



Program and Department Review Committee (PDRC)

Report for the Classified Senate

October 17, 2013

Submitted by Helen Ward, Classified Senate Representative

All department and programs need to submit their 2013-14 annual reports to the Program and Department Review Committee (PDRC). All staff is encouraged to ask their department supervisor or dean to provide input and participation in the report.

5-Year Reports, Annual Reports

October 28: Gerontology; Health-PE-Nutrition-Health; and Student Success

October 31: Annual (Yearly) Reports due

November 4: Training available for departments and programs

November 18: CST/Networking; Social Sciences; and Financial Aid

November 25: Review Yearly Program/Department Reports

December 9: Review Yearly Program/Department Reports

September 23rd Meeting

The **Real Estate Program** re-submitted their 5-year comprehensive report from spring 2013. There is concern that Coastline may lose its Real Estate Program to other colleges, including GWC.

REQUEST: Need to offer courses that integrates technology/mobile devices, need to recruit new part-time faculty, and need for a department chair.

The Committee reviewed Validation Reports on:

Associated Student Government (ASG)

Questions rose if the Associated Student Government (ASG) should go under program review since it is a constituency (governance) group. The committee decided that the report was not on the student government itself, but ASG's role in promoting student life and the need for the College to provide support for student life. REQUEST/RECOMMENDATION: The need to have a position called Director of Student Life.

Distance Learning (DL)

While the report did not list input from DL Classified, the report was accepted by the committee. DL highlights and concerns- State budget has led to drop in staffing levels, intensive use of staff time to handle paperwork generated from the Incarcerated student population, Telecourses are viewed as Coastline's large lecture courses and DL has instructional associates to assist faculty, suggestions made on how to update Telecourse videolessons, the Incarcerated student population makes up 25% of DL students enrollment, alternative testing options, increase professional development for staff, and desire to offer A.A. online program. The DL Department has undergone reorganization including associate dean position.

Accreditation Response: A rough draft was produced and included the College's directive to hire a new Director of Institutional Effectiveness position. The committee needs to review the job specification. The Director of Institutional Effectiveness will have direct responsibility over administration of the PDRC.

The PDRC will need job descriptions if a program or department is requesting faculty, classified or management positions in order to recommend the request to PIEAC.

The validation reports are shared with PIEAC and advocate for department/program funding needs.

The finalized reports and validation reports are posted on the Committee Webpage at:

<http://www.coastline.edu/about/committees-councils/committee-groups/#anchor> Click on Program & Department Review.

October 7th Meeting

The following 5-Year Reports were given with budget-staffing requests:

ADMISSIONS AND RECORDS

Admissions and Records presented their 5-year Department Report. Lois Wilkerson, dean of Enrollment, was available to committee members to answer questions and provide additional information. The report was commended for having input from Student Services team members. The comprehensive report covered all areas of Student Services: Automated Admissions Process, Cashier/Accounting, Commencement, Evaluations, and Grades. Grievances, Federal-State compliance, Incarcerated Student Support Services, International Student Support, Reports, Scholarships, Student Records Maintenance, Third Party Billing, Transcripts, Technology and Veterans.

REQUEST: Hiring of the following Full time positions- Vice President of Student Services, Transcript Evaluator, Incarcerated Student Support Staff, and Director of Student Life. College needs a Webmaster to redesign the webpages and the department wants to have direct access to its webpages.

Concern: Department will no longer have direct access to Systems Analyst Specialist position due to IT reorganization. Desire to offer professional development opportunities for staff.

STAR Program

The STAR Program comprehensive 5-year report was presented by Nancy Jones, dean, with contributions from Karen McLucas, STAR facilitator. The STAR Program provides a stream-lined A.A. degree that transfers to the CSU system and guarantees students classes to complete their program within 1.5 to 2 years. Students can earn A.A. degrees in Business, Health Sciences, and Psychology.

RECOMMENDATION: Increase the number of students in the program, include marketing to homeschoolers, and increase the number of majors.

Concern: GWC has its own STAR Program called CSUin2 with 12 majors.

FOUNDATION

The Foundation Department Service Area Self Study was represented by the team of Mariam Khosravani, executive director, Paul Coker, staff aide, and Ashley Lopez, staff aide. The report is a comprehensive overview of the department functions, resources, board of directors, donor/all fund raising activities for the College including Classified Senate, ABI, etc., support for student and College programs, and raising the College's profile. Coastline's Foundation Department was established in 1985 and has current assets of \$2,750,000. Foundation able to raise funds and College profile within a distributed campus environment and without sports teams – Kudos!

REQUEST: Fulltime Development Specialist to provide outreach, acquire donors. Update computers, monitors and printers to support current software. Need for mobile technology. Desire to be on the Spring 2014 All College agenda to showcase the Foundation to the College community.