

PROGRAM REVIEW

NARRATIVE SUMMARIES

The following are narrative summaries of Program Reviews completed for the 2008 - 2009 academic year:

Superintendent/President

The Office of the Superintendent/President includes the Board of Trustees, Public Relations, Human Resources, and Information Systems.

Staff/Facilities/Technology Needs

The President's Office identified the need for a part-time Public Relations/Government Relations Officer due to the growth of the college and the need to keep the public informed regarding the many facets of the college. Additionally, modifications are needed for office space for the President's staff and its work and storage needs. A remodeled or new Board Room is necessary in order to meet the college's needs, and new recording equipment for the Board Room was identified as necessary.

Academic Services

Academic Services instructional support areas include the offices of the Vice President for Academic Services and the Dean of Instruction, Distance Education (Project ACCESO), Extended Campuses, Applied Science, and Library and Learning Services.

Faculty/Staff Needs

The Office of the Vice President for Academic Services identified a need for an assistant to the Dean of Instruction to act primarily as a curriculum specialist and curriculum database maintainer, but also to support the new and expanding role of the Dean. The need for consulting experts to work with the instruction office to provide advice regarding accreditation processes was also identified. Library and Learning Services requested one additional reference librarian to meet minimum service for information literacy instruction and reference assistance. There is an ongoing need for cross-training departmental faculty and staff in technology related to learning services and virtual library services. Project ACCESO, which is funded by a United States Department of Education Title V grant, will provide funds for faculty and staff for only one more year requiring a transitional funding plan be developed and implemented

prior to the 2009 - 2010 year to meet the growing course demands of distance education.

Facilities Needs

All instructional support areas identified needs to expand or remodel facilities. As a short term solution, the Office of the Vice President for Academic Services refurbished office support areas and made them more ergonomic during the summer of 2008. Ultimately, relocation of instruction offices, away from Admission and Registration, will be needed to provide the level of service required for faculty, adjunct staff, and students. Library and Learning Services requested a detailed analysis, over the course of two to three years, of the functionality and space allocations within the Library. Even though distance education occurs off campus, Project ACCESO identified the need for access to on-campus and extended campus computer labs to support both students and faculty. In addition, the maintenance of such computer labs must be included in the transition plan as Project ACCESO ends. The extended campus site in the Brawley will require major infrastructure changes within the next year.

Technology Needs

Over the next year the Office for the Vice President of Academic Services will be instrumental in implementing CurricUNET – a very robust curriculum software. The instructional office will also be focusing on the implementation of a home grown enrollment management program to address the scheduling and course development processes. The Distance Education external streaming service for faculty-created videos will need to be hosted by the District by year 2009. Project ACCESO will also be funding the implementation of DegreeWorks, a much needed online degree audit program, and online room scheduling software. Although the Extended Campus did not identify any specific technology needs, maintenance of existing systems and access is crucial. As the demand for a secure virtual library has grown, the Library and Learning Services have requested a move toward more electronic formats for databases, research assistance, resources or subscriptions, and other media materials versus print titles as well as quantification of data on the use of tutoring, library circulation, and library gate counts.

In order to be compliant with the Federal Rehabilitative Act, Section 508, which requires academic entities make electronic and information technology accessible to people with disabilities, including any videos created and streamed as well as other online course material, all instructional support areas as well as instructional divisions will need to maintain and update any such media.

Student Learning Outcomes (SLO's)

Instructional support areas will work with the SLO Coordinator during 2008 - 2009 to develop and implement an identification and assessment process.

Instructional Divisions

Instructional divisions include the divisions of English; Business; Humanities; Behavioral Science and Social Science; Science, Mathematics and Engineering; Exercise Science, Wellness and Sport; Nursing Education and Health Technologies and the departments of Child, Family, and Consumer Science; and Industrial Technology.

