



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:	
<ul style="list-style-type: none"> Instructional Program Review Dashboard 	Available now
<ul style="list-style-type: none"> Student Services Program Review Dashboard 	Coming August 28, 2023
<ul style="list-style-type: none"> 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:	
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> Step 1b: Content Review by Deans/Director. Feedback due to author. 	Friday, October 6, 2023
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> Step 4: Funding Requests proceed through governance structure. 	
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> 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#): 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 (Music).docx

Program Review - Final
Submission
*Program-Review-Instruction (Music).docx

This Program Review includes the following:

Pick all that apply.

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 Program-Review-Request-for-Funding-2023-24-Faculty - Music Technology.docx
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

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

FTE Upload1
FTE Upload2

FTE Upload3
FTE Upload4
FTE Upload5

FTE Upload3
FTE Upload4
FTE Upload5

Classified Personnel Draft Requests (up to 3)
One upload per request

Classified Upload1
Program-Review-Request-for-Funding-2023-24-Classified-Personnel - Staff Accompanist.docx
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

...3035363535

Collette Hausey

10/06/2023

Author - Draft Signature

Date

...3231383136

Collette Hausey

11/03/2023

Author - Final Signature

Date

Dean/Manager Draft Feedback

The program review, faculty request and staff request are well written and thorough. I have no concerns but two small corrections.

Summary and Outcomes of Previous Goals

Misspelled word.

In the previous program review, there were three goals outlined, two of which were more long-term, and one which was entirely dependent on funding approval. These three goals are the same goals as for this cycle, however with a bit more refinement, prioritization, and specificity for accomplishment.

In all three documents, please change the name of the Theater Arts department to Theater Arts and not just theater.

Thank you.

FileUpload2

IEC Feedback

All areas are complete and contain thoughtful, detailed responses. Attachments included. No further feedback.

FileUpload4

Program Review Rubric Upload

Academic Senate Executive Board Feedback

The Executive Board of the Academic Senate has reviewed your request for faculty and has no urgent feedback to provide. Please be ready to respond to questions related to your data/metrics and the urgency of your request.

FileUpload1

Program Review Rubric Upload

Dean/Manager Final Feedback

I have reviewed all three documents. They are well written and thorough. I have no concerns.

FileUpload2 2023-2024 Program-Review-Instruction (Music)- signed final.docx

...3838353631

Martie Ramm Engle
Dean/Manager Signature

11/04/2023
Date

Vice President Feedback

FileUpload3

...3631353433

Kay Nguyen
Vice President Signature

12/05/2023
Date

Downloaded to the following Committee Teams folder on:

-- Choose --

IEC Signature

Date

Academic Senate Signature

Date

Dean/Manager -
Feedback Signature

Electronically signed by Martie Ramm Engle on 10/11/2023 5:20:08 PM

Academic Senate:
Technical Review
Signature

Electronically signed by GWC Academic Senate on 10/18/2023 4:07:15 PM

Academic Senate
Signature

Electronic Signature Pending

IEC: Technical Review
Signature

Electronically signed by Jill Kiefer on 10/19/2023 12:38:49 PM

IEC Signature

Electronic Signature Pending



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

First Name:	Collette
Last Name:	Hausey
Email:	chausey@gwc.cccd.edu
ID:	
Phone Number:	51049
Who is your Dean/Supervisor?	Martie Ramm Engle
Are you the Department Chair?	Yes

GENERAL PROGRAM QUESTIONS

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

Please provide a brief description and any significant change in your program since the last Program Review cycle.
<p>The Music Department at GWC offers a GWC AA and an ADT in Music that is congruent with the TMC requirements as established by the State of California, as well as offering general education (G.E.) and skill development courses for the GWC student population at large. The department regularly provides live performances that benefit the students in the program, the students of GWC, and the community at large.</p> <p>The program itself has not had any significant changes to the overall structure or curriculum, though some courses have been updated to reflect use of technology, integration of the Canvas Course Management System (CMS), and post-Covid adaptations to accommodate increased diversity in student needs. Within the division, a structural change occurred that reinstated the department chair position in the Music department.</p>

