



# Instructional Annual Program Review and Planning Update Form Fall 2023

## BACKGROUND:

Program review is an integral part of the campus planning process. As programs and areas monitor their progress on the current comprehensive four-year program review, changes in need and scope can be expected. This Annual PR Update form is designed to outline and request modifications to the current program review that occur between comprehensive four-year review cycles, as needed.

Examples of a requested change include new information such as action plans, outcomes modifications, personnel changes, technology needs, and capital expenditures requirements. As programs and areas monitor their progress on the previous comprehensive four-year program review, the form provides the basis to suggest a change in plans and processes to improve student success and institutional effectiveness.

## DIRECTIONS:

This form shall be completed annually by **all** instructional programs.

- Instructional programs must submit their Annual Program Review Update form to their dean by 5pm on Monday, November 27, 2023.
- Deans will forward the completed form to the Program Review and Planning Committee Chairs by 5pm on Monday, December 4, 2023.
- Questions or concerns?
  - Committee contacts:
    - Co-chairs Mary Bogan ([mbogan@fullcoll.edu](mailto:mbogan@fullcoll.edu)) and Bridget Kominek ([bkominek@fullcoll.edu](mailto:bkominek@fullcoll.edu))
    - Division representatives on the [Program Review and Planning Committee](#)
  - [Office of Institutional Effectiveness](#)

## SUBMISSION:

Program:

Division:

Date:

We have reviewed our most recent self-study and **have not identified** any significant changes that necessitate resource requests for the upcoming academic year. *(Complete part 1 only)*

We have reviewed our most recent self-study and **have identified** significant changes that necessitate additional resource requests, which are attached in our submission. *(Complete parts 1 and 2)*

Principal Author Signature: Jeffery Feaster

Printed Name: Jeffery Feaster

Date: 11/27/2023

Dean Signature: Bridget Salzameda

Printed Name: Bridget Salzameda, Ph.D.

Date: 11/29/2023

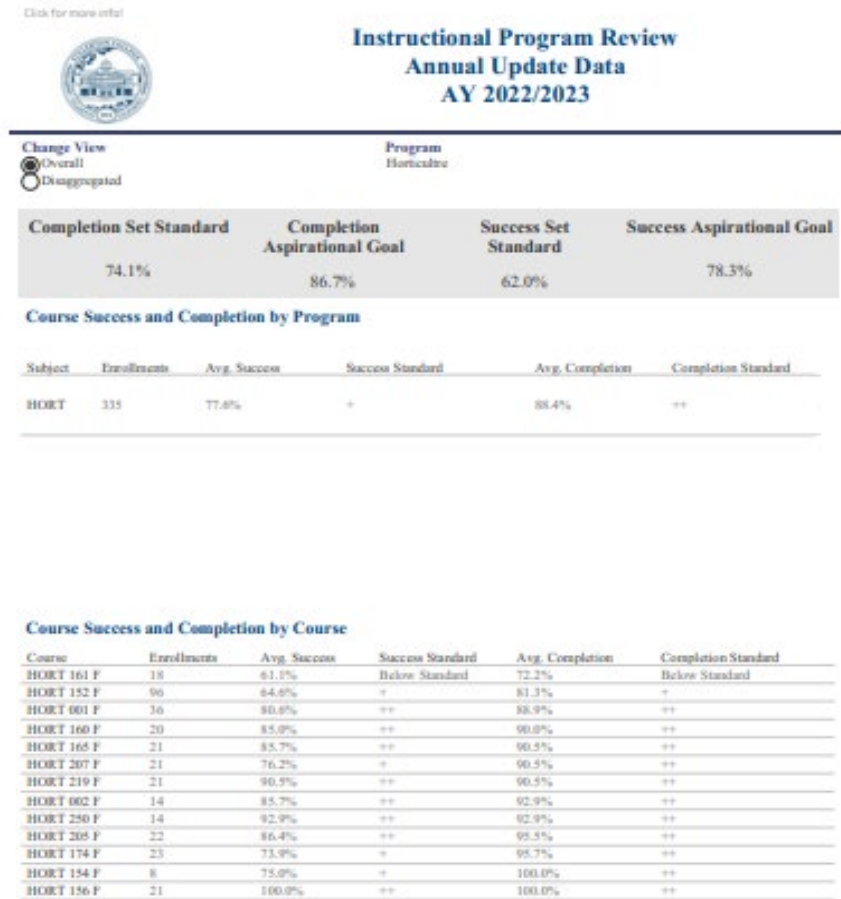
# Part 1: Review of Data

## Institution Set Standards (ISS)

1. Use the data provided by the Office of Institutional Effectiveness (OIE) to review your course completion and success rates and provide a comparison to the Institution Set Standards for course completion and success rates.

