# Coastline Community College
## Annual Institutional Planning Report

| Department/Division |
| --- |
| Communication Studies (formerly Speech) |

| Academic Year |
| --- |
| 2012-2013 |

Annual report submitted to the Program Review Committee on _November 12, 2012._

*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 | 51 | 66 | 64 |
| FTEF | 28.5 | 26.3 | 29 |
| WSCH/FTES | 468 | 432 | 475 |
| Number of Full-Time Instructors | 1 | 1 | 1 |
| Fill Rate | 80.3 | 76.7 | 85.7 |
| Success Rate | 87.8 | 81.1 | 82.3 |
| Persistence | 0 | 2 | 2 |
| Retention | 93.5 | 92.5 | 90.2 |

### Program Data Analysis

The data show that retention is strong and that offering fewer courses boosted the fill rate.

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

|  | Additions | Revisions | Suspensions | Retirements | Current Total |
| --- | --- | --- | --- | --- | --- |
| Courses | 0 | 4 | 0 | 0 | 4 |
| 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 |

# Coastline Community College
## Annual Institutional Planning Report

| Department/Division | Communication Studies (formerly Speech) |
| --- | --- |
| Academic Year | 2012-2013 |

### Curriculum Data Analysis

Currently, there are too few courses to offer a Communication Studies AA-T. To create Communication Studies AA-T is a departmental priority.

### c. Student Learning Outcomes Data

| | |
| --- | --- |
| Total number of sections | 23 |
| Percentage of sections reporting on SLOs | 100% |

### Department Discussions Regarding SLOs ("Closing the Loop")

We look forward to discussing this data at our next Discipline mtg. Our aim is to have all courses meet the standard of "Exemplary" as defined in Coastline's *Academic Quality Rubric*.

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

| Goal | Complete | Partially Complete | Not Started | Abandoned | Comments |
| --- | --- | --- | --- | --- | --- |
| 1. Hire a f/t Comm. Studies instructor | x | | | | Joshua Levenshus. Started Fall 2012. |
| 2. Encourage faculty to use SLO progress reports for continuous improvement. | On-going | | | | This is ongoing and forever will be. |
| 3. Create a Comm. Studies Dept. Web site. | x | | | | |

# Coastline Community College
## Annual Institutional Planning Report

| Department/Division | Communication Studies (formerly Speech) |
|---|---|
| Academic Year | 2012-2013 |

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.

Department Chairs Marilyn Fry and Ken Leighton wish to thank President Adrian for prioritizing the Communication Studies position.

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

## Analysis of Progress on 5-year Goals

## 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 |
|---|---|---|---|---|---|---|---|
| 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.

# Coastline Community College
## Annual Institutional Planning Report

| Department/Division | Communication Studies (formerly Speech) |
| --- | --- |
| Academic Year | 2012-2013 |

**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 | 2012-2013 |

Annual report submitted to the Program Review Committee on  November 12, 2012.

*Marilyn Fry and Ken Leighton*

Signature of Department Chair/Lead Faculty Member

*(signature)*

Signature of Dean/Director

## A. Data and Analysis

### a. Program Data

|  | 3 Years Prior | 2 Years Prior | 1 Year Prior |
| --- | --- | --- | --- |
| FTES | 288 | 267 | 295 |
| FTEF | 27.8 | 21.6 | 25.2 |
| WSCH/FTES | 457 | 354 | 413 |
| Number of Full-Time Instructors | 2 | 2 | 1 |
| Fill Rate | 73.6 | 48.4 | 58.9 |
| Success Rate | 69.8 | 68.1 | 66 |
| Persistence | 22 | 25 | 21 |
| Retention | 87 | 89.4 | 89.7 |

### Program Data Analysis

The data reveal that the English Department is stable; there do not appear to be any wild fluctuations from year to year.

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

|  | Additions | Revisions | Suspensions | Retirements | Current Total |
| --- | --- | --- | --- | --- | --- |
| Courses | 2 | 17 | 2 | 0 | 56 |
| Certificates 18 units or greater | 0 | 0 | 0 | 0 | 0 |
| Certificates  less than 18 units | 0 | 0 | 0 | 0 | 0 |
| Degrees | 1 | 0 | 0 | 0 | 1 |

# Coastline Community College
## Annual Institutional Planning Report

| Department/Division | English |
|---|---|
| Academic Year | 2012-2013 |

### Curriculum Data Analysis

We hope to restore literature courses that have not been offered in the last few years to the class schedule.

