Contract Management and Vendor Services
Executive Summary
September 27, 2008

Program: Contract Management and Vendor Services
Co-chairs: Marie Eckstrom and Josh Rosales
Committee Members Present: Joanna Downey, Belen Torres-Gil, Delmira Miovsky, Irma Valdivia, and Rebecca Green.
Guests: Timothy Connell

Commendations
- Commendations to an outstanding customer-service oriented staff.
- Commendations on linking your program goals with the College Institutional goals.
- Commendations on an amazing work flow through the Warehouse, Mailroom, and Print Shop.

Program Recommendations
- Consider adopting an online purchase order tracking and requisition management system to improve efficiency and to aid in self-monitoring (data collection).
- Consider enhancing the online request system for the Print Shop to minimize paperwork and maximize time.
- Consider options to maximize the return of mailroom keys from part-time faculty.

Institutional Recommendations
- Increase Warehouse Storekeeper to 100% position.
- Increase space allocation for Print Shop and Mailroom/Switchboard.
- Begin discussions with all interested constituencies on campus about projected moves in new spaces.
Committee Members Present: Marie Eckstrom (Chair); Howard Kummerman (Dean); Steve Hebert (Dean); Barbara Salazar (Faculty SLO Representative); Kelly Lynch (Faculty); Melissa Alvarez (Classified)

Program Members Present: Connie Austin, Gail Biesemeyer

Commendations
- Commendations on clearly written, meaningful, and comprehensive SLOs and assessment procedures.
- Commendations on excellent and consistent success and retention rates.
- Commendations on creating online courses.

Program-Level Recommendations
- Revise Program Review documents to include current industry trends in hiring of nurses; explain acronyms for the non-medical reader; and add a narrative to explain the attending data.
- Continue to seek ways to address the attrition rate.

Institutional-Level Recommendations
- Continue financial support to Nursing Program: allocate a full-time simulation coordinator, purchase eight simulator mannequins
Outreach Review
Executive Summary
October 27 2008

Program: Outreach
Co-chair Present: Marie Eckstrom and Josh Rosales
Committee Members Present: Belen Torres-Gil, Irma Valdivia, Rebecca Green, Joanna Downey
Guests: Antonio Flores

Commendations
  • Commendations on outreach efforts not only in the high school s but in the
    community (concerts in the park, etc.).

Program Recommendations
  • Explore Perkins, Grand Development Office Assistance, ASO funding, etc for
    sundry purchases.
  • Write, assess, and evaluate a program outcome (SLO) or administrative services
    outcome (ASO).
  • Work closely with the Assessment Office to develop an efficient, off-site
    assessment procedure.
  • Develop an off-site matriculation process that can be completed in one day.
  • Work with the college marketing services to advertise and promote our programs.
  • Work with various departments, especially Counseling, English, reading, and
    math, to assist students bridging the gap between their high school experience and
    the college experience.
  • Work towards formalizing and expanding the orientation process to meet the
    needs of our students.
  • Explore opportunities to further communications between our feeder high schools
    and the college, for example colloquiums, campus visits, etc.

Institutional Recommendations
  • The Outreach Program should have a budget.
  • Increase staffing to meet the needs of the program.
**Program Review Executive Summary**

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<tr>
<th>Program: Anthropology</th>
<th>Date: November 17, 2010</th>
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**Committee Members Present:** Marie Eckstrom (Chair); Howard Kummerman (Dean); Lorraine Sfeir (Faculty); Gina Bove (Classified); Joanna Downey (Dean)

**Program Members Present:** Adam Wetsman; Jill Pfeiffer; Judy Henderson

**Commendations**
- Commendations on partnership with the Sociology program in team teaching course on Human Sexuality.

**Program-Level Recommendations**
- Revise Program Review document to include the following:
  1. move the majority of the Mission Statement to Opportunities and Threats;
  2. clarify the SLO/SAO section of the document; and
  3. include success/retention data and analysis of online versus on-ground courses.
- Consider partnering with Communications and Languages in a cross-disciplinary linguistics course.

**Institutional-Level Recommendations**
- Participate in attempting to secure small grants to increase and augment funds for program.
Geography Review
Executive Summary
October 3, 2008

Program: Geography
Co-chair Present: Marie Eckstrom
Committee Members Present: Belen Torres-Gil, Delmira Miovsy, Irma Valdivia, Rebecca Green
Guests: Aimee Mindes, Karen Koos

Commendations
- Commendations on increasing student enrollment in the department, as well as instituting online lecture and lab courses.
- Commendations on collaborating with faculty from Chemistry, Physics, Geology, and Astronomy in developing, assessing, and refining SLOs.

Program Recommendations
- Update the part-time pool of qualified geography instructors to accommodate program growth and prepare for unforeseen possibilities (sabbatical replacement, for example).

Institutional Recommendations
- Replace/update computers in the Physical Science laboratory.
- Institute a mandatory and extensive orientation for all prospective online students to minimize student withdrawals because of technical naïveté.
Committee Members Present: Marie Eckstrom (Chair); Howard Kummerman (Research); Ada Brown (Faculty); Pat Luna (Faculty); Suzanne Frederickson (Classified); Matt Koutroulis (SLO Committee)

Program Members Present: Shin Liu (Faculty Coordinator) and Kats Gustafson (Dean)

Commendations

- Commendations on the steady increase in Virtual College course offerings and number of students served.
- Commendations on working with Blackboard to address technical issues.

Program-Level Recommendations

- Create a Service Area Outcome that can be assessed.
- Describe Virtual College roles and responsibilities more fully in the Program Review; revise program goals and objectives; revise text/data in program review document.
- Investigate, assess, and address ways to improve success rates of online/hybrid courses.

Institutional-Level Recommendations

- Continue to work on ways to address 508 compliance each semester for all online courses and sections.
- Work closely with the newly-formed Instructional Technology Committee to address online, hybrid, web-enhanced and on-ground technology concerns and issues, including best teaching practices.
- Expand in-service technology training for all instructors.
- Increase financial commitment to Virtual College in order to maintain, augment, and upgrade hardware, software, and technical personnel.
Anatomy, Physiology, and Microbiology Program Review
Executive Summary
October 3, 2008

Program: Anatomy, Physiology, and Microbiology
Co-chair Present: Marie Eckstrom
Committee Members Present: Belen Torres-Gil, Delmira Miovsky, Irma Valdivia, Rebecca Green
Guests: Robert Bethel, Shelly Spencer, Karen Koos

Commendations
- Commendations on a well-written report, successfully linking SLOs to program needs; increased course offerings in response to community needs, resulting in a 35% growth in three years; and working closely with the part-time faculty to develop, assess, and refine SLOs.
- Commendations on cooperatively working with the Nursing Division to ensure students are prepared for entrance into nursing school.
- Commendations for outreach activities at local schools to demonstrate dissections techniques and to generate interest in the sciences.
- Commendations to faculty for meeting with students beyond labs and office hours to assist them toward their successful completion of these courses.
- Commendations to the faculty for publishing in scientific journals such as the Journal of Membrane Biology, Nature Medicine, and BioMed Central Cell Biology.

Program Recommendations
- Amend Advisories from English 030, ESL 037 and Reading 022 to English 035, ESL 197, and Reading 23.
- Work with the Reading Department to assist students in developing the requisite study skills to succeed in these courses.
- Explore offering the lecture portion of these courses as a hybrid.

Institutional Recommendations
- Increase funding for laboratory equipment and supplies.
- Consider reallocation of space to increase lab space.