023 10:57:30 AM

Academic Senate:  
Technical Review  
Signature

Signature not required

Academic Senate  
Signature

Signature not required

IEC: Technical Review  
Signature

Electronically signed by Lauren Davis Sosenko on 11/15/2023 1:31:26 PM



# Program Review Request Instruction

## Program Review Purpose

*“Program review is the process through which constituencies (not only faculty) on campus take stock of their successes and shortcomings and seek to identify ways in which they can meet their goals more effectively. It is important to note here that the task of identifying evidence-based successful practices, and sharing these practices college-wide, is far more important than the negative perspective of trying to ferret out ineffective practices” –Academic Senate for California Community Colleges, 2009*

## SUBMITTER INFORMATION

<b>First Name:</b>	Leslie
<b>Last Name:</b>	Bitong
<b>Email:</b>	lbitong@gwc.cccd.edu
<b>ID:</b>	E81963
<b>Phone Number:</b>	(714) 895-8772
<b>Who is your Dean/Supervisor?</b>	Martie Ramm Engle
<b>Are you the Department Chair?</b>	No

## GENERAL PROGRAM QUESTIONS

<b>Name of Program (Academic Programs should be listed per discipline):</b>
Dance

<b>Please provide a brief description and any significant change in your program since the last Program Review cycle.</b>
The Dance Program offers practical, in-person courses in Ballet, Modern, Jazz/Hip-Hop, Tap, Strength and Stretch/Pilates and Barre, and Choreography/Performance Production. We also offer Viewing Dance, an online lecture course. Each class is open to all experience/skill levels. Most courses involve performances at the end of the semester, which serve as the final exam. Dance students who choose to be more involved have additional opportunities to choreograph, perform, and attend conferences such as the annual American College Dance Association conference and other outreach projects on campus and in the community. Through the dance program, students learn skills in dance, fitness, general wellness, collaboration, critical thinking, and creative composition. Each dance student learns skills that support various career goals which include the following professions: commercial or concert dancer, dance teacher, fitness instructor, choreographer, stage manager, costume designer, or arts administrator. Since the last program review in Fall 2021, classes returned to the in-person format. Classes were taught live online via zoom during the pandemic. Additionally, we have revived the



## Program Review Request Instruction

Spring dance concert, mind.body.movement., that had previously been cancelled due to the pandemic.

### **What are your program's strengths?** (Answers could include but not limited to KPI data)

Our program's strengths are its inclusiveness, sense of community, and one-on-one interaction with the students. The dance department is incredibly diverse in regards to age, ethnicity, cultural background, socioeconomic background, and skill level. The flexibility of each dance class caters to these differences. The dance department is a small department which consists of one instructor. This results in a strong, tight-knit community. Students receive individualized attention and learn to collaborate well with their peers when working on class material and preparing for final concerts. Since students receive significant one-on-one instruction, the instructor is able to guide each student and propel them forward towards their goals in a focused way.

### **What are the challenges for your program?** (If there are regulations or requirements for your program that require additional support, please note those here)

While there have been significant improvements to the dance studio (Recreation Education 201), including a brand new dance floor and improved HVAC, we are still awaiting an operating lighting system. An operable lighting system is necessary for the annual Fall Studio Concert. This informal concert takes place in Rec Ed 201. It is an important part of the semester for all students, as it is the only performance opportunity for many of the students during the Fall semester. Each year we have a large audience of ~80 people. Putting on the concert without appropriate lighting is challenging, and the performance suffers.

### **Describe any trends and contributing factors related to enrollment, retention, and success for this past cycle.**

Enrollment has fluctuated in the past two years, but there has been a general increase in enrollment since returning to the in-person format.

### **How does your department/program support the goals of diversity, equity, inclusion, and accessibility?** (Answers could include but not limited to gaps in success data, modality of course offerings, part/length of term (full-term, non full-term, etc.)

The Dance program caters to all levels of skill and experience within each practical dance class. Within each class, there is a wide range of students in regards to age, ethnicity, skill level, cultural background, and socioeconomic background. The origins of Ballet, Jazz, and Modern Dance are African, Western European, and Latin American. The culture and diaspora of these dance forms are discussed in class, and students are encouraged to share their thoughts on the background of the respective dance forms and how they can relate.