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



Program Review Request Instruction

1. Faculty/student interaction and communication is very strong, as the faculty take the time to mentor and counsel students who are majors and non-majors. The specific level of individual attention afforded to all students is rather unique to the GWC Music department due to the high level of student engagement the faculty have chosen to prioritize, where Music departments at other colleges tend to be much more solo oriented with student support.
2. The core curriculum of the Music degree program has all the necessary courses that allow students to transfer to a 4-year university at the junior level of study, and students who have transferred have had successful class placement after completing required departmental transfer exams.
3. Strong performing groups are a consistent hallmark of the GWC Music department, and the students are being provided with expanded performance opportunities every academic year.
4. The faculty are invested in aiding all students that are a part of the Music department in ensuring their academic and musical success. There is a large range of goals for students in the Music department, from skill development to transfer degree, and the faculty make a strong effort to meet the students where they are and guide them toward maximizing their success at GWC.

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

There are a few challenges that have been identified by the faculty:

1. The need for an additional full-time faculty member to achieve the goal of developing the Music Technology courses and program that is comparable to other colleges' offerings. Although the current faculty can propose a new program and create basic courses within this music sub-discipline, a specialist in the field with a diverse skill set would be able to create current and applicable curriculum. It is a challenging issue to overcome, but it is continuing to be addressed in the department.
2. Funding and support within the district in the form of being supportive of smaller classes and class sizes that allows room for the program to have an ebb and flow in the growth process envisioned by the faculty. It's not that the administration refuses to be supportive of smaller courses, but it is not a given that a consistently smaller class will have a successful offering. This might be solved with smaller cap sizes on certain courses that are skills based (e.g. class voice, class guitar) which again impacts the in-kind funding allotted versus the FTES per class, as well as for the whole department.
3. Lack of performance spaces that are designed for music, as well as a smaller music recital hall that would facilitate additional student performances on a smaller scale.
4. Increasing student degree completion and posting, emphasizing continued communication with the counseling department and the individual students who have expressed an interest in obtaining a music degree. Correct pathway and degree area advisement is still not consistent among the entire counseling area, and students are still sometimes misadvised to obtain a liberal arts degree rather than an actual music degree.



Program Review Request Instruction

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

The biggest trend and contributing factor is the same thing: post-Covid recovery and stabilization withing the department and program. The G.E. courses showed success for both on-campus and online methods of delivery, and the music major core curriculum courses began to recover in the Fall of 2021. As is the trend in almost every college and university (as well as high school and middle school programs), the impact of Covid was felt strongly in the music and performing arts areas. Most of the feeder high/middle school music programs would not permit the GWC music faculty onto campus due to their particular district's Covid protocols to allow for recruitment, and that resulted in fewer students than hoped for in Fall of 2022. In addition, the feeder programs themselves have had an impact in student participation in music programs, and those impacts were felt in both the instrumental and vocal areas at GWC.

The department is starting to rebound from the impact of Covid, with a dual-enrollment course being added at a local high school, and GWC faculty's ability to do on-campus recruiting opening up at local secondary schools.

There's also been the return of live music to the campus, enough students choosing to take in-person courses that full in-person classes can be successfully offered along side online courses, and an increased level of enthusiasm from those who are engaging in all of the offerings available in the department.

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 GWC Music department prides itself in actively pursuing accessibility for as many students as possible in as many modalities as possible. In comparing with performance groups at similar colleges, the GWC Music department is actively inclusive of the student population that utilizes DSPS services, and the faculty are consistently interacting with DSPS to create the best opportunity for student success for all students. The faculty have endeavored to create an environment that permits all students to feel comfortable while pursuing a challenging field of study.

The academic and skills development courses have been reevaluated within the COR to determine where more current and diverse elements can be emphasized, as well as introducing more modalities with online and in-person offerings, dual-enrollment offerings, and a dual-enrollment course that is directly on a high school campus.

The faculty have successfully made the ADT Music major itself a low to zero-cost major (which covers all four areas diversity, equity, inclusion, and accessibility) by making all the core courses in theory utilize an OER text and online support resources and electronic/paper handouts rather than a required for-purchase text, and all performance ensembles provide music, equipment, and do not require the purchase of a "uniform."

