**Reedley College Program Review Recommendations\* Annual Progress Report**

**(\*“Recommendation” changed to “Goals” beginning Cycle Three)**

**Program: Communication Year: 2011-12 Contact: Linda Carvalho Cooley**

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| **Recommendation\***  (as appropriate, identify the campus where the recommendation applies) | **Proposed Timeline** | **Activities/Facilities/ Curriculum/Equipment Necessary to Accomplish Recommendation\*** | **Resources Needed, Include Estimate Costs** | **Status** | **Outcome** |
| 1. Change name to Communication in time for inclusion in 2010 Catalog. | **2010** | **Cooperation with catalogue – under speech putting see Communication. Everyone worked together to make this a smooth transition.** | **None** | **Completed Fall 2010** | **Worked in coordination with FCC Communication faculty to align the name change with them.** |
| 2. Launch a Communication Major by2010-2011 and include major in the 2010 catalog | **2010-2011** | **Curriculum for Intercultural Communication and paperwork for the Associate Degree** | **None** | **Completed** | **AA Degree**  **AA-T Degree approved** |
| 3. Complete Student Learning Outcome assessment cycle by Fall 2011. | **Fall 2011** | **Flex days utilized to complete rubrics and SLO forms. All instructors filled out professional assessment, students filled out Classroom Climate surveys. All data compiled by faculty and institutional researcher.** | **Flex day meetings were held. Forms printed via print shop. Classroom climate and institutional researcher also crucial to completion of this task.** | **Completed**  **August of 2011.** | **Report complete and posted online** |
| **Recommendation\***  (as appropriate, identify the campus where the recommendation applies) | **Proposed Timeline** | **Activities/Facilities/ Curriculum/Equipment Necessary to Accomplish Recommendation\*** | **Resources Needed, Include Estimate Costs** | **Status** | **Outcome** |
| 4. Complete evaluation of class scheduling to optimize enrollment by Fall 2010. | **Fall 2010** | **Classroom scheduling was allowed to be done by the discipline faculty for both Spring and Fall. Dedicated classrooms are crucial to allowing the faculty to optimize the use of space. At this time we do have Business 40 as a dedicated classroom and Portable 2 is a shared classroom with English. Not having dedicated space would cripple this effort.** | **Communication requires 2 dedicated classes. Classroom space that is dedicated to our discipline is a vital necessity for improvement of our program.** | **Spring 2012 and Fall 2112 schedule completed more classroom access of Portable 2 was given to Communication in order for the Fall 2012 schedule to work. The Communication faculty have shown that they will utilize the timing of their dedicated buildings to the fullest potential with little to no downtime. The English Department was generous to allow us more time in Portable 2 in order to make the Fall 2012 schedule work. Per our program review we will continue to pursue two dedicated classrooms.** | **Better schedule for 2012, the change in our schedule has allowed more time for speeches in each session. Elimination of the 50 minute class in favor of an hour and 15 minute class time has been a positive change. The change in the scheduling allowed optimizing the classroom space – for example in Spring 2012 Business 40 held 16 classes at 30 + students per class. Portable 2 held 4 classes as English has the majority of control in that classroom space.** |
| **Recommendation\***  (as appropriate, identify the campus where the recommendation applies) | **Proposed Timeline** | **Activities/Facilities/ Curriculum/Equipment Necessary to Accomplish Recommendation\*** | **Resources Needed, Include Estimate Costs** | **Status** | **Outcome** |
| 5.Complete curriculum process to launch these courses by Fall 2013:  a.Intercultural communication  b.Family communication  c.Communication confidence  d.Gender communication  e.Computer mediated communication  f.Introduction to forensics | **Fall 2013** | **Comm. 10 Intercultural Communication – curriculum approved Spring 11, course to be taught Fall 13.**  **Comm 15 Computer Mediated Communication – curriculum approved Spring 10, course offered in Fall 10.** | **More time slots available to add courses – we are unable to add any additional courses without deleting courses at this time the addition of any new topics would be unadvisable. This can be a discussion for a future program review.** | 1. **Completed** 2. **On hold** 3. **On hold** 4. **On hold** 5. **Completed** 6. **On hold** | **The addition of two new courses have allowed us to offer a degree in communication.** |
| 6.Establish and equip classrooms optimized for the teaching of the presentation arts by 2013. | **2013** | **Two dedicated classrooms, cameras, supplies, remote (clickers) needed for both classrooms and two dedicated classrooms.** | **Two dedicated classrooms where cameras, supplies, and remote (clickers) can be stored is a necessity for our program. Rooms appear to be the major cost – as a new building cannot be purchased the faculty ask for a review of all classroom space that is not being utilized for instruction in an effort to find appropriate alternatives for non-instructional programs that are housed in instructional facilities. Approximate cost 1500. per classroom needed to update each classroom.** | **Pending better economic times.** | **Currently the full time faculty have clickers (given as part of a grant to several instructors on campus). Still a strong need for cameras and additional remote clickers.** |
| 7.Establish hiring guidelines and training criteria for new online Speech instructors by Fall 2009. | **Fall 2009** | **Change to original goal:**  **Full time faculty have agreed that anyone teaching online courses other than full time faculty must have online teaching certification. This will ensure quality. Also online instructors must abide by the strict requirements regarding on campus meetings for all courses that fulfill the A1 oral component.** |  | **Pending not a priority.** | **Due to many online courses being eliminated this is not a priority for the department. Faculty have suggested a change to this goal.** |

