



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

*History Program Review 2023.docx

Program Review - Final

Submission

*History Program Review 2023.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.

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)

FTE Upload1

FTE Upload2

FTE Upload3

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

FTE Upload1

FTE Upload2

FTE Upload3

FTE Upload4

FTE Upload5

FTE Upload4

FTE Upload5

Classified Personnel Draft Requests (up to 3)

One upload per request

Classified Upload1

Classified Upload2

Classified Upload3

Classified Personnel Updated Requests (up to 3)

One upload per request

Classified Upload1

Classified Upload2

Classified Upload3

Supporting Materials (Optional)

Upload1

Upload2

Upload3

Supporting Materials (Optional)

Upload1

Upload2

Upload3

...3931353435

Sunshine McClain

10/05/2023

Author - Draft Signature

Date

...3934323831

Sunshine McClain

12/04/2023

Author - Final Signature

Date

Dean/Manager Draft Feedback

History is a popular discipline and the instructors are dedicated, engaged, and active within the discipline, the Division, and the College. Since the Spring '23 History and Education joined and became a department. Student success and retention have improved since 2017, but there has been a decrease in ADTs awarded during the past three years. Three years ago 34 ADT's were awarded, two years ago 23, and one year ago 28. It is not surprising, therefore, that FTES/FTEF ratios dropped as well. Specifically, the FTES/FTEF ratio dropped from 44 (three years ago) to 38 (two years ago), to 37 (one year ago).

The goals for the last Program Review Cycle were accomplished. The Department hired a FT historian (goal 1), revised its curriculum (goal 2), and acquired a space for its students and for the History Club (goal 3, LAC classroom for meetings of the History Club, and the community study space on the first floor). This cycle's goals are to continue with the updates to the curriculum; specifically G 110, 150, 170, and 175. Additionally, a new course will be presented to CCI and offered, the History of Africa. The last goal for this cycle is the increase of students' exposure to professional experiences in History, and the increased marketing of History's ADT.

The Dept. has not requested funding for anything, and has not requested a new faculty member.

FileUpload2

IEC Feedback

PR looks good with good goals listed. Excited for the future projects planned.

FileUpload4

Program Review Rubric Upload

Academic Senate Executive Board Feedback

FileUpload1

Program Review Rubric Upload

Dean/Manager Final Feedback

FileUpload2

...3331343237

Alex Miranda

12/05/2023

Dean/Manager Signature

Date

Vice President Feedback

FileUpload3

...3236363531

Kay Nguyen

12/05/2023

Vice President Signature

Date

Downloaded to the following Committee Teams folder on:

...3233383736

Lauren Davis-Losenko

01/04/2024

IEC Signature

Date

Dean/Manager -
Feedback Signature

Electronically signed by Alex Miranda on 10/11/2023 1:13:56 PM

Academic Senate:
Technical Review
Signature

Signature not required

Academic Senate
Signature

Signature not required

IEC: Technical Review
Signature

Electronically signed by Bill La on 10/12/2023 9:48:59 AM



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:	Sunshine
Last Name:	McClain
Email:	smcclain@gwc.cccd.edu
ID:	E58011
Phone Number:	(714) 988-2969 ext.51048
Who is your Dean/Supervisor?	Alex Miranda
Are you the Department Chair?	Yes

GENERAL PROGRAM QUESTIONS

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

Please provide a brief description and any significant change in your program since the last Program Review cycle.
History had two full-time historians (one tenured and one tenure-track) during the last program review cycle. In Spring 2022, Jeanette Adame was hired as a tenure-track History instructor, bringing the total number of full time Historians to three. In Fall 2023, Justin Smith became officially tenured and Jeanette completed her first year of tenure-track. One part time historian, Angela Martinez, was also hired full-time at Cerritos recently. Lastly, the discipline of History broke from the Liberal Arts & Culture Department and formed a new academic department although with the discipline of Education in spring of 2023. Starting in fall 2023, History moved into the new Language Arts building along with the rest of the Social Sciences.

What are your program’s strengths? (Answers could include but not limited to KPI data)
The History discipline has enjoyed the highest success and retention rate that it has had since 2017-2018. Moreover, History has a higher success and retention rate than the college as a whole. Although enrollment and FTES/FTEF rates have declined since 2020-2021 due to the outbreak of



Program Review Request Instruction

COVID-19 and campus closures, numbers have been improving since 2021-2022. In this sense, History is in keeping with the overall college trend with FTES/FTEF ratios. All History courses have been offered throughout the academic year. Most History classes fill and are rarely cancelled each semester. The History Club also remains one of the most popular and attended clubs on campus.

