



Program Review

Golden West College

General Information

Important Information

Some people have expressed concerns about losing information after being logged off. There are some ways to avoid this.

- Please type your information into a Word document then paste the information here.
- At the bottom of the page, there is a **“Save Progress”** button. That button can be very useful. However, if you have already been logged out due to a time error, it won't actually save the information to your account. To check to see if you have been logged out, a better approach is to click the **“Previous”** button. This will take you to the previous page AND it will save what you have typed on the current page. If you had been logged off, you will be immediately notified.

Submitter's First Name:

Submitter's Last Name:

Submitter's Email:

Submitter's ID:

Submitter's Phone Number:

Type of review? Administrative
 Instruction (Please note: Library and Counseling should submit individual Program Reviews: One for Instruction and one for Student Services)
 Student Services

Who is your Dean/Supervisor?
 Robyn Brammer
 Joseph Dowling
 Rick Hicks
 Janet Houlihan
 Danny Johnson
 Claudia Lee
 Alice Martanegara
 Carla Martinez
 Alex Miranda
 Kay Nguyen
 Meredith Randall
 Christina Ryan Rodriguez
 Matthew Valerius
 Tim Vu
 Chris Whiteside

Are you the Department Chair? Yes
 No
 Not applicable

Warning: It is critical that you enter your Department Chair's email address correctly.
Entering an incorrect email may require you to start a new Program Review!

Who is your Department Chair? (if applicable)

Department Chair's Email (if applicable)

Who is your Vice President? Lee, Claudia
 Houlihan, Janet
 Randall, Meredith

If you experience any technical difficulties completing this form, please contact [Damien Jordan](#).

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,

Program Review Data Driven Decision Making

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

Program Review Reporting Cycle

1. Program Review will be conducted every two years beginning Fall semester 2021.
2. Department Chair/Originator will be given feedback at each step in the process.
3. Data provided by ORPIE, including statewide data for success given to departments the first week of October (October 8, 2021).
Originator: The originator owns this information (usually the Department Chair). The document is "locked" unless sent back (October 22, 2021).
4. Department Chair: If the Department Chair did not submit the document, it will go to the Department Chair for general feedback (November 1, 2021).
5. Dean/Supervisor: The Dean/Supervisor provides feedback in a single text box. The Dean/Supervisor may send back to the Department Chair if something needs to be changed. (November 8, 2021).
6. IEC: IEC provides feedback for a technical review. (November 15, 2021).
7. CCD: provides feedback on curriculum or instruction section. (November 22, 2021).
8. Vice President: The identified VP provides feedback and can send the document back for edits (December 1, 2021).
9. Review: The Department Chair incorporates the feedback and resubmits. The Dean/Supervisor can send back if there is still something missing (January 31, 2022).
10. Submission: Once the originator (Department Chair) submits the document, it will be locked (February 11, 2022).
11. Committee Reviews: Requests for funding will be sent to committees for their review (February 11, 2022). Reviews by committees must be submitted to Planning and Budget by March 15, 2022.
12. Hiring Deadline: Approved requests for faculty positions will be provided by the Executive Team (February 25, 2022).
13. Hiring Deadline: Ratings for classified professional positions will be provided to the Executive Team by April 22, 2022.
14. Funding Deadline: Planning and Budget will make determinations on Categorizedly funded requests (April 22, 2022).
15. General Funds and Classified positions: Items funded through general funds and available Classified Professional Positions will be determined (October 7, 2022).

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Program Information

Name of Program (Academic Programs should be listed per discipline)

Digital Arts

Please provide a brief description and any significant change in your program since the last program review cycle.

