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: ***Humanities***

2. Person(s) completing the questionnaire: *Andrews*

3. Date of completion: *11/1/07*

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)

Humanities meets the goal of transfer preparation. Humanities also meets General Education requirement through its requirements of written and oral communication, critical thinking, and ability to use quantitative analysis. The Humanities 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?

As in most of the programs at West Valley College, Humanities has barely maintained its program. We have had a severe illness strike our only full time instructor and this has had a negative impact on the over all program. We are only just reviving the enrollment and a fuller set of class offerings during more sessions of the school year. . We anticipate continued growth.

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?

Our enrollment has dropped and is now building back as a result of a stronger faculty back on board. We have already seen enrolllment advance in the last two semesters as a result of having our strongest faculty member back for her .6 load in Humanities.

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?

Women consistently enroll in larger numbers than men. This is likely due to the women's emphasis added to so many of our sections. We have stopped our women's 'emphasis in the Humanities classes and we believe this has enhanced enrollment in those sections.

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?

Click once here and type your response

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)?

We need a full time instructor to anchor our program. This will contribute to student success, retention, enrollment, and all of the other variables that we see affected to some degree and will also provide the leadership to the department that is now lacking.

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.)

We will continue to teach the basics of 1A and 1B Humanities. We are hoping to develop a Comparative Humanities class with an Asian and/or African and/or Latin AMerican emphasis. A full time faculty member and department chair would speed this along..

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.

We will remove 002 and 005 and 091, 092 and 093.

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 will be completed during the 1007-2008 school year.

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?

Humanities has a lot of potential for growth. It needs focus. It needs leadership. It needs at least one full time instructor concentrating on it as a program in order to see to develop the program's curriculum.

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?

Because of the serious illness of our one full time faculty member and the upheaval in our associate staff, we have not had any major initiatives in the last 3 years. We are now beginning to plan for the future. However, our student population is growing with following the restoration of our faculty.

F. SUMMARY AND CONCLUSION SECTION:

1. General conclusions and summary statement.

Our program suffered a setback when we temporarily lost its leader in Curriculum and teaching. We are now on the way back and have seen a steady rise in enrollment.

2. Program Strengths:

instruction is its greatest strength.

3. Program Challenges:

Resources to develop more audio visual materials, more hands on instruction, more technology in the cla

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?

Curriculum development, one full time faculty hire, incorporating more and more technology, obtaining a smart classroom and seeking a Data Base with access to Art history. We are looking into a joint venture with the Fine Arts department. Slides are out. We need to bring our program into the 21st century.

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?

We will finish SLO this year. We are submitting funding requests for a Data Base for Art History. We are meeting with Fine Arts to discuss some joint ventures. We are investigating what is fiscally feasible in terms of technology. Three years for all of these initiatives is the bare minimum. This is a small program and does not get the fiscal attention that larger programs get.

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

All are going to be pursued.

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: *1.0*	☐ 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): *Smart classroom for Humanities to share with Social Science.*	☐ Yes ☐ No ☐ Partially
Equipment (brief narrative description with estimated total cost): *Database in Art History. More Audio Visual for Humanities 1A and 1B. $500 should do it. We have only begun looking into this.*	☐ 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): *Angel Training. SLO training to be completed by the end of the year.*	☐ 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.

Increased enrollment.
Retention has always been strong.
SLOS in process.

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): *smart classroom to share with social science*

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

Supplies (brief narrative description with estimated total cost): *Art Database. DVDs for Humanities 1A and 1B.*

Staff Development (brief narrative description): *Angel Training and complete SLO training.*

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