

**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: *Honors Program*
2. Person(s) completing the questionnaire: *Ann Malmuth-Onn*
3. Date of completion: *Oct.25, 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)
6. In one paragraph, what significant events have affected or impacted the program since the last program review?

**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?

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?

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?

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)?

### 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.)
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.
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.**

## 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?

## 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 program has initiated an honors symposium at Stanford in coordination with Northern California community college honors programs.*

*The program coordinator has made ongoing small group presentations to Puente, middle college students, and counseling classes for students for whom this program might be appropriate .*

## F. SUMMARY AND CONCLUSION SECTION:

1. General conclusions and summary statement.

2. Program Strengths:

*The faculty continues to be enthusiastic, creating new learning communities each semester. The program has been very successful in furthering the transfer goals of its students. The students relate that their co-hort is a dynamic one, and this in turn motivates each student to do their best as well as to be supportive of each others learning goals.*

3. Program Challenges:

*One of the program challenges is to encourage and support the participation of students fom historically underrepresented groups. The program has made progress in this area, but more progress needs to be made.*

*Another main challenge is finding classroom space during prime 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?

**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?

*In the next three years the program will encourage and coordinate two new learning communities.*

*Within the next three years the Honors Symposium will develop as part of an integral activity for our students.*

*Within the next three years the Coordinator will work with the Institutional Researcher to harvest data related to the program.*

*Within the next three years new strategies will be employed and evaluated with regard to recruitment.*

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

*New strategies will be developed with regards to recruitment.*

**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: <i>Click once here and type your response</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially
Associate faculty FTE: <i>Click once here and type your response</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially
Classified Staff FTE: <i>Click once here and type your response</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially
Classified Hourly (in dollars): <i>Click once here and type your response</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially
Administrative Staff FTE: <i>Click once here and type your response</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially

Facilities (brief narrative description): <i>Click once here and type your response</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially
Equipment (brief narrative description with estimated total cost): <i>Click once here and type your response</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially
Supplies (brief narrative description with estimated total cost): <i>Click once here and type your response</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially
Staff Development (brief narrative description): <i>Click once here and type your response</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially
Other (please specify): <i>Click once here and type your response</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially
<p>2. What have you been able to accomplish as a result of the resource obtained?</p> <p>(e.g. improved retention success and persistence, improved equity, new SLOs, higher enrollment, new online or satellite campus classes....)</p> <p>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.</p> <p><i>Nothing received.</i></p>	

## 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 .4*

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

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

*Classified Hourly (in dollars): \$400 as part of Outreach*

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

*Facilities (brief narrative description): Classroom availability for honors courses.*

*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): Morning retreat for honors instructors at a local retreat center.(\$300)*

*Attendance at National Honors Conference (once every two years \$500).*

*Other: Click once here and type your response*

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