



Program Review

Purpose

“Program review is the process through which constituencies (not only faculty) on campus take stock of their successes and shortcomings and seek to identify ways in which they can meet their goals more effectively. It is important to note here that the task of identifying evidence-based successful practices, and sharing these practices college-wide, is far more important than the negative perspective of trying to ferret out ineffective practices” – Academic Senate for California Community Colleges

Data Driven Decision Making

*Continual improvement
Evaluation of program resource needs
Fiscal stewardship and transparency
Culture of evidence*

Reporting Cycle

Program Review will be conducted every two years beginning Fall semester 2021.

Reporting Cycle Activities	Timeline
Program Review forms posted on the Program Review website :	August 22, 2023
Data is available on the ORPIE website:	
<ul style="list-style-type: none"> Instructional Program Review Dashboard 	Available now
<ul style="list-style-type: none"> Student Services Program Review Dashboard 	Coming August 28, 2023
<ul style="list-style-type: none"> State comparison data may be found on Data Mart or Cal-Pass Plus 	Available now
Program Review Office Hours and Data Support offered in a hybrid format in the Language Arts (LA) Room 115 and by zoom.	See the Program Review website schedule information.
Program Review draft due via Dynamic Forms.	Friday, October 6, 2023
Review and Feedback Steps to Finalize Program Review:	
<ul style="list-style-type: none"> Step 1a: Technical Review by IEC (for all) and Academic Senate (for any that include a faculty request). See the technical review rubrics. 	Friday, October 6, 2023
<ul style="list-style-type: none"> Step 1b: Content Review by Deans/Director. Feedback due to author. 	Friday, October 6, 2023
<ul style="list-style-type: none"> Step 2: Completed Revisions submitted by author for final approvals by Deans/Manager and Vice Presidents. Final draft will address technical and content review feedback. 	Friday, November 3, 2023
<ul style="list-style-type: none"> Step 3: Final Program Review Approvals by Deans/ Manager, Vice Presidents, and IEC. ORPIE will post final draft to the website. 	Friday, December 1, 2023
<ul style="list-style-type: none"> Step 4: Funding Requests proceed through governance structure. 	
<ul style="list-style-type: none"> Depending on the request either the Vice President or the IEC will assign the Program Review to the appropriate committee(s), including Planning Council for prioritization. 	Friday, December 1, 2023
<ul style="list-style-type: none"> Committees forward recommendations to the Budget Committee 	Friday, December 1, 2023

• Faculty Hiring timeline:	
• Academic Senate Q&A	Tuesday, November 14, 2023
• Senator Ratings due	Friday, November 17, 2023
• Academic Senate – Special Meeting to Review Rankings	Tuesday, November 28, 2023
• Prioritized requests for faculty positions will be provided by the Academic Senate to the Executive Team	Wednesday, November 29, 2023
<ul style="list-style-type: none"> ▪ President makes final faculty decisions and reports to Senate at Special Meeting. ▪ Based on approved faculty positions, faculty submit search committee membership and supplemental questions to HR and the Academic Senate. 	Tuesday, December 5, 2023
• Hiring committee participants appointed by the Academic Senate.	Tuesday, December 12, 2023
• The Budget Committee forwards all recommended non-faculty requests to the Executive Committee	Tuesday, December 12, 2023
• President announces all funded recommendations campus-wide	Monday, April 1, 2024

AUTHOR INFORMATION

Employee ID (E# or C#): First Name Last Name
Wing Email Address Office Phone

Dean/Manager First Name Last Name Email
Vice President First Name Last Name Email

Program Review - Draft

*Program Review - Math and Science.docx

Program Review - Final

Submission

*Program Review - Math and Science.docx

This Program Review includes the following:

Pick all that apply.

Faculty Request

Facilities, Technology, Equipment Request

Classified Request

This Program Review includes the following:

Pick all that apply.

Faculty Request

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Classified Request

Faculty Requests (up to 3)

One upload per request

Faculty Upload1

Faculty Upload2

Faculty Upload3

Faculty Requests (up to 3)

One upload per request

Faculty Upload1

Faculty Upload2

Faculty Upload3

Facilities, Technology or Equipment Draft Requests (up to 5)

FTE Upload1

FTE Upload2

FTE Upload3

Facilities, Technology or Equipment Update Requests (up to 5)

FTE Upload1

FTE Upload2

FTE Upload3

FTE Upload4

FTE Upload4

FTE Upload5

FTE Upload5

Classified Personnel Draft Requests (up to 3)

One upload per request

Classified Upload1

Classified Upload2

Classified Upload3

Classified Personnel Updated Requests (up to 3)

One upload per request

Classified Upload1

Classified Upload2

Classified Upload3

Supporting Materials (Optional)

Upload1

Upload2

Upload3

Supporting Materials (Optional)

Upload1

Upload2

Upload3

...3337383237

Danny Johnson

10/06/2023

Author - Draft Signature

Date

...3632353235

Danny Johnson

11/01/2023

Author - Final Signature

Date

Dean/Manager Draft Feedback

Edits will be made once it comes back so that I can incorporate Division goals in alignment with some of the department goals.

