

# ANNUAL INSTRUCTIONAL PROGRAM REVIEW

## Unit: Geography

*Please give the full title of the discipline or department. You may submit as a discipline or department as is easiest for your unit*

**College: Riverside City College**

**Contact Person: Les Dean**

**Due: May 16, 2011**

Please send an electronic copy to your Vice President:

Moreno Valley: [Lisa.conyers@rcc.edu](mailto:Lisa.conyers@rcc.edu)

Norco: [Diane.dieckmeyer@rcc.edu](mailto:Diane.dieckmeyer@rcc.edu)

Riverside: [Patrick.schwerdtfeger@rcc.edu](mailto:Patrick.schwerdtfeger@rcc.edu)

and to [Ron.vito@rcc.edu](mailto:Ron.vito@rcc.edu) if you are CTE

**and** send a copy to [Mark.knight@rcc.edu](mailto:Mark.knight@rcc.edu) for posting to the web\*

*Form Last Revised: December 2010*

**Riverside Community College District**

Office of Institutional Effectiveness

Web Resources: <http://www.rcc.edu/administration/academicaffairs/effectiveness/review.cfm>

# Annual Instructional Program Review Update

## Instructions

**\*Please retain this information for your discipline's/department's use (or forward to your chair).**

The Annual Self-Study is conducted by each unit on each college and consists of an analysis of changes within the unit as well as significant new resource needs for staff, resources, facilities, and equipment. It should be **submitted or renewed every year by May 15th** (or the first working day following the 15<sup>th</sup>) in anticipation of budget planning for the fiscal year, which begins July 1 of the *following* calendar year.

Extensive data sets have been distributed to all Department Chairs and are linked to the Program Review website (password 11111). Chairs have received training on the use of these data sets. Please consult with your Department Chair or Raj Bajaj for assistance interpreting the data relevant to your discipline. Note that you are only required to mention data relevant to your analysis or requests. Should you wish assistance with research *analysis* please fill out the form at <http://academic.rcc.edu/ir/requestform.html> and you will be contacted to schedule a time to discuss analysis of your data. You may also request a labor market analysis using this form.

The questions on the subsequent pages are intended to assist you in planning for your unit. **If there is no change from your prior report, you may simply resubmit the information in that report (or any portion that remains constant) from the prior year.**

The forms that follow are separated into pages for ease of distribution to relevant subcommittees. **Please keep the pages separated** if possible (though part of the same electronic file), **with the headers as they appear**, and be sure to include your unit, college, contact person (this may change from topic to topic) and date on each page submitted. Don't let formatting concerns slow you down. If you have difficulty with formatting, the Administrative Support Center can adjust the document for you. Simply add responses to those questions that apply and forward the document to the Administrative Support Center with a request to format it appropriately.

If you cannot identify in which category your request belong or if you have complex-funding requests please schedule an appointment with your college's Vice President for Business Services right away. They will assist you with estimating the cost of your requests. For simple requests such as the cost of a staff member, please e-mail your Vice President. It is vital to include cost estimates in your request forms. Each college uses its own prioritization system. Inquiries regarding that process should be directed to your Vice President.

Moreno Valley:	Claude Martinez,	951-571-6341
Norco:	Curt Mitchell,	951-372-7157
Riverside:	Norm Godin,	951-222-8307

# I. Annual Program Review Update

Unit: \_\_\_\_\_Geography\_\_\_\_\_

College: \_\_\_\_\_Riverside City College\_\_\_\_\_

Contact Person: \_\_\_\_\_Les Dean\_\_\_\_\_

Date: \_\_\_\_\_16 May 2011\_\_\_\_\_

## Trends and Relevant Data

1. Has there been any change in the status of your unit? (if not, skip to #2)      NO
  - a. Has your unit shifted departments?
  - b. Have any new certificates or complete programs been created by your unit?
  - c. Have activities in other units impacted your unit? For example, a new nursing program could cause greater demand for life science courses.
2. Have there been any significant changes in enrollment, retention, success rates, or environmental demographics that impact your discipline (See Dataset provided to all chairs)? If there are no *significant*\* changes in your unit's opinion, say "None" and skip to question #2.a. \**Your unit may define "significant change" in this context for itself. If your unit thinks it's a "significant change" then for purposes of this review please note it.*

Enrollments are up to the maximum in all sections due to the current economic situation. We have many more students that we have spaces available. Our retention rates are up from past years. I feel this is due to students fighting hard for classes and when they get one, they stay.

