

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	1	1	2
Number of Part-Time Managers	0	0	0
Students Served Annually	373	722	506
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.

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

Project Name and Description	Total Additional Dollars/Staff Needed
Not applicable.	

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)
Not applicable.		

Analysis of Progress on Outcomes

Not applicable.

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

Goal	Complete	Partially Complete	Not Started	Abandoned	Comments
Not Applicable (see comments)					No goals for Physics or Astronomy were set forth in the previous PR.

Analysis of Progress on 5-year Goals

Since no goals were set forth in the previous review due to a lack of full-time faculty (Dr. Devine was hired in Fall 2012), this space will be devoted to a brief summary of the current status of the Physics and Astronomy courses that are being offered in Fall 2012 at CCC. It is based on an inventory of lab equipment taken by Dr. Devine, an in-class evaluation of Dr. Khan by Dr. Gutierrez, and student feedback obtained in Fall 2012.

ASTR C100: Dr. Devine (online) and Dr. Khan (onsite). Both courses require significant work. The online course is in an early stage of development, and the onsite course is too passive and needs to incorporate more active learning techniques. Both courses roughly 70% full.

ASTR C100L: Offered for the first time in Fall 2012, taught by Dr. Devine. Will require computers at the Newport Beach Center, as many labs are based on simulations due to the lack of any equipment. Eventual acquisition of telescopes needed to provide hands-on laboratory exercises. 50% full.

PHYS C110: Online; Dr. Khan. 75% full.

PHYS C120: Hybrid; Dr. Devine. 60% full. Online lectures need development. Onsite labs do not meet minimum University standards. Less than 50% of the required equipment exists at this time, both in the number of labs and the number of stations per lab.

PHYS C125: Hybrid; Dr. Devine. 85% full. Online lectures need development. Onsite labs do not meet minimum University standards. Less than 50% of the required equipment exists at this time, both in the number of labs and the number of stations per lab.

New Annual Program/Department Goals

Goal	5 yr Goal Addressed	Project Completion Date	Lead Employee	Comments

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
Purchase necessary lab equipment for PHYS 120/125		Necessary in order to fulfill minimum University standards.	Equipment	Dr. Devine has determined minimum equipment necessary for SPRING 2013.	1	15K	??
Maximize effectiveness of Newport Center.		Improve PHYS/ASTR lab experience.	Facilities	No additional resources, new lab space in RM 117 at Newport facility.	1	0	
Hire one additional Full-Time Faculty		Improve quality of PHYS/ASTR courses.	Personnel		3	??	??
Data Studio for PHYS, CLEA for ASTR.		Required Spring 2013 for PHYS and ASTR Labs.	Software	Assistance in installing on computers RM 117 Newport.	1	1K	??
			Supplies				
15 computer terminals in lab RM 117 at Newport		Required Spring 2013 for PHYS/ASTR labs.	Technology	Money and IT support.	1	5K	
Assist Dr. Khan with interactive learning			Training	None (except time for Dr. Devine to assist Dr. Khan)	1	0	

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 Non-Instructional

Department/Division: Astronomy/Physics

Planning Year: 2013-14

techniques.							
Develop A.S. for PHYS.			Other	Dr. Devine needs to develop calculus based PHYS 185/280	1	0	0

*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.

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Data and Analysis: Program Data for **Biology**

Year	2009-10	2010-11	2011-12	2012-13
Enrolled at Census	2,937	3,302	3,691	3,464
FTEs	423	463	493	463
FTEF30	9.1	11.1	11.8	11.7
WSCH/FTEF	763.6	683.1	684.8	648.0
# of Full-time Faculty	2	2	2	3
Fill Rates	93.2%	88.8%	87.2%	87.3%
Success Rate	81.1%	77.7%	77.8%	73.0%
Retention Rate	93.2%	90.3%	91.3%	88.1%
Fall-to-Spring in Subject	164	148	170	164
F-to-S Persistence	22.8%	19.6%	18.7%	18.7%

Data Term Definitions available on last page of this report template.

Program Data Analysis

- Our plan to offer the major's biology sequence should also yield robust enrollments. For this reason we would need another lab at Newport Beach so students can complete the major at NBC.

(Box will explain as needed)

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Department/Division

Science

Planning Year

2013-14

Curriculum Data -- Use data from the previous academic year (*Provide Numbers below*)

	Additions	Revisions	Suspensions	Retirements	Current Total
Courses	1	3			18
Certificates 18 units or greater	1				2
Certificates less than 18 units					
Degrees	1				2

Curriculum Data Analysis

- Health Science Certificate is being submitted to the state. We plan to develop an Associate's degree with the same core courses. The new degree is an AS in Biology. It has been approved by the curriculum committee and is awaiting the development of the narrative to send to the state.

