

Reedley College
Office of Instruction
Program Learning Outcomes

Focus Study Group Report
May 9, 2013

1. Result analysis and action plan: Identify and prioritize improvement plan
2. Timeline: Determine timeline to implement improvement plan and its assessment
3. Communicate: Share Improvement Plan and Timeline to Department Chairs
4. Re-assess: Analyze results to determine further action plan
5. Documentation/evidence: Compose process and results for next accreditation report

Possible areas for improvement based on Department Chairs' responses:

PLO 1: Office of Instruction will comprehensively evaluate faculty and staff according to District contract to improve instruction.

- Update faculty evaluation forms online
- Improve follow-up with adjunct faculty

PLO 2: Office of Instruction will develop an effective schedule of courses to improve (support) student success.

- Consistently consult data on completion, fill rates, enrollment, student needs
- Better coordinate MC/RC/OC online offerings

PLO 3: Office of Instruction will provide excellent (various) staff development opportunities throughout the academic school year (in support of programs and goals).

- Plan opening day events which inspire and benefit all
- Revisit opening day event for full impact

PLO 4: Office of Instruction will assign qualified faculty to the appropriate courses as defined by district and state policy.

- No significant areas for improvement (improvement should take place at the District level)

Improvement suggestion not tied directly to one PLO:

- Create a yearly calendar with all evaluation, schedule, program review, etc. deadlines

REEDLEY COLLEGE
OFFICE OF INSTRUCTION
PROGRAM LEARNING OUTCOMES
FOCUS STUDY GROUP
4/2/13

1. Office of Instruction will comprehensively evaluate faculty and staff according to District contract to improve instruction.

- How well does O of I follow district timelines?
 - Better than before
 - Poor follow up with adjuncts
 - 14th week too early, makes it hard
- How well does the O of I follow the district process?
 - Including SLO in evals-contrary to process, need more education to Office of Instruction and they need to educate everyone else
- Does O of I use appropriate RC forms? Ways to improve?
 - Eliminate old forms, current forms ONLY online
- Does O of I accurately evaluate faculty and staff? Ways to improve?
 - Yes

***other comments for all of number 1

unknown dates and times, evaluators not familiar with area or subject being evaluated, evaluators not staying entire class time
process overall has improved

2. Office of Instruction will develop an effective schedule of courses to improve (support) student success.

- Does O of I develop a schedule collaboratively with department chairs and faculty? In what ways could this process be improved?
 - Stick to timelines, getting schedule late and then having to cram
 - Faculty would like to review one last time in final format
- Does O of I schedule the correct sequence of classes?
 - If class gets canceled due to low enrollment, messes up sequencing
 - If class in schedule, should run regardless
 - Need data on completion, fill rates, enrollment, etc
 - Better coordination with MC/RC/OC with online classes
- Does O of I offer a balanced schedule of basic skills, CTE and transfer classes? If not, where can improvements be made?
 - Don't need "balanced" schedule, maybe weighted
 - Could be done on student demand/need, example Pierce College
 - Process ineffective, not based on incoming student need, student success
- Does O of I offer a balanced schedule of morning, afternoon and evening classes? If not, where can improvements be made?
- Does well does the O of I work to meet the 525 efficiency value?

- Trying, always in back of mind, doing things such as scheduling only LGI in LGI classrooms, making changes

***Other Comments for all of number 2.

Changes get lost, have to make changes multiple times

Times are always being changed, without knowledge of faculty

Would like to see all versions of schedule not just the latest

Could use Google Docs real time instead of email back and forth

Outlook not accurate, liked old process of scheduling with room book, but would prefer outlook if accurate

Lost space due to RMCHS-big issue

3. Office of Instruction will provide excellent (various) staff development opportunities throughout the academic school year (in support of programs and goals).

- What is the quality of activities that the O of I plans during opening day?
 - Opening day is really bad (“sucks”)
 - Would like to see something inspiring, not just information, that info could be distributed through email or in mailbox
 - Something that would benefit the whole institution, relevant
 - If bringing in good speaker, follow up with advice, bring back
- What is the quality of assistance the O of I provides with activities during flex day?
 - Academic Senate plans Flex Day, not Office of Instruction
- What is the quality of training the O of I provides throughout the year? SLO, new faculty, other
 - New faculty are not trained well
- Does the O of I approve T and C faculty and staff requests in a timely and fair manner?
 - No-major issues

4. Office of Instruction will assign qualified faculty to the appropriate courses as defined by district and state policy.

- To what degree does the O of I review minimum qualifications for new faculty?
 - Full Time done by HR and Hiring Committee, not O of I
 - Adjunct-sometimes they do and sometimes they don't
 - Quality of review about 65%, could use improvement
- Does the O of I collaboratively hire new faculty? What can be improved?
 - Yes for some, some department chairs left alone to do themselves
 - Depends on discipline, depends on who dean is
- Does the O of I follow district and state hiring policies? What can be improved?
 - If not followed not O of I that's not following
 - Hiring committees being changed, Academic Senate not being consulted, not following AR7120

Overall Comment not directly related to any PLO

- Would be nice to have a yearly calendar with ALL deadlines for everything needed, i.e. evaluations, schedule, program review, slo's, etc...consolidate all timelines into one