



# Program Review

Golden West College

## 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:

Submitter's Last Name:

Submitter's Email:

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  
 Meredith Randall  
 Christina Ryan Rodriguez  
 Matthew Valerius  
 Tim Vu  
 Chris Whiteside

Are you the Department Chair?  Yes  
 No  
 Not applicable

Who is your Vice President?  Lee, Claudia  
 Houlihan, Janet  
 Randall, Meredith

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).

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## Program Information

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

\* Physical Education

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

One of the most significant changes we experienced was the transition of moving all of our activity classes to an online format during the pandemic. While we successfully shifted our course offerings to different modalities and yielded a very positive response. Throughout this experience we have now been required us to truly evaluate the way we offer classes.

What are your program's strengths?

Our strengths continue to be the collaborative work we are able to do as a department in maintaining a safe and positive learning environment for all students.

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

Physical Education classes saw a drastic decline when the pandemic began. Our courses hadn't traditionally been offered in an online format and we had to learn to teach beyond where we were most comfortable. As we have transitioned back onto campus it has become more obvious that updating the quality of the facilities used for Physical Education classes would benefit our students tremendously. We have continued to discuss at great length the scheduling options we need to try in an effort to increase enrollment. We feel as though we have so much to offer our GWC students within these classes but that increased advertising and facility improvements to modernize the space would have a valuable impact.

## INSTRUCTIONAL PROGRAMS

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

- Yes  
 No

**What type of awards does your program offer?**

- Certificates  
 AA/AS Degree  
 Associate Degree for Transfer

Please provide the information for the number 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, Planning, and Institutional Effectiveness (ORPIE).

\* While we do not post a specific physical education degree, the Physical Education courses are included as a part of the Kinesiology ADT. With the increasing number of students that are following that degree pattern we are looking forward to seeing an increase in PE enrollment.

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 four years ago, two years ago, and this year.

**Please note:** For programs with earned credit, please use FTESr/FTEF. For non-credit or the International Students Program, please use FTESm/FTEF.

**FTES/FTEF ratio from 3 years ago**

\* 19

**FTES/FTEF ratio from 2 years ago** \* 23

**FTES/FTEF ratio from last year** \* 20

Outside of hiring new faculty (which should be included in your program goals, if needed), please discuss this trend and your plan for improving efficiency

**Using the data received from Office of Research, Planning, and Institutional Effectiveness (ORPIE), what strategies has your department implemented over the past two years to be more inclusive of the distinct student populations you serve?**

\* The strategies our department implement are related to creating a safe and inclusive environment. The unique nature of Physical Education classes require students to physically display their strengths and our faculty see that it is their job to help guide them as they move forward in areas where growth can be made.

**Identify challenges and successes with respect to mode of delivery and/or technology. For instructional programs, address any differences between on-campus and distance education.**

\* I believe that one of the biggest challenges was our mind set and thinking outside of the box when preparing to deliver our classes in an online format. We had never considered offering our physical education classes online but with the positive experience had we can absolutely reevaluate the way in which our curriculum is written and potentially meet the needs to more students with hybrid or online options.

## Program Review Curriculum

**After a thorough review of your courses, provided by CCI...**

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 or more years for a CTE

course)?

- Yes
- No

For classes where the date of revision is more than 6 or more years for a transfer-level-course or 3 or more years for a CTE course, revisions for all such classes to CCI are required within the next two academic years.

- I understand

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

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

- Yes
- No

SLOs must use different wording than the Course objectives. SLOs should reflect the objectives without mirroring the language. You indicated that one or more of your courses needs to have a revision submitted to CCI within the next two academic years.

- I understand

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

CCI will be providing a list of all courses not successfully offered within 2 years. These classes should be suspended or retired through CCI prior to the next Program Review. If there are extenuating circumstances, please provide those here.

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.

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Once we finalize the above, we will make multiple options available for faculty to complete.

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How are you using your Program SAOs/SLOs to improve your program outcomes? (If you are not actively using SAOs/SLOs to improve program outcomes, discuss how you plan to do so in this coming Program Review Cycle.)

\*We are not using program SLOs to their fullest potential. They are in need of evaluation and editing so that can be more meaningful to us as a division and to our classes as a whole.

## 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.

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## 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.

\*Our enrollment in Physical Education classes suffered during the pandemic which didn't help us to reach our goals of increased enrollment. As the curriculum has been a continuous project within the department, there has yet to be the development of a certificate. In addition with the growth in HLED and KIN dual enrollment courses we are optimistic that we may reach those students as the need physical education courses to complete their degrees.

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## Goals for Current Program Review Cycle

Current goals should be connected to Vision 2030.

### Goal 1 (Required)

Description of Program's Goal

\*Increase enrollment in physical education activities courses.

What actions will the program take to accomplish this goal?

Work with college promotions department and counseling department to meet the needs of students and promote current course offerings and grow course availability.

**What metric will you use to measure your goal?**

Course fill rates and retention.

**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**

Create a Coaching Certificate

**What actions will the program take to accomplish this goal?**

Submit program proposal through CCI

**What metric will you use to measure your goal?**

Approval of certificate from CCI

**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**

Work with CTE to create a non credit program or certificate in coaching and personal training

**What actions will the program take to accomplish this goal?**

Meet with the CTE office to establish a plan and proposal for creating curriculum

**What metric will you use to measure your goal?**

Approval of program and courses through CCI

**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?

In coordination with the Athletics Department a request for new faculty hiring is being requested. While the primary load will come from ATHL classes the remaining of the load for this potential new hire will come from a combination of HLED, KIN and PE classes.