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



Program Review Request Instruction

The GWC Music department faculty make a practice of communicating with the counseling department to provide current information about schedule and music major pathways advisement. There was a large issue with this advisement for the majors, and that is starting to get resolved through communication and relationship building. The next level of planned faculty dialogue with counselors is to provide them with a schedule of the required classes for majors that are only offered at one timeframe, providing them with a better guideline for recommending/scheduling G.E. courses so there is no conflict for the student.

There is also a very strong relationship with the DSPS area, since there are regularly several students in the various aspects of the program that require their services.

Collaboration with the Theater Arts department with inter-departmental performances to involve as many students as possible in a variety of performance experiences.

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

The integration of the Canvas Course Management System for all academic and skills based courses, as well as performance ensembles. This CMS integration provides students multiple modalities to access information, practice individual skill development, know their current progress in the course, and complete and submit coursework for the courses.

Utilization of OER textbooks that are accessed online, directing students to use free and helpful websites that allow them to practice their skills development in theory and musicianship, and utilizing streaming services, e.g. YouTube, to provide a sample of how a musical composition sounds when performed by a professional ensemble.

The department has several sections of G.E. courses that are provided in a purely online modality (using Canvas CMS), which is still the preferred modality for many students when things opened back up after the pandemic.

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.



Program Review Request Instruction

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

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).

In Fall of 2021, Music G216 was not offered due to a higher attrition rate for this course. This then prevented Music G217 from being offered, which are two core courses required for students to obtain a degree. Some students completed an independent study modality for the courses, and with the individual attention there were three that completed the requirements and their degrees. But appearance to the students is that their challenging and required class sequence would be cancelled the second year, so some posted their degrees as OCC rather than GWC, as is seen in 2022-23. There were also two students who did not pass Music G217 in spring 2023, so they were unable to post a degree.

The faculty have been actively engaging with students and really identifying those who could potentially post degrees, and making every effort to encourage, inform, mentor, and direct to support services to enable them to complete their academic goals.

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:	37	32	32

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

Actively being able to visit the local schools to inform, engage, and potentially recruit students for the program will help in growing the department back to larger numbers, though these numbers are also reflective of sections of the GE classes having the class cap sizes reduced. The spike in numbers in 2020-2021 reflects an enrollment surge due to the pandemic, and several larger online courses being able to be offered. That year seems more of an anomaly than a trend, so the faculty are very pleased that as compared to the years before the pandemic spike, overall numbers are higher and continue to



Program Review Request Instruction

improve. We plan to expand the scope of course offerings for the G.E. transfer patterns to permit even more overall departmental growth in the future, as well as expand the scope of specialized offerings through development of a Music Technology program.

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.

Any courses that are revised will be either part of the Music AA or ADT, or part of the G.E. transfer pattern, or not specifically attached but transferable as discipline specific electives necessary to achieve degree-specific skills proficiencies.

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



Program Review Request Instruction

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

The program and course SLO's are referred to by faculty every semester when planning course presentation, and course SLO's are utilized to assist in planning for specific course elements to maximize student success. Some SLO's have successfully been connected to a specific assignment, and it provides a clear picture that students are understanding the content that fulfilling the SLO proves. Most of the changes or improvements involve expanding offerings so the program SLO's can have more options for fulfillment.

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.



Program Review Request Instruction

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

In the previous program review, there were three goals outlined, two of which were more long-term, and one which was entirely dependent on funding approval. These three goals are the same goals as for this cycle, however with a bit more refinement, prioritization, and specificity for accomplishment. The previous cycles goals and outcomes were as follows:

Goal: Start a Music Technology program in the Music department from, enabling access to a student population not currently taking music classes.

Outcome: In progress - the full-time faculty have been researching programs at similar community colleges, private institutions, and universities to determine what best practices for this part of the music discipline should be utilized for the GWC program. In addition, there has been communication with current professionals in the music industry who utilize various forms of music technology to achieve results and develop a career. These include video game music, clip creation and licensing, and the various business aspects of the music and recording industry.

