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: ***Geography***

2. Person(s) completing the questionnaire: *Joe Hasty*

3. Date of completion: *11/20/07*

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)

Geography meets several goals of West Valley College, including transfer preparation and WVC degrees and certificates (both GEOG1 and GEOG2 are requiremments for the GIS certificate program). Geography also meets General Education requirement is through its requirements of written and oral communication, critical thinking, and ability to use quantitative analysis. The Geography program contributes to all of the college's strategic goals in its learning experience, encouragement of collaboration, its direct and explicit address of diversity and inclusion and its emphasis on cultural awareness.

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

The Geography Department was able to acquire a new globe through the one time funds that were available in Fall 2006. The globe has been utilized as a strong visual teaching tool.

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?

The individual department data is not available at this time and there has not been any significant change in the college data, so this analysis from the last review is still relevant:

A) The data trends on this table for the Geography Program are all positive. The headcount has seen an overall increase from Fall 2002 (197) until Spring 2006 (249). FTEs/FTEf is higher than the college average for every semester listed.

B) These trends could be the result, among other factors, of the high demand for GEOG 1, a popular choice for non-science major's to use as their science requirement for transfer.

C) The consistent headcount increase, coupled with the higher than average FTEs/FTEf could justify the further growth of the program through the hire of an additional full time instructor in the near future. In addition, plans to add an lab component to GEOG 1 would make it more beneficial to transfer students. This would require resource commitments far greater than currently required by the department.

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?

The individual department data is not available at this time and there has not been any significant change in the college data, so this analysis from the last review is still relevant:

A) For all but two semesters, Geography has had more male than female enrollment. This is significan when compared to enrollment of the college as a whole, where females outnumber the males, by roughly 20%. Another trend is the high percentage of students in the <21 age group and the 21-25 age group. Although these groups are consistently the largest age groups on campus, they are higher than average in the Geography Program. The last notable trend is the slightly lower than average representation of Asian/Pac Island students.

B) Although the contributing factors for underepresentation of female students can only be speculated on, it is consistent with historical trends in the discipline as a whole, including other community colleges in the region. The high number of students in the <21 and 21-25 age group is consistent with the Geography Programs attraction for transfer students. The reasons for the underepresentation of Asian/Pac Island students is not apparent.

C) There has been a large amount of movement from within the discipline of Geography to make it more attractive for female students. There have been several group discussion at local and regional academic conferences intended to address this issue. In light of this data, the West Valley College Geography Department will further explore this area. As far as the large percentage of younger students, some of this is expected to be addressed by the introduction of the World Regional Geography course in Spring 2007. Although this course transfers, there is expected to be a larger population of older age groups. There is no current plan to address the current disparity of Asian/Pac Islander population, but these issues will be raised at future Division meetings.

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?

The individual department data is not available at this time and there has not been any significant change in the college data, so this analysis from the last review is still relevant:

A)The most alarming trend in this data is the steadily declining success rate over the entire period. Although this trend is seen college wide, it is much more prevelant in the Geography Department. It falls from 71.80% in the Spring of 2002 to 47.40% in the Fall of 2005.

B) Every class under analysis has been taught by one instructor, so full responsibilty for this rate must fall to him. The proram and its requirements have evolved dramatically over this time period. Although many changes to the curriculum have been positive and have created a more robust program, the effect on student success rate has been too dramatic.

C) Further participation in the college's Student Learning Outcomes program would be beneficial in collecting and analyzing data to address this issue.

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)?

There is justification for an additional full time faculty member in the near future.

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 next major change to the Geography curriculum is the addition of a lab component to GEOG 1.

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.

SLOs are in the development process for the Geography Department.

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?

Because the courses currently offered are UC/CSU transferable (and accepted for credit by most 4-year universities), accreditation requirements and transfer institution articulations have an important and significant influence on the Geography program. It is imperative that WVC not only keep the Geography department informed, but should also seek active input and feedback from the Geography department of any proposals and/or proposed changes, as well as actual changes, in these areas.

To this extent, a process by which the feedback and input of the Geography department is solicited and used in policy decisions and/or actions can be improved.

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?

The Geography Program has developed a robust online program, offering at 12 sections per year. The Angel course management system has also been used extensively in traditional classroom courses in order to make the material more readily available to the students and to take advantage of higher levels of technology.

F. SUMMARY AND CONCLUSION SECTION:

1. General conclusions and summary statement.

The Geography Program continues offer 20 sections per year with an emphasis on Geog 001: Intro to Physical Geography.

2. Program Strengths:

Strong student enrollment and the Distance Education component.

3. Program Challenges:

Limited financial resources for technology and basic teaching tools.

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 Geography Program expects to add more sections of existing courses and to develop a lab component to GEOG 1. In addition, there will be further development of online curriculum to take full advantage of this highly changing field.

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?

Geography 001 Lab: Fall 2008

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

Geography 001 Lab: Fall 2008

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): *Globe: One-time funding*	x 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.

At this point the globe has not achieved measurable positive learning outcomes, but so far has produced strong student feedback as a great visual learning tool.

I. RESOURCES 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 *.4*

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): *The current maps in the Geography classroom are very outdated and need to be replaced. The estimated cost is $1,000.*

Supplies (brief narrative description with estimated total cost): *The current supplies budget is terribly inadequate and does not meet the basic needs of the program. An additional $500/semester supply budget and increased print shop budget would be the minimum necessary.*

Staff Development (brief narrative description): *Funding for the attendance of conferences on teaching geography at a cost of $1,000 for the purpose of improving teaching effectiveness and student learning.*

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