

Coastline Community College
Annual Institutional Planning Report

Department/Division	Communication Studies
Academic Year	2013 - 2014

Annual report submitted to the Program Review Committee on November 1, 2013

Marilyn Fry and Ken Leighton

Signature of Department Chair/Lead Faculty Member

Signature of Dean/Director

A. Data and Analysis

a. Program Data

	3 Years Prior	2 Years Prior	1 Year Prior
FTES	89	50	72
FTEF	1.2	.6	2.6
WSCH/FTES	1214.1	1482.5	452
Number of Full-Time Instructors	1	1	1
Fill Rate	88.1%	92%	83%
Success Rate	58%	58.2%	77.4%
Persistence	1%	N/A	N/A
Retention	90.6%	90.7%	85.6%

	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	1	1	1
Number of Full-Time Managers	1	1	1
Number of Part-Time Classified	0	0	0
Number of Part-Time Faculty	4	4	3
Number of Part-Time Managers	0	0	0
Students Served Annually	280	789	292
Total Non-Restricted Annual Budget			

Coastline Community College
Annual Institutional Planning Report

Department/Division	Communication Studies
Academic Year	2013 - 2014

Program Data Analysis

We lost a f/t faculty member and hired a new one to replace him. Aside from the WSCH numbers, these data show consistency in the program from year to year.

b. Curriculum Data -- Use data from the previous academic year

	Additions	Revisions	Suspensions	Retirements	Current
Courses	1	0	0	0	4
Certificates 18 units or	0	0	0	0	0
Certificates less than 18	0	0	0	0	0
Degrees	0	0	0	0	0

Curriculum Data Analysis

A new course was added, and the new f/t faculty member is creating a CMST AA-T and developing new courses.

c. 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.

Coastline Community College
Annual Institutional Planning Report

Department/Division	Communication Studies
Academic Year	2013 - 2014

d. 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.
2. Create a Communication Studies Dept. Website.			x		

Analysis of Progress on 5-year Goals

We are delighted that all 5-year goals for Communication Studies have been completed.

The hiring of Joshua Levenshus was a wonderful development for the Communication Studies Department. Joshua has already taken a new course to the Curriculum Committee, which has been approved, and he is revising another course for possible hybrid and/or online delivery.

Finally, when the budget situation improves, we'll be able to develop more new courses and offer a Communication Studies AA-T.

Coastline Community College
Annual Institutional Planning Report

Department/Division	Communication Studies
Academic Year	2013 - 2014

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.

Coastline Community College
Annual Institutional Planning Report

Department/Division	English
Academic Year	2013 - 2014

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

A. Data and Analysis

a. 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			

Coastline Community College
Annual Institutional Planning Report

Department/Division	English
Academic Year	2013 - 2014

Program Data Analysis

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

b. Curriculum Data -- Use data from the previous academic year

	Additions	Revisions	Suspensions	Retirements	Current
Courses	1	18	0	0	56
Certificates 18 units or	0	0	0	0	0
Certificates less than 18	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.

c. 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.

Coastline Community College
Annual Institutional Planning Report

Department/Division	English
Academic Year	2013 - 2014

d. 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.
2. Expand Independent Study offerings for students w/o Internet access.			x		Will commence when the budget allows.
3. Expand literature offerings by five courses.			x		Will commence when the budget allows.
4. Develop poetry and screenwriting courses.			x		Will commence when the budget allows. Current faculty have expressed interest in developing these courses.
5. Establish reading test as part of the EPT.		x			We hope to have this in place by spring 2014.
6. Encourage faculty to use SLO progress reports for continuous improvement.	On-going				This is ongoing and forever will be.
7. 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.

Coastline Community College
Annual Institutional Planning Report

Department/Division	English
Academic Year	2013 - 2014

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				

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

Coastline Community College
Annual Institutional Planning Report

Department/Division	Humanities
Academic Year	2013 - 2014

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

A. Data and Analysis

a. 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			

Coastline Community College
Annual Institutional Planning Report

Department/Division	Humanities
Academic Year	2013 - 2014

Program Data Analysis

Data show consistency in the program year to year.

b. Curriculum Data -- Use data from the previous academic year

	Additions	Revisions	Suspensions	Retirements	Current
Courses	0	0	0	0	3
Certificates 18 units or	0	0	0	0	0
Certificates less than 18	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.

c. 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.