Optional file upload (if desired)

Optional file upload (if desired)



# Program Review

## One-Time Funding Request Equipment, Technology, and Professional Development

How many funding requests would you like to submit?

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

### 1st Equipment/Technology/Facilities/Professional Development Request

**TYPE OF FUNDS REQUESTED** (Note: This form CANNOT be used for any personnel requests, including faculty, classified, and hourly positions.) Please only select one type of request.

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

**Please note** that all requests will need the following information:

- Sales tax
- Installation fee
- Training fee
- Service life agreement/maintenance/fee

Approved requests over \$10,000 will need 3 quotes before purchase.

Total dollar amount for this request:

Does this request address a clear health and safety issue?

- Yes
- No

**Program Needs:** What program conditions support the need for the requested funds, and how does this request address those needs? Please provide data to support the need for this request.

Updated Physical Education spaces, replacement of old/outdated equipment and/or purchasing of newest technology to support all HLED, KIN, PE classes.

Update building aesthetics to create more inviting classrooms for our students.

**Support of College Goals:** How does this request align and directly support the College's Goals? Please cite the college goal or strategic priority that the requests will support. Please describe how this request (if funded) will lead to the improvement of Key Performance Indicators associated with the College goals.

**ENROLLMENT:** GWC will increase credit and noncredit enrollment while providing efficient academic programs and student services.

Updated facilities will help support the goal of enrollment. We want our students and the community to be a part of Golden West College and take pride in where they learn. Students are drawn to a campuses and attracted to their modern facilities, that will increase FTES.

**COMPLETION:** GWC will ensure students' timely completion of degrees and certificates by providing high quality academic programs and student services.

Updated Physical Education spaces and replacement of outdated equipment will help support those students working towards their ADT in Kinesiology, help attract new students to follow that degree pattern and increase the number of degrees earned.

**FACILITIES:** GWC will provide flexible, accessible, and sustainable learning environments that support the success of students, faculty, staff, and communities.

The correlation between the positive effects of physical fitness and academic success is powerful. If we have updated and modern spaces that will continue to provide a safe and supportive space for our students, faculty, staff and communities to grown in the physical fitness we in turn will be supporting our students, staff and providing an environment for the community to thrive in.

**Contributions to Other College Operations:** Will the item requested benefit and/or serve other departments, programs, or plans? If so, how?

Our facilities provide access to a variety of different on campus programs such as Athletics, Dance, Criminal Justice not to mention the many different outside user groups that also benefit from our spaces. This access enhances the ability for these programs to provide robust and comprehensive learning experiences. For example, the Police Academy can utilize workout facilities or training rooms not available in their existing environment. Public access to yoga, Pilates or other lifetime fitness improves access to the community and creates stronger ties with them and outside user groups take pride as they step foot onto our campus as they make Golden West College their home.

**Demonstrates long-term cost savings or improves program efficiency or effectiveness:** If funded, how will this contribute to long-term cost savings for the college or improve program efficiency and effectiveness?

Providing multi use facilities reduces the expense associated with course specific construction. Sharing space and uses eliminates the cost of building or buying duplicative elements . Flexible and aesthetically pleasing spaces provides us with opportunities to lease or rent space to entities that will generate revenue. Offsets general fund expenditures by generating revenue through contracts and other entrepreneurial means.

**Please rank this request against your others.** For example, if you are requesting 3 equipment/facility/professional development requests for this program, you could put a "2" in this box, a "1" in the next box, and a "3" in the final request box. This will help later reviews better understand the needs of your program and your preference for hiring. If you only have 1 request, please put a "1" here.

#### Supervisor's Review

As the supervisor of this program, I have reviewed this request.

- No concerns

I have concerns

Comments:

support this request.



## 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.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Review Feedback

Dean/Supervisor: Please provide feedback on this Program Review

**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

Connect goal 2 with at least one Vision 2030 goal.. suggestion connect with completion and workforce.

Dean's Second Review

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 be 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

Submitter Signature \_\_\_\_\_

Date: \_\_\_\_\_

Dean / Supervisor  
Signature

Electronically signed by Rick Hicks on 10/22/2021 4:56:03 PM

IEC Signature

Electronically signed by Robyn Brammer on 11/15/2021 7:36:16 PM

### Revision Email Sent Monday, February 7, 2022 10:31 AM

**From** Meridith Randall  
**To** Leilani Johnson  
**Subject** Program Review - Kinesiology - Revision reminder!

Hi Leilani -- Thanks for your work on this -- I appreciate your insights. Could you answer a couple of questions: currently, I count 22 PE classes. Do you believe we need to keep them all or could retiring a few help with enrollment in the others? On the other hand, are there emerging needs for which we should develop curriculum? And if you don't know the answer to this one, no worries: What is the makeup of PE classes -- in terms of age, gender, KIN major v. community member, etc.? Knowing the mix will help us with any targeted marketing. Thanks!

Please complete this section and resubmit.

[Click here to complete your section of the form.](#)