

*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](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](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](mailto:bennettd@smccd.edu)  
Susan Estes, Vice President of Instruction, [estes@smccd.edu](mailto:estes@smccd.edu)  
Jennifer Hughes, Vice President of Student Services, [hughesj@smccd.edu](mailto:hughesj@smccd.edu)  
John Sewart, Dean (PRIE), [sewart@smccd.edu](mailto:sewart@smccd.edu)

**DEPARTMENT OR PROGRAM:**

**DIVISION:**

1. **BRIEF DESCRIPTION OF PROGRAM:** The department offers a variety of courses which are taken by students transferring and/or seeking an AA/AS degree. There are no major, certificate or sequential course offerings. Ethnic Studies presently offers 14 sections per semester.
2. Based on the elements in 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.
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. Yes, but we have been re- evaluating the program and updating our statement of purpose and departmental goals to align them with the College of San Mateo's mission statement and to reflect more the issues, theoretical perspectives and pedagogical philosophy practiced by the most respected Ethnic Studies in the country.
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.). The second annual Asian Film Festival. We are also interested in launching an annual series of one act plays event that deals with the lived experience of students and Ethnic relations. The objective would be to initiated it this year on a smaller scale and allow it to evolve over the next two years. The idea would be to collaborate across disciplines and encourage students to work across ethnic, racial, and religious boundaries. Students would be encouraged to write original plays as well as produce existing material. Our ultimate objective would be to see students engaged in this collaborative process which would allow them to utilize their creativity, newly acquired knowledge of Ethnic peoples, critical thinking skills and energy to address real social issues that continue to challenge us in the 21<sup>st</sup> century.
5. Are there any critical issues you expect to face in the coming year? How will you address those challenges? The Budget.
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. This year we will focus on Assessing students in the Core courses that we offer: Ethnic Studies 101and102. The Department will use a qualitative measurement tool to assess whether students are completing these foundational survey courses in Ethnic Studies with a mastery of the material that will allow them to perform the stated learning outcomes. The students will be given a written test that ask questions that address the

specific areas identified in the SLO'S for each course. The students will be assessed on their ability to identify and define the primary concepts, people, events and theories that have shaped the history of Ethnic people of color in America and the world. The answers will be graded on their accuracy, utilization of critical thinking skills and the ability to relate the history to contemporary issues faced by people of color. In Ethnic Studies 102 students will be asked to address the six areas identified in the Course Objectives and in Ethnic Studies 101 they will focus on the four objectives identified.

b. Student services areas: TBD

**7. SUMMARY OF RESOURCES NEEDED TO REACH PROGRAM ACTION 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. |
|---|--|--|
| 1 full-time staff to compliment the work and responsibility of the present Chair of Ethnic Studies. | This would provide students with two different full-time people who can collaboratively shape and execute the revised mission for the 21 <sup>st</sup> century and provide the support needed to provide the one on one attention that our students require. Ethnic Studies would then be able to prepare our students who necessarily must possess the knowledge and ability to navigate and contribute in a world that is increasingly globally interdependent and interrelated. | Input text here.   |

| 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. |
|--------------------------------|---|--|
| Input text here.               | Input text here.  | Input text here.   |

- 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 instruction (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.

| <b>Resources Requested</b><br>The department will need documentaries and films that would compliment the curriculum for our 14 courses in the CD format that our new smart classrooms are able to accommodate.        | <b>Expected Outcomes if Granted and Expected Impact if Not Granted</b><br>The films and documentaries will contribute dynamic and cognitively stimulating media that will assist faculty in fulfilling their goals of providing students with the most cutting edge and updated knowledge in the field of Ethnic Studies. | If applicable, <u>briefly</u> indicate how the requested resources will link to achieving department action steps based on SLO assessment. |
|---|---|--|
| <b>Item:</b> Input text here.<br><b>Number:</b> Input text here.<br><b>Vendor:</b> Input text here.<br><b>Unit price:</b> Input text here.<br><b>Total Cost:</b> Input text here.<br><b>Status*:</b> Input text here. | Input text here.  | Input text here.   |

\*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 as appropriate:

Primary program contact person: Frederick Gaines

Phone and email address: gainesf@smccd.edu

Full-time faculty: Frederick Gaines

Part-time faculty: Dr. Jane Williams, Lewis Kawahara, Waldo Esteva, Jesus Moya, Rudy Ramirez and K. Naufahu.

Administrators: Dr. Kevin Henson

Classified staff:

Students:

|   |      |
|---|------|
| Primary Program Contact Person's Signature              | Date |
| Full-time Faculty's Signature                           | Date |
| Part-time Faculty's Signature<br>(as appropriate)       | Date |
| Administrator's Signature<br>(as appropriate)           | Date |
| Classified Staff Person's Signature<br>(as appropriate) | Date |
| Student's Signature<br>(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](mailto:csmacademicsenate@smccd.edu)

Diana Bennett, President, [bennettd@smccd.edu](mailto: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](mailto: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](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](mailto:sewart@smccd.edu), (650) 574-6196

Contact: Milla McConnell-Tuite, Coordinator, [mcconnell@smccd.edu](mailto:mcconnell@smccd.edu), (650)574-6699

**At PRIE Website:**

*College Index, 2009-2010*, [http://collegeofsanmateo.edu/prie/institutional\\_documents.php](http://collegeofsanmateo.edu/prie/institutional_documents.php)

*Comprehensive Listing of Indicators and Measures, 2009-2010*

[http://collegeofsanmateo.edu/prie/institutional\\_documents.php](http://collegeofsanmateo.edu/prie/institutional_documents.php)

*Division/Department Workplans, Spring 2009 (only)*

[http://collegeofsanmateo.edu/prie/institutional\\_documents.php](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](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](mailto:gainesf@smccd.edu), (650)574-6183