Program Review Executive Summary

Program: Geology

Date: November 7, 2011

Committee Members Present: Marie Eckstrom, Rebecca Green, Howard Kummerman, Annel Medina, Jan La Turno,

Program Members Present: Michael Forrest, Karen Koos

Commendations

- Commendations on a high success and retention rate.

Program-Level Recommendations

- Consider creating a geology degree.
- Consider creating a historical geology course.
- Adhere to class size limits.
- As enrollment promises to increase and funds become available, consider hiring part-time instructors.
- Explore ways to incorporate increased reading and writing components in the curriculum.
- Revise goals and objectives in program review document; include augmented goals/visions.

Institutional-Level Recommendations

- Employ a lab technician to assist the geology and geography labs.
- Equip S-229 to be a “Smart” classroom: computer, data projector, and screen.
- Provide funds for augmentation of rocks, minerals, and fossil kits.
- The College should initiate a teaching academy to improve the skills of both adjunct and full-time instructors.
Program Review Executive Summary

Program: Human Services  |  Date: November 9, 2011

Committee Members Present: Marie Eckstrom, Howard Kummerman, Rene Tai, Jodi Senk, Adam Wetsman

Program Members Present: Rebecca Green, Angela Martinez, Melissa Rifino-Juarez

Commendations

- Commendations on high success and retention rate.
- Commendations on partnerships with local service agencies; providing internships to students, resulting in many service hours in the community.
- Commendations on excellent and ongoing professional development.
- Commendations on a diverse Advisory Committee.
- Commendations on successful collaboration with other departments.

Program-Level Recommendations

- Offer day sections in addition to evening sections.
- Increase counselor support for students.
- Expand program orientations/information (online, in the community, etc).
- Revise Program Review document to augment Performance and Trends; condense Mission Statement; indicate dates for completion of goals and objectives.

Institutional-Level Recommendations

- The college should “validate” this program as its own department.
- Work with Grant Director to secure additional funding.
- Increase funding to program in order to offer more sections and more counselor time for students.
- Hire one full-time faculty to coordinate and teach in the program.
Admissions and Records

Friday, November 16, 2012

Program Participants in Attendance: Judy Pearson

Program Review Participants in Attendance: Robert Bethel, Fran Cummings, Marie Eckstrom, Matt Koutroulis, Jan La Turno, Rowena Mendoza, Jim Sass,

Admissions and Records handles the application, registration, and record maintenance for the college. It also provides a broad range of services to our international students.

Commendations

- Commendations on reducing the amount of time to process applications, maintaining records with limited staff, and accommodating the college’s many academic schedules and terms.

Program-Level Recommendations

- Revise Program Review document, following suggestions outlined in Help Text: include current data and analysis of data; elaboration of Program’s Strengths, Weaknesses, Opportunities, and Threats, Strategic Direction and specific plans for Staff Development.
- Update text when necessary to address current conditions.
- Address “accuracy” criterion in SLO section.
- Include staffing schedule and summary of CCC Apply data in Program’s Characteristics, Performance, and Trends.
- Implement steps to track quantity and quality of services provided to students.
- Include recommendations for improvement in the section on Program’s Accomplishments and Recommendations for Improvement.
- Implement or remove recommendations from the Spring 2008 Program Review panel.
- Seek funding allocations in Goals and Objectives.
- Include under Evaluation of Goal headings information on how program would know if the goal were successfully completed.

Institutional-Level Recommendations

- Increase staff to augment busy periods.
- Consider program’s strategic direction item to “Reorganize department.”
Program Review Executive Summary

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<th>Program: Health Sciences and Nursing: Home Health Assistant (HHA)</th>
<th>Date: November 1, 2013</th>
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The Home Health Aide (HHA) training course is an eight-week program designed for students who are Certified Nurse Assistants (CNA), who wish to learn how to provide personal care in the home care setting for those who are unable to care for themselves. Targets of instruction include recovery, safety, and comfort of the patient, with additional emphasis on rehabilitative nursing care, family relationships, and the various impacts of long-term illness.

Committee Members Present: Sable Cantus, Scott Dixon, Marie Eckstrom, Walter Jones, Matt Koutroulis, Howard Kummerman, Barbara Mikalson, Jim Sass

Program Members Present: Pat Luna, Diana Gutierrez

Commendations
- Commendations on developing a successful program that is responsive to employment trends and community needs, while producing immediately employable students.
- Commendations on good partnerships with neighboring hospitals and care centers.

Program-Level Recommendations
- Revise Mission Statement for precision and conciseness. (It should say more about this particular program—put certificate goal in the statement; also mention this can be as a step in the nursing ladder).
- Revise SLO sections in the Program Review document by completely answering questions (refer to help text).
- Revise Goals and Objective section of the Program Review document: specific to Goal 1, separate the goal from its discrete objectives.
- Consider combining the CNA, HHA, and Acute Care into one program for program planning and program review.
- Explore creative scheduling to maximize student retention. For example, offer HHA and Acute Care concurrently; consider implementing condensed or short term courses.
- Ensure that these certificate programs advertised in the catalog, and reported in Banner and other appropriate venues, so that they are duly counted in the College’s measures of success.
- Work with Marketing and Communications in efforts to highlight and advertise the programs (CAN, HHA, and Acute Care).
Institutional-Level Recommendations

- Begin discussions with the College Administration to institutionalize the program regardless of the continuance of the current grant funding.
- Increase support to counseling area, specific to articulation. With the state’s emphasis on an increase in degrees and transfer, it is especially important to ensure all our courses meet the Chancellor’s standards and articulate with as many four-year institutions as possible.
- The College should consider a master schedule of classes that ensures fairness and equity in efforts to maximize student opportunities toward their various pathways toward success.