

Linda Amidon

From: Linda Amidon
Sent: Monday, August 31, 2009 5:26 PM
To: Executive Council; Tina Aguirre
Cc: Division Secretaries; Allyn Leon; David Drury; David Zielinski; Dawn Chun; Efrain Silva; Frances Beope; Gonzalo Huerta; Janis Magno; Jesus Esqueda; John Lau; Jose Lopez; Kathy Berry; Lianna Zhao; Mary Lofgren; Melani Guinn; Michael Heumann; Robin Ying; Suzanne Gretz; Taylor Ruhl; Ted Ceasar; Toni Pfister; Valerie Rodgers; Victor Jaime
Subject: 2009 - 2010 Program Review Timeline
Attachments: Timelines; Comprehensive Review Schedule 2008-09, 2009-10, 2010-11.xlsx

The attachment is provided in accordance with the August activity described in the 2009 – 2010 Timeline (“Educational Master Planning Committee (EMPC) sends program review timeline to programs/departments through area vice presidents”).

Part 1 – Annual Program Review of the program review form is being developed as a Web-based form, and Part 2 – Comprehensive Program Review is undergoing some minor changes. The forms will be rolled out and training provided within the next few weeks. In the meantime, attached is the comprehensive program review schedule.

Let me know if you have any questions.

Linda

PROGRAM REVIEW PLANNING PROCESSES

The 2009-2010 program review planning process is depicted below in the Program Review Planning Process Timeline, the Imperial Valley College Planning Process Chart, and the 2009-2010 Program Review Planning Stream Chart.

2009 - 2010 TIMELINE

- August** Educational Master Planning Committee (EMPC) sends program review timeline to programs/departments through area vice presidents.
- September** EMPC and area vice presidents provide training for completing annual and comprehensive program review forms.
- Vice president of academic services and researcher provide data to programs/departments scheduled to complete comprehensive program review.
- Programs/departments begin development of comprehensive program review.
- October** Business office and IT provide budget template and guidelines to campus community for development of annual program review.
- Programs/departments begin development of annual program reviews.
- November** Programs/departments complete annual program reviews.
- December** Programs/departments submit annual program reviews to area vice president.
- Area vice presidents review annual program reviews and forward complete reviews to EMPC.
- January** Designated programs/departments submit comprehensive program reviews to EMPC through area vice presidents.
- Program validation subcommittees (not yet formed) evaluate comprehensive program reviews and submit recommendations to EMPC.
- EMPC subcommittees review, summarize, and make recommendations for prioritization to staffing, facilities, technology, professional development, and marketing committees.
- February** Educational Master Plan is written and submitted to the campus community through the shared governance process.
- Technology committee updates technology plan based on EMPC input.
- Staffing committee (not yet formed) updates staffing plan based on EMPC input.
- Facilities committee updates facilities plan based on EMPC input.

Marketing committee (not yet formed) updates marketing plan based on EMPC input.

Professional development committee updates professional development plan based on EMPC input.

SLO committee updates the SLO plan.

Strategic plan is reviewed and updated based on input through shared governance process.

March

EMP submitted to the Board of Trustees for review and adoption.

Programs/departments input annual program review budget into Banner.

Area vice presidents review and approve Banner budgets.

Planning and budget committee updates fiscal plan based on input from program review budgets.

April

Business office compiles "draft" tentative budget.

May

"Draft" tentative budget is made available to the college community through shared governance process.

Planning and budget committee submits tentative budget to strategic planning committee through the shared governance process.

Strategic plan is reviewed and finalized through shared governance process.

June

Strategic plan is submitted to Board of Trustees for review and adoption.

Tentative budget is approved by Board of Trustees.

COMPREHENSIVE PROGRAM REVIEW SCHEDULE

Year 2009 - 2010

<u>Division/Department</u>	<u>Completed</u>	<u>Sent to Cmte.</u>	<u>Comments</u>
Instruction			
AJ/CSI			
HVAC			
Astronomy			
Biology			
Chemistry			
Engineering			
Environmental Science			
Geology			
Physical Science			
Physics			
English - Basic Skills Reading			
English - Basic Skills Writing			
Library Technician			
Fire Science			
Music			
Building Construction			
Child Development			
Student Services			
EOPS			
DSPS			
Student Support Services			

Linda Amidon

From: Linda Amidon
Sent: Monday, September 21, 2009 3:54 PM
To: Administrative Council Members; Division Chairs; Gloria Carmona; Norma Nava; Frances Beope; Olga Artech; Dolores Diaz; Myriam Fletes; Carol Lee; Rosalie Lopez; Jim Mecate; Robin Ying; Rick Webster; Allyn Leon; David Drury; David Zielinski; Dawn Chun; Efrain Silva; Gonzalo Huerta; Janis Magno; Jesus Esqueda; John Lau; Jose Lopez; Kathy Berry; Lianna Zhao; Mary Lofgren; Melani Guinn; Michael Heumann; Suzanne Gretz; Taylor Ruhl; Ted Ceasar; Tina Aguirre; Toni Pfister; Valerie Rodgers; Victor Jaime
Cc: Division Secretaries; Lourdes Ayon; Martha P. Garcia; Mary Carter; Vikki Carr
Subject: FW: Time Sensitive - Program Review Training
Importance: High

THE FOLLOWING MESSAGE IS SENT ON BEHALF TINA AGUIRRE, INTERIM VICE PRESIDENT FOR ACADEMIC SERVICES:

The Program Review form has been changed as a result of an evaluation conducted by subcommittees of the Educational Master Plan Committee (EMPC). The new formats will correct common issues experienced by department heads and by the EMPC subcommittees to enter, review, summarize, and prioritize the department needs. We believe the changes to both Part 1 (Annual Program Review) and Part 2 (Comprehensive Program Review) will simplify, clarify, and standardize the process.

The old Part 1 for budget, staff, equip, etc has been converted to a web-based database/template and ties the budget request for each individual line item to a specific EMPC Plan (i.e., Technology, Staffing, Facilities, etc.). The new Part 1 will also make quick work of building each of the 7 "Plans".

The new Part 2 for comprehensive review remains in a Word format, but it has been updated to clearly identify the periods for which program performance and objectives are under review: 1. Past (the past three academic years, 2. Present, and 3. Future (next three academic years). There will also be a standardized format for the initial basic data.

Training on the updated forms is scheduled for **Thursday September 24 at 3:00 p.m. and Friday September 25 at 11:45 a.m.** Both training sessions will take place in **Room 2131**. It is critical for you and your support staff to attend one of the training sessions. The updated forms along with written instructions will be provided prior to the training. Although the program review forms can easily be completed following the instructions, we highly encourage you and your staff to attend one of the training sessions.

As a reminder of the timeline, **step 1 and 2** (below) must be completed before we leave on 12/12/09 for vacation.

1. Each ORG must complete an annual program review and each assigned comprehensive review must be completed and
2. 6 Plans (technology, facilities, staffing, professional development, marketing, and SLO) will be created based on the information in step one and must be submitted to their appropriate committee for review, then submitted to the Educational Master Plan Committee

Special thanks to those that were instrumental in developing the new forms: Omar Ramos, Val Rodgers, Melani Guinn, Suzanne Gretz, Frances Beope, and Dawn Chun.

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(760) 355-6348*

FW: Updated Program Review App Documentation - Message (HTML)

Message Developer

Reply Reply Forward Delete Move to Create Other Block Safe Lists Categorize Follow Mark as Find
to All to All Folder Rule Actions Sender Not Junk Up Unread Select
Respond Actions Junk E-mail Options Find

From: Tina Aguirre
To: Administrative Council Members; Division Secretaries; Division Chairs; Deans Of Instruction; Deans of Instruction Secretaries; Linda Amidon; Kevin White; Michael Heumann; Toni Pfister
Cc:
Subject: FW: Updated Program Review App Documentation
Sent: Tue 9/22/2009 8:56 PM

Message Program Review Application Documentation.pdf (408 KB) Adding Budget Requests Documentation.pdf (566 KB)

This email is meant for anyone who is responsible for a program review and their support staff.

Attached are two files for the training scheduled for **Thursday September 24 at 3:00 p.m. and Friday September 25 at 11:45 a.m.** Both training sessions will take place in **Room 2131**. The attached files refer to the new **Staff Website**: <http://staff.imperial.edu>

We are asking for you and your support staff to learn how to enter data into the new form as we will all need help to meet the following deadlines.

