INSTRUCTIONAL PROGRAMS AND AREAS
PROGRAM REVIEW / PLANNING AND EVALUATION PROCESS

QUESTIONNAIRE FOR INSTRUCTIONAL PROGRAMS

INSTRUCTIONS:

Complete all sections as instructed. Click the shaded sections to type your answer.
When completed, please save your file and e-mail it as an attachment to tanya_hanton@westvalley.edu.

A. INTRODUCTORY QUESTIONS

1. Program Name: ***Anthropology***
2. Person(s) completing the questionnaire: *Andrew Kindon*
3. Date of completion: *November 4, 2007*
4. What are the primary purposes of the program? Check all that apply.

   WVC Degrees and Certificates
   Transfer Courses
   WVC General Education
   Lifelong Learning/Life Enrichment
   Occupational / Vocational Courses
   Student Support Services
   Academic Support Services
   Administrative Functions

5. In one paragraph, how does the program further the College's mission and goals? (only new information need be added)

The Anthropology Program fulfills the following College missions and goals: (1) transfer preparation: four of the five courses currently offered by the program (ANTHR 001, 002, 003, and 004) are fully transferable to UC/CSU and other colleges/universities, and the fifth (ANTHR 055) is fully transferable to CSU. Two of the five classes fulfill a mandated lower division requirement for CSU, UC and/or AA degree. The Anthropology Program also prepares students for college level courses in terms of critical thinking, organization and communication; (2) general education: the Anthropology Program has at its heart the goal of educating students to become more concerned, better informed members of their local communities as well as the global society of which we are all increasingly a part. As part of this goal, the program encourages the growth of critical thinking skills coupled with advanced written and spoken communication. As a discipline that revolves around the study of human culture, Anthropology inevitably leads to greater cultural awareness and understanding on the part of its students. All of these aspects of the program serve to further the College's mission and goals.

6. In one paragraph, what significant events have affected or impacted the program since the last program review?

Since the last program review, one inactive course (ANTHR 003) was reactivated and is currently being offered

every other semester, and an entirely new course (ANTHR 055) was approved by the Curriculum Committee and is also currently being offered every other semester. Along with this expansion in course offerings, a third adjunct instructor was hired to teach in the department. Currently the Anthropology Program is offering a total of 2.0 FTEs every semester, as well as two to three courses during the winter and summer intersessions. This expansion in course offerings and instructors has continued the previous trend of growing enrollments and success rates in the program and an increasing interest by students in an AA degree in Anthropology at West Valley College. As stated in the last program review, however, the program is currently poorly equipped to accommodate this influx of students and demand for a degree program. Declines in funding for basic instructional supplies, deterioration in classroom facilities and lack of adequate technologies have held back the ability of the Anthropology Program to teach and retain students, as well as to reach out to a wider student community. Ideally, access to a better teaching facility/classroom that could also be used as a laboratory setting for the ANTHR 001 and ANTHR 002 classes would greatly enhance student learning in these subjects, and funds to purchase additional fossil casts (or replace missing/damaged casts) and other parts of the teaching collection would further this goal as well. In terms of technology, laptop computers for all instructors as well as access to wireless Internet would greatly enhance the classroom environment and enable the instructors to utilize real world examples in real time, making anthropological concepts more relevant, exciting and interesting to students.

B. DATA ELEMENT ANALYSIS SECTION (ANALYSIS AND RESPONSE)

1. Using the enrollment data from Table 1 from previous program review, add or revise as appropriate.

   a) What significant trends are revealed in the data?
   b) What factors might contribute to any program differences compared to the College data?
   c) What conclusions do you draw from this analysis that could form the basis for an action, objective or request for resources?

In general, headcounts in all Anthropology courses remain robust and strong, with definite increases since the last program review. One reason for this appears to be that the current adjunct faculty, who were new at the time of the last program review, have become more established here on campus and this has led to increasing enrollment numbers in those sections taught by adjuncts. The addition of two new courses to the departmental offerings has also had a major impact, drawing more students in general and giving veteran Anthropology students a wider array of courses from which to choose. Retention rates within the department remain very high, and the FTEs/FTEf ratio is excellent. As pointed out in the last program review, most sections in the Anthropology Program typically start out each semester with 5-10 extra students over the enrollment cap. This is necessary to satisfy student demand for sections with only one full-time faculty member and three adjunct faculty members in the program. The other main limitation for the program currently is lack of access to additional classroom space.

