**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** 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](https://committees.fullcoll.edu/program-review/)
* [Office of Institutional Effectiveness](https://ie.fullcoll.edu/contact-us/)

**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)*

x

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: Melody La Montia Printed Name: Melody La Montia

Date: 11/05/2024

Dean Signature: Printed Name:

Date:­­­­

**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.](https://fullcolledu-my.sharepoint.com/:f:/g/personal/dberumen_fullcoll_edu/Ejn54PAVVhJLqimOjiLWBBYBPkPdoZEFZxZtScvvyibo6A) 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 ie@fullcoll.edu.

1. 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.

**Data supports that overall, the Photography Department exceeds standards for success rates and retention. However, it falls below standard in supporting the Asian student population and Latinx in success rates for some PHOT 101 courses. I believe this is partly because some students enter photography with the expectation that it will be an easy class, only to discover that it requires the same level of study and commitment as any academic course.**

**The department’s high performance in other areas can likely be attributed to the passion and dedication of the faculty, who are committed to authentically preparing students for careers in photography. Many faculty members devote significantly more time to supporting students than is reflected in their compensation.**

**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?

**All of our Course Learning Outcomes (CLOs) are aligned with the Global Awareness Institutional Student Learning Outcome (ISLO) and address all of Fullerton College's**

ISLOsAfter August 15, you will be able to access PDF copies of your program’s ISLO data here: [ISS\_ISLO\_Documents.](https://fullcolledu-my.sharepoint.com/:f:/g/personal/dberumen_fullcoll_edu/Ejn54PAVVhJLqimOjiLWBBYBPkPdoZEFZxZtScvvyibo6A) 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.

1. 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?

**Overall, SLO data indicate that 75% to 100% of students are meeting SLO expectations. However, in the years represented, eight African American and Asian students did not meet these expectations. While faculty are generally effective in reaching out to students, it may be helpful to emphasize the importance of being particularly sensitive and attentive to the needs of these groups.**

**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.

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? Why?
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.
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?

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 |  |  |
| Supplies |  |  |
| Computer Hardware |  |  |
| Computer Software |  |  |
| Training |  |  |
| Other |  |  |
| **Total Requested Amount:** |  |  |