

Coastline Community College
Annual Institutional Planning Report

Department/Division	Gerontology
Academic Year	2011-2012

Annual report submitted to the Program Review Committee on _____

Debra Secord Ted Boehler

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	162.1	187.8	192.4
FTEF	3.2	3.8	3.2
WSCH/FTES	723	704	851
Number of Full-Time Instructors	1*/6	1*/6	1*/6
Fill Rate	82%	82%	92%
Success Rate	70%	66.7%	64.7%
Persistence	30%	33%	31%
Retention	90.4%	89.3%	89.6%

Program Data Analysis

***The full time instructor teaches 1/5 of her load in this department, so the actual FT number is 0.2/6.** Discussions of improving the mediocre success rate have focused on engaging students in a first week assignment, dropping and not reinstating students who miss the assignment deadlines without an excuse, writing and research tutorials. In spite of multiple reminders, students expect that they can miss deadlines without any penalties and many do an introduction exercise to show participation and then turn in graded assignments, late or not at all.

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

	Additions	Revisions	Suspensions	Retirements	Current Total
Courses	0	22	0	2	22
Certificates 18 units or greater					1
Certificates less than 18 units					0
Degrees					2

Curriculum Data Analysis

Two non-credit courses from the Emeritus Institute were retired. All courses were reviewed and SLOs updated.

c. Student Learning Outcomes Data

Total number of sections	8
Percentage of sections reporting on SLOs	100%

Department Discussions Regarding SLOs ("Closing the Loop")

Distribution of assignments for each category of course and program SLO were discussed.

Ways to improve student success on research and writing skills lead to the addition of tutorials and updated support materials across the program.

In spite of increased instructor follow-up, many students fail to complete assignments on-time or at all leading to failing grades.

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

Goal	Complete	Partially Complete	Not Started	Abandoned	Comments
Upgrade the Gerontology Program Website to incorporate the ability to gather data from		X			A website is complete, but we are awaiting CCC website update for instructions on how new sites for programs will be set-up so we can transfer our site information & be able to use our "redirect"

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the pages and include a secure job posting site				URL gerontology.coastline.edu
Establish a system to exchange job information between our program, the One Stop Centers and the California Council of Gerontology and Geriatrics	X			The system between CCC & CCGG is established and now affiliates are being recruited to expand the network further. One Stop developed their own job site with an outside vendor.
Introduce two additional program electives as online courses	X			FN C175 and HLTH C175 were added and have been very successful.
Continue marketing of the program and major via a variety of methods.		X		We were invited and created Gerontology Program Showcase for the Statewide FCS Website. We ran out of brochures & need to re-print some. The Networking Event has been expanded to include employers. Faculty members continue to serve on a variety of community & Statewide Boards.
Complete the transfer agreement with CSULB and seek further transfer agreements		X		Need to meet with colleagues at CSULB to finalize the agreement.
Gain a fulltime faculty position		X		Presentations have been made for several years and the request has never ranked above number 3.

Analysis of Progress on 5-year Goals

We have done well on moving our 5-year goals forward.

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B. 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
Make Annual Networking Event Highlights Available to Out-of-Area Students	<p>Supports College Mission: -Learner-centered strategies supported by a full range of technology-mediated instruction for site-based and distance learning classes; - Courses and activities relevant to global responsibilities</p> <p>College Master Plan Innovation & Improvement: -Coastline will continue to create and nurture innovative programs,</p>	<p>More students will benefit from event speakers + a tighter learning community formed. The event puts students into contact with local employers.</p>	Equipment	Use of computer, microphone, screen, podium, camera and capability to share the program	8	4	
			Facilities	New event location since Art Gallery has moved.			