Faculty/Staff Needs

Most divisions identified the need for new faculty to address increased student demand. Two additional full-time math instructors and an additional full-time chemistry instructor were listed as needed in the Science, Mathematics, and Engineering Division. The Behavioral Science and Social Science Division identified the need for a full-time administration of justice instructor, a full-time political science instructor, and a full-time psychology instructor. The Nursing Division reported its need for one faculty member to be reallocated from a categorically-funded position to a full-time position, one additional faculty member to increase student access to simulation training, and two faculty members if the LVN to RN transition program is resumed as a distinct program in the next fiscal year. Although they requested no new positions, the English Division listed their need to have money remain in the budget for the full-time reading instructor replacement position that they were unable to fill this past year. Industrial Technology also underscored its ongoing need for a full-time electrical wiring position in Industrial Technology, explaining that the position was approved two years ago but has been “frozen” in the hiring process. This position is needed not only to meet program needs, but also to comply with the Economic Development and Workforce Development requirements for state certification (AB-1087 under Division of Apprenticeship Standards).

With respect to part-time instructors, the Humanities Division listed its need for philosophy adjuncts, and the Business Division described its plan to reclassify an existing position to include 40% teaching responsibility in computer information systems. One adjunct faculty was requested for the Nursing Learning Center and ten additional adjunct instructors were requested to address the mandated student to instructor ratios in all healthcare programs. Industrial Technology reported the need for numerous adjunct instructors to successfully meet the needs of its students and stay current with the increasing demand for sustainable buildings and alternative energy sources. Adjunct instructors were also needed in the building construction technology,

HVAC (heating, ventilation, and air conditioning), auto technology, and electronics technology programs.

In terms of non-faculty staff, the Exercise Science, Wellness and Sport Division reported its need for two fitness center aides (one full-time and one part-time aide) to run the fitness center on a schedule that would allow students to log their required lab hours. Fire Science defined the need for a full-time program coordinator to seek the approval/certification as an Office State Fire Marshall regional fire training center and to expand course offerings. The fall 2008 fill rate for Fire Science was 80% with an historical retention and completion rate of 89%. Job vacancy is estimated to be 1,450 job openings annually between 2002 and 2012 as reported by the State of California Employment Development Department, and Imperial County has an encroaching need due to retirement and lack of a local officer training site. The Nursing Division reported that educational consultants are necessary to address the drop in first-time pass rates on the state licensing exam and the effect of doubling census in the last three years.

Facilities Needs

Most divisions identified a great need to modify their existing facilities. The Behavioral Science and Social Science Division described plans to enlarge classrooms in order to accommodate more students. It also listed a need to replace damaged and antiquated instructional materials. The Humanities Division reported that the 300 building is in need of major renovations and that a grant has been submitted to the state to fund most of the modernization. The Humanities program review also stated that its art building (1300) is neither functional nor safe. It listed the need for roof repair, an air filtration system, room dividers, proper lighting, new classrooms, and enclosed spaces to protect equipment. The Child, Family, and Consumer Science Division reported that its classrooms need sinks built to supply water for science, math, art, and cooking activities. The Business Division described its need to repair and remodel classrooms (801, 803, 804, 810, 906, and 913), enlarge a few of those classrooms (801 and 803), and combine two classrooms (912 and 913) to create an adequate computer lab. The Exercise Science, Wellness and Sport Division reported that the fitness center needs its floor replaced, lockers installed, and its electrical system repaired and upgraded. It also needs outdoor lighting installed in all its facilities. Both the Humanities and Business Divisions reported that the locks on the doors in the 300, 800, and 900 buildings require repair, because the doors cannot be opened or locked at certain times during the day.

Nursing and Health Technologies is comprised of multiple programs: Medical Assistant, Certified Nurse Aide, Home Health Aide, Pharmacy Technician, Licensed Vocational Nurse, Registered Nurse, Emergency Medical Technician, Paramedic, and Fire Science. The Division identified a shortage of laboratory space given that students from all programs utilize the two clinical simulation labs and the two skills labs six days a

week and there are mandated lab bed-to-student ratios for some programs. Fire Station simulation is currently conducted off campus, but will require on-campus, virtual simulation, or other alternatives as IVC pursues the regional training center certification. Climate controlled storage is required due to the high tech equipment and supplies within the Nursing and Health Technologies programs, and there is an identified need for faculty office space.

The Industrial Technology (ITEC) Division described the need for numerous modifications to their existing facilities, most of which are necessary to meet Cal/OSHA (California Occupational Safety and Health Administration) requirements. ITEC reported that buildings 1100, 1200, 1300, and 1400 have been inspected (in May 2008) and will need to be upgraded and modified to be in compliance, although the specifics are still unknown since the official report has yet to be released.