2. a. What are your enrollment management goals? (examples: growth, stability, limits on enrollment, etc. – either for particular courses or for the unit)

*If your goals necessitate resource changes make sure those needs are reflected in the applicable resource request sections.*

Our primary challenge is how to limit enrollment. There is so much demand that we are tempted to overfill classes.

3. What other annual goals, if any, does your unit have for 2010-2011 that are not covered in #2a above (please list the most important first). Please indicate if a goal is directly linked to goals in your comprehensive?

List the goals of your unit for 2010-2011	List activity(s) linked to the goal	Please check if goal is mentioned in comprehensive PR

*\*Your unit may need assistance to reach its goals. Financial resources should be listed on the subsequent forms. In addition you may need help from other units or Administrators. Please list that on the appropriate form below, or on the form for “other needs.”*

# Annual Program Review Update

Unit: Geography  
College: Riverside City College  
Contact Person: Les Dean  
Date: 16 May 2011

## Human Resource Status

4. Complete the Faculty and Staff Employment Grid below. Please list full and part time faculty numbers in separate rows. Please list classified staff who are full and part time separately:

Faculty and Staff Employed in the Unit		
Teaching Assignment (e.g. Math, English)	Full-time faculty or staff (give number)	Part-time faculty or staff (give number)
Geography	1	1

Unit Name:     Geography    

**5. Staff Needs**

**NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)<sup>1</sup>**

<p align="center"><b>List Staff Positions Needed for Academic Year <u>    1    </u></b>  <b>Please justify and explain each faculty request based on rubric criteria for your college.</b> Place titles on list in order (rank) or importance.</p>	<p align="center"><b>Indicate (N) = New or (R) = Replacement</b></p>	<p align="center"><b>Annual TCP*</b></p>
<p><b>1.</b>       <b>Prior to the current cut backs in class sections, we had 7 sections in addition to the load for</b>  <u>Reason:</u> the full time instructor. Currently, only 1 more section would give us 5, enough for a new hire.</p>	<p align="center">N</p>	<p align="center">UNK</p>
<p><b>2.</b> <u>Reason:</u></p>		
<p><b>3.</b> <u>Reason:</u></p>		
<p><b>4.</b> <u>Reason:</u></p>		
<p><b>5.</b> <u>Reason:</u></p>		
<p><b>6.</b> <u>Reason:</u></p>		

\* TCP = "Total Cost of Position" for one year is the cost of an average salary plus benefits for an individual. New positions (not replacement positions) also require space and equipment. Please speak with your college Business Officer to obtain accurate cost estimates. Please be sure to add related office space, equipment and other needs for new positions to the appropriate form and mention the link to the position. Please complete this form for "New" Classified Staff only. All replacement staff must be filled per Article I, Section C of the California School Employees Association (CSEA) contract.

<sup>1</sup> If your SLO assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the "reason" section of this form.

Unit Name: Geography

**6. Equipment (excluding technology) Needs Not Covered by Current Budget<sup>2</sup>**

List Equipment or Equipment Repair Needed for Academic Year <u>11-12</u> Please list/summarize the needs of your unit on your college below. Please be as specific and as brief as possible. Place items on list in order (rank) or importance.	*Indicate whether Equipment is for (I) = Instructional or (N) = Non-Instructional purposes	Annual TCO**		
		Cost per item	Number Requested	Total Cost of Request
1. <u>Reason:</u>				
2. <u>Reason:</u>				
3. <u>Reason:</u>				
4. <u>Reason:</u>				
5. <u>Reason:</u>				
6. <u>Reason:</u>				

\* Instructional Equipment is defined as equipment purchased for instructional activities involving presentation and/or hands-on experience to enhance student learning and skills development (i.e. desk for student or faculty use).

Non-Instructional Equipment is defined as tangible district property of a more or less permanent nature that cannot be easily lost, stolen or destroyed; but which replaces, modernizes, or expands an existing instructional program. Furniture and computer software, which is an integral and necessary component for the use of other specific instructional equipment, may be included (i.e. desk for office staff).

