Annual report submitted to the Program Review Committee on

Signature of Department Chair/Lead Faculty Member Signature of Dean/Director

### Data and Analysis

### Program Data

|  |  |  |  |
| --- | --- | --- | --- |
|  | 3 Years Prior | 2 Years Prior | 1 Year Prior |
| FTES | 3,621 | 3,611 | 3,675 |
| FTEF30 Est | 75.4 | 81.4 | 74.8 |
| WSCH/FTES | 716 | 617 | 715 |
| Number of Full-Time Instructors |  |  | 20 |
| Fill Rate | 73.7% | 63.4% | 78.5% |
| Success Rate | 62% | 62.9% | 62.6% |
| Persistence |  |  |  |
| Retention | 85.7% | 86.3% | 87.2% |

### Program Data Analysis

Our distance learning courses continue to generate substantial FTES for Coastline. They are also relatively efficient, with high WSCH/FTES rates, our telecourses leading the way with that measure. Success and retention rates for DL courses are lower than classroom courses, as expected, but above the state averages. Still, we may be able to improve there. No persistence data was available. Until it is, we cannot comment on that or on degree, certificate, or transfer completion for DL programs. It would help to have this information.

### Curriculum Data -- Use data from the previous academic year

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Additions | Revisions | Suspensions | Retirements | Current Total |
| Courses |  |  |  |  |  |
| Certificates 18 units or greater |  |  |  |  |  |
| Certificates less than 18 units |  |  |  |  |  |
| Degrees |  |  |  |  |  |

### Curriculum Data Analysis

This is one of my goals, to consolidate this information for Distance Learning.

* 1. **Student Learning Outcomes Data**

|  |  |
| --- | --- |
| Total number of sections |  |
| Percentage of sections reporting on SLOs |  |

**Department Discussions Regarding SLOs (“Closing the Loop”)**

* 1. **Progress on 5-year Goals from most recent Program Review.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Goal** | **Complete** | **Partially Complete** | **Not Started** | **Abandoned** | **Comments** |
| ***Offer an Option 2 and Option 3 A.A. degree, in addition to the Option 1 A.A. degree, for all students, including military and incarcerated students*** |  |  |  |  | Vince, can you help me by scoring where we are on these? You probably know off the top of your head. |
| ***As the number of DL students increase, increase the number of full-time DL staff working in the department.*** |  |  |  |  | This one is particularly interesting? As the DL share of enrollments have grown, has our staff grown? (Or, did we actually lose staff?) |
| ***With broad input from all constituencies, develop a written plan to address ways to improve the communication problems noted by incarcerated and non-incarcerated students.*** |  |  |  |  |  |
| ***With input from the Academic Senate and department chairs, create a process in which courses can be regularly reviewed for quality and rigor.*** |  |  |  |  |  |
| ***Revise the DL faculty evaluation system*** |  |  |  |  |  |
| ***Develop a DL orientation and training program for DL faculty to ensure that they know how to use all technology properly and reinforce best practices for online education (including prompt responses to students).*** |  | X |  |  | OLIT began the President’s Initiative for Excellence (PIE) project in January of 2009 to include four assisted but self-paced online modules meant to teach faculty about the design, development, delivery, and improvement of quality distance learning courses. Alpha versions of modules one and two were created. Faculty were invited to review and provide feedback on multiple occasions, but they have not done that. We may need to rethink this. Is there truly a need? If so, for what exactly? And, if we build it, how can we get them to use it? |
| ***Gain a larger share of the general education budget for use by the DL program*** |  |  |  |  |  |