### c. Student Learning Outcomes Data

| Total number of sections | 174 |
|---|---|
| Percentage of sections reporting on SLOs | 98% |

### Department Discussions Regarding SLOs ("Closing the Loop")

We look forward to discussing this data at our next Discipline mtg. Our goal, of course, is to have 100% reporting and continuous course improvement. Our aim is to have all courses, regardless of delivery method, meet the standard of "Exemplary" as defined in Coastline's *Academic Quality Rubric.*

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

| Goal | Complete | Partially Complete | Not Started | Abandoned | Comments |
|---|---|---|---|---|---|
| 1. Develop a plan to assess program-level SLOs for the English major. | x | | | | |
| 2. Hire a f/t English instructor. | x | | | | Scott Davis. Started Fall 2012. |
| 3. Implement online tutoring for Engl. comp. students. | | x | | | Online tutoring is available, and some online courses have embedded tutors. Danny Pittaway is developing additional online tutoring options rapidly. |
| 4. Expand Independent Study offerings for students w/o Internet access. | | | x | | Will commence when the budget allows. |
| 5. Expand literature offerings by 5 courses. | | | x | | Will commence when the budget allows. |

Department/Division    English

Academic Year    2012-2013

## Coastline Community College
## Annual Institutional Planning Report

| | | | |
|---|---|---|---|
| 6. | Develop poetry and screenwriting courses. | | x | Will commence when the budget allows. Current faculty have expressed interest in developing these courses. |
| 7. | Establish reading test as part of the EPT. | x | | We hope to have this in place by spring 2013. |
| 8. | Encourage faculty to use SLO progress reports for continuous improvement. | On-going | | This is ongoing and forever will be. |
| 9. | Create an English Dept. Web site. | x | | |

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.

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

Coastline Community College
Annual Institutional Planning Report

| Department/Division | English |
| Academic Year | 2012-2013 |

## 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 |
|---|---|---|---|---|---|---|---|
| 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.

| Department/Division | Humanities |
|---|---|
| Academic Year | 2012-2013 |

# Coastline Community College
## Annual Institutional Planning Report

Annual report submitted to the Program Review Committee on _____ November 12, 2012.

*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 | 81 | 76 | 90 |
| FTEF | 55.9 | 50.5 | 58 |
| WSCH/FTES | 917 | 828 | 952 |
| Number of Full-Time Instructors | 0 | 0 | 0 |
| Fill Rate | 85.3 | 81 | 93.5 |
| Success Rate | 71.9 | 69.5 | 64.5 |
| Persistence | 1 | 2 | 2 |
| Retention | 90.1 | 93.8 | 91.8 |

## Program Data Analysis

The data show that the Humanities Discipline is stable and productive.

### b. 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 |

# Coastline Community College
## Annual Institutional Planning Report

| Department/Division | Humanities |
| --- | --- |
| Academic Year | 2012-2013 |

## Curriculum Data Analysis

Currently, there are too few courses to offer a Humanities AA-T. This may be something to address in the future.

### c. Student Learning Outcomes Data

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

## Department Discussions Regarding SLOs ("Closing the Loop")

We look forward to discussing this data at our next Discipline mtg. Our aim is to have all courses meet the standard of "Exemplary" as defined in Coastline's *Academic Quality Rubric*.

### 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. |

# Coastline Community College
## Annual Institutional Planning Report

| Department/Division | Humanities |
|---|---|
| Academic Year | 2012-2013 |

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.

## Analysis of Progress on 5-year Goals

## 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 |
|---|---|---|---|---|---|---|---|
| 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.

# Coastline Community College
## Annual Institutional Planning Report

| Department/Division | Humanities |
| --- | --- |
| Academic Year | 2012-2013 |

**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 | 2012-2013 |

Annual report submitted to the Program Review Committee on ___November 12, 2012.___

*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 | 84 | 89 | 22 |
| FTEF | 92.8 | 74.0 | 63.7 |
| WSCH/FTES | 1522 | 1214 | 1,045 |
| Number of Full-Time Instructors | 0 | 0 | 0 |
| Fill Rate | 78.4 | 88.1 | 92.9 |
| Success Rate | 61.6 | 58 | 58.8 |
| Persistence | 0 | 1 | N/A |
| Retention | 90.7 | 90.6 | 84.3 |

### Program Data Analysis

The above data may be incorrect. The Department changed its name from Communications to Mass Communications in July, 2011. However, no data are presented for Communications. We are assuming that perhaps the information listed for Communication Studies is actually the data for Communications for 2009/2010, 2010/2011, 2011/2012 since, during this three-year period, Coastline did not have a Department named "Communication Studies." We have used the data listed for Mass Communications for 2011/2012.