The Digital Arts Program is currently undergoing curricular revisions per recommendations from the Digital Arts Program Advisory Committee. These revisions include:

- Unit increase in the AA degree
- Revised/updated courses for the AA degree:
DART G100
DART G135
DART G150
DART G152
DART G170
DART G174
DART G177
DART G178
DART G180
DART G200
- Added new courses for the AA degree
- Created new course: DART G160
- Created new course DART G240
- Created new course ART G139
- Added course PHOT 190 to DART Program
- Unit change for Graphic Design and Production Certificate of Achievement from 30 units to 15 units
- Revised required courses for Graphic Design and Production COA
- Changed Graphic Design Foundation, Certificate of Specialization to COA
- Revised required courses for Graphic Design Foundation COA
- Unit change for Graphic Design Foundation COA from 15 units to 18 units
- Changed Graphic Design Website Design, Certificate of Specialization to COA
- Revised required courses for Graphic Design Website Design COS
- Unit change for Graphic Design Website Design COS from 15 units to 18 units
- Changed title of Graphic Design Website Design COS to UX and Web Design COA
- Suspended Program: Graphic Design Advanced Production, Certificate of Specialization
- Suspended Program: Biotechnology Media Design – Certificate of Specialization
- Suspended Course: DART G100N
- Suspended Course: DART G150N
- Suspended Course: DART G190
- Suspended Course: DRAT G222
- Suspended Course: DART G230
- Suspended Course: DART G290

What are your program's strengths?

The Digital Arts Program prepares students for expertise and expands their creativity with specialized programs in Graphic Design, Foundation Design, Production Design, and UX/Web Design.

The DART program offers students a comprehensive list of courses for the AA degree and carefully curated group of courses for three 15 unit Certificates of Achievement.

The DART program is an official Adobe Certification site and offers student skill-based testing and certifications in Adobe software.

The DART Program prepares students for professional careers in design-related industries.

The DART Program prepares students for transfer into four year colleges and universities.

The DART Program uses highly skilled professionals and experienced instructors to deliver content to students.

The DART Program offers various learning modalities to students, including on-ground, hybrid, synchronous and asynchronous learning.

The DART Program offers 2 semester "skill building" certificates which allow for quicker entry into the industry.

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

Challenges of the DART Program include:

One full-time instructor for the program
Decrease in annual LHE and course offerings

INSTRUCTIONAL PROGRAMS

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

- Yes
 No

What was the date of your last advisory committee meeting? 10/19/2021

What type of awards does your program offer?

- Certificates
 AA/AS Degree
 Associate Degree for Transfer

Please provide the information for the number 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
Certificates	6	20	42

Associate Degrees	* 14	* 12	* 14
Associate Degrees for Transfer	* 0	* 0	* 0

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, Planning, and Institutional Effectiveness (ORPIE).

* The DART 3-year trend compared to GWC's, the program experienced no change in AA awards and a decrease in certificates awarded, consistent with the wider campus. The program offered no Associate Degrees for Transfer.

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 four years ago, two years ago, and this year.

Please note: For programs with earned credit, please use FTESr/FTEF. For non-credit or the International Students Program, please use FTESm/FTEF.

FTES/FTEF ratio from 3 years ago

* 22

FTES/FTEF ratio from 2 years ago

* 28

FTES/FTEF ratio from last year

* 30

Outside of hiring new faculty (which should be included in your program goals, if needed), please discuss this trend and your plan for improving efficiency

The DART 3-year FTES/FTE trend compared to GWC's, shows an increase with a ratio of 30, up from 22, and compared to the wider campus of ratio of 31, trending down.

Using the data received from Office of Research, Planning, and Institutional Effectiveness (ORPIE), what strategies has your department implemented over the past two years to be more inclusive of the distinct student populations you serve?

* Despite the Pandemic, over the past two years, the DART program implemented full Distance Education though synchronous and asynchronous courses. This allowed the program to reach a broader student population and to increase inclusiveness to distinct student populations served by the program.

Identify challenges and successes with respect to mode of delivery and/or technology. For instructional programs, address any differences between on-campus and distance education.

* The DART program has experienced success in enrollment of distance education though synchronous and asynchronous courses.

