



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
<ul style="list-style-type: none"> Faculty Hiring timeline: 	

<ul style="list-style-type: none"> Academic Senate Q&A 	Tuesday, November 14, 2023
<ul style="list-style-type: none"> Senator Ratings due 	Friday, November 17, 2023
<ul style="list-style-type: none"> Academic Senate – Special Meeting to Review Rankings 	Tuesday, November 28, 2023
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> Hiring committee participants appointed by the Academic Senate. 	Tuesday, December 12, 2023
<ul style="list-style-type: none"> The Budget Committee forwards all recommended non-faculty requests to the Executive Committee 	Tuesday, December 12, 2023
<ul style="list-style-type: none"> 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-Geography-2023.docx](#)

Program Review - Final Submission
*

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

FTE Upload1
FTE Upload2
FTE Upload3
FTE Upload4
FTE Upload5

FTE Upload1
FTE Upload2
FTE Upload3
FTE Upload4
FTE Upload5

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

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

Classified Upload1
Classified Upload2
Classified Upload3

Classified Upload1
Classified Upload2
Classified Upload3

Supporting Materials (Optional)

Upload1
Upload2
Upload3

Supporting Materials (Optional)

Upload1
Upload2
Upload3

* ...3634333335
Michelle Palma 10/04/2023

Author - Draft Signature **Date**

*

Author - Final Signature **Date**

Dean/Manager Draft Feedback

There has not been significant changes to the Geography Program (GEOG, Program). The courses offered are part of the general education requirements and appeal to a wide range of students. Also, GEOG offers three distinct courses to the Dual Enrollment students.

GEOG has reported two challenges: 1. promotion and marketing of the Program by the sole faculty FT instructor, 2. retention of qualified instructors for the "human branch" of the discipline.

Enrollment has remained equal in this cycle when compared to the previous one. Between 400 and 500 students enroll in GEOG courses each cycle. Retention is at about 94% (about 5% higher than the College's number), and success rate is 84.5%, or 10% higher than the College's number.

GEOG has dealt with diversity, equity, inclusion, and accessibility by offering several course modalities, and courses that span several different number of weeks across the semester (e.g., 8, 10 weeks). Additionally, for comparison purposes, the number of minority students have not been significantly low to render meaningful data. Therefore, it seems imperative that GEOG market to minority groups, and that revisit its curriculum to possibly modify some courses to attract students of a minority background.

GEOG offers an ADT. One year ago, GEOG granted 1 ADT, two years ago 3, and three years ago 5. The decline is noticeable and significant, and it may be related to the necessity to support the discipline with marketing and promotion.

The FTES/FTEF ratio has dropped from 40 three years ago to 37 two years ago, to 35 one year ago. All courses have been updated through CCI. Also, all courses have updated SLOs.

The previous cycle's goals have been partially completed. Specifically, 1. Create a "hub" for Liberal Arts and Culture/Social Sciences Dept - not completed, 2. Develop a space for Geography labs - completed, 3. increase promotion of the GEOG ADT - not completed, 4. offer new/revised courses: GEOG G190 and GEOG G120 - both sections offered have been cancelled due to low enrollment in previous semesters.

The goals for this cycle are: 1. Creation of a functional lab in the LAC, 2. promote and market the GEOG ADT and courses, 3. Create a "hub" for Liberal Arts and Culture/Social Sciences.

FileUpload2

IEC Feedback

All areas completed and fully-addressed. No requests or attached materials.

FileUpload4

Program Review Rubric Upload

Academic Senate Executive Board Feedback

FileUpload1

Program Review Rubric Upload

Dean/Manager Final Feedback

FileUpload2

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Dean/Manager Signature

Date

Vice President Feedback

FileUpload3

*

Vice President Signature

Date

Downloaded to the following Committee Teams folder on:

