



# 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  
\*Program-Review-Instruction-Geology.docx

Program Review - Final  
Submission  
\*Program-Review-Instruction-Geology-FinalVersion.docx

This Program Review includes the following:

*Pick all that apply.*  
Faculty Request

Facilities, Technology, Equipment Request

Classified Request

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*Pick all that apply.*  
Faculty Request

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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  
FTE Upload2  
FTE Upload3

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

FTE Upload1  
FTE Upload2  
FTE Upload3

FTE Upload4  
FTE Upload5

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

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*James Almy*

Author - Draft Signature

10/06/2023

Date

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*James Almy*

Author - Final Signature

11/03/2023

Date

Dean/Manager Draft Feedback

Thank you for submitting the program review for Geology.

See attached document for the screen shots, FTES and FTEF numbers should be as follows:

3 years - 1.08  
2 years - .80  
1 year - .74

Goal #2. should mention something about marketing classes through counselors, GWC App and hope to drive student enrollment into these courses. What other internal outreach can be done to increase fill rates?

Thanks!

FileUpload2 Geology FTES and FTEF.docx

IEC Feedback

- Program's strengths- Use data to support transfer claims and/or site the source. Include additional KPI discussion.  
- Program challenges: DI group is mentioned. However, more information on initiatives and efforts attempted need to be included. Essentially, why is this a continued challenge? What is the department doing to resolve this?  
- How does dept./program support DEIA goals: are there any other ways your department does this? Any plans for the future? What are efforts to reduce gaps for DI groups? Also, the equity squad was last active in 2020.  
- FTES/FTEF: Use FTES (RES)/FTEF non FTES(total)/FTEF  
- SLO: Any other utilization of SLO results?  
- Goals from Previous PR Cycle: For Goal #2 what was the progress made, was the goal met, etc.? Goal #4, earlier in the form (and later under current goals) it's stated that Hispanic/Latinx groups are still DI and this section then states the gap has been largely reduced. These sections seem contradictory. Also, though a group on campus may not have suggestions, has the DEIA committee been consulted or other equity experts?  
- The current Goal 1 metric measurement: Be specific about what you will track, i.e., what does achievement gap mean for your department. Course enrollment, course retention, course success, the number of geology majors, the number that stay in geology once they declare it, the number of awards earned....

FileUpload4

Program Review Rubric Upload

Academic Senate Executive Board Feedback

FileUpload1

Program Review Rubric Upload

Dean/Manager Final Feedback

FileUpload2

...3137383530

*Danny Johnson*

11/13/2023

Dean/Manager Signature

Date

Vice President Feedback

FileUpload3

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*Kay Nguyen*

12/05/2023

Vice President Signature

Date

Downloaded to the following Committee Teams folder on:

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*Lauren Davis-Losenko*

12/11/2023

IEC Signature

Date

Dean/Manager -  
Feedback Signature

Electronically signed by Danny Johnson on 10/06/2023 3:58:43 PM

Academic Senate:  
Technical Review  
Signature

Signature not required

Academic Senate  
Signature

Signature not required

IEC: Technical Review  
Signature

Electronically signed by Jeannette Jaramillo Hernandez on 10/20/2023 4:40:46 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>	James
<b>Last Name:</b>	Almy
<b>Email:</b>	<a href="mailto:jalmy@gwc.cccd.edu">jalmy@gwc.cccd.edu</a>
<b>ID:</b>	
<b>Phone Number:</b>	Ext 52150
<b>Who is your Dean/Supervisor?</b>	Danny Johnson
<b>Are you the Department Chair?</b>	Yes

## GENERAL PROGRAM QUESTIONS

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

<b>Please provide a brief description and any significant change in your program since the last Program Review cycle.</b>
<p>The Geology program provides students an understanding of the internal processes responsible for the formation of the Earth from a scientific perspective. It also provides students with a well-rounded understanding of human impacts on the globe and the ways geologic hazards such as earthquakes, floods, and landslides impact human development.</p> <p>The Covid-19 pandemic induced shift to remote instruction is now behind us and all of the geology courses are being taught in-person, enabling hands-on lab skills to be acquired by our students. This resumption of in-person instruction has returned the quality of our course offerings to their previous pre-pandemic level.</p>

<b>What are your program’s strengths?</b> (Answers could include but not limited to KPI data)
The Geology program offers courses capable of meeting the needs of non-science majors to those required of students majoring in chemistry, geology and physics. We pride ourselves on our rigorous



## Program Review Request Instruction

courses that well prepare students for the next course in the sequence or in their major. But our courses are also fun; we offer field trips. Members of the faculty and staff work well in a collegial atmosphere, with full-time faculty mentoring and supporting the part-time faculty who teach the same course. The program boasts excellent retention and success rates.

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

Recent decreases in enrollment are the primary challenge facing the program.

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

Success rates have increased over the past four years. Enrollment in geology courses has decreased dramatically over the past six years. The 2022-2023 enrollment is 58% of what it was in 2017-2018. Retention is very high. During the past six years retention has been above 90%, except for 2019-2020 when it was 87.2%.

