General Information

Important Information

Some people have expressed concerns about losing information after being logged off. There are some ways to avoid this.

- Please type your information into a Word document then paste the information here.
- At the bottom of the page, there is a **"Save Progress"** button. That button can be very useful. However, if you have already been logged out due to a time error, it won't actually save the information to your account. To check to see if you have been logged out, a better approach is to click the **"Previous"** button. This will take you to the previous page AND it will save what you have typed on the current page. If you had been logged off, you will be immediately notified.

Submitter's First Name:	*Alex
Submitter's Last Name:	*Miranda
Submitter's Email:	*amiranda42@gwc.cccd.edu
Submitter's ID	*
Submitter's Phone Number:	*

Type of review? *
- ◉ Administrative
- ○ Instruction (Please note: Library and Counseling should submit individual Program Reviews: One for Instruction and one for Student Services))
- ○ Student Services

Who is your Dean/Supervisor?
- ○ Robyn Brammer
- ○ Joseph Dowling
- ○ Rick Hicks
- ○ Janet Houlihan
- ○ Danny Johnson
- ○ Claudia Lee
- ○ Alice Martanegara
- ○ Carla Martinez
- ○ Alex Miranda
- ○ Kay Nguyen
- ◉ Meridith Randall
- ○ Christina Ryan Rodriguez
- ○ Matthew Valerius
- ○ Tim Vu
- ○ Chris Whiteside

Who is your Vice President? *
- ○ Lee, Claudia
- ○ Houlihan, Janet
- ◉ Randall, Meridith

If you experience any technical difficulties completing this form, please contact Damien Jordan.

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**-

Program Review
Data Driven Decision Making

- *Continual improvement*

- *Evaluation of program resource needs*
- *Fiscal stewardship and transparency*
- *Culture of evidence*

Program Review
Reporting Cycle

1. Program Review will be conducted every two years beginning Fall semester 2021.
2. Department Chair/Originator will be given feedback at each step in the process.
3. Data provided by ORPIE, including statewide data for success given to departments the first week of October (October 8, 2021).
   Originator: The originator owns this information (usually the Department Chair). The document is "locked" unless sent back.(October 22, 2021).
4. Department Chair: If the Department Chair did not submit the document, it will go to the Department Chair for general feedback (November 1, 2021).
5. Dean/Supervisor: The Dean/Supervisor provides feedback in a single text box. The Dean/Supervisor may send back to the Department Chair if something needs to be changed. (November 8, 2021).
6. IEC: IEC provides feedback for a technical review. (November 15, 2021).
7. CCD: provides feedback on curriculum or instruction section. (November 22, 2021).
8. Vice President: The identified VP provides feedback and can send the document back for edits (December 1, 2021).
9. Review: The Department Chair incorporates the feedback and resubmits. The Dean/Supervisor can send back if there is still something missing (January 31, 2022).
10. Submission: Once the originator (Department Chair) submits the document, it will be locked (February 11, 2022).
11. Committee Reviews: Requests for funding will be sent to committees for their review (February 11, 2022). Reviews by committees must be submitted to Planning and Budget by March 15, 2022.
12. Hiring Deadline: Approved requests for faculty positions will be provided by the Executive Team (February 25, 2022).
13. Hiring Deadline: Ratings for classified professional positions will be provided to the Executive Team by April 22, 2022.
14. Funding Deadline: Planning and Budget will make determinations on Categorically funded requests (April 22, 2022).
15. General Funds and Classified positions: Items funded through general funds and available Classified Professional Positions will be determined (October 7, 2022).

Important Update

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Program Information

Please note, the term Program Review is a standard. We will use "program" throughout the document. Please regard this as your "department" or "area".

Name of Program (Academic Programs should be listed per discipline)
*Division of Social Sciences,

Please provide a brief description and any significant change in your program since the last program review cycle.

*In the Fall 2020 the Division was restructured to include the following departments:
Social Sciences - ECON, PSCI, SOC
Liberal Arts and Culture, HIST, GEOG, ANTH, PHIL
Education
Psychology
Communication Studies
World Languages - ASL, SPAN, VIET
On-line Instruction Department.

Also, Dr. Alex Miranda was appointed Dean of the Division.

What are your program's strengths?

*There are many strengths to this Division, including: the quality of instruction, the efficiency developed by each discipline, the experience of the Department Chairs, the effectiveness of the On-line Education staff members, the recent addition of ADTs and courses, and the consistent focus on evaluations of PT faculty and improvement of instruction across the discipline are the most salient strengths for this Division. Additionally, the Division is efficient, agile, and active in the creation of new courses and ADTs.

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

*The challenges are those customary of large and complex divisions. For example, there's a significant number of faculty members and students who require attention and guidance. Also, the on-line instructional environment added to stressors that originate from the pandemic. GWC went close to fully on-line within a month period. The transition placed a significant amount of stress on faculty members and students. There are no regulations for instructional departments within my Division. The On-line Department has requested an additional classified employee - reflected in the Program Review presented separately by the On-Line Education Department.

ADMINISTRATIVE SERVICES INFORMATION

Over the past two years, how did you measure your effectiveness and customer satisfaction? What were the results?

*Effectiveness was measured by the number of courses offered, and the indices reported below:
Fill rates, number of students served, and Efficiency.

Over the past two years, how did you measure your efficiency and productivity? What were your results?

