

**ANNUAL Program Review**

**Name of Program/Department/Service Area: Office of Instruction**

**Name of Person Submitting this Review:** Derek Lerch

**Date of Submission:** Nov. 2, 2018

**Management Area (check one): Administrative Services**

**X Instruction**

**Student Services**

**Assessment of Past Progress**

Describe your progress on your previous year’s objectives:

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| **Objective 1:**  Focus available resources to more effectively market existing programs. | **Summary of Progress:**  In partnership with Student Services, the college has eliminated the production of printed catalogs and class schedules. These savings have been used to invest in digital marketing initiatives such as “geo-fencing” to better connect with potential students and clarify the paths to opportunities that FRC may provide to them. |

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| **Objective 2:**  Through the Guided Pathways initiative and in partnership with Student Services, explore the adoption of technology solutions to improve class scheduling and student educational planning. | **Summary of Progress:**  The college has reviewed the possible implementation and cost of various solutions such as Starfish and eLumen in order to provide resources for students to help clarify curricular pathways and to keep them engaged on their pathway. |

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| **Objective 3:**  Augment budget to provide stable funding for fall and spring semesters and afford the college the opportunity to realize enrollment growth. | **Summary of Progress:**  This request was not funded in the 2017-2018 budget cycle, this instructional need will be met through budget augmentation requests to the President via the Budget Committee. |

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| **Objective 4:**  Establish stipends for coordinators of Nutrition and Culinary Arts (NCA program) and the Administration of Justice program. | **Summary of Progress:**  This request was not funded in the 2017-2018 budget cycle but is still an instructional priority. These programs have moderately complex purchasing and accounting needs and is staffed solely by associate faculty. A provision for these positions was established through negotiations with the part-time faculty in 2018. |

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| **Objective 5:**  Develop distance education degrees and provide support to improve quality of distance offerings. | **Summary of Progress:**  • Canvas (LMS) has been fully implemented. This implementation required integration with Banner to provide enrollment and course information to Canvas. (Presnell, Boyd, Lerch)  • Canvas training has been led by Presnell, Reilley, and Beaton to acquaint faculty with usage. This has happened both through optional and intensive training courses and through simpler training sessions at Flex events. (Presnell/Reilley/Beaton) |

**Current Year Progress and Objectives**

What objectives and tasks are you working on this year? (You may continue objectives from the prior year.)  
Will your allocated resources be sufficient given your objectives?

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| **Objective 1:**  Focus available resources to more effectively market existing programs. | **Action Plan (include who is responsible):**  • CIO is working with Student Services to scale back print publications in order to invest the limited marketing resources into more relevant and effective efforts.   * CIO is working with Student Services to leverage categorical funding to clarify the path for prospective and current students, this effort includes the production of program-specific materials and consulting/staffing support for this work. * CIO is working with North-Far North to develop marketing materials and advertising strategies to promote CTE programs. |

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| **Objective 2:**  Through the Guided Pathways initiative and in partnership with Student Services, explore the adoption of technology solutions to improve class scheduling and student educational planning. | **Action Plan (include who is responsible):**  • With Student Services, develop a plan for Guided Pathways to include the implementation to improve class availability and clarity in educational planning. |
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| **Objective 3:**  Augment budget to provide stable funding for additional enrollment and afford the college the opportunity to realize enrollment growth. | **Action Plan (include who is responsible):**  The CIO has requested augmentations for various instructional programs (summer classes, ISP, ISAs) through memos to the Superintendent/President via the Budget Committee. |

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| **Objective 4:**  Establish stipends for coordinators of Nutrition and Culinary Arts (NCA program) and the Administration of Justice program. | **Action Plan (include who is responsible):**  • This request was not funded in the 2017-2018 budget cycle but is still an instructional priority. These programs have moderately complex purchasing and accounting needs and is staffed solely by associate faculty. A provision for these positions was established through negotiations with the part-time faculty in 2018. |

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| **Objective 5:**  Develop distance education degrees and provide support to improve quality of distance offerings. | **Action Plan (include who is responsible):**  • Through COI, Asst. Dean of Instruction is working to develop updated policies on distance education, updated training materials for instructors, and additional support resources for students.   * Through COI, Asst. Dean of Instruction is exploring the development of DE degrees and certificates. Identify courses and programs that are likely to have significant interest for online growth. Develop internal quality-assurance guidelines for online courses to align courses with expectations of the California Virtual Campus (Lerch, Beaton) |

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| **Objective 6:**  Increase the number of office hours available for associate (part-time) faculty. | **Action Plan (include who is responsible):**  Through negotiations with the part-time faculty in 2017-2018, additional office hours were secured for faculty in this unit. This increase of 25% is being given to part-time faculty in the 2018-2019 year. |

**Next Year’s New Objectives (fiscal year 2018-19)**

What objectives and tasks will you take on for next year? (You may continue objectives from the prior year.)

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| **Objective 1:**  Focus available resources to more effectively market existing programs. | **Action Plan (include who is responsible):**  Lerch, in collaboration with COI and Student Services, will budget and prioritize efforts using a combination of existing general fund and categorical dollars. |
| **Connection to results from assessment of student learning and/or other plans:**  This objective ties directly to the College’s mission, and strategic planning (Areas II, III) in providing a high quality learning experience for students and stable revenue for the college. | **Resources/ Budget needed (if applicable):**  None. |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):**  None. |
| Uncontrollable Increase: N/A | |
| Safety: N/A | |
| New Student Attraction: N/A | |
| Student Success and Retention: N/A | |
| Relation to Student Learning: N/A | |
| Support for employees to be effective: N/A | |
| Feasibility: N/A | |

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| **Objective 2:**  Through the Guided Pathways initiative and in partnership with Student Services, explore the adoption of technology solutions to improve class scheduling and student educational planning. | **Action Plan (include who is responsible):**  In partnership with Student Services, develop a plan for Guided Pathways to include the implementation to improve class availability and clarity in educational planning. |
| **Connection to results from assessment of student learning and/or other plans:**  This objective ties directly to the College’s mission, and strategic planning (Area II) in providing a high quality learning experience for students and stable revenue for the college. | **Resources/ Budget needed (if applicable):**  None. |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):**  None. |
| Uncontrollable Increase: N/A | |
| Safety: N/A | |
| New Student Attraction: N/A | |
| Student Success and Retention: N/A | |
| Relation to Student Learning: N/A | |
| Support for employees to be effective: N/A | |
| Feasibility: N/A | |

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| **Objective 3:**  Develop distance education degrees and provide support to improve quality of distance offerings. | **Action Plan (include who is responsible):**   * With approval from ACCJC to offer DE degrees, plan and market degree options to online students. Marketing of DE courses and programs will initially be combined with the overall web marketing strategy included in the website/marketing support budget. (Lerch, Beaton, COI) * Provide oversight, direction, and quality control of DE offerings. This will occur through existing structures of the Curriculum Committee, DE Director, and CIO. (Beaton, Lerch) |

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| **Connection to results from assessment of student learning and/or other plans:**  This objective will allow FRC to better serve local and regional students. Providing DE degrees will also allow the college to serve more students without having to recruit those students to FRC physically or provide housing for them. | **Resources/ Budget needed (if applicable):**  None. |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):**  None**.** |
| Uncontrollable Increase: N/A | |
| Safety: N/A | |
| New Student Attraction: N/A | |
| Student Success and Retention: N/A | |
| Relation to Student Learning: N/A | |
| Support for employees to be effective: N/A | |
| Feasibility: N/A | |

If completing your program’s objectives will require resources from **IT, Facilities, Professional Development,** or **Additional Staff** please include your request below. This section is for a **future need** (next fiscal year). If you have an immediate need (e.g. your computer is broken), contact the appropriate committee or administrator.

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| **Need** | **Resource Type** | **Rationale** (include connection to other plans) |
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**Summary Update from Comprehensive Program Review**

Based on information and/or data provided:

1. Describe the current status of the Program/Depart/Service Area.

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| Similar to other areas of campus, staffing cuts in the Office of Instruction have continued to highlight limitations in this office’s productivity and accuracy. Compared with other small colleges, FRC's Office of Instruction operates with minimal staff. As additional workload has been absorbed by Jaquez, Hughes, and now Beaton, keeping pace with ongoing tasks has been difficult. There are two approaches that can remedy this situation: (1) adding more staffing resources, or (2) implementing procedural improvements that make office processes more efficient. Our strategy has been to pursue the second option since this has the potential to improve the situation in a cost effective manner. This has included identifying and securing website services from an external vendor to alleviate many of the management tasks that have usurped time and implementing a curriculum-management system (CurricUNET) that allows the Office of Instruction to work more effectively with faculty, the Chancellor's Office, ASSIST, and C-ID to develop and manage the college's curriculum. Additionally, and as mentioned above, the introduction of Guided Pathways funding may allow for the purchase and implementation of scheduling software to better organize class offerings to meet student needs. |

1. Explain significant issues and/or changes that have occurred since the last comprehensive review.

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| Overall enrollment, as well as the balance between resident and non-resident students, will continue to be a major issue for the Office of Instruction and for the college as a whole. In the first part of the 2018-2019 year, the school has experienced an increase of approximately 5% in on-campus students, possibly a result of increased marketing efforts in recent years. To stabilize overall enrollment for the college, the Office of Instruction has developed additional instructional service agreements (ISAs) with the Chester Community Chorus and the U.S. Forest Service to provide local educational and work-training opportunities. Additionally, the Office of Instruction is working to establish a stronger marketing presence in and around the website to stabilize resident enrollment. |

1. Briefly explain significant changes expected during the upcoming year.

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| • The Office of Instruction is working with faculty to fine tune additional curricular offerings in the coming year. Most visibly, this includes the bachelor's degree in Equine and Ranch Management for which the program requirements are still undergoing minor revisions.  • The Office of Instruction has implemented CurricUNET and needs to continue to provide training for faculty. There is interest in exploring software solutions for student educational planning and class scheduling. |

**Appendix**

Attach supporting documents as appropriate.



**2018-2019 ANNUAL Program Review**

**Name of Program/Department/Service Area: LIBRARY**

**Name of Person Submitting this Review:** DARRYL SWARM

**Date of Submission:** November 1, 2018

**Management Area (check one):**  **Administrative Services**

**Instruction**

**Student Services**

**Assessment of Past Progress**

Describe your progress on your previous year’s objectives:

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| **Objective 1:** To provide quality instructional support for the academic programs offered by the college, including the restoration of essential collection development activities to address basic research needs of students and faculty. | **Summary of Progress:**  The library continued to fulfill its function as the primary source of scholarly academic library resources and services for instructional support (accreditation standard IIB).  The library experienced significant budget reductions for library materials (print books, non-print media and print periodicals) in 2010. Restoration of the budget for library materials to pre-2010 levels was recommended in order to sustain the college’s efficacy and relevance as a place of higher learning. However, no increase was possible. Instead, instructional grant money was used to bridge the gap. While the library collections benefited greatly from the instructional block grant allocations generously provided by the Office of Instruction in prior years, only half the requested amount was available to the library in 2018. A budget increase as outlined below is essential to provide quality academic library resources especially in light of the new four-year equine and ranch management program’s research needs and the need to continue updating the resources.  Book, non-print media and periodical subscription costs rise at a rate of approximately 10% each year, and yet the library budget for these essential resources was reduced in the 2010-2011 final budget from $10,000 to $7,500 (books); $3,000 to $2,000 (non-print media); and $10,500 to $8,000 (periodical subscriptions), totaling $6,500 loss each year ($42,500 cumulative loss by 2018) despite cost increases and the addition of new programs.Due to these reductions and subsequent annual cost increases, the library has been required to obtain money from block grant funds in order to maintain continuity in existing print periodical subscriptions. **However, the generous block grant allocations to the library are anticipated to completely go away due to changes in the way this grant is funded.**  The aforementioned reductions pose a mathematically unsustainable model in providing relevant and useful library book and media collections (for example, across the physical collection of 27,982 items, over 21,000 are more than 20 years old, compromising student learning in most areas of study). As the primary source of scholarly academic library resources and services for instructional support, and with the addition of a new four-year degree, access to relevant collections, including high-quality print resources as required by many classes, is critical in maintaining academic quality.  In an effort to restore and maintain best practices in collection development activities and address critical gaps in the collection (equine and ranch management, upper division general education materials, child development, digital media technology, healthcare, and science), it was proposed that the budgets be restored to their previous levels. These budgets have not been restored and remain well below recommended best practices per FTES and peer community college library averages (for example, the struggling Lake Tahoe Community College library, with a comparable Fall quarter enrollment maintains a budget of $20,000 print books). A six-month upgrade to our Academic Search databases was provided immediately prior to the preliminary accreditation site-visit for the four-year bachelor’s degree. These funds were not sustained after the visit and our Ag/Equine Ranch and related bachelor’s level journal article database offerings were discontinued as a result.  **Restoration of the library print and non-print media budgets to pre-2010 levels with appropriate measures to account for the usual economic factors (price increases at approximately 8-10% per year) is recommended in order to sustain the college’s efficacy and relevance as a place of higher learning. A restoration to pre-2010 library resource budgets, factoring in average price increases over seven years, would result in the following: $11,750 for print books. Non-print media and print periodical subscription budgets would be $3,700 and $12,250 respectively going forward. While instructional equipment, library material and technology block grant allocations have helped restore collections, budget line increases would bring collection development practices to sustainable levels.** |
| **Connection to results from assessment of student learning and/or other plans:**  Education Plan, Strategic Plan “Direction II,” Goals 2.1, 2.1 and 2.3. | **Resources/Budget Used:**  In lieu of a budget restoration, allocation from the instructional equipment, library material and technology block grant were provided through the Office of Instruction. |

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| **Objective 2:** Analysis and redesign of the library website to allow for more intuitive discovery of information, including initial conversion and automation of serials records updates to allow users to search for specific electronic journal titles within the collection. | **Summary of Progress:**  An informal user interface design analysis of the existing library website including use of peer comparison data and patron focus groups was conducted. The library system was updated to LS2Circ. However, the plan for the configuration of electronic resource management and link resolvers in the library catalog was not implemented due to budgetary constraints. Instead, a less expensive A-Z list subscription using an EBSCO electronic resource management solution was used for this process. This will help with search and discovery of all available print and online journal titles, merging and updating records using a soon-to-be-implemented Library Corporation Online Public Access Catalog in conjunction with LS2PAC Library Serial products and services.  **This discovery solution was tested and a website redesign was completed using the LibGuides content management platform. Launch of these products for public use was largely successful based on interaction with library patrons and learning outcomes in library information literacy instruction.** |
| **Connection to results from assessment of student learning and/or other plans:**  Education Plan, Strategic Plan “Direction II,” Goals 2.1, 2.2 and 2.3. | **Resources/Budget Used:**  Library Director, Senior Library Assistant, Library budget allocations |

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| **Objective 3:** To conclude the installation of all Group 2 library equipment that was identified as part of the library construction project. | **Summary of Progress:** Equipment and construction projects identified for completion on the last APR included the patron access catalog workstation, network card for the photocopy machine, installation of the sound masking system for the main library area, acquisition or construction of the book carts and book drop, and acquisition or construction of the processing room workspace and the storage cabinetry.  **Of these items, the patron access catalog workstation and acquisition of book carts (using an alternate source of funding) were completed. The network card for the photocopy machine, installation of the sound masking system for the main library area, acquisition or construction of the book drop, and acquisition or construction of the library pedestrian barrier planters**, **processing room workspace and the storage cabinetry have remained unfinished since their introduction as primary objectives on the 2012 Program Review.** |
| **Connection to results from assessment of student learning and/or other plans:**  Education Plan, Strategic Plan “Direction II,” Goals 2.1, 2.2 and 2.3. | **Resources/Budget Used:**  A portion of the remaining Group 2 Capital Outlay funds provided by the State that were allocated for this work in 2012. |

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| **Objective 4:** To explore options for creating an additional library group study/conference room area to accommodate for increasing demand from both faculty and students. Also, the addition of a library instruction classroom through the use of a simple, movable partition wall between computer lab area and the study rooms. | **Summary of Progress:** Based on library design standards for FRC’s FTES and an in-house time scan study of group study room use, a need was identified for additional group study/conference room space in the library. There were several moderate-cost possibilities for making minor interior alterations to accommodate such a space within the existing building plan while addressing other library space needs.  **The addition of a library classroom through the use of a configurable partition between the computer lab area and the study rooms was explored and determined to be logistically unfeasible at that time from a Facilities workload and budgetary standpoint. The use of existing space, equipment and technology resources presented a viable short-term alternative and temporarily addressed the increasing capacity issues in the library.** |
| **Connection to results from assessment of student learning and/or other plans:**  Education Plan, Strategic Plan “Direction II,” Goals 2.1, 2.2 and 2.3. | **Resources/Budget Used:**  None. |

**Current Year Progress and Objectives**

What objectives and tasks are you working on this year? (You may continue objectives from the prior year.) Will your allocated resources be sufficient given your objectives?

