

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, 2012. This date is aligned with CSM's *Integrated Planning Calendar*.
(See: <http://collegeofsanmateo.edu/prie/planning.asp>)

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).

James Carranza, Academic Senate President, carranza@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: Alcohol and Other Drug Studies Certificate Program

DIVISION: Creative Arts and Social Science 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 addiction and mental health counselors in coordination with the San Mateo County Substance Use Services and Mental Health Services. Long Term: to continue to provide and maintain high academic standards, continue to keep current of the evidence based practices and research in Co-Occurring Disorders (mental health and addiction) concerns in health care. 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 Use professionals (San Mateo County has merged the two agencies into Behavioral Health & Recovery Services). The curriculum reflects the merging of the two professions reflecting the changes and focuses of the MHTA treatment community in preparing counselors to meet the needs of the providers. Our faculty provides the education and training in the community to re-train and update current counselors who have previously been certified. We have taken a leadership role in addressing Special Population issues as well emphasizing a bi-lingual curriculum addressing the diversity of the client population. We are on the only CAADE accredited AOD Studies Certificate Program in the state to offer courses on-site in Spanish as well as English. We have taken the lead in the state in developing and offering a Co-Occurring Disorders Certificate which is accredited and accepted by CAADE (California Association Alcohol/Drug Educators).

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 Certificate Program continues to graduate students who have a very high pass rate on the CAADE Credential Exam. CSM graduates are recruited for employment in addiction and mental health agencies due to their professional knowledge and skills training. We continue to receive positive comments from Clinical Directors, Program Directors and Supervisors when the Director makes personal clinic visits as to the quality of their professional training. Our graduates continue their education to acquire their AA, BA, MA degrees as national standards are currently being developed establishing a national tiered system of credentialing/licensing for addiction counselors. We continue to meet the challenge for the program to meet the increased need to educate and train counselors for the challenge of clients with Co-Occurring Disorders by graduating our first students who will apply for a CAADE Co-Occurring Disorders Credential. We have increased the requirements for the AOD Studies Certificate from 36 units to 39 units as the faculty and county professionals suggested the Special Population Issues in AOD Studies should be a required course due to the cultural diversity in the client population in the Bay Area.

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 target for addressing the addiction and mental health educational needs in San Mateo County as a result of the merging of Substance Use Services and Mental health Services into Behavioral Health and Recovery Services. This semester we are offering a new course, Co-Occurring Disorders II, which has recruited addiction and mental health professionals into the class to address the mission of the county health care services. Upon completion of this course, CSM AOD graduates and licensed mental health professionals will qualify for the CAADE Co-Occurring Disorders Certificate/Credential.

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 continuing to update individual course research content utilizing evidence-based practices, current promising practices and community based initiatives.

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

Due to the economy and current health care employment limitations, the county is advising our program in training the workforce to continue to integrate the national Health Care Reform guidelines as a means to increase employment opportunities.

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

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 Area: At the Beginning and end of each semester, Field Studies and Seminar I and Field Studies and Seminar II are both given the SLO assessment instrument (a matrix) to identify their level of education and training in the 2 semester sequence of courses. We also have an Internship Manual for each semester whereby the Clinical Supervisor evaluates the student/intern, additionally; the faculty instructor meets with the Supervisor at the beginning and end of the semester to discuss the intern's strengths and areas to improve in the clinical setting.

- b. Student services areas: TBD
Not applicable.

7. SUMMARY OF RESOURCES NEEDED TO REACH PROGRAM ACTION STEPS

(Data resources: Educational Master Plan, 2008 (EMP); Data Updates to EMP, 2011-12; Institutional Priorities, 2008-2011; 5 & 5 College Strategies; College Index, 2008/9-2011/12; GE-SLOs; SLOs; other institutional data; 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 Director	<p>Due to the increased responsibilities for coordination of 7 faculty members, course sections, new course development and implementation, increased number of county BHRS advisory meetings, clinical visits, student's academic course planning, departmental meetings, local and state advisory and board member responsibilities.</p> <p>The Director is an adjunct faculty member, assuming full-time coordination of the above responsibilities. It is important for the Director to be present on campus full-time to recruit and advise students, be available to manage the AOD Program faculty, campus instructional concerns, and act as a liaison from CSM to San Mateo County BHRS as the Health Care Reform changes are implemented.</p>	<p>The AOD faculty is beginning to assess the course SLO's in the Spring Semester 2012, however, the Director will collect the completed assessment instruments twice a semester, analyze the results, meet with the instructors to develop and implement any strategies to improve the specific SLO or revise the SLO statement. This will be additional time the Director will need to devote to assessing the course SLOs.</p>

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	0

- 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.

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 as appropriate:

Primary program contact person: Angela R. Stocker

Phone and email address: (650)574-6465

Full-time faculty: 0

Part-time faculty: 7

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
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

James Carranza, Academic Senate President, carranza@smccd.edu, (650) 574-6568

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://collegeofsanmateo.edu/committeeoninstruction/>

Contact: Teresa, Morris, morrist@smccd.edu, (650) 574-6617.

Program Review Resources (includes forms, data, and completed program reviews for both instructional and student services program review)

Note: PRIE has a new website as of 2/15/2012; Program Review resources will temporarily be housed at "old" site as we make the transition to a new site:

http://collegeofsanmateo.edu/prie/program_review/program_review.php

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)

(Note: PRIE has a new website as of 2/15/2012; the URL will remain the same.)

<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, 2008/9-2011/12,

<http://collegeofsanmateo.edu/institutionalresearch/collegeindex.asp>

Educational Master Plan, 2008, <http://collegeofsanmateo.edu/prie/planningdocs.asp>

Educational Master Plan, Data Updates, 2011-12

<http://collegeofsanmateo.edu/institutionalresearch/>

Institutional Priorities, 2008-2011

<http://collegeofsanmateo.edu/prie/planningdocs.asp>

Five in Five College Strategies, <http://collegeofsanmateo.edu/prie/planningdocs.asp>

Student Learning Outcomes (SLOs) website:

<http://www.collegeofsanmateo.edu/sloac/>

Contact: David Locke, SLO Coordinator, Locke@smccd.edu, (650)574-6624

Also see PRIE site for SLO assessments' support: <http://collegeofsanmateo.edu/prie/slos.asp>