-- Choose --

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IEC Signature

Date

*

Academic Senate Signature

Date

Dean/Manager -
Feedback Signature

Electronically signed by Alex Miranda on 10/17/2023 1:45:02 PM

Academic Senate:
Technical Review
Signature

Electronic Signature Pending

Author - Final Submission
Signature

Electronic Signature Pending

Dean/Manager Signature

Electronic Signature Pending

Vice President Signature

Electronic Signature Pending

Academic Senate
Signature

Electronic Signature Pending

IEC: Technical Review
Signature

Electronically signed by Jill Kiefer on 10/19/2023 10:42:07 AM

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:	Michelle
Last Name:	Palma
Email:	Mpalma2@gwc.cccd.edu
ID:	E79088
Phone Number:	(714) 892-7711 ext. 51056
Who is your Dean/Supervisor?	Dr. Alex Miranda
Are you the Department Chair?	No

GENERAL PROGRAM QUESTIONS

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

Please provide a brief description and any significant change in your program since the last Program Review cycle.
Enrollment, Success, and Retention all continue to show positive trends and efficiency remains high for the Geography program. The reduction in LCF classes has likely contributed to increased success and retention.

What are your program's strengths? (Answers could include but not limited to KPI data)
The Geography program's main strength is its ability to provide students with the skills and knowledge to be informed citizens regarding the natural, environmental, social, political, economic, cultural, global aspects of the world at multiple scales. The program offers courses that are appealing to students looking to satisfy their general education requirements because they cover interdisciplinary topics at an introductory level. Thus, the program plays a crucial role in supporting other programs at the college. The program offers three different courses in Dual Enrollment Program.



Program Review Request Instruction

This program also collaborates with the geography program at OCC and maintains communication with geography departments at nearby UC and CSUs.

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

This program only has one full-time faculty member which makes it challenging to tackle promoting the program on top of the other required responsibilities. Coming up with the most eye-catching, contemporary, and relative images and text to make flyers, posters, social media posts, web pages are beyond the scope of my skill set. I know there are people who will post messages, print posters, and pass out flyers on my behalf, but I really need help with the creative process itself.

It has been somewhat difficult to retain part-time faculty to teach courses that focus on the human-branch of Geography (Human Geography and World Regional Geography) especially since one of our long-time part-timers retired.

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

Enrollment is similar to the last cycle (mid 400-500s per semester) which is improving overall. Retention (94%) is 5% higher than the college average and the success rate (84.5) is 10% higher than the college average both are trending upwards slightly.

How does your department/program support the goals of diversity, equity, inclusion, and accessibility? (Answers could include but not limited to gaps in success data, modality of course offerings, part/length of term (full-term, non full-term, etc.)

The program offers 8-week early and late start terms, as well as full terms. It also offers classes during Winter and Summer semesters, as well as dual enrollment. There are in-person and online courses available. The online courses are in much greater demand.

The topics covered in the human-focused courses address race/ethnicity, class, gender, religion, sexuality, and migration which creates a space of inclusion for students and addresses issues that are unique to different student identities.

The most noticeable gaps in success based on race are skewed by enrollment so it is difficult to make comparisons. Groups that represent less than 3% of enrollment, and some less than 1%, show low rates of success; however, because it is such a small percentage of total enrollment, the rates should not be compared to larger represented groups.

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

Geography has worked with Anthropology to advocate for a lab space in the new Language Arts Complex to advance the success of students. It is also part of the Dual Enrollment program. I have



Program Review Request Instruction

also discussed efforts to take students on interdisciplinary field trips in the future with programs such as History and Geology.

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

The Geography program uses Canvas and the tools available therein to connect with students directly to improve success. The program is also looking forward utilizing Starfish to reach more students.

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

Yes

AWARDS

What type of awards does your program offer?

- Certificates
- Associate Degree
- Associate 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	0	0	0
Associate Degrees	0	0	0
Associate Degrees for Transfer	5	3	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).

The low numbers of ADTs is not surprising and reflects the overall national trend in this discipline. This is largely because Geography is not a well-known discipline in this country. Students don't take Geography courses in high school and are not introduced to the discipline unless they opt to take a Geography course in college to satisfy a GE credit. I hope to increase the number of students who declare Geography as their major by promoting it more across campus and in our dual enrollment classes. Even though, this program does not have many Majors or award many ADTs, it serves a supportive role to all other disciplines by offering courses that meet GE requirements.