Program Review Curriculum

After a thorough review of your courses, provided by CCI...

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 or more years for a CTE course)?

- * Yes
 No

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

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

- * 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.

Once we finalize the above, we will make multiple options available for faculty to complete.

How are you using your Program SAOs/SLOs to improve your program outcomes? (If you are not actively using SAOs/SLOs to improve program outcomes, discuss how you plan to do so in this coming Program Review Cycle.)

* Program SLOs are measured against student completion rates and courses SLOs.

Program Review Goals and Requests for Funding

Requests – If you are requesting any of the following, they *MUST* be addressed within your Department goals.

- Faculty
- Equipment, Facilities, Technology
- Support Staff

(When you click that you need any of the above (Faculty, Equipment, Facilities, Technology or Support Staff) you will be provided the appropriate form on subsequent pages of this document)

Vision 2030 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 College Goals.
- 7. **Communication:** GWC will effectively communicate and collaborate within the College and its communities.

Goals from Previous Program Review Cycle

Please refer back to the goals from 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.

Goal 1 abandoned: Consolidation of the Digital Arts and Digital Media programs into a single program – Digital Media Arts.
Goal 2 Met: Develop full online certificates Graphic Design and Web Design
Goal 3 Met: Increase FTE/FTES to match college average

Goals for Current Program Review Cycle

Current goals should be connected to Vision 2030.

Goal 1 (Required)

Description of Program's Goal

Maintain or increase FTE/FTES to be at 30 or above.

What actions will the program take to accomplish this goal?

Increase outreach activities including participation in high school career functions, workshops, pathway days and social arts.

What metric will you use to measure your goal?

Actual FTE/FTES data from ORPIE and the College's average value.

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

Requests: What do you need to accomplish this goal? (Mark any or all that apply)

Please note: Indicating one of the following will create a form to appear on a subsequent page.

- Faculty
- Facilities
- Technology
- Equipment
- Professional Development (funding request)
- Support Staff (permanent classified)
- None of the above

Goal 2 (Required)

Description of Program's Goal

Create template for an Associate Degrees for Transfer for Digital Arts.

What actions will the program take to accomplish this goal?

Modify the program to reflect an ADT
Submit program revisions to the Curriculum Committee
Submit to Chancellor's Office

What metric will you use to measure your goal?

Approval at the state level

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

Requests: What do you need to accomplish this goal? (Mark any or all that apply)

- Faculty
- Facilities
- Technology
- Equipment
- Professional Development (funding request)
- Support Staff (permanent classified)

None of the above

Goal 3 (Required)

Description of Program's Goal

*Develop employment opportunities for students with industry professionals.

What actions will the program take to accomplish this goal?

*Invite potential employers to participate in multiple functions, events and class activities, including: class critiques, field trips, portfolio reviews, resume workshops, mock interviews, career days and job fairs.

What metric will you use to measure your goal?

*Actual student employment or internships with industry professionals.

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

Requests: What do you need to accomplish this goal? (Mark any or all that apply)

- Faculty
- Facilities
- Technology
- Equipment
- Professional Development (funding request)
- Support Staff (permanent classified)
- None of the above

Goal 4 (Optional)

Description of Department's Goal

OTHER INFORMATION

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

Optional file upload (if desired)

Optional file upload (if desired)

Which of the following apply to any of the goals mentioned above? (Skip if none are applicable.)

- Attainment of 9+ credit CTE units or a noncredit workforce milestone
(completed a noncredit CTE or workforce preparation course or had 48 or more contact hours in a noncredit career education or workforce preparation course)
- Attainment of CTE degrees/certificates
(i.e., AA/AS/AD-T, Chancellor's Office approved certificates, Noncredit certificates of at least 48 contact hours)
- Graduates of your program may be immediately employed in a job related to their field of study
(i.e., without needing to transfer for a higher degree)
- Graduates of your program received an immediate increase in their earnings.



