

Coastline Community College
 Annual Institutional Planning Report
 Non-Instructional

Department/Division International Languages

Planning Year 2013-14

Annual report submitted to the Program Review Committee on

November 8, 2013

 Signature of Department Chair/Lead Faculty Member

 Signature of Dean/Director

A. Data and Analysis

1. Department/Program Data

	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	9	9	9
Number of Part-Time Managers	0	0	0
Students Served Annually	761	1,354	1,865
Total Non-Restricted Annual Budget			

2. Department/Program Activities

Please list areas of responsibility and any seasonal activities (i.e. heavy enrollment periods for A/R) that may impact your department/program. None at this time.

Department/Division	International Languages
Planning Year	2013-14

3. Proposed Projects Requiring Additional Resources (not listed in Section B-Action Plans/Resource)

Project Name and Description	Total Additional Dollars/Staff Needed
Reduce caps of online classes, but offer more online and onsite classes in attempt to increase enrollment in on-site classes.	Unknown

4. Outcomes (from most recent Program Review or Annual Program/Department Reports)

Student Learning/Service Area Outcomes Statements	Strategies to Achieve or Improve SLOs/SAO Goals	Outcome Data or Other Assessment Results (i.e. Data from Student SLO Survey)
	Monitor SLO's and keep current on progress.	

Analysis of Progress on Outcomes

Provide any detail that you feel will help the evaluator to understand your goals and the strategies to achieve those goals.

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

Goal	Complete	Partially Complete	Not Started	Abandoned	Comments
Expand languages offered.				X	Until budget constraints are resolved.
Strive to offer the C180, C185, C280 and C285 course sequence in all languages.				X	Until budget constraints are resolved.
Request that IT staff design a means for tracking online student activity.		X			Work-in-progress, the tracking mechanism theoretically exists, but is not accurate in its student tracking. Dept. Chair has submitted numerous help requests to no avail.

Analysis of Progress on 5-year Goals

The budget continues to plague our department offerings and the International Languages Dept. has suffered great attrition, not only in languages offered, but in sections offered.

New Annual Program/Department Goals

Goal	5 yr Goal Addressed	Project Completion Date	Lead Employee	Comments
Resolve the issue of the status of our only full-time faculty member.				We continue to be hampered by not knowing how to staff classes in Spanish due to the unknown status of the full-time faculty member.

B. Action Plan and Resource Requests Based on Annual Data

Action	Institutional planning goals*	How action will improve student success	Type of Resource	Resource needs, if any	Department priority**	Approximate cost	Potential Funding Source
No requests at this time.			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.