

# **INSTRUCTIONAL PROGRAM REVIEW**

Annual Program Review Update

**Unit: SOC**

**Campus: NOR**

**Contact Person: Khalil Andacheh**

**Due: May 15, 2008**



**Riverside Community College District**

Office of Institutional Effectiveness

Web Resources: <http://www.rccdfaculty.net/pages/programreview.jsp>

**Last Revised: February 20, 2008**

# Annual Program Review Update

## Instructions

The Annual Self-Study is conducted by each unit on each campus and consists of analysis of changes within the unit as well as significant new funding needs for staff, resources, facilities, and equipment. It should be **submitted or renewed every year by April 30<sup>th</sup>** in anticipation of budget planning for the fiscal year which begins July 1 of the following year.

The questions on the subsequent pages are intended to assist you in planning for your unit. **If there is no change from your prior report, you may simply resubmit the information in that report (or any portion that remains constant) from the prior year.**

Please include pertinent documents such as student learning outcomes assessment reports and data analysis specifically supporting any requests for new faculty, facilities or equipment. You are encouraged to use lists, tables, and other formatting to clarify your requests and make them easy for large committees to review quickly. If there may be negative consequences for enrollment, safety or other important concerns if the funding is not provided please make this known in context.

The forms that follow are separated into pages for ease of distribution to relevant subcommittees. Please keep the pages separated if possible (though part of the same electronic file), with the headers as they appear, and be sure to include your unit, campus, contact person (this may change from topic to topic) and date on each page submitted. Don't let formatting concerns slow you down. If you have difficulty with formatting, the Administrative Support Center can adjust the document for you. Simply add responses to those questions that apply and forward the document to the Administrative Support Center with a request to format it appropriately.

If you have complex funding requests please schedule an appointment with your campus' Vice President for Business Services right away. They will assist you with estimating the cost of your requests.

Moreno Valley: Bill Orr, 951-571-6341  
Norco: Norm Godin, 951-372-7157  
Riverside: Becky Elam, 951-222-8307

Please retain this information for your discipline's use and submit an electronic copy to the Office of Institutional Effectiveness ([institutional.effectiveness@rcc.edu](mailto:institutional.effectiveness@rcc.edu)). The Office of Institutional Effectiveness will use the document to create a database of requests and will distribute the report to the relevant offices and committees.

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Contact Person: Khalil Andacheh  
Date: April 23, 2008

## Trends and Relevant Data (part 1)

1. Has there been any change in the status of your unit? (if not, skip to #2)
  - a. Has your unit shifted departments?  
No
  - b. Have new programs been created by your unit?  
No
  - c. Have activities in other units impacted your unit? For example, a new nursing program could cause greater demand for life science courses.  
No
2. Have there been any significant changes in enrollment, retention, success rates, or environmental demographics that impact your discipline (See Appendix for Data)? If there are no significant changes in your unit's opinion say "None" and skip to question #3.  
None
3. What changes does the unit plan to make to advance enrollment management goals? If your plan necessitates resource changes make sure those needs are reflected in the applicable resource request sections.  
  
**None**



5. How has your unit been engaged this past year in assessing student learning?

- a. Summarize your results (whenever possible, provide documentation of student learning in your discipline and evidence that assessment data has been generated).

At the beginning of the semester, I gave students 250 sociological terms as a base. This was done to initially assess to see how much they know. Then, at the end of the semester, I selected a few students randomly and asked them to define these terms. It was a good technique, however, I could not cover all of the students.

- b. What did your unit learn from these results that enabled you to improve teaching and learning in the discipline?

I learned that working on main and important terms that connect students to real life is very helpful. Students cannot learn and remember all 550 textbook page materials; it is easier for them to remember and apply when I focus the broader, central sociological topics.

- c. How have part-time faculty been made aware of the need to assess student learning outcomes and been included in assessment activities?"

With the help of the department chair, we should have a meeting among faculty staff to have a unified learning outcome assessment.

6. If your SLO assessment results make clear that particular resources are needed to more effectively serve students please be sure to describe the need here and include it on the request forms.

I utilize usually DVDs of related subjects in all of my classes, and I find out it is very helpful for Student Learning Objective. The average cost of a DVD is 250 dollars. For example when I teach discrimination, Playing a DVD is very helpful, students can relate the abstract materials of the chapters to a real world.