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	<p>services, and technology solutions that respond to the needs and expectations of its learning community.</p> <p>Contributes to Program Review 5-Year Goals</p>		<p>Personnel</p> <p>Someone to record, archive and share event & get copyright clearances from speaker(s).</p>		<p>Approximately 4 hours of personnel time for set-up & recording</p>	
			<p>Technology</p> <p>Capability to stream/share program with students at a distance</p>		<p>Use CCC Confer</p>	
<p>Recruit recognized experts as speakers for Annual Networking Event</p>	<p>Supports College Mission: -An organizational culture that encourages and supports continuous learning and professional development;</p> <p>College Master Plan Student Success: - Coastline will make learner success its core focus.</p> <p>Partnerships: - Coastline will strengthen and expand its entrepreneurial and grant development, and collaborative activities</p>	<p>Presentations can be archived + utilized in classes for discussions or other assignments.</p>	<p>Personnel</p> <p>Work with Advisory Board to establish event theme, locate & confirm speaker</p>	6		
			<p>Technology</p> <p>Archive presentations Use of presentations in courses</p>			
			<p>Other</p> <p>Stipend(s) for speaker(s)</p>		\$ 100	

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	through partnerships with business and industry, government agencies, and educational institutions, and the public to enhance the College's capabilities and opportunities for students. Contributes to Program Review 5-Year Goals						
SB 1440 CID/TMC - Advocate across disciplines at Community Colleges across CA for Gerontology courses to be included in Model Transfer Curriculums Work w/ Four-Year Schools to update assist.org	Supports College Mission: -General education and transfer courses for a comprehensive Associate in Arts degree plus career and technical courses for occupational certificates; College Master Plan Student Success: - Coastline will make learner success its core focus. Partnerships: - Coastline will strengthen and expand its	Students will be able to use their Gerontology courses to meet more GE requirements for transfer to a broader variety of 4-year schools	Personnel	Work w/ Nancy Soto-Jenkins; attend meetings & propose Statewide TMC; advocacy efforts to other Colleges; posting comments to CID forums	1		
			Training	Dept. faculty need overview of issues and connections to Statewide meetings involving SB 1440			

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website to include multidisciplinary courses for gerontology on website to offer a more complete picture of how the program transfers	entrepreneurial and grant development, and collaborative activities through partnerships with business and industry, government agencies, and educational institutions, and the public to enhance the College's capabilities and opportunities for students.		Other	Stipends to cover costs of attending FCS/SB1440 & other necessary events not included in Professional Development Funds		\$2,000	
More faculty representation on community + statewide boards for aging issues	<p>Supports College Mission: -High-quality instructional programs, services, and entrepreneurial activities that meet the education, economic, and social needs of diverse students from local and global populations;</p> <p>College Master Plan Culture of Planning, Inquiry and Evidence: -Utilizing participatory governance processes,</p>	faculty connected to universities, job market + current data in the field help students transfer + get jobs	Personnel	Maintain & expand our faculty presence on local & State Boards, as well as Professional Associations	5		

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	<p>Coastline will improve its collection, analysis and use of data to enhance the teaching, learning, and institutional effectiveness resulting in increased student success.</p> <p>Growth and Efficiency:- Coastline will purposefully advance and sustain the College's capacity for student success through the efficient use of resources as well as expanded, diverse, and responsive programs and services.</p> <p>Contributes Program Review 5-Year Goals</p>		Other	Funds for Institutional Memberships; Stipends to cover Board travel (when necessary) & mileage.		\$2,500	
Fully utilize marketing materials available by printing more brochures	<p>College Master Plan</p> <p>Growth and Efficiency: -Coastline will purposefully advance and sustain the College's capacity for student success through the efficient use of resources as well as expanded, diverse, and responsive programs and services.</p> <p>Contributes to Program Review 5-Year Goals</p>	Learning Centers, the FV Center and counselors will have marketing materials Students will know their options in our program + have a printed plan to follow	Personnel	Coordinate re-print w/ PIO & printer; once printed distribute to learning centers & counselors	7		
			Supplies	Re-print Brochures		\$700	
			Other				

