



# Annual Program Review 2012-2013 - INSTRUCTIONAL REPORT

## Division - Program

### STUDENT DEVELOPMENT

#### Authorization

After the document is complete, it must be reviewed and submitted to the Program Review Committee by the Division Chair.

Author: Jeanette Stirdivant

Division Chair: Jeanette Stirdivant

Date Received by Program Review: December 17, 2012

#### 1.0. Trend Analysis

For each program within the division, use the data provided to indicate trends (e.g., steady, increasing, decreasing, etc.) for each of the following measures.

| Program             | Academic Year | FTEs Trend | FTEF Trend | WSCH / FTEF Trend | Full-Time % Trend | Fill Rate Trend | Success Rate Trend | Awards Trend |
|---------------------|---------------|------------|------------|-------------------|-------------------|-----------------|--------------------|--------------|
| Student Development | 2008-2009     | 70         | 4          | 561               | 89.1%             | 84.6%           | 77.7%              | 0            |
|                     | 2009-2010     | 78         | 5          | 484               | 91.5%             | 95.6%           | 77.0%              | 0            |
|                     | 2010-2011     | 57         | 5          | 378               | 37.4%             | 84.2%           | 78.2%              | 0            |
|                     | 2011-2012     | 56         | 7          | 273               | 34.4%             | 92.6%           | 80.5%              | 0            |
|                     | % Change      | -18.9%     | +66.5%     | -51.3%            | -54.7%            | +8.0%           | +2.8%              | --           |
| Four-Year Trend     | decreasing    | increasing | decreasing | decreasing        | stable            | stable          | --                 |              |

#### 1.1 Describe how these trends have affected student achievement and student learning:

According to Dr. Edward Karpp the information reported above does not accurately reflect the instruction of Student Development courses in the areas of FTE, FTEF or WSCH. This is because most of the Student Development courses are taught as part of the Counselor/Specialists assignment and the FTE generated has no additional cost to the district. Having full time/ contract faculty is not only cost effective but it allows the student to have more access to the instructor during office hours or other counseling time. The fill rate and success rates accurately reflect the increase in both.

#### 1.2 Please explain any other relevant quantitative/qualitative information that affects the evaluation of your program?

Orientation, which has always been an integral part of the Matriculation Plan has now been identified as one of the three essential components of the Student Success Task Force recommendations. In addition to providing Student Development courses during fall and spring Student Services provided College Orientations in summer 2012, with a .25 Student Development 100 course to over 540 students and provided two hour orientation workshops to more than 1500

new students. Beginning in Spring 2013 orientation will be offered on-line, through workshops and by instruction in SD 100, SD 101 and SD 103. Student Services will no longer offer SD 100 in the .25 format but will continue to offer SD 100, SD 101 and SD 103.

## 2.0. Student Learning and Curriculum

### Course Level

| Year            | SLOAC Course Count |            | % of Courses Assessed |
|-----------------|--------------------|------------|-----------------------|
| 2010-2011       | 11                 | 72.7%      | 54.5%                 |
| 2011-2012       | 11                 | 100.0%     | 81.8%                 |
| % Change        |                    | +27.3%     | +27.3%                |
| Four-Year Trend |                    | increasing | increasing            |

Provide the following information on each department and program within the division.

| List each program within the division | Active Courses with Identified SLOs |        | Active Courses Assessed |       | Course Sections Assessed |   |
|---------------------------------------|-------------------------------------|--------|-------------------------|-------|--------------------------|---|
|                                       | N / N                               | %      | N / N                   | %     | N / N                    | % |
| Student Development                   | 11/11                               | 100.0% | 10/11                   | 90.9% |                          |   |

**2.1** Please comment on the percentages above.

We have all but one SLO assessment cycles completed. All sections of all courses with the exception of SD 171 have a completed assessment cycle

**2.2** Using the results from your division/departments recent assessment reports, please summarize any pedagogical or curricular changes that have been made as a result of your course assessments.