FileUpload2

IEC Feedback

- Data: Missing number of first-time students who completed math in their first year.
- ASO: Missing the last two questions. If ASO has not been completed indicate that.
- Last question of Data section is not completed.
- Should include more information on what the STEM center and Grant separately as well as discuss what they do well in greater detail.
- Increased volume in tracking/reporting: Provide more detail on how the "division can provide guidance".
- Impactful changes in processes: Answer currently omits campus community component.
- Goal 3, Metric to measure goal: Question is unanswered. List some key metrics in the two grants.

FileUpload4

Program Review Rubric Upload

Academic Senate Executive Board Feedback

FileUpload1

Program Review Rubric Upload

Dean/Manager Final Feedback

FileUpload2

...3530393536

Kay Nguyen

12/05/2023

Dean/Manager Signature

Date

Vice President Feedback

FileUpload3

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Kay Nguyen

12/05/2023

Vice President Signature

Date

Downloaded to the following Committee Teams folder on:

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Lauren Davis Losenko

12/11/2023

IEC Signature

Date

Dean/Manager -
Feedback Signature

Electronically signed by Danny Johnson on 10/17/2023 3:35:05 PM

Academic Senate:
Technical Review
Signature

Signature not required

Academic Senate
Signature

Signature not required

IEC: Technical Review
Signature

Electronically signed by Jeannette Jaramillo Hernandez on 10/20/2023 4:39:32 PM



Program Review Request

Administrative Services –Math & Science Division

Program Review Purpose

“Program review is the process through which constituencies (not only faculty) on campus take stock of their successes and shortcomings and seek to identify ways in which they can meet their goals more effectively. It is important to note here that the task of identifying evidence-based successful practices, and sharing these practices college-wide, is far more important than the negative perspective of trying to ferret out ineffective practices” –Academic Senate for California Community Colleges, 2009

DATA

Number of disciplines supported:	7
Number of faculty in division:	27 - Full Time, 43 - Part Time
Number of staff in division:	5 Staff, and 7 Permanent PT Staff
Number of administrators in division:	1

KPIs: Include data for 2022-2023 and goals for 2023-2024

Total FTES:	2333
Total LHEs:	2,213
Efficiency (FTES to LHE ratio):	1.01
Enrollment count:	13,285
Course Success Rate:	73%
Number of Certificates Awarded:	139
Number of Associate Degrees Awarded:	98
Number of ADTs Awarded (subset of above):	41
Number of dual enrollment students:	457
Number of first-time students who complete Math in their first year:	Click or tap here to enter text.

List the Administrative Service Outcomes (ASOs) for Math & Science: <i>If you have not defined your ASOs, please describe how you will define them in 2023-2024.</i>	<ol style="list-style-type: none"> 1. Increase FTES in each of the Departments 2. Fully Implement Title V STEM Grant 3. Develop STEM ADT
Describe how you assessed your ASOs this year? (e.g., survey, document review) <i>If you have not assessed ASOs, describe your plan to assess in 2023-2024.</i>	<ol style="list-style-type: none"> 1. Dashboard Data 2. Using metrics from the STEM grant 3. Completed or Not Completed
What were the findings of your ASO assessment?	ASO were not defined



Program Review Request Administrative Services –Math & Science Division

How do you plan to strengthen practices/policies to improve your outcomes?	Assessment and evaluation of existing practice, policies and resources Involve faculty, students, staff in the decision-making process to gain buy-in and involvement. Identify policies and procedures that might be hindering advancement/success and remove barriers
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Outside of hiring new faculty or staff, please discuss the data trends above, and your plans for serving more stakeholders (students, employees) or improving your outcomes.

Click or tap here to enter text.

PROGRAM-SPECIFIC QUESTIONS

Describe the functions of Math & Science Division?

The Math and Science Division is comprised of Math, Biological Sciences, and Physical Sciences departments. The division schedules courses designed to prepare students for University transfer in a variety of Science and Technology major areas of study. The division offers a number of Associate of Arts/Science degrees including Associate Degrees for Transfer (AD-T) in Biology, Mathematics and Geology. The STEM center assists students in successfully completing Mathematics and Science courses providing them with study space, computers and anatomical models.