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NOR/SOCNeeds Worksheet

## NEW OR REPLACEMENT FACULTY

<p align="center"><b>List Faculty Positions Needed for Academic Year <u>2008/9</u></b></p> <p>Please be as specific and as brief as possible when offering a reason for the position (e.g. retirement replacement, increased demand for subject, growth in overall student population). Be certain to mark the position as new or replacement. Place titles on list in order (rank) or importance.</p>	<p align="center"><b>Annual TCP*</b></p>
	<p align="center">TCP for employee</p>
<p><b>1. Sociology Instructor</b> Reason: I believe close to 50% of units has been thought by part time faculty.</p>	
<p><b>2.</b> <u>Reason:</u></p>	
<p><b>3.</b> <u>Reason:</u></p>	
<p><b>4.</b> <u>Reason:</u></p>	
<p><b>5.</b> <u>Reason:</u></p>	
<p><b>6.</b> <u>Reason:</u></p>	

\* TCP = "Total Cost of Position" for one year is the cost of an average salary plus benefits for an individual. New positions (not replacement positions) also require space and equipment. Please speak with your campus Business Officer to obtain accurate cost estimates. Please be sure to add related office space, equipment and other needs for new positions to the appropriate form and be sure to mention the link to the position.

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## NEW OR REPLACEMENT CLASSIFIED STAFF

<p align="center"><b>List Staff Positions Needed for Academic Year _____</b></p> <p><b>Please be as specific and as brief as possible when offering a reason. Place titles on list in order (rank) or importance.</b></p>	<p align="center"><b>Annual TCP*</b></p>
	<p align="center">TCP for employee</p>
<p><b>1.</b> <u>Reason:</u></p>	
<p><b>2.</b> <u>Reason:</u></p>	
<p><b>3.</b> <u>Reason:</u></p>	
<p><b>4.</b> <u>Reason:</u></p>	
<p><b>5.</b> <u>Reason:</u></p>	
<p><b>6.</b> <u>Reason:</u></p>	

\* TCP = "Total Cost of Person" for one year is the cost of an average salary plus benefits for an individual. New positions (not replacement positions) also require space and equipment. Please speak with your campus Business Officer to obtain accurate cost estimates. Please be sure to add related office space, equipment and other needs for new positions to the appropriate form and mention the link to the position.



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## Equipment Needs Not Covered by Current Budget

<b>List Equipment or Equipment Repair Needed for Academic Year <u>2008/9</u></b> <b>Please list/summarize the needs of your unit on your campus below. Please be as specific and as brief as possible. Place items on list in order (rank) or importance.</b>	<b>Annual TCO*</b>		
	Cost per item	Number Requested	Total Cost of Request
<b>1. SPXS package</b> <u>Reason: In the near future, the department will offer Introduction to Research and Methods course</u>			
<b>2.</b> <u>Reason:</u>			
<b>3.</b> <u>Reason:</u>			
<b>4.</b> <u>Reason:</u>			
<b>5.</b> <u>Reason:</u>			
<b>6.</b> <u>Reason:</u>			

\* TCO = "Total Cost of Ownership" for one year is the cost of an average cost for one year. Please speak with your campus Business Officer to obtain accurate cost estimates. Please be sure to check with your department chair to clarify what your current budget allotment are. If equipment needs are linked to a position please be sure to mention that linkage.

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## Facilities Needs Not Covered by Current Building or Remodeling Projects\*

<b>List Facility Needs for Academic Year <u>2008/9</u></b> <b>(Remodels, Renovations or added new facilities) Place items on list in order (rank) or</b> <b>importance.</b>	<b>Annual TCO*</b>
	Total Cost of Request
<b>1. Office</b> Reason: <u>For new sociology instructor</u>	
<b>2.</b> Reason:	
<b>3.</b> Reason:	
<b>4.</b> Reason:	
<b>5.</b> Reason:	
<b>6.</b> Reason:	

\*Please speak with your campus Business Officer to obtain accurate cost estimates and to learn if the facilities you need are already in the planning stages.