(Box will explain as needed)

Program Student Learning Outcomes Data from the Previous Semester (*Provide Number & Percentage below*)

Total number of PSLOs/sections:	NA
Percentage of PSLOs that were fully achieved:	NA

Department Discussions Regarding SLOs ("Closing the Loop")

- At Department meeting during Spring 2013 All-College meeting, discussion of SLOs at the course level took place. In addition, courses were mapped to putative program SLOs in anticipation of a biology major. The Department chair can provide the documentation of the discussion

(Box will explain as needed)

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Department/Division

Science

Planning Year

2013-14

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

Goal	100% Complete	Partially Complete	Not Started	Abandoned Provide Reason	Comments
	Mark One for each 5 year Goal				
Develop and offer Health Science Certificate and AS degree and explore partnerships with local health care facilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Health Care Certificate narrative draft is complete and will be submitted to the State. Faculty are currently exploring how to establish a relationship with Hoag Hospital.</i>
Implementation of Biology major courses	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Two course sequence (BIOL C180 and BIOL C185) has received UC transfer approval and articulated to a few UCs. Will need to continue to articulate to other schools and hope to offer sequence beginning fall 2014. This will require startup funds for equipment and supplies. A new lab space at NBC would allow students to complete entire major there.</i>
Redesign general biology laboratory instructional materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Adopted different lab manual and implemented new experiments with lottery fund money.</i>
Develop independent study course involving human cadaveric dissection	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The course has been approved by the Curriculum committee. Organ donor program are being contacted to secure prosections.</i>
Offer Biology AS-T degree	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>No state approved AS-T in biology exists. Vetting reopens this fall. Local AS in Biology approved by the Board and narrative is required to be sent to the state.</i>
Re-evaluate efficacy of the Biotechnology program and certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Chair has reviewed several biotechnology certificates (Pasadena City College and Miracosta) and is formulating revisions to current course offerings.</i>

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
Startup equipment for majors' biology	EMP I.c, I.d, I.h, III.c Discipline Goal #6	Provides the necessary materials for students to achieve student learning outcomes in their courses.	Equipment	PCR machine	2	\$4000	Equipment
				Incubating shaker platform	1	\$1000	Lottery funds
Additional lab room at Newport Beach	EMP I.c, I.d, I.h, III.c Dept. Goal #10	Students will be able to complete STAR Health Science and biology major at NBC. The lab will also house our marine science lab.	Facilities		1		
Reassigned time for science articulation	EMP I.c, I.d, I.h, III.c		Personnel		2		
			Software				
Line item for ongoing lab supplies	EMP I.c, I.d, I.h, III.c Dept. Goal #6 Discipline Goal #6	Provides the necessary materials for students to achieve student learning outcomes in their courses. Will also help students complete degrees.	Supplies		1	\$65,000	General Fund
Startup lab supplies for Majors Biology					1	\$9000	Lottery funds
Epson Smart Projector for Lab room in GGC	EMP III.c		Technology		3	\$2500	
Line item for Maintenance agreements for -80 freezer, autoclave and microscopes	EMP I.c, I.d, I.h, III.c Dept. Goal #6	Provides the necessary materials for students to achieve student learning outcomes in their courses.	Other		2	\$6000	

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Department/Division

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2013-14

Tutoring and Supplemental instruction (SI) leaders	EMP I.h, III.c Dept. Goal #4	Title III funded tutoring and SI leaders have demonstrated to increase student success in anatomy, physiology and microbiology	Other		1		
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**Prioritize the program's resource needs with 1 being the most important and subsequent numbers being less urgent.

GLOSSARY OF DATA TERMS

Enrolled (Census): The official enrollment count based on attendance at the 20% point in the course.

FTES: Total **full-time equivalent students** (FTES) based on enrollment of resident and non-resident students. Calculations based on census enrollment or number of hours attended based on the type of AAM assigned to a section.

FTEF30: A measure of productivity that measures the number of **full-time faculty** loaded for the entire year at 30 Lecture Hour Equivalents. This measure provides an estimate of full-time positions required to teach the instruction load for the subject for the academic year.

WSCH/FTEF (595): A measure of productivity that measures the weekly student contact hours compared to full-time equivalent faculty. When calculated for a 16 week schedule, the productivity benchmark is 595. When calculated for an 18 week schedule, the benchmark is 525.

Fill Rate: A measure of productivity that measures the enrollment capacity of students at census to the MAX enrollment cap established for the section.

Success Rate: The number of passing grades (A, B, C, P) compared to all valid grades awarded.

Retention Rate: The number of retention grades (A, B, C, P, D, F, NP, I*) compared to all valid grades awarded.

Fall-to-Spring in Subject Persistence: The number of students who completed the course in the fall term and re-enrolled (persisted) in the same subject the subsequent spring semester.

