Annual report submitted to the Program Review Committee on November 8, 2013

 Marilyn Fry and Ken Leighton

 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 | 267 | 301 | 300 |
| FTEF | 12.4 | 11.9 | 11.9 |
| WSCH/FTES | 353.9 | 413.7 | 413 |
| Number of Full-Time Instructors | 2 | 1 | 2 |
| Fill Rate | 48.4 % | 58.9% | 73.4% |
| Success Rate | 68% | 65.6% | 69% |
| Persistence | 24.6% | 21.4% | 23% |
| Retention | 89.3% | 90% | 84.6% |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Current Year 2013-14 | Previous Year 2012-13 | Two Years Prior 2011-12 |
| Number of Full-Time Classified | 0 | 0 | 0 |
| Number of Full-Time Faculty | 2 | 2 | 2 |
| Number of Full-Time Managers | 1 | 1 | 1 |
| Number of Part-Time Classified | 0 | 0 | 0 |
| Number of Part-Time Faculty | 20 | 18 | 18 |
| Number of Part-Time Managers | 0 | 0 | 0 |
| Students Served Annually | 1,762 | 3,778 | 4,445 |
| Total Non-Restricted Annual Budget |  |  |  |

### Program Data Analysis

We hired a new f/t faculty member, and these data show consistency in the program from year to year.

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Additions | Revisions | Suspensions | Retirements | Current Total |
| Courses | 1 | 18 | 0 | 0 | 56 |
| Certificates 18 units or greater | 0 | 0 | 0 | 0 | 0 |
| Certificates less than 18 units | 0 | 0 | 0 | 0 | 0 |
| Degrees | 0 | 0 | 0 | 0 | 1 |

### Curriculum Data Analysis

A new course was added, and we revised SLOs and/or prerequisites for 18 courses.

* 1. **Program Student Learning Outcomes Data From the Previous Semester**

|  |  |
| --- | --- |
| Total number of PSLOs/sections |  |
| Percentage of PSLOs that were fully achieved |  |

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

SLOs were discussed at both the fall and spring All-College Meetings.

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Goal** | **Complete** | **Partially Complete** | **Not Started** | **Abandoned** | **Comments** |
| 1. Implement online tutoring for English comp. students.
 | On-going |  |  |  | Online tutoring is available, and some online courses have embedded tutors. Danny Pittaway is developing additional online tutoring options rapidly. |
| 1. Expand Independent Study offerings for students w/o Internet access.
 |  |  | x |  | Will commence when the budget allows. |
| 1. Expand literature offerings by five courses.
 |  |  | x |  | Will commence when the budget allows. |
| 1. Develop poetry and screenwriting courses.
 |  |  | x |  | Will commence when the budget allows. Current faculty have expressed interest in developing these courses.  |
| 1. Establish reading test as part of the EPT.
 |  | x |  |  | We hope to have this in place by spring 2014. |
| 1. Encourage faculty to use SLO progress reports for continuous improvement.
 | On-going |  |  |  | This is ongoing and forever will be. |
| 1. Create an English Dept. Website.
 | x |  |  |  |  |

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

|  |
| --- |
| We are pleased with the progress we’ve made on our 5-year goals so far. The hiring of Scott Davis was huge for the English Department. Scott has fantastic energy, and he is already working with the Basic Skills English faculty to discover ways to improve course outcomes. Department Chairs Marilyn Fry and Ken Leighton wish to thank President Adrian for prioritizing the English position. Finally, when the budget situation improves, we’ll be able to offer again literature and creative writing courses and develop new ones to take the English Department to new heights. |

Action Plan and Resource Request Based on Annual Data

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Action** | **Institutional planning goals\*** | **How action will improve student learning** | **Type of Resource** | **Resource needs, if any** | **Department priority\*\*** | **Approximate cost** | **Potential Funding Source** |
| New courses are being developed, but no new resources are needed. |  |  | Equipment  |  |  |  |  |
|  |  |  | Facilities |  |  |  |  |
|  |  |  | Personnel |  |  |  |  |
|  |  |  | Software |  |  |  |  |
|  |  |  | Supplies |  |  |  |  |
|  |  |  | Technology  |  |  |  |  |
|  |  |  | Training  |  |  |  |  |
|  |  |  | Other |  |  |  |  |

\*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.