After August 15, you will be able to access PDF copies of your program's ISS data here: [ISS ISLO Documents](#). The folder will also include instructions to access Tableau dashboards with the same information. The instruction document will also provide more context about how these standards are calculated. If you have any questions, please reach out to the Office of Institutional Effectiveness at [ic@fullcoll.edu](mailto:ic@fullcoll.edu).

2. If your program meets or exceeds the standard for completion and success, to what do you attribute your success? If your program does not meet this standard, please examine the possible reasons, and note any actions that should be taken, if appropriate.



The data provided by the Office of Institutional Effectiveness (OIE) indicates that the horticulture department at Fullerton College is above the institutional set standards for both course success and completion. Our success rates are 77.6% compared to the ISS rate of 62%. We believe our success rates can be attributed to the vocational nature of our program. Almost all our classes have a laboratory associated with the lecture, so students are constantly reinforcing topics covered in lecture into hands on activities during lab. Most lab work is done in small groups. Most students take multiple classes together, and really become a very tight knit group. The students are more likely to ask questions and or for help

from their peers rather than their instructors, the students in our program are always willing to help one another. I think this sense of community increases success. Our course completion rate is also above the ISS rate, 88.4% compared to the standard of 74.1%. It makes sense that completion rates would increase with higher success rates, it could also mean that for some students it may have been better for them to drop with a W instead of getting a poor grade. Other vocational programs like Manufacturing have similar success and retention rates.

The success and retention rates in horticulture have both declined from our last APRU. Success dropped from 83.1 to 77.6 and retention went from 90.7 to 88.4 (see below). Corresponding with this drop in success and retention was an increase in total enrollments and student headcount. Our headcount was on a steady decline since 2018. Looking at the data below the fewer students we had the better the success and retention. Are these newer students less prepared? Many students did complete 2 years of High School learning remotely, this is just speculation not supported by any data.

Enrollments						
	2018	2019	2020	2021	2022	2023
Total Enrollments	378	283	288	208	248	335
Student Headcount	236	193	169	161	140	182
Course Success	73.0%	71.7%	70.8%	81.3%	83.1%	77.6%
Course Completion	81.2%	86.2%	81.9%	85.6%	90.7%	88.4%

There was only one of our courses that was below standard for both success and retention, HORT 161 Plant Identification of Ornamental Shrubs. This course requires that students learn by observation the common name, scientific name and the landscape usage of over 180 different landscape shrubs used in California gardens. Many students don't or can't put in the time required to be successful. Most students are using internet images instead of making careful observations of real plant materials, or learning the plant by its location on campus verses the actual plant. I am experiencing even lower numbers this semester in my tree identification class.

When looking at the success and retention rates by ethnicity, two groups are below the set standards, both of which are relatively small sample sizes so I would not be concerned with these data. At the semesters end I will questions the students about why they had difficulty with this course, to make improvements for next semester.

Completion Set Standard	Completion Aspirational Goal	Success Set Standard	Success Aspirational Goal
74.1%	86.7%	62.0%	78.3%

**Course Success and Completion by Program**

Subject	Race/Ethn	Enrollments	Avg. Success	Success Standard	Avg. Completion	Completion Standard
HORT	Asian	5	100.0%	++	100.0%	++
	Black/African American	2	50.0%	Below Standard	100.0%	++
	Filipino	1	100.0%	++	100.0%	++
	Hispanic	210	78.6%	++	87.1%	++
	Two or More	29	69.0%	+	89.7%	++
	Unknown/Decline to State	9	33.3%	Below Standard	88.9%	++
	White	79	82.3%	++	89.9%	++

**Institutional Student Learning Outcomes (ISLOs)--Global Awareness ISLO.**

1. Describe your program’s participation in assessment of Institutional Student Learning Outcomes (ISLO’s). Specifically, how does your CSLO attainment, for the courses that are mapped to the Global Awareness ISLO, compare to Fullerton College’s ISLO attainment?

After August 15, you will be able to access PDF copies of your program’s ISLO data here: [ISS ISLO Documents](#). The folder will also include instructions to access Tableau dashboards with the same information. Please reach out to your SLOA representative if you have questions.

