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: ***World Languages***

2. Person(s) completing the questionnaire: Dr. Ana Maria deBarling

3. Date of completion: November 5, 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)

The program provides courses and programs which provide comprehensive lower division instruction with full transferability through articulation agreements and transfer guarantees for students who have educational goals beyond the associate degree. The program also offers courses which provide skills and knowledge responsive to the needs of business, technology and the allied professional fields that advance CA economic growth and global competitiveness. The program through the study of languages and cultures prepares and encourages students to contribute successfully to our contemporary, multi-cultural society.

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

One event that has negatively impacted the program in the past 3 years is the retirement of the department's full-time French instructor. Currently, the French program continues to survive with 4 part-time instructors but continues to lose enrollment. The Leadership of a full-time French instructor with an FSA in another language is very much needed. Three positive events that have impacted the program are (1) The Fiipse grant which the College received in 2006 has been implemented. The Portuguese courses have been written and offered. Three students have been selected for the exchange program to Brazil and will leave at the end of January, 2008 to study at one of the Brazilian universities designated in the Grant,(2)the World Languages Center, for which money was received in February, 2007, has been installed and is fully functional. The Open House to officially announce its opening is November 6, 2000, (3) The World Languages Department hosted the California Community Colleges Foreign Languages Council Conference on October 26, 2007. The event served to give the World Languages Department wide recognition for its contributions to the study of World Languages.

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 College-wide data reveals that World Languages enrollment is constant. It is very difficult to tell from the data collected by the college what causes the increases and decreases in enrollment. The department's enrollment is consistent with the overall college enrollment. The program attracts a high percentage of 19-23 yr. old students. The program attracts higher percentage of women than men in its programs.

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 high percentage of the students in our programs are transfer students. Our students demographics do not vary from the college averages. The languages that are growing in demand are: Spanish, Chinese, Italian, Japanese and Sign Languages. The Department will explore offering Arabic and Persian courses to meet the demands of the Business communities.

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.)

The Department has updated the curriculum for Mandarin Chinese. It currently offers 2 courses in Conversation and Culture Mandarin Chinese. The department plans to offer a full Mandarin Chinese program in the next 3 years. The Department has written a Mandarin Chinese 1A and will offer the course in Fall, 2008. Mandarin Chinese 1B course will be offered in Spring 2009. . The American Sign Language Program will offer ASL60C within 3 years. French 1A/French 1B will be offered on-line every semester in the next 3 years. Arabic 50A/50B will be offered in the next 3 years. Arabic 50 A will be offered in Fall, 2008. Persian (Farsi) Conversation and Culture courses will be offered in the next 3 years. The Language Immersion Weekends will be offered once a semester as will be the Study Abroad Language courses. The Department will research the feasibility of offering a Translation/Interpretation course or program. Click once here and type your response

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.

Basic Swedish Conversation and Culture 50A/50B; 51A/51 BClick once here and type your response

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.

SLO assessment process in the department has not been completed. One of the SLO was to determine the level of oral proficiency in the target language at the end of one semester of any beginning language course. Exceptions would be Mandarin Chinese, Japanese and Russian. The department is still working out the logistics of assessing the outcomes. The Department is requesting funds to hire an instructor to do the oral proficiency data gathering and its compilation.

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?

Transfer articulation agreements dictate the content of the programs' courses. The labor market impacts the decisions as to what languages will be offered and the level of proficiency needed. Government regulations dictate that we hire an ethnically diverse faculty who can be sensitive to diverse cultures. Accreditation requirements specify the inclusion of a comprehensive program to meet the requirements of a comprehensive college. The department currently offers two full programs, Spanish and French, that offer 4-6 courses applicable to a major or minor at the 4-year institution. If the department could offer more levels of Japanese, Sign Languages, Chinese and Italian the students would be able to place at upper division courses upon transferring. Without these courses the students have to take transitional language courses before qualifying for the upper division 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?