The faculty are now working on a proposal for a program to submit to CCI.

Goal: Add a classified staff accompanist position to the music department to aid with increasing student success rates and align GWC with other colleges that already have this position. This will also attract more students to the program.

Outcome: Unsuccessful. We will again be making a request for this position so a permanent position can be integrated into the department.

Goal: Increase the number of Music degrees granted on an annual basis.

Outcome: Mixed, with a good outcome the first year and a drop the second, but it appears to reflect a trend in education with students dropping school and working, thus not completing a degree.

There was one resource request to get new desks/chairs for music building room 105, and that was fulfilled by repurposing newer desks/chairs from elsewhere on campus into the room without needing to purchase new chairs.

GOALS FOR CURRENT PROGRAM REVIEW CYCLE

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

GOAL 1 (Required)

Description of goal:

Increase the number of students in the music program, and increase the ratio of students who begin the major and who complete the degree requirements.



Program Review Request Instruction

What actions will be taken to accomplish the goal?

Utilization of consistent outreach and engagement with music students to make sure they are correctly completing the degree pathway requirements to post a degree. Expanding the methods of recruitment and outreach with feeder schools now that faculty are again able to visit campuses. Continuing to maintain strong communication with the counseling department to ensure accurate information about degree pathways and course conflict avoidance is communicated to the students. Striving to increase visibility through advertisement, community outreach, performance, and student outreach on campus to encourage participation in the performing arts.

What metric will you use to measure your goal?

The FTES/FTEF ratio, the number of students who post their degrees, and the number of student who enroll in music classes and complete music classes.

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:

Add a classified staff accompanist position to the music department to aid with increasing student success rates and align GWC with other colleges that already have this position. This will also attract more students to the program as it demonstrates commitment from the college to the department and the students.

What actions will be taken to accomplish the goal?

Prepare the appropriate requests and proposals necessary to create this necessary classified staff position. Seek the support of administration to create this position.

What metric will you use to measure your goal?

Hiring a staff accompanist for the Music department that is a permanent position rather than temporary as it is currently.

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

- Enrollment



Program Review Request Instruction

Equity and Success

- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

GOAL 3 (Required)

Description of goal:

Creating a program proposal and courses in the specific discipline of Music Technology, leading to the creation of a degree and/or certificate that are comparable with other colleges and universities.

What actions will be taken to accomplish the goal?

Implementation of the data gathered from the research completed during this program review cycle, creation and submission of a New Program Proposal for the Music Technology program to CCI at GWC, and actively seeking to successfully hire a new full-time faculty member to be able to oversee the implementation and refinement of the program.

What metric will you use to measure your goal?

Success with getting the New Program Proposal and program courses through the curriculum process, being allotted needed LHE from the college for an additional program within the Music department, and success in achieving an additional full-time faculty member for the Music department to oversee 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?

The faculty for the Music department at GWC have a consensus on the best direction the department to facilitate proportional growth and consistent success among the students. Being a smaller program, however, doesn't diminish the large variety of tasks necessary to maintain a vibrant



Program Review Request Instruction

department, there are just fewer students served. However, the amount of time things take to accomplish is on a longer timeline as the small number of full-time faculty make it challenging to complete all goals as quickly as desired.

The faculty are confident that with continued perseverance, communication, and the student-centric mindset for all planning and decisions, the metrics for department size and degrees awarded will consistently increase.

Submitter's Signature: *Collette J Hausey*

Date: 10/6/2023

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- Faculty

Golden West College

FACULTY REQUEST

Submitter's First Name:	Dawn
Submitter's Last Name:	Brooks
Submitter's Email:	dbrooks36@gwc.cccd.edu
Submitter's Phone Number:	58772
Who is your Dean/Supervisor?	Martie Ramm Engle
Are you the Department Chair?	Yes
Who is your Vice President?	Kay Nguyen
Program/Department:	Click or tap here to enter text.