F-to-S Persistence Rate as Percent: The number of students who completed a course in the fall term and re-enrolled in the same subject the subsequent spring semester divided by the total number of students enrolled in the fall in the subject.

Annual report submitted to the Program Review Committee on _____

Signature of Department Chair/Lead Faculty Member: _____

Signature of Dean/Director/Administrator _____

Data and Analysis: Program Data for **Chemistry**

Year	2009-10	2010-11	2011-12	2012-13
Enrolled at Census	860	915	750	970
FTEs	144	137	111	142
FTEF30	3.7	3.9	3.4	4.3
WSCH/FTEF	641.1	578.3	536.7	547.0
# of Full-time Faculty	1	1	1	1
Fill Rates	88.7%	90.6%	90.2%	88.3%
Success Rate	82.0%	84.9%	87.6%	81.1%
Retention Rate	90.0%	91.0%	93.8%	88.9%
Fall-to-Spring in Subject	12	16	11	14
F-to-S Persistence	8.0%	10.2%	7.6%	11.0%

Data Term Definitions available on last page of this report template.

Program Data Analysis

- There has been a significant increase in FTES from new course offerings. These new offerings include: 2 new onsite sections of CHEM 110 (1 section for STAR), 1 section for CHEM 130 (gateway course).
- We expect this trend to continue since in Summer 2013 we offered CHEM 220 (Organic Chemistry I) and Fall 2013 we are offering 2 sections of the CHEM 220 with lab
- Success and retention rates are strong.

(Box will explain as needed)

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Annual Institutional Planning Report

Department/Division	Science
Planning Year	2013-14

Curriculum Data -- Use data from the previous academic year (*Provide Numbers below*)

	Additions	Revisions	Suspensions	Retirements	Current Total
Courses	-	-	-	-	12
Certificates 18 units or greater					0
Certificates less than 18 units					0
Degrees					0

Curriculum Data Analysis

- Curriculum is stable and course offerings are adequate, although in 13'-14' all Chemistry courses will be revised.
- There is a movement at the state level to consider IGETC for Science. This would enable us to create an AS or AS-T for Chemistry
- Articulation report would be helpful.

(Box will explain as needed)

Program Student Learning Outcomes Data from the Previous Semester (*Provide Number & Percentage below*)

Total number of PSLOs/sections:	NA
Percentage of PSLOs that were fully achieved:	NA

Department Discussions Regarding SLOs ("Closing the Loop")

- At Department meeting during Spring 2013 All-College meeting, discussion of SLOs at the course level took place. In addition, courses were mapped to putative program SLOs in anticipation of the development of a Chemistry major. The Department chair can provide the documentation of the discussion

(Box will explain as needed)

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Department/Division

Science

Planning Year

2013-14

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

Goal	100% Complete	Partially Complete	Not Started	Abandoned Provide Reason	Comments
	Mark One for each 5 year Goal				
Hire a full-time faculty member in chemistry	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> - Increased Chemistry offerings show robust demand. As a result we hired several new part-time faculty - In the faculty prioritization process last year we ranked right below the last funded spot. We will present again this year.
Implement Organic Chemistry sequence for chemistry and biology majors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> - We began offering the organic chemistry sequence in the summer. - These courses still need one large piece of equipment (FTIR) to have robust course offerings.
Establish an AS-T Degree in Chemistry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> - No statewide AS-T developed as of yet. We are hopeful that with implementation of proposed science IGETC will drive the statewide development of an AS-T.
Hire a part-time instructional associate	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> - We would like to propose this in the current year as the need to have staff attend to the physical sciences is becoming more pronounced.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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
Purchase of FTIR	EMP I.c, I.d, III.c Prog. Rv. #2	This instrument is used in 75% of lab activities in organic chemistry sequence.	Equipment		1	\$15,000	Equipment funds
Hire a full-time faculty member in chemistry	EMP III.c Prog. Rv. #1	Faculty will provide leadership in developing chemistry program	Personnel		4		General Fund
Hire PT Instructional associate (or lab assistant) for physical sciences	EMP III.c Prog. Rv. #4	Lab materials will be set up appropriately and ready for use when students enter class.	Personnel		5	\$30,000	One-time
			Software				
Line item for ongoing lab supplies	EMP III.c	Critical for student learning in lab classes to have appropriate supplies	Supplies	These supplies are needed each year.	2	\$5,000?	Lottery funds
Chemistry course articulation Report	EMP I.d, III.c	Students will have confidence that Chemistry courses articulate to 4yr schools	Other	Articulation Officer could provide report.	3	\$0	

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GLOSSARY OF DATA TERMS

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WSCH/FTEF (595): A measure of productivity that measures the weekly student contact hours compared to full-time equivalent faculty. When calculated for a 16 week schedule, the productivity benchmark is 595. When calculated for an 18 week schedule, the benchmark is 525.