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| **Objective 1:** To provide quality instructional support for the academic programs offered by the college (including the emerging needs of the new four-year program in Ranch Management and Equine Studies) by engaging in focused collection development activities to address the research needs of students and faculty. | **Action Plan (include who is responsible):**  The library is striving to fulfill its function as the primary source of scholarly academic library resources and services for instructional support. Library collection development budgets were reduced by a total of $6,000 per year starting in FY 2010 and have not yet been restored. As book, non-print media and periodical subscription costs rise at a rate of approximately 10% each year, restoration of this budget is needed in order to sustain best practices in collection development. Due to the 2010 budget reductions and subsequent annual cost increases, the library previously cut subscriptions to several titles and has temporarily relied on lottery funds to prevent further subscription cuts.  Cumulative losses from the aforementioned budget reductions pose a mathematically unsustainable model in providing relevant and useful library book and media collections (for example, across the collection of 27,000 print books, approximately 20,000 are 21 years old or older, compromising student learning in most areas of study). As the primary source of scholarly academic library resources and services for instructional support, and with the addition of a new four-year degree, access to relevant collections is critical in maintaining academic quality.  **The library received a significantly reduced the allocation of instructional block grant funding as compared to last year because State funding was reduced in this area. A similar allocation to the prior year was requested. A restoration to pre-2010 library resource budgets, factoring in average price increases over seven years, would result in the following: $11,750 for print books. Non-print media and print periodical subscription budgets would be $3,700 and $12,250 respectively going forward. The addition of a four-year degree impacts research needs across the curriculum. Restoring this budget to a sustainable level is therefore imperative to student success and accreditation.**  Persons responsible: Darryl Swarm, Library Director. Derek Lerch, Chief Instructional Officer. |
| **Connection to results from assessment of student learning and/or other plans:**  Education Plan, Strategic Plan “Direction II,” Goals 2.1, 2.2 and 2.3. | **Unbudgeted Resources Needed:**  To restore the collection development funding to previous (2010-2011) levels, adjustment of an additional $4,250 for books (totaling $11,750), $1,700 for non-print media (totaling $3,700), and $4,250 for periodical subscriptions (totaling $12,250) is needed. Additionally, to continue making up for collection deficiencies realized by the cumulative losses in the collection development budget, and to address emerging needs for the new four-year program in Ranch Management and Equine Studies, if a budget increase is not possible, an allocation of $12,250 from lottery funds (in lieu of the de-funded instructional block grant) for library materials would be necessary to support student success. |

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| **Objective 2:** Continue refinements and improvements to the new FRC Library website and related subject guides to allow for more intuitive discovery of information, and improve student success in acquiring information literacy skills and adopting more effective research behavior. | **Action Plan (include who is responsible):**  Continue promoting faculty training and use of the LibGuides content management platform. Additionally, continue refinements of the Library subject guides in consultation with subject-area faculty and further incorporate the use of library subject guides into information literacy instruction.  Persons responsible: Darryl Swarm, Library Director. Venice Lombardo, Senior Library Assistant. FRC Instructors. |
| **Connection to results from assessment of student learning and/or other plans:**  Education Plan, Strategic Plan “Direction II,” Goals 2.1, 2.2 and 2.3 | **Unbudgeted Resources Needed:**  No additional budgetary resources are needed for this objective at this time. |

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| **Objective 3:** To conclude the installation and construction related to Group 2 Capital Outlay-funded library equipment that was identified as part of the original library construction project.  **Connection to results from assessment of student learning and/or other plans:**  Education Plan, Strategic Plan “Direction II,” Goals 2.1, 2.2 and 2.3. | **Action Plan (include who is responsible):** Equipment and construction projects identified for completion on the last APR included the network card to allow printing from library computer lab workstations to the library photocopy machine; complete installation of the sound masking system for the main library area; acquisition or construction of the book drop; and acquisition or construction of the library pedestrian barrier planters, processing room workspace and the storage cabinetry.  **The network card for the library photocopy machine, installation of the sound masking system for the main library area, acquisition or construction of the book drop, and acquisition or construction of the library pedestrian barrier planters, processing room workspace and the storage cabinetry have remained unfinished since their introduction as primary objectives on the 2012 Program Review and needs to be completed to properly make use of the funds designated for completion.**  Persons responsible: Nick Boyd, Facilities Director.  **Unbudgeted Resources Needed:**  This work will be handled through Facilities using resources that were allocated through Group 2 Capital Outlay grant money in 2012. |
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**Next Year’s New Objectives (fiscal year 2019-2020)**

What objectives and tasks will you take on for next year? (You may continue objectives from the prior year.)

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| **Objective 1:** To continue providing quality instructional support for the academic programs offered by the college (including the emerging needs of the new four-year program in Ranch Management and Equine Studies) by engaging in focused collection development activities and related library programs (information literacy instruction, etc.) to address the research needs of students and faculty.  **Connection to results from assessment of student learning and/or other plans:** Education Plan, Strategic Plan “Direction II,” Goals 2.1, 2.2 and 2.3 | **Action Plan (include who is responsible):** The library is striving to fulfill its function as the primary source of scholarly academic library resources and services for instructional support. Library collection development budgets were reduced by a total of $6,000 per year starting in FY 2010 and have not yet been restored.  As book, non-print media and periodical subscription costs rise at a rate of approximately 8-10% each year, restoration of this budget is needed in order to sustain best practices in collection development. The library collections benefited greatly from the instructional equipment, library material and technology block grant allocation generously provided by the Office of Instruction last year.  Due to the 2010 budget reductions and subsequent annual cost increases, the library, for example, continues to provide fewer relevant books and periodicals to its patrons.  **Due to the anticipated discontinuation of the instructional block grant funding, a restoration to pre-2010 library resource budgets is needed.**  Persons responsible: Darryl Swarm, Library Director. Derek Lerch, Chief Instructional Officer.  **Resources/Budget Needed:**  To restore the collection development funding to previous levels, adjustment of an additional $4,250 for books (totaling $11,750), $1,700 for non-print media (totaling $3,700), and $4,250 for periodical subscriptions (totaling $12,250) is needed. Additionally, to continue making up for collection deficiencies realized by the cumulative losses in the collection development budget, and to address emerging needs for the new four-year program in Ranch Management and Equine Studies, if a budget increase is not possible, an allocation of $12,250 from lottery funds (in lieu of the de-funded instructional block grant) for library materials would be necessary to support student success. |
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| **Objective 2:** Continue refinements and improvements to the new FRC Library website and related subject guides to allow for more intuitive discovery of information, and improve student success in acquiring information literacy skills and adopting more effective research behavior. Additionally, to enhance patron services, facilitate website and subject guide implementation, collection development practices, and inventory processes, a staff-designated library laptop with internet capabilities and portable barcode scanner is required. | **Action Plan (include who is responsible):**  Continue faculty instruction in using the LibGuides content management platform. Additionally, continue refinements of the Library subject guides in consultation with subject-area faculty and further incorporate the use of library subject guides into information literacy instruction. Acquire a staff-designated laptop with internet capabilities and portable barcode scanner.  Persons responsible: Darryl Swarm, Library Director. Venice Lombardo, Senior Library Assistant. FRC Instructors. |
| **Connection to results from assessment of student learning and/or other plans:**  Education Plan, Strategic Plan “Direction II,” Goals 2.1, 2.2 and 2.3 | **Unbudgeted Resources Needed:**  $1,850 for a one-time purchase of a staff-designated laptop with internet capabilities and portable barcode scanner. A combination of grant funds and library supplies budget will be needed. |

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| **Objective 3:** To conclude the installation of all Group 2 Capital Outlay-funded library equipment that was identified as part of the library construction project. | **Action Plan (include who is responsible):** Equipment and construction projects identified for completion on the last APR included the network card to allow printing from library computer lab workstations to the library photocopy machine; complete installation of the sound masking system for the main library area; acquisition or construction of the book drop; and acquisition or construction of the library pedestrian barrier planters, processing room workspace and the storage cabinetry.  **The network card for the library photocopy machine, installation of the sound masking system for the main library area, acquisition or construction of the book drop, and acquisition or construction of the library pedestrian barrier planters, processing room workspace and the storage cabinetry have remained unfinished since their introduction as primary objectives on the 2012 Program Review.**  Persons responsible: Nick Boyd, Facilities Director. |
| **Connection to results from assessment of student learning and/or other plans:**  Education Plan, Strategic Plan “Direction II,” Goals 2.1, 2.2 and 2.3. | **Resources/Budget Needed:**  This work will be handled through Facilities using resources that were allocated through Group 2 Capital Outlay grant money in 2012. |

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| **Objective 4:**  Reconfigure LRC 871 into an overflow computer lab and library instruction space using the computers and tables in the underutilized Room 201 lab. | **Action Plan (include who is responsible):**  Based on library design standards for FRC’s FTES and an in-house time scan study of group study room use, a need was identified for a multi-purpose computer lab overflow space and library instruction room.  **Reconfiguration of LRC 105 into an additional LRC overflow computer lab and library instruction space is highly recommended. Computers and tables in the underutilized Room 201 lab could be relocated to LRC 871 and provide this much needed multi-purpose space for students and faculty.**  Persons responsible: Darryl Swarm, Library Director. Nick Boyd, Facilities Director. Derek Lerch, Chief Instructional Officer. |
| **Connection to results from assessment of student learning and/or other plans:**  Education Plan, Strategic Plan “Direction II,” Goals 2.1, 2.2 and 2.3. | **Resources/Budget Needed:**  This work would be handled through Facilities using existing resources. |

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| **Objective 5:**  Participate in essential staff and faculty training and professional development activities associated with approved Statewide library initiatives. | **Action Plan (include who is responsible):**  Over 100 California Community College libraries have signed on to migrate to a new Statewide library management system which will enhance student success and improve efficiencies. Migrating to a new system is a major undertaking that is being supported by reassigned time and as much as two full time positions at other institutions. For our library, we will need training and support to learn the new systems and conduct the complex array of tasks associated with migrating physical and electronic collections, patron records, and system settings.  **Regular meetings have been scheduled, some of which require travel in order to participate. Additionally, in order to realize the full potential of Statewide library initiatives in the context of aligning services with new Student-Centered Funding Formula, the library needs funds to attend related meetings, workshops, training sessions, and/or conferences. Historically, the Library Director has paid out of pocket to attend meetings, but this practice has been unsustainable and would not allow for staff to participate in this major transition period for libraries across the state.**  Persons responsible: Venice Lombardo, Senior Library Assistant; Darryl Swarm, Library Director; Derek Lerch, Chief Instructional Officer. |
| **Connection to results from assessment of student learning and/or other plans:**  Education Plan, Strategic Plan “Direction II,” Goals 2.1, 2.2 and 2.3. | **Resources/Budget Needed:**  $3,750 needed to participate in essential meetings, workshops, training sessions, and or conferences related to crucial Statewide library initiatives and best practices. |

**New Resource Requests for Next Year**

If completing your program’s objectives will require resources from **IT, Facilities, Professional Development, or Additional Staff** please include your request below. This section is for a **future need (next fiscal year)**. If you have an immediate need (e.g., your computer is broken), contact the appropriate committee or administrator.

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| **Need:** | **Resource Type** | **Rationale** (include connection to other plans)**:** |
| Additional library computer lab overflow and library instruction space and the completion of library building project | Facilities,  IT | See next year new objectives 2 and 3 |
| A staff-designated laptop with internet capabilities and portable barcode scanner | IT | See next year objective 2 |
| Funding to attend critical professional development activities associated with important Statewide library initiatives. | Professional Development | See next year objective 5 |

**Summary Update from Comprehensive Program Review**

Based on information and/or data provided:

1. Describe the current status of the Program/Department/Service Area.

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| Library traffic remains much higher than prior levels. Desk staff is often engaged with patrons and all thirty computer workstations are filled to capacity at peak times during the day.  **Additionally, the library budgets for books, non-print media and periodical subscriptions were reduced in 2010, resulting in an unsustainable library collection scenario. Given the cumulative losses over the past seven years along with the addition of new programs (particularly the addition of a four-year equine and ranch management degree), restoring these budget areas is critical to student success and retention, student learning and accreditation. This augmentation would have minimal impact on the institution’s base budget, far less than the 0.05% needed to earn a 5 on the Strategic Planning Committee prioritization process. It is also an urgent and uncontrollable request, since library resource costs have risen steadily and the budget has remained at decreased levels for the past six years and the quality of the physical collection was identified by the visiting accreditation team as an area for improvement. Student attraction, student success and student retention are all influenced greatly by our ability to provide these resources, especially given the outdated nature of our collection. For example, across the physical collection of about 27,982 items, approximately 21,000 or 76% are 20 years old or older. This also has a high relationship to student learning college-wide and is directly related to our faculty and library employees’ effectiveness.** |

1. Explain significant issues and/or changes that have occurred since the last comprehensive review.

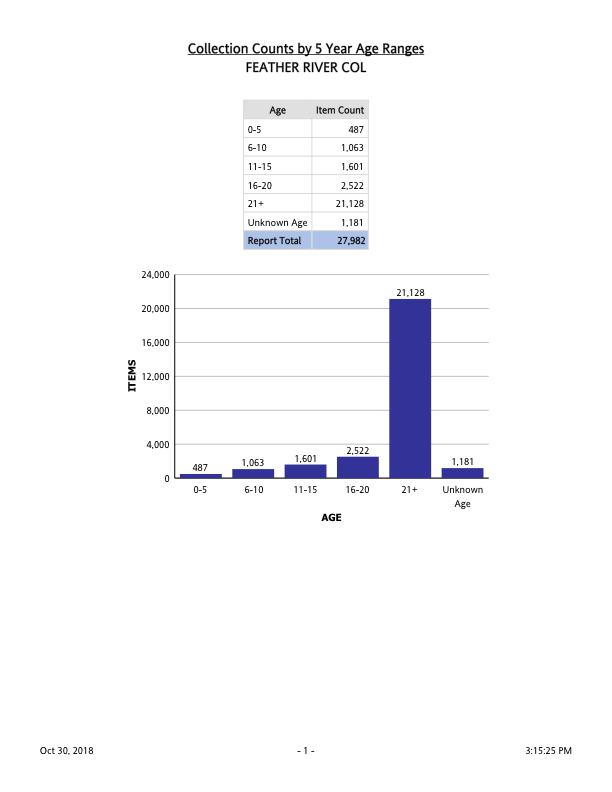
|  |
| --- |
| Library computer lab work stations, study desks and open seating areas all reach capacity during peak times and a secure computer lab for weekend use is necessary to enhance access, so an overflow area is needed. This overflow area would also allow FRC to engage in best practices for library instruction by creating a more interactive and engaging learning experience, which has been shown in other settings to improve student outcomes dramatically across the curriculum.  Another issue is that the remaining library equipment and furniture have not yet been installed, despite already being paid for with Group 2 Capital Outlay funds.  **The addition of the four-year program has resulted in requests for additional library instruction and library materials. While library collections are fairly well developed in some areas, the four-year program has placed new demands for current and relevant resources in the areas of business, management, equine studies and general education (see section 1 above).** |

1. Briefly explain significant changes expected during the upcoming year.

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| It is expected that the remainder of the library equipment will be installed, that the library pedestrian barrier planters, cabinets, work area and shelving in the library processing area will be constructed, and that the library book drop and library pedestrian barrier planters will be built and/or modified to match existing furniture. The addition of four counter-height stand-up workstations in the computer lab and networking of the library computer lab photocopy/print machine will greatly benefit student learning and library staff productivity.  An overflow library computer lab/library instruction room would allow for optimal LRC use and information literacy instruction, allowing for dramatic improvement in student learning in all areas of study.  **There will be an additional demand for library resources to support the four-year degree program and core and general education courses. Aside from restoration of the book, non-print media and periodical subscription budgets, the equine and ranch management students and faculty will need enhancements to the electronic database resources. Given the nature of the current request, said enhancements may be delayed until the 2020-2021 year.** |

**Appendix**

Attach supporting documents as appropriate.