10/26/09 Complete ALL program reviews for 2010-2011 (annual and comprehensive). This requires projecting the schedules for the entire year (2010-2011) and using the Enlighten enrollment tool.
11/17/09 ALL 2010-2011 program reviews must be submitted and reviewed by ALL 'Plan Committees' ; i.e. technology, staffing, facilities, etc. This is where the shared governance begins in this process and recommendations go to GEN O
12/12/09 ALL 2010-2011 program reviews must be submitted and reviewed by College Council and/or Academic Senate. This is the second step for shared governance. Additional recommendations will be considered for GEN O

Jan 2010 Division Chairs will finalize GEN 1 based on the all the prior steps and forward to ...
Feb 2010 Planning and Budget Committee and Finance Dept will review GEN 1 and determine if further changes needed based on fiscal status
Mar/Apr 10 GEN 1 or 2 will be prepared for submittal to the Board
May/Jun 10 Budget approved and Divisions aware.
Jul 1, 2010 New budget begins
Sep 2010 Budget revisions to the Board based on state budget changes.

start Educ. Mast... ShoreTel A... DRAFT Mid... Evidence In... SLO Comm... Removable... FW: Updat... Search Desktop 12:41 PM

Adding Budget Requests

1. Select the Codes for your Line Item:

In the screenshot below you'll see the interface for **Step 1** of the application. You'll automatically have your first Org Code selected in the **Your Org Codes** section, along with the **Previously Used Fund, Program, and Account Codes** for that Org Code (that is, the codes that have been used previously when creating budget requests in previous years).

Step 1: Select codes for line item

Your Org Codes	Previously Used Fund Codes	Previously Used Program Codes	Previously Used Account Codes
261 352 371 508 509	11001 - Unrestricted - General 11002 - Summer School 11003 - Summer 2 11301 - DSPS Matching Funds 11501 - Lottery Unrestricted 115018 - Lottery Unrestricted c/o 11502 - Lottery Instructional Materials	1000 - Fine and Applied Arts 1100 - Foreign Language 6190 - Other Instructional Support	1110 - Instruction Regular Salaries 1270 - Chair/Coordinator Salaries 1320 - FT Summer Teaching 1325 - FT Winter Teaching 1330 - Adjunct Faculty Salaries 1340 - Overload Full-Time Faculty Salaries 2120 - Secretarial/Clerical Salaries

[Click Here to see last year's budget requests for the selected ORG Code...](#)

You may also notice the big red bar that says **“Click Here to see last year’s budget requests for the selected ORG Code”** if you click on this bar it will display a table with all of last year’s Budget Requests, ordered by Budget Phase, Fund, Program, Account.

My thought here is that having this table available will help in the addition process since you would quickly be able to see what was put into the budget last year (and also see which FOAPAL combinations you used).

Due its size, you'll see a screenshot of this table on the next page.

Step 1: Select codes for line item

Your Org Codes	Previously Used Fund Codes	Previously Used Program Codes	Previously Used Account Codes
261 352 371 508 509	11001 - Unrestricted - General 11002 - Summer School 11003 - Summer 2 11301 - DSPS Matching Funds 11501 - Lottery Unrestricted 115018 - Lottery Unrestricted c/o 11502 - Lottery Instructional Materials	1000 - Fine and Applied Arts 1100 - Foreign Language 6190 - Other Instructional Support	1110 - Instruction Regular Salaries 1270 - Chair/Coordinator Salaries 1320 - FT Summer Teaching 1325 - FT Winter Teaching 1330 - Adjunct Faculty Salaries 1340 - Overload Full-Time Faculty Salaries 2120 - Secretarial/Clerical Salaries

[Click Here to see last year's budget requests for the selected ORG Code...](#)

Total Line Item Sum for GEN1: \$63,094
Total Line Item Sum for GEN2: \$2,213,660
Total Line Item Sum for GEN4: \$2,709,040
Total Line Item Sum for GEN5: \$2,303,518
Total Line Item Sum for GEN6: \$2,303,518
Total Sum for all Budget Phases: \$9,592,830

#	Phase	ORG	FUND	PROGRAM	ACCOUNT	Account Description	Amount	Date	Banner User
338	GEN1	261	11001	1000	4320	Instructional Supplies and Material	\$8,000	2009-03-30	JESSICA_WADDELL
337	GEN1	261	11001	1000	4325	Music Supplies	\$5,000	2009-03-30	JESSICA_WADDELL
336	GEN1	261	11001	1000	4340	Media Materials	\$3,500	2009-03-30	JESSICA_WADDELL
335	GEN1	261	11001	1000	4401	Non-Instructional Supply / Material	\$4,100	2009-03-30	JESSICA_WADDELL
334	GEN1	261	11001	1000	4455	Copying/Printing	\$12,000	2009-03-30	JESSICA_WADDELL
333	GEN1	261	11001	1000	4460	Office Supplies	\$5,000	2009-03-30	JESSICA_WADDELL
332	GEN1	261	11001	1000	4461	Copier Supplies	\$1,500	2009-03-30	JESSICA_WADDELL
331	GEN1	261	11001	1000	5110	Consulting Services	\$5,000	2009-03-30	JESSICA_WADDELL
330	GEN1	261	11001	1000	5190	Models	\$1,000	2009-03-30	JESSICA_WADDELL
329	GEN1	261	11001	1000	5220	Travel - Staff Conferences	\$4,800	2009-03-30	JESSICA_WADDELL
328	GEN1	261	11001	1000	5540	Telephone and Data Lines	\$150	2009-03-30	JESSICA_WADDELL
327	GEN1	261	11001	1000	5621	Copier Maintenance Agreements	\$2,400	2009-03-30	JESSICA_WADDELL
326	GEN1	261	11001	1000	5640	Equipment Repairs	\$2,000	2009-03-30	JESSICA_WADDELL
325	GEN1	261	11001	1000	5860	Postage	\$1,000	2009-03-30	JESSICA_WADDELL
324	GEN1	261	11001	1000	6490	Equipment - New Eqp under 5000	\$7,644	2009-03-30	JESSICA_WADDELL
323	GEN2	261	11001	1000	1110	Instruction Regular Salaries	\$610,700	2009-07-01	CARLOS_FLETES
322	GEN2	261	11001	1000	1270	Chair/Coordinator Salaries	\$69,727	2009-07-01	CARLOS_FLETES
321	GEN2	261	11001	1000	1330	Adjunct Faculty Salaries	\$234,360	2009-07-01	CARLOS_FLETES

2. Enter in the amount, short justification and select a plan for your Line Item:

As you select Previously Used Fund, Program, and Account Codes from the list boxes in Step 1 you'll notice that the text boxes in Step 2 will automatically fill in for each of those as shown below:

Step 2: Enter in the amount for this line item and choose a plan

ORG	FUND	PROGRAM	ACCOUNT	AMOUNT	SHORT JUSTIFICATION	PLAN	
261	11001	1000	1110			Select Plan	ADD LINE ITEM

[Click Here to Enter in a Longer Justification...](#)

3. Modifying Line Items

I didn't want to pollute the database on the staff website with test entries so the screenshots below are from my testing server:

At the beginning the Your Line Items area will look like the following since it will not have anything just yet:

Your Line Items

But as you add entries you'll begin to see a table being created:

