College of San Mateo

The Program Review process should serve as a mechanism for the assessment of performance that recognizes and acknowledges good performance and academic excellence, improves the quality of instruction and services, updates programs and services, and fosters self-renewal and self-study. Further, it should provide for the identification of weak performance and assist programs in achieving needed improvement. Finally, program review should be seen as a component of campus planning that will not only lead to better utilization of existing resources, but also lead to increased quality of instruction and service. A major function of program review should be to monitor and pursue the congruence between the goals and priorities of the college and the actual practices in the program or service.

~Academic Senate for California Community Colleges

INSTRUCTIONS

This *Annual Update for Program Review and Planning* is due each year that your *Comprehensive Program Review and Planning* report is not due.

(For information about program review cycles, see Instructional and Student Services program review rotation schedules posted online in their respective sections of the program review webpage: http://collegeofsanmateo.edu/prie/program_review/program_review.php)

Resources for Supporting Documentation:
A listing of resources and documents which provide data or information for each section is included at the end of this document, after the final signature page. These resources are posted online and their URLs are listed at the end of this document.

(You may delete this section, when you submit your final program review.)

Next Steps:
All *Annual* and *Comprehensive Program Review and Planning* reports are due March 25, 2010. This date is aligned with CSM's *Integrated Planning Calendar.*
(See: http://collegeofsanmateo.edu/prie/institutional_documents.php.)

Upon its completion, please email this *Program Review and Planning* report to the Vice President of Instruction, the Vice President of Student Services, the appropriate division dean, the CSM Academic Senate President, and the Dean of Planning, Research, and Institutional Effectiveness (PRIE).

Diana Bennett, Academic Senate President, bennettd@smccd.edu
Susan Estes, Vice President of Instruction, estes@smccd.edu
Jennifer Hughes, Vice President of Student Services, hughesj@smccd.edu
John Sewart, Dean (PRIE), sewart@smccd.edu

DEPARTMENT OR PROGRAM:

DIVISION:

1.   **BRIEF DESCRIPTION OF PROGRAM:**
The Alcohol and other Drug Studies Certificate Program continues to coordinate the goals for the program and curriculum in educating/training AOD Counselors in coordination with the San Mateo Mental Health and Substance Abuse agencies. Long Term: To continue to provide and maintain our high academic standards, continue to keep current of the evidence based practices and research in Co-Occurring Disorders concerns in the state. We intend to continue to be a leader in the state in providing a quality curriculum for the students and leadership in statewide advisory committees. We are assuming a leadership role in training Mental Health Substance Abuse professionals (a newly merged San Mateo County health agency). The Director is an active member of various MHSA Advisory committees, Standards of Care Guidelines and Training Initiatives. Therefore, the curriculum reflects changes and focuses of the MHSA treatment community in preparing counselors to meet the needs of the providers. Our faculty provides education and training in the community to re-train and update current counselors who have previously been certified. We are taking a leadership role in addressing Special Population Issues as well emphasizing a bi-lingual curriculum addressing the diversity of the client population. We are the only accredited AOD Studies Program in the state to offer courses on-site in Spanish as well English.

2. Based on the elements of your Core Program and Student Success Indicators (provided by PRIE for each program) and the goals stated in your most recent Program Review, please identify any key successes and challenges.
The Program continues to graduate students who have a very high pass rate on the CAADE Accreditation Exam. I continue to receive positive comments from agency Program Directors and Clinical Directors as to the quality of the counselor's training and professionalism. Our graduates are continuing to achieve their AA degrees and then additional advanced diplomas. Graduates are being promoted to supervisory positions in agencies throughout the Bay Area. Students and graduates are active throughout the county on various committees as professionals.
The challenges for the Program are to meet the increased need to educate and train counselors for the challenges of the clients with Co-Occurring Disorders especially since the MHSA merger.

3. Are you on track for meeting the goals/targets that your program identified in its most recent Program Review? If not, please explain possible reasons why. If needed, update your goal/targets based on these reasons.
The AOD Studies Curriculum experienced a Course Reduction effective Fall 2010 Semester. We stated previously we need to add new courses, change and increase the course offerings which will address the complexity of the needs of the MHSA community. This request will require a Full Time Faculty Member/Program Director to be hired to make the necessary community assessments, course research and improvements as well as faculty/student trainings.

4. Have you identified any new goals or projects for the program to focus on during this next year? Please explain (grants, stipends, initiatives, etc.).
We are pursuing funding from community agencies willing to fund courses which are in demand in MHSA agencies.

5. Are there any critical issues you expect to face in the coming year? How will you address those challenges?
It has been a challenge to re-organize the AOD Studies Curriculum with the required course reductions which will result in students having to delay completion of the Program requirements.

6. **STUDENT LEARNING OUTCOMES (SLOs) AND ASSESSMENT FOCUS FOR THIS YEAR:**

   a. Academic areas: Identify at least one course SLO on which to focus. Describe the assessment strategies you will use and your method of reflection and documentation for this cycle.
   Field Studies and Seminar I is the course that has been identified in describing the assessment strategies to be used:
      written examinations
      written research papers
      written personal process weekly papers
      written and verbal evaluation of the internship experience by supervisors
      Internship Manual Evaluation
   The Method of reflection and documentation will be:
      Individual student's evaluation and discussion
      Clinical Supervisors evaluation of the Program strategies for improvement
      Evaluating the quality of written assignments
      Classroom evaluation by discussion of concerns in the class setting and in the
         internship clinical setting
      Evaluation of the effectiveness of the textbooks and Internship Manual
   b. Student services areas: TBD

7. **SUMMARY OF RESOURCES NEEDED TO REACH PROGRAM ACTIO N STEPS**
   (Data resources: Educational Master Plan, 2008, Institutional Priorities, 2008-2011, College Index, 2009-2010, GE-SLOs, SLOs; department records; Core Program and Student Success Indicators; previous Program Review and Planning reports)

   a. In the matrices below, itemize the resources needed to reach program action steps and describe the expected outcomes for program improvement.* Specifically, describe the potential outcomes of receiving these resources and the programmatic impact if the requested resources cannot be granted.

