

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 President 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 Visual Perception. The digital courses include: Beginning, Intermediate and Advanced Digital Photography. Both Beginning B&W and Visual Perception satisfy G.E. requirements.

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 interest in photography classes is strong as nearly all of the photography classes began the semester with a wait-list and the PRIE data confirms our success. Although the number of classes has not changed from last year, the number of students enrolled in our program has increased by nearly 8% and our WSCH has increased by 11%. Our retention increased from 85% to 90% (our goal from our previous Program Review) and our success rate has also increased.

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 Photography program is on target as both enrollment and retention goals have been met.

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 fully functional lab, with both film-based and digital photography, is critical for success of our program. It is not a new goal, but it is an issue that requires our constant attention.

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

Digital classes:

Providing cameras for students is an issue that we need to address. Approximately 15% of the digital photo students don't have adjustable (aperture/shutter control) digital cameras. When students don't have a camera they want to use their smart phones. This spring there are 75 digital photography students and five cameras.

We need to increase the number of cameras available for check-out. Our camera of choice is the least expensive DSLR that allows full user control. The current price is \$650.00 each.

Film-based classes:

Our film-based photography classes continue to attract plenty of students but we have found that we need more cameras than we did in the past. Film cameras are less available to students from home and we need to have a greater inventory. Fortunately a basic camera is \$150.00. We have requested additional cameras to help with this issue.

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.

We will be evaluating SLO #3, from Art 365 intermediate Digital Photography: *"Create a portfolio of well-crafted digital photographs that demonstrate improvement from the first to the last assignment."*

"Create a portfolio of well-crafted digital photographs that demonstrate from the first to the last assignment, improvement in the use of visual communication, composition, print quality and presentation."

In the CSM photography program students produce portfolios of prints that are museum-mounted, signed and presented in a series of class critiques. Previous evaluations of SLO #3 have shown that between 80% -90% of students demonstrate improvement from the first to the last assignments. Recent developments in digital photography have provided more efficient methods for creating digital prints and allowed us to increase the number of required final prints by 20% in spring and fall of 2010.

Spring 2011 we are going to assess if the increased assignments are manageable or have the additional assignments contributed to lower quality portfolios. We will examine each portfolio and assess the portfolio's improvement of visual communication, composition and presentation, from the first to the last assignment. After portfolio assessment we will calculate the number of portfolios that demonstrate improvement. We will compare these numbers with results from previous portfolios.

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.
None required at this time.	Input text here.	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.
None required at this time.	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.

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.
<p>Item: Canon Digital Rebel Camera. (DSLR) Number: 5. Vendor: Keeble & Shuchat. Unit price: \$650.00. Total Cost: \$3,250.00. Status*: Upgrade.</p>	<p>Students will be able to make photographs with manual controls and will not have to be forced to use their smart phones.</p>	<p>The camera is the key to completing our courses and supports numerous SLO's including: "Create a portfolio of well-crafted photographs".</p>
<p>Item: Promaster Film Camera. Number: 12. Vendor: Keeble & Shuchat. Unit price: \$150.00. Total Cost: \$1,800.00. Status*: Replacement.</p>	<p>Students will be able to make photographs and generate film for processing.</p>	<p>The camera is the key to completing our courses and supports numerous SLO's including: "Create a portfolio of well-crafted photographs".</p>
<p>Item: Bogen 190X Tripod. Number: 6. Vendor: Keeble & Shuchat. Unit price: \$ 208.00 Total Cost: \$1,248.00 Status*: Replacement.</p>	<p>Students will be able to make photographs in low light conditions including at night.</p>	<p>Photographs made at night are required for the intermediate students. This purchase will support the SLO: "Create a portfolio of well-crafted photographs".</p>

*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: Lyle Gomes
Phone and email address: X6292 gomes@smccd.edu
Full-time faculty: Richard Lohmann
Part-time faculty: Sita Bhattacharji
Administrators: Kevin Henson
Classified staff:
Students:

<i>Primary Program Contact Person's Signature</i> Lyle Gomes	<i>Date</i> 3.24.11
<i>Full-time Faculty's Signature</i> Richard Lohmann	<i>Date</i> 3.24.11
<i>Part-time Faculty's Signature</i> Sita Bhattacharji	<i>Date</i> 3.24.11
<i>Administrator's Signature</i> Kevin Henson	<i>Date</i> 3.24.11
<i>Classified Staff Person's Signature</i> (as appropriate)	<i>Date</i>
<i>Student's Signature</i> (as appropriate)	<i>Date</i>
<i>Dean's Signature</i>	<i>Date</i>

**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, mccconnell@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