Your Line Items							Your Line Item Sum is: \$2,351,394	
ID	ORG	FUND	PROGRAM	ACCOUNT	JUSTIFICATION	USED	BUDGETED	AMOUNT
63	261	11701	6190	3220	ya ya...	\$0.00	\$0.00	\$100
62	261	11701	1000	3110	Testing the new justifica...	\$9,797.80	\$7,485.00	\$10,000
61	261	11301	1000	3110	Testing new account code ...	\$6,909.54	\$8,576.00	\$10,000
60	261	11002	1100	3110	Testing new account code ...	\$1,721.86	\$2,433.00	\$10,000
59	261	11001	1000	1270	Testing the new previous ...	\$67,731.88	\$67,382.00	\$15,000
58	261	11301	1000	1110	Updated Line Items Table ...	\$63,539.75	\$0.00	\$100,000
57	261	11001	1100	1110	asdf...	\$324,758.20	\$0.00	\$12,150
56	261	11001	1000	1110	Testing the previous year...	\$596,237.62	\$0.00	\$540,000
55	261	11003	6190	3430	Updated Line Items Table ...	\$0.00	\$0.00	\$54,000
54	261	16301	1000	3430	...	\$0.00	\$0.00	\$130,000
53	261	11001	6190	4321	...	\$0.00	\$0.00	\$19,000
52	261	15105	1000	3510	...	\$0.00	\$0.00	\$150,000
51	261	11502	1100	3430	...	\$0.00	\$0.00	\$1,250
50	261	16301	6190	6490	...	\$0.00	\$0.00	\$10,994
49	261	16301	1000	6490	...	\$0.00	\$0.00	\$11,500
48	261	16301	1000	5110	...	\$0.00	\$0.00	\$1,500
47	261	115028	1100	5220	...	\$0.00	\$0.00	\$115,400
46	352	11701	0500	4340	...	\$0.00	\$0.00	\$1,500
45	261	11003	1100	1270	...	\$0.00	\$0.00	\$10,000
44	261	115028	1000	3411	...	\$0.00	\$0.00	\$585,000
43	261	15105	1100	5190	...	\$0.00	\$0.00	\$15,000
42	261	11003	1000	1320	...	\$0.00	\$0.00	\$15,000
41	261	11301	1100	1270	...	\$0.00	\$0.00	\$15,000
40	261	11002	1000	5110	...	\$0.00	\$0.00	\$515,500
39	261	11501	1100	3410	...	\$0.00	\$0.00	\$1,500
38	261	16301	6190	6129	...	\$0.00	\$0.00	\$1,000
1	352	15105	0500	3420	...	\$0.00	\$0.00	\$1,000
Used Total: \$1,070,696.65						Budgeted Total: \$85,876.00	Total: \$2,351,394.00	

On the right-side of the table you'll see the following columns: Used, Budgeted, and Amount. The **Used** and **Budgeted** figures come from the last **completed** fiscal year's operating ledger, while the **Amount** column contains the figures you just entered into the program. Hopefully the extra Used and Budgeted columns will help for comparing the new figures with previous years.

Additionally, you may notice the links within the **ID** and **Justification** columns. When clicked on, each of these will popup a screen that will allow you to modify the Amounts+Plan or Short and Long Justifications, respectively.

Here is an example of the Amount+Plan edit screen:

301 1000 3110 Testing new account code \$6,909.54 \$8,576.00

Edit Line Item:

AMOUNT	PLAN
10000	Marketing

Update Line Item

Detailed FOAPAL Description:

Type	Code	Description
Fund	11701	Winter Intersession
Org	261	Humanities
Account	3110	STRS Certified Instructional
Program	1000	Fine and Applied Arts

Adjustment History:

#	Description	Amount	Created	Modified By
2	EDITED PLAN TO Marketing	\$10,000	2009-09-17 17:34:49	omar.ramos
1	ADDED LINE ITEM	\$10,000	2009-09-16 22:24:18	omar.ramos

Previously Used Amounts for this FOAPAL:

#	FISCAL YEAR	USED	BUDGETED
5	FY10	\$0.00	\$4,009.00
4	FY09	\$9,797.80	\$7,485.00
3	FY08	\$7,186.66	\$7,630.45

Here is an example of the Justifications Edit screen:

301 1000 3110 Testing new account code \$6,909.54 \$8,576.00

Edit Short and Long Justifications:

Update Line Item

SHORT JUSTIFICATION	UPDATE DESCRIPTION
Testing the new justification description field	

LONG JUSTIFICATION

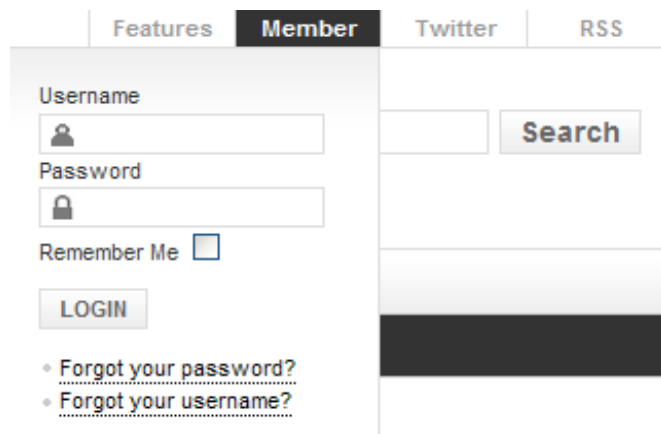
B I U ABC | Styles Paragraph

Testing the new justification description field

Program Review Application

1. Login to staff.imperial.edu

Once you get to <http://staff.imperial.edu> you will see in the top-right of the site a **Member** link. Hover your mouse over this link to bring up the login form and login with your **Domain Credentials** (this is the **first part** of your email address plus your email password, so if your email address is joe.smith@imperial.edu you would enter in **joe.smith** as the username):



Features **Member** Twitter RSS

Username
Password

Remember Me

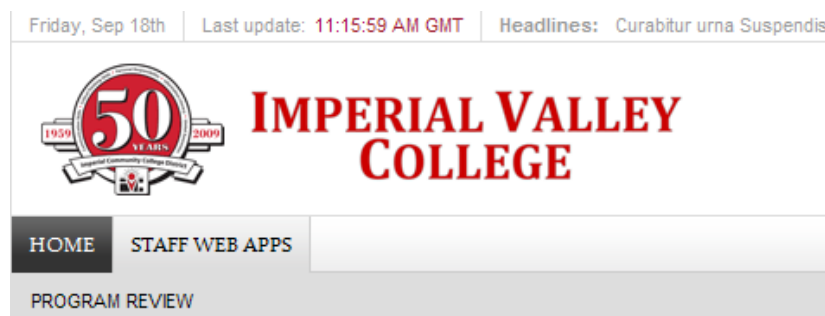
LOGIN

• [Forgot your password?](#)
• [Forgot your username?](#)

Search

2. Go to the Program Review page within staff.imperial.edu

After you login to <http://staff.imperial.edu> you'll notice that the main menu has changed (at the moment I've only just begun this actual site so it is still really empty and filled with quite a bit of demo content). You should see a new main menu item named **Staff Web Apps** (the naming of this might change in the future). If you hover over **Staff Web Apps** you'll see the **Program Review** link. Go ahead and click on it.



3. Make your Org Code Assignment Request via Email

Since Banner **does not assign** individual users to Org Codes, this assignment is handled locally within the application. In the screenshot below you'll see the screen you would get on your first access of the

Program Review application. Since I can't assign you an Org Code before you login to the Staff Website the screen below should allow you to quickly send me an email with the Org Code(s) that you handle so that I can make the assignment in the administration area of the application.

HOME STAFF WEB APPS

PROGRAM REVIEW

YOU ARE HERE: STAFF WEB APPS > PROGRAM REVIEW

Program Review Application

It doesn't look like you've been assigned any Org Codes yet, please contact the [webmaster](#) and inform him/her of the Org Code(s) you normally work with.

4. Start adding line items for your assigned Org Codes

That's about it for setup so that you can get started adding Budget Requests for the upcoming Fiscal Year...below you'll see a screenshot of the entire interface (so far):

Program Review Application

Step 1: Select codes for line item

Your Org Codes	Previously Used Fund Codes	Previously Used Program Codes	Previously Used Account Codes
261 352 371 508 509	11001 - Unrestricted - General 11002 - Summer School 11003 - Summer 2 11301 - DSPS Matching Funds 11501 - Lottery Unrestricted 115018 - Lottery Unrestricted c/o 11502 - Lottery Instructional Materials	1000 - Fine and Applied Arts 1100 - Foreign Language 6190 - Other Instructional Support	1110 - Instruction Regular Salaries 1270 - Chair/Coordinator Salaries 1320 - FT Summer Teaching 1325 - FT Winter Teaching 1330 - Adjunct Faculty Salaries 1340 - Overload Full-Time Faculty Salaries 2120 - Secretarial/Clerical Salaries

[Click Here to see last year's budget requests for the selected ORG Code...](#)

Step 2: Enter in the amount for this line item and choose a plan

ORG	FUND	PROGRAM	ACCOUNT	AMOUNT	SHORT JUSTIFICATION	PLAN	
261						Select Plan	ADD LINE ITEM

[Click Here to Enter in a Longer Justification...](#)