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<p>Maintain vendor approvals for continuing education units from various State agencies and Professional Organizations</p>	<p>Supports College Mission: -General education and transfer courses for a comprehensive Associate in Arts degree plus career and technical courses for occupational certificates; -High-quality instructional programs, services, and entrepreneurial activities that meet the education, economic, and social needs of diverse students from local and global populations;</p> <p>College Master Plan Student Success: - Coastline will make learner success its core focus.</p> <p>Partnerships: - Coastline will strengthen and expand its entrepreneurial and grant development, and collaborative activities through partnerships with business and industry, government agencies, and educational institutions, and the public to enhance the College’s capabilities and opportunities for students.</p> <p>Contributes to Program</p>	<p>Allows students to complete their professional educational requirements while completing our courses.</p> <p>Attracts students to our program and validates the quality of our courses across State agencies and Professional Organizations.</p>	<p>Personnel</p> <p>Obtain updates applications; Fill-out & send to appropriate agency/ Organization; Maintain contact with agency liaisons; Keep copies of student information</p>	4		
			<p>Technology</p> <p>Maintain access for Statewide auditors on current Seaport course websites; Maintain CEU information on Program Website</p>			
			<p>Other</p> <p>Vendor fees</p>		\$550	

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	Review 5-Year Goals						
Upkeep of course media w/ close captioning in DL courses	Supports College Mission: -Learner-centered strategies supported by a full range of technology-mediated instruction for site-based and distance learning classes; -A systematic assessment of student outcomes at the course, program, and institutional levels; -Courses and activities relevant to global responsibilities; College Master Plan Student Success: - Coastline will make learner success its core focus.	Functioning, accessible, course media enhances the student learning process.	Personnel	Coordinate w/ OLIT & DL to assure media is edited, in the proper streaming format & is close captioned Faculty members checking media in courses regularly	3		
			Technology	Edit media & monitor functionality			
			Training	Faculty need to be updated on new media formats & policies			

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			Other				
Upkeep of program website + job board	<p>College Master Plan <i>Innovation & Improvement:</i> -Coastline will continue to create and nurture innovative programs, services, and technology solutions that respond to the needs and expectations of its learning community.</p> <p><i>Growth and Efficiency:-</i> Coastline will purposefully advance and sustain the College's capacity for student success through the efficient use of resources as well as expanded, diverse, and responsive programs and services.</p> <p>Contributes to Program Review 5-Year Goals</p>	A single source for all the information about our program. Including transfer agreements, continuing education units and employment opportunities in the field.	Software	<p>Dreamweaver on a computer accessible to the network drive</p> <p>Upgraded subscription to Survey Monkey to be able to generate pre post data from courses.</p>	2	\$179	Dreamweaver Software
			Technology	Job board data & employer contacts collected			
			Other	Marketing of job board and recruiting affiliates to expand the reach of our existing system.			

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*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	Health-Nutrition-Fitness
Academic Year	2011-2012

Annual report submitted to the Program Review Committee on _____

Debra A Secord

Signature of Department Chair/Lead Faculty Member

Ted Boehler

Signature of Dean/Director

A. Data and Analysis

a. Program Data

	3 Years Prior	2 Years Prior	1 Year Prior
FTES	199.5	201.3	263.5
FTEF	4.2	4.1	4.4
WSCH/FTES	647	665	802
Number of Full-Time Instructors	1*/10	1*/10	1*/10
Fill Rate	89%	86%	95%
Success Rate	65.8%	67.8%	67.1%
Persistence	56%	56%	20%
Retention	92.8%	91.8%	92.8%

Program Data Analysis

***The full time instructor teaches 2/5 of her load in this department, so the actual FT number is 0.4/10.** Discussions of improving the mediocre success rate have focused on engaging students in a first week assignment, dropping and not reinstating students who miss the assignment deadlines without an excuse, writing and research tutorials. In spite of multiple reminders, students expect that they can miss deadlines without any penalties and many do an introduction exercise to show participation and then turn in graded assignments, late or not at all. Persistence was mostly in PE courses and these courses were eliminated in 2011 . Health and Nutrition had no follow-up courses 3 years prior and only 1 course available for follow-up after that

