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

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 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 | 76  | 101 | 73 |
| FTEF | 1.5 | 2 | 1.3 |
| WSCH/FTES | 828.5 | 852.8 | 959 |
| Number of Full-Time Instructors | 0 | 0 | 0 |
| Fill Rate | 80.9% | 90% | 90.3% |
| Success Rate | 69.5% | 66.7% | 62% |
| Persistence | 2% | 1.5% | 1.5% |
| Retention | 93.8% | 92% | 83.5% |

|  |  |  |  |
| --- | --- | --- | --- |
|  | 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 | 0 | 0 | 0 |
| Number of Full-Time Managers | 1 | 1 | 1 |
| Number of Part-Time Classified | 0 | 0 | 0 |
| Number of Part-Time Faculty | 3 | 3 | 3 |
| Number of Part-Time Managers | 0 | 0 | 0 |
| Students Served Annually | 320 | 851 | 909 |
| Total Non-Restricted Annual Budget |  |  |  |

### Program Data Analysis

Data show consistency in the program year to year.

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Additions | Revisions | Suspensions | Retirements | Current Total |
| Courses | 0 | 0 | 0 | 0 | 3 |
| 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 | 0 |

### Curriculum Data Analysis

We have sufficient courses/capacity to meet the General Education needs for the C2 requirement.

* 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. Encourage faculty to use SLO progress reports for continuous improvement.
 | On-going |  |  |  | This is ongoing and forever will be. |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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

|  |
| --- |
| The Humanities Department is small with no full-time faculty. Therefore, there were no ambitious 5-year goals established for this department in the last Program Review.Perhaps, when the budget situation improves, we’ll be able to consider developing more courses and offering a Humanities AA-T. |

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** |
| No actions are planned. |  |  | 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.