*The Division measure its efficiency by the following indices - Fall 2020 to Fall 2021
Fall 2020
FTE-R   = 901.1
LHE   = 775.4
Fill rate   = 8,349, 88.1%
Efficiency = 35.1

Summer 2021
FTE-R.   = 279
LHE.   = 260
Fill rate.   = 2,633, 78.5%
Efficiency = 32.1

Fall 2021
FTE-R.   = 790
LHE.   = 752
Fill rate.   = 8,191, 81.1%
Efficiency. = 35.2

Program Review
Goals and Requests for Funding

Requests – If you are requesting any of the following, they _MUST_ be addressed within your Department goals.

- Faculty
- Equipment, Facilities, Technology
- Support Staff

(When you click that you need any of the above (Faculty, Equipment, Facilities, Technology or Support Staff) you will be provided the appropriate form on subsequent pages of this document)

Vision 2030 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 College Goals.
7. **Communication:** GWC will effectively communicate and collaborate within the College and its communities.

Goals from Previous Program Review Cycle

Please refer back to the goals from 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.

*This is a new Division formed in the Fall 2020.

This is the first cycle in which goals are set.

Goals for Current Program Review Cycle

Current goals should be connected to Vision 2030.

Goal 1 (Required)

Description of Program's Goal

*Maintain, or increase FTE-Rs

What actions will the program take to accomplish this goal?

*Effective scheduling of courses, balancing FT and PT faculty, instructional modalities, new courses and ADTs available.

What metric will you use to measure your goal?

*Production of FTE-Rs.

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

Requests: What do you need to accomplish this goal? (Mark any or all that apply)

Please note: Indicating one of the following will create a form to appear on a subsequent page.

☐ Faculty

☐ Facilities

☐ Technology

☐ Equipment

☐ Professional Development (funding request)

☐ Support Staff (permanent classified)

☑ None of the above

Goal 2 (Required)

Description of Program's Goal

*Increase retention in all of the Division's courses.

What actions will the program take to accomplish this goal?

*Effective scheduling of courses, taking into account FT and PT faculty, new ADTs and courses, instructional modalities.

What metric will you use to measure your goal?

*Retention rates at census - no less than 78%.

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

Requests: What do you need to accomplish this goal? (Mark any or all that apply)

☐ Faculty

☐ Facilities

☐ Technology

☐ Equipment

☐ Professional Development (funding request)

☐ Support Staff (permanent classified)

☐ None of the above

Goal 3 (Required)

Description of Program's Goal

*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.

What actions will the program take to accomplish this goal?

*Support for faculty to develop new courses in Education, new certificates, and clear pathways for the development of elementary education teachers and secondary education teachers.

What metric will you use to measure your goal?

> *Creation of courses presented to CCI.
> Creation of pathways that go from high schools (Dual Enrollment) to 4-year institutions (CSU).

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

Requests: What do you need to accomplish this goal? (Mark any or all that apply)

- ☐ Faculty
- ☐ Facilities
- ☐ Technology
- ☐ Equipment
- ☐ Professional Development (funding request)
- ☐ Support Staff (permanent classified)
- ☐ None of the above

Goal 4 (Optional)

Description of Department's Goal

OTHER INFORMATION

What additional information would you like to share about your program?

Optional file upload (if desired)

Optional file upload (if desired)

General Information

You have finished your Program Review! Your supervisor, IEC, and (possibly) CCD will review your submission and provide feedback.

Please note, you will only be able to edit this form again if it is returned to you from your supervisor or your VP. Please stay in touch with your supervisor, if you receive feedback that you wish to incorporate.

...3231363732

Alex Miranda
_____   11/29/2021, 4:20 PM
Signature   Date

Review Feedback

Dean/Supervisor: Please provide feedback on this Program Review

```
[ text field ]
```

Deans/Supervisors - If you would like to return this document to the originator, prior to IEC's review, please DO NOT CLICK NEXT here.

Instead, please click on "Return for Revision" (bottom of page) to send the document to the originator.

If you sign the document, it will go forward to IEC.

You will get another chance to review the document after IEC, CCD (if instructional), and the Vice President have provided comments.

IEC: Please provide feedback on this Program Review

```
[ text field ]
```

Dean's Second Review

```
[ text field ]
```

Superuser final check ☐

CCD Reviewer

1. **Once you click the checkbox button below, scroll to the bottom and**
2. **Click on "Return for Revision" to send the document to the originator. DO NOT CLICK NEXT. When you click on Return for Revision, you will be given a page to provide your feedback.**

* ☐   I have completed the CCD Review

Vice Presidents - If you would like to return this document to the originator, prior to the Dean's 2nd review, please DO NOT CLICK NEXT here. Instead, please click on "Return for Revision" to send the document to the originator. If you want to see the document again, please remove any comments from this page and add your comments on the email page that appears after you return the document.

If you sign the document, it will go back to the dean for a final review. If the dean forwards the document without returning it, the document will be locked, and the originator will not able to incorporate the feedback from the reviewers.

Please provide feedback here. When finished, click on "Return for Revision" at the bottom of this page.

Vice President: Please provide feedback on this Program Review

DEAN'S ASSESSMENT OF POTENTIAL FUNDING METRICS

Which of the following *might* be a potential funding source for any of your requests? (Mark all that apply - or skip if not applicable)

☐ **Equity:** Help disproportionately impacted students outside the classroom
to either come to the college (access), stay in college (retention), complete transfer-level math or English,
complete their degree/certificate, or transfer to a 4-year institution.

☐ **Higher Education Emergency Relief Fund (HEERF II)**:
Assist students impacted by the COVID-19 pandemic

☐ **Lottery:**
Purchase of instructional materials to be used by students in the classroom.

☐ **State Funded Equipment:**
Any equipment considered that will last more than a year and costs more than $5,000 that is used within the classroom.

☐ **Workforce Development:**
Improve the access, retention, or degree/certificate/career attainment for students in non-credit, Career Education, or career development