

Program Review Division Summary Fall 2018

Dean/Administrator	Program Review Committee Reader(s)	SLO Committee Reader(s)
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Division/Area	Programs
Social Sciences, Library, Public Safety and Career Education (SLPC)	Social Sciences: Anthropology, Early Care & Education, Global Studies, History, Political Science, Psychology, Sociology, Women's Studies Career Education: Automotive Technology, Welding Technology Public Safety: Administration of Justice, EMS, Fire Service Technician Services: Library, Tutorial Center

Executive Summary (Optional): Please describe the most important themes, trends, and developments in your division or area. Your summary should identify accomplishments, plans and obstacles to success. Your summary should be no longer than 500 words in length.

For the Social Sciences, some key areas from the program reviews include harnessing the talent of new full-time faculty additions (such as in Political Science, History, Anthropology, & Psychology), new course development (that is inclusive of more diversity, globalization as examples), new program development (such as launching Global Studies), sustainability (enrollment concerns for some programs and courses), and marketing and promotion. Social Sciences also noted the need for facilities (with Psychology's and Sociology's need for a lab space) and other programs finding lecture rooms during peak periods have been stressed. The need for Social Sciences to now maintain its full-time teaching levels as faculty retire or move onto to other career opportunities is also stressed (i.e. History department losing a faculty member in the fall of 2018).

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Public Safety's primary themes revolve around expansion of programs (i.e. new Fire Academy, and opportunities for new programming in AJ), loss of some programming such as Sheriff's Academy, seeking needs for equipment for new EMS program and the Fire Academy are critical items, seeking and maintaining program accreditation, and the planning for the new Public Safety Complex are critical.

In regards to Applied Technology, themes include program accreditation (such as in Auto Tech, which will be completing its accreditation this year), new courses in Auto Tech and Welding Tech and needing the FTEF approval, and the new building planning for Auto and Welding.

The Library and Tutorial Center themes include resources needs (Library is fortunate to have new Measure A dollars, though Tutorial Center is dependent on some state grant funding putting it at more risk), new building for 2100 (which will impact library expansion and a new space for the Tutorial Center), and discussion of staffing needs and funding (Library had a new faculty position start this year which has been a great help).

Recommendations: Please list your most important recommendations for planning in your division or area. Note any recommendations that are connected to our College's Planning Priorities or Educational Master Plan.

Recommendations for planning include: Priorities on Measure A projects that include the new Public Safety Complex, the Advanced Manufacturing and Transportation building (Auto and Welding), the new 2100 building affecting the Library and Tutorial Center; Seeking FTEF for existing programs and new programs (new programs such as Education, Fire Academy, Auto Service Desk); seeking and maintaining program accreditations such as Automotive Technology and in Public Safety; seeking funding for supplies and equipment needs in various programs and services in division; work toward staffing needs of programs (faculty and classified staff); improved enrollment management of programs in division.

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Please describe the most important themes, accomplishments and challenges for your division/area in each of the following categories. If a category does not apply to your division/area, or if that category was not discussed in your division/area's Program Reviews, please write "Not Applicable."

Category	Themes, Accomplishments and Challenges
<p>Community Relationships and Partnerships</p>	<p>Community partnerships include the following examples: GM contract, which will be renewed in February of 2019 for a three year period and a partnership with AC Delco in Auto Tech, various partnerships in ECE program for support of internships for students, delivery of an introductory Fire Service course to the Tri-Valley ROP, the AJ program and the Alameda County Sheriff's Academy, EMS and Fire Services program with internship opportunities with various first responder agencies and medical agencies, and the Psychology program and its speakers series with excellent speakers from the community. Additional examples can be seen in the articulations agreement with high school CTE courses for all the CTE programs in the division.</p>
<p>Such as outreach, recruitment, internships, industry collaborations.</p>	
<p>Curriculum Committee Items</p>	<p>Each program in the SLPC division has program updates required for courses to meet needs outlined by the curriculum committee. Some notable new program/courses include updates and changes in the Fire Services program, EMS program, AJ program (including a new Fire Academy); changes in the Tutorial Center's courses; updates for the ECE program, New courses in Applied Technology (including Laser Welding and a Service Technician program in Auto); creation of the Global Studies program with two new courses being offered in 2018-19 and cross listing the intro course with a Sociology Global course; launching of a new diversity course in Psychology; plans to bring back specific courses in History to target specific cultures and global emphasis; general updates in all other Social Sciences programs. Some future programming areas include development of a new Education transfer degree at the college (sponsored through ECE) and social justice related courses (such as LBGT studies).</p>
<p>Changes made through the curriculum committee, such as changes to course outlines, degrees and DE status.</p>	
<p>Enrollment Management</p>	<p>Social Sciences: Concerns include having enough FTEF to offer unique and specialty courses (such as in the ECE program and Anthropology), a flattening or drop in enrollment in some programs such as Political Sciences and Sociology, gaining FTEF for growth of Fire Services, and EMS programs, seek FTEF for new programs in Education Transfer, Auto Service Desk; maximizing FTES enrollment in larger Social Science programs such as History and Psychology.</p>
<p>Changes to section offerings, such as adding/removing sections or increasing/lowering class size.</p>	