**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.)

A DE addendum was added to the General Geology (GEOL G105) course so that it can be taught online in the future. Faculty in the program will endeavor to participate in a professional development activity related to DEIA instructional techniques.

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

The program coordinates with the STEM Center on its speaker series.

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

Technology is used extensively by the Geology program. The classroom projectors and speakers are used for PowerPoint and video presentations. Canvas sites are used to disseminate course materials and announcements, for their gradebook capabilities, and for the assessment of students via quizzes. Laboratory equipment is used to provide students with hands-on exposure to the sorts of sophistication instrumentation that modern chemistry relies on for its application.

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

No

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## AWARDS



# Program Review Request

## Instruction

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
Certificates	NA	NA	NA
Associate Degrees	NA	NA	NA
Associate Degrees for Transfer	3	1	2

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).

The number of Associates Degrees for Transfer in Geology has remained relatively steady over the last three years, despite significantly decreasing enrollment.

## 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:	1.08	0.80	0.74

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

The efficiency of our offerings generally decreased. This is a consequence of an unexpected continual reduction in enrollment. We have adjusted to these changes by reducing the number of sections offered by the program.



# Program Review Request Instruction

## CURRICULUM

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**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)

**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.**

NA

## 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?**

SLO assessments found a correlation between class attendance and course success. Incentives for attending class, such as graded attendance, were implemented.

## GOALS AND REQUESTS FOR FUNDING

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## Program Review Request Instruction

**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 Geology program had five goals for the previous program review cycle:

1. Improve our outreach activities.

While we have contacted the College outreach specialist regarding creating informational brochures describing our program and organizing on-campus outreach events, we've been unable to coordinate our schedules in order to accomplish anything substantive. The full-time faculty in the program coordinated with the Surfrider Foundation to participate in Earth Day and wetland conservation events at local secondary schools. We also planned to develop sets of science demonstrations for various age groups, but this work was meant to supplement on-campus outreach events and since no on-campus outreach events for various age groups were held, no progress on this was accomplished. Another aspect of our outreach work was the goal of identifying professional scientists, ideally individuals whose race, ethnicity, or special population status matches that of the groups we serve



## Program Review Request Instruction

who are experiencing a disproportionate impact, willing to talk about their work on campus. This was accomplished, with our department partnering with the STEM Center to host speakers. The number of current and potential students who attended these outreach events was significant, as was their satisfaction with each event. However, the number of students enrolled in geology courses has not increased as a result. This goal has been partially achieved.

2. Enhance student understanding of earthquakes and increase student interest in geology. Our request for the purchase of a seismograph was not approved. This goal has not been achieved.

3. Secure the quality of our stockroom operations. A night stockroom manager was hired, dramatically decreasing the likelihood of turnover in this position. This goal has been met.

4. Reduce the achievement gap observed in student success rates for Hispanic/Latinx students, the largest of our disproportionately impacted groups. In our previous program review we indicated that we would seek advice from the Equity Squad. We did, but the Equity Squad had no advice for us regarding reducing our equity gaps. There has been a significant reduction in the achievement gaps for Hispanic/Latinx students. During the last two years the equity gap has been less than 2%, while it was over 9.9% in the two years prior to that. This goal has been largely accomplished.

5. Establish one or more partnerships with local businesses so that these local businesses see our students as their first choice for internships and jobs. A partnership with the Surfrider Foundation was established for the testing of water samples. The goal was to involve students in this work by having them collect water samples and then test them on campus. However, student participation in this activity was denied by the College due to liability concerns. The full-time faculty member in geology is currently performing this testing. This goal has not been achieved.

### GOALS FOR CURRENT PROGRAM REVIEW CYCLE

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

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

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

Reduce the achievement gap observed in student success rates for Hispanic/Latinx students, the largest of our disproportionately impacted groups.

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



## Program Review Request Instruction

We will pursue professional development activities in order to learn relevant instructional techniques.

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

We will look for a reduction in the achievement gaps experienced by Hispanic/Latinx students. Specifically, we will look for reductions in the success rate percentage point gap (PPG) for Hispanic/Latinx students. The PPG compares the percentage in a particular outcome for a disaggregated subgroup to the percentage for all students.

### 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:

Increase awareness of, interest in, and enrollment for geology courses.

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

The faculty in the program will coordinate with other programs on campus to offer, at a minimum, yearly field trips that include geology and at least one other discipline.

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

Students who participate in each multidisciplinary field trip will be surveyed about their awareness of and interest in geology. A majority of students stating that the field trips increased their awareness of and interest in geology will be considered success. An increase in the enrollment for geology courses will be considered a success.

### 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



# Program Review Request Instruction

## GOAL 3 (Required)

### Description of goal:

Improve the efficiency and organization of the stockroom.

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

The procedures used to prepare items necessary for experiments will be reviewed for accuracy, ease of editing, and ability to be backed-up. The manner in which lab equipment is stored will be reviewed.

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

Instructor satisfaction with the changes will be surveyed.

### 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?

Click or tap here to enter text.

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

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

### 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.



# Program Review Request Instruction

**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.