Your Line Items

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From: Tina Aguirre

Sent: Monday, September 28, 2009 9:58 AM

To: Omar E. Ramos; Linda Amidon; Suzanne Gretz; Carol Cortes-Ramirez; Dixie Krimm; Elvia Camillo; Emily Deal; Frances Arce-Gomez; Jessica Waddell; Laura Hartsock; Lency Lucas; Leticia Petty; Maria Sell; Ofelia Duarte; Patricia Robles; Rhonda Ruiz; Rosa Chavez; Sandie Noel; Sara Hernandez; Toni Gamboa; Armando Mendez; Bruce Seivertson; Carlos Fletes; Frances Arce-Gomez; Janis Magno; Jessica Waddell; John Abarca; Michael Heumann; Miriam Trejo; Norma Nuñez; Rick Webster; Robin Ying; Sergio Lopez; Taylor Ruhl; Ted Ceasar; Rick Webster; Bill Gay; Dawn Chun; Ed Gould; John Lau; Kathy Berry; Tina Aguirre; Todd Evangelist; Travis Gregory; Victor Jaime; Vikki Carr; Edward Wells; Sergio Lopez; Gloria Carmona; Efrain Silva; Gonzalo Huerta; David Zielinski; Valerie Rodgers; Janis Magno; Carol Lee; Becky Green; Frances Beope; David Drury; Mary Carter; Melani Guinn; Jose Lopez; Laura Hartsock; Sara Wheat; Lianna Zhao; Marilyn Boyle; Carlos Fletes

Subject: FW: New Program Review App Addition Features

For all who will work on Program Reviews.... Thank you ahead of time for all you will be doing over the next month. (please forward if I missed anyone)

PART I – Budget for needs that link to campus resource plans

10/26/09 Last date for completed budget portion for ALL 2010-2011 program reviews

1. Due to the California financial crisis, plan on an approximate 10% reduction compared to your budget in 08-09 budget.
2. Prior to entering data, use the Enlighten files for Summer 2010, Fall 2010, Winter 2011, and Spring 2011 to set the pattern of classes you are proposing for the school year. See excel files attached. Keep in mind the winter and summer sections may be limited as this year.
3. We will be (hopefully) sending out a worksheet that will help with the salary portion too
4. Follow log on directions for this website in the attached pdf files and in the directions at the bottom of the page. Site is: <http://staff.imperial.edu/>

11/17/09 Last date for ALL 2010-2011 program reviews to be submitted and reviewed by ALL 'Plan Committees'

1. The resource plans are: Technology, Facilities, Staffing, Professional Development, Marketing, SLO, and Planning and Fiscal.
2. The justifications for each of your line items that are tied to a plan will be reviewed by that Plan Committee
3. This is where the shared governance begins in this process and recommendations go to GEN O

12/12/09 By this date ALL 2010-2011 program reviews must have been submitted and reviewed by College Council and/or Academic Senate.

1. Each of the Plan Committees will submit their recommendations to the Council and Senate based on previously set criteria and your justifications for each of your line items
2. This is the second step for shared governance. Additional recommendations will be considered for GEN O

PART 2 – Comprehensive Review (overview of past 3 years and future 3 years)

The new Part 2 for comprehensive review remains in a Word format and will have a standardized format for the initial basic data.

1. Contact Dawn Chun to identify the programs/courses which will require data. She will supply specific data for the past, but the last year will be only ½ as all data sources are not fully complete for year end.
2. You will be analyzing performance of the program goals and objectives based on data and other changes within your programs as well as analyzing projected academic and industry demands/changes.

There are three areas in the comprehensive Review form: Past (three academic years), Present, and Future (three academic years).

3. The new form is the attached work file. A sample of a completed form will be coming later.

Other Deadlines

Jan 2010 Division Chairs will finalize GEN 1 based on the all the prior steps and forward to ...
Feb 2010 Planning and Budget Committee and Finance Dept will review GEN 1 and determine if further changes needed based on fiscal status
Mar/Apr 10 GEN 1 or 2 will be prepared for submittal to the Board
May/Jun 10 Budget approved and Divisions aware.
Jul 1, 2010 New budget begins
Sep 2010 Budget revisions to the Board based on state budget changes.

From: Omar E. Ramos

Sent: Friday, September 25, 2009 7:01 PM

To: Tina Aguirre; Linda Amidon

Subject: New Program Review App Addition Features

Below you'll see a screenshot of the new feature I added that will hopefully make the line item additions go more smoothly (as well as give you an indicator of how much you still have to go).

The last year's budget requests now play a more central role in the addition process so you'll most likely want to toggle it on and leave it on. In the table below you can see that one line item has been marked "USED" because that FOAPAL combination has already been entered in as a line item for the current period.

If you click on the little radio buttons in that column, the Step 2 FUND-PROGRAM-ACCOUNT and AMOUNT figures get updated with the values that are in that row from last year's budget requests.

Earlier today I also added the following features that had been mentioned:

1. Have Org Descriptions shown in the "Your Org Codes" area
2. Have the "Your Line Items" table change when the Org Code is changed
3. Changed the "USED" Column in the "Your Line Items" table to say "ACTUAL" instead.

Step 1: Select codes for line item

Your Org Codes

- 353 - Computer Information System
- 354 - Computer Programming
- 355 - Legal Assistant
- 356 - Library Technician
- 357 - Office Technologies
- 371 - Nursing, Health Tech and EMS
- 372 - Continuing Education

Previously Used Fund Codes

- 11001 - Unrestricted - General
- 11002 - Summer School
- 11003 - Summer 2
- 11101 - Partnership for Excellence
- 115018 - Lottery Unrestricted c/o
- 11502 - Lottery Instructional Material
- 11701 - Winter Intersession

Previously Used Program Codes

- 1100 - Foreign Language
- 1200 - Health
- 6010 - Academic Administration
- 6190 - Other Instructional Support
- 8000 - Revenue

Previously Used Account Codes

- 2104 - Information Systems Salaries
- 2119 - Professional Salaries
- 2120 - Secretarial/Clerical Salaries
- 2211 - Tutorial Salaries
- 2301 - Student Salaries
- 2398 - Professional Growth Salaries
- 2399 - Overtime and Extra Pay

[Click Here to see last year's budget requests for the selected ORG Code...](#)

Total Line Item Sum for GEN1: \$50,034

Total Line Item Sum for GEN2: \$1,530,468

Total Sum for all Budget Phases: \$1,580,502

	ORG	FUND	PROGRAM	ACCOUNT	AMOUNT	DESCRIPTION	DATE	USER
<input type="radio"/>	67	GEN1	371	11002	1200	4455 Copying/Printing	\$300	2008-04-25 LAURA_GUDINO
<input type="radio"/>	66	GEN1	371	11002	1200	5213 Travel - Student Room and Board	\$10,000	2008-04-25 LAURA_GUDINO
<input type="radio"/>	65	GEN1	371	11701	1200	4320 Instructional Supplies and Material	\$700	2008-04-25 LAURA_GUDINO
<input type="radio"/>	64	GEN1	371	11701	1200	4455 Copying/Printing	\$300	2008-04-25 LAURA_GUDINO
<input type="radio"/>	63	GEN1	371	11701	1200	5213 Travel - Student Room and Board	\$10,000	2008-04-25 LAURA_GUDINO
<input checked="" type="radio"/>	62	GEN2	371	11001	1200	1110 Instruction Regular Salaries	\$558,561	2008-05-15 CARLOS_FLETES
<input type="radio"/>	61	GEN2	371	11001	1200	1270 Chair/Coordinator Salaries	\$57,550	2008-05-15 CARLOS_FLETES
<input type="radio"/>	60	GEN2	371	11001	1200	1330 Adjunct Faculty Salaries	\$157,000	2008-05-19 CARLOS_FLETES
<input type="radio"/>	59	GEN2	371	11001	1200	1340 Overload Full-Time Faculty Salaries	\$127,200	2008-06-12 CARLOS_FLETES
<input checked="" type="radio"/>	58	GEN2	371	11001	1200	2399 Overtime and Extra Pay	\$500	2008-05-15 CARLOS_FLETES
<input type="radio"/>	57	GEN2	371	11001	1200	3110 STRS Certificated Instructional	\$73,929	2008-05-15 CARLOS_FLETES
<input type="radio"/>	56	GEN2	371	11001	1200	3220 PERS Classified Noninstructional	\$47	2008-05-15 CARLOS_FLETES
<input type="radio"/>	55	GEN2	371	11001	1200	3320 FICA-Classified	\$31	2008-05-15 CARLOS_FLETES
<input type="radio"/>	54	GEN2	371	11001	1200	3320 Medicare-Certificated	\$7,378	2008-05-15 CARLOS_FLETES

Step 2: Enter in the amount for this line item and choose a plan

ORG	FUND	PROGRAM	ACCOUNT	AMOUNT	PRIORITY	SHORT JUSTIFICATION	PLAN	
371	11001	1200	2399	500	0		Select Plan	<input type="button" value="Add Line Item"/>

[Click Here to Enter in a Longer Justification...](#)

Omar Ramos
 Webmaster
 Imperial Valley College
 760-355-6500

Linda Amidon

From: Linda Amidon
Sent: Friday, September 04, 2009 4:41 PM
To: Executive Council; Tina Aguirre
Cc: Division Secretaries; Allyn Leon; David Drury; David Zielinski; Dawn Chun; Efrain Silva; Frances Beope; Gonzalo Huerta; Janis Magno; Jesus Esqueda; John Lau; Jose Lopez; Kathy Berry; Lianna Zhao; Mary Lofgren; Melani Guinn; Michael Heumann; Robin Ying; Suzanne Gretz; Taylor Ruhl; Ted Ceasar; Toni Pfister; Valerie Rodgers; Victor Jaime
Subject: Updated Comprehensive Program Review Schedule
Attachments: Comprehensive Review Schedule 2008-09 2009-10 2010-11.xlsx

The comprehensive program review schedule has been updated as reflected on the attachment (changes denoted in green font).