**ANNUAL Program Review**

**Name of Program/Department/Service Area: Instructional Resource Center/Basic Skills**

**Name of Person Submitting this Review:** Jeanette Kokosinski

**Date of Submission:** November 7, 2018

**Management Area (check one):  Administrative Services**

**Instruction**

**Student Services**

**Assessment of Past Progress**

Describe your progress on your previous year’s objectives:

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| --- | --- |
| **Objective 1:**  To provide supplemental instruction to students to increase their retention and success in the classroom. | **Summary of Progress:**  The Instructional Resource Center provided instructional assistance through a variety of supplemental instruction resources, especially through individualized instruction via the staff and the director. |
| **Connection to other plans:**  Instructional Resource Center Comprehensive Program Review; Basic Skills Initiative; Strategic Plan | **Resources/Budget Used:**  Basic Skills and General Funds |

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| --- | --- |
| **Objective 2:**  To have the staff continue providing instructional support to basic skills students, especially in mathematics, English, and ESL. | **Summary of Progress:**  The instructional assistants provided supplemental instruction to basic skills students enrolled in the pre-algebra, English, and general education courses. During the classroom visits, the English instructional assistant presented information on how to effectively select a research paper topic, construct a thesis statement, cite resources, and properly format research papers. |
| **Connection to other plans:**  Basic Skills Initiative; Instructional Resource Center Comprehensive Program Review | **Resources/Budget Used:**  Basic Skills Funds |

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| **Objective 3:**  To offer support to part- and full- time students in all disciplines or programs by peer tutoring conducted in the Instructional Resource Center. | **Summary of Progress:**  The Instructional Resource Center requested and received student employment hours for the 2018-2019 academic year to hire student tutors. |
| **Connection to other plans:**  Instructional Resource Center Comprehensive Program Review; Education Plan; Strategic Plan | **Resources/Budget Used:**  General Fund |

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| **Objective 4:**  To support ESL students on campus. | **Summary of Progress:**  The English instructional assistant continued to assist ESL students mainly through one-on-one instruction. |
| **Connection to other plans:**  Instructional Resource Center Comprehensive Program Review; Basic Skills Initiative; Strategic Plan | **Resources/Budget Used:**  None |

**Current Year Progress and Objectives**

What objectives and tasks will you take on for this year? (You may continue objectives from the prior year.) Will your allocated resources be sufficient given your objectives?

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| --- | --- |
| **Objective 1:**  To provide supplemental instruction and arrange peer tutoring to students in their respective disciplines or programs. | **Action Plan (include who is responsible):**  The Instructional Resource Center provides instructional assistance and peer tutoring on an on-going basis. The director is requesting 850 student employment hours for the 2019-2020 academic year. |
| **Connection to other plans:**  Instructional Center Comprehensive Program Review; Education Plan | **Resources/Budget Needed:**  Student Employment Hours-Allocation of employment hours is under the direction of the CSSO. |

|  |  |
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| **Objective 2:**  To offer supplemental instruction to basic skills students via mathematics recitations and classroom visitations. | **Action Plan** (include who is responsible)**:**  The instructional assistants and the director provided supplemental instruction to basic skills students enrolled in the pre-algebra, English, and general education courses. |
| **Connection to other plans:**  Instructional Center Program Review; Basic Skills Initiative; Education and Strategic Plan | **Resources/Budget Needed:**  General fund money may be required to employ the instructional assistants at their respective salary schedule. |

**Budget Change Requests for Next Year**

Please provide rationale for budget ***changes*** (attach budget request sheets for entire annual budget).

**No budget changes required.**

**Summary Update from Comprehensive Program Review**

Based on data provided:

* Describe the current status of the Program/Depart/Service Area.

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| --- |
| Currently, the Instructional Resource Center/Basic Skills program is funded by the Basic Skills Initiative via the Chancellor’s Office, however, the amount of Basic Skills funding has not increased over the years, and so additional funds will be required to maintain the staff at their current salary schedule. The staffing situation will need to be addressed since Billy Ogle has accepted the TRIO director’s position. |

* Explain significant issues and/or changes that have occurred since the last comprehensive review.

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| The staff will continue giving these additional instructional supplemental sessions throughout the year. The in-class presentations conducted by the English Instructional Assistant continue to be very successful. |

* Briefly explain significant changes expected during the upcoming year.

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| Revisiting the staffing situation in the IRC. |



**ANNUAL Program Review**

**Name of Program/Department/Service Area: Incarcerated Student program**

**Name of Person Submitting this Review:** Kim Beaton

**Date of Submission:** November 1, 2018

**Management Area (check one):**  **Administrative Services**

**Instruction**

**Student Services**

**Assessment of Past Progress**

Describe your progress on your previous year’s (2017-18) objectives:

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| --- | --- |
| **Objective 1:** | **Summary of Progress:**  Assistant Dean of Instruction has assumed the ISP Director’s administrative responsibilities including oversight of ISP office. The Director position will become a Faculty Coordinator position with oversight of ISP curriculum. |
| Transfer ISP Director’s administrative duties |  |

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| **Objective 2:** | **Summary of Progress:**  This was not addressed. An assessment needs to occur if there is significant change in the duties of the Instructional Assistant. |
| Instructional Assistant Reclassification |  |

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| **Objective 3:** | **Summary of Progress:** |
| Recidivism Study and Report | **The study was started using student workers to help collect data. The study stalled due to a lack of commitment and time constraints. There is no anticipated resurrection of the study at this time.** |

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| **Objective 4:**  Compile and Publish ISP Student Anthology | **Summary of Progress:**  Student essays have been compiled from students at various prison sites. Dr. Parkin is looking for students or persons to type the essays to compile them into a book. It still requires editing and proofing. |
|  |  |

**Current Year Progress and Objectives**

What objectives and tasks are you working on this year? (You may continue objectives from the prior year.)

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| **Objective 1:** | **Action Plan (include who is responsible):**  Work with HR to develop a pool of associate faculty willing to travel to prisons. |
| Acquire additional tutors for prison sites | Dr. Kim Beaton |

|  |  |
| --- | --- |
| **Objective 2:** | **Action Plan (include who is responsible):** |
| Restructure the ISP Senior Office Assistant  Position. | Work with current staff members (in association with SSSP) to delineate the various responsibilities of each staff member to determine the most effective and efficient way to operate the ISP office.  Dr. Derek Lerch, Dr. Kim Beaton |

|  |  |
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| **Objective 3:** | **Action Plan (include who is responsible):** |
| Provide training and professional development  Opportunities for ISP staff. | Assess the needs and goals of each member. Provide in-depth Advising and A/R training from the respective departments. |

**Next Year’s New Objectives (fiscal year 2019-20)**

What objectives and tasks will you take on for next year? (You may continue objectives from the prior year.)

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| --- | --- |
| **Objective 1:**  Purchase a copier | **Action Plan (include who is responsible):**  With the office space available next to ISP, we can complete copying for ISP in a timely manner without interfering with faculty or staff and avoid excessive use of the current copier. |
| **Connection to results from assessment of student learning and/or other plans:** It is aligned with objectives 2 & 3. Having acopier designated solely for ISP would provide more time for ISP staff to complete andfocus onother assignments. | **Resources/ Budget needed (if applicable):**  Approximately $15,000 – $20,000.00 |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** |
| Uncontrollable Increase: The massive amount of copying performed by ISP is growing. | |
| Safety: Utilizing the additional office space will avoid hazards due to overcrowding. | |
| New Student Attraction: N/A | |
| Student Success and Retention: Allows staff to spend more time on student related issues. | |
| Relation to Student Learning: | |
| Support for employees to be effective: ISP staff currently perform three times as much copying than any other department, yet we are limited as to when we can copy. | |
| Feasibility: The current copier is at capacity. It is routinely under maintenance. | |

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| **Objective 2:**  Add Administration of Justice as a degree option. | **Action Plan (include who is responsible):**  With only two of the core courses in AJ already built, the remaining core courses need to be developed. (Beaton and associate faculty) |
| **Connection to results from assessment of student learning and/or other plans:** Thisobjective addresses the needexpressed by ISP students for an AJ degree. It would increase student enrollment and lower drops. | **Resources/ Budget needed (if applicable):**  Additional associate faculty. |
| If new resources are requested, address the following criteria: | **Budget code -if applicable (include Fund, Organization, and Account codes):** |
| Uncontrollable Increase: Increase in associate faculty to teach AJ courses.  New Student Attraction: AJ is a popular subject especially among incarcerated students.  Student Success and Retention: Because of the interest and fascination with the subject, student retention will increase.  Relation to Student Learning: Student satisfaction is an important indicator of the quality of learning experiences.  Support for employees to be effective: provide resources for curriculum and teaching practices needed in a correspondence course.  Feasibility: The program would reflect skills and knowledge that have been identified by transfer institutions and local criminal justice employers as critical to student success. Administration of Justice is a multi-disciplinary program.  Safety: If associate faculty travel to visits, provide training on proper prison etiquette. | |
|  | |

If completing your program’s objectives will require resources from **IT, Facilities, Professional Development,** or **Additional Staff** please include your request below. This section is for a **future need** (next fiscal year). If you have an immediate need (e.g. your computer is broken), contact the appropriate committee or administrator.

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| --- | --- | --- |
| **Need** | **Resource Type** | **Rationale** (include connection to other plans) |
| Staff Training | Professional Development | See Current year Objective 3 |

**Summary Update from Comprehensive Program Review**

Based on information and/or data provided:

* Describe the current status of the Program/Depart/Service Area.

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| --- |
| The Incarcerated Student Program has undergone significant changes. 2017-2018 a new position of Assistant Dean of Instruction, was created to provide immediate direction and oversight to the program. We experienced a decrease in staffing halfway through the school year, and needed to temporarily restructure the staffing to enable the department to remain functional. We decreased the number of prisons to allow for better support for our students. We had three graduates from the program walk during our May graduation ceremony. Professional Development |

* Explain significant issues and/or changes that have occurred since the last comprehensive review.

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| --- |
| There was a significant decrease in staffing, requiring a restructuring of positions. In 2018, a staff member left ISP leaving a significant void in duties and responsibilities left unanswered. ISP temporarily increased the hours of one staff member to 50%. We have one student worker at 20 hours per week. The temporary staff member will be leaving ISP, again requiring ISP to restructure staffing. |

* Briefly explain significant changes expected during the upcoming year.

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| It is expected that the positions of Program Specialist for SSSP and Senior Office Assistant 1 can be combined to create a more efficient and productive working environment that incorporates both student support services and administrative services. Training will be a critical component in the 2018-2019 academic year. |

**Appendix**

1. **Two Proposals for a copier**
2. **Figure 1: Unemployment rate for formerly incarcerated persons**
3. **2015 Implementation study Re: Career pathways**

**ARTS AND SCIENCES DIVISION**



**ANNUAL Program Review**

**Name of Program/Department/Service Area: ART PROGRAM**

**Name of Person Submitting this Review:** **RAFAEL BLANCO**

**Date of Submission:** NOVEMBER 2, 2018

**Management Area (check one):**  **Administrative Services**

**Instruction**

**Student Services**

**Assessment of Past Progress**

Describe your progress on your previous year’s (2017-18) objectives:

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| **Objective 1:** Implementation of a Ceramics/Sculpture Studio. | **Summary of Progress:** None |
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| **Objective 2:** Implementation of Water Fountain inside the ORL/ART building. | **Summary of Progress:** None |
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| **Objective 3:** Implementation of San Francisco Trip for Art Program | **Summary of Progress:** None |
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| --- | --- |
| **Objective 4:** Implementation of Graphic Designer for FRC needs and Graphic Design degree courses | **Summary of Progress:** In progress |
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| **Objective 5:** Implementation of Track lighting for Art Studio | **Summary of Progress:** In progress |
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**Current Year Progress and Objectives**

What objectives and tasks are you working on this year? (You may continue objectives from the prior year.)

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| --- | --- |
| **Objective 1: :** Implementation of Graphic Designer for FRC needs and Graphic Design degree courses | **Action Plan (include who is responsible):**  Derek Lerch & Carlie McCarthy |
|  |  |

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| **Objective 2:** Implementation of Track lighting for Art Studio | **Action Plan (include who is responsible):**  Derek Lerch & Nick Boyd |
|  |  |

**Next Year’s New Objectives (fiscal year 2019-20)**

What objectives and tasks will you take on for next year? (You may continue objectives from the prior year.)

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| --- | --- |
| **Objective 1:** Implementation of a ceramics/sculpture studio through the actual ORLBoat House extension (to the north). | **Action Plan (include who is responsible):**  Rick Stock, ORL Program Coordinator agrees with this extension, however the President and director of facilities are responsible for deciding to expand the actual boat house. |
| **Connection to results from assessment of student learning and/or other plans:**  The purpose of this extension is to create a Ceramics/Sculpture/Storage room in the actual boat house. ORL will get the new extension towards the north of the building.  This will open up the actual sculpture room, located in the old welding room. This will turn into the new graphic design lab. This way, the Art Program will easily oversee Studio Arts & Graphic Design under the same building, as well with the new implementation of Ceramic classes. | **Resources/ Budget needed (if applicable):**  An approximately budget of $25,000. This is a simple structure to build and it could be easily done with FRC facilities staff. |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):**  Facilities budget |
| Uncontrollable Increase: Considerate impact (more than $15,000) even though it will not be ongoing. | |
| Safety: There are no safety issues. | |
| New Student Attraction: Great attraction since as a result we could offer Ceramics, Sculpture and Graphic Design classes inside the Art building. | |
| Student Success and Retention: More of a successful program when it is under the same roof. | |
| Relation to Student Learning: Increase of student learning having the resources of their different classes next to each other in the ORL/ART building. | |
| Support for employees to be effective: New graphic designer employee could have his/her office inside the ORL/ART building as well. | |
| Feasibility: Very feasible. It is just a monetary issue. ORL program director is on board and definitely approves this extension. | |

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| --- | --- |
| **Objective 2:** Water fountain replacement inside the ORL/ART building | **Action Plan (include who is responsible):**  President and director of facilities are responsible for replacing the current unused water fountain. |
| **Connection to results from assessment of student learning and/or other plans:** The current water fountain is almost unused due to quality and water pressure. Since the implementation of the climbing wall we have been in need of a water bottle filling station. This will facilitate ORL, Art students, and faculty to drink water without the need to walk to the Science building. | **Resources/ Budget needed (if applicable):**  Once approximately expense of $600 |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):**  Facilities Budget |
| Uncontrollable Increase: Not great impact (less than $2,500) | |
| Safety: There are no safety issues. | |
| New Student Attraction: Great attraction since it will improve the building. | |
| Student Success and Retention: Students will feel supported by such an important and essential implementation. | |
| Relation to Student Learning: Not related. | |
| Support for employees to be effective: Great support for employees. | |
| Feasibility: Very feasible. It is just a monetary issue. | |

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| --- | --- |
| **Objective 3:** Implementation of San Francisco Trip for Art Program. This will have as main purpose to visit the new SF MoMA, Legion of Honor, and Legion of Honor, as well as 4 years colleges like SF Art Institute and California College of Arts & Crafts. | **Action Plan (include who is responsible):**  President is responsible for the implementation of the annual art budget to make this trip possible once a year. |
| **Connection to results from assessment of student learning and/or other plans:** Seen the positive results of 2016 SF trip, it will be a successful investment. We live in a very remote area, therefore students are barely expose to art in general. This trip was life-changing for some of the students. | **Resources/ Budget needed (if applicable):**  Ongoing expense of $2,400 every year. |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):**  1100-22030-5905-100200 |
| Uncontrollable Increase: Not great impact (less than $2,500) | |
| Safety: There are no safety issues. | |
| New Student Attraction: Great attraction since it will improve students’ FRC experience. | |
| Student Success and Retention: Students will feel supported by such an important and essential implementation, while they will learn where they can transfer. | |
| Relation to Student Learning: Great impact on student learning by exposing them to art in general and a different reality. | |
| Support for employees to be effective: Great support for employees. | |
| Feasibility: Very feasible. It is just a monetary issue. | |

If completing your program’s objectives will require resources from **IT, Facilities, Professional Development,** or **Additional Staff** please include your request below. This section is for a **future need** (next fiscal year). If you have an immediate need (e.g. your computer is broken), contact the appropriate committee or administrator.

|  |  |  |
| --- | --- | --- |
| **Need** | **Resource Type** | **Rationale** (include connection to other plans) |
| Implementation of Ceramics/Sculpture Studio | Facilities | See next year objective 1 |
| Water fountain replacement | Facilities | See next year objective 2 |

**Summary Update from Comprehensive Program Review**

Based on information and/or data provided:

* Describe the current status of the Program/Depart/Service Area.