Program Review Request Instruction

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:	40	37	35

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

This program continues to maintain high efficiency that is above the GWC average. Even after lowering some seat-counts, it continues to be highly efficient. I believe the steadily improving success and retention rates coincides with the lowering of seat counts over the last several years.

CURRICULUM

After a thorough review of your courses in CurricUnet, with the assistance of your CCI representative, answer the following questions.

If you do not currently have a representative on CCI, you may contact either:

Gary Kirby: gkirbyjr@gwc.cccd.edu

Monica Jovanovich: mjovanovich@gwc.cccd.edu

Do you have any courses that have not been updated to CCI, within the required timeframe (6 or more years for a transfer-level course, 3 years or more for a CTE course)?

- Yes
- No

Are there courses in your Program (Degree/Certificate) that have not been successfully offered since the last Program Review? Please note, classes that were cancelled, they were not successfully offered)

- Yes
- No

Do you have active courses that are not part of a degree or certificate?

- Yes
- No

Please indicate the name of the course(s) and the name(s) of the certificate(s) or degree(s) you intend to connect it to when you submit your revision to CCI.

Click or tap here to enter text.



Program Review Request Instruction

STUDENT LEARNING OUTCOMES

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

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

- Yes
 No

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

We reflect on the reported outcomes to improve course delivery and to fill gaps where needed, as well as continue what is working. I have also rewritten the SLOs for nearly all of our courses to be more meaningful and measurable which will better allow the program to compare data from year to year.

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.



Program Review Request Instruction

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.

1. Create a "hub" for Liberal Arts and Culture/Social Sciences departments - not completed.
2. Develop a new Lab space for Geography labs - A classroom in the Language Arts building has been dedicated to Geography Labs and an additional storage space.
3. Increase the promotion of Geography ADT and courses to increase enrollment and majors - not completed.
4. Offer new/revised courses: GEOG 190 and GEOG 120 (Area F) - both classes have been offered but were cancelled for low enrollment.

GOALS FOR CURRENT PROGRAM REVIEW CYCLE

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

GOAL 1 (Required)

Description of goal:

Create a functional lab space in the dedicated classroom assigned for labs in the Language Arts Building

What actions will be taken to accomplish the goal?

Hang wall maps, organize storage space, fill and organize storage space within the classroom.
Document and organize all lab materials so that they are easily accessible for all lab instructors.

What metric will you use to measure your goal?

The metric will be the completion of this new and improved space; as well as the functionality of the space. I will also use the metrics of enrollment and sections offered.

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

- Enrollment
- Equity and Success
- Completion



Program Review Request Instruction

Workforce Preparation

- Facilities
- Professional Development
- Communication

GOAL 2 (Required)

Description of goal:

Increase the promotion of Geography ADT and courses to increase enrollment and majors.

What actions will be taken to accomplish the goal?

Ask the Marketing and Promotions team to assist in creating discipline-specific content and developing a multi-pronged plan of action for promotion. Present at the counselor's meeting. Work with the Transfer Center and the Dual Enrollment workgroup to promote the discipline to students.

What metric will you use to measure your goal?

The successful roll-out of a promotional strategy will be my main metric. Assuming that is achieved, I will then look at enrollment, transfers, and ADT degrees to measure the success of the promotions.

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:

Create a "hub" for Liberal Arts and Culture/Social Sciences. Develop and create a clean, safe, and inviting centralized hub for liberal arts and culture and sibling disciplines to provide students with easy and intuitive access to our faculty and staff, classrooms, general meeting rooms, study and social spaces, resources (speaker series, clubs, media, artifacts, tools, materials, career opportunities, etc.).

What actions will be taken to accomplish the goal?

Create a planning workgroup among the interested programs to discuss vision and goals. Gain support from our dean and appropriate decision-makers on campus. Seek out necessary funding and proposals.



Program Review Request Instruction

What metric will you use to measure your goal?

The successful development and implementation of this space will be the first metric. Assuming this is achieved we will then look at the metrics of enrollment, success, retention, ADTs, and transfers within our programs, as well as disaggregated data on success and retention rates of racial/ethnic groups, gender, and special populations.

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?

N/A

Submitter's Signature: *Michelle Palma*

Date: 10/2/2023

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.