What does Math & Science Division do exceptionally well?

The Math and Science Division Office provides a high level of customer support. Faculty and Student concerns and issues are resolved in a timely manner. Each of the Department Chairs (3) operate with the highest level of professionalism dealing with all aspects of college business (campus committees, recruitment of PT faculty, evaluations, and academic rigor. Very few issues originating in the division office are escalated to higher levels for resolution. The division serves 7,651 students (unduplicated head count), 27 full-time faculty and 43 part-time faculty, where 60.3% of the course offerings are taught by full-time faculty.

The division office provides high quality service in an efficient and cost effective manner. The numbers of students and faculty listed above are served by a single Division Office Coordinator and Division Dean. The lean structure and close professional relationship of the office staff creates an efficient and effective chain of command.

Classified Staff - MS Division has a very high functioning staff that through constant communication, dedication, creativity and flexibility have been able to meet faculty and student needs.



Program Review Request Administrative Services –Math & Science Division

The campus LCF Support is housed within the Math and Science Division. With only one full-time LCF employee we have been able to maintain the level of support for the LCF courses, however as the college rebounds from the pandemic and more LCF courses are offered, LCF support will need to grow by adding additional employees.

Athletics - participation rates in athletics did not dip during the pandemic and still is one of the only areas on campus that has not seen a reduction in enrollment. In addition to numerous regional and state wide athletic success, Intercollegiate Athletics academic accolades have been increasing since the creation of the Student-Athlete Success Center.

Dual Enrollment - has tripled in the past 2 years (From 163 to 457 enrollments) and with focus on earlier programing we are expecting continual increase with this population.

STEM Center and Grant - with the HSI Title V grant has also provided impactful work towards identify gaps in participation and success rates of Hispanic and LatinX students and other underrepresented students. We were able to expand the number of tutors available for STEM classes, develop a peer mentor program geared for, but not limited to Hispanic STEM students and Pell grant recipients. We have hosted multiple events in the STEM Center aimed at building community among STEM students and increasing interest in STEM fields.

The HSI STEM grant is focused on increasing success and transfer rates for underserved student populations and we are beginning to see improvements in success rates for these students. In 2021-2022 the success rates for African American students in Biology were 59%. During the 2022-2023 period the success rates increased to 67%. Similarly, the success rates for Hispanic students in 2021-2022 were 59% and they increased to 66% in 2022-2023. There still is an achievement gap of 8% for Hispanic students in Biology and 7% for African American students.

How does Math & Science Division help GWC meet its mission?

Golden West College provides an intellectually and culturally stimulating learning environment for its diverse student population. The College provides enriching and innovative programs that help students: transfer to four-year institutions, earn associate degrees, complete certificates in career and technical education, advance their careers, and demonstrate college readiness. The College is committed to continuous assessment and improvement of student learning and institutional effectiveness.

The Math and Science Division supports nearly every Associate Degree and Transfer program at Golden West College by providing Mathematics, Biological Sciences and Physical Sciences courses necessary for degree completion and transfer readiness. The division continues to have one of the highest demand rates of any instructional program. The Division office is responsible for the coordination and supervision of clerical support for Large Lecture Facilities (LCF) which is comprised of now only one full-time classified employee. The Division Office partners with Huntington Beach Rotary Club in coordinating Science Showtime, an annual outreach event to area middle school students with an average attendance of 1,900 local school aged community members in attendance.



Program Review Request Administrative Services –Math & Science Division

How can Math & Science Division adapt to handle the increased volume in programs requiring additional tracking and reports?

The Division can provide guidance and assistance to faculty as needed to handle increased tracking and reports

Hire additional administrative staff to assist current Dean and division coordinator in handling increased volume of reports, financial requirements, scheduling, and administrative tasks. Continue to leverage resources in the college research office as well as the implementation of SLATE to create those connections.

What are the most impactful changes in processes to the Math & Science Division that can improve service to students and the campus community?

Movement to OER and ZTC

Lab Manuals printed and handed to students on first day of class, not requiring students to purchase them through the bookstore

Continue to build connections between STEM and the larger campus community. Hosting STEM informational events that draws other departments into the STEM center to bring collaboration across disciplines as well as campus involvement in cross-disciplinary events.

What are the biggest challenges facing the Math & Science Division in completing its role?

AB 1705 - Remedial-Education Reform (Math placement)

AB 928 - Removal of Area E forces each district to come up with different model to hire full time coaches at the California community college level. Faculty vs Director

Athletics - Underfunded for current sport offerings. Under the direction of the college, Athletics added additional sports since last program review without additional funding from the college to support the addition. Need to address financial shortfalls and maintain Title IX compliance. Athletics is anticipating a retirement in a head coach of two women's sports which has the potential to trigger a Title IX imbalance.