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<p>External Factors</p> <p>Such as state/ accreditation mandates or advisory board directives.</p>	<p>The SLPC division has active advisory committees in all of its CTE programs including ECE, AJ, FST, EMS, Auto Tech and Welding. In regards to program accreditation, EMS gained there accreditation over a year ago, the Fire Academy gained their accreditation in the fall of 2018, and Automotive Technology will be submitting their NATEF self-study for accreditation in the spring of 2019. ECE works with core statewide curriculum requirements. The Child Development Center has many requirements from the state (particularly since it receives public funding) and it passed a critical audit along with the Chabot CDC in the fall term of 2018.</p>
<p>Facilities, Supplies, and Equipment</p> <p>Purchasing or upgrading</p>	<p>Social Sciences: The primary need is for a research lab/computer lab that is a room that we have first option at in scheduling for PSYC and SOC. We have secured such a room in 2416 thanks to a decision from the Dean’s team at the college. In the long run, there is a plan for study rooms with a lab these programs would like to have. There is some planning on some furniture changes in the room that make this room meet more needs of the faculty and students. Other program needs would include supplies and equipment needs in ECE and Anthropology. Others Social Sciences programs have a continuing need to find classroom space for lecture courses at high usage time periods.</p> <p>Applied Technology: Continuing to seek resources for equipment and supplies for the Welding and Auto Programs program will be critical to their success. Planning for the new Advanced Manufacturing and Transportation building for Auto and Welding is a critical requirement for the next couple of years.</p> <p>Public Safety: Continuing to seek resources for equipment and supplies for the Fire Academy, EMS program and any future expansion in the AJ program (such as a police academy) will be critical. Planning for the new Public Safety Complex and Fire Tower for EMS, FST and AJ is a critical requirement for the next couple of years.</p> <p>The Library and Tutorial Center will continue to seek appropriate resources to have the services be successful. Keeping computer technology, software, and databases in both programs is critical. Purchasing of supplies (i.e. books, periodicals) is important to keep them meeting academic and CTE program student needs. Work to update furnishings in existing facilities will be part of planning. Work on the new 2100 building expansion for Library and new location for Tutorial Center will be a critical requirement for next few years.</p>
<p>Financial/ Budgetary</p>	<p>The SLPC division’s programs have address this as needed in their Program Reviews. Critical areas noted is finding enough FTEF through the CEMC process of the college to offer specialty courses on the books, new courses and programs, and planning for the future. Programs significantly impacted by this include: Fire services with the new Fire Academy and other new program offerings, EMS (being a newer program to the college), ECE, History, Anthropology, Psychology, Auto Tech,</p>

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<p>Program budgets or special funding.</p>	<p>Welding, and Sociology. Finding budget resources for equipment and supplies has been addressed in various program reviews, most notably in the Public Safety and Applied Technology programs, who have expensive equipment and supply needs. In addition, Auto Tech has noted important donations of vehicles and equipment by individuals and vendors in the past year. Programs such as Anthropology have also gained new equipment for their new lab through the college Instructional Equipment Request Allocation process and still has further needs. The Tutorial Center also has proposed furniture upgrades in its space. The library has received its new funding sources in Measure A for books, databases and periodicals. Concerns on adequate funding for supplies for programs such as ECE, the Library, Tutorial Center, Public Safety and the division office and having this in a sustainable model is a continuing concern with limited resources.</p>
<p>Human Resources</p>	<p>A common need among all the SLPC programs is the need to maintain and meet growth in staffing areas. Programs that will likely need future full-time faculty for expansion or to replace potential attrition (retirement or moving on in career) include the Fire Science Technology Program, History and Automotive Technology. Concerns on finding qualified adjunct faculty can be seen in several program areas including History, Women’s Studies, FST, EMS, Auto Tech, Welding and ECE. The need to maintain staffing levels in the library and tutoring center are critical also and have expressed concerns with limited resources.</p>
<p>Hiring and staffing needs.</p>	
<p>Learning Support</p>	<p>The academic and CTE programs in SLPC division seem to have good support for Library and Tutoring Center. Since Library and Tutoring Center are in the division, maintaining services and supporting any expanding needs (such as with AB705 and Guided Pathways), will be critical, particularly in obtaining needs from college community and resources. Addressing equity needs in Tutoring and Library (expanding hours of library – which have been completed but need to be maintained, targeting students more in need of tutoring services) are important goals.</p>
<p>Services provided to support student learning, such as tutoring and library support.</p>	
<p>LPC Collaborations</p>	<p>Collaborations of programs across LPC with specific programs in the SLPC division can be seen in several areas in the following examples: Library collaboration across all divisions including orientations for various courses at the college, EMS collaboration with Child Development Center used as a training activity for EMS students to have some experience working with children in a simulated activity, Psychology Programs collaboration with campus student health for expanded mental health services, Global Studies collaboration with other Social Sciences programs including Sociology (on an cross listed course), Tutorial Center collaboration with many program areas across numerous disciplines and with student services to provide peer tutors and a place for instructors to hold office hours, and Welding Technologies collaboration with STEM division and participation in the delivery of courses for the Engineering Tech program.</p>
<p>Collaborative projects bringing together different programs/areas within LPC</p>	