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

|  | Additions | Revisions | Suspensions | Retirements | Current Total |
|---|---|---|---|---|---|
| Courses | 0 | 3 | 1 | 0 | 3 |
| Certificates 18 units or greater | 0 | 0 | 0 | 0 | 0 |
| Certificates less than 18 units | 0 | 0 | 0 | 0 | 0 |

# Coastline Community College
## Annual Institutional Planning Report

| | Department/Division | | Mass Communications |
|---|---|---|---|
| | Academic Year | | 2012-2013 |

| Degrees | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|

Coastline Community College
Annual Institutional Planning Report

| Department/Division | Mass Communications |
| --- | --- |
| Academic Year | 2012-2013 |

## Curriculum Data Analysis

All three Mass Communications courses are part of Coastline's Communications Area of Emphasis. Some of these courses might be included in the Communication Studies AA-T.

### c. Student Learning Outcomes Data

| | |
| --- | --- |
| Total number of sections | 5 |
| Percentage of sections reporting on SLOs | 100% |

## Department Discussions Regarding SLOs ("Closing the Loop")

We look forward to discussing this data at our next Discipline mtg. Our aim is to have all courses meet the standard of "Exemplary" as defined in Coastline's *Academic Quality Rubric*.

### 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 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.

# Coastline Community College
## Annual Institutional Planning Report

Department/Division: **Mass Communications**

Academic Year: **2012-2013**

## 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 |
|---|---|---|---|---|---|---|---|
| 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.

| | Department/Division | Mass Communications |
|---|---|---|
| Coastline Community College<br>Annual Institutional Planning Report | Academic Year | 2012-2013 |

Annual report submitted to the Program Review Committee on   November 12, 2012.

*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 | 84 | 89 | 22 |
| FTEF | 92.8 | 74.0 | 63.7 |
| WSCH/FTES | 1522 | 1214 | 1,045 |
| Number of Full-Time Instructors | 0 | 0 | 0 |
| Fill Rate | 78.4 | 88.1 | 92.9 |
| Success Rate | 61.6 | 58 | 58.8 |
| Persistence | 0 | 1 | N/A |
| Retention | 90.7 | 90.6 | 84.3 |

### Program Data Analysis

     The above data may be incorrect.  The Department changed its name from Communications to Mass Communications in July, 2011. However, no data are presented for Communications.  We are assuming that perhaps the information listed for Communication Studies is actually the data for Communications for 2009/2010, 2010/2011, 2011/2012 since, during this three-year period, Coastline did not have a Department named "Communication Studies."  We have used the data listed for Mass Communications for 2011/2012.

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

| | Additions | Revisions | Suspensions | Retirements | Current |
|---|---|---|---|---|---|
| Courses | 0 | 3 | 1 | 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 |
| --- | --- | --- | --- | --- | --- |

| Department/Division | Mass Communications |
|---|---|
| Academic Year | 2012-2013 |

Coastline Community College
Annual Institutional Planning Report

### Curriculum Data Analysis

All three Mass Communications courses are part of Coastline's Communications Area of Emphasis.  Some of these courses might be included in the Communication Studies AA-T.

### c. Student Learning Outcomes Data

| Total number of sections | 5 |
|---|---|
| Percentage of sections reporting on SLOs | 100% |

### Department Discussions Regarding SLOs ("Closing the Loop")

We look forward to discussing this data at our next Discipline mtg.  Our aim is to have all courses meet the standard of "Exemplary" as defined in Coastline's *Academic Quality Rubric*.

### 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 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.

Coastline Community College
Annual Institutional Planning Report

| Department/Division | Mass Communications |
|---|---|
| Academic Year | 2012-2013 |

## 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 |
|---|---|---|---|---|---|---|---|
| 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.