\*\* TCO = "Total Cost of Ownership" for one year is the cost of an average cost for one year. Please speak with your college Business Officer to obtain accurate cost estimates. Please be sure to check with your department chair to clarify what your current budget allotment are. If equipment needs are linked to a position please be sure to mention that linkage.

<sup>2</sup> If your SLO assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the "reason" section of this form.

Unit Name: Geography

**7. Technology (Computers and equipment attached to them)++ Needs Not Covered by Current Budget:** <sup>3</sup>

*NOTE: Technology: excludes software, network infrastructure, furniture, and consumables (toner, cartridges, etc)*

Submitted by:	Title:	Phone:
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Priority	EQUIPMENT REQUESTED	New (N) or Replacement (R)?	Program: New (N) or Continuing (C) ?	Location (i.e Office, Classroom, etc.)	Is there existing Infrastructure ?	How many users served?	Has it been repaired frequently?	Annual TCO*		
								Cost per item	Number Requested	Total Cost of Request
1. Usage / Justification										
2. Usage / Justification										
3. Usage / Justification										
4. Usage / Justification										
5. Usage / Justification										

\* TCO = "Total Cost of Ownership" for one year is the cost of an average cost for one year. Please speak with your college Business Officer to obtain accurate cost estimates. Please be sure to check with your department chair to clarify what your current budget allotment are. If equipment needs are linked to a position please be sure to mention that linkage. Please speak with your Microsupport Computer Supervisor to obtain accurate cost estimates.

**++Technology is a computer, equipment that attaches to a computer, or equipment that is driven by a computer.**

Remember to keep in mind your college's prioritization rubrics when justifying your request.

<sup>3</sup> If your SLO assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the "justification" section of this form.

Unit Name: Geography

**8. Facilities Needs Not Covered by Current Building or Remodeling Projects\*<sup>4</sup>**

<b>List Facility Needs for Academic Year <u>2011-12</u></b> <b>(Remodels, Renovations or added new facilities) Place items on list in order (rank) or importance.</b>	<b>Annual TCO*</b>
	Total Cost of Request
<b>1.</b> <u>Reason:</u>	
<b>2.</b> <u>Reason:</u>	
<b>3.</b> <u>Reason:</u>	
<b>4.</b> <u>Reason:</u>	
<b>5.</b> <u>Reason:</u>	
<b>6.</b> <u>Reason:</u>	

\*Please contact your college VP of Business or your Director of Facilities, Operations and Maintenance to obtain an accurate cost estimate and to learn if the facilities you need are already in the planning stages.

<sup>4</sup> If your SLO assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the “reason” section of this form.

Unit Name: \_\_\_\_\_

**9. Professional or Organizational Development Needs Not Covered by Current Budget\*<sup>5</sup>**

<b>List Professional Development Needs for Academic Year</b> <u>2011-12</u> . Reasons might include in response to assessment findings or the need to update skills to comply with state, federal, professional organization requirements or the need to update skills/competencies. Please be as specific and as brief as possible. Some items may not have a cost per se, but reflect the need to spend current staff time differently. Place items on list in order (rank) or importance.	Annual TCO*		
	Cost per item	Number Requested	Total Cost of Request
1. <u>Reason:</u>			
2. <u>Reason:</u>			
3. <u>Reason:</u>			
4. <u>Reason:</u>			
5. <u>Reason:</u>			
6. <u>Reason:</u>			

\*It is recommended that you speak with Human Resources or the Management Association to see if your request can be met with current budget.

<sup>5</sup> If your SLO assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the “reason” section of this form.

Unit Name:     Geography    

**10. Student Support Services (see definition below\*\*)** Services needed by your unit over and above what is currently provided by student services at your college. These needs will be communicated to Student Services at your college<sup>6</sup>

<p><b>List Student Support Services Needs for Academic Year <u>    2011-12    </u></b></p> <p>Please list/summarize the needs of your unit on your college below. Please be as specific and as brief as possible. Not all needs will have a cost, but may require a reallocation of current staff time.</p>
<p><b>1.</b> <u>Reason:</u></p>
<p><b>2.</b> <u>Reason:</u></p>
<p><b>3.</b> <u>Reason:</u></p>
<p><b>4.</b> <u>Reason:</u></p>
<p><b>5.</b> <u>Reason:</u></p>
<p><b>6.</b> <u>Reason:</u></p>

\*\*Student Support Services include for example: tutoring, counseling, international students, EOPS, job placement, admissions and records, student assessment (placement), health services, student activities, college safety and police, food services, student financial aid, and matriculation.

