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To: Douglas Garrison; Stephen Ma; Carsbia Anderson; Barbara Lee

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Subject: program review and reflections summary

Colleagues,

I am sending you notes taken at AAAG to provide a summary of AA program review and flex day reflections. The purpose of the dissemination is for this summary to help inform our planning, decision making, resource allocation processes (AAAG meeting minutes – May 9th). I am also sending you a note to remind you that a similar dissemination process will need to take place at ASAG and SAAG. Please collect notes as discussions ensue in your areas and forward them to the rest of us. I look forward to reading your summaries.

Thanks,

Celine

- Program Review Annual Update Summary Presentations:(for more detail reference the full documents posted on the AAAG webpage. These are listed in the order they were given.)

Physical Education:

Annual Update – the discretionary funds are an issue as they do not keep pace with current costs. The theme of having to try and make do is recurring from last year. There is a need to replace old and failing equipment. In addition, the division has to respond appropriately to whatever is mandated by the state.

Reflections – reflections are done with all faculty in the division, not by department. The main area of focus was the Fitness Center. It is a large student use venue. The challenge is getting the information to the students. The discussion focused on how to deliver the information and make it accessible online. The second area was the course outline and content in relation to SLOs. The division has a lot of adjunct faculty and turnover, so it is important to make sure the faculty is educated in what we are doing.

Counseling:

Annual Update – there has been a high demand and counseling is under-staffed, though adjunct counselors have been used to help cover the volume. It was discovered there are a lot of students self-counseling and then come to see a counselor a year later. The counselors discussed ways to catch these students in advance. This will be important with the Student Success Taskforce recommendation for all students to have an education plan. The Counseling department is trying ways to increase the number of drop-in students seen in a day, offering Saturday and evening events, and offering a PERS 200 orientation for high school students.

Life Sciences:

Annual Update – the main issues have been with technology and staffing, some areas require it more than others.

Reflections – the main discussion was on changes observed in the students in their learning needs. The division has started using iLearn to a greater extent; an example is to record lectures and post it to iLearn along with slides of the lecture. They have been doing more assessments of students to identify how and what they are learning. There have been conversations about active learning; the outcome is that the departments are meeting more often.

Creative Arts:

Annual Update – the division is down two positions and would like to have those replaced. The Arts require a lot of equipment and they go through items that the discretionary budget is not able to sustain. There are technology concerns, partially due to technology issues and partially due to the buildings.

Reflections – a philosophical approach was taken. The division has accepted the concept of student learning outcomes (not objectives). They have agreed on a set of SLOs that are arcane enough that Creative Arts would be willing to be evaluated on. It was also decided on to make M1 an intelligent classroom so Art History can be taught in there.

Library:

Annual Update – the usage of e-books has skyrocketed.

Reflections – two areas were identified that need to be addressed. The first is staffing and the second challenge is technology as there is no budget for training. The technology itself has an impact on student learning so the staff is finding ways for the library to improve and function on its own. There are two projects being worked on, the first is the library website overhaul to incorporate library guides and the second is students accessing more information through searches.

Business & Technology:

Annual Update – the division is having technology issues with the labs having PC's that are 6+ years or older. All of the instructors in the division are using iLearn and also using Wiki's for assigned projects. As part of the division program review they are considering changing the Business Skills Center to include an online element.

Reflections – what the time entails for them to come together to discuss issues.

Social Sciences:

Annual Update – staffing needs.

Reflections – the division meets as one group. The discussion outcome was realizing that most students are not able to demonstrate the critical thinking required by the

instructors. The division came up with five conclusions as to how to accomplish their goals:

#1 Assignments that require students to read and critically examine key issues in our disciplines

#2 Students have the basic knowledge and vocabulary to understand what we are asking them to critically examine

#3 Instructors will model for students how to reading and critically examine articles

#4 Instructors will give examples of written work that successfully analyzes a text

#5 Take the word 'comprehend' out of GEOs and replace it with "critically examine the complexities of..."

Physical Sciences:

Annual Update – staffing needs in Physics and the MLC, maintaining field trip budgets, technology needs and focus on MESA program. We are the only community college that does not have one.

Reflections – the division is reviewing the preparedness of students. There is a special assessment for Chemistry students; using Smart Pens in Math classes to help the students with their studies. The Smart Pens allow the Instructor to post the lecture on their website for students to access after class. The Math department is planning to offer a Beginning Algebra and Intermediate Algebra class in the same semester. Both classes are shortened, so a student is able to take both and receive credit. Earth Sciences is working on how to support field work back in the classroom.

Humanities:

Annual Update–Add and/or revise curriculum in Philosophy, Speech, Linguistics and Humanities. Improve connections between ESL, English, ESSC and Reading Center. Add faculty (especially in English) and staff. Improve advertising and refresh computers in the ESSC, Reading Center and ESL Lab.

Reflections – revision of curriculum in ESL, Philosophy, Speech and Linguistics. Recommendation to require placement testing of all incoming students agreed to by Student Services; need new ESL placement test. Further emphasis on helping students become more fully acclimated to college expectations and regulations.