The differences of each student is acknowledged through one-on-one instruction and frequent communication between the student and instructor. There are alternate assignments offered to students who may have difficulties with live performance, and there are variations in class material



# Program Review Request Instruction

offered to students on a day-to-day basis. The online lecture course offers another modality for students unable to attend class on campus.

### How does your department/program collaborate with other areas on campus to advance student success?

The Dance department frequently collaborates with the other departments within Performing Arts. They collaborate on recruitment efforts, such as "meet and greets" before the start of the semester, and various performances wherein dance students participate in theater and/or music productions. Additionally, the dance instructor reaches out to instructors from other departments to promote dance classes and concerts. These endeavors advance student success by increasing the visibility of the dance program, drawing more students and audience members, and therefore creating an enhanced experience for all dance students.

### How does your department/program utilize technology to support student success?

Although most classes in the dance department are live, practical dance courses, each class utilizes canvas to share documents, videos, music files, and other class materials. This allows for a clear and open line of communication between student and instructor, and allows students to receive resources efficiently.

### Do any of the courses in your program have a CTE TOP code?

No

## AWARDS

### What type of awards does your program offer?

- Certificates
- Associate Degree
- Associate Degree for Transfer

Please provide the information for the number of awards for Associate Degrees (CCI-approved), Associate Degrees for Transfer (State-approved), and Certificates of Achievement for this program. Please put N/A if an area is not applicable for your program.

	3 years ago	2 years ago	1 year ago
<b>Certificates</b>	N/A	N/A	N/A
<b>Associate Degrees</b>	0	0	0
<b>Associate Degrees for Transfer</b>	N/A	N/A	N/A



# Program Review Request Instruction

**Please comment on the trends for the number of awards. You may then comment on any other relevant information provided by the Office of Research and Planning, and Institutional Effectiveness (ORPIE).**

Receiving a degree or certificate is not necessary for dance majors/students to transfer to a college, university, or conservatory. Students have and will continue to successfully transfer based on their academic record, talent, and skill.

Faculty will continue to advise students of the value and importance of achieving a degree at the community college level.

## FTES and FTEF

**For the below questions, please provide your FTES (full-time-equivalent students, resident) divided by your FTEF (full-time-equivalent faculty). Please submit your rates from three years ago, two years ago, and this past year.**

**Please note:** *For programs with earned credit please use FTES (Res)/FTEF. For non-credit, please use FTES (Total)/FTEF.*

	3 years ago	2 years ago	1 year ago (this past year)
<b>FTES/FTEF Ratio:</b>	15	19	17

**Outside of hiring new faculty or staff, please discuss the data trends above, and your plans for serving more students.**

Three years ago, instruction was fully remote, and practical dance classes were offered via zoom. This resulted in a decrease in enrollment. Two years ago, enrollment increased since classes were offered on ground. We are now experiencing another slight decline in enrollment, potentially due to more students joining the work force. Our plans to serve more students include high school outreach, promotion of classes to the campus and community, and continued offering of high quality instruction.

## CURRICULUM

**After a thorough review of your courses in CurricUnet, with the assistance of your CCI representative, answer the following questions.**

If you do not currently have a representative on CCI, you may contact either:

Gary Kirby: [gkirbyjr@gwc.cccd.edu](mailto:gkirbyjr@gwc.cccd.edu)

Monica Jovanovich: [mjovanovich@gwc.cccd.edu](mailto:mjovanovich@gwc.cccd.edu)





## Program Review Request Instruction

Do you have any courses that have not been updated to CCI, within the required timeframe (6 or more years for a transfer-level course, 3 years or more for a CTE course)?

- Yes  
 No

Are there courses in your Program (Degree/Certificate) that have not been successfully offered since the last Program Review? Please note, classes that were cancelled, they were not successfully offered)

- Yes  
 No

Do you have active courses that are not part of a degree or certificate?

- Yes  
 No

Please indicate the name of the course(s) and the name(s) of the certificate(s) or degree(s) you intend to connect it to when you submit your revision to CCI.

Click or tap here to enter text.