Type of Review:

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

- Instruction
- Student Services
- Administrative

Faculty Hiring Criteria:

The primary sources of information for ranking/rating program/department needs are:

- Faculty request form
- Program Review reports
- Program Vitality Reports (PVR) if applicable
- Data demonstrating need for request

All data is in the Golden West College Instructional Program Review 2023 [dashboard](#) provided by the office of research, planning and institutional effectiveness (ORPIE). If this is a non-instructional request, additional data may be found in the Student Services Program Review dashboard.

Note: All analysis of data is trend over the past 4 to 6 years (3 program review cycles = 1 strategic plan cycle)

Position title and area of specialization (if applicable).
Instructor: Music (Music Technology, Music Theory, Piano)

Please provide and describe the data demonstrating the need for the request.
There is evident demand for the program from the community college population and due to the advancement of technology in these areas, which makes these skills and equipment available to a wider variety of students There would be a potential of 20-25% in enrollement, when compared to other colleges. Current faculty are doing major revisions on existing courses, developing new courses, preparing a new program proposal for CCI.

Please post job description (copy and paste description).
--



Program Review Request- Faculty

Golden West College

GWC is seeking an innovative instructor in the area of audio production and engineering to teach courses and develop curriculum for a new Music Technology program of study. Candidates should have a strong musical background in music theory, piano, and areas of expertise in music technology and complimentary areas, such as live sound design, recording techniques, computer applications for music production, and sound design for film, television, and video games. Experience with or willingness to learn how to create and write curriculum at a college level is desired.

Program Classification (check all that apply)

- Instructor (transfer-level classes)
- Instructor (CTE classes)
- Instructor (ELL/ESL or non-credit)
- Counselor
- Librarian
- Other:

Does this faculty request meet the criteria for extenuating circumstances beyond the department/program’s control since the last 2 program review cycles? (check all that apply)

- Untimely death or loss of faculty due to health conditions
- Sudden unexpected retirement or resignation
- Failed search since last PR cycle (i.e., The position was approved by the Exec team but not filled for any reason)
- Loss of tenure-track faculty
- Legal/mandatory requirements

Describe what you checked above.

This would be a split position of 50/50 potentially up to 70/30 CTE and transfer level faculty.

Respond fully to each of the following two prompts. Your responses to the listed criteria and data parameters are the basis from which senators apply the criteria to determine the rating/ranking of this request. Be as specific as possible in your responses.

Program/Department Needs (1-10 points)

- 1 - 4 points: little or no contribution or impact
- 5 - 7 points: some contribution or impact
- 8 - 10 points: significant contribution or impact

How does this request for a faculty position meet the following criteria?

Important considerations in this prioritization process are conditions unique to the program/department which support the need for additional full-time faculty, such as: (check all that apply and describe)

- Programs/departments with no or few full-time faculty to teach high demand area or for maintaining on-going (sequential) majors or certificates.



Program Review Request- Faculty

Golden West College

- Programs/departments with no or few full-time faculty.
- Negative impact created by the loss of full-time faculty due to retirement or non-replacement of full-time positions.
- There is not sufficient full-time faculty to develop and maintain current curriculum for the program/department.
- The program/department cannot maintain a stable core of full-time to part-time ratio to provide a quality program or program growth.
- There are substantial problems of coordination/supervision of the program's/department's part-time faculty. (There are not enough full-time faculty to coordinate, train, and supervise the part-time faculty).
- There is difficulty in finding and keeping qualified part-time faculty.
- Relevant, necessary courses are not taught or are cancelled because of the absence of qualified full or part-time faculty.
- New developments and/or trends in the service area that would influence a determination of need for the position.
- Supervision is required to reduce health and safety hazards.
- Preparation for careers/employment in fields with strong current and future prospects.

Describe what you checked above.
Music Technology was thriving program at GWC with a different focus in the past, but the program was unsuccessfully moved to other department and is no longer active at the college. We are requesting a new full-time faculty position to assist in developing and refining a new program that incorporates the change in music trends and technology over the last twenty years. This would be an asset to the growth of the music department by attracting students who are interested in music production, electronic composition, live sound design, and all aspects fo the music industry that utilize music technology.