Lab Techs - Instructional Assistant positions. Currently staffing levels are capping our ability to increase course offerings. There is a direct correlation with IAs and the ability to offer Lab courses. Without an increase of IAs we will be capped on our Science Lab courses. Current IAs (7), previous fluctuated between 12-14.



Program Review Request

Administrative Services –Math & Science Division

GOALS AND REQUESTS FOR FUNDING

Requests – If you are requesting any of the following, they MUST be addressed within your goals. These forms must be submitted separately from the Program Review.

- Faculty
- Equipment, Facilities, Technology
- Support Staff

GWC Strategic Plan Goals Legend

1. **Enrollment:** GWC will increase credit and noncredit enrollment while providing efficient academic programs and student services.
2. **Equity and Success:** GWC will support, enhance, and develop equity-minded services and academic programs that lead to student success.
3. **Completion:** GWC will ensure students’ timely completion of degrees and certificates by providing high quality academic programs and student services.
4. **Workforce Preparation:** GWC will support student success by developing and offering academic programs and student services that maximize career opportunities.
5. **Facilities:** GWC will provide flexible, accessible, and sustainable learning environments that support the success of students, faculty, staff, and communities.
6. **Professional Development:** GWC will support the success of all employees by providing professional development opportunities that focus on the achievement of the College Goals.
7. **Communication:** GWC will effectively communicate and collaborate within the College and its communities.

GOALS FROM PREVIOUS PROGRAM REVIEW CYCLE

Please refer to your previous Program Review cycle and summarize all outcomes for each goal.

Summary and Outcomes of Previous Goals (from the last Program Review) including resource requests and if they were funded or not.
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Position of Course Assistant (Senior) was not filled from last program review (Classified Position)

GOALS FOR CURRENT PROGRAM REVIEW CYCLE

Current goals should be connected to GWC’s Strategic Plan Goals.

GOAL 1 (Required)



Program Review Request

Administrative Services –Math & Science Division

Description of goal:
Scheduling Efficiency

What actions will be taken to accomplish the goal?
Optimal Class Scheduling - Focusing on student demand and needs of the community
Offer Flexibility - Various modalities (online, hybrid, hi flex) - Variety of class times
Effective Waitlist Management - identify and add courses to supply the student demand - monitor class sizes
Room Utilization - maximize use of classroom space and usage

What metric will you use to measure your goal?
Using data and student enrollment trends to assess and adjust schedule. Analyzing historical data while implementing current student trends in enrollment.
Using the searchable schedule (and Faculty Searchable Schedule) to measure efficiency progress.

Which of the College’s missions and goals does this goal support? (check all that apply)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

GOAL 2 (Required)

Description of goal:
Increase Enrollment

What actions will be taken to accomplish the goal?
Curriculum



Program Review Request

Administrative Services –Math & Science Division

- Work with Faculty to ensure courses are up-to-date and aligned with industry trends and the most current technology advancements.

STEM Grant

- Work with STEM counselors and outreach to advertise programs

Modality

- Continue to be responsive to different modalities and course length to target a broader range of students.

Partnerships with feeder high schools

- Combine efforts with Dual Enrollment to advertise programs and courses to promote math and science

- Collaborate with high schools to be more visible in STEM events

Retention

- Utilize new early alert program (Starfish) to assist in individual student progress tracking to increase tutoring and mentoring efforts for successful completion of courses.

What metric will you use to measure your goal?

FTES

Which of the College’s missions and goals does this goal support? (check all that apply)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

GOAL 3 (Required)

Description of goal:

Implement and Plan STEM Grant (Y3) and MESA Grant (Y1)

What actions will be taken to accomplish the goal?

Identify the grant specific measurable accomplishments and work with all stakeholders to determine how best these two grants can serve the community as well as the institution.

Utilizing key metrics that are specifically identified within each grant.



Program Review Request

Administrative Services –Math & Science Division

What metric will you use to measure your goal?

Continue to work with the STEM Coordinator and the MESA Director to directly identify the data points specific to each grant. Track the number of students within the program and report the data points specific to each criteria set forth in the grants.

Which of the College’s missions and goals does this goal support? (check all that apply)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

OTHER INFORMATION

What additional information would you like to share about your program?

Click or tap here to enter text.

Submitter’s Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Supervisor’s Review

As the supervisor of this program, I have reviewed this request.

- No concerns
- I have concerns

Comments: Click or tap here to enter text.

Supervisor’s Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Vice President’s Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.