2. Using the demographic data from Table II from previous program review, add or revise as appropriate.

a) What significant trends are revealed in the data?
b) What factors might contribute to any program differences compared to the College data? See attachment for college-wide statistics.
c) What conclusions do you draw from this analysis that could form the basis for an action, objective or request for resources?

Without access to updated data elements for the previous year it is impossible to objectively add to or revise the previous program review assessments. However, based on general impressions, it could be argued that the Anthropology Program continues to attract an incredibly diverse range of students, both in terms of ethnicity and gender. The majority of students in the program continue to fit within the "traditional" age range of college students (under the age of 26), but there appear to be more non-traditional students enrolling in classes in the program, as well as growing numbers of DESP students. This trend is most likely due to prior student success and the growing awareness in general of the importance of the discipline of Anthropology in an increasingly diverse and complex world.

3. Using the success data from table III from previous program, add or revise as appropriate.

a) What significant trends are revealed in the data?
b) What factors might contribute to any program differences compared to the College data?
c) What conclusions do you draw from this analysis that could form the basis for an action, objective or request for resources?

Without access to updated data elements for the previous year it is impossible to objectively add to or revise the previous program review assessments for success.

4. Are there any data or factors (e.g. integration of technology; college, district, or state expectation or mandates) concerning staffing in the program, that suggest a need for increasing or decreasing program staff (e.g. permanent and associate FTE, permanent and hourly classified staffing or administrative staffing)?

As stated in the previous program review, the Anthropology Program is currently faced with the reality of turning students away each semester because of the lack of adequate classroom space and full-time faculty. Unfortunately there are several neighboring community colleges that offer the same courses, therefore many students simply go to those schools rather than waiting until the next semester to enroll in these classes at West Valley Colleges. The addition of a second full-time faculty member to the department could potentially help to retain these students. If anything, the issues pointed out in the previous program review have become more acute. The Anthropology Program at West Valley College is currently caught in stasis. Without additional support in the form of another full-time faculty member and access to better teaching facilities, technology and instructional budgets the program will not be able to grow to meet student needs.

C. CURRICULUM SECTION (ANALYSIS AND RESPONSE)

1. Based on your program's curriculum information, as published in the most recent West Valley College catalog, what curriculum changes are anticipated in the next three years? (These changes could include major course revisions, curriculum deletions, new courses, revised or new options within a program, or proposed new programs.)

Over the next three years most course outlines in the program will be revised to bring them up to date and make them more accurate to the current faculty's teaching methods and approaches. These, however, will not be major course revisions. There will most likely be two to three new courses proposed over this period of time as well, primarily one-unit lab sections that will be taught in conjunction with currently offered courses that are an active part of the curriculum. In the last program review it was proposed to introduce a major change in the Anthropology Program to allow it to offer an A.A. within the discipline. However, without the addition of another full-time faculty member those plans are on indefinite hold.

2. The attached excel document shows classes that have not been offered since Spring 04. Please list the courses you intend to submit to the Curriculum Committee by February 8th for de-activation prior to publication of the 08/09 catalog.

None.

3. Considering the new course and program level Student Learning Outcomes that have been developed since the last program review:

   a) What relevant findings have been derived through the SLO assessment process since the last program review?
   b) What changes have been implemented, or are planned, based on the findings since the last program review?
   c) What conclusions do you draw from this analysis that could form the basis for an action, objective or request for resources?

NOTE: Please contact LeAnn McGinley (741-2402), Assessment Coordinator with any questions concerning SLOs.

The only program activity since the last program review that is relevant to SLOs is the offering of a new course that includes the updated SLO criteria in the course outline. This is one of the tasks that will be included in the revising of program curriculum over the next several years.

D. EXTERNAL INFLUENCES SECTION (ANALYSIS AND RESPONSE)

1. 1. If applicable, considering the effects of external influences on the program's purposes and goals:

   a) How do accreditation requirements, government regulations, advisory boards, labor market demand, transfer institution articulations or other external factors affect the program?

   b) How might these influences form the basis for an action, objective, or request for resources?

Because the majority of the courses currently offered by the Anthropology Program are UC/CSU transferable, accreditation requirements and transfer articulations have an important and significant influence on the program. Any changes and/or proposals impacting these transfer and accreditation requirements therefore would have major impacts on the Anthropology Program, particularly in attracting and retaining students.

E. STUDENT FACTORS SECTION (ANALYSIS AND RESPONSE)

1. What program changes or initiatives has the program implemented in the last three years to meet the needs of its student population?