The attachment is provided in accordance with the August activity described in the 2009 – 2010 Timeline (“Educational Master Planning Committee (EMPC) sends program review timeline to programs/departments through area vice presidents”).

Part 1 – Annual Program Review of the program review form is being developed as a Web-based form, and Part 2 – Comprehensive Program Review is undergoing some minor changes. The forms will be rolled out and training provided within the next few weeks. In the meantime, attached is the comprehensive program review schedule.

Let me know if you have any questions.

Linda

COMPREHENSIVE PROGRAM REVIEW SCHEDULE

Year 2009 - 2010

<u>Division/Department</u>	<u>Completed</u>	<u>Sent to Cmte.</u>	<u>Comments</u>
Instruction			
AJ/CSI			
HVAC			
Computer Science			
Math			
English - Basic Skills Reading			
English - Basic Skills Writing			
Library Technician			
Fire Science			
Music			
Technology(????)			
Building Construction			
Child Development			
Student Services			
EOPS			
DSPS			
Student Support Services			

COMPREHENSIVE PROGRAM REVIEW SCHEDULE

Year 2010 - 2011

<u>Division/Department</u>	<u>Completed</u>	<u>Sent to Cmte.</u>	<u>Comments</u>
Instruction			
ESL			
English - Transfer			
Business			
EMS Paramedic			
Allied Health Professionals			
Alcohol & Drug Studies			
Psychology			
Sociology			
Astronomy			
Biology			
Chemistry			
Engineering			
Environmental Science			
Geology			
Physical Science			
Physics			
Art			
French			
Spanish			
American Sign Language			
Philosophy			
Humanities			
Religious Studies			
Speech			
Theater Art			
Communications			
Electrical Wiring			
Electronics			
Electrical Trades (Apprenticeships)			
Student Services			
Admissions & Records			
CalWORKS			
Student Affairs			
Student Health Services			
Administration			
Academic Services			
Instruction			
Applied Sciences			
Business Services			
Student Services Office			
Extended Campuses			
Human Resources			
Information Systems			
Reprographics			
Small Business Development Center			

Superintendent/President's Office			
Public Relations			
Institutional Research			
Title 5 2 + 2			

From: Linda Amidon
To: [Suzanne Gretz](#); [Jose Lopez](#); [Lianna Zhao](#); [David Zielinski](#); [Frank Rapp](#); [Taylor Ruhl](#); [Tina Aguirre](#); [Melani Guinn](#); [Becky Green](#); [Janis Magno](#); [Ted Ceasar](#); [Dolores Diaz](#); [Olga Artech](#)
Cc: [Efrain Silva](#); [Frances Beope](#); [Kathy Berry](#); [Rhonda Ruiz](#); [Frances Arce-Gomez](#); [Carol Cortes-Ramirez](#); [Toni Gamboa](#); [Jessica Waddell](#); [Lency Lucas](#); [Dawn Chun](#)
Subject: Comp Program Review SAMPLE Fall 09 Revised 11-12-09
Date: Friday, November 13, 2009 9:06:00 AM
Attachments: [Comp Program Review SAMPLE Fall 09 Revised 11-12-09.docx](#)

Good morning everyone.

Attached is the updated comprehensive program review sample, which includes the changes made at the training held yesterday.

Linda

Part 2 – Comprehensive Program Review

Fall 2008

Program Name:

SAMPLE (Political Science)

- A. PAST: Review of Program Performance, Objectives, and Outcomes for the Three Previous Academic Years: 2006-07, 2007-08, 2008-09**
1. List the objectives developed for this program during the last comprehensive program review.
(Just list them – no commentary)

The main program objectives of the political science program during the Academic Years 2005 – 2007 were to:

 1. Increase student access to political science courses for two purposes:
 - a. to make available more sections of Political Science 102 to meet the students' American History and Institutions graduation requirement, and
 - b. to make available political science electives for general education program needs.
 2. Improve student retention and success. 2. Present program performance data in tabular form for the previous three years that demonstrates the program's performance toward meeting the previous objectives. Include the following standard program performance metrics as well additional program specific metrics, if any.
 - a. For teaching programs this data should include at least the following: Enrollment at census, number of sections, fill rate, retention rate, success rate, and grade distribution for each course in the program, during each semester and session of the previous three academic years. In addition, the Full Time Equivalent Faculty (FTEF) and Full Time Equivalent Students (FTES) and the ratio of FTES per FTEF should be presented for the program for each semester and session.
 - b. For non teaching programs this data should include the following: TBD

**Political Science Program
Enrollment at Census**

Course	Fall			Fall Ttl	Spring			Spr Ttl	Summer			Sum Ttl	Winter			Win Ttl	3 Year Ttl
	2005	2006	2007		2006	2007	2008		2006	2007	2008		2006	2007	2008		
POLS 052	69	61	32	162	48	32	33	113									275
POLS 100	119	98	83	300	119	67	26	212									512
POLS 102	572	836	895	2303	794	796	732	2322	128	201	157	486	152	150	208	510	5621
POLS 104			7	7	9			9									16
POLS 106	9		15	24	16	14	15	45									69
Total	769	995	1032	2796	986	909	806	2701	128	201	157	486	152	150	208	510	6493

**Political Science Program
Number of Sections**

Course	Fall			Fall Ttl	Spring			Spr Ttl	Summer			Sum Ttl	Winter			Win Ttl	3 Year Ttl
	2005	2006	2007		2006	2007	2008		2006	2007	2008		2006	2007	2008		
POLS 052	2	2	1	5	2	2	2	6									11
POLS 100	4	3	3	10	5	3	1	9									19
POLS 102	14	17	20	51	18	18	21	57	4	6	4	14	5	5	7	17	139
POLS 104			1	1	1			1									2
POLS 106	1		1	2	1	1	1	3									5
Total	21	22	26	69	27	24	25	76	4	6	4	14	5	5	7	17	11

**Political Science Program
Retention Rate**

Course	Fall			Fall Avg.	Spring			Spr Avg.	Summer			Sum Avg	Winter			Win Avg	3 Year Avg
	2005	2006	2007		2006	2007	2008		2006	2007	2008		2006	2007	2008		
POLS 052	81%	87%	94%	87%	81%	65%	73%	73%									80%
POLS 100	68%	82%	63%	71%	73%	64%	81%	73%									72%
POLS 102	90%	85%	85%	87%	87%	77%	79%	81%	93%	92%	88%	91%	93%	94%	92%	93%	88%
POLS 104			100%	100%	100%			100%									100%
POLS 106	90%		93%	92%	75%	64%	93%	78%									83%
Average	82%	84%	87%	85%	83%	68%	82%	78%	93%	92%	88%	91%	93%	94%	92%	93%	83%

**Political Science Program
Success Rate**

Course	Fall			Fall Avg.	Spring			Spr Avg.	Summer			Sum Avg	Winter			Win Avg	3 Year Avg
	2005	2006	2007		2006	2007	2008		2006	2007	2008		2006	2007	2008		
POLS 052	54%	67%	50%	57%	60%	58%	61%	59%									58%
POLS 100	37%	50%	32%	40%	49%	45%	59%	51%									45%
POLS 102	73%	65%	59%	66%	58%	60%	61%	60%	89%	83%	80%	84%	86%	86%	87%	86%	74%
POLS 104			100%	100%	100%			100%									100%
POLS 106	60%		53%	57%	69%	64%	80%	71%									65%
Average	56%	61%	59%	58%	67%	57%	65%	63%	89%	83%	80%	84%	86%	86%	87%	86%	66%

