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:	
• Instructional Program Review Dashboard	Available now
• Student Services Program Review Dashboard	*Coming August 28, 2023*
• 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:	
• 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
• Step 1b: **Content Review** by Deans/Director. Feedback due to author.	Friday, October 6, 2023
• 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
• 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
• Step 4: Funding Requests proceed through governance structure.	
• 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
• 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
▪ 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

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AUTHOR INFORMATION

Employee ID (E# or C#): `C00107074` First Name `Mike` Last Name `Russell`

Wing `Instruction` ☑ Email Address `mrussell@gwc.cccd.edu` Office Phone `7148927711 x51288`

_____

Dean/Manager First Name `Dorsie` Last Name `Brooks` Email `Brooks, Dorsie = dbrc` ☑

Vice President First Name `Kay` Last Name `Nguyen` Email `Nguyen, Kay = kvngu` ☑

Program Review - Draft
*Program-Review-Instruction DA2 (002).docx

Program Review - Final Submission
*Program-Review-Instruction DA2 (002).docx

This Program Review includes the following:* `-- Please Select --` ☑
Pick all that apply.

Faculty Request `-- Choose --` ☑

Facilities, Technology, Equipment Request `-- Choose --` ☑

Classified Request `-- Choose --` ☑

This Program Review includes the following:* `None` ☑
Pick all that apply.

Faculty Request `-- Choose --` ☑

Facilities, Technology, Equipment Request `-- Choose --` ☑

Classified Request `-- Choose --` ☑

Faculty Requests (up to 3) Faculty Requests (up to 3)
One upload per request *One upload per request*

Faculty Upload1 Faculty Upload1

Faculty Upload2 Faculty Upload2

Faculty Upload3 Faculty Upload3

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

FTE Upload1 FTE Upload1

FTE Upload2 FTE Upload2

FTE Upload3	FTE Upload3
FTE Upload4	FTE Upload4
FTE Upload5	FTE Upload5

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

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Mike Russell
Author - Draft Signature   10/05/2023

Date

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Mike Russell
Author - Final Signature   10/23/2023

Date

Dean/Manager Draft Feedback

> 1. I would add in "changes to program" that the program is currently in PVR and will have recommendations from the college regarding strategies moving forward.
> 2.SLOs- Please provide an example of how the program has used SLO evaluation to make a change.
>
> The PVR and the PVR committee will be doing a deep dive into data and suggest steps moving forward to assist the program in growing.

FileUpload2

IEC Feedback

> 1. I would add in "changes to program" that the program is currently in PVR and will have recommendations from the college regarding strategies moving forward.
> 2.SLOs- Please provide an example of how the program has used SLO evaluation to make a change.

FileUpload4

Program Review Rubric Upload

Academic Senate Executive Board Feedback

FileUpload1

Program Review Rubric Upload

Dean/Manager Final Feedback

FileUpload2

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Dorsie Brooks _____ 11/13/2023 _____
Dean/Manager Signature   Date

Vice President Feedback

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Kay Nguyen _____ 12/06/2023 _____
Vice President Signature   Date

Downloaded to the following Committee Teams folder on: | -- Choose --   ▼ | | |

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Lauren Davis Sosenko 12/14/2023 _____
IEC Signature   Date

Dean/Manager - Feedback Signature	Electronically signed by Dorsie Brooks on 10/20/2023 10:08:15 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 10:06:19 AM

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:	Avery
Last Name:	Caldwell
Email:	acaldwell3@gwc.cccd.edu
ID:	900071905
Phone Number:	(213) 422-3882
Who is your Dean/Supervisor?	Dorsie Brooks
Are you the Department Chair?	No

GENERAL PROGRAM QUESTIONS

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

Please provide a brief description and any significant change in your program since the last Program Review cycle.
Digital Arts has revised all classes and restructured all certificates. This program is currently in PVR and will have recommendations from the college regarding strategies moving forward

What are your program's strengths? (Answers could include but not limited to KPI data)
Diversity in learning modalities
Official Adobe Certification site
Instructors who are industry recognized professionals
multiple certificates, including a "skill building" certificate, which prepare students for industry employment

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

One full-time faculty member which causes a reliance on finding qualified part-time faculty and leads to a decrease in available LHE.

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

While in-person enrollment has declined, online enrollment has remained steady and has increased in some courses.

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.)

This program strives to provide on-site classes with a state-of-the-art computer lab space and qualified instructors, and software at a student rate. Online courses allow students freedom to participate around work and personal schedules which promotes skill building for students who are working in the industry as well as students wishing to transition/change careers while still working. 8 week classes allow for students to accelerate through the curricum and shorten the time to achieve certification.

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

This program is primarily offerred online and is supported by CTE counselors.

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

All students use state-of-the-art, software that is the standard in the industry. On-site students are instructed in computer labs which use computers that are used in the industry as well.

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 Dress for Transfer

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	6	9	8
Associate Degrees	14	7	5
Associate Degrees for Transfer	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

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).
AA degrees have declined, slightly. However, certificates increased.

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:	28	16	19

Outside of hiring new faculty or staff, please discuss the data trends above, and your plans for serving more students.
While FTES/FTEF Ratio is starting to trend upward, it is still below the college average. In consideration of in-person classes, FTES is limited to the number of computers in the lab. This program is currently going into Program Vitality Review (PVR) to determine what changes need to be made to strengthen this relevant, necessary program.

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

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.

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?
In the Digital Arts Program, we have implemented a few changes based on SLO evaluations: 1) DART G174: One of the primary assessment methods was not effectively measuring the SLOs; a mid-term exam was given which emphasized understanding of the tools used in the class. However, it did not assess creativity, so we shifted from the traditional exam to more project-based or portfolio assessments for the mid-term. 2) Digital Arts (Graphic design) is a field that evolves rapidly. The evaluation of our SLOs revealed that the program needed updates to equipment and software in order to remain up-to-date with industry trends and technologies. 3) Gathering feedback from students about their learning experiences and the achievement of SLOs provided the Digital Arts Faculty valuable insights for program improvement. Specifically, course assignments and and teaching methods were modified to address student needs.

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.
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.
These goals are ongoing.

GOALS FOR CURRENT PROGRAM REVIEW CYCLE

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

GOAL 1 (Required)

Description of goal:
Apply Program Vitality outcomes

What actions will be taken to accomplish the goal?
Digital Arts will participate in PVR and implement outcomes from the committee.

What metric will you use to measure your goal?
Changes to the program based on outcomes of the PVR.

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 efficiencies

What actions will be taken to accomplish the goal?
Digital Arts will work with the division office to build up stronger FTEF/FTES ratios and certificate output.

What metric will you use to measure your goal?
Higher FTEF/FETEF ration and certificate output by the next program review.

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:
Exploration of non-credit options.

What actions will be taken to accomplish the goal?
Digital Arts will work with the division office and the DA advisory committee to determine if developing non-credit curriculum is viable.

What metric will you use to measure your goal?
Advisory minutes, PVR outcomes, determination to develop non-credit courses and certificates.

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?
Online Digital Arts courses have experienced increased enrollments.

Submitter's Signature: *Avery Caldwell*	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.