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: ***Computer Applications***

2. Person(s) completing the questionnaire: *K. Dundurs*

3. Date of completion: *11/05/07*

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)

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

   The main impact in the last few years has been the changing economy and technological requirements. This has required the program to look at other areas that required new curriculum.

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?

a) Due to the economy & technology, there has been a slight decline in enrollment each year until Spring 06 where it shows an increase.
b) See a.
c) The conclusion is the action being taken currently by updating & creating new required curriculum is bringing in more students.

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?

a) There seems to be an increase in enrollment for the under 21 and 21-25 student population.
b) This program is a specialized area that is not a "traditional" program (English, etc.), but vocational driven.
c) N/A

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?

a) A small decline each year.
b) There are not that much significant differences.
c) N/A

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)?

The staffing is to remain as is currently.

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.)

   The program will continue to expand it's online offerings. There will also be more "teaming" with other departments to create cross-listed courses and certificates.

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 currently.

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.

a) None.

b) None.

c) N/A

D. EXTERNAL INFLUENCES SECTION (ANALYSIS AND RESPONSE)

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?

   a) There are several articulated classes with high schools and CCOC, current industry supported curriculum, and a practical work experience component.

   The program has in place a well developed reliable mechanism to receive frequent input and feedback from an advisory board. Advisory boards are composed of high school partners, industry partners, and community work force agencies. Our curriculum continues being updated to meet industry requirements for jobs.

   b) It is hard to do all these requirements with only a one person department. Another person added to the department may not necessarily be the answer.

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?

Created more online courses. Co-teaching and co-listing courses with other departments.

F. SUMMARY AND CONCLUSION SECTION:

1. General conclusions and summary statement.

The Computer Applications department has had an increase in WSCH this semester. More students are returning to computer classes as the economy is picking up. An increase in online course offerings has also helped the department's enrollment figures.

2. Program Strengths:

The department is always willing to make changes to the curriculum to provide the best course offerings for students.

3. Program Challenges:

N/A at this time.

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?

Continue updating and providing the courses required by students to be successful.

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?

Completed as needed.

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

N/A

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:	☐ Yes ☐ No ☐ Partially
Associate faculty FTE:	☐ Yes ☐ No ☐ Partially
Classified Staff FTE:	☐ Yes ☐ No ☐ Partially
Classified Hourly (in dollars):	☐ Yes ☐ No ☐ Partially
Administrative Staff FTE:	☐ Yes ☐ No ☐ Partially

Facilities (brief narrative description):	☐ Yes ☐ No ☐ Partially
Equipment (brief narrative description with estimated total cost):	☐ Yes ☐ No ☐ Partially
Supplies (brief narrative description with estimated total cost):	☐ Yes ☐ No ☐ Partially
Staff Development (brief narrative description):	☐ Yes ☐ No ☐ Partially
Other (please specify):	☐ 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.

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

Associate faculty FTE

Classified Staff FTE:

Classified Hourly (in dollars):

Administrative Staff FTE:

Facilities (brief narrative description):

Equipment (brief narrative description with estimated total cost):

Supplies (brief narrative description with estimated total cost):

Staff Development (brief narrative description):

Other:

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