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

History is a very broad subject, so an additional hire may be needed in the future to better serve student demand and department participation on college committees and events. History is currently struggling to keep its curriculum approvals in Area F and to align with Ethnic Studies. Class sizes were historically a problem for History, but have settled around 45 students in the Fall and Spring. Winter and Summer offer the only LCF History sections. This has helped the historians to better ensure retention and student success within the courses. Also the number of History ADT degrees awarded each year as dropped in the last year, which necessitates better marketing or advertisement of the History transfer degree to students. The History degree also includes a sizable number of courses, so curriculum revision is a constant chore at CCI.

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

As noted above, lowering the class sizes in the Fall and Spring has greatly improved student retention and success rates in History courses. Enrollment has been soft across campus after COVID quarantine, but enrollment in the discipline of History has been improving since 2021-2022. Our best instructors continue to offer a balance between onsite and online sections, so the hope is that onsite enrollment will continue to rise.

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 History degree offers a range of courses including Ethnic Groups of the US, History of Latin American, Asian Civilization, and History of American Women. The History department also plans to add a course in the History of Africa within the year. The schedule has also been better balanced between online and onsite sections, and a number of 8 week and 12 week sections were added to offer students options and flexibility beyond the typical 16 week term. Because all students are required to take either HIST G155, G170, or G175 as part of the US 1 requirements, these courses are offered year round. History is also currently offering the US History and World History surveys through Dual Enrollment agreements with neighboring high school districts. The historians also provide low cost and OER materials within the courses to help students bridge equity gaps.

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



Program Review Request Instruction

The historians serve on a number of important committees across campus including Chairs & Deans, Academic Senate, Dual Enrollment, Program Vitality Review, Distant Education, and the Council of Curriculum & Instruction. All historians also serve as advisors to the History Club and one for GLASA. The historians also attend Flex Day sessions, conferences, and workshops such as Ally Training, UMOJA, ect.

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

All historians use Canvas shells for their online courses and post lecture notes, videos, and text or source readings. Within the class, the historians typically use Power Point slides, clickers, and other learning tools. Some of the historians have also trained to offer Hyflex course sections if demand increases for this modality.

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.

	3 years ago	2 years ago	1 year ago
Certificates	0	0	0
Associate Degrees	0	0	0
Associate Degrees for Transfer	34	23	21

Please comment on the trends for the number of awards. You may then comment on any other relevant information provided by the Office of Research and Planning, and Institutional Effectiveness (ORPIE).

The number of History degrees being awarded in the last 6 years remains over 20, but the number of total degrees awarded last year was at its lowest at 21. Better marketing of the History degree on campus is needed.



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:	44	38	37

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

Another full time historian was brought into the program, but enrollment--especially onsite-- is still slow across the campus. History is following a similar trend to the college in that the FTES/FTEF ratio is declining since 2020-2021 although the rate is higher for History than it is for the college as a whole.

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.



Program Review Request Instruction

History ADT; four classes (HIST G110, HIST G150, HIST G170, and HIST G175) in need of revision to be done this year.

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?

The History program has been revising its course SLOs through CCI in the last few years. The new cSLOs are intended to build student skill sets, such as comprehension of the historical context, analysis of primary and secondary sources, and written research on the relevance of History to current event. These SLOs are unique for each course and are built to align with course assignments.

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.



Program Review Request Instruction

- 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 previous goals included hiring another full-time historian, revision and creation of History curriculum, and to establish a Study Space for all of Social Sciences. All goals were completed since the last Program Review with the exception of designating a Study Space for the Social Sciences.

GOALS FOR CURRENT PROGRAM REVIEW CYCLE

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

GOAL 1 (Required)

Description of goal:
Last program review's first goal for History was to hire a third full-time historian. This was to meet GWC's strategic plan goals of workforce preparation and facilities.
What actions will be taken to accomplish the goal?
This goal has been completed in that a hire was made last year and the instructor in question is working through tenure-track.
What metric will you use to measure your goal?
Jeanette Adame's completion of tenure-track.

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



Program Review Request Instruction

Communication

GOAL 2 (Required)

Description of goal:

Revise History CORs (courses on record), revise History SLOs, and add new History courses to existing History ADT.

What actions will be taken to accomplish the goal?

Revision of the following History courses through CCI: HIST G110, HIST G150, HIST G170, and HIST G175. Completion of new African History course through CCI. Check to make sure revision of History cSLOs are also updated on TracDat.

What metric will you use to measure your goal?

Approval of revised and new History courses through the state on CCI articulation reports.
Assessment of cSLOs via TracDat.

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:

Increase student exposure to professional experiences within History.

What actions will be taken to accomplish the goal?

Plan and execute events open to all students and marketed specifically to History majors. Events may include either in-person trips to locations that provide historical professional experiences (museums, archives, etc.) or virtual informational and Q&A sessions with professional historians.

What metric will you use to measure your goal?

Attendance of events recorded. Will collect data and adjust planning for events accordingly using student feedback form.



Program Review Request Instruction

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?

None

Submitter's Signature: *Sunshine McClain*

Date: 10/5/2023

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.