Program Review

One-Time Funding Request Equipment, Technology, and Professional Development

How many funding requests would you like to submit?

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

1st Equipment/Technology/Facilities/Professional Development Request

TYPE OF FUNDS REQUESTED (Note: This form CANNOT be used for any personnel requests, including faculty, classified, and hourly positions.) Please only select one type of request.

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

Please note that all requests will need the following information:

- Sales tax
- Installation fee
- Training fee
- Service life agreement/maintenance/fee

Approved requests over \$10,000 will need 3 quotes before purchase.

Total dollar amount for this request:

\$ 10,000

Does this request address a clear health and safety issue?

- Yes
- No

What is the health and safety issue? How long has this condition existed? Have any work orders been submitted for this issue and when? What are the consequences if not funded?

The chairs in the DART classrooms break easily and may potentially harm students.

How long has this condition existed?

This condition has existed for two years.

Have any work orders been submitted for this issue and when?

No work orders have been submitted.

What are the consequences if not funded?

Student may be harmed if not funded.

Program Needs: What program conditions support the need for the requested funds, and how does this request address those needs? Please provide data to support the need for this request.

The chairs are needed in the computer labs. This request will address the need to insure student safety in the classroom and prevent harm from damaged equipment.

Support of College Goals: How does this request align and directly support the College's Goals? Please cite the college goal or strategic priority that the requests will support. Please describe how this request (if funded) will lead to the improvement of Key Performance Indicators associated with the College goals.

GWC will provide flexible, accessible, and sustainable learning environments that support the success of students, faculty, staff, and communities. If funded, the request will help to increase or maintain successful course completion rates as students are more likely to feel cared for in the classroom.

Contributions to Other College Operations: Will the item requested benefit and/or serve other departments, programs, or plans? If so, how?

Yes, other departments may schedule courses in the rooms affected.

Demonstrates long-term cost savings or improves program efficiency or effectiveness: If funded, how will this contribute to long-term cost savings for the college or improve program efficiency and effectiveness?

Students will complete courses.

Please rank this request against your others. For example, if you are requesting 3 equipment/facility/professional development requests for this program, you could put a "2" in this box, a "1" in the next box, and a "3" in the final request box. This will help later reviews better understand the needs of your program and your preference for hiring. If you only have 1 request, please put a "1" here.

1

Supervisor's Review

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

- No concerns
- I have concerns

Comments:

Thank you.

2nd Equipment/Technology/Facilities/Professional Development Request

TYPE OF FUNDS REQUESTED (Note: This form CANNOT be used for any personnel requests, including faculty, classified, and hourly positions.) Please only select one type of request.

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

Please note that all requests will need the following information:

- Sales tax
- Installation fee
- Training fee
- Service life agreement/maintenance/fee

Approved requests over \$10,000 will need 3 quotes before purchase.

Total dollar amount for this request:

\$ 15,000

Does this request address a clear health and safety issue?

- Yes
- No

Program Needs: What program conditions support the need for the requested funds, and how does this request address those needs? Please provide data to support the need for this request.

The recent updates to the DART program include courses which require the use of iPads. These courses are:

DART G160
DART G180
DART G200
DART G240

Support of College Goals: How does this request align and directly support the [College's Goals](#)? Please cite the college goal or strategic priority that the requests will support. Please describe how this request (if funded) will lead to the improvement of [Key Performance Indicators](#) associated with the College goals.

This request aligns with the following College Goals:

- 1) GWC will support, enhance, and develop equity-minded services and academic programs that lead to student success.
- 2) GWC will support student success by developing and offering academic programs and student services that maximize career opportunities.
- 3) GWC will ensure students' timely completion of degrees and certificates by providing high quality academic programs and student services.

If funded, this request will lead to higher success rates, higher completion rates, and will better prepare students for employment in their chosen industries.

Contributions to Other College Operations: Will the item requested benefit and/or serve other departments, programs, or plans? If so, how?