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## Professional Development Needs Not Covered by Current Budget\*

<b>List Professional Development Needs for Academic</b> <b>Year 2009</b> _____. Reasons might include in response to SLO assessment findings or the need to update curriculum. Please be as specific and as brief as possible. Some items may not have a cost per se, but reflect the need to spend current staff time differently. Place items on list in order (rank) or importance.	Annual TCO*		
	Cost per item	Number Requested	Total Cost of Request
<b>1. 20 Laptops computer</b> <b>Reason: Teach the students very basic statistic.</b>	\$2000	20	\$40,000
<b>2.</b> <u>Reason:</u>			
<b>3.</b> <u>Reason:</u>			
<b>4.</b> <u>Reason:</u>			
<b>5.</b> <u>Reason:</u>			
<b>6.</b> <u>Reason:</u>			

\*It is recommended that you speak with your campus Faculty Development Coordinator to see if your request can be met with current budget. If your request involves funding for assessment, program review or part time faculty please discuss it with the Associate Vice

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## Library Needs Not Covered by Current Budget\*

<p><b>List Library Needs for Academic Year _____</b>                      Please list/summarize the needs of your unit on your campus below. Please be as specific and as brief as possible. Place items on list in order (rank) or importance.</p>	Annual TCO*		
	Cost per item	Number Requested	Total Cost of Request
1. <u>Reason:</u>			
2. <u>Reason:</u>			
3. <u>Reason:</u>			
4. <u>Reason:</u>			
5. <u>Reason:</u>			
6. <u>Reason:</u>			

\*It is recommended that you speak with your campus Dean of the Library to see if your request can be met within the current budget, and to get an estimated cost if new funding is needed.

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## Student Support Services Needed by the Unit over and above what is currently provided

<b>List Student Support Services Needs for Academic Year _____</b> Please list/summarize the needs of your unit on your campus below. Please be as specific and as brief as possible. Not all needs will have a cost, but may require a reallocation of current staff time.	<b>Annual TCO*</b>		
	Cost per item	Number Requested	Total Cost of Request
<b>1. A Portable is needed for students who coming very early morning and they</b> Reason: do not have space to go there.			
<b>2.</b> Reason:			
<b>3.</b> Reason:			
<b>4.</b> Reason:			
<b>5.</b> Reason:			
<b>6.</b> Reason:			

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## Other Needs not covered by current support services or budget

<b>List Misc Other Needs for Academic Year</b> Please list/summarize the needs of your unit on your campus below. Please be as specific and as brief as possible. Not all needs will have a cost, but may require a reallocation of current staff time. Place items on list in order (rank) or importance.	Annual TCO*		
	Cost per item	Number Requested	Total Cost of Request
1. <u>Reason:</u>			
2. <u>Reason:</u>			
3. <u>Reason:</u>			
4. <u>Reason:</u>			
5. <u>Reason:</u>			
6. <u>Reason:</u>			

**Appendix** Data will be provided by Institutional Research - NOR/SOC

Since the data provided covers all courses for a thirteen semester time frame, it is contained in the attached spreadsheets. Please note that the spreadsheet runs horizontally and vertically with three separate tables: student enrollment counts, success rates and FTEF, WSCH and FTES counts. Open and save the two Excel documents below to your computer for analysis.



Microsoft Office  
Excel Worksheet



Microsoft Office  
Excel Worksheet

Please note the following conventions are used:

**Valid grade notations:** A, B, C, D, F, CR, NC, W, FW, I or IX (Incomplete).

**The Retention Rate** is computed based upon the percent of students retained in courses out of the total enrolled in courses. The retention rate is calculated by dividing the numerator by the denominator and multiplying by 100:

- Numerator: Number of students (duplicated) with A, B, C, D, CR, NC, I
- Denominator: Number of students (duplicated) with A, B, C, D, F, CR, NC, W, I

**Success Rate I:** Percent of students successful in courses out of total enrolled in courses. The success rate is calculated by dividing the numerator by the denominator and multiplying by 100

- Numerator: Number of students (duplicated) with A, B, C, CR
- Denominator: Number of students (duplicated) with A, B, C, D, F, CR, NC, W, I

**Success Rate II:** Percent of students successful in courses out of total enrolled in courses (excluding students who received a “W” grade). The success rate is calculated by dividing the numerator by the denominator and multiplying by 100

- Numerator: Number of students (duplicated) with A, B, C, CR
- Denominator: Number of students (duplicated) with A, B, C, D, F, CR, NC, I