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## STUDENT LEARNING OUTCOMES

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Do any of your SLOs use the exact wording as the course objectives?

(SLOs should be written to reflect the course objectives while not using the exact same language as the course objectives).

- Yes  
 No

How has your department/program utilized SLO (Student Learning Outcome) results to make changes or improvements to your Program?

At the end of each semester, student surveys are distributed in each dance class. Each student assesses whether or not the SLO's were met, and to what degree. Students also have the opportunity to make suggestions for improving each class. These surveys are reviewed and considered when course planning for the next semester.

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## GOALS AND REQUESTS FOR FUNDING

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Requests – If you are requesting any of the following, they **MUST** be addressed within your Department goals. These forms must be submitted separately from the Program Review.

- Faculty
- Facilities, Equipment, Technology & Other



# Program Review Request Instruction

- Classified Personnel

## GWC Strategic Plan Goals Legend

1. **Enrollment:** GWC will increase credit and noncredit enrollment while providing efficient academic programs and student services.
2. **Equity and Success:** GWC will support, enhance, and develop equity-minded services and academic programs that lead to student success.
3. **Completion:** GWC will ensure students' timely completion of degrees and certificates by providing high quality academic programs and student services.
4. **Workforce Preparation:** GWC will support student success by developing and offering academic programs and student services that maximize career opportunities.
5. **Facilities:** GWC will provide flexible, accessible, and sustainable learning environments that support the success of students, faculty, staff, and communities.
6. **Professional Development:** GWC will support the success of all employees by providing professional development opportunities that focus on the achievement of the College Goals.
7. **Communication:** GWC will effectively communicate and collaborate within the College and its communities.

## GOALS FROM PREVIOUS PROGRAM REVIEW CYCLE

*Please refer to your previous Program Review cycle and summarize all outcomes for each goal.*

### **Summary and Outcomes of Previous Goals (from the last Program Review) including resource requests and if they were funded or not.**

Summary: Completion of Rec Ed 201 dance studio renovation

Outcome: Progress has been made with HVAC, and roof repair, however we are still awaiting installation of theatrical lighting system.

Summary: Consistent funding for annual, formal dance concert and annual participation in the American College Dance Association.

Outcome: The Spring concert was successful due to funds applied towards costumes, tech crew, and other production costs. Five students received funds to attend and perform at the first in-person ACDA conference since the pandemic.

Summary: Development of a GWC Dance ensemble to perform at various campus events and outreach opportunities.

Outcome: This endeavor was successful. A group of students enrolled in the choreography class in order to participate in the GWC Dance ensemble. They successfully choreographed and performed pieces that were showcased at ACDA and GWC Dance concerts. There were two planned



## Program Review Request Instruction

performances that were cancelled due to the unexpected leave of the dance instructor during the Spring 2022 semester.

### GOALS FOR CURRENT PROGRAM REVIEW CYCLE

*Current goals should be connected to GWC's Strategic Plan Goals.*

#### **GOAL 1 (Required)**

##### **Description of goal:**

Continued participation in the annual American College Dance Association conference, and continued success of Fall and Spring Concerts.

##### **What actions will be taken to accomplish the goal?**

Utilization of funds from ASGWC.

##### **What metric will you use to measure your goal?**

Successful participation in ACDA and GWC Concerts

#### **Which of the College's missions and goals does this goal support? (check all that apply)**

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

#### **GOAL 2 (Required)**

##### **Description of goal:**

Increased enrollment and enhanced learning experience in the Choreography/Studio Production class.

##### **What actions will be taken to accomplish the goal?**

Installation of an operable theatrical lighting system in Rec Ed 201. This would be accomplished through continued faculty consultation with facilities/VP Janet Houlihan to schedule and complete the renovation of Rec Ed 201.

##### **What metric will you use to measure your goal?**



## Program Review Request Instruction

A successful studio concert produced with proper lighting equipment.

### Which of the College's missions and goals does this goal support? (check all that apply)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

### **GOAL 3 (Required)**

#### Description of goal:

Recruitment efforts in the form of high school outreach. Instructor plans to visit high schools in the area to promote the dance department with the use of flyers, video, and meeting potential students.