To meet the needs of students the Department has offered new Mandarin Chinese courses; Brazilian Portuguese courses, and has written courses in Arabic and Persian (Farsi). The Department plans to offer these new courses in Fall, 2008. The Department has installed a new state of the art World Languages Center which offers students the language curriculum with the aide of technology. The Department has applied for a Matriculation Grant to pilot the Brigham Young Language Placement Test. If granted the Department will pilot the test in Spanish, French and Italian.

F. SUMMARY AND CONCLUSION SECTION:

1. General conclusions and summary statement.

The World Languages Department is a changing and growing department. The Department intents to stay current in curriculum and methodologies as well as in the integration of technology to meet the future needs of students and the business communities. Globalization and rapid technological changes have demanded that the Department update its curriculum by integrating new skills and content to be learned in new and innovative modes. . The Department will continue to change for the next 3 years as it moves into the sphere of World Languages.

2. Program Strengths:

The Department offers 13 languages. Its languages offerings are diverse, complete and appropriate for the currents needs of the students it serves. The Department has a skilled, and devoted faculty who are dedicated to their language programs. Now, the Department has a new state of the art World Languages Center that will attract students, and offer students skills for careers and jobs in the World.

3. Program Challenges:

Click once here and type your response

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?

To provide the language faculty training in the integration of the new technology into their curriculum.

To implement(SLO) the assessment of oral proficiency in the Department's beginning courses.

To offer Arabic and Persian (Farsi) courses and perhaps an Arabic program.

To offer a full Mandarin Chinese program.

To pilot the Brigham Young Language Placement Test.

To initiate a World Languages Week to highlight languages/cultures.

To increase the hours of the World Languages Center and the schedule of the supervisor.

To hire a full-time French and other language instructor.

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?

Faculty staff development is planned for next Fall, 2008 or sooner.

Spring, 2008 the Department can begin to look at the SLO.

Fall, 2008 the Department will offer Arabic 50A and Arabic 50B Spring,2009

Fall, 2009 the Department will offer Persian (Farsi) 50A and Persian (Farsi) 50B in Spring, 2010

Fall, 2008 the Department will plan to pilot the Brigham Young Language Placement Test if funded by Matriculation.

Fall, 2008 the Department plans to have a full-time instructor on board if funded.

Spring, 2008 the Department plans to find the means to increase the World Languages Center hours and the hours of its supervisor.

Spring, 2008 the Department will begin to implement a World Languages Week.

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

All of the objectives stated could be completed within the coming year given adequate resources.

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* A associate faculty was hired in Portuguese and Chinese.	☒ 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): *The old language lab was completely remolded, Room 27 in Language Arts Building. The Land Corporation augmented the funds granted through one-time funding to get the room remolding finished with the appropriate equipment.*	☒ Yes ☐ No ☐ Partially
Equipment (brief narrative description with estimated total cost): The World Languages Department through one-time funding was granted $227,000 to replace the 35 yr old language lab. A new Sanako 300 language lab was installed. Because some of the costs were not anticipated the Land Corporation supplemented the deficit *The final cost of the lab was about $320,000.00.*	☒ 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.

The finished World Languages Center opened in October 2007. We have only been in operation one month. We are tracking student use, hours used, and enrollment as well as student success. Next year we will be able to give more feedback on the results.

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 *French and FSA in another language instructor*

Associate faculty FTE 3 associate faculty to teach Arabic and Farsi and Japanese

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

Classified Hourly (in dollars): Increase of one day for lab supervisor; $100-150 a week more A lab supervior for evenings 3 to 4 hours Mon-Thursday.

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): A copier for the Language Arts Division $3000 a year to lease and its monthly services.

Supplies (brief narrative description with estimated total cost): $200 a month budget for the World Languages Center.

Staff Development (brief narrative description): $3,000.00 to hire an ACFL trainer to come and give the workshop.

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