

## PROGRAM REVIEW: Planning and Evaluation Process

### Questionnaire for NON-INSTRUCTIONAL Programs: Executive Offices

#### INTRODUCTORY QUESTIONS

1. Program Name: ***Office of Instruction***

2. Person(s) completing the questionnaire: *Dave Fishbaugh*

3. Date of completion: *Nov. 25, 2008*

4. What are the primary purposes of the program? Check all that apply.

- |  |  |
|--|--|
| <input type="checkbox"/> WVC Degrees and Certificates      | <input type="checkbox"/> Occupational / Vocational Courses   |
| <input type="checkbox"/> Transfer Courses                  | <input type="checkbox"/> Student Support Services            |
| <input type="checkbox"/> WVC General Education             | <input type="checkbox"/> Academic Support Services           |
| <input type="checkbox"/> Lifelong Learning/Life Enrichment | <input checked="" type="checkbox"/> Administrative Functions |

5. How does the program further the College's **mission** and **goals**?

Click on URL to see mission and goals: [http://westvalley.edu/mission\\_and\\_goals.html](http://westvalley.edu/mission_and_goals.html)

*The Office of Instruction generally serves all of the College's mission and goals, but more specifically those that feature learning and the success of students.*

#### DATA ELEMENTS SECTION

1. In analyzing any available program data concerning use of services, what significant trends are revealed in the data?

*N/A*

2. In analyzing any available program data concerning users' demographics (e.g. gender, age, ethnicity):

- What significant trends are revealed in the data?
- What factors might contribute to any program differences compared to college-wide data?

For college-wide data, click on:

[http://www.westvalley.edu/documents/faculty\\_resources/Program\\_Review/2008-2009\\_Academic\\_Year/](http://www.westvalley.edu/documents/faculty_resources/Program_Review/2008-2009_Academic_Year/)

*N/A*

3. In analyzing any available program data concerning program "satisfaction" (e.g. extent of services, effectiveness, follow-up, referrals) and / or "success" (e.g. completion, achievements, retention, transfer rates, degrees):

- a) What significant trends are revealed in the data?
- b) What factors might contribute to any significant differences from the College averages?

For college-wide data, click on:

[http://www.westvalley.edu/documents/faculty\\_resources/Program\\_Review/2008-2009\\_Academic\\_Year/](http://www.westvalley.edu/documents/faculty_resources/Program_Review/2008-2009_Academic_Year/)

N/A

4. Based on the above analysis of available data, what conclusions do you draw that could form the basis for an action, objective or request for resources?

N/A

### TARGET POPULATION SECTION

1. What program changes or initiatives has the program implemented since the last program review to meet the needs of its target population?

*This is the initial program review for the Office of Instruction.*

### EXTERNAL INFLUENCES SECTION

1. What significant factors are currently affecting the program? Check all that apply.

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Accreditation Requirements  | <input checked="" type="checkbox"/> College, District or State Mandates |
| <input checked="" type="checkbox"/> Advisory Boards   | <input checked="" type="checkbox"/> Government Regulations              |
| <input checked="" type="checkbox"/> Articulations   | <input checked="" type="checkbox"/> Labor Market Demand                 |
| <input checked="" type="checkbox"/> Changes in Technology   | <input checked="" type="checkbox"/> Transfer Institution                |
| <input checked="" type="checkbox"/> Other External Factor: <u>Competition with other educational providers.</u> |   |

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2. How might these influences form the basis for an action, objective, or request for resources?

*These areas comprise the scope of all that affects or influences the direction and actions of the Office of Instruction.*

**SUMMARY AND CONCLUSION SECTION**

1. What general conclusions do you draw about your program's strengths and challenges?

*The Office of Instruction is challenged in many areas in 2008/09. Particularly notable is the continued challenge to address the many complicated issues of enrollment management in an environment that is troubled by fiscal concerns, difficult relations with the faculty union and the continuing saga of arranged of hours of instruction.*

**ACTIONS AND OBJECTIVES SECTION**

1. Based on your analyses and findings in the previous sections, what are the program's intended actions or objectives for the next three years?

*1. The Office of Instruction will continue to strive to train and develop department chairs, division chairs, the instructional deans and the staff assigned to the Office, including the Executive Assistant to the Vice President, Instruction, the Curriculum Specialist, and the Assessment Coordinator.*

*2. The remediation of courses and sections with arranged of hours of instruction will continue to be a priority assignment.*

*3. Complete the accreditation progress report, especially the further development and implementation of SLOs.*

*4. Administer the Kuwait project to its next phase.*

*5. Complete my assignment in collective bargaining and continue the development of standardized courses loading with the District Load Committee.*

*6. Chair the President's Recruitment and Hiring Team.*

*7. Further the development of the PGC, including the improvement of methods for enrollment management.*

2. Of these stated actions or objectives, which ones will be initiated and/or completed by the end of Fall 2009, given adequate resources?

*All of the above will be completed to some extent by next Fall 2009. Item 2 should have reached a level of regularity by that time. The attainment of Item 3 in terms of satisfying the ACCJC at least temporarily is probable. Item 4 depends on a number of factors, including the gelling of the partnership with the Kuwait concern and its acceptance by the District and its faculty organizations. Item 5 may depend on the ability of the District and the faculty union to resolve significant differences by bargaining, mediation or legal means. Item 6 should be completed by late spring 2009.*

3. Which actions or objectives identified in the previous Program Reviews were initiated and/or completed.

N/A

## 2008 – 2009 RESOURCE REQUESTS

1. Briefly describe **new or additional** resources required to accomplish the stated actions and objectives?

**Please complete the following table :**

Full-time faculty FTE (Full Time Equivalent): *None*

Associate faculty FTE (Full Time Equivalent): *None*

Classified Staff FTE (Full Time Equivalent): *None*

Classified Hourly (in dollars): *\$20,000*

Administrative Staff FTE (Full Time Equivalent): *3 FTE Deans*

Facilities and Room Furnishings: *None*

Equipment, Hardware and Software (with estimated total cost): *None*

Supplies (with estimated total cost): *None*

Staff Development (with estimated total cost): *None*

Other (with estimated total cost): *None*