Additionally, the division listed the need for changes to the buildings included in the Measure L Bond Project (Construction Building Technology and Electronics Technology), depending on the timeline for completion of the project. It also explained that because the auto technology program was not included in Measure L, it will require an additional lab space and other modifications to accommodate its expansion into hybrid technologies, specialized four-wheel drives, and courses addressing fuel efficiency and emissions. Finally, the division reported a need for reusable and portable storage containers for the HVAC program (Building 1100).

In addition to modifications to existing facilities, several divisions also needed new facilities. The Business Division identified a need for a new classroom in order to address their expanding networking and computer repair programs. The Behavioral Science and Social Science Division described the need for new desks that can accommodate students of varying sizes, new office furniture to replace broken and decrepit furniture, and an accessible storage space to house instructional materials that are used frequently. The Child, Family, and Consumer Science Division conveyed its need for classrooms, since the division's only classroom is housed in a portable building that is scheduled to be removed from campus. The Industrial Technology division discussed the potential need for new spaces to be built to house the auto collision and water treatment programs since they are no longer included in the Measure L building plans.

Technology Needs

Technology needs fall into three categories: Smart classrooms, equipment upgrades, and new equipment. The Humanities Division reported needing to repair and create smart classrooms in the 300 and 1300 buildings. They also listed a need for webcams and laptops for online classes in sign language and Spanish. The Child, Family, and

Consumer Science Division reported its need to upgrade existing computers as well as to purchase two new laptops for classroom use. The Industrial Technology division reported needing I-CAR (Inter-Industry Conference on Auto Collision Repair) support software in order for its auto collision/industrial technology program to remain in compliance with I-CAR. Within the Nursing and Health Technologies Division, there are two high tech simulation labs, each with two or more human simulators of varying simulated chronological age. Simulation has become an accepted and expected technology for up to 25% of clinical rotation time. Fire Science virtual simulation technology will also need to be explored as IVC moves toward the proposed certified fire training center. Maintenance of high tech equipment and ongoing faculty development is crucial.

Each of the programs in the Nursing and Health Technologies Division has State regulated requirements for instructors, mandated and unique ratios specific to the ratio of instructors to students in a clinical rotation site, and some have ratios specific to the number of students to skills or simulation beds. Maintaining a sufficient number of approved clinical sites can become a compliance issue when any of those sites are sanctioned due to industry regulations. Programs within the Nursing and Health Technologies Division are required to submit annual reports; the proposed regional fire training center will require an additional self-report and possible facility visit every five years. Other ongoing accreditation survey cycles include: RN one-day survey in 2009; EMTP accreditation in 2010; VN accreditation in 2011; and a RN full site accreditation in spring 2013.

Student Learning Outcomes (SLO's)

Program reviews listed progress on SLO's in terms of a ratio in three areas: SLO identification completed, assessment tool implemented, and data summary and evaluation report completed. All divisions reported plans to implement assessment tools in the fall of 2008, and complete data summary and evaluation afterwards. As of the end of spring 2008, the results were as follows: The Humanities Division identified SLO's in 3 of 109 courses, the English Division identified SLO's in 5 of 46 courses, and the Business Division identified SLO's in 17 of 41 courses. The Nursing and Health Technologies Division has defined objectives for each course, but each is not specifically aligned with Imperial Community College District's SLO's. By the end of fall of 2008, the SLO's will be completed with at least one SLO per course. As most programs (EMT, Paramedic, CNA, LVN, RN, Pharmacy Technician, and Medical Assistant) have an ultimate certification/licensing state test indicating entry-level competency, these will weigh heavy on the Programmatic SLO's.

The Science, Mathematics, and Engineering Division has not identified SLO's in any of its 85 courses. The divisions not listed (Behavioral Science and Social Science;

Exercise Science, Wellness and Sport; and Child, Family, and Consumer Science, and Industrial Tech) did not complete the SLO section of the program review.