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| --- |
| The Art Program has improve in general due to the success of the Art Studio. The 2017 and 2018 Art Student Exhibition displayed at the County Fairgrounds was a great success and achievement. Even though it was a massive amount of work and effort for my part, it was rewarding to have the space to display the quality work created by students last school year. Students were impressed by their own work and the professionalism around this exhibition.  However, despite all the improvements in the Art Program, we still have some areas to improve like recruitment. Some of the art courses need more students. |

* Explain significant issues and/or changes that have occurred since the last comprehensive review.

|  |
| --- |
| Not significant issues or changes occurred since the last review. |

* Briefly explain significant changes expected during the upcoming year.

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| --- |
| I cannot think of significant changes for the upcoming year unless the implementation of the Sculpture/Ceramic studio is accepted. |

**Appendix**

Attach supporting documents as appropriate.



**Name of Program/Department/Service Area: Physical Sciences/Chemistry**

**Name of Person Submitting this Review:** Kokosinski

**Date of Submission:** November 2, 2018

**Management Area (check one):  Administrative Services**

**Instruction**

**Student Services**

**Assessment of Past Progress**

Describe your progress on your previous year’s objectives:

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| --- | --- |
| **Objective 1:**  Provided quality instruction in the discipline of chemistry. | **Summary of Progress:**  An increase in enrollment in the general chemistry course required the purchasing of additional supplies and equipment. |
| **Connection to other plans:**  Physical Science Program Review | **Resources/Budget Needed:**  Allocated resources were adequate. |

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| **Objective 2:**  Maintained safety protocol in the chemistry laboratory. | **Summary of Progress:**  Different types of glassware and chemicals were purchased to maintain the quality and safety within the laboratory. |
| **Connection to other plans:**  Physical Science Program Review | **Resources/Budget Needed:**  Allocated resources were adequate. |

**Current Year Progress and Objectives**

What objectives and tasks will you take on for this year? (You may continue objectives from the prior year.) Will your allocated resources be sufficient given your objectives?

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| --- | --- |
| **Objective 1:**  Continue to offer quality education/instruction in chemistry. | **Action Plan (include who is responsible):**  Kokosinski will continue to teach the general chemistry I and II. |
| **Connection to other plans:**  Physical Science, Environmental Studies, and Biology Program Reviews and the Strategic Plan | **Resources/Budget Needed:**  Allocated resources will be required to purchase supplies for the general chemistry and organic chemistry classes. Analysis is given in the APR budget request spreadsheet. |

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| --- | --- |
| **Objective 2:**  Continue to assess student learning outcomes to provide high quality education in each of the chemistry courses. | **Action Plan (include who is responsible):**  Kokosinski will continue will revamp the general chemistry I and II curriculum by the fall of 2020 using a format that is more compatible with Canvas and can potentially lead to a hybridizing the general courses. |
| **Connection to other plans:**  Physical Science, Environmental Studies, and Biology Program Reviews and the Strategic Plan | **Resources/Budget Needed:**  Allocated resources will be required to purchase supplies to maintain the general chemistry courses. Analysis is given in the APR budget request spreadsheet. |

|  |  |
| --- | --- |
| **Objective 3:**  Continue to provide high quality and hands-on laboratory experiments in each of the chemistry courses. | **Action Plan (include who is responsible):**  For this upcoming budget cycle, Kokosinski will request that additional hoods, having gas lines, proper ventilation, and water lines, be installed to maintain safety in the chemistry lab. The current hood space is inadequate mainly due to the number of students enrolled in the class. As it stands, four hoods equates to roughly six students squeezed together to perform laboratory experiments under the hoods. This crowding effect is a very unsafe and can potentially be a liability issue. Additionally, this is not conducive to a true learning experience. Analysis is given in the APR budget request spreadsheet. |
| **Connection to other plans:**  Physical Science, Environmental Studies, and Biology Program Reviews and the Strategic Plan | **Resources/Budget Needed:**  Allocated resources will be required to purchase supplies to maintain the general chemistry courses and to install new hoods in the laboratory. Analysis is given in the APR budget request spreadsheet. |

**Budget Change Requests for Next Year**

Please provide rationale for budget *changes* (attach budget request sheets for entire annual budget).

There are changes for next year and the requested amounts are on the APR budget spreadsheet.

**Summary Update from Comprehensive Program Review**

Based on data provided:

* Describe the current status of the Program/Depart/Service Area.

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| --- |
| The enrollment in the general chemistry courses have slightly increased over the past semesters due to the students’ transfer requirements, especially for those seeking a STEM degree. Consequently, the current allocation of resources will be sufficient to maintain all of the chemistry laboratory courses, however, additional hood space will be required to maintain safety. |

* Explain significant issues and/or changes that have occurred since the last comprehensive review.

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| --- |
| A significant issue is the lack of hood space for students to perform experiments under an adequate and safe setting. |

* Briefly explain significant changes expected during the upcoming year.

|  |
| --- |
| The chemistry lab needs additional hood space to accommodate the increased number of students performing experiments; there is overcrowding and this present a very dangerous situation. |



**ANNUAL Program Review**

**Name of Program/Department/Service Area: English and Language Arts**

**Name of Person Submitting this Review:** Chris Connell

**Date of Submission:** November 2, 2018

**Management Area (check one):**  **Administrative Services**

**Instruction**

**Student Services**

**Assessment of Past Progress**

Describe your progress on your previous year’s objectives:

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| --- | --- |
| **Objective 1:**  Trip to Ashland Shakespeare Fest | **Summary of Progress:** Funded and trip taken. Funding came from Student Equity and Foundation. |
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| **Objective 2:**  Regular departmental meetings | **Summary of Progress:**  Successful. Meeting are being held on a monthly basis. Responsible faculty: Chris Connell, responsible |
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| --- | --- |
| **Objective 3:**  Continue Town Hall Debates, class-based theater productions. | **Summary of Progress:**  Funded. The English department continues to stage public events that are beneficial to the college and the community-at-large. |
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| --- | --- |
| **Objective 4:**  Common reading or first year “experience” curriculum. | **Summary of Progress:**  The Book in Common is in its fifth year. The First Year Experience has been piloted in the current academic year. The creation of a free standing FYE course is still under consideration and must be aligned with General Education, Transfer, and Staffing resources and needs. |
|  |  |

**Current Year Progress and Objectives**

What objectives and tasks are you working on this year? (You may continue objectives from the prior year.)

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| --- | --- |
| **Objective 1: Establishing the writers symposium for ENG 101** | **Summary of Progress:** Will Lombardi has been heading up establishing a writer’s symposium of all ENG 101 students, whom will present their work—a major research paper—at a symposium to highlight and support quality student writing. The goals of the symposium are to give students exposure, raise expectations, and provide a professionalizing experience. The symposium for fall 2018 is scheduled for November 30 on the FRC campus. |
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| --- | --- |
| **Objective 2:**  **Introduce a “writing across the curriculum” component in appropriate courses.** | **Action Plan (include who is responsible):**  The English Department wil provide a workshop during Faculty Flex in spring 2018 about writing across the curriculum. No funding required.  Responsibility: Chris Connell, Will Lombardi, Joan Parkin |
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| **Objective 3:**  **Student trip to Ashland, OR Shakespeare Festival or Other Cultural/Educational Learning Travel (e.g. Museum)** | **Action Plan (include who is responsible):**  This was funded in part along with other field trip for other departments. The funds can be used to support a Humanities trip to the Legion of Honor museum, or in support of British literature background. I will also be seeking funds through the Foundation’s Mini-Grant process.  Responsible: Chris Connell |
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| **Objective 4:**  **Continue Town Hall Debates, class-based theater productions.** | **Action Plan (include who is responsible):**  This was funded. This current year (2017-2018) these funds will be used for the visit of Gary Snyder (see # 2 above) as Joan Parkin did not have the opportunity to host a debate (Dr. Parkin took a reduced load in 2017-18).  Responsibility: Joan Oarkin and Chris Connell |
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| **Objective 5:**  Continue English Department meetings on a monthly basis. Pay Associate faculty for participating in meetings. | **Action Plan (include who is responsible):**  The department is meeting on a monthly schedule. Meeting agenda items this year include choosing the essay contest winner, discussion of department standards for course content, and a norming process. Norming involves all department members independently grading a set of identical papers. Grades are compared and discussion focuses on discrepancies of one-half grade or greater. A half-grade discrepancy is usually not a concern and indicates a preference for style or presentation of content, accounting for grammar and mechanics. Discrepancies of greater than a half-grade, however, indicate a serious difference of grading criteria and should be discussed and reconciled. The goal is to raise awareness about our grading styles and to develop a consistent grading pattern (as consistent as possible, considering the qualitative nature of student work in English).  Responsibility: Joan Parkin and Chris Connell |
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| **Objective 6:**  Creation of thematic courses for ENG 101, and rewrite or create literature courses. For example, ENG 101 with themes in environment or social justice; literature courses such as “Novel and Fiction,” Classical and Epic Literature, etc. | **Action Plan (include who is responsible):**  Thematic courses have been created, specifically an ENG 101 course themed as “Woke Sports” and another themed ENG 101 course on “Social Justice.” Other possibilities include condensed British or American Literature survey or development of addition courses of interest to students, such as “The Novel,” or “Dramatic Literature” or “Classical Literature.” Responsibility: Chris Connell, Joan Parkin, Will Lombardi. |
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**Next Year’s New Objectives (fiscal year 2018-19)**

What objectives and tasks will you take on for next year? (You may continue objectives from the prior year.)

Note: criteria used in prioritization of requests include the overall financial impact of the request, whether or not the request represents an uncontrollable increase, the request’s impact on safety, the request’s impact on student attraction, the request’s impact on student success and retention, the request’s impact on student learning, the request’s impact on improving employee effectiveness, and the feasibility of the request.

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| **Objective 1:**  Increase funding to cover the “Writer’s Symposium” for ENG 101 students and to support other English department events such as Town Hall Debates, class-based theater productions, and English Department events | **Action Plan (include who is responsible):**  This request if for funding to support various English Department events and activities that are a benefit to student learning and provide a positive profile of the college in the local community.  A new area the has established in Fall 2018 is “student writing symposiums” that showcases student writing in the ENGL 101. The idea behind the symposia is to help student build confidence by having to write academic essays with the added purpose of sharing and showcasing the writing publicly. Not only do students gain a sense of accomplishment and prestige by showcasing their writing, but they also learn to think and anticipate entering the professional world of business and academia in which presentation of research and reportage is common. One goal is to move toward the professionalization of the humanities, English, and other academic areas.  Funding for the Symposium (food, water, etc) is provided by the Student Services Division for fall 2018. We would like to request our own budget line to support this important, student centered event.  For several years now the Town Hall Debates have been popular and well attended by community members and students alike. The debates address serious social issues and provide a forum for information and opinion. In addition, English classes have started doing “reader’s theater,” which were warmly received.  One result of a symposium as well as other department events is an attempt to raise the profile of the English department and recruit more students to engage in an academic program on-campus.  The future plan of the student writing symposia is to create a regional student writing conference and symposia in which other regional community colleges would participate. Through his connection with student leadership groups, Professor Will Lombardi has already been able to promote the idea among faculty of other colleges.  One debate per year, one reader’s theater, and one symposium per year is a reasonable goal. The events require rental of Town Hall Theater plus supplies \*(debates, readers theater), or providing food and refreshment for an on-campus symposium. Responsibility: Joan Parkin. |
| **Connection to results from assessment of student learning and/or other plans:**  Ed Plan; SP 2.3.1  College-wide SDLOs: 1,2,3,4,7 | **Resources/ Budget needed (if applicable):**  $400 for rent, supplies, and refreshments.  $100 for publicity, flyers, etc. |
| **If new resources are requested, address the following criteria:** | Budget code -if applicable (include Fund, Organization, and Account codes):  1100-22070-5905 $300  1100-22070-5940 $100  This request is a $100 increase from last year’s budget request |
| Uncontrollable Increase: | |
| Safety: | |
| New Student Attraction:  The establishment of student symposia highlighting student writing aims to provide a higher profile for the English Department and the college. The strategy is to attract students to study at FRC by creating a raised profile that would also include symposia among regional community colleges. | |
| Student Success and Retention:  The professionalization of the English department curriculum and the humanities is an exercise in learning, presenting work in a professional way, and sharing important ideas and research h in a public way. The immediate outcome of symposia, readers theater, and public debates is to provide motivation and interest to students and support the skills necessary for success and persistence (retention). | |
| Relation to Student Learning:  Writing or preparing debate material for a public experience is a high end learning experience for our students. With the presentation of student work comes responsibility and the development of research and presentation skills. | |
| Support for employees to be effective: | |
| Feasibility: Very feasible, as it has been done in the past. | |

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| **Objective 2:**  Request for continued funding:  Student trip to Ashland, OR Shakespeare Festival or Other Cultural/Educational Learning Travel (e.g. Museum) | **Action Plan (include who is responsible):**  FRC prides itself on its liberal arts education; however, the college offers little in the way of off-campus learning opportunities to enhance the level of humanities/literature education. Travel to the Oregon Shakespeare Festival in Ashland, Oregon provides a perfect opportunity for students to extend their knowledge of Shakespeare, performing arts, historical perspective, and the role of literature, humanities, and culture in daily life.  Ideally, such a trip would allow student to take in 2-3 plays (including one contemporary play), attend a backstage tour, and attend a learning session.  Such an opportunity could be run as an FTE generating course, whether it were connected with a Shakespeare class (ENGL277) or free standing. A 1 unit course could easily be constructed that would provide roughly 9-10 hours of instruction (background on plays, etc), and then 9 hours of instruction, viewing plays, and related activities in  Ashland. A similar course was created and staffed by Terry Gallagher and aimed at continuing education for K-12 teachers. However, a course like this could be tailored to FRC and the local community. A short assignment would summarize the course content. with the director/actors of a production.  The difference between a Shakespeare play on paper and one on the stage is the difference between night and day. As stated in the 2011 SLOAC for ENGL 277, "Understanding the historical trends (SLO 2: Identify vocabulary, historical trends, and character types) is more difficult as history is situated in broad outlines for this course. SLO 1( SLO 1:  Comprehend Shakespearian language, style, and ideas) is part of class discussion on a daily basis, but is only incidentally assessed in essays or tests, unless there are specific required questions/topics dealing with language." Viewing a play and having the experience of the play come alive--with nuanced language, correct rhythmic pronunciation, and acting to illustrate the words and flow of speech, would be a tremendous teaching tool.  Alternatively, these monies could also be designated for other travel in the Humanities, such as museums or other significant cultural events to support courses in English or Humanities (i.e. Humanities 110, 112, 128. ) Students at FRC have little access to resources outside of our area, and our area has little to offer in the way of cultural support. In addition, a significant portion of our students have had little contact with the learning possibilities associated with museums, theater, or cultural events.  Responsibility: Chris Connell, Joan Parkin. Will Lombardi |