What program/department conditions (such as cutbacks, lack of offerings, no replacements, facilities, coordination of part-time faculty, new program requirements, etc.) support the need for additional full-time faculty?
The creation of a new academic/CTE program that has enough LHE and student demand to require a new faculty member that would create the environment for the best student success.

College-wide Needs (1-10 points)

- 1 - 4 points: little or no contribution or impact
- 5 - 7 points: some contribution or impact
- 8 - 10 points: significant contribution or impact

How does this request for a faculty position meet the following criteria?

Where other considerations are relatively equal, does the request for this position contribute to/impact the operations of other college programs such as: (check all that apply and describe)

- Coursework required or recommended for several degree/certificate programs.
- Significant general education requirements.



Program Review Request- Faculty

Golden West College

- Serve substantial numbers of the student population.
- Serve a special population of students not served by other programs.
- Application to Statewide Community College Goals of serving students in Transfer, Degree and CTE programs.
- New programs the college wants to develop and support through resources, facilities.
- Contributions to college and district goals including student equity.
- Negative fiscal impact to college created by the lack of full-time faculty due to retirement or non-replacement of full-time positions.

Describe what you checked above.

The current student population does not have access to this program, although the classes are often requested. With this CTE certificate, and a possible future transfer degree program, we could appeal to a broader scope of students looking to study music. Music majors seeking courses or certificates in Music Technology often transfer to local universities to study composition, contemporary music, or music education.

If there are any license, certifications, or degrees required for this faculty position, please describe them here.

Masters Degree in Music

How does this position address long-term college goals and [Vision 2030 Goals](#)?

This faculty position would assist the music department in providing practical training for potential future students, current music majors and the GWC student population as a whole. Music Technology is at the forefront of the transformation of the music industry and live performance, therefore adding this faculty member would help the music department serve a broader range of students and help keep our instructional methods and music productions current. There are existing recording facilities, currently unused in the music building, that could easily be renovated and made available for student use and training. Providing this instruction in recording, live sound design, and music production will equip our current student population with practical skills that have become necessary for performers, composers, and teachers in modern society.

If you have more than one faculty request, please rank this against your others.

For example, if you are requesting three (3) faculty for this discipline, you could put a “2” in this box, a “1” on the next request and “3” on the third. “1” being your first priority, “2”, your second priority, and “3” your last priority. This will assist later reviews in better understanding the needs of your program and your preference. If you are only submitting one request, please leave this box blank.

Rank:

Submitter’s Signature: *Dawn Brooks*

Date: 10/6/2023

Supervisor’s Review



Program Review Request- Faculty

Golden West College

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.

OFFICE USE ONLY

President's Recommendation:

- Hire position
- Hire one-year temporary
- Not hiring at this time

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

Date: Click or tap to enter a date.



Program Review Request- Classified

Golden West College

CLASSIFIED REQUEST

Submitter's First Name:	Dawn
Submitter's Last Name:	Brooks
Submitter's Email:	chausey@gwc.cccd.edu
Submitter's Phone Number:	58772
Who is your Dean/Supervisor?	Martie Ramm Engle
Are you the Department Chair?	Yes
Who is your Vice President?	Kay Nguyen
Program/Department:	Music

Type of Review:

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

- Instruction
- Student Services
- Administrative

POSITION REQUEST

Please check one of the following:

- Replacement Position (Previously funded/ not currently funded)
- New Position (Never been funded/newly created)

Please note: that an approved job description from the District office is required in order to complete the request form. You may not proceed with the request without the job description.

If this request is for a replacement, how long has the position been vacant?	Click or tap here to enter text.
Job Title	Staff Accompanist

Salary Information

Salary Schedule Range:	TBD
Annual Salary (Step 1) \$:	TBD
Step 5 \$:	TBD

Contract (check one):

- 100% FTE
- Other FTE %:
- 12 month
- 11 month
- 10 month

Job Description Summary

- Required:** Attach a copy of the department Organizational Chart showing all positions and highlighting the position requested.
- Required:** Attach a copy of the CCCD Position Description, if available (obtain from Personnel Dept).
- CCCD does not have a position description as it is a new position within the district.**



Program Review Request- Classified

Golden West College

What are the essential duties this position will fulfill?

