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: ***DRAFTING/ENGINEERING***

2. Person(s) completing the questionnaire: *Tom Sanford*

3. Date of completion: *Nov 5, 2007*

4. What are the primary purposes of the program? Check all that apply.

   - **x** WVC Degrees and Certificates
   - **x** Transfer Courses
   - **x** 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)

Engineering and Drafting offer lower division academic instruction and career preparation which promote lifelong learning, intellectual rigor, aesthetic appreciation, respect for individual and world views, and responsible citizenship. The program is committed to advancing California's economic development by creating economic opportunities through skill training and career preparation.

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

A new professional development course in Pro-E drawing has been added and offered to the community, while provisions are being made to add an engineering course on how things work as a general education course and community interest class.

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?

Data generally reflects the current program without any significant discrepancies from the previous review. It should be noted that West Valley College has always had programs which are slightly skewed from California's averages. One of the basis for actions for changing the trend by means of engineering and drafting is to implement a decent drafting-engineering laboratory as there is no "home" for these students on campus.

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?

Budgets allocated to the engineering and drafting programs generally maintain the trend, which are only changeable by broadcasting the program to varied groups outside the local area. Typically, we only draw those students that make up the group in the locale area.

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?

Budgets allocated to the engineering and drafting programs generally maintain the trend, which are only changeable by broadcasting the program to varied groups outside the local area. Typically, we only draw those students that make up the group in the locale area.

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)?

Click once here and type your response

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.)

A new class on "how things work" is being organized at this point, and would be ready at the earliest in Fall 08.

2. The attached 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.

These classes are being reviewed for possible re-entry, however this would occur in a time where FTE and enrollments are increasing rather than decreasing.

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 program of classes have been reviewed and organized with the SLO principles and are currently being taught on similar budgeting. Resources provided would enable the departments to implement more experiencial learning which generally tends to provide opportunities for struggling students who are more conducive to be community college attendees.

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?

Requirements, regulations, and market demands are ample areas where engineers and drafting students could play a realistic part in the learning process.

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?

Old computer projects renovated to robotics

New software added: MATLAB, PRO-E, AUTOCAD

New classes added: Materials, Pro-E

Winter Session and Summer Session courses offered.

F. SUMMARY AND CONCLUSION SECTION:

1. General conclusions and summary statement.

Surveying equipment is out of date

2. Program Strengths:

Excellent Instructors

Generally well run modern computer laboratory for students in several classes

3. Program Challenges:

Constraints on lab times and materials

Other classes without computer and laboratory still using chalkboard without internet access.

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?

Move to computer laboratory for several courses offered.

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?

Completion of new technology center should open up some computer laboratory space.

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

Limited to room resources on campus and new building completion

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: *Click once here and type your response*	☐ 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): *Click once here and type your response*	☐ Yes

	☐ No ☐ Partially
Equipment (brief narrative description with estimated total cost): *Click once here and type your response*	☐ Yes ☐ No ☐ Partially
Supplies (brief narrative description with estimated total cost): *Click once here and type your response*	☐ Yes ☐ No ☐ Partially
Staff Development (brief narrative description): *Click once here and type your response*	☐ 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.

Click once here and type your response

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 *Click once here and type your response*

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): *Click once here and type your response*

Equipment (brief narrative description with estimated total cost): *Click once here and type your response*

Supplies (brief narrative description with estimated total cost): *Click once here and type your response*

Staff Development (brief narrative description): *Click once here and type your response*

Other: *Click once here and type your response*

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