2. Does the SLO data show significant achievement gaps among demographic groups in your program? If so, where are the gaps and what steps can your program take to shrink them? If not, to what do you attribute your success in minimizing the achievement gap?

As seen in the data below, we apparently have no CSLO’s mapped to the ISLO on global awareness so we will not be able to analyze this portion of the Annual Program Review. A meeting with the division SLOA coordinator will be necessary to get an understanding of why, since there is data for other ISLO’s in the data provided.

---

**Overall by Term for ISLO: Analyze the interconnectedness of racial, cultural, political, social, economic, and environmental issues from multiple perspectives and recognize the individual agency and collective responsibility necessary for positively influencing those systems.**

	Greatly exceeds expectations.		Exceeds expectations		Meets expectations		Does not meet expectations but developing		Does not meet expectations	
Fall 2022	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Spring 2023	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

**Overall by Demographic Category for ISLO: Analyze the interconnectedness of racial, cultural, political, social, economic, and environmental issues from multiple perspectives and recognize the individual agency and collective responsibility necessary for positively influencing those systems.**

	Greatly exceeds expectations.		Exceeds expectations		Meets expectations		Does not meet expectations but developing		Does not meet expectations	
Ethnicity	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

## Part 2: Additional Resource Request Reasoning and Support

For each separate resource request, complete steps A, B, and C.

Step A: Briefly describe the request. We are requesting a Laboratory Clerk position to help with the daily duties and operation of the horticulture department. This was previously identified as a groundskeeper position in our 2021 comprehensive program review. (attachment 1) We feel the duties would be more aligned with a clerk position to help our lab tech, and provide much needed coverage during absences and vacations, but still be involved in the landscape when time permits.

Step B: Answer the following questions:

1. Is it imperative that this resource request be processed now rather than during the next comprehensive program review? Yes Why? This request should be processed now for several reasons. Our HORT 255 course in Aquaponics /Hydroponics is being offered next semester for the first time since the AY16/17. The aquaponic system involves living fish and is best left in operation when the course is not being offered. This additional course puts demands on department personnel during weekends/holidays, and when classes are not in session. This course was very popular, in the AY 16/17 as 49 students were enrolled. As previously mentioned, the aquaponics system will need regular upkeep and monitoring. There are many other things in the department that require watering and occasional pest control. For the past 23 years I have been coming in on weekends and other non-duty periods to assist with this maintenance. While it is not board approved, I will be retiring at the end of the Spring 25 semester. This will leave a void in this coverage which can be offset by a lab clerk with staggered workdays and hours from the lab tech position.
2. How will this additional resource allocation specifically enhance your program's services, activities, processes, etc. to continue or improve student learning and achievement?
  - Is the resource request personnel-related? If so, please provide evidence to justify the requested positions such as retirements, program growth or curricular demands, full-time/adjunct ratios, etc.

The aquaponics/hydroponics system when in operation is useful to many other horticulture classes, so many students will benefit by being exposed to this special growing technique. Our enrollments have increased from last year from 248 to 335 and our headcount from 140 to 182. Additional students require additional resources, possibly increased course offerings, which increases the workload for the lab tech position.

3. How will this additional resource allocation help you serve the college mission or strategic initiatives, and/or your program's goals for improvement, as stated in your last program review? This additional resource allocation will help meet the needs of our department in several ways. We would have a reliable and trained person to assist in all aspects of the facilities maintenance and operation, this means irrigation systems, greenhouses, landscape, and nursery/greenhouse plants. This would allow more plants to be produced and sold at our plant sales which is a funding source for our internship program. The internship program provides opportunities for students to work in the department, and to gain valuable nursery management skills for future job placement. Having a year-round operational aquaponic system will allow for student research opportunities. We would also have a continual source of produce which could be given to the food pantry assisting in college goal #1 objective 3 regarding food insecurity. Additional offerings of HORT 255 would also help Goal #2 objective 2, 4, 5, 6. Goal #4 objective 5 We feel the horticulture department could and should be a major contributor in portions of the sustainability plan including the composting the green waste that the campus generates, an additional person would be necessary for these additional activities to occur.

Step C: Complete this chart with details of the request:

Type of Resource	Requested Dollar Amount	<b>Potential Funding Source</b> It is only necessary to list potential funding forces if you are aware of specific grants/program funds appropriate to the request, such as Strong Workforce.
Personnel	Lab Clerk position Category 31 on the classified salary schedule. 4797-5774/ mo	
Facilities		
Equipment		
Supplies		
Computer Hardware		
Computer Software		
Training		
Other		
<b>Total Requested Amount:</b>	\$ 57564-\$69288 annually	

## Part 2: Additional Resource Request Reasoning and Support

For each separate resource request, complete steps A, B, and C.