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| **Recommendation**  **North Centers Goals** | **Proposed Timeline** | **Activities/Facilities/ Curriculum/Equipment Necessary to Accomplish Recommendation\*** | **Resources Needed, Include Estimate Costs** | **Status** | **Outcome** |
| Highly recommend the hiring of another full-time faculty instructor by fall 09 | **Fall 2009** | **Forms need to be filled out detailing the drastic need for a second fulltime faculty member at the Willow International Center.** | **New full time faculty member** | **Requests have been made** | **Extremely overdue – The new position was a priority goal that came out of the program review that has still not been fulfilled.** |
| Implementations of the above Reedley College goals concerning the additional courses by Fall 2013 | **Fall 2013** |  | **Need more sections – this is on hold until due to the economic situation.** | **On hold** | **budgetary restraints** |

1. Provide any additional changes made to the program that were not a part of your program review report.

None at this time.

1. List in detail any new program needs and a brief rational for this need.

Reedley College ONLY

Last year we requested some funding for our program and as of now we have not received any funding – we will continue to pursue those needs.

Recap of the budget needs requested in last year’s report:

The total proposed budget is as follows:

Negotiation Tournament Prize – 40 dollars per year

Speech Night refreshments – 80 dollars per year

Graduation and Certificate Speaker gift – 40 dollars per year

Classroom supplies – 40 per year

For a yearly total of 200 dollars for regular costs.

The remote clickers cost is a one time cost of 80 dollars.

Two locked cabinets with additional keys is also a one time cost of 280.00

In addition to the program funding we requested :

Terri Main is retiring as of June 2012 – she is a full time faculty member at the Reedley College campus – we have requested a replacement but were ranked 3rd out of 6 requests – as of today none of the requests have been granted. The replacement of this faculty member is another goal for our program. Having three full time faculty members is a necessity to the success of our program.

1. Summarize the progress your program has made this year on SLO assessment.

ALL LOCATIONS

The discipline faculty have completed the rubrics, the professional evaluation, the student survey and the assessment of all SLO’s. In addition the faculty have completed the PLO’s and the mapping of the GELO’s. The data was evaluated during the summer of 2011 during our FLEX day work session in August 2011. Some minor changes were made to the rubrics in order to have consistency in the reporting of data. The changes have been made and incorporated into the rubrics for implementation for Fall 2012.

1. Provide any additional information that your program would like to share.

Both Reedley College and Willow International are in need of additional full time faculty members. The Willow International Center is in drastic need for an additional full time faculty member. As per our program review the need for a full time faculty member at Willow International is still a critical concern. Data was given in last year’s report to substantiate this claim.

The Reedley College faculty also requested a replacement for Terri Main who will be retiring in June 2012. Our request was ranked by department chairs as third out of six requests. As of today none of the requests for faculty have been granted. As we begin our program review we will be understaffed and this will drastically affect the efficiency of our department. In addition this has increased the number of part time faculty needed to staff our courses. Part time faculty do not have on campus office hours and are not paid to participate in program review or SLO assessments. We again request that we maintain three full time staff positions at the Reedley College campus.