<sup>6</sup> If your SLO assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the “reason” section of this form.

Unit Name:     Geography    

**11. Library Needs Not Covered by Current Library Holdings<sup>7</sup> Needed by the Unit over and above what is currently provided. These needs will be communicated to the Library**

<b>List Library Needs for Academic Year <u>    2011-12    </u></b>	
Please list/summarize the needs of your unit on your college below. Please be as specific and as brief as possible. Place items on list in order (rank) or importance.	
<b>1.</b>	<u>Reason:</u>
<b>2.</b>	<u>Reason:</u>
<b>3.</b>	<u>Reason:</u>
<b>4.</b>	<u>Reason:</u>
<b>5.</b>	<u>Reason:</u>
<b>6.</b>	<u>Reason:</u>

<sup>7</sup> If your SLO assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the “reason” section of this form.

Unit Name: Geography

**12. Learning Support Center Services Not Covered by Current budget\*.**

<p align="center"><b>List Learning Support Center Services Needs</b></p> <p>If your unit is responsible for running a learning support center such as the Writing and Reading Center, the Math Learning Center, Computer lab or similar learning support center please address those needs here. These do not include laboratory components that are <u>required</u> of a course. Place items on list in order (rank) or importance.</p>	<p align="center"><b>Total Cost of Requests</b></p> <p align="center">If the cost is the responsibility of an administrative unit you do not need to list it here.</p>			
	Cost per item	Number Requested	Total Cost	Ongoing (O) or one-time (OT) cost
<p><b>1.</b> <u>Reason:</u></p>				
<p><b>2.</b> <u>Reason:</u></p>				
<p><b>3.</b> <u>Reason:</u></p>				
<p><b>4.</b> <u>Reason:</u></p>				
<p><b>5.</b> <u>Reason:</u></p>				

\*It is recommended that you speak with your college IMC and/or Lab Coordinators to see if your request can be met within the current budget and to get an estimated cost if new funding is needed.

Unit Name: Geography

**13. OTHER NEEDS not covered by current budget<sup>8</sup>**

<p><b>List Other Needs that do not fit elsewhere.</b> Please be as specific and as brief as possible. Not all needs will have a cost, but may require a reallocation of current staff time. Place items on list in order (rank) or importance.</p>	Annual TCO*		
	Cost per item	Number Requested	Total Cost of Request
1. <u>Reason:</u>			
2. <u>Reason:</u>			
3. <u>Reason:</u>			
4. <u>Reason:</u>			
5. <u>Reason:</u>			
6. <u>Reason:</u>			

<sup>8</sup> If your SLO assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the “reason” section of this form.

14. **Long Term Planning Needs (2 – 5 years from now)**<sup>9</sup> Be sure to reference your comprehensive review if it helps explain your needs.

<p><b>If your unit anticipates a significant* additional needs for personnel, equipment or facilities will occur two to five years from now please list those here*</b></p>			
	Fiscal Year Needed	Number Requested	Total Cost of Request
<p><b>1. Will need a new full time faculty</b>  <u>Reason:</u> current faculty retirement in 2 – 5 years</p>	<b>NLT 2016</b>	<b>1</b>	<b>UNK</b>
<p><b>2.</b>  <u>Reason:</u></p>			
<p><b>3.</b>  <u>Reason:</u></p>			
<p><b>4.</b>  <u>Reason:</u></p>			
<p><b>5.</b>  <u>Reason:</u></p>			
<p><b>6.</b>  <u>Reason:</u></p>			

*\*Significant needs are generally those with annual costs over \$20,000. They may be the result, for example, of institutionalizing a grant, anticipated growth, or major equipment coming to the end of its life.*

<sup>9</sup> If your assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the “reason” section of this form.

## II. Annual Assessment Update

**Each College Please Insert Assessment Forms Here**

2011