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 Program Review website:	August 22, 2023
Data is available on the ORPIE website:	
• Instructional Program Review Dashboard	Available now
• Student Services Program Review Dashboard	*Coming August 28, 2023*
• State comparison data may be found on Data Mart or Cal-Pass Plus	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:	
• Step 1a: **Technical Review** by IEC (for all) and Academic Senate (for any that include a faculty request). • See the technical review rubrics.	Friday, October 6, 2023
• Step 1b: **Content Review** by Deans/Director. Feedback due to author.	Friday, October 6, 2023
• Step 2: **Completed Revisions** submitted by author for final approvals by Deans/Manager and Vice Presidents. Final draft will address technical and content review feedback.	Friday, November 3, 2023
• Step 3: **Final Program Review Approvals** by Deans/ Manager, Vice Presidents, and IEC. ORPIE will post final draft to the website.	Friday, December 1, 2023
• Step 4: Funding Requests proceed through governance structure.	
• 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.	Friday, December 1, 2023
• Committees forward recommendations to the Budget Committee	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
▪ President makes final faculty decisions and reports to Senate at Special Meeting. ▪ Based on approved faculty positions, faculty submit search committee membership and supplemental questions to HR and the Academic Senate.	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#): `C00107074` First Name `Mike` Last Name `Russell`

Wing `Instruction` ▾ Email Address `mrussell@gwc.cccd.edu` Office Phone `7148927711 x51288`

Dean/Manager First Name `Dorsie` Last Name `Brooks` Email `Brooks, Dorsie = dbrc` ▾

Vice President First Name `Kay` Last Name `Nguyen` Email `Nguyen, Kay = kvngu` ▾

Program Review - Draft
*Program-Review-Instruction Drafting.docx

Program Review - Final
Submission
*Program-Review-Instruction Drafting
 (1f).docx

This Program Review includes the following: * `-- Please Select --` ▾
Pick all that apply.

Faculty Request `-- Choose --` ▾

Facilities, Technology, Equipment Request `-- Choose --` ▾

Classified Request `-- Choose --` ▾

This Program Review includes the following: * `None` ▾
Pick all that apply.

Faculty Request `-- Choose --` ▾

Facilities, Technology, Equipment Request `-- Choose --` ▾

Classified Request `-- Choose --` ▾

Faculty Requests (up to 3)   Faculty Requests (up to 3)
One upload per request   *One upload per request*

Faculty Upload1   Faculty Upload1

Faculty Upload2   Faculty Upload2

Faculty Upload3   Faculty Upload3

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

FTE Upload1   FTE Upload1

FTE Upload2   FTE Upload2

FTE Upload3   FTE Upload3

FTE Upload4	FTE Upload4
FTE Upload5	FTE Upload5

Classified Personnel Draft Requests (up to 3)	Classified Personnel Updated Requests (up to 3)
One upload per request	*One upload per request*
Classified Upload1	Classified Upload1
Classified Upload2	Classified Upload2
Classified Upload3	Classified Upload3

Supporting Materials (Optional)	Supporting Materials (Optional)
Upload1	Upload1
Upload2	Upload2
Upload3	Upload3

...3139393632

Mike Russell 10/04/2023
Author - Draft Signature

Date

...3138383137

Mike Russell 10/25/2023
Author - Final Signature

Date

Dean/Manager Draft Feedback

1. I suggest adding to the Challenges section how having an entire program/pathway with no Full Time faculty creates a challenge when wanting to grow. It is a balance between being able to support a FT faculty member and needing the support and growth that a FT faculty member will bring to a program.

FileUpload2

IEC Feedback

1. Can you explain why industry recognized credentials matter?
2. Please elaborate further on collaboration with other areas.
3. Technology- explain more about the technology used?
4. SLOs- please provide an example of how SLO evacuation was used to make an instructional change.

FileUpload4
Program Review Rubric Upload

Academic Senate Executive Board Feedback

FileUpload1
Program Review Rubric Upload

Dean/Manager Final Feedback

FileUpload2

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Dorsie Brooks   11/13/2023
Dean/Manager Signature   Date

Vice President Feedback

[text area]

FileUpload3

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Kay Nguyen   12/06/2023
Vice President Signature   Date

Downloaded to the following Committee Teams folder on: -- Choose -- ▾   [   ]

...3431303039

Lauren Davis Sosenko   12/14/2023
IEC Signature   Date

Dean/Manager -
Feedback Signature   Electronically signed by Dorsie Brooks on 10/20/2023 10:21:16 AM

Academic Senate:
Technical Review   Signature not required
Signature

Academic Senate
Signature   Signature not required

IEC: Technical Review
Signature   Electronically signed by Dorsie Brooks on 10/20/2023 10:14:54 AM

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

First Name:	Mike
Last Name:	Russell
Email:	mrussell@gwc.ccd.edu
ID:	E75870
Phone Number:	714-892-7711 x51288
Who is your Dean/Supervisor?	Dorsie Brooks
Are you the Department Chair?	Yes

GENERAL PROGRAM QUESTIONS

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

Please provide a brief description and any significant change in your program since the last Program Review cycle.
Since last program review, the Drafting program has been relaunched as an hybrid program starting in Fall 2022 with the first cohort completing the fourth class in Summer 2023. Drafting classes are being taught as Dual Enrollment classes at three different high schools in two Districts, both within the bell schedule and during zero period.