Coastline Community College
Annual Institutional Planning Report

Department/Division	Humanities
Academic Year	2013 - 2014

d. 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.

Coastline Community College
Annual Institutional Planning Report

Department/Division	Humanities
Academic Year	2013 - 2014

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				

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

Coastline Community College
Annual Institutional Planning Report

Department/Division	Mass Communications
Academic Year	2013 - 2014

Annual report submitted to the Program Review Committee on November 1, 2013

Marilyn Fry and Ken Leighton

Signature of Department Chair/Lead Faculty Member

Signature of Dean/Director

A. Data and Analysis

a. Program Data

	3 Years Prior	2 Years Prior	1 Year Prior
FTES	N/A	22	82.2
FTEF	N/A	.4	.9
WSCH/FTES	N/A	1,045.3	1,498.4
Number of Full-Time Instructors	0	0	0
Fill Rate	N/A	92.9%	94.4%
Success Rate	N/A	59.3%	59.1%
Persistence	N/A	N/A	N/A
Retention	N/A	84.4%	81.9%

	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	2	2	2
Number of Part-Time Managers	0	0	0
Students Served Annually			
Total Non-Restricted Annual Budget			

Department/Division	Mass Communications
Academic Year	2013 - 2014

Program Data Analysis

There were errors in data reporting because of the name change from Communications to Mass Communications.

a. **Curriculum Data** -- Use data from the previous academic year

	Additions	Revisions	Suspensions	Retirements	Current
Courses	0	0	0	0	3
Certificates 18 units or	0	0	0	0	0
Certificates less than 18	0	0	0	0	0
Degrees	0	0	0	0	0

Curriculum Data Analysis

We have sufficient courses/capacity to meet the current needs.

b. **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.

Coastline Community College
Annual Institutional Planning Report

Department/Division	Mass Communications
Academic Year	2013 - 2014

c. 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 Mass Communications 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.

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				

Coastline Community College
Annual Institutional Planning Report

Department/Division	Mass Communications
Academic Year	2013 - 2014

			Supplies				
			Technology				
			Training				
			Other				

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Coastline Community College
Annual Institutional Planning Report

Department/Division	Philosophy
Academic Year	2013 - 2014

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

A. Data and Analysis

a. Program Data

	3 Years Prior	2 Years Prior	1 Year Prior
FTES	176	205	198.9
FTEF	3.1	2.9	3.25
WSCH/FTES	930.4	1156.9	1003.9
Number of Full-Time Instructors	0	0	0
Fill Rate	77.1%	86.1%	88.9%
Success Rate	69.3%	67.3%	66.6%
Persistence	6.7%	7.6%	6%
Retention	84.5%	86.4%	82.6%

Program Data Analysis

There are enough FTEF for three f/t teachers. We requested f/t prioritization last year and plan to do it again this year.

b. Curriculum Data -- Use data from the previous academic year

	Additions	Revisions	Suspensions	Retirements	Current
Courses	0	0	0	0	5
Certificates 18 units or	0	0	0	0	0
Certificates less than 18	0	0	0	0	0
Degrees	0	0	0	0	0

Department/Division	Philosophy
Academic Year	2013 - 2014

Curriculum Data Analysis

We hope to hire a f/t teacher to create courses for a PHIL major and AA-T; in fact, we see great potential for growth in PHIL.

c. 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.

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

Goal	Complete	Partially Complete	Not Started	Abandoned	Comments
All goals have been met.					

Coastline Community College
Annual Institutional Planning Report

Department/Division	Philosophy
Academic Year	2013 - 2014

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
Aside from hiring a f/t PHIL instructor, no other specific actions are planned at this time.			Equipment				
			Facilities				
			Personnel				
			Software				
			Supplies				
			Technology				
			Training				
			Other				

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