Political Science Program Grade Distribution

Sem.	Year	Course	A	B	C	D	F	I	MW	CR	NC	UG	W	XX	Total	# Succeed	Success Rate	Retention Rate
Fall	2005	POLS 052	7	8	22	8	11						13		69	37	53.6%	81.2%
		POLS100	10	24	10	18	19						38		119	44	37.0%	68.1%
		POLS 102	99	171	146	52	43	1					57		569	416	73.1%	90.0%
		POLS 106	3	3			3						1		10	6	60.0%	90.0%
Win.	2006	POLS 102	62	46	22	5	5	1					11		152	130	85.5%	92.8%
Spr.	2006	POLS 052	5	9	14		10						9		47	28	59.6%	80.9%
		POLS100	18	21	17	7	20						31		114	56	49.1%	72.8%
		POLS 102	100	167	169	91	130						101		758	436	57.5%	86.7%
		POLS 104	8		1										9	9	100.0%	100.0%
Sum.	2006	POLS 106	7	3	1		1						4		16	11	68.8%	75.0%
Fall	2006	POLS 102	67	38	9	1	4						9		128	114	89.1%	93.0%
		POLS 052	11	17	13	3	9						8		61	41	67.2%	86.9%
		POLS100	7	17	25	9	22						18		98	49	50.0%	81.6%
Win.	2007	POLS 102	148	212	181	63	97	3					129	1	834	541	64.9%	84.5%
Spr.	2007	POLS 102	60	44	25	5	7						9		150	129	86.0%	94.0%
		POLS 052	10	3	5		2					1	11		31	18	58.1%	64.5%
		POLS100	10	10	10	3	10						24		67	30	44.8%	64.2%
		POLS 102	153	170	158	51	82						181		796	481	60.4%	77.3%
		POLS 106	5	4									5		14	9	64.3%	64.3%
Sum.	2007	POLS 102	70	61	33	4	13					1	15		197	164	83.2%	92.4%
Fall	2007	POLS 052	1	5	10	4	10						2		32	16	50.0%	93.8%
		POLS100	11	10	5	7	19						30		82	26	31.7%	63.4%
		POLS 102	149	219	157	77	155					2	130		889	525	59.1%	85.4%
		POLS 104	1	6											7	7	100.0%	100.0%
		POLS 106	6	1	1		6						1		15	8	53.3%	93.3%
Win.	2008	POLS 102	53	79	48	4	8						16		208	108	86.5%	92.3%
Spr.	2008	POLS 052	8	7	5	2	2						9		33	20	60.6%	72.7%
		POLS 100	3	8	4	1	5						5		26	15	57.7%	80.8%
		POLS 102	120	188	133	47	89						149		726	441	60.7%	79.5%
		POLS 106	7	3	2		2						1		15	12	80.0%	93.3%
Sum.	2008	POLS 102	48	57	20	6	4	2					19		156	125	80.1%	87.8%

**Political Science Program
Full Time Equivalent Faculty (FTEF)**

	Fall			Fall Avg.	Spring			Spr. Avg.	Summer			Sum. Avg.	Winter			Win. Avg.	3 Year Avg.	3 Year Total
	2005	2006	2007		2006	2007	2008		2006	2007	2008		2006	2007	2008			
Full Time	2.6	2.8	3.2	2.9	3.8	2.8	2.8	3.1	0.8	1.2	0.8	0.9	0.6	0.8	1.4	0.9	2.0	23.6
Part Time	1.6	1.6	2.0	1.7	1.6	2.0	2.2	1.9					0.4	0.2		0.3	1.0	11.6
Total	4.2	4.4	5.2	4.6	5.4	4.8	5.0	5.0	0.8	1.2	0.8	0.9	1.0	1.0	1.4	1.2	3.0	35.2

**Political Science Program
Full Time Equivalent Students (FTES)**

Course	Fall			Fall Avg.	Spring			Spr Avg.	Summer			Sum Avg	Winter			Win Avg	3 Year Avg.	3 Year Total
	2005	2006	2007		2006	2007	2008		2006	2007	2008		2006	2007	2008			
POLS 052	7.1	6.3	3.3	5.6	5.0	3.3	3.4	3.9									2.4	28.5
POLS 100	12.3	10.2	8.6	10.4	12.3	6.8	2.7	7.3									4.4	52.9
POLS 102	57.1	86.6	92.0	78.6	81.8	81.9	75.4	79.7	13.5	21.0	16.3	16.9	3.2	15.8	21.1	13.4	47.1	565.7
POLS 104			.7	.7	.9			.9									.14	1.7
POLS 106	.9		1.6	1.3	1.7	1.5	1.6	1.6									.59	7.1
Total	77.6	103.1	106.2	95.6	101.6	93.5	83.1	92.7	13.5	21.0	16.3	16.9	3.2	15.8	21.1	13.4	54.7	655.9

**Political Science Program
FTES per FTEF (avg is ~15)**

Course	Fall			Fall Avg	Spring			Spr Avg	Summer			Sum Avg	Winter			Win Avg	3 Year Avg
	2005	2006	2007		2006	2007	2008		2006	2007	2008		2006	2007	2008		
POLS 052	17.9	15.8	16.6	16.8	12.4	8.3	8.5	9.8									13.0
POLS 100	15.4	16.9	14.3	15.5	12.3	11.3	13.5	12.1									13.9
POLS 102	20.4	25.5	23.0	23.1	22.7	22.8	18.0	21.0	16.8	17.5	20.4	18.1	3.2	15.8	15.1	11.8	20.3
POLS 104			3.6	3.6	4.7		4.7										4.1
POLS 106	4.7		7.8	6.2	8.1	7.3	7.8	7.8									7.7
Average	18.5	23.4	20.4	20.8	18.8	19.5	16.6	18.3	16.8	17.5	20.4	18.1	3.2	15.8	15.1	11.8	18.6

3. Present student learning or service area outcomes data that demonstrate the program's continuous educational and/or service quality improvement. Include the following standard information and metrics as well as additional program specific metrics, if any.

List the program level outcomes, goals or objectives and show how these support the Institutional Student Learning Outcomes.

Identify the method(s) of assessment used for each of the program level outcomes. Provide a summary of the outcome data for the program, including course and program level data as appropriate.

(You may include a grid that summarizes all the SLO forms completed for all applicable courses in this program and any program SLOs. Cycle assessment data should be included also)

- SLOs were identified for Pols 102 and 104 in the Fall 2008 semester and assessments are underway.
- SLOs will be identified and assessed for Pols 100 and 106 in the Spring 09 semester.
- Pols 052 is being deleted and SLOs will not be developed

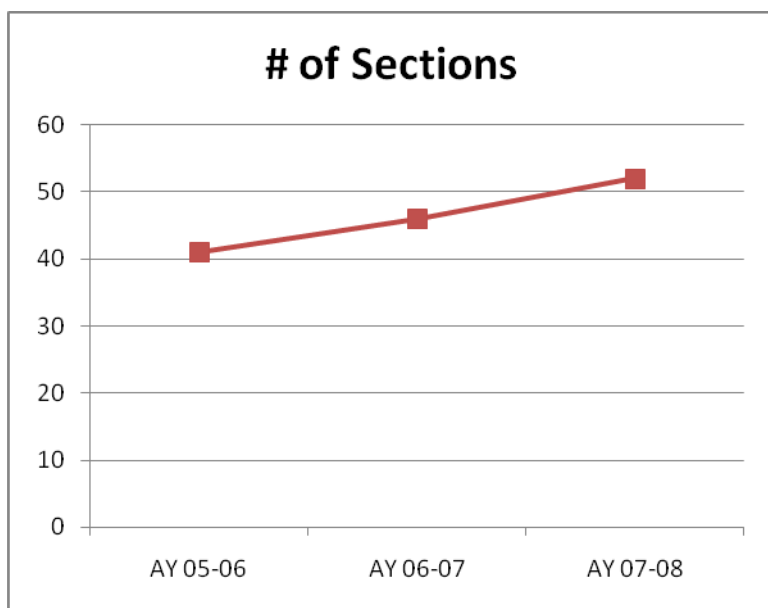
Course	SLOs	Cycle Assessment Completed	ISLO linked to

4. **Analyze the data** presented visually (graphs, diagrams, etc.) and verbally (text) as appropriate, present any trends, anomalies, and conclusions. Explain the program's success or failure in meeting the objectives presented above in item one. Explain the ways that the program utilized the student learning or service area outcome data presented in item three to improve the program (changes to curriculum, instructional methodology, support services, etc.)