Yes, the equipment acquired from this request may be used in all of the College's academic programs to support student learning activities.

Demonstrates long-term cost savings or improves program efficiency or effectiveness: If funded, how will this contribute to long-term cost savings for the college or improve program efficiency and effectiveness?

If funded, this request will improve program efficiency and effectiveness by providing students with current equipment used in the industry -- students will have greater success. If not funded, students may have difficulty acquiring the equipment that will be "required use" in the class, which may result in lower course completion rates and higher student attrition rates.

Please rank this request against your others. For example, if you are requesting 3 equipment/facility/professional development requests for this program, you could put a "2" in this box, a "1" in the next box, and a "3" in the final request box. This will help later reviews better understand the needs of your program and your preference for hiring. If you only have 1 request, please put a "1" here.

2

Supervisor's Review

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

- No concerns
- I have concerns

Comments:

General Information

You have finished your Program Review! Your supervisor, IEC, and (possibly) CCD will review your submission and provide feedback.

Please note, you will only be able to edit this form again if it is returned to you from your supervisor or your VP. Please stay in touch with your supervisor, if you receive feedback that you wish to incorporate.

...3637383433

Avery Caldwell
Signature

11/29/2021, 10:55 AM
Date

Review Feedback

Department Chair: Please provide feedback on this Program Review

No issues at this time.

Dean/Supervisor: Please provide feedback on this Program Review

I appreciate the revisions!

IEC: Please provide feedback on this Program Review

Goals 1 and 2 are more mission statements than goals. Goals 2 and 3 seem to overlap. Consider developing baseline data as metrics for success.

Dean's Second Review

[Empty text box for Dean's Second Review]

Superuser final check

CCD Reviewer

1. Once you click the checkbox button below, scroll to the bottom and
2. Click on "Return for Revision" to send the document to the originator. DO NOT CLICK NEXT. When you click on Return for Revision, you will be given a page to provide your feedback.

I have completed the CCD Review

Vice Presidents - If you would like to return this document to the originator, prior to the Dean's 2nd review, please DO NOT CLICK NEXT here. Instead, please click on "Return for Revision" to send the document to the originator. If you want to see the document again, please remove any comments from this page and add your comments on the email page that appears after you return the document.

If you sign the document, it will go back to the dean for a final review. If the dean forwards the document without returning it, the document will be locked, and the originator will not be able to incorporate the feedback from the reviewers.

Please provide feedback here. When finished, click on "Return for Revision" at the bottom of this page.

Vice President: Please provide feedback on this Program Review

[Empty text box for Vice President feedback]

DEAN'S ASSESSMENT OF POTENTIAL FUNDING METRICS

Which of the following might be a potential funding source for any of your requests? (Mark all that apply - or skip if not applicable)

- Equity:** Help disproportionately impacted students outside the classroom to either come to the college (access), stay in college (retention), complete transfer-level math or English, complete their degree/certificate, or transfer to a 4-year institution.
- Higher Education Emergency Relief Fund (HEERF II):**

Assist students impacted by the COVID-19 pandemic

Lottery:

Purchase of instructional materials to be used by students in the classroom.

State Funded Equipment:

Any equipment considered that will last more than a year and costs more than \$5,000 that is used within the classroom.

Workforce Development:

Improve the access, retention, or degree/certificate/career attainment for students in non-credit, Career Education, or career development

Deans/Supervisors - If there are any comments above that have not been incorporated into the document, please DO NOT CLICK NEXT here.

Instead, please click on "Return for Revision" (bottom of page) to send the document to the originator. You will get another chance to review the document after the originator makes the requested changes.

If you sign the document (by clicking "Next"), it will be locked and be sent to Planning and Budget.

Chair Signature

Electronically signed by Mike Russell on 11/12/2021 12:31:22 PM

IEC Signature

Electronically signed by Robyn Brammer on 11/24/2021 8:59:01 AM