   Note: Whenever possible, requests should stem from assessment of SLOs and the resulting program changes or plans. Ideally, SLOs are assessed, the assessments lead to planning, and the resources requested link directly to those plans.

Full-Time Faculty Positions Requested	Expected Outcomes if Granted and Expected Impact if Not Granted	If applicable, <u>briefly</u> indicate how the requested resources will link to achieving department action steps based on SLO assessment.
Full-Time Faculty/Program Dir.	Due to the current Program	Input text here.

Director's salary reduction begins Fall 2010, there will be even less coordination time which has increased since the MHSA merger which requires numerous meetings. Clinical visits throughout the year which are necessary to monitor an intern's progress and concerns. There are numerous program coordination responsibilities, AOD faculty coordination, training and supervision. I serve as the AOD Academic Counselor for a student's academic format, problems, questions and transition to an AA degree.	

Classified Positions Requested	Expected Outcomes if Granted and Expected Impact if Not Granted	If applicable, <u>briefly</u> indicate how the requested resources will link to achieving department action steps based on SLO assessment.
0	0	O

    b. For instructional resources including equipment and materials, please list the exact items you want to acquire and the total costs, including tax, shipping, and handling. Include items used for <u>instruction</u> (such as computers, furniture for labs and centers) and all materials designed for use by students and instructors as a learning resource (such as lab equipment, books, CDs, technology-based materials, educational software, tests, non-printed materials). Add rows to the tables as necessary. If you have questions as to the specificity required, please consult with your division dean. Please list by priority.

Resources Requested	Expected Outcomes if Granted and Expected Impact if Not Granted	If applicable, <u>briefly</u> indicate how the requested resources will link to achieving department action steps based on SLO assessment.
Item: 0 Number: 0 Vendor: 0 Unit price: 0 Total Cost: 0 Status*: 0	0	0

Status = New, Upgrade, Replacement, Maintenance or Repair.

8.   PROGRAM REVIEW PARTICIPANTS AND SIGNATURES

Date of this *Annual Update for Program Review and Planning* evaluation:

Please list the department's *Annual Update for Program Review and Planning* report team <u>as appropriate:</u>

Primary program contact person: Angela R. Stocker
Phone and email address: (650)574-6465   stocker@smccd.edu
Full-time faculty: 0
Part-time faculty: 6
Administrators:
Classified staff:
Students:

Primary Program Contact Person's Signature	*Date*

Full-time Faculty's Signature	*Date*

Part-time Faculty's Signature **(as appropriate)**	*Date*

Administrator's Signature **(as appropriate)**	*Date*

Classified Staff Person's Signature **(as appropriate)**	*Date*

Student's Signature **(as appropriate)**	*Date*

Dean's Signature	*Date*

Annual Program Review
RESOURCES FOR SUPPORTING DOCUMENTATION

This section contains a listing of sources for data and key documents referred to in this *Annual Update* along with other resources. Contact information for relevant people is also included.

Academic Senate
http://www.collegeofsanmateo.edu/academicsenate/
Contact: csmacademicsenate@smccd.edu
Diana Bennett, President, bennettd@smccd.edu, (650) 358-6769

College Catalogs and College Class Schedules are archived online:
http://collegeofsanmateo.edu/schedule/archive.asp

Course Outlines are found at:
http://collegeofsanmateo.edu/articulation/outlines.asp

Committee on Instruction
http://www.smccd.net/accounts/csmcoi
Contact: Laura Demsetz, Chair, demsetz@smccd.edu, (650) 574-6617.

Program Review Resources (includes forms, data, and completed program reviews for both instructional and student services program review)
Core Program and Student Success Indicators (see links for "Quantitative Data for Instructional Programs")
Distance Education Program Review Data
Glossary of Terms for Program Review
Listing of Programs Receiving Program Review Data from PRIE
Rotation Schedule for Instructional Program Review, 2008-2014
http://collegeofsanmateo.edu/prie/program_review/program_review.php

Office of Planning, Research, and Institutional Effectiveness (PRIE)
http://collegeofsanmateo.edu/prie/
Contact: John Sewart, Dean, sewart@smccd.edu, (650) 574-6196
Contact: Milla McConnell-Tuite, Coordinator, mcconnell@smccd.edu, (650)574-6699

At PRIE Website:
College Index, 2009-2010, *http://collegeofsanmateo.edu/prie/institutional_documents.php*
Comprehensive Listing of Indicators and Measures, 2009-2010
        http://collegeofsanmateo.edu/prie/institutional_documents.php
Division/Department Workplans, Spring 2009 (only)
         http://collegeofsanmateo.edu/prie/institutional_documents.php
Educational Master Plan, 2008, *http://collegeofsanmateo.edu/prie/emp.php*
Institutional Priorities, 2008-2011
        http://collegeofsanmateo.edu/prie/institutional_documents.php

Student Learning Outcomes (SLOs) website:
http://www.collegeofsanmateo.edu/sloac/
Contact: Frederick Gaines, Interim SLO Coordinator, gainesf@smccd.edu, (650)574-6183