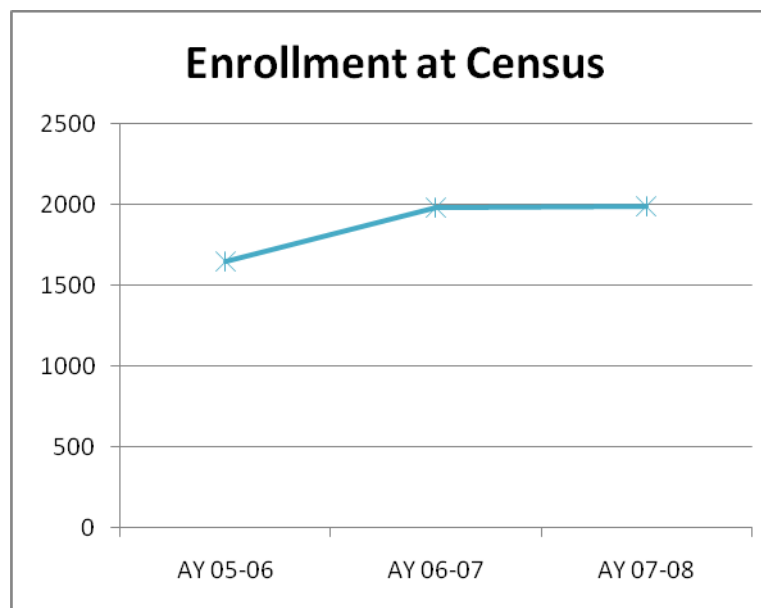
Look at the RAW data above for each area and provide graphical and written analysis

Enrollment & Access

During the academic years 2005-06, 2006-07, 2007-08 we were successful in meeting students' needs for the Political Science 102 course. The data below shows that during the three year period we offered 139 sections of POLS 102, enrolling 5621 students, or an average of 40.4 students per section, a 101% overall fill rate at census. The following graphs show the number of sections offered and the enrollment for POLS 102 over the three year period:



GRAPH 1

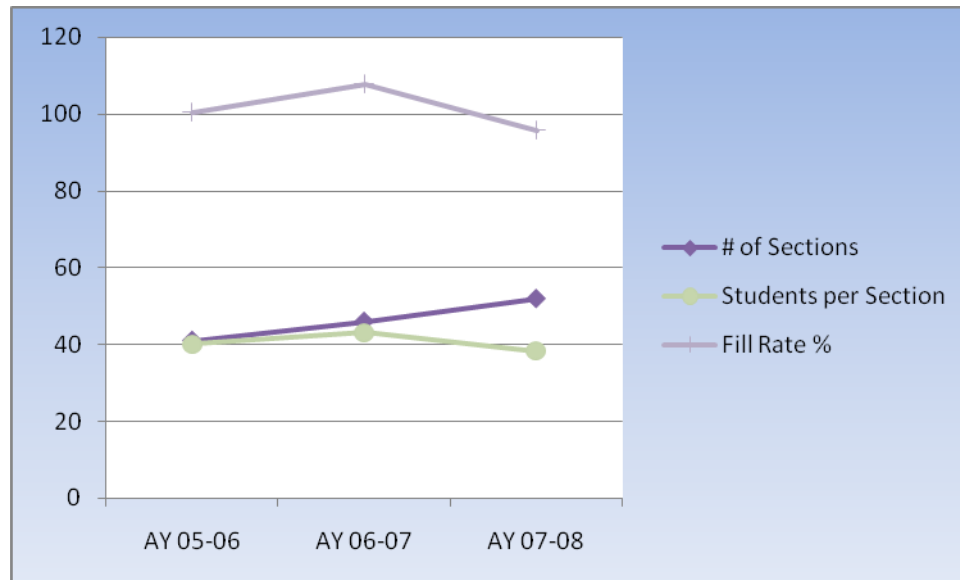


GRAPH 2

Additional Information –if it will help

In addition to offering more sections of Political Science 102 overall, we have also successfully offered them at different times throughout the schedule. During the Fall and Spring semesters we offered classes consistently from 8:30 in the morning through 10:00 p.m. Monday through Thursday and occasionally on Friday nights and Saturday mornings. We have offered POLS 102 during every winter and summer session, and during this period we began to offer POLS 102 on-line during all four semesters and sessions. We have also offered the as a short-term course and as a late-start course during the fall and spring semesters. Overall, we have been extremely effective in scheduling POLS 102 courses in such a way as to provide access to all IVC students.

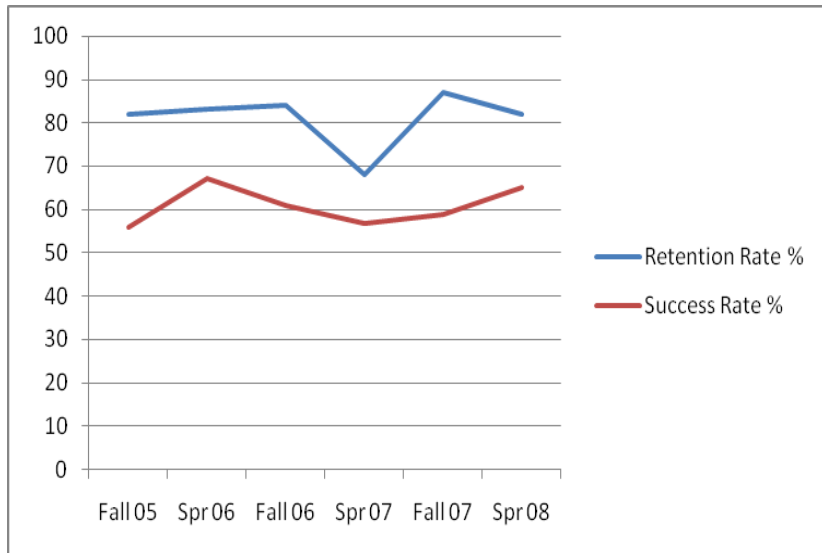
As we have steadily increased the number of sections of POLS 102, we are also stabilizing our fill rates at around 100% at census. The following graph shows the the number of sections offered, the average number of students per section, and the average fill rate for each of the three academic years under discussion:



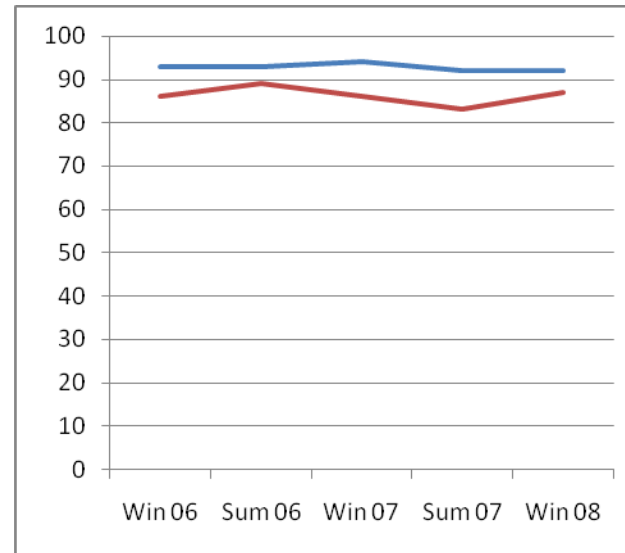
GRAPH 3

Retention

Overall, student retention in political science courses is good, averaging 83% overall during the three-year period. However, the success rate of students in these courses is not as high as we would like, at an overall 66%. The following graph shows that for the fall and spring semesters both the retention and success rates are trending only slightly upward over time. However, both the retention and success rates for courses during the winter and summer sessions show a higher overall retention and success rate, though the trend is flat.