#### What actions will be taken to accomplish the goal?

Instructor will coordinate with high school faculty, prepare materials, and visit high school classrooms towards the end of the 2023-2024 academic year.

#### What metric will you use to measure your goal?

Increased enrollment and interest in the dance department.

### Which of the College's missions and goals does this goal support? (check all that apply)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

## OTHER INFORMATION

#### What additional information would you like to share about your program?

The Dance department is a small, but efficient department. It offers students the opportunity to pursue dance in an inclusive, economical way. Students have the opportunity to work one-on-one with



## Program Review Request Instruction

the dance instructor on their individual goals, while creating lasting bonds with classmates and others in the dance community.

**Submitter's Signature:** *Leslie Bitong*

**Date:** 9/17/2023

### Supervisor's Review

As the supervisor of this program, I have reviewed this request.

- No concerns
- I have concerns

**Comments:** Click or tap here to enter text.

**Supervisor's Signature:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.

**Vice President's Signature:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.



# Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

## FACILITIES, EQUIPMENT, TECHNOLOGY & OTHER FUNDING REQUEST

Submitter's First Name:	Leslie
Submitter's Last Name:	Bitong
Submitter's Email:	lbitong@gwc.cccd.edu
Submitter's Phone Number:	714-895-8772
Who is your Dean/Supervisor?	Martie Ramm Engle
Are you the Department Chair?	No
Who is your Vice President?	Kay Nguyen
Program/Department:	Dance

### Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

- Instruction
- Student Services
- Administrative

### Directions:

- Fill out the GOAL section, including narrative (required) and include supporting data (if necessary/desired).
- Fill out the REQUEST FOR FUNDING section, indicating a request for Facilities, Technology or Equipment, including description of the item(s) being requested and total dollar amount.
- Fill out one form per GOAL/REQUEST FOR FUNDING.

## GOAL

### Description of Program's Goal (required):

The goal of the department is to provide students with quality dance education, as well as performance opportunities. One of the performance opportunities is the Fall Studio Concert, which takes place in Rec Ed 201. This studio currently does not have an operable lighting system.

### Data to support the Program's Goal (if necessary/desired)

[Data Dashboards](#)

If additional data is necessary/desired, fill out a [Research Request](#) - May take up to 4 weeks

Click or tap here to enter text.

### What actions will the program take to accomplish this goal?

An operable theatrical lighting system will support the students in their Fall Studio Concert, which serves as the final exam for each dance class. Students invite friends and family to watch them perform. The past three concerts were performed without theatrical lighting, making it difficult for the audience to watch the performance. Additionally, the videographer has difficulty filming the performance adequately without proper lighting.

### What metric will you use to measure this goal?



# Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

An operable lighting system purchased and installed in Rec Ed 201.

**Which of the College’s missions and goals does this goal support? (Vision 2030)**

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

**Please describe how this goal supports the College’s missions and goals (Vision 2030).**

This goal is directly linked to students’ success. Students work throughout the semester to improve on their technique, performance quality, and knowledge of dance. The Fall Studio Concert is their opportunity to showcase what they have learned.

## REQUEST FOR FUNDING

**Request: What do you need to accomplish this goal? (Mark one per request)**

- Facilities (e.g. improvements/repairs to classrooms, offices and buildings)
- Technology
- Equipment
- Other (e.g. conferences, funding for professional development)

**Description of Item(s) / Cost**

All requests must have a sales quote that includes:

1. Sales tax
2. Installation fee
3. Training fee
4. Service life agreement/fee

*Please note: approved requests over 10k will need 3 quotes before purchase*

Description of Item(s)	Total Dollar Amount Requested
Stage Lighting	\$28,237.00
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

**Do you have any existing funds in your budget to cover this expense? Please describe.**



# Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

No

**Will there be an on-going cost for this request? What is the total cost of ownership?**

No

## Supervisor's Review

As the supervisor of this program, I have reviewed this request.

- No concerns
- I have concerns about this recommendation
- I believe department or wing funds exist to cover this request:  partial  full payment

**Comments:** Click or tap here to enter text.

**Supervisor's Signature:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.

**Vice President's Signature:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.

## OFFICE USE ONLY

**President's Recommendation:**

- Funding recommended
- Funding not recommended

**President's Signature:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.