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<p>LPC Planning Priorities</p>	<ol style="list-style-type: none"> 1. Accreditation: Establish regular and ongoing processes to implement best practices to meet ACCJC standards. This is being implemented through our updates in curriculum, SLO measures, and maintenance or obtaining program accreditation in several CTE programs including EMS, Fire Services, and Auto Tech. 2. Curriculum: Provide necessary institutional support for curriculum development and maintenance. All programs in the SLPC division have worked toward updating curriculum to meet this planning priority. Several disciplines have new degree or certificate programs including Fire Sciences, Auto Tech, Global Studies and Political Sciences. 3. Tutoring Services: Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses. The Tutorial Services for LPC is located in the SLPC division. It now has a new full-time faculty coordinator dedicated to the program which will help with meet this planning priority. 4. Professional Development: Coordinate available resources to address current and future professional development needs of faculty, classified professionals, and administrators in support of educational master plan goals. The faculty and staff in the division have addressed this planning both in the Program Review and their own Evaluations utilizing on campus professional development such as flex day, professional development funds, grants and CTE funds (where ever appropriate).
<p>Available here: https://goo.gl/LU99m1</p>	
<p>Pedagogy/ Teaching Methods</p>	<p>The Program Reviews from various SLPC programs showed a dedication to ensuring quality instructional pedagogy and instruction methods to meet student learning needs. Some common themes included: continued look at expansion of online and hybrid courses; use of current technology in lecture classes and labs; design of lab spaces to meet student needs (i.e. new Anthropology lab or planning for new buildings for Applied Technology and Public Safety); focus on effective evaluations of full and part-time faculty to provide important feedback to make improve in these areas for individual faculty members.</p>
<p>The process of teaching students. Not limited to instructional programs/ areas. Might include teaching/counseling/ tutoring methodology, class activities or course design.</p>	

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<p>Professional Development</p>	<p>Many SLPC programs have identified their professional development needs. CTE programs have been particularly focused on needs that may involve accreditation needs (such as in Auto) or keeping current in training in FST, AJ, EMS, Welding, and ECE. Social Sciences, Tutorial Center, Child Development Center, Library Faculty/Staff have identify their training needs in their evaluation processes and many have attended (or plan to attend) important workshops, conferences and significant research work as part of their professional development. Other faculty/staff have been presenters in at conferences and on campus for professional development activities. Several division members are actively involved in important college activities including the SLO committee and serving on the Accreditation Steering Committee (two faculty members and dean are on this committee, one serving as the Accreditation Liaison Officer for the college).</p>
<p>Activities and resources to enhance employee knowledge and skills.</p>	
<p>Services to Students</p>	<p>The SLPC division has three primary service components: the Library, the Child Development Center and the Tutorial Center that provide important services to students to support their academic goals at the college. All three programs have carefully identified important accomplishments and goals in their Program Reviews to continue to provide excellent service to students. This includes expanded library hours, expanded days of service in the Child Development Center, and the addition of a full-time, permanent faculty coordinator to the Tutorial Center in this current academic year.</p>
<p>Non-instructional services provided to students. Not limited to Student Services programs/areas.</p>	
<p>SLOs/SAO Process</p>	<p>The SLPC division programs addressed how SLO measures could assist with improvements in curriculum. SLOs are updated in the course outlines of record. There is a common theme of concern among several programs in the division to maintain consistency of entering data in ELumen and encouraging adjunct faculty to carry out the data entry.</p>
<p>The process of creating, recording and assessing SLOs/SAOs (not the SLO findings; those could appear under pedagogy, curriculum, enrollment management, equipment, etc.)</p>	
<p>Technology Use</p>	<p>The Program Reviews of many SLPC programs identify the importance of current technology to support their programs. For the Library and Tutorial Center, having funding for databases, scheduling software (as in the Tutorial Center) are critical. Having up-to-date computers in the library and in the computer labs used by several programs (such as Psychology) are critical. Up dated AV equipment in all classrooms on campus serves all program areas for lecture courses. The CTE programs including Auto, Welding, EMS and FST are dependent on equipment that is expensive and requires</p>
<p>How technology is used to instruct/serve students or for other college functions.</p>	

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	<p>constant upgrades, additions and repairs to meet student training needs. Making sure adequate resources are allocated to these programs areas are a critical component in their planning and their program implementation outlined in their program reviews.</p>
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