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| **Connection to results from assessment of student learning and/or other plans:**  Ed plan; SP 2.3.1  College-wide SLOs: 1, 2, 7 | **Resources/ Budget needed (if applicable):**  Van cost: $450. If following the model for student athletes: 2 nights lodging: $480; food for 12 students: $1050.  Instructor lodging and food: $110  Alternative model: Students could pay their own lodging and food.  Total cost: $2090 for full funding. Current resources are insufficient |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):**  **1100-22070-5100**  **1100-22070-5101** |
| Uncontrollable Increase: | |
| Safety: | |
| New Student Attraction: | |
| Student Success and Retention: | |
| Relation to Student Learning: | |
| Support for employees to be effective: | |
| Feasibility: | |

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| **Objective 3:**  Discuss and Create summer creative writing program. | **Action Plan (include who is responsible):**  Create a summer writers workshop/retreat at FRC. The goal of this program is to participate in the lucrative and popular national and regional workshops in writing. Creative writing can include many sifferent areas, including memoir, creative non-fiction, fiction, poetry, and screen writing. The student apartments can be used for housing. Develop curriculum specific to creative writing; for example, fiction writing, the short story, the lyric poem, writing screenplays. A workshop type of summer school could last one or two weeks. Per format of workshop. The college benefits as it could collect revenue in a variety of ways: 1) Participants pay a per unit fee and college collects FTES; 2) a tuition is paid following the community education model; 3) a fee is charged through a third party (perhaps the foundation) that covers the workshop teaching and facility expenses.  Responsible: Chris Connell |
| **Connection to results from assessment of student learning and/or other plans:**  SP 2.31  College-wide SLOs 1, 2 | **Resources/ Budget needed (if applicable):**  At this point it is not clear what total cost would be (utilities, custodial, use of apartments, etc). But costs for staffing (i.e., writer-in-residence) would range from  $500 up to $5,000, depending on number of instructors, format, duration, etc. |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):**  **11-22070-1315** |
| Uncontrollable Increase: | |
| Safety: | |
| New Student Attraction:  The workshop would bring interested writers from all over the West to FRC. While these students would most likely not be continuing students, it program would expose FRC to a demographic that may be hard to reach otherwise. | |
| Student Success and Retention: | |
| Relation to Student Learning: | |
| Support for employees to be effective: | |
| Feasibility: This would require some lead time to recruit instructors, advertise and recruit students, and then organize and stage the events. However, other community colleges stage writer’s workshops so it would be possible to model our program on already successful conferences. | |

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| **Objective 4:**  Continue English Department meetings on a monthly basis. | **Action Plan (include who is responsible):**  Meetings will be scheduled every month to discuss issues relevant to the department and faculty. Associate faculty have requested compensation for time spent at the departmental meetings. See below. Responsibility: Chris Connell |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/ Budget needed (if applicable):**  N/A |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):**  **This request is a ($50) net decrease from last year’s budget request** |
| Uncontrollable Increase: | |
| Safety: | |
| New Student Attraction: | |
| Student Success and Retention: | |
| Relation to Student Learning: | |
| Support for employees to be effective: | |
| Feasibility: | |

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| **Objective 5:**  Creation of thematic courses for ENG 101, and rewrite or create literature courses. For example, ENG 101 with themes in environment or social justice; literature courses such as “Novel and Fiction,” Classical and Epic Literature, etc. | **Action Plan (include who is responsible):**  Further discussion is needed on this topic. Create Title V’s for ENGL 101 course that may include thematic approaches to teaching English Composition. After careful assessment there are some challenges with this type of course—specifically creating skewed student populations based on theme and students’ interests. However, certain areas would function very well and provide a different kind of variety for students. Literature offering need to be revised, taking into account transferability and appropriate preparation of English majors at the university level. Possibilities include condensed British or American Literature survey or development of addition courses of interest to students, such as “The Novel,” or “Dramatic Literature” or “Classical Literature.” Responsibility: Chris Connell. Joan Parkin. Will Lombardi |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/ Budget needed (if applicable):**  N/A |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):**  **This request is a ($50) net decrease from last year’s budget request** |
| Uncontrollable Increase: | |
| Safety: | |
| New Student Attraction: | |
| Student Success and Retention: | |
| Relation to Student Learning: | |
| Support for employees to be effective: | |
| Feasibility: | |

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| **Objective 5:**  Introduce a “writing across the curriculum” component in appropriate courses. | **Action Plan (include who is responsible):**  Writing skills are one of the most important skills a student can develop. In addition to formal writing classes, such as ENGL 101, being able to write for different purposes and on different subjects is a skill that must be developed. Writing across the curriculum would help support good writing practices and foster skills in appropriate subject areas. |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/ Budget needed (if applicable):**  N/A |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):**  **This request is a ($50) net decrease from last year’s budget request** |
| Uncontrollable Increase: | |
| Safety: | |
| New Student Attraction: | |
| Student Success and Retention: | |
| Relation to Student Learning: | |
| Support for employees to be effective: | |
| Feasibility: | |

If completing your program’s objectives will require resources from **IT, Facilities, Professional Development,** or **Additional Staff** please include your request below. This section is for a **future need** (next fiscal year). If you have an immediate need (e.g. your computer is broken), contact the appropriate committee or administrator.

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| **Need** | **Resource Type** | **Rationale** (include connection to other plans) |
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**Summary Update from Comprehensive Program Review**

Based on information and/or data provided:

* Describe the current status of the Program/Depart/Service Area.

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| The English and Language Arts department is alive and healthy. With the hire of a third full-time, tenure-track, the English department has achieved stability in its offerings. In the past, the presence of absence of associate faculty has made scheduling difficult. Now, however, with reliable associate faculty and three tenured/tenure-track faculty, we are on a good footing. The Language Arts area continues to contribute a large amount of FTES to the college. All Language Arts courses combined generated 142.05 FTES in the 2015-2016 years; 136.86 FTES in the 2016-2017 year; and for Fall 2017 is generating 92.71 FTES. Enrollment for summer and fall 2017 is a 12% increase over the same time periods in the previous year.  Data was not available for the Spring 2017 and Fall 2018 semesters.  The Bachelors program has had some impact on the English department in that two courses a year must be staffed. However, with the three full-time faculty and the stable associate faculty pool, we seem to be handling this situation well enough.  The energy and contributions of the new full-time faculty member, Will Lombardi, has made a an incredible change to the Language Arts and English programs. We are energized and are trying to move ahead with new initiatives (e.g., Writing Symposium) and ideas. This is a good time for Language Arts. |

* Explain significant issues and/or changes that have occurred since the last comprehensive review.

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| The new placement system and streamlined enrollment in ENGL 010 and 101 governed by AB705 is being put in place. Despite early concerns it appears that students are succeeding at improved rates and that the quality of ENGL 101 is being maintained. At this time it appears that support courses for ENGL 101 may be unnecessary as students are doing well.  ENGL 010 seems to present a somewhat different situation. Here students who normally would have been in Engl 005 are being placed in 010. These students may be in need of genuine support and tutoring. While it is clearly achievable that a student who is a solid 010 placement can move up to 101 the following semester, it is not clear that a student who functions at the 005 level would be able to achieve the same advancement. There should be further monitoring and development of a plan that could support the 010 student. In an effort to create more success for these students who already have learning and life challenges, 010 sections will be schedule later in the morning and 3 days per week to maximize consistent and positive contact.  Affecting Language Arts, but outside of the control or power of the college, is the continued devaluation of the humanities in all forms: history, thought, critical thinking, the arts, and language. These issues have an indirect effect on curriculum at FRC as students are influenced that technology can solve all problems and ignorance wins the day. The Department of Language Arts is committed to supporting rational thought, understanding of the arts and letters in life and society, and the importance of good reading and writing in the formation and maintenance of a healthy political system and a sound society. I wish I could find a budget code to counter-act the current situation, but unfortunately such a code does not exist. |

* Briefly explain significant changes expected during the upcoming year.

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| No major issues are foreseen in the next academic year. |

**Appendix**

Attach supporting documents as appropriate.



**ANNUAL Program Review**

**Name of Program/Department/Service Area: Earth Science/Physical Science**

**Name of Person Submitting this Review:** Bridget Tracy

**Date of Submission:** October 1, 2018

**Management Area (check one):**  **Administrative Services**

**Instruction**

**Student Services**

**Assessment of Past Progress**

Describe your progress on your previous year’s (2017-18) objectives:

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| **Objective 1:**  Continue to improve curriculum quality, diversity, and transferability. | **Summary of Progress:**   * Support from LAS division and CIO resulted in the offering of PHYS 202 this fall (2018), hopefully physics offerings will continue. * Geography 125 is tentatively scheduled for the spring 2019 semester. * We are continuing to offer GEOL 104 (Historical Geology) and GEOL 120 (Intro to Earth Sci) in alternate springs to expand earth science course offerings. So far, enrollment in these course has not been huge, but has not been significantly lower than enrollment in GEOL 102, the physical geology course. * I have continued to increase number of field trips in the geology courses, for example GEOL 102 students have traveled to Lassen Volcanic National Park now three years in a row. (Note, last year’s APR request to increase student travel budget by $50 was recommended by the Strategic Planning committee, but not implemented by the budget committee, i.e. my budget has not been increased). * I have continued to work with Greg McCarthy to get new courses (i.e. GEOG 125) articulated to UC and CSU schools. |
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| **Objective 2:**  Attract students to courses and majors. | **Summary of Progress:**  Geology courses have had lower enrollment in the last couple of years. I am not quite sure what has initiated this pattern. Enrollment in Physical Geology is up to 9 this fall 2018(compared to only 4 in fall 2017). This is still significantly lower than a few years ago, so more improvement can be made in this area. |
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**Current Year Progress and Objectives**

What objectives and tasks are you working on this year? (You may continue objectives from the prior year.)

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| **Objective 1:**  Continue to improve curriculum quality, diversity, and transferability. | **Action Plan (include who is responsible):**  While some improvements in curriculum diversity and depth have been made, there are still areas in need of attention. The earth science faculty should advocate for expanded course offerings. (Tracy)   * GEOG 104, required for the Geography A.A. has not been offered. * PHYS 140, required for the Elementary Teacher Education TMC, has still not been offered. * Hopefully we can continue to support the offering of PHSY 202 and 204. * PHSC 120, Intro to Astronomy, has not been offered for several years now.   Consider the addition of new geospatial classes to support a geospatial certificate or at least allow for better alignment with HSU lower division requirements. (Tracy)  Continue to advocate for expanded field trip budget to support student learning experiences. (Tracy)  Continue to work with Greg McCarthy to ensure all courses are properly articulated. (Tracy) |
|  | Explore open source textbook options, to allow all students equal access to out-of-class resources. (Tracy) |

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| **Objective 2:**  Continue to attract students to courses and majors. | **Action Plan (include who is responsible):**  Honestly, I am a little stumped here. Perhaps I should:   * Work to better communicate with advisors. * Improve promotional materials for programs. * Consider offering a weekend field trip course again. * Re-evaluate the value of offering GEOL 104 and 120, rather than GEOL 102 in every semester, as this course may be more popular. * Support the STEAM TEAM group * Brainstorm more about how to improve enrollment. (Tracy) |
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**Next Year’s New Objectives (fiscal year 2019-20)**

What objectives and tasks will you take on for next year? (You may continue objectives from the prior year.)

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| **Objective 1:**  Continue to improve curriculum quality, diversity, and transferability. | **Action Plan (include who is responsible):**  More of the same:  While some improvements in curriculum diversity and depth have been made, there are still areas in need of attention. This is a work in progress that should be continually pursued. The earth science faculty should advocate for certain course offerings. (Tracy) – *Resources for faculty salary needed, see below.*   * GEOG 104, required for the Geography A.A., has not been offered. * PHYS 140, required for the Elementary Teacher Education TMC, has still not been offered. * Hopefully we can continue to support the offering of PHYS 202 and 204 and/or PHYS 102 and 104. * PHSC 120, Intro to Astronomy, has not been offered for several years now.   Consider the addition of new geospatial classes to support a geospatial certificate or at least allow for better alignment with HSU lower division requirements. (Tracy)- *No resources needed at this time.*  Continue the exploration of open-source texts. (Tracy) - *No resources needed at this time*  Continue to advocate for expanded field trip budget to support student learning experiences. (Tracy) - *Resources for student travel needed, see below.* |
| **Connection to results from assessment of student learning and/or other plans:**  Physical Science CPR  Environmental Studies APR  SLOAC for GEOL 102, GEOL 104, and GEOL 125.  Education Plan: “Physical Sciences. Enrollments in the physical sciences courses have substantially grown over the past two years with the exception of physics. With the departures of full-time faculty over recent years, physics remains in a constant state of flux and problematic in terms of scheduling courses to attract or retain students interested in engineering, physics, or related fields. There is a need to secure a regular faculty presence in physics both to ensure consistency of course offerings and maintenance of physics lab equipment.” | **Resources/ Budget needed (if applicable):**  Budget required to hire additional faculty to teach appropriate courses. (**Uncontrollable increase:** We need to pay faculty, there is no way around it. **New Student Attraction**: Offering courses that students need, will encourage them to choose FRC. **Student Success and Retention:** Students desperately need some of these courses in order to graduate and/or transfer. **Relation to Student Learning:** Students can’t learn if we don’t allow them the opportunity. **Feasibility:** Where there is a will, there’s a way.)  Expanded student travel budget. A request to expand the budget from $150 to $200 has been made the last three years. It was denied for two years, then recommend last year by strategic planning, but not implemented by the powers that be (i.e. my budget was not increased this year). The student travel budget was exceeded during three out of the four past years, the only exception being the year when Tracy was on leave for one semester. (**Student Success and Retention:** Students learn concepts more successfully and permanently, when they can see processes for themselves. And. students like field trips. This encourages them to return and to encourage others to do the same. **Relation to Student Learning:** As stated above, students learn concepts more successfully and permanently, when they can see processes for themselves.) |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):**  Faculty salary budgeting is beyond my pay grade, but I am confident in the abilities of those to whom this responsibility falls.  Earth Science Student Travel (1100-22080-5101-191400) |
| Uncontrollable Increase: | |
| Safety: | |
| New Student Attraction: | |
| Student Success and Retention: | |
| Relation to Student Learning: | |
| Support for employees to be effective: | |
| Feasibility: | |

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| **Objective 2:**  Continue to attract students to courses and majors. | **Action Plan (include who is responsible):**  More brainstorming about how to encourage better participation in these courses and majors. |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/ Budget needed (if applicable):**  No resources needed. |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):**  No resources needed. |
| Uncontrollable Increase: | |
| Safety: | |
| New Student Attraction: | |
| Student Success and Retention: | |
| Relation to Student Learning: | |
| Support for employees to be effective: | |
| Feasibility: | |

If completing your program’s objectives will require resources from **IT, Facilities, Professional Development,** or **Additional Staff** please include your request below. This section is for a **future need** (next fiscal year). If you have an immediate need (e.g. your computer is broken), contact the appropriate committee or administrator.

