



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
*HLED Program-Review-Instruction.docx

Program Review - Final
Submission
*HLED Program-Review-Instruction.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

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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 Upload4

FTE Upload5

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 Upload1

Classified Upload2

Classified Upload2

Classified Upload3

Classified Upload3

Supporting Materials (Optional)

Supporting Materials (Optional)

Upload1

Upload1

Upload2

Upload2

Upload3

Upload3

...3536363430

Leilani Johnson

10/06/2023

Author - Draft Signature

Date

...3131333736

Leilani Johnson

10/26/2023

Author - Final Signature

Date

Dean/Manager Draft Feedback

1. I would like more context for how the Area E elimination will impact the program.
2. i would add another strength is the Dual Enrollment college support- HLED has the most DE classes in any one discipline- served 473 DE students last year. Roughly
3. FTEF/FTES- should be 37, 36, 37- from the PR dashboard.

I think that IEC should discuss with the Division Dean, Department Chair, and VPI if Kinesiology and Health should complete Program Review as one submission.

FileUpload2

IEC Feedback

Please see notes under Dean Review- both Dean Review and IEC were done in one.

FileUpload4

Program Review Rubric Upload

Academic Senate Executive Board Feedback

FileUpload1

Program Review Rubric Upload

Dean/Manager Final Feedback

FileUpload2

...3734383839

Dorsie Brooks
Dean/Manager Signature

11/13/2023
Date

Vice President Feedback

FileUpload3

...3739333237

Kay Nguyen
Vice President Signature

12/06/2023
Date

Downloaded to the following Committee Teams folder on:

-- Choose --

...3432383335

Lauren Davis-Losenko
IEC Signature

12/11/2023
Date

Dean/Manager -
Feedback Signature

Electronically signed by Dorsie Brooks on 10/20/2023 9:38:11 AM

Academic Senate:
Technical Review
Signature

Signature not required

Academic Senate
Signature

Signature not required

IEC: Technical Review
Signature

Electronically signed by Dorsie Brooks on 10/20/2023 9:48:12 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:	Leilani
Last Name:	Johnson
Email:	lavilla@gwc.cccd.edu
ID:	
Phone Number:	X: 52586
Who is your Dean/Supervisor?	Dorsie Brooks
Are you the Department Chair?	Yes

GENERAL PROGRAM QUESTIONS

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

Please provide a brief description and any significant change in your program since the last Program Review cycle.
Significant change we have seen since the last program review cycle is that the state has removed area E from degree patterns.

What are your program’s strengths? (Answers could include but not limited to KPI data)
Strengths of our program are that as a department we continue to walk into each day with a student centered approach. Making sure the students that enroll in our classes learn, grow and have a positive experience. Another strength is Dual Enrollment. Our area served approximately 473 DE students this past year through our DE course offerings

What are the challenges for your program? (If there are regulations or requirements for your program that require additional support, please note those here)
We continue to face challenges with the lack of guidance and support from the local and state level. The direction we should move in and how we should proceed or pivot with our programs, especially



Program Review Request Instruction

now that they have been removed from degrees is difficult. The elimination of Area E directly influences the way we schedule our classes, the manner in which students enroll and will directly impact if or how our full time faculty are able to make load each semester.

Trying to use best practices on how to best serve the needs of students, with the courses we offer and now that they aren't a degree requirement is challenging. We are also challenged to draw students into our physical classrooms, some of which haven't been updated in decades.

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

We continue to see steady enrollment and continued success with our HLED students.

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.)

Our department functions with a student-centered approach and we continue to try new ways of offering courses to help meet the needs of students. Hearing the requests of students while also taking into consideration the suggestions that come from other areas on campus has been the driving force to provide the most inclusive and accessible course offerings.

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

We work with the counseling department on understanding the needs of students with scheduling. We use a creative scheduling format to work to advance student success.

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

Our department utilizes Canvas as our main source of technology to support student success.

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



Program Review Request

Instruction

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	n/a	n/a	n/a
Associate Degrees	n/a	n/a	n/a
Associate Degrees for Transfer	n/a	n/a	n/a

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).

We have not successfully been able to offer our Public Health course or see any degrees posted with the Public Health ADT.

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	36	37

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

We are continuing to grow the sections of HLED courses offered as Dual Enrollment.

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



Program Review Request Instruction

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.

Upon creation of non-credit courses we are looking to have a certificate for Health/Physical Fitness in the workplace.

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 have not utilized SLOs in the manner in which they could be. We are working to refresh the way in which we deliver the course content in many of our classes and the evaluation of our SLOs should be a more focused part of improving our programs.

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



Program Review Request Instruction

- Classified Personnel

GWC Strategic Plan Goals Legend

1. **Enrollment:** GWC will increase credit and noncredit enrollment while providing efficient academic programs and student services.
2. **Equity and Success:** GWC will support, enhance, and develop equity-minded services and academic programs that lead to student success.
3. **Completion:** GWC will ensure students' timely completion of degrees and certificates by providing high quality academic programs and student services.
4. **Workforce Preparation:** GWC will support student success by developing and offering academic programs and student services that maximize career opportunities.
5. **Facilities:** GWC will provide flexible, accessible, and sustainable learning environments that support the success of students, faculty, staff, and communities.
6. **Professional Development:** GWC will support the success of all employees by providing professional development opportunities that focus on the achievement of the College Goals.
7. **Communication:** GWC will effectively communicate and collaborate within the College and its communities.

GOALS FROM PREVIOUS PROGRAM REVIEW CYCLE

Please refer to your previous Program Review cycle and summarize all outcomes for each goal.

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

We have shown growth and success with 2 out of the 3 goals from our previous program review. We continue to offer dual enrollment classes at the local high schools and consistently see concurrent enrollment students as a part of our class rosters.

GOALS FOR CURRENT PROGRAM REVIEW CYCLE

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

GOAL 1 (Required)

Description of goal:

Continue to increase enrolled with dual enrollment and concurrent enrollment students.

What actions will be taken to accomplish the goal?



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Working directly with Dual Enrollment office as well as promoting our courses with the local high schools.

What metric will you use to measure your goal?

FTES in our current courses as well as enrollment numbers with the courses offered on the local high school campuses.

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

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

GOAL 2 (Required)

Description of goal:

Increase fill rate in course offerings

What actions will be taken to accomplish the goal?

Creativity with the format the courses are offered (first 8-week/second 8-week, 12 week late start, last 4 weeks of the semester class etc.)

What metric will you use to measure your goal?

Enrollment data

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:



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Work with adult education and division office to create non-credit option for students.

What actions will be taken to accomplish the goal?

Writing curriculum to create noncredit course offerings and a certificate to go with it.

What metric will you use to measure your goal?

Metric of measurement will be the number of courses approved through CCI.

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?

We continue to work well as a collective group creating positive classroom experiences for our GWC students. While the status of our courses at the state level continues to shift we stick with our student centered approach.

Submitter's Signature: *Leilani Johnson*

Date: 10/4/2023

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 Instruction