As a result of the SLO assessment cycle course outlines have been updated, SLO's have been updated and faculty meet to discuss curricular updates. Courses have been rewritten, and a common final is being used in SD 101 among all faculty for consistency. Courses are all on target in meeting their identified Student Learning Outcomes.

**2.3** Please list all courses which have been reviewed in the last academic year.  
*Note: Curriculum Review is required by the Chancellors Office every 6 years.*

Courses are scheduled for review during the 2012-13 academic year. All courses will be reviewed during fall 12 or spring 13.

**Degree, Certificate, Program Level**

| List each degree and certificate, or other program* within the division | AA/AS Degree PLO Identified |    | AA/AS Degree Assessment Cycles Completed |    | Certificate PLO Identified |    | Certificate Assessment Cycles Completed |    |
|---|-----------------------------|----|--|----|----------------------------|----|---|----|
|   | YES                         | NO | YES                                      | NO | YES                        | NO | YES                                     | NO |
| None  |                             |    |  |    |                            |    |   |    |

2.4 Please comment on the percentages above. NA

2.5 Using the results from your division/departments recent assessment reports, please summarize any changes that have been made as a result of your program level assessments. Your summary should include a summation of the results of all degrees, certificates, and other programs which were recently assessed.

Program assessments will be addressed by the individual units as part of Student Services.

2.6 Please list all degree/certificate programs within the division that were reviewed in the last academic year.

NA

2.7 What recent activities, dialogues, discussions, etc. have occurred to promote student learning or improved program/division processes in the last year?

Mark an "X" in front of all that apply.

|                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Curricular development/revisions of courses  |
|                                     | Curricular development/revision of programs <b>Does not apply</b>  |
| <input checked="" type="checkbox"/> | Increased improved SLO/PLOs in a number of courses and programs  |
| <input checked="" type="checkbox"/> | Other dialog focused on improvements in student learning   |
|                                     | Documented improvements in student earning   |
| <input checked="" type="checkbox"/> | Increased/improved SLO/PLOs in a number of courses and programs  |
|                                     | New degree or certificate development  |
|                                     | Best Practices Workshops   |
| <input checked="" type="checkbox"/> | Conference Attendance geared towards maintaining or improving student success  |
| <input checked="" type="checkbox"/> | Division Retreat in 2011-2012  |
| <input checked="" type="checkbox"/> | Division or department attendance at Staff Development activity geared towards maintaining or improving student learning |
| <input checked="" type="checkbox"/> | Division Meeting Minutes   |
|                                     | Reorganization   |

Please comment on the activities, dialogues, and discussions above

- All Student Development courses are being reviewed in 2012 – 13 academic year to address variable units, pass/no pass or grade, degree applicability, and new format.
- Several obsolete courses were removed from the catalog but not from the curriculum as a result of discussions.
- Student Development 128 was revised in fall 2012
- In addition to individual department/unit meetings the counseling and specialists who teach the Student Development courses meet monthly at an Academic Information meeting to share information and best practices.
- The Division Chair had a conversation with each instructor about course syllabus and Student Learning Outcomes
- Course Outlines, SLO’s, Course syllabus for each course were placed on the Student Services homepage.
- Monthly agenda and minutes are on the homepage for each Division Meeting

**3.0 Reflection and Action Plans**

3.1 Based on your data and analysis presented above, as well as on issues or items that you were unable to discuss above, comment on the Strengths and Weaknesses of the Program

**Strengths**

List the current strengths of your program

1. Faculty commitment and compassion

**3.2 Weaknesses**

List the current weaknesses of your program

1. Finances – lack of staff

3.3 Using the weaknesses, trends and assessment outcomes as a basis for your comments, please briefly describe any future plans and/or modifications for program/division improvements. Any plans for reorganization should also be included, along with a resource request if applicable.

| Plans or Modifications           | Anticipated Changes/ Improvements | Link to EMP, Plans, SLOs, PLOs, ILOs |
|----------------------------------|-----------------------------------|--------------------------------------|
| Addressed in Unit Program Review | Click here to enter text.         | Click here to enter text.            |

Format Rev. 9.21.12