Student Services

The Vice President for Student Services directs and oversees the delivery of the many support services provided to IVC students through the Student Services area. Organizationally, this area includes Admissions and Records, Counseling and Matriculation, Financial Aid, Student Affairs, and Transfer Center. Additionally, a significant number of federal and state categorically funded programs augment the scope of services available, including Board of Governors Financial Assistance Program (BFAP), CalWORKs, Cooperative Agencies Resources for Education (CARE), Disabled Student Programs and Services (DSP&S), Extended Opportunities Programs and Services (EOPS), and Federal Trio (Student Support Services, Talent Search & Upward Bound).

Faculty/Staff Needs

The Admissions and Records Office has been undergoing a broad scale re-organization which began with the reclassification of several positions last year and will continue with changes to the managerial structure. With the retirement of the current Associate Dean of Admissions and Records in August of 2009, the department Program Review calls for a new Classified Manager position to function as the registrar and office manager.

The Counseling/Matriculation review found the need for additional adjunct counselors as increased enrollment has led to an unmet demand for academic advising services.

Disabled Student Programs and Services face an on-going dilemma over the shortage of qualified sign language interpreters, which can become an issue of compliance with Section 504 of the Rehabilitation Act as well as the Americans with Disabilities Act if the college is unable to provide appropriate accommodations to students.

Facilities Needs

The Student Services area made 2 requests for new facilities: a new Student Center and a dedicated Financial Aid Computer Lab. The program review summary for the Student Affairs department pointed to the need for an expanded, modern, and more accessible facility for student activities. The current facility is over 45 years old and totally inadequate to the needs of the current student population.

The Financial Aid Department has been conducting weekly workshops to assist students with the completion of the on-line FAFSA for over 2 years however a lack of

dedicated computer lab space has caused severe lapses in the delivery of this service. Review of the data indicated that a dedicated lab space would better serve the students and future students of IVC.

Technology Needs

The Student Services area has been diligent in maintaining its technology edge through the implementation of such tools as Xtender, SARS, E-SARS, and the long awaited Degree Works. As a result, no immediate technology needs were identified. However, funding for two on-going requests was noted by Counseling and Admissions & Records. Counseling requested an additional \$10,000 to fund increased usage of a newly approved computerized assessment instrument while Admissions and Records requested an additional \$15,445.77 for new equipment related to their office reorganization plans for 2008-09.

Student Learning Outcomes (SLO's)

Most of the Student Services departments/programs are in the early stages of SLO development and/or assessment, however five programs have identified at least one SLO and two have assessment tools identified. The Financial Aid Office and the Board of Governor's Financial Assistance Program have identified individual SLO's and have implemented assessment tools but as yet have no data collected nor have they completed an evaluation report, both of which are scheduled activities for the end of the 2008-09 academic year.

CalWORKs, EOPS, and CARE have identified their individual program SLOs but as yet have not designed their assessment tool (a student survey) nor have they collected the data necessary for the end of year evaluation report. Both of these activities are schedule for this academic year.

Business Services

Business Services includes the Office of the Vice President for Business Services, Maintenance & Operations, Parking, Purchasing, and Security. Business Services also oversees the contracts for the bookstore and the cafeteria.

Staff/Facilities/Technology Needs

Business Services identified several staffing needs, including an on-campus police force (as opposed to security guards) which would oversee campus security and parking; a Director of Purchasing to manage a centralized purchasing system; two grounds maintenance workers and four custodians due to campus growth, specifically the

addition of a 70,000 square foot building; and one part-time pool cleaner. Various building modifications were identified including modification to the current lift station in the water treatment plant to handle future growth; modification to an existing structure to create a blueprint room for review of building layout when needed; and a new metal warehouse building to handle the storage needs due to the school's growth.

The Program Review needs were prioritized prior to adoption of the final budget. Although the college is facing fiscal challenges due to the state budget, funds were allocated for the following priorities:

- Staff Development/training
 - Student Learning Outcome Assessment
 - Basic Skills instruction
 - business process training (Banner Training)
 - Strategic Planning Development

- Staffing Priorities
 - Safety/Law Enforcement Officer
 - Admissions and Registration Director
 - Director of Research
 - Part-Time Public Relation Officer

- Technology Priorities
 - Replacement/Update Phone System
 - Distance Education Support
 - Continue with the computer replacement program

- Facilities Priorities
 - Upgrade existing transportation system, including entrances and exits of campus and traffic flow, bus terminal area
 - Begin modernization of existing classrooms
 - Continue construction on Science building