

# College of San Mateo

## ANNUAL UPDATE PROGRAM REVIEW & PLANNING

Form Approved 9/2/2008:  
Governing Council  
Revised: 2/21/2010

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: Political Science**

**DIVISION: Social Sciences**

**1. BRIEF DESCRIPTION OF PROGRAM:**

**This department offers a variety of courses, which are primarily taken by students who are transferring and / or seeking an AA/AS degree. There are no majors, and no certificates. 16 sections.**

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.

**# 2. under Division**

**Challenges: Regular faculty consists of 1 FT faculty and one phase-in retirement reduced load faculty. They are cooperating to gradually complete the substantial non-teaching departmental responsibilities.**

**Budget crisis class reductions have led to the elimination of one online class and the loss of two part-time instructors. We currently have three part-time faculty.**

**We need to adapt to these limitations of the current financial crisis , while maintaining the quality of our program.**

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 program still lags in terms of part-time faculty participation in SLO assessment. The primary reason seems to be insufficient direction and coordination. It remains unclear to faculty who has the authority to get part-time faculty to participate in SLO assessment. We request advice from division dean and/or SLO coordinator.**

**No progress has been made on the establishment of a new learning center that has a logic lab for practice on critical thinking, and therefore, no action has been taken on adding an hour by arrangement to all sections of all classes. Lack of progress is the result of budget cuts.**

**There has been no progress on the long-term goal of obtaining another FTEF, due to budgetary limitations.**

**Lee Miller is working on updating course outlines. He has met with colleagues at sister colleges, has attended an articulation workshop and met privately with Counseling Dean Ramezane. His goal is to update course outlines such that articulation of courses is substantially improved. He anticipates submitting to the Curriculum Committee updated copies of all course outlines scheduled to be updated by the deadline of December 2010.**

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.).

**No.**

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

**Due to budget cuts and increased enrollment, class sizes are increasing. The number of sections offered has been reduced by two starting next year, which should exacerbate the problem. This has harmed morale among all instructors, but particularly among part-time faculty, who have lost classes and therefore income. It is very difficult to raise the expectations of part-time faculty members (such as participating in SLO assessment) in the current climate. There is no clear solution to this problem and we seek the guidance of the division dean.**

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.

**PLSC 210, SLO #2**

**Demonstrate an understanding of the separation of powers, balance of power, and checks and balances inherent in and among the three branches of government.**

**Homework or exam question to assess progress on SLO:**

**Describe how the powers or responsibilities of two or more of the three branches of government overlap (“checks and balances”) in the following areas: (a) the process by which a bill becomes a law; (b) the appointment of judges, ambassadors, cabinet secretaries and other important officials; (c) the removal from office of presidents and judges; (d) making agreements with foreign countries; and (e) going to war.**

**Method of reflection and documentation:**

**Collect data on percentage of students who are able to answer the entire question, who are able to answer part of the question, and who are unable to answer the question.**

- 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.

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

<b>Classified Positions Requested</b>	<b>Expected Outcomes if Granted and Expected Impact if Not Granted</b>	<b>If applicable, <u>briefly</u> indicate how the requested resources will link to achieving department action steps based on SLO assessment.</b>
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>	<b>Expected Outcomes if Granted and Expected Impact if Not Granted</b>	<b>If applicable, <u>briefly</u> indicate how the requested resources will link to achieving department action steps based on SLO assessment.</b>
<b>Item:</b> Input text here. <b>Number:</b> Input text here. <b>Vendor:</b> Input text here. <b>Unit price:</b> Input text here. <b>Total Cost:</b> Input text here. <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: **Kathryn O'Connell**

Phone and email address: **(650) 574-6381, oconnell@smccd.edu**

Full-time faculty: **Lee Miller**

Part-time faculty:

Administrators:

Classified staff:

Students:

*Kathryn M. O'Connell*      3/22/10  
Primary Program Contact Person's Signature      Date

*[Signature]*      3/23/10  
Full-time Faculty's Signature      Date

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

Administrator's Signature      Date  
(as appropriate)

Classified Staff Person's Signature      Date  
(as appropriate)

Student's Signature      Date  
(as appropriate)

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/academic/senate/>  
Contact: [cmacademicsenate@smccd.edu](mailto:cmacademicsenate@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/cmcoi>  
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-Tuile, 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