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Annual report submitted to the Program Review Committee on _____

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Data and Analysis: Program Data for **Geology**

Year	2009-10	2010-11	2011-12	2012-13
Enrolled at Census	1,088	1,034	1,074	1,137
FTEs	100	87	94	99
FTEF30	1.7	2.0	1.8	1.6
WSCH/FTEF	977.6	714.6	860.4	1,020.0
# of Full-time Faculty	*1/4	*1/4	*1/4	*1/4
Fill Rates	88.4%	70.2%	83.5%	89.1%
Success Rate	69.0%	69.4%	66.1%	59.0%
Retention Rate	94.5%	91.9%	91.2%	84.7%
Fall-to-Spring in Subject	7	10	9	7
F-to-S Persistence	2.4%	3.7%	2.9%	2.9%

Data Term Definitions available on last page of this report template.

Program Data Analysis

- The full time instructor currently teaches 2/5 to 1/2 of her load in geology, so the actual FT ratio is 0.4 to 0.5/4. Financial aid students and others who do not get their textbooks and course access by the first week have difficulties catching up and usually need an Incomplete to finish--this lowers the overall success rate. Measures to improve success include dropping and not reinstating students who miss assignment deadlines without an excuse and offering students feedback when they do poorly on the first exam.

(Box will explain as needed)

Coastline Community College
Annual Institutional Planning Report

Department/Division	Geology
Planning Year	2013-14

Curriculum Data -- Use data from the previous academic year (*Provide Numbers below*)

	Additions	Revisions	Suspensions	Retirements	Current Total
Courses	2	0	0	0	5
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

Curriculum Data Analysis

- Geol 185 and 185L Historical Geology were added to meet the requirements for the Geology TMC. When the courses receive their C-IDs we will have a new transfer degree in geology.

(Box will explain as needed)

Program Student Learning Outcomes Data from the Previous Semester (*Provide Number & Percentage below*)

Total number of PSLOs/sections: SLO Reporting Spring 2013 5/6 sections for Spring 2013	83.33% reporting
Percentage of PSLOs that were fully achieved: The sciences haven't determined PSLOs	

Department Discussions Regarding SLOs ("Closing the Loop")

- Measures to improve outcomes include shifting the written assignment to an earlier point in the class so students not completing the assignment are dropped earlier, redistributing the assignments to offer feedback and weight assignments heavier after feedback is given. A shift in demographics has brought our discipline more students with limited abilities in writing and communicating in English. Students have few college level skills and no knowledge of science vocabulary. Referring students to ESL, basic skills, tutoring and pre-requisites have been discussed as ways to help students succeed in courses. Geology has PSLOs indicated on the course outlines, but because they are part of the science program and are not a program of their own, these have not been imported to the courses.

(Box will explain as needed)

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Annual Institutional Planning Report

Department/Division

Geology

Planning Year

2013-14

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

Goal	100% Complete	Partially Complete	Not Started	Abandoned <small>Provide Reason</small>	Comments
	Mark One for each 5 year Goal				
Develop Geology course for majors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Awaiting the C-IDs for our existing geology courses to see if we need to develop this course.
Continue to update and review modalities for course offerings: Add Geol 105 and 105L General Geology and Lab online in the summer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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 marketing plan and brochure for geology TMC	<p>College Master Plan <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. Contributes to Program Review 5-Year Goals</p>	<p>Learning Centers, the FV Center and counselors will have marketing materials giving the program visibility. Students will know their options in our program + have a printed plan to follow</p>	<p>Personnel</p> <p>Other</p>	<p>Select Coastline "branded" template best for print and downloadable brochures and flyers Coordinate w/ PIO's Office on copy and images Distribute print brochures/flyers and get a downloadable form onto the CCC website Notify local CSU Depts that we have the KIN program</p> <p>Materials</p>		<p>Printed Brochure \$395/1000 Printed Flyers \$250/1000</p>	
Add Geology to the Academic Programs on the Coastline College website and allow an area for download of program brochures	<p>College Master Plan <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</p>	<p>Updating the College website to provide information on new programs and offering students downloadable program brochures allows students greater access to the data they need to plan their education.</p>	Personnel	<p>Coordinate w/ OLIT and PIO to make updates to CCC website</p>		<p>OLIT/PIO staff time to make updates</p>	

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	well as expanded, diverse, and responsive programs and services. Contributes to Program Review 5-Year Goals						
Gain a fulltime faculty position	College Master Plan 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. Contributes to Program Review 5-Year Goals	FT faculty member anchor programs and have a vested interest in developing and updating curricula to meet student needs.	Personnel	DC time to make presentations and justifications for hiring Selection and hiring process			FT faculty salary Instructional Funds

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Annual Institutional Planning Report

Department/Division

Geology

Planning Year

2013-14

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