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| **Need** | **Resource Type** | **Rationale** (include connection to other plans) |
| Additional faculty to teach geography and physics courses | Additional Staff | See next year objective 1 |

**Summary Update from Comprehensive Program Review**

Based on information and/or data provided:

* Describe the current status of the Program/Depart/Service Area.

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| The earth science branch of the Physical Science umbrella is doing decently, new degrees and courses have been added, which should benefit our students. Enrollment in some of the courses, particularly the geology courses, has been down in the past few years. It is hard to identify exactly what has prompted this trend. The addition of Historical Geology, and Introduction to Earth Science courses, have meant the Physical Geology is now only offered in the fall semester. Perhaps the inconsistency of this course offering has interrupted the enrollment momentum for the course. Perhaps after another cycle of offering the new courses, we should take a hard look at whether or not this curriculum expansion in an overall benefit to students and the program.  In general, the physical science program is suffering greatly from the lack of physics (and O Chem) course offerings. This fall (2018) Physics 202 is being offered. Hopefully Physics 204 will be offered in the spring and will continue to offer courses in the 2019-2020 school year as well. |

* Explain significant issues and/or changes that have occurred since the last comprehensive review.

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| The CPR was submitted last year. Dr. Bagley left at the end of last year, leaving in a gap in the math faculty on our campus, needed to support the earth and physical science degree areas. It appears that FRC will fly a replacement position this year. The ability of the new hire to teach physics as well as mathematics courses would benefit our program greatly. |

* Briefly explain significant changes expected during the upcoming year.

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| The new math hire, with potential physics qualification, could be a great benefit to the program. No other major changes are foreseen. |

**Appendix**

Attach supporting documents as appropriate.



**ANNUAL Program Review**

**Name of Program/Department/Service Area: Biology/Anatomy**

**Name of Person Submitting this Review:** Anna Thompson

**Date of Submission:** 11-1-2018

**Management Area (check one):**  **Administrative Services**

**X Instruction**

**Student Services**

**Assessment of Past Progress**

Describe your progress on your previous year’s (2017-18) objectives:

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| **Objective 1:**  To work on the same objectives as the last two years  (Hiring another Full-time Biology Instructor for Anatomy/Physiology and Biology 100; Start planning a wet-lab expansion of Science 1004 (107); Horse Skeleton to share between Equine program and Biology (and probably Physical Anthropology) | **Action Plan (include who is responsible):**  See pg. 4 and 5; summary: no progress |
|  | **Resources/Budget Needed:**  See pg. 4-6; summary: $9000 one time funds for purchase of horse skeleton |

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| **Objective 2:**  To work on the website | **Summary of Progress:** Biology now has a basic website with content; Anna Thompson continues to work on the website. |
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**Current Year Progress and Objectives**

What objectives and tasks are you working on this year? (You may continue objectives from the prior year.)

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| **Objective 1:**  Continue working on the objectives from 2017-2018 | **Action Plan (include who is responsible):**  See pg, 4-5; Anna Thompson |
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**Next Year’s New Objectives (fiscal year 2019-20)**

What objectives and tasks will you take on for next year? (You may continue objectives from the prior year.)

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| **Objective 1:**  Continue working on the objectives from 2016-2019 | **Action Plan (include who is responsible):**  See pg. 4 and 5; Anna Thompson |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/ Budget needed (if applicable):**  See pg. 4-6; summary: $9000 one time funds for purchase of entire horse skeleton |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** |
| Uncontrollable Increase: | |
| Safety: | |
| New Student Attraction: This college has a top equine program, an equine-focused vocational bachelor’s program and a well-regarded biology program. This college also used to have a very well regarded Anthropology program, which considering our local area and resources may be revived in the future. Purchase of an entire horse skeleton would add a great teaching tool for all three programs. | |
| Student Success and Retention: Students pay attention to whether a program is professional and well-resourced a program is to enhance their learning and understanding. | |
| Relation to Student Learning: see above | |
| Support for employees to be effective: | |
| Feasibility: A horse skeleton is a one-time purchase which should last many decades. Though expensive, $9000 does not seem to be excessively expensive. | |

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| **Objective 2:** | **Action Plan (include who is responsible):** |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/ Budget needed (if applicable):** |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** |
| Uncontrollable Increase: | |
| Safety: | |
| New Student Attraction: | |
| Student Success and Retention: | |
| Relation to Student Learning: | |
| Support for employees to be effective: | |
| Feasibility: | |

If completing your program’s objectives will require resources from **IT, Facilities, Professional Development,** or **Additional Staff** please include your request below. This section is for a **future need** (next fiscal year). If you have an immediate need (e.g. your computer is broken), contact the appropriate committee or administrator.

|  |  |  |
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| **Need** | **Resource Type** | **Rationale** (include connection to other plans) |
|  |  |  |

**Summary Update from Comprehensive Program Review**

Based on information and/or data provided:

1. Describe the current status of the Program/Depart/Service Area.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| The current status of the program remains very much the same as last year:  The program has grown significantly over the last 12 years (since I started at FRC) especially in the area of Human Anatomy (BIOL 110) and non-majors biology (BIOL 100). Average FTSE for the past three years remains high and appears to be stable over the past two years (Table 1). The program has also added more sections since 2010 (Table 3). Since 2010 I have analyzed various statistics for the APR that all strongly support the fact that the program has grown substantially and that its enrollment and success remains high (Table 2; 2017 CPR).  While looking at this data it is important to remember that all of these biology sections include both a lecture and a lab, which means that this in effect almost doubles the teaching load (labs are equated at .9 teaching load) and that it also doubles the classroom space requirements.  Table 3: Number of Sections Offered per Academic Year   |  |  | | --- | --- | |  | Sections Offered | | 2010 | 22 | | 2011 | 16 | | 2012 | 19 | | 2013 | 21 | | 2014 | 24 | | 2015 | 24 | | 2016 | 24 | | 2017 | 24 |   Since 2005, the program has been at a level where it could easily support an additional faculty member to cover 4 courses of Human Anatomy and/or Physiology each academic year and some of the four large sections of BIOL 100 (non-majors biology) during the regular academic year and the section of Summer Biology 100, Anatomy and Physiology and the two sections of ISP BIOL 100. In the last five years we have scraped by to maintain quality and increase quantity in biology. For example, and despite an increasing number of students and sections and a relatively large number of sections taught by PT faculty, the biology department has an average Student Success rate from 2011-2016 (students receiving grade C or better) of around 81.8% which compares favorably with the FRC-wide Student Success rate which was around 80.6 % from 2011-2016 (Table 2). Data for 2017 was not available in the APRdata. However, there are two additional factors that potentially increase the urgency to consider hiring a second full-time faculty in biology.   1. The proposed four-year degree with its biology requirements (which are absolutely necessary and appropriate) will put additional students in biology courses and possibly require opening additional sections especially for majors-level courses. Currently we have neither the faculty and only very limited space to accommodate additional sections. The Bachelor’s Program only started in Fall 2016 but I definitely saw a much larger than anticipated demand in BIOL 102 with 36 students competing for 24 spots with The course in 2016 had 29 students which significantly impacts the space with an additional student being at 5/6 of the lab benches. However, this Fall 2017, enrollment in BIOL 102 is only at 18 students. This is an issue to be monitored as the Bachelor’s Program develops. 2. The wet lab, Science 107, is becoming inadequate for the number of sections that need that specific space. In Fall semesters Sci 107 is basically used between 9 am to 10 pm Monday through Thursday as well as Fridays in the morning. Currently it would not be possible to offer any additional sections in Fall semesters except Wednesday nights from 7-10pm and Friday afternoons and in Spring semesters Tuesday and Friday afternoons or Tuesdays-Thursdays from 7-10pm.Future growth would either mean re-structuring the schedule to accommodate labs during the morning, moving certain courses such as ANTH and ENVR courses and their equipment to another class-room or to build a second wet-lab space (possibly in conjunction with the Agriculture department) or a combination of these options. With the potential increase in impact of the four-year degree on biology, this could become a real issue in the very near future. The few available time slots are not at popular times (7-10pm, Friday afternoons) which may increase scheduling difficulty as well. |

Explain significant issues and/or changes that have occurred since the last comprehensive review.

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| As mentioned above, there have been no significant changes. The program remains close to capacity with both space and available faculty. |

Briefly explain significant changes expected during the upcoming year.

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| This semester the students from the new Bachelor’s Program put quite a strain on BIOL 102. It remains to be seen how this increased demands for biology courses due to this new program will impact other biology major’s courses. However, a significant growth in the Bachelor’s program would almost certainly put the resources of the biology program both in terms of faculty as well as space above its capacity. |

**Appendix**

1. **PREVIOUS APRs on the Objectives**

**Assessment of Past Progress**

Describe your progress on your previous year’s objectives:

|  |  |
| --- | --- |
| **Objective 1:**  Hiring another Full-time Biology Instructor for Anatomy/ Physiology and Biology 100 | **Action Plan (include who is responsible):**  No progress, though currently ***if none of the Associate Faculty leave***, the Biology Department should be able to cover all sections in 2018-2019.  I have brought up this issue in my APR since 2010. Though Biology was ranked third in the 2013 survey of faculty this college needs, it has never been seriously discussed for several reasons:   * Funding * Other (more pressing) hiring needs   See below for discussion. As for an action plan, there is not much more that I can do but bring this up whenever I can.  However, I am very concerned that with the additional biology needs of the new students in the 4-year degree that we might not be able to offer enough sections. For this first semester of the Bachelor’s Program, my BIOL 102 course has been much impacted with 36 students wanting to enroll when there are only 24 lab spaces. As it is, there are currently 29 students in the course, making labs very crowded. It remains to be seen how the Biology Program will be able to absorb the new Bachelor’s students in the spring, but it is safe to say that if the Bachelor’s Program grows significantly larger, that the current Biology Program would be put above what it can currently handle both in terms of space and faculty.  The program, though it currently has excellent Associate Faculty, is extremely vulnerable to losing a faculty especially in the area of Human Biology, as was shown in Spring 2013 when there was no other qualified faculty available than Michelle Petroelje after Dan Smith left.  There is definitely more than enough work for another full-time faculty: Human Anatomy and Physiology accounts for a 6-year average of 31.11 FTSE (2010-2017) (Table 1). The Instructor load for Anatomy and Physiology alone is 22.8 equated units and the Instructor load for BIOL 100 alone is also 22.8 – and these calculations do not include Summer Anatomy and Physiology and BIOL 100 course nor ISP BIOL 100. The average 6-year FTSE for ISP Biology is 7.34 (2012-2017) (Table 1) which is staffed by overload and/or associate faculty. |
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| **Objective 2:**  **Start planning a wet-lab expansion of Science 107**  This is an issue that depends on many variables: This is a planning issue should the program grow significantly more in the future. Growth in the department will also be tied to other programs such as the ANTHRO or the new Bachelor’s Program . For example, it would probably become an immediate issue should be hire a full-time faculty with a teaching emphasis in physical anthropology that might need the Sci 107 lab space. For this first semester of the Bachelor’s Program, my BIOL 102 course has been much impacted with 36 students wanting to enroll when there are only 24 lab spaces. As it is, there are currently 29 students in the course, making labs very crowded. It remains to be seen how the Biology Program will be able to absorb the new Bachelor’s students in the spring, but it is safe to say that if the Bachelor’s Program grows significantly larger, that the current Biology Program would be put above what it can currently handle both in terms of space and faculty. | **Summary of Progress:**  No progress. In Fall semesters Sci 107 is basically used between 9 am to 10 pm Monday through Thursday as well as Fridays in the morning. Currently it would not be possible to offer any additional sections in Fall semesters except Wednesday nights from 7-10pm and Friday afternoons and in Spring semesters Tuesday and Friday afternoons or Tuesdays-Thursdays from 7-10pm. |

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| **Objective 3:**  **Horse Skeleton to share between Equine program and Biology (and probably Physical Anthropology)** | **Summary of Progress:**  No Progress  Anna Thompson will continue to work with Derek Lerch and Russell Reid to see if there is lottery funding available to purchase this. |
| With the one-time funding it would be a wonderful opportunity to purchase a full horse skeleton. This skeleton could and would be used by a variety of classes (Animal Biology, Concepts of Biology, Physical Anthropology and Equine Classes). A full skeleton is a great tool to demonstrate the underlying structure for a running animal like a horse. It can be used for biomechanics of gaits and riding, evolutionary comparison of skeleton evolution in different animals (we already own a chimp, gibbon, cat and several human skeletons). Russell Reid said it would be a ‘dream come true’. I know I would use it every year for several labs. It is expensive, but it would last literally forever!  A full horse skeleton can be purchased for around $8000 plus tax and shipping. |  |

**Next Year’s New Objectives (fiscal year 2018-19)**

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| --- | --- |
| **Objective 1:**  To work on the same objectives as last year | **Action Plan (include who is responsible):**  See above |
|  | **Resources/Budget Needed:**  See above |

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| **Objective 2:** | **Action Plan (include who is responsible):**  Anna Thompson met with Jachin Reilly on 10-19-2017 for a basic training and is planning to start working on program web pages. |
| To work on the website | **Resources/Budget Needed:**  Mick Presnell/ no budget other than time needed |

**New Resource Requests for Next Year**

If completing your program’s objectives will require resources from **IT, Facilities, Professional Development,** or **Additional Staff** please include your request below. This section is for a **future need** (next fiscal year). If you have an immediate need (e.g. your computer is broken), contact the appropriate committee or administrator.

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| --- | --- | --- |
| **Need** | **Resource Type** | **Rationale** (include connection to other plans) |
| Around $8000 for one-time purchase of a full horse skeleton | One-time funds | See current year objective 3 |

**Appendix 2.** Attach supporting documents as appropriate.

Table 1: Life Science FTES

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | All FTES | Summer FTES | All Biology  Fall/Spring FTES | Anatomy/Physiology FTSE | ISP FTSE |
| 2010 | 92.96 | 17.49 | 75.47 | 33.7 |  |
| 2011 | 89.68 | 15.82 | 73.86 | 35.42 |  |
| 2012 | 84.47 | 17.8 | 66.67 | 26.6 | 5.8 |
| 2013 | 91.64 | 23.67 | 67.97 | 34.08 | 6.6 |
| 2014 | 79.42 | 18.19 | 61.23 | 24.78 | 6.8 |
| 2015 | 80.2 | 12.87 | 67.33 | 30.4 | 6 |
| 2016 | 82.8 | 21.44 | 61.36 | 28.36 | 9.2 |
| 2017 | 89.33 | 25.83 | 60.13 | 35.55 | 9.66 |
| Average 2016 | 85.88 | 18.18 | 67.69 | 30.47 | 6.88 |
| Average 2017 | 86.31 | 19.13 | 66.75 | 31.11 | 7.34 |

Table 2: Student Success (in %) vs. Student Failure (in %) in Biology vs. FRC

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | Average |
| Biology | Below C | 23 | 15 | 18 | 22 | 15 | 17 | x | 18.33 |
| FRC | 23 | 18 | 19 | 19 | 18 | 19 | x | 19.33 |
| Biology | Above C | 77 | 85 | 82 | 79 | 85 | 83 | x | 81.83 |
| FRC | 77 | 82 | 81 | 81 | 82 | 81 | x | 80.67 |
|  |  |  |  |  |  |  |  |  |  |

Note: Below C includes W, FW;

x means there was no APR data available.