**Analysis of** **Progress on 5-year Goals**

### Action Plan and Resource Request Based on Annual Data

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Actions** | **Institutional planning goals\*** | **How action will improve student learning** | **Type of Resource** | **Resource needs, if any** | **Department priority\*\*** | **Approximate cost** | **Potential Funding Source** |
| Update/upgrade CCC Distance Learning department web site | Sustain and improve existing DL services and processes | Increase enrollment and access to student support services, indirectly improving learning and success |  | Personnel, assuming OLIT staff can help us do this | 1 | Nothing out of pocket |  |
| Increase budget for development and delivery of Incarcerated Student Guide and Textbook Supplement | Improve services & processes to serve incarcerated students | Increase quantity of students getting Guide and enrolling. |  | Personnel, services from Graphics & Publications, Mail costs | 1 | An additional $25,000 for summer, fall, and spring (beyond what we had budgeted in years past $11,000 per term). | DL Budget? |
| Add classified employee or hourly staff to help front desk, update proctor database, and process exams | Improve services & processes to serve incarcerated students | Improve success, retention, and completion of incarcerated students |  | Personnel, note similar need on professional development plan | 1 | $25,000 (est for hourly)  $90,000+ (est for classified) | Title III (AANAPISI) grant?  DL Budget? |
| Create or buy and customize an orientation for new DL students, to include a pre-assessment, text, videos, game(s), all in a Seaport shell with quiz/exam. | Identify methods to improve DL student course completion, persistence, and attainment of degree, certificate, & transfer | Designed to improve student learning, persistence, and completion. |  | $$ to pay outside vendor, or personnel, facilities, equipment and other resources (including OLIT help) | 1 | Up to $50,000 if we use outside vendors. Much less or $0 if we can use internal and OLIT resources. | Title III (AANAPISI) grant?  DL Budget? |
| Increase supplemental instruction and/or course-specific embedded tutoring delivered “at a distance” for DL students in courses with lower than average success rates. Recommend the addition of evening and weekend hours. | Identify methods to improve DL student course completion, persistence, and attainment of degree, certificate, & transfer | Designed to improve student learning, persistence, and completion. |  | Additional tutor(s) from student success center | 2 (Could be 1 if data shows this works.) | $15,000 (est) | Title III (AANAPISI) grant?  DL Budget?  SSC budget?? |
| Confirm and consolidate a list of all 100% current DL programs. Work with VP, other deans, and program chairs to develop more programs & majors that can be completed entirely through DL modes. | Increase number of 100% DL programs, including certificates and Option 1, 2, and 3 A.A. degrees available | It will neither improve nor detract from student learning. It will increase the number of students who successfully complete their degrees, certificates, and transfers. |  | Personnel time | 2 | Nothing out of pocket |  |
| Working with VP, other deans, student success committee, and others, identify those retention methods most appropriate for Coastline DL students, and devise plan(s) for implementation. | Identify methods to improve DL student course completion, persistence, and attainment of degree, certificate, & transfer | Some interventions can improve student learning, but most are focused on increasing the number of students who complete. |  | Personnel time | 2 | Nothing out of pocket |  |
| Working with Student Services & OLIT, create a method to inform prison proctors which of their students are enrolled and in which courses. This may be limited secure remote access to our proctor data base. | Improve services & processes to serve incarcerated students | Improve success, retention, and completion of incarcerated students |  | Personnel | 2 | Nothing out of pocket |  |
| Identify 3 to 5 telecourses in greatest need for update/replacement and research feasible methods to make that happen | Improve services & processes to serve incarcerated students | Improve success, retention, and completion of incarcerated students |  | Personnel | 2 | Nothing out of pocket |  |
| Request evening and weekend hours for DL student “Alternate Exam” times in the Assessment Center, especially during peak exam periods. | Sustain and improve existing DL services and processes | Improve DL student success and retention |  | Personnel | 3 | $5,000 (est) | DL Budget?  Assessment Ctr Budget? |
| To handle overload when assessment center is busy, add a proctoring room in DL with camera and place to lock up student belongings | Sustain and improve existing DL services and processes | Improve DL student success and retention |  | $$ for camera and DVR, or patch in to existing security system used by assessment center. Locking cabinet. | 3 | $5,000 (est) | DL Budget  Assessment Ctr Budget? |

\*Reference specific sections of College Education Master Plan, Strategic Initiatives, 5-year Program Review Goals, Accreditation Recommendations, SLO/SAO evaluation and assessment, College Mission, or other relevant planning documents.

\*\*Prioritize the program’s resource needs with 1 being the most important and subsequent numbers being less urgent.