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 Prsident of Student Services, hughesj@smccd.edu
John Sewart, Dean (PRIE), sewart@smccd.edu

DEPARTMENT OR PROGRAM:

DIVISION:

1. **BRIEF DESCRIPTION OF PROGRAM:**
    • The Photography program consists of 14 sections and enrolls approximately 340 students. The program offers courses in both film based photography and digital photography. The film-based courses include: Beginning, Intermediate, Advanced, and Experimental B&W Photography; Beginning and Advanced Color Photography; and a single class using color slide material. The digital courses include: Beginning, Intermediate and Advanced Digital Photography.

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.

    • WSCH data for 2008-09 shows a slight increase from 2007-08 and the projections show an increase in the near future.

    • Although the program has two full-time faculty members and one adjunct, the data provided list full-time as 3.8 and the total FTE as 4.74. This seems to be an error. I believe the total FTE to be 2.4. At this time, our 2.4 FTE is sufficient for the program.

    • Success % has increased to 75%, a slight increase from 2007-08.

    • In our previous Program Review we received approval from COI to add Art 351 to the CSM GE list, as a result enrollment in day and evening sections have large wait-lists.

    • A state-of-the art digital facility, along with faculty expertise, allows us to better serve our students. A marked increase in demand has required the addition of a second section of Beginning Digital Photography.

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.

    • We are on track to maintain/increase enrollment. In two years time our yearly Headcount has increased by 70 students. The expansion of digital offerings and the GE status for Art 351 and Art 350 have bolstered the Photography program.

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.).

    • Maintaining a state-of-the- art digital facility

    • Maintaining a functional traditional darkroom facility

    • Integrating new experimental techniques into the digital program.

5.   Are there any critical issues you expect to face in the coming year? How will you address those challenges?

> • Due to budget constraints, paid lab techs were eliminated fall 2010. This had a major impact on instructions as faculty are now required to: mix chemistry, check-in/out camera equipment and maintain facility and equipment. Faculty have less time for individual instruction which could has a significant effect on student success.

> • We need to upgrade software in a timely fashion to maintain the integrity of the digital program despite budget constraints.

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.

> • Program level SLO #1- Use the photographic medium as a means of personal expression. Photographs linked by theme is a traditional means of creating a cohesive portfolio and allows the development of personal style. This SLO is critical in intermediate and advanced classes and will be stressed by all faculty.

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, briefly indicate how the requested resources will link to achieving department action steps based on SLO assessment.
None requested		

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.
No classified requested other than restatement of student lab techs.	If reinstated, faculty will more time for individual instruction.	Allow us to maintain program vigor and integrity.

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: Lightroom 3.0 software **Number:** 30 **Vendor:** Computerland of Silicon Valley **Unit price:** **Total Cost:** $1,239.00 **Status*:** Upgrade	Staying current with industry	Simplified software will allow increase focus on image making in support of program level SLO's 1 – 3.
Item: Pro Master Film Cameras **Number:** 10 **Vendor:** Keeble & Shuchat **Unit price:** $150.00 **Total Cost:** $1,500.00 **Status*:** Replacement	Art 351 is a GE course and we offer two sections per semester. Many students depend on check-out cameras to complete the course.	Access to cameras is at the core of any photography program and supports program level SLO's 1 – 3.
Item: Lensbaby (soft-focus lens) **Number:** 2 **Vendor:** Keeble & Shuchat **Unit price:** $381.50 **Total Cost:** $763.00 **Status*:** New	Soft-focus lenses are available to students enrolled in film-based photo classes, digital photo students need the same opportunities.	Access to soft-focus lenses allow digital photo students to engage in experimental photography which to essential to any photo program and support program level SLO's 1-3

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

8. PROGRAM REVIEW PARTICIPANTS AND SIGNATURES

Date of this *Annual Update for Program Review and Planning* **evaluation:** March, 2010

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

Primary program contact person: Lyle Gomes
Phone and email address: X6292 gomes@smccd.edu
Full-time faculty: Richard Lohmann
Part-time faculty: Sita Bhattacharji
Administrators: Kevin Henson, Dean
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