Over the past three years the Anthropology Program has greatly expanded its offerings, both in number of sections as well as number of courses, to meet student demand. As noted above, since last program review an inactive course (ANTHR 004) was re-activated and a brand new course (ANTHR 055) was put through Curriculum Review and will be offered for the first time in the spring 2008 semester. These are exciting changes to the program, and have met with widespread student support. Dr. Kindon has also started a local archaeological field project in conjunction with a colleague at Foothill College (the Foothill-West Valley Archaeological Survey) that is currently conducting fieldwork at Wilder Ranch State Park in Santa Cruz County. Students have been welcome to participate in this project on a volunteer basis, and to date several students have done so. This kind of extracurricular opportunity greatly enhances student learning and increases interest in the discipline as well as offering students important ways to increase their attractiveness to future transfer universities and eventual graduate study.

F. SUMMARY AND CONCLUSION SECTION:

1. General conclusions and summary statement.

The Anthropology Program at West Valley College continues to be very successful in meeting its basic goals of student enrollment and WSCH/FTE ratios. Differences in the demographic base of students in Anthropology courses as compared to WVC averages indicate a marked ability to attract and retain a wide diversity of students, and enrollment numbers in general for the program continue to increase. However, the Anthropology Program is currently being held back from realizing its potential by lack of funding, lack of teaching facilities and lack of full-time faculty. While some of these problems surely are true of all programs across the entire college, the Anthropology Program has shown clear evidence of the ability to attract student interest and as such could greatly expand if given sufficient support and resources.

2. Program Strengths:

The strength of the Anthropology Program lies in its faculty (both full-time and adjunct) and its increasingly popular subject matter. The knowledge base of the faculty and their enthusiasm and commitment to teaching have been essential to the success of the program in attracting students. Continuous evaluation of faculty and curriculum has ensured that the content of the courses not only satisfy Title Five requirements, but also ensures that the content is relevant and thereby engages students. Student feedback on evaluation forms as well as comments to the instructors suggest that the Anthropology Program has succeeded in increasing student awareness and understanding of cultural diversity and the world in which they live. Perhaps most indicative of this last statement is the fact that recent students from the program have gone on to major in Anthropology at major 4-year institutions (including Stanford, UC Berkeley, UC Los Angeles, UC Davis, Chico State, Columbia University, the University of Arizona and San Jose State University. Through this student legacy the Anthropology Program at West Valley College is not only making major contributions to the local community, but to the global community and the academic community as well.

3. Program Challenges:

The most significant challenge currently facing the Anthropology Program continues to be the lack of full-time faculty, teaching facilities and instructional funding. Without significant support in each of these three areas, the program will be unable to expand significantly in the future and will quickly cease to be able to meet student needs. Currently the program is already feeling the pressure of student demand for larger classes, more sections and additional course offerings. The program is in the midst of a major explosion in student interest, and in order to serve this interest the program ideally needs at least one additional full-time instructor who can assist in building the department and offering the depth and breadth of classes necessary. Currently all classes in the program are taught in a single classroom on campus that is not conducive to group learning, discussion-based class formats or active, hands-on laboratory experiences that lend themselves well to the subject matter. Additional classroom space, in particular a laboratory space with tables and chairs rather than attached desks, would greatly enhance the program's ability to serve the existing and future student interest.

G. ACTIONS AND OBJECTIVES SECTION

Based on the foregoing analyses and findings in Sections A. through F., what are the program's intended actions or objectives for the next three years?

The Anthropology Program intends to continue to expand the number of courses and sections being offered. This can only be achieved through hiring a second full-time instructor. Another goal is to begin offering sections of both ANTHR 001 and ANTHR 002 with laboratory components, something for which there is a large amount of student interest. This can only be achieved through access to additional teaching facilities, particular a classroom with more flexibility and space. A third goal is to work towards integrating the Anthropology Program at West Valley College with the Archaeological Technology Program at Cabrillo College, something that has already been done at Mission College and is long overdue here. The program will continue to expand volunteer fieldwork opportunities for students and continue to build bridges with other Anthropology programs in the Bay Area to provide West Valley Students with access to a larger community of academics and professionals for future educational and employment opportunities.

Timelines

Over the next three years, what are the program's timelines (in terms of predicted initiation and completion dates) for the stated actions or objectives?