1. Accompanies voice classes, choirs, and applied music students in the GWC Music Department
2. Prepares, rehearses, and performs with students, faculty, and ensembles in the GWC Music Department as needed
3. If hours are available, provides piano accompaniment for dance or theater classes and/or live performances

JUSTIFICATION

What is the compelling need for an immediate replacement?

There is currently a part-time temporary position for staff accompanist at GWC and no accompanist for the dance department. A part-time permanent position would benefit the department because we would attract a higher level of staff member for a permanent job within the district. When surveying the colleges near GWC, all of them have at least one full-time accompanist to support the Music department, often sharing those hours with dance or theater. We are merely requesting that our part-time temporary accompanist position be changed to permanent.

What are the consequences if this position is not immediately replaced?

The Music Department has had a major challenge retaining qualified staff because this position is part-time temporary. The first pianist moved to a full-time position at Cypress and our current pianist is applying for full-time positions elsewhere. We will continue to lose capable pianists to full-time positions elsewhere in Orange County, which undermines the stability of our programs. We need to create a part-time permanent position so we can offer more hours and job stability.

If the full-time position is approved, will there be a request for funding for 160-day position during the hiring process?

- Yes
 No

Position title and Area of Specialization (if applicable)

Staff Accompanist – Part-Time (permanent)

Needs/Priority Rubric (1-10 points)

- 1 - 4 points: Little or no contribution or impact
- 5 - 7 points: Some contribution or impact
- 8 - 10 points: Significant contribution or impact

How does this request for a classified position meet the following criteria? (2 page max.)

Fully respond to each of the following questions. Your responses will be the basis that Planning Council and the Executive Team members will apply the criteria and rate this request.

#1. Program Needs (1-10 points):

Explain the conditions that are unique to the program/department which support the need for additional full-time classified staff and how this position addresses those needs. If this position is not filled, explain the consequences to the **program/department** that will result. Please use information from Program Review.

The 2023 Program Review for the Music Department outlines several goals for the next two year cycle. Our first priority is seeking to increase the number of music majors and students enrolled in music courses. We need a permanent accompanist to provide necessary support for our performance classes, ensembles and students. This is a crucial part of providing a high quality music education, which include learning how to work with professional live musicians in rehearsal and performance settings.



Program Review Request- Classified

Golden West College

#2. College-Wide Priority (1-10 points):

How does this request align and directly support the [College's Goals](#)? How does this position address stated long-term college priorities identified by College plans? (e.g. Master Plan, Instructional Plan, Student Equity Plan, Facilities Plan)

Please cite the plans and goal(s).

This position would support the college's goals for enrollment, equity and success, and workforce preparation. Students will be attracted to a department that includes a talented and committed collaborative keyboard artist because that person supports the courses, ensembles and performances which aprepare these students for transfer and their ultimate careers. This becomes a matter of equity and access, because not all students have had the experience of working with live musicians in their K-12 experiences, because these positions are rarely funded at those levels anymore. Giving them this benefit at GWC helps close that equity gap with music students coming from schools that received more performing atrts funding. Our students would gain important workforce preparation by interacting with a professional pianist.

#3. Contributions to Other College Operations (20 points):

To what extent would the position requested benefit or serve other departments, programs, or plans?

If the position is approved for the music department, we would be able to share hours with with dance and/or theater.

#4. Request fills a current position that has been filled by an hourly employee for over one year because there is a demonstrated need. (10 points):

(Determined by the Executive Team)

This position is currently filled by a part-time temporary employee and we are requesting this be changed to part-time permanent.

Please provide justification why the department wants the position to be permanent.

Because the district has eliminated the full-time accompanist position, offering a part-time permanent job is our best and only option for retaining a high level of musician as a collaborative keyboard artist.

Submitter's Signature: Dawn Brooks

Date: 10/6/2023

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.



Program Review Request- Classified

Golden West College

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:

- Hire position
- Hire one-year temporary
- Not hiring at this time

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

Date: Click or tap to enter a date.