Step A: Briefly describe the request. The request is to purchase a new set of chairs for our laboratory room 1603

Step B: Answer the following questions:

- Is it imperative that this resource request be processed now rather than during the next comprehensive program review? Yes Why? Due to safety concerns that have been brought to my attention, see the following statement.

Laboratory seating should be upholstered with vinyl or be constructed of solid materials such as plastic or wood that has been sealed to render it non-porous. Finishes shall be as resistant as possible to the corrosive chemical activity of disinfectants and other chemicals used in the laboratory. Natural or synthetic fabric upholstery or mesh is not acceptable for use in a laboratory.

I have not verified this with the NOCCCD safety officer but have read similar statements from various sources.

- How will this additional resource allocation specifically enhance your program’s services, activities, processes, etc. to continue or improve student learning and achievement?

The students are in these chairs for up to three hours in a normal lab class. These chairs are not very comfortable to sit on for this amount of time. Many of our classes utilize microscopes. The current chairs are not adjustable in height, most students can’t sit and look through the microscope. If students stand then the table is too low and they really have to bend over to properly see. Additionally, many of these vinyl surfaces have tears or holes in the seat cushion, once this happens it quickly accelerates the problem.

- Is the resource request personnel-related? If so, please provide evidence to justify the requested positions such as retirements, program growth or curricular demands, full-time/adjunct ratios, etc.
- How will this additional resource allocation help you serve the college mission or strategic initiatives, and/or your program’s goals for improvement, as stated in your last program review?

Step C: Complete this chart with details of the request:

Type of Resource	Requested Dollar Amount	Potential Funding Source It is only necessary to list potential funding forces if you are aware of specific grants/program funds appropriate to the request, such as Strong Workforce.
Personnel		
Facilities		
Equipment	Adjustable Lab Chairs x 20 @ 450.00 \$ each	
Supplies		
Computer Hardware		
Computer Software		
Training		
Other		
<b>Total Requested Amount:</b>	\$ 9000.00	

A	B
---	---



Chair A has a waterproof cover, but the cover is ripped making it no longer waterproof. Chair B is fabric and not waterproof, so it is not suitable for use in a lab setting.

**Attachment 1** from 2021 program review

	<p>Create a Groundskeeper position for the Horticulture Department</p> <p>The Horticulture department has a long history of having a dedicated groundskeeper to take care of the extensive plant material in the department. We propose that a groundskeeper be hired for the Horticulture department that would not be part of M&amp;O. This gives us greater flexibility on when and how the plant material is maintained. To be able to attract new students, a program has to have something to offer. We have many classes and programs to offer students. We have</p>
--	---



	<p>always had beautiful landscaping. The landscape should be an example to our students, it should stand out. The grounds are beautiful, but they have lost their luster since the loss of our groundskeeper. The groundskeeper position would report to the horticulture faculty and staff. The groundskeeper would be in charge of maintaining the existing plant material, trouble shooting irrigation problems. Please see the NOCCCD description for a groundskeeper in the appendix for a complete list of duties. The groundskeeper would also assist the laboratory technician when necessary, and help in the preparations for the plant sales.</p> <p>We would like this position to be filled as soon as possible</p> <p>Persons responsible are Jeff Feaster, Luellen Swayzer and Ed Kim</p>
<p>List College goal/objective the plan meets.</p>	<p>Goal 1 Promote success for every student  Objective 2 Enhance workforce training opportunities  Objective 4 Increase completion of courses, certificate and degree programs, and transfer-readiness  Objective 5 Encourage completion of degrees for students enrolled in Career Technical programs  Goal 3 Strengthen connections with our community  Objective 1 Create and expand partnerships with local K-12 and higher education institutions  Objective 2 Create and expand relationships with local businesses and civic organizations  Objective 3 Be a cultural hub for the local community</p>
<p>Explain how the request helps the College attain student equity.</p>	
<p>What measurable outcome do you anticipate for this SAP?</p>	<p>Students will have access to properly pruned and maintained plant material.  The grounds will serve as an example of what plants should look like for both the public and students</p>
<p>What specific aspects of this SAP can you accomplish without additional financial</p>	<p>We are doing the best we can utilizing interns, and various classes</p>

resources?	
------------	--