Spring 2008: Continue including students in extracurricular volunteer fieldwork opportunities; begin working on new course outlines for lab sections of ANTHR 001 and ANTHR 002; continue working with colleagues at local community colleges to coordinate working agreements with Cabrillo College Arch. Tech. program

Fall 2008: Submit course outlines for lab sections of ANTHR 001 and ANTHR 002 to WVC Curriculum Committee; submit request for second full-time hire in Anthropology Program; begin working on course outline/program proposals for integration with Cabrillo College Arch. Tech. program (pending results of Spring 2008 discussions); expand fieldwork program at Wilder Ranch State Park to include more West Valley students

Spring 2009: Begin offering lab sections of ANTHR 001 and ANTHR 002

Fall 2009: Continued expansion of course offerings and implementation of Arch. Tech. Program (pending discussions with other colleges in the area and approval by WVC Curriculum Committee)

Which of these actions or objectives would be initiated and completed within the coming year, given adequate resources?

The establishment of an Anthropology lab (combined with the Geography Program) could easily be implemented and completed within the next year, given adequate resources, support and space.

H. RESOURCE REQUESTS 2006-2007

1. Please indicate if any of the resource requests identified in the previous program review were funded through one or more of the various WVMCCD resource allocation processes that were available in 06 – 07 (e.g. FTE allocation, classified staff, one time funding, budget augmentation, facilities, Land Corporation):

Please complete the following table (leave blank if the answer is not applicable):

	FUNDED by WVMCCD?
Full-time faculty FTE: *2.0 (new hire)*	Yes No Partially
Associate faculty FTE: *Click once here and type your response*	Yes No Partially
Classified Staff FTE: *Click once here and type your response*	Yes No Partially
Classified Hourly (in dollars): *Click once here and type your response*	Yes

	No Partially
Administrative Staff FTE: *Click once here and type your response*	Yes No Partially
Facilities (brief narrative description): *additional classroom/lab space*	Yes No Partially
Equipment (brief narrative description with estimated total cost): *additional fossil casts; $1000.00*	Yes No Partially
Supplies (brief narrative description with estimated total cost): *basic teaching supplies, multimedia (videos/DVDs); $2000.00*	Yes No Partially
Staff Development (brief narrative description): *additional funds for conference attendance; $2000.00*	Yes No Partially
Other (please specify): *Click once here and type your response*	Yes No Partially

2. What have you been able to accomplish as a result of the resource obtained?
(e.g. improved retention success and persistence, improved equity, new SLOs, higher enrollment, new online or satellite campus classes….)

NOTE: The Program Review Committee realizes that in some cases, accomplishments and changes resulting from resource acquisition are too recent to be measurable. The current Program Review process is only one year old. Future reviews of funding requests will focus on accomplishments and change occurring over a two-year period.

Despite not obtaining any new or additional resources over the past year, the Anthropology Program has continued to improve enrollment numbers and retention success, as well as adding one new course to the curriculum. Obviously program success in these areas would increase even more with adequate support and resources from the college.

I. RESOURCE REQUESTS 2007-2008

1. What **new or additional** resources are required to accomplish the stated actions and objectives?

Please complete the following table (leave blank if the answer is zero or none):

Full-time faculty FTE *2.0 (new hire)*

Associate faculty FTE *Click once here and type your response*

Classified Staff FTE: *Click once here and type your response*

Classified Hourly (in dollars): *Click once here and type your response*

Administrative Staff FTE: *Click once here and type your response*

Facilities (brief narrative description): *In order to accomplish the goal of offering lab section in ANTHR 001 and ANTHR 002, an additional classroom space is necessary, or at the very least a separate room where supplies and equipment could be stored along with several long tables where students could sit during the lab and work together on collaborative projects.*

Equipment (brief narrative description with estimated total cost): *The majority of equipment needed to initiate a teaching lab is already present at the college. However, additional fossil casts for the ANTHR 001 lab would be necessary. A full set of casts could be obtained for approximately $2000.00*

Supplies (brief narrative description with estimated total cost): *The current supplies budget is terribly inadequate and does not even begin to meet the basic needs of the program. In addition to a general increase in basic supplies (dry erase markers, copy budgets, etc.) a significant increase in funds for purchasing teaching videos and other multimedia teaching tools would be highly desirable. Currently teaching videos cost in the range of $100-$300 each, and the program's current library is woefully inadequate and out of date. A multimedia budget of $2000.00 would help to update and expand this library.*

Staff Development (brief narrative description): *A key part of maintaining currency in the academic world is attending professional conferences. Funding for the attendance of these conferences is currently ridiculously inadequate. Many professional conferences charge $300 or more just for registration. An annual conference budget of $200.00 clearly is not enough. Therefore, the request is made for at least $1000.00 per year to support instructor development via attendance at one of the major disciplinary conferences. This also benefits West Valley College overall as it heightens the reputation of the college in estimation of other academics.*

Other: *Click once here and type your response*

When completed, please save your file and e-mail (using the File: Send To menu) to tanya_hanton@westvalley.edu