**ANNUAL Program Review**

**Name of Program/Department/Service Area:**

**Physical Science/math-physics**

**Name of Person Submitting this Review:** Rebecca Easley

**Date of Submission:** October 16, 2018

**Management Area (check one):**  **Administrative Services**

**Instruction**

**Student Services**

**Assessment of Past Progress**

Describe your progress on your previous year’s objectives:

|  |  |
| --- | --- |
| **Objective 1:**  Guide the completion process of updating all the mathematics CORs. | **Summary of Progress:**  All CORs now updated. |
|  |  |

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| **Objective 2:**  Guide the completion of the assessment of all math courses per established Office of Instruction timeline. | **Summary of Progress:**  All math courses have at least one assessment submitted. |
|  |  |

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| **Objective 3:**  Continue development of student mathematics team for AMATYC biannual competitions. | **Summary of Progress:**  Several students competed in the AMATYC competition last year. |
|  |  |

**Current Year Progress and Objectives**

What objectives and tasks are you working on this year? (You may continue objectives from the prior year.) Will your allocated resources be sufficient given your objectives?

|  |  |
| --- | --- |
| **Objective 1:**  Create new developmental courses to comply with AB 705. | **Action Plan (include who is responsible):**  Set up meetings with the Dean of Instruction, advisors, and other mathematics instructors to design the courses. Write course proposals and launch them through Curricunet for approval.  Primary responsibility: Becky Easley. |

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| **Objective 2:**  Study the feasibility of creating a new transfer level course and work towards creating such a course (for example Finite Math). | **Action Plan (include who is responsible):**  Monitor student enrollment under new placement processes and consult with advisors and other faculty regarding interest in a non-STEM alternative to Statistics.  Primary responsibility: Becky Easley. |
|  |  |

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| --- | --- |
| **Objective 3:**  Complete the hiring of a new mathematics instructor. | **Action Plan (include who is responsible):**  Provide input into job description and stay actively involved in the hiring process.  Primary responsibility: Dean of Instruction and hiring committee. |

**Next Year’s New Objectives (fiscal year 2019-20)**

What objectives and tasks will you take on for next year? (You may continue objectives from the prior year.)

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| --- | --- | --- |
| **Objective 1:**  Improve equity among developmental students. | | **Action Plan (include who is responsible):**  Students in developmental math will have access to scientific (not graphing) calculators since they cannot use the calculator on their cell phones during exams. Many students do have a separate calculator, but some cannot afford one.  Primary responsibility: Becky Easley |
| **Connection to results from assessment of student learning and/or other plans:**  FRC SLO number 3, Strategic Plan objective 5, Integrated Plan goal 14, Ed. Plan part C Strategic Direction number 5 | | **Resources/Budget Needed:**  Texas Instruments TI-30XS MultiView Scientific Calculator, Yellow EZ Spot, Set of 10 with storage box, one-time cost of $184.59.  4310 instructional supplies for 1100-22100: $184.50 |
| **Objective 2:**  Continue professional development activities to keep current and improve teaching experience for students. | **Action Plan (include who is responsible):**  Read current magazines and journals from these and other organizations. Participate in relevant webinars from both AMATYC and NCTM as feasible.  To gain a membership in NCTM (the National Council of Teachers of Mathematics) and AMATYC (American Mathematical Association for Two Year Colleges).  Primary responsibility: Becky Easley | |
| **Connection to results from assessment of student learning and/or other plans:**  Strategic Plan objective 5, Ed. Plan Part A Strategic Direction number 3 | **Resources/Budget Needed:**  NCTM – one journal/ $126 annually  AMATYC membership/ $90 annually  5020 dues and memberships for 1100-22100: $216 | |

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| **Objective 3:**  Launch two new developmental courses to comply with AB 705 and determine their effectiveness. | **Action Plan (include who is responsible):**  Two new five hour developmental courses will be developed. One course will satisfy the need for a STEM pathway and the other a non-STEM pathway.  Primary responsibility: Becky Easley |
| **Connection to results from assessment of student learning and/or other plans:**  FRC SLO number 2, Strategic Plan objective 3, Ed. Plan Part C Strategic Direction number 4 | **Resources/Budget Needed:**  none |

**New Resource Requests for Next Year**

If completing your program’s objectives will require resources from **IT, Facilities, Professional Development, or Additional Staff** please include your request bellow. This section is for a **future need (next fiscal year)**. If you have an immediate need (e.g., your computer is broken), contact the appropriate committee or administrator.

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| --- | --- | --- |
| **Need:** | **Resource Type** | **Rationale** ( include connection to other plans)**:** |
| Institutional Membership to National Council of Teachers of Mathematics | 5020 Dues and Memberships | Participation in this large network provides journals and other materials for improving the teaching of mathematics.  Strategic Plan objective 5, Ed. Plan Part A Strategic Direction number 3. |

**Summary Update from Comprehensive Program Review**

Based on information and/or data provided:

* Describe the current status of the Program/Depart/Service Area.

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| The mathematics subcomponent of the physical science program currently does not have the staffing to meet all of the student need on campus. As a result, some classes such as MATH 150 Concepts of Math, a course required for the Early Childhood program and offered only once every two years, had to be cancelled. Other courses such as MATH 224 Differential Equations, a course required for the Mathematics Transfer degree, will have to be offered in an online only format from an instructor not on campus. Statistics, a course into which many more students now get funneled because of AB 705, requires more than the one on-campus section or we need to offer an non-STEM alternative. We presently do not have the personnel to offer either of these and must use an online course with an off-campus instructor to fill the need for an additional section. Finally, our current developmental mathematics courses will not satisfy the requirements set forth in AB 705 and require restructuring. |

* Explain significant issues and/or changes that have occurred since the last comprehensive review.

|  |
| --- |
| With the loss of one mathematics faculty member and the passage of AB 705, the mathematics program finds itself in a state of flux right now. We lack the faculty to meet student need for on-campus courses. Additionally, we have to redesign our developmental courses and watch the enrollment in our transfer level courses. |

* Briefly explain significant changes expected during the upcoming year.

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| --- |
| Hopefully we can bring on board a new mathematics faculty member with the ability to also teach physics. This will help to meet the course needs of our students with on-campus, in-person instruction in both math and physics. The creation of two new developmental courses should meet the needs of our students in this area, while also satisfying the requirements of AB 705. |

**Appendix**

Attach supporting documents as app



**ANNUAL Program Review**

**Name of Program/Department/Service Area: SOCIAL SCIENCES**

**Name of Person Submitting this Review:** DESMOND/HEANEY

**Date of Submission:** Nov.

**Management Area (check one):**  **Administrative Services**

**Instruction**

**Student Services**

**Assessment of Past Progress**

Describe your progress on your previous year’s (2017-18) objectives:

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| --- | --- |
| **Objective 1:**  Update social science webpages. | **Summary of Progress:**  Ongoing. Preliminary pages have been completed for all areas in the social sciences. Each needs another updated on the new Campus Suite platform. (Lead faculty – Heaney and Desmond) |

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| **Objective 2:**  Develop and teach new upper division class History 400: The American West for Bachelor’s Degree program. | **Summary of Progress:**   * Heaney, completed Spring 2017; * Course moved to Fall semesters (2018) * (Lead faculty – Heaney) |

|  |  |
| --- | --- |
| **Objective 3:**  Improve accessibility to material on Canvas courses and webpages (ADA compliance) | **Summary of Progress:**   * Ongoing. * Desmond for Political Science and Sociology. Maintain ADA compliance with any updates to course material (ongoing). Staff attended Flex presentation on Canvas ADA compliance. * The Assistant Dean of Instruction is leading the closed-captioning project by working with a grant from the Chancellor’s Office. Videos were sent in Spring 2018 for captioning. * Time is needed to update PPT slides. Request for a student worker may be necessary to complete this task. (See below) |

**Current Year Progress and Objectives**

What objectives and tasks are you working on this year? (You may continue objectives from the prior year.)

|  |  |
| --- | --- |
| **Objective 1** | |
| **Objective 1:**  Create and improve recruitment material for social science degrees. | **Action Plan (include who is responsible):**   * Ongoing. We are in a holding pattern expecting assistance and leadership from Guided Pathways leaders and the Marketing Director if position is filled. * Objective not funded, but staff will proceed as they are able, time permitting. * (Lead faculty – Heaney and Desmond) |

|  |  |
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| **Objective 2** | |
| **Objective 2:**  Continue development of upper division class History 400: The American West. | **Action Plan (include who is responsible):**   * Field trip to Plumas County Museum and Archives completed. Students working on research projects. * (Lead faculty - Heaney) |

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| --- | --- |
| **Objective 3** | |
| **Objective 3:**  Create POL/SOC 140 material for online delivery | **Action Plan (include who is responsible):**   * Completed. Instructional material in this area is in constant development. An online course has been created, improvements will be ongoing. * (Lead faculty - Desmond) |

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| **Objective 4** | |
| **Objective 5:**  Faculty membership in professional organizations | **Action Plan (include who is responsible):**   * Join or renew membership in professional organizations for full-time faculty (Heaney and Desmond). * Desmond has renewed membership in the APSA * Unfunded mandate – to be addressed as personal finances permit. |

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| **Objective 5** | |
| **Objective 6:**  Support faculty professional development in their fields. | **Action Plan (include who is responsible):**   * Program faculty will each attend at least one conference in their disciplines, or conferences specifically addressing teaching and learning with a particular focus on those sessions that address equity issues. * Desmond attended the Online Teaching Conference and ADMIN 101. Will be attending WPSA in April 2019. |
| Other Upcoming Conferences   * *American Historical Association Annual Conference, January 3-6, Chicago, IL* * *Pacific Coast Branch of the AHA Annual Conference, August 2-4, Santa Clara, CA* | |

**Next Year’s New Objectives (fiscal year 2019-20)**

What objectives and tasks will you take on for next year? (You may continue objectives from the prior year.)

|  |  |
| --- | --- |
| **Objective 1** | |
| **Objective 1:**  Create and improve recruitment material for social science degrees. | **Action Plan (include who is responsible):**   * Seek professional services to create marketing material including updating and improving webpages. This ideally would include graphics, social media presence, interest forms, alumni information, employment information, ADA compliance, and material adaptable to mobile devices. The current faculty in the program need assistance with these tasks, or significant training, time, and compensation for this work. * The College should recognize this need and that program faculty are not marketing experts or professional webpage developers. This is central to the Guided Pathways pillars, as well as to the College’s Education Plan and Strategic Direction I.E. * In addition to online presence, the social sciences degree programs could be advertised with signage used at sporting events, Day in the Mountains, and other student orientation and recruitment events. * The College should consider advertising social science degree opportunities on regional public radio and newspapers. |
| **Connection to results from assessment of student learning and/or other plans:**  Guided Pathways, pillars 1 & 2  QFE Theme 1  2018-23 Education Plan, Goals A, B  Strategic Direction I.E, III  Student Equity Plan | **Resources/ Budget needed (if applicable):**   * $500-1,000 each for history, political science, sociology. * The College should create a web development and marking team or specialist position, or contract with skilled persons in these areas. If not, Social Sciences seeks funding to make this happen for the program. |
| **If new resources are requested, address the following criteria:**  Justification  New Student Attraction  Student Success and Retention  Support for employees to be effective  This request is importance for new student attraction and providing accurate and accessible program and degree information are essential for student recruitment and retention. Program faculty also need assistance from those skilled and experts in marketing in order to be effective in their programs. This is feasible as it pertains to all programs on campus that lack staff support, and is of interest to the College as a whole. | **Budget code - if applicable (include Fund, Organization, and Account codes):**  **Publishing services?**  1100-22130-5940 - Political Science $500-$1,000  1100-22090-5940 History $500-$1,000  1100-???? -5940 There is no budget line for Sociology - $500-$1,000  1100-22020-4310 – Anthropology $500. There is no lead faculty in this program, but if the College were to decide to grow this program, marketing for this should be funded.  ***We are not sure if this should be a program by program budget or campus-wide investment. Some programs, such as in Equine (agriculture), have a budget line for this. Please discuss.*** |

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| **Objective 2** | |
| Continue exploring need for full-time Anthropology instructor. | **Action Plan (include who is responsible):**  This degree fits with Guided Pathways directives. Desmond will continue advocating for this position. |
| **Connection to results from assessment of student learning and/or other plans:**  Guided Pathways  QFE Theme 1  College Mission  Strategic Direction II; III.A  Student Success | **Resources/ Budget needed (if applicable):**  See below (additional staff) |
| **If new resources are requested, address the following criteria:**  Justification   * New Student Attraction: * Student Success and Retention: * Relation to Student Learning:   Based on anecdotal evidence (conversations with students) interest has waned in this field, which can be related to the lack of a full-time faculty overseeing this program. FRC offers a transfer degree in this program, but it has been difficult to offer the required courses. Also, it would be useful to have an additional full time faculty member in the social sciences given the students served and degrees offered both on campus and in ISP. | **Budget code -if applicable (include Fund, Organization, and Account codes):** |

|  |  |
| --- | --- |
| **Objective 3** | |
| Continue exploring potential for online degree delivery | **Action Plan (include who is responsible):**  Work with COI and advisors in exploring this, particularly for sociology. |
| **Connection to results from assessment of student learning and/or other plans:**  QFE Theme 1; Accreditation Standard IB.6  Guided Pathways  College Mission  Strategic Direction II  Student Success | **Resources/ Budget needed (if applicable):**  Instructors continue to need systematic training in online teaching, beyond the technology and more about the pedagogy and around best practices.  We recommend this be coordinated through Guided Pathways funding and the Distance Education office. |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):**  **N/A** |

If completing your program’s objectives will require resources from **IT, Facilities, Professional Development,** or **Additional Staff** please include your request below. This section is for a **future need** (next fiscal year). If you have an immediate need (e.g. your computer is broken), contact the appropriate committee or administrator.

|  |  |  |
| --- | --- | --- |
| **Need** | **Resource Type** | **Rationale** (include connection to other plans) |
| Hire full-time faculty in Anthropology | Additional Staff | College Mission  Accreditation IA.3 and QFE Theme 1  Strategic Direction II; III.A  Guided Pathways, Pillars 1 & 2  Student Equity Plan  College Mission statement  College Wide SLOs  *See rationale above in Objective #7* |
| Website Development and Marketing professional | Additional Staff | Guided Pathways, Pillars 1 & 2  QFE Theme 1 (SEM planning)  2018-23 Education Plan, Goals A, B  Strategic Direction I.E  Student Equity Plan  *See rationale above in Objective #1* |
| Student Worker | Additional Staff | Strategic Direction II; III.A  Accreditation IIA.7  Guided Pathways, Pillar 3  QFE Theme 1 – related to successful DE reach  *See rationale above in Objective #4* |

**Summary Update from Comprehensive Program Review**

Based on information and/or data provided:

* Describe the current status of the Program/Depart/Service Area.

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| The number of online and in-person sections offered in the social sciences since Spring 2009 have remained constant. Courses in the Social Science have substantial and consistent online presence. Current staffing of full-time and associate-faculty instructors for the in-person, ISP, and online courses ensure the courses are being taught. There are still no full-time faculty overseeing psychology or philosophy courses, or the anthropology program. The LA and General Studies Social Science degrees remain very popular among FRC students and are expected to remain so for the near future. Guided Pathways and new state funding formulas may resulted in changes to these or other related degree programs. Initial conversations are underway about the possibility of an online sociology program, but the college’s commitment to this is not certain. This would create an increased workload to the FT political science/history faculty member (whose job description should be updated to include the sociology program). |

* Explain significant issues and/or changes that have occurred since the last comprehensive review.

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| Program faculty recognize the need for ADA compliance in online courses and its web presence. This will require auditing to pinpoint areas for improvement, and skilled direction to make improvements. |

* Briefly explain significant changes expected during the upcoming year.

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| Department faculty are increasingly focused on recruitment and retention, and will continue to seek institutional support for efforts in these areas. Again, Guided Pathways and the new state funding formulas may resulted in changes to these and other related programs and courses. The college’s decision around online degree offerings may impact the sociology program and have staffing implications that should be considered. The addition of solid and reliable instructors for philosophy courses has been a invigorating to this program. On campus anthropology course offerings have been consistent, and more consideration should be given to offering more on-campus courses, specifically the popular and transferrable Cultural Anthropology course. The loss of two adjunct faculty who teach political science and sociology in the ISP program has triggered a hiring need in this area (Spring 2019). There is currently one full time faculty and two adjunct faculty teaching the sociology courses for ISP, on campus, and online. |

**Appendix**

Attach supporting documents as appropriate.