What are your program's strengths? (Answers could include but not limited to KPI data)
The program has a clear pipeline from the high school Dual Enrollment programs, where two of the four classes are taught, to the college where all four classes are taught in a hybrid modality with two classes per semester in an 8-week class pattern. Additionally, the program is set up so that students can earn Industry Recognized Credentials with the SolidWorks software certifications.

Program Review Request
Instruction

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

The program is still newly relaunched on ground, so enrollment is a bit low, but the program anticipates growing as it is marketed and industry professionals are made aware that the college is offering the program again.

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

Enrollment has been steadily in the low to mid 20's since it launched in Fall 2022.

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 program has tried to limit the cost of textbooks and is working to include nontraditional students in recruitment and retention efforts. The program is offered in the evening once per week with the remaining instruction completed online so that working professionals can take the class. The classes are also offered in 8 week classes so that students can concentrate on one class at a time and progress quickly through the program.

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

This program has been heavily involved in Dual enrollment department collaborating on strategies for enrollment and insuring that students have the necessary resources to be successful. In addition, dual enrollment faculty collaborate with the high school campus administration to give input to the CTE division office on scheduling and classroom selection. GWC and high school counsellors support this program with student enrollment.

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

Student use software programs such as AutoCad and SolidWorks, programs that are used and accepted throughout the drafting and design industry. Access to SolidWorks allows students to work towards a SolidWorks certification. The drafting advisory committee recognizes the value of a SolidWorks certification and it's importance to gain employment in the industry.
Along with industry recognized software, students also have access to 3D printers, allow students to see completed products they have designed.

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

Yes

AWARDS

What type of awards does your program offer?

☒ Certificates

☒ Associate Degree

☐ Associate Dress 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
Certificates	0	1	0
Associate Degrees	0	0	0
Associate Degrees for Transfer	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

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).
This program has recently relaunched and the first cohort of students completed in Summer 23, which is not included in this data.

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)
FTES/FTEF Ratio:	16	29	28

Outside of hiring new faculty or staff, please discuss the data trends above, and your plans for serving more students.
Drafting classes are limited by the number of computers available in the computer lab (currently 28 on campus, but 40 at the high school locations). Additional recruitment and advertising to help

market the program are needed to spread the word about both the on ground and the Dual Enrollment Pathway.

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
Monica Jovanovich: mjovanovich@gwc.cccd.edu

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.

STUDENT LEARNING OUTCOMES

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?

SLO's are assessed by each instructor to determine the effectiveness of instruction and determine if modifications to instruction are necessary. Drafting faculty assessed the success of students

completing isometric drawings. Overall students were able to complete the assignment. However, Instructors determined that increasing the amount of time to practice is critical to student understanding and competency.

GOALS AND REQUESTS FOR FUNDING

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
- 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.
The three goals from the last cycle of program review have been met or are still in progress of scaling

GWC

GOLDEN WEST COLLEGE
HUNTINGTON BEACH, CA

<u>GOALS FOR CURRENT PROGRAM REVIEW CYCLE</u>

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

GOAL 1 (Required)

Description of goal:
Increase clarity of the Dual Enrollment Pathway to encourage students to continue on to GWC to complete the additional two courses in the certificate.

What actions will be taken to accomplish the goal?
Provide visuals and a roadmap for students and HS counselors to follow showing the benefits of completing the full certificate.

What metric will you use to measure your goal?
Completions and the transition of High school students to GWC.

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:
Develop stronger relationships with industry partners

What actions will be taken to accomplish the goal?
Outreach to local industry employers to bring them in to the advisory committee and to speak directly to students and faculty about career opportunities and the business.

What metric will you use to measure your goal?
Industry participation in advisory meetings and campus events.

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

Program Review Request

Instruction

☒ Completion

☒ Workforce Preparation

☐ Facilities

☐ Professional Development

☒ Communication

GOAL 3 (Required)

Description of goal:
Increase number of nontraditional students in the program. This is an equity issue and also a Perkins metric.

What actions will be taken to accomplish the goal?
Create a recruitment plan that targets nontraditional students (women) into the program.

What metric will you use to measure your goal?
Numbers of enrollment of women in the program.

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?
As department chair, I am excited to see this program restart with talented, qualified instructors.

Submitter's Signature: *Michael Russell*	**Date: 10/3/2023**

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.

Program Review Request

Instruction

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.