GRAPH 4: Retention & Success Fall & Spring



GRAPH 5: Retention & Success Winter & Summer

Additional information – if it help

We believe that there are a number of reasons for these retention trends. First, the class that accounts for the majority of the students who enroll in political science courses is Political Science 102, American Government, a required course. The required nature of the course helps to account for the high retention rate in these classes. However, the lower success rate is also partially accounted for by the same reason. Since students are required to take this course, they are not always very strongly motivated to do well in the course. Further, we find that a lot of students take Political Science 102 in their first year of enrollment at IVC. Students in their first year of college often do not do as well as more experienced students, and further they are not as skilled at the self-assessment needed to determine their actual standing in a course and thus might erroneously elect to stay in a course they are in danger of failing in lieu of dropping. Finally, the course is often taken by students who are still taking basic skill level courses in English. Since the content of the POLS 102 is at a beginning college reading and writing skill level, these basic skill students often struggle with the course readings and assignments.

On the other hand, we see that the success and retention rates for students who take POLS 102 in the winter and summer sessions are significantly higher (graph 5 above). We believe that students who self-select to attend winter and summer sessions are often more highly motivated to succeed than the students enrolled in the fall and spring semesters. Thus, our best, most highly qualified, most highly motivated students are those who take courses in the winter and summer sessions; and the overwhelming majority of those students complete the courses successfully.

B. PRESENT: Snapshot of the State of the Program in the Current Semester: Fall 2009 (Keep it short and concise)

1. Give a verbal description of the program as it exists at the present time. Include information on current staffing levels, current student enrollments, student learning or service area outcome implementation, number of majors, and/or other data as appropriate.

Currently political science classes are taught by two full-time faculty members, 40% of the load of a third full-time faculty member, and four adjunct faculty members teaching 6 sections per spring and fall semester. We believe that we are exactly meeting the student demand for POLS 102. However, at a 96% fill rate, there is very little room for additional students or enrollment growth. Since we have maximized our teaching resources we will not be able to offer additional sections to meet expanding student need without hiring more instructors.

Unfortunately, as we have moved our teaching resources to cover the required course, Political Science 102, we have had less opportunity to offer sections of the elective courses, Political Science 100, 104 and 106, for general education purposes. Finally, student demand for the alternative graduation requirement course, POLS 052, has been steadily declining over the three year period. While 117 students enrolled in this course during AY 2005-06, enrollment had declined to 65 during AY 2007-08. Since this course is non-transferrable, fewer students are electing to take this IVC only course, and we do not intend to continue the course after the 2008-09 academic year. We have decided to eliminate this course.

We currently do not offer a certificate or degree in political science. All courses are offered as general education requirements or electives.

2. Verbally describe any **outside factors** that are currently affecting the program. (For example: changes in job market, changing technologies, changes in transfer destinations, etc.) **This area will be important as you look back in 2-3 yrs and are probably out for your control**

Currently, the statewide Academic Senate is considering changing the minimum qualifications for political science faculty. The change would disallow teachers who have a B.A. and M.A. in Public Administration from teaching in political science, instead requiring at least a B.A. in political science and an M.A. in Political Science or Public Administration. Some of our part-time instructors possess the B.A. and M.A. in Public Administration which would be disallowed in the future. In addition, SDSU-IV campus offers the degrees in Public Administration only, not Political Science. We are concerned that this minimum qualifications change may decrease our adjunct faculty pool, a fairly small group as it is.

3. List any **significant issues or problems that the program is immediately facing.- Can be internal and external**

IVC BUDGET!!! And NO SPACE!!!
None at this time.

C. FUTURE: Program Objectives for the Next Three Academic Years: 2009-10, 2010-11, 2011-12

1. Identify the program objectives for the next three academic years, making sure these objectives are consistent with the college's Educational Master Plan goals. Include how accomplishment is to be identified or measured and identify the planned completion dates. If any objectives are anticipated to extend beyond this three-year period, identify how much is to be accomplished by the end of this review period and performance measures.

Consider a grid like the one below as it may help when you look back after 2-3 yrs

Objective	Completion Indicators	Completion Date BE REALISTIC
Hire an additional full-time faculty member for the political science program	Employment data	Fall 2009
Improve student success rate through: <ul style="list-style-type: none"> • innovative basic skills partnership programs, • SLO performance analysis and curriculum revision, as appropriate, definition of course prerequisites if appropriate, 	Institutional success and retention data	Fall 2012
Increase on-line and alternative delivery opportunities for political science courses	Course schedule	Fall 2012
Develop an internship program for political science students, placing them into federal, state, and local government offices	Creation of internship courses Institutional enrollment data	Fall 2012
Investigate the feasibility of developing an A.A degree in Political Science and/or Public Administration. Factors to be considered: Community need and student desire Faculty availability for course development and offering Applicability to university transfer opportunities	Written Report of the investigation and feasibility study	Fall 2010 Accomplishing all of the new degree and public safety building will take 6-10 years

2. Identify how **student learning outcomes** or service area outcomes will be expanded and fully implemented into the program. Include a progress timeline for implementation and program improvement.

Initial Student Learning Outcomes are being implemented in all four political science courses in AY 2008-09. Assessments of SLOs measured in Fall 2008 will be made in Spring 2009. The program intends to extend multiple SLOs in each course during the next two years, and integrated the SLOs in the General Education program path.

Consider another grid that may help clarify and highlight what you have done and will do.

Fall 2008	Initial SLOs identified – Pols 102 & 104 SLO Assessment Pols 102 & 104
Spring 2009	Assessment Evaluation & Modification recommendations – Pols 102 & 104 Initial SLOs identified – Pols 100 & 106 SLO Assessment Pols 100 & 106
Fall 2009	All SLOs identified – Pols 102 & 104 SLO Assessment – Pols 102 & 104 (randomly selected sections) Assessment Evaluation & Modification recommendations – Pols 100 & 106
Spring 2010	All SLOs identified – Pols 100 & 106 SLO Assessment – Pols 100 & 106 Assessment Evaluation & Modification recommendations – Pols 102 & 104 Begin integration into GE SLO plan
Fall 2010	SLO Assessment – Pols 102 & 104 (randomly selected sections) Assessment Evaluation & Modification recommendations – Pols 100 & 106 Continue integration into GE SLO plan – course level SLO and curriculum modification as required
Spring 2011	SLO Assessment – Pols 100 & 106 Assessment Evaluation & Modification recommendations – Pols 102 & 104 Complete integration into GE SLO plan – course level SLO and curriculum modification as required
Fall 2011	SLO Assessment – Pols 102 & 104 (randomly selected sections) Assessment Evaluation & Modification recommendations – Pols 100 & 106 Assessment evaluation & modification recommendations – GE Program
Spring 2012	SLO Assessment – Pols 100 & 106 Assessment Evaluation & Modification recommendations – Pols 102 & 104 Assessment evaluation & modification recommendations – GE Program

3. **Identify any resources needed to accomplish these objectives.** Identify any obstacles toward accomplishment and the plan to surmount these **obstacles.**

Currently Political Science does not have a classroom dedicated to the department. Instead classes are taught wherever room can be found throughout the division. We would like to have one classroom dedicated to Political Science where we can permanently install materials appropriate to the discipline. In addition, the currently installed A/V equipment in the classrooms used by political science is old and unreliable. Instructors report that it is difficult to access and display internet content in their classrooms since the connection is unreliable and slow. Since political science is by its nature a discipline that needs to access current media the unreliability of the internet is particularly harmful to this program. We believe that the remodeling of the 200 building will enable us to meet these needs in the future.

4. Identify any **outside factors** that might influence your program during the next three years. (Can be positive influence or negative influence)

Over the next three years we anticipate that the enrollment trends that we are seeing will continue; if that is the case the political science program is going to find it increasingly difficult to meet the needs of our students.

As overall college enrollment increases, there is greater demand for the required course POLS 102. Currently we employ 2 full-time faculty members in the political science program. In addition, we have diverted 40% of the load of another full-time faculty member from the history program to political science to meet student demand in this program. This equates to 2.4 FTEF. And yet, as the graph above illustrates, we are consistently utilizing between 4.5 and 5 FTEF to teach political science courses during the fall and spring semesters. This additional need is being met through full-time overload and adjunct faculty. **Since 2.4 FTEF are providing 3.0 FTEF** of instruction this is a significant overload commitment for the political science faculty. Additionally, it is difficult to recruit qualified adjunct faculty. The minimum qualifications to teach require a person to possess a master's degree, a situation that is unfortunately limited in the Imperial Valley.

Finally, the most significant challenge we are going to face is to effectively meet the needs of our basic skills students so that they have a better chance to successfully complete courses in political science. Trends suggest that the population of under-prepared students is unlikely to decrease in the immediate future. The political science program is going to need to work with our campus community to identify ways to partner with the ESL, English, and Counseling programs to provide new opportunities and programs to improve student success.