MOST POPULAR MAJORS IN HIGHER EDUCATION

According to the Princeton Review (<https://www.princetonreview.com/college-advice/top-ten-college-majors>)

**Computer Science**

**Communications**

**Government/Political Science**

**Business**

**Economics**

**English Language and Literature**

**Psychology**

**Nursing**

**Chemical Engineering**

**Biology**

According to USA Today (<http://classifieds.usatoday.com/blog/education/what-are-the-most-popular-college-majors-this-year/>)

American colleges presented almost two million bachelor’s degrees in the 2015-2016 school year. The National Center for Education Statistics (NCES) reported that most of these degrees were in the following careers:

**Business**

**Health**

**Social sciences**

**Biological and environmental sciences and**

**Engineering.**

**According to the U.S. Department of Education**

Of the 1,895,000 bachelor's degrees conferred in 2014–15, the greatest numbers of degrees were conferred in the fields of

* **business (364,000)**
* **health professions and related programs (216,000)**
* **social sciences and history (167,000)**
* **psychology (118,000)**
* **biological and biomedical sciences (110,000)**
* **engineering (98,000)**
* **visual and performing arts (96,000)**
* **education (92,000).**

This snapshot shows the popularity of the social sciences among American college students. This is mirrored among FRC students, many of whom pursue General Studies or Liberal Arts Social and Behavioral Sciences degrees. FRC offers three AA-T degrees (History, Political Science, Sociology –including ISP degree seeking students); five AA degrees (History, Political Science, Sociology; GS SBS; LS SBS).

FRC should consider the popularity of these majors and consider investing resources in advertising these programs, and should review the staffing of in these majors.

Online, ISP and On Campus Section Offerings scheduled for 2018-2019:

SOCIOLOGY (one full-time, two adjunct): In an average academic year six courses offered in ISP; five-six courses are offered on-campus; three courses are offered online. Two-three courses are offered in the summer.

POLITICAL SCIENCE (one full-time, one adjunct): In an average academic year two courses offered in ISP; five-six courses are offered on-campus; three courses are offered online. Two courses are typically offered in the summer.

HISTORY (one full-time, one adjunct): In an average academic year four courses offered in ISP; 12-13 courses are offered on-campus; two courses are offered online.

ANTHROPOLOGY (three adjunct faculty): In an average academic year six courses offered in ISP; two courses are offered on-campus; one courses are offered online.

**PROFESSIONAL & TECHNICAL STUDIES DIVISION**



**ANNUAL Program Review**

**Name of Program/Department/Service Area: Agriculture Department**

**Name of Person Submitting this Review:** Russell Reid

**Date of Submission:**

**Management Area (check one):**  **Administrative Services**

**Instruction**

**Student Services**

**Assessment of Past Progress**

Describe your progress on your previous year’s (2017-18) objectives:

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| **Objective 1:** | **Summary of Progress:** |
| Provide an updated safe/secure instructional environment for students, staff, and livestock | * Continued to renovate ORL building for additional storage and meeting rooms * Develop cattle handling facility on the new property. Installed new fence, holding pens, covered cattle handling chutes * Install irrigation system at new facility and level land * New sand in equine and rodeo arenas * Replaced dilapidated boarder stalls with new 8 stall barn * Continue to enforce Biosecurity Plan to reduce incidence of disease in the resident and boarder horse populations * Address unsafe facility and practice concerns by continuing to meet with staff and student weekly with a standing agenda item for safety. |

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| **Objective 2:** | **Summary of Progress:** |
| Continue to develop curriculum and teaching methodologies to improve instructional outcomes. | * Develop and update curriculum for new Bachelor Degree in Equine and Ranch Management. * Update SLO’s for Bachelor Degree in Equine and Ranch Management. * Received Deputy Navigator Grant to assist in curriculum development and instructor education * Received Marketing funds to promote the Bachelor of Science Degree. Pacific Sky produced videos and photos, updated social media and website. * Received Strong Workforce Grant to assist with the development of new, innovative programs. Purchased and installed irrigation equipment. Constructed stallion addition to Veterinary Barn. * Stay up to date with new and changing technologies in the Agricultural field and relate these modifications in our course offerings. * Continue to track student learning objectives for individual students, courses, and the department. * Participated in professional development opportunities including Red Bluff Bull and Gelding Sale, Snaffle Bit Futurity, National Finals Rodeo, local conferences, courses provided by Savory Institute, Jefferson Center for Holistic Management, California Agriculture Teachers Association Conference, Horse Training Clinics, and Livestock handling workshops, Chancellor’s Office Bachelor Degree Seminars. * Organized student trips to horse facilities in Scottsdale and Las Vegas, cattle facilities in Montana and Idaho, horse trainers in Paso Robles, Vacaville, local ranches, Snaffle Bit Futurity, local horse shows, meat processing facility, livestock auction, feed mills. * Continued to facilitate a student horse show event for a collegiate buckle division with local horse facility. |

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| **Objective 3:** | **Summary of Progress:** |
| Continue to encourage distinguished Agriculture and Equine industry practitioners (horse trainers, industry leaders, guest speakers) to visit our campus and community and interact with our students. | * This objective depends on the funding available and schedules of intended guest speaker. We continue to invite local and national professionals to be guest speakers. Past year guests include Bryan Neubert, Nick Dowers, Paul Barnes, Bubba Kelley, alumni horse trainers and judges. * Spring Break Trip: students and faculty travelled to other facilities to learn from and network with professionals in the horse industry including Philip Ralls, Teddy Robinson, Justin Wright, Crooked River Ranch Horses, Al Dunning, Craig Schmersal, Silver Spurs Stallion Station, West World of Phoenix,. * Agriculture industry leaders who visited campus include Spencer Smith Jefferson Center for Holistic Management, Joe Egan Ag lender Plumas Bank, Dan Martin NRCS, David Lile UC Extension, Bill Chounet Field Rep, Paula Wittler Zoetis Animal Health, Susan Gunter MWI Animal Health, Large Animal Veterinary Services |

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| **Objective 4:** | **Summary of Progress:** |
| Develop and provide improved facilities, equipment and supplies. | * Purchased new show cattle equipment and clippers, arena sand, vaccines, video cameras, tools and fence equipment through Lottery funds. * Land leveling of the new property, repairs to well, replaced fencing, built new cattle handling chutes, and holding pens using Strong Work Force funds. * Construction of a breeding addition to the Veterinary barn using Strong Work Force funds * Replacement of old vet stalls and boarding stalls with an 8 stall covered barn using Horse Board funds * Continued to focus our efforts on maintaining what we currently have by repairing stalls, maintaining arenas, improving water drainage in dry-lots, maintain horse health by focusing on preventative care, replace broken supplies, repair tractor grooming tool, repair feed vehicles, and keep the arenas in the best, safest condition possible. |

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| **Objective 5:** | **Summary of Progress:** |
| Encourage student involvement, success and retention | * Continue to develop the Young Cattlemen’s Association club, which is holding monthly meetings and events. * Horse Show Team travelled to local horse shows, hosted Halloween costume contest, winter potluck gift exchange. * Encourage students to apply for scholarships (such as Agriculture Department Osher Scholarship, American Quarter Horse Association Scholarships, etc) * Provide student employment opportunities on campus and within the local community. * Facilitate student success by encouraging and assisting students to apply for Bachelor of Science in Equine and Ranch Management. * Develop Bachelor Degree Program faculty advisor/mentor program. * Encourage student success in the industry by facilitating an Internship program for Bachelor Degree students began summer of 2017. |

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| **Objective 6:** | **Summary of Progress:** |
| Recruit students to Agriculture Department | * Continue to develop the Agriculture Department that will be nationally recognized for its academic, vocational and athletic success. (All Ag staff) * Continue to update websites (Ag staff) * Advertised in Agriculture related publications such as Western Horseman * Promoted program during Snaffle Bit Futurity, Annual FFA convention, and rodeo recruiting trips, Red Bluff Bull and Gelding Sale, Cattlemen’s Association Meetings. * Assisted with campus wide new student events such as “Fridays in the Fall”, “Day in the Mountains”. * Utilize social media platforms for promotion. * Author articles for professional publications and magazines such as West Coast Horseman, Northwest Horse Source, Infohorse.com. * Developed new promotional videos for Agriculture, Equine Studies, Rodeo, and Bachelor Degree Program to be used on FRC website and social media websites. |

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| **Objective 7:** | **Summary of Progress:** |
| Evaluate the AG Department’s staffing needs, job classifications and management of program operations to ensure compliance with the college’s policy, procedure and union contracts with the intent of establishing fair and equitable compensation for actual duties performed. | * Temporary hire over summer to continue development of new property. |

**Current Year Progress and Objectives**

What objectives and tasks are you working on this year? (You may continue objectives from the prior year.)

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| **Objective 1:** | **Action Plan (include who is responsible):** |
| Provide an updated safe/secure instructional environment for students, staff, and livestock | * Install security cameras to discourage theft, reckless or delinquent student behavior around horses, video documentation of accidents during or outside of class (Nick Boyd) * Repair perimeter wire fences to reduce injuries to livestock (Nick Boyd) * Install lights in hay barn to prevent injuries due to reduced visibility when climbing on stacks of hay (Nick Boyd) * Install snow dams on Equine Studies building to prevent snow and ice from falling on students and horses and ice ridge from building up by tack rooms creating slippery and dangerous conditions (Nick Boyd) * Address wildlife (skunk) problem to prevent spread of disease such as rabies, noxious smells, and destruction of FRC property (Nick Boyd) * Renovate ORL building for additional storage and meeting rooms (Russell Reid) * Construct Agriculture Interactive Learning Lab for updated instructional environment (Russell Reid) * Hire Agriculture Facilities and Operations Employee or “Ranch Manager” (Russell Reid) * Purchase tow vehicle and horse trailer for field trips and travel of students with horses to veterinary clinic, horse shows, and horse training clinics (Russell Reid). |

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| **Objective 2:** | **Action Plan (include who is responsible):** |
| Continue to develop curriculum and teaching methodologies to improve instructional outcomes. | * Develop new Bachelor Degree in Equine and Ranch Management (All Ag Staff). * Stay up to date with new and changing technologies in the Agricultural field and relate these modifications in our course offerings (All Ag staff). * Continue to track student learning objectives for individual students, courses, and the department (All Ag staff). * Expand program offerings as reflected by desired industry and student outcomes (All Ag staff). * Participate in professional development opportunities (All Ag staff) |

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| **Objective 3:** | **Action Plan (include who is responsible):** |
| Continue to encourage distinguished equine industry practitioners (horse trainers, industry leaders, guest speakers) to visit our campus and community and interact with our students. | * This objective depends on the funding available and schedules of intended guest speakers. We continue to invite local and national professionals to be guest speakers. (All Ag staff) |

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| **Objective 4:** | **Action Plan (include who is responsible):** |
| Develop and provide improved facilities, equipment and supplies | * Continue to plan and provide adequate facilities, equipment and supplies necessary for effective operation (All Ag staff). * Irrigate, control weeds, fertilize, reseed pastures (Russell Reid) * Continue to develop newly acquired acreage by building cattle holding pens, installing cattle chutes and stocks, repairing fence, renovating pastures (Russell Reid, Riley York, JP Tanner, Nick Boyd) * Develop long term master plan and funding source to repair/replace existing buildings, arenas, stalls, replace as needed department vehicles, tractors, and trailers (Russell Reid and Nick Boyd). * Provide a safe/secure environment for students, staff, and livestock by repairing arena sprinklers, keeping tractor and arena groomer operable, improve arena footing (indoor and outdoor), and improving winter drainage in horse pens (Nick Boyd) * Hire Agriculture Facilities & Operations staff such as a Ranch Manager to ensure compliance and progress (Russell Reid). * Purchase tow vehicle and horse trailer for field trips and travel of students with horses to veterinary clinic, horse shows, and horse training clinics (Russell Reid). |

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| **Objective 5:** | **Action Plan (include who is responsible):** |
| Encourage student involvement, success and retention | * Encourage involvement in student clubs, which promote student success and retention by offering opportunities for students to develop program level student learning outcomes in a friendly, fun environment. (All Ag Staff) * Continue to sponsor and support “Collegiate Division” at local horse shows to encourage student involvement, success, and retention. (All Ag Staff) * Encourage students to apply for scholarships (such as Agriculture Department Osher Scholarship, American Quarter Horse Association Scholarships, etc) to facilitate student retention. (All Ag Staff) * Provide student employment opportunities on campus and within the local community. (All Ag Staff) * Facilitate student success by encouraging and assisting students to apply for Bachelor of Science in Equine and Ranch Management. (All Ag Staff) |

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| **Objective 6:** | **Action Plan (include who is responsible):** |
| Recruit students to Agriculture Department | * Continue to develop the Agriculture Department that will be nationally recognized for its academic, vocational and athletic success. (All Ag staff) * Continue to update websites (Ag staff) * Continue to promote on social media websites (Ag staff) * Develop marketing plan to best promote Bachelor Degree Program (Student Services, Recruiter, Ag Staff) * Advertise in Agriculture related publications (Ag staff) * Improve communication with potential students by creating a marketing plan through the use of new technologies and other resources (Ag staff) * Update Agriculture Department brochures (Ag staff) * Improve marketing/recruiting paraphernalia such as banners, signs, show displays (Ag staff) * Promote program during large horse related events such as the Snaffle Bit Futurity, Red Bluff Bull and Gelding Sale, rodeo recruiting trips (Ag staff). * Assist with planning of campus wide new student events such as “Fridays in the Fall”, “Day in the Mountains” (Ag staff) * Promote Bachelor Degree in Equine and Ranch Management (Ag Staff). * Continue to work with Pacific Sky for promotional videos for Agriculture, Equine Studies, Rodeo, and Bachelor Degree Program to be used on FRC website and social media websites. |

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| **Objective 7:** | **Action Plan (include who is responsible):** |
| Evaluate the AG Department’s staffing needs, job classifications and management of program operations to ensure compliance with the college’s policy, procedure and union contracts with the intent of establishing fair and equitable compensation for actual duties performed. | * Bachelor Degree Stipend (Russell Reid) * Request to hire an Ag Facilities & Operations position or “Ranch Manager” (Russell Reid). * Hire additional positions (faculty and staff) related to new Bachelor of Science in Equine and Ranch Management (Russell Reid). |

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| **Objective 8:** | **Action Plan (include who is responsible):** |
| Construct student housing for Agriculture Department students specifically the student barn managers. | Incorporate into Master Facility Plan (Russell Reid)  Secure funding, develop plans, and start construction (Russell Reid) |

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| **Objective 9:** | **Action Plan (include who is responsible):** |
| Cover arenas (EQS and Rodeo) with solar panels to provide energy for the campus and riders protection from the elements and replace/remodel rodeo arena and holding pens | * Incorporate into Master Facility Plan (Russell Reid) * Secure funding, develop plans, and start construction (Russell Reid) |

**Next Year’s New Objectives (fiscal year 2019-20)**

What objectives and tasks will you take on for next year? (You may continue objectives from the prior year.)

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| **Objective 1:**  Provide resources for existing FRC livestock (horses and cattle) taking into consideration inflation and cost of living increases. | **Action Plan (include who is responsible):**  Feed livestock a balanced ration  Provide veterinary care to livestock  Employ students to feed and care for livestock  Provide farrier care for horses  Provide preventative care to livestock including vaccination and anthelmintic programs. |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/ Budget needed (if applicable):**  General Fund Instruction  Student employment hours |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):**  **Increase of the following by:**  **1100-25100-4310-010120 $3,788**  **1100-25100-4311-010240 $15,250**  **1100-25100-5050-010240 $16,893**  **1100-21200-4311-010100 $23,500**  **1100-22500-4311-010100 $23,500**  **1100-25510-5050-010240 $4,150** |
| Uncontrollable Increase: Inflationary increase dependent by year. Hay vendors adjusting prices, Veterinarians and Farriers increasing costs. | |
| Safