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

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AUTHOR INFORMATION

Employee ID (E# or C#): `C02469478`   First Name `Alex`   Last Name `Miranda`

Wing `Instruction ▾`   Email Address `amiranda42@gwc.cccd.edu`   Office Phone `_____`

_____

Dean/Manager First Name `Alex`   Last Name `Miranda`   Email `Miranda, Alex = amira ▾`

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

Program Review - Draft
*Program Review - Social Sciences Division 2023 (final).docx

Program Review - Final Submission
*Program Review - Social Sciences Division 2023 (final).docx

This Program Review includes the following: * `Yes ▾`
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 `-- Choose -- ▾`

Facilities, Technology, Equipment Request `Yes ▾`

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
Program-Review-Request-for-Funding-2023-24-Social Sciences (final).docx	
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

...3438383233

Alex Miranda   11/13/2023

Author - Draft Signature

Date

...3732323236

Alex Miranda   12/14/2023

Author - Final Signature

Date

Dean/Manager Draft Feedback

FileUpload2

IEC Feedback

The PR is complete. One recommendation to strengthen the PR is to add a description about the request for the computer cart and SPSS software to the PR document in the Goal 1 for the current program review cycle section. I would include a brief description about how this investment would lead to an increase in FTES as described in goal 1, and specifically an increase in the FTES of Research Methods/Stats classes.

FileUpload4

Program Review Rubric Upload

Academic Senate Executive Board Feedback

FileUpload1

Program Review Rubric Upload

Dean/Manager Final Feedback

FileUpload2

...3731313033

Alex Miranda   12/14/2023
Dean/Manager Signature   Date

Vice President Feedback

FileUpload3

...3939393135

Kay Nguyen   12/18/2023
Vice President Signature   Date

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

...3037383934

Lauren Davis Sosenko   01/03/2024
IEC Signature   Date

Dean/Manager - Feedback Signature	Electronically signed by Alex Miranda on 12/14/2023 4:07:38 PM
Academic Senate: Technical Review Signature	Signature not required
Academic Senate Signature	Signature not required
IEC: Technical Review Signature	Electronically signed by Lauren Davis Sosenko on 11/15/2023 1:28:58 PM

Program Review Request
Administrative Services – Social Sciences Division

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

DATA

Number of disciplines supported:	10
Number of faculty in division:	79
Number of staff in division:	4
Number of administrators in division:	2

KPIs: *Include data for 2022-2023 and goals for 2023-2024*

Total FTES:	1,547
Total LHEs:	1,134
Efficiency (FTES to LHE ratio):	1.36
Enrollment count:	14,919
Course Success Rate:	77.7%
Number of Certificates Awarded:	0
Number of Associate Degrees Awarded:	29
Number of ADTs Awarded (subset of above):	312
Number of dual enrollment students:	Click or tap here to enter text.

List the Administrative Service Outcomes (ASOs) for Social Sciences Division: *If you have not defined your ASOs, please describe how you will define them in 2023-2024.*	The ASOs 2023-2024 are defined by what benefits the College and meets its goals and objectives. The ASOs are : 1- Balance course schedules by modality, enrollment trends, and other factors to improve efficiency by 5%. 2- Increase course offerings in the Dual Enrollment Program by 10%. 3- Successfully guide the six TERCs through the tenure process (2023-2024, 2024-2025).
Describe how you assessed your ASOs this year? (e.g., survey, document review) *If you have not assessed ASOs, describe your plan to assess in 2023-2024.*	The assessment of the 2023-2024 ASOs will include document review and an analysis of pertinent data regarding enrollment in the Dual Enrollment Program, as well as in the Division as a whole.
What were the findings of your ASO assessment?	N/A

How do you plan to strengthen practices/policies to improve your outcomes?	The core of a plan to strengthen practices/policies to improve outcomes relates to each ASO. For ASO 1 is work with the Dept. Chairs to craft a student-centered schedule of courses that relates to the disciplines' pathways. For ASO 2 is the selection of courses and faculty members to augment the Division's presence in the Dual Enrollment program. For ASO 3 is the Division's work to guide the six applicants via the Tenure process, attending to contractual parameters.

Outside of hiring new faculty or staff, please discuss the data trends above, and your plans for serving more stakeholders (students, employees) or improving your outcomes.

In some disciplines, the plan is to develop certificates (e.g., Education). For other disciplines, the plan is to update courses (e.g., ANTH), and to adjust the ADTs and degrees according to State mandates and the direction of the College (e.g., ETHS).

PROGRAM-SPECIFIC QUESTIONS

Describe the functions of Social Sciences Division?

As an academic unit, the function of the Social Sciences Division is to avail updated/relevant courses in its disciplines. Additionally, through its faculty members, the Division is involved in multiple committees and initiatives to support faculty and students. Furthermore, the Division is responsible for organizing the evaluation of PT faculty. Last, the Division includes the On Line Education Department, which is working on a comprehensive Department Plan to improve its presence, training of the faculty, and communication with faculty and students.

What does Social Sciences Division do exceptionally well?

The Division excels in offering LCF courses. Also, the Division is notable in the quality of instruction as evidenced by the frequency in which the faculty win awards for excellence in teaching (e.g., Teacher of the Year). Additionally, as part of the Division, the OnLine Instruction Department serves faculty and students well, and is in the process of developing and implementing a Plan to improve its work and communication to the campus and others. Also, the Plan addresses best practices in online instruction (a repository will be created), and the selection of programs (software) to be linked to Canvas to improve instruction.

How does Social Sciences Division help GWC meet its mission?

Golden West College provides an intellectually and culturally stimulating learning environment for its diverse student population. The College provides enriching and innovative programs that help students: transfer to four-year institutions, earn associate degrees, complete certificates in career and technical education, advance their careers, and demonstrate college readiness. The College is committed to continuous assessment and improvement of student learning and institutional effectiveness.

The Division focuses on the quality of instruction and the availability of current courses to students. Additionally, selected disciplines are developing certificates and new Pathways for its students (e.g., EDUC, ETHS, PSCI). As mentioned above, the Online Instruction Department is working on a comprehensive plan that attends to improving the educational experience for instructros and students.

How can Social Sciences Division adapt to handle the increased volume in programs requiring additional tracking and reports?

The adaptation necessary is based on the ability of the Division to react quickly. The Division has a record of being agile in the interpretation of data, staying current with State's demands and changes, understanding instructional processes and adapting curriculum to meet students' needs, and managing data because the expertise of its faculty in statistics and research methods (e.g., Psychology, Economics, Sociology). Tracking and reports are dynamics that the Division and its departments are used to and effective in.

What are the most impactful changes in processes to the Social Sciences Division that can improve service to students and the campus community?

The most impactful changes in processes to the Social Sciences Division's departments have been the attention to academic achievement gaps. Especially impactful has been the accomplishments in PSCI, ECON, PSYC, SOC, and other disciplines (see the disciplines' PRs for specific information). Also, several disciplines have adapted their curricular offerings in response to State mandates and to the upcoming imperatives that will influence pathways in the near future. Also, the Division is very aware of the Dual Enrollment environment and has been supportive of it.

What are the biggest challenges facing the Social Sciences Division in completing its role?

The biggest challenge is keeping up with the curricular changes and how slow the process is to gain course approval. Another challenge is growing the Division's participation in the Dual Enrollment Program. The last challenge is guiding the growth of each discipline and supporting the faculty in extra-discipline/departamental endeavors and committees.

GOALS AND REQUESTS FOR FUNDING

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

- Faculty
- Equipment, Facilities, Technology
- Support Staff

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 first goal, 2021-2022, is "Maintain, or increase FTES." The results indicate that the Division remained remarkably stable through the pandemic years: 21-22/1,532 FTES; 22-23/1,547 FTES. However, like the entire College, the Pandemic years represented a drop in FTES from previous years. Specifically, in comparison to 20-21, the Division dropped FTES from 1,611 FTES, or by 54 FTES. Therefore, it can be said that the Division accomplished this goal. Goal 2, "Increase retention in all of the Division's courses" was accomplished with, again, a remarkable stable index. Specifically, the retention rate for 22-23 is 90.8%, for 21-22 is 90.4%, and for 20-21 is 90.5%. it can be said that the Division accomplished its 2nd goal. Goal 3 is to "Develop and offer EDUC certificates and new pathways for education majors that include Dual Enrollment Program courses, new courses offered on campus, and a clear route to 4-year transfers." This goal may be better placed in the Education Program Program Review document, as most of what has been accomplished is representative of what the sole FT faculty member in EDUC has focused on during her first year at GWC. The role of the Division has been to support the faculty members and the relationships created with Westminster High School, UC-Irvine, and CSU- Long Beach. The partnerships resulted in a comprehensive and ambitious EDUC Program, and the challenge is to recruit and retain students, and updates to the curriculum. This goal has been accomplished.

Program Review Request

Administrative Services – Social Sciences Division

GOALS FOR CURRENT PROGRAM REVIEW CYCLE

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

GOAL 1 (Required)

Description of goal:
Maintain, or increase FTES by 3%, and increase efficiency by the same percentage

What actions will be taken to accomplish the goal?
Work with Dept. Chairs to create and implement an effective schedule of courses

What metric will you use to measure your goal?
Year end FTES productivity

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:
Work with the faculty to close the achievement gaps in 3 disciplines that have not done so.

What actions will be taken to accomplish the goal?
Develop and implement strategies and processes to close achievement gaps in 3 disciplines.

What metric will you use to measure your goal?
Year end measure of achievement gaps by student groups.

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

☒ Enrollment

☒ Equity and Success

☐ Completion

☐ Workforce Preparation

☐ Facilities

☐ Professional Development

☐ Communication

GOAL 3 (Required)

Description of goal:
Oversee or conduct the implementation of the OI Dept's Plan

What actions will be taken to accomplish the goal?
Implementation of the Dept's specified Plan

What metric will you use to measure your goal?
Clear actions taken that reflect the Dept's Plan

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: *Alex Miranda, Ph.D.*	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.

FACILITIES, EQUIPMENT, TECHNOLOGY & OTHER FUNDING REQUEST

Submitter's First Name:	**Alex**
Submitter's Last Name:	**Miranda**
Submitter's Email:	**Amiranda42@gwc.cccd.edu**
Submitter's Phone Number:	**714-895-8180**
Who is your Dean/Supervisor?	**Kay Nguyen**
Are you the Department Chair?	**Dean**
Who is your Vice President?	**Kay Nguyen**
Program/Department:	**Social Sciences and Distance Education**

Type of Review:

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

☒ Instruction

☐ Student Services

☐ Administrative

Directions:

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

GOAL

Description of Program's Goal (required):
Maintain, or increase FTES by 3%, and increase efficiency by the same percentage

Data to support the Program's Goal (if necessary/desired) **Data Dashboards** **If additional data is necessary/desired, fill out a Research Request - May take up to 4 weeks**
The first goal, 2021-2022, is "Maintain, or increase FTES." The results indicate that the Division remained remarkably stable through the pandemic years: 21-22/1,532 FTES; 22-23/1,547 FTES. However, like the entire College, the Pandemic years represented a drop in FTES from previous years. Specifically, in comparison to 20-21, the Division dropped FTES from 1,611 FTES, or by 54 FTES.

What actions will the program take to accomplish this goal?
Effective scheduling of courses, marketing of courses that address statistics and research methods.

What metric will you use to measure this goal?
Enrollment and FTES productivity in specialized research methods and Statistic courses.

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

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

Please describe how this goal supports the College's missions and goals (Vision 2030).
Goal 1 is supported by offering efficient academic programs. Goal 4 is supported by preparing the workforce via the implementation of academic programs that maximize career opportunities. Overall, the equipment will be used in courses that involved statistical analyzes and research methods. We have found that non-STEM majors gravitate toward such courses and the use of computers and statistical analyzes software is central to the success of students, academically and in future work.

REQUEST FOR FUNDING

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

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

Description of Item(s) / Cost

All requests must have a sales quote that includes:

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

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

Description of Item(s)	**Total Dollar Amount Requested**
Laptop computers (35)	64,750
Statistical Package for the Social Sciences (license)	30,000 (200 students per year)
Laptop Cart	4,200
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Do you have any existing funds in your budget to cover this expense? Please describe.
None

Program Review Request- Facilities, Equipment, Technology & Other
Golden West College

Will there be an on-going cost for this request? What is the total cost of ownership?
The reported cost includes insurance. Maintenance will be part of the regular work of the Technology Dept.

Supervisor's Review
As the supervisor of this program, I have reviewed this request.

☐ No concerns

☐ I have concerns about this recommendation

☐ I believe department or wing funds exist to cover this request: ☐ partial ☐ full payment

Comments: Click or tap here to enter text.

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

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

OFFICE USE ONLY

President's Recommendation:

☐ Funding recommended

☐ Funding not recommended

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