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

	Additions	Revisions	Suspensions	Retirements	Current Total
Courses	0	19	0	24	19
Certificates 18 units or greater					0
Certificates less than 18 units					0
Degrees					1

Curriculum Data Analysis

Two non-credit courses from the Emeritus Institute were retired. Twenty-two PE courses were retired. All courses were reviewed and SLOs updated. There is a Health/Fitness major for the AA degree.

c. Student Learning Outcomes Data

Total number of sections	15
Percentage of sections reporting on SLOs	100%

Department Discussions Regarding SLOs (“Closing the Loop”)

Distribution of assignments for each category of course and program SLO were discussed.

In spite of increased instructor follow-up, many students fail to complete assignments on-time or at all leading to failing grades.

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

Goal	Complete	Partially Complete	Not Started	Abandoned	Comments
Explore developing an online certificate in the field of Personal Training				X	The idea was explored, but abandoned because of the reduction in resources. If interest in certificate is renewed, we'd need a lead faculty member to pursue its development

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Develop additional online versions of courses in Nutrition and Health	X				FN C175 and HLTH C175 were added and have been very successful
Work to offer a broader range of existing Physical Education curricula				X	Changes in the State's funding of PE courses caused us to retire 22 existing outlines rather than to try and offer further courses.
Continue marketing of the program and major via a variety of methods.		X			We would like to develop a brochure on the Health-Fitness major
Develop a Webpage for the Health, Nutrition and PE disciplines which highlights the new major			X		The college website is being updated and we need direction before we develop a separate site for the department.
Gain a fulltime faculty position		X			Presentations have been made for several years and the request has never ranked above number 3.

Analysis of Progress on 5-year Goals

Our physical education program has been reduced to only online courses because of changes in the State's policies, so any goals with regard to PE have been shelved. Marketing of the major and work toward gaining a FT faculty member are on-going.

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B. 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
Develop a marketing brochure for the major	<p>College Master Plan</p> <p><i>Growth and Efficiency:</i></p> <p>-Coastline will purposefully advance and sustain the College's capacity for student success through the efficient use of resources as well as expanded, diverse, and responsive programs and services.</p> <p>Contributes to Program Review 5-Year Goals</p>	Learning Centers, the FV Center and counselors will have marketing materials Students will know their options in our program + have a printed plan to follow	Personnel	Coordinate design & print w/ PIO & printer; once printed distribute to learning centers & counselors	3		
			Supplies	Brochures		\$350 (for 1000 color brochures)	
Upkeep of course media w/ close captioning	<p>Supports College Mission:</p> <p>-Learner-centered strategies supported by a full range of technology-mediated</p>	Functioning, accessible, course media enhances the student	Personnel	Coordinate w/ OLIT & DL to assure media is edited, in the proper streaming format & is close	1		

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in DL courses	instruction for site-based and distance learning classes; -A systematic assessment of student outcomes at the course, program, and institutional levels; -Courses and activities relevant to global responsibilities; College Master Plan Student Success: - Coastline will make learner success its core focus.	learning process.		captioned			
			Technology	Edit media & monitor functionality			
			Training	Faculty need to be updated on new media formats & policies			
			Other				
Development of program website	College Master Plan Innovation & Improvement: -Coastline will continue to create and nurture innovative programs, services, and technology solutions that respond to the needs and expectations of its learning community. Growth and Efficiency:- Coastline will purposefully	A single source for all the information about our program.	Personnel	Need lead faculty member to develop content & maintain site	2		
			Technology				

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	<p>advance and sustain the College's capacity for student success through the efficient use of resources as well as expanded, diverse, and responsive programs and services.</p> <p>Contributes to Program Review 5-Year Goals</p>		Other				
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*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.