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)

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:

A. 1. **BRIEF DESCRIPTION OF PROGRAM:**

The Psychology Department at College of San Mateo has a wide variety of course offerings and has kept pace with the change of focus in the discipline. The faculty are very well trained and have specialties that encompass the entire discipline. The department has a very diverse and well-trained staff of part-time faculty, without which this program would be a shadow of its current self. The department has communicated with faculty members from a wide range of California community colleges and our menu of offerings and size of department and staff, have no match. Additional strong points about our program are the Computer laboratory used for experimental courses with neuroscience and human learning, memory, perception and social function.

Over the years the mission of the Psychology Department has not changed; to provide a diverse set of offerings in the field of Psychology and the best B. A. and B.S. as well as graduate transfer preparation at the two year college level. The strength of the program is anchored by a solid foundation in methodology, experimental research and design (Psychology 105), quantitative analysis (Psychology), Psychobiology (Psychology 220) that are complimented by clinical courses: Abnormal and Theory of Personality as well as application courses: Developmental Psychology (200), Child development (201).

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.

The psychology department is successfully meeting the academic needs of a more diverse student population that is increasing numerically each year with fewer faculty and sections available to meet these needs.

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, we are on track.

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 faculty in the psychology department continue to conduct and publish research in many areas of interest to the student. In addition, the faculty continues to direct unique clinical facilities concerned with many interesting community based locations. Both these endeavors provide context for the broad base of topics taught in the department.

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

   None

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.

      Academic performance in Introduction to Psychology (100) sections will be assessed using multiple-choice questions concerned with student analysis of text-based material, fill-in blank and short essay writing experiences concerned with student analysis of lecture materials integrated across text information.

   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.
We request one new full-time and tenure track position. Ideally this person would have background in MFCC areas.	This addition will reduce present class size and add value to the expertise of the faculty that would add classes in a new field that has many possibilities for student employment.	This addition would increase the foundation students receive in the clinical applications of psychology.

Classified Positions Requested	Expected Outcomes if Granted and Expected Impact if Not	If applicable, <u>briefly</u> indicate how the requested resources

	Granted	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 <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: Video based information delivery **Number:** 3-5. **Vendor:** TBD. **Unit price:** $50-100. **Total Cost:** $500.00. **Status*:** Input text here.	Student exposure to a range of ideas presented visually and in addition to text/lecture format.	Requested resources will support the text/lecture delivery system presently implemented to deliver information.

*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: James O. Clifford Jr.
Phone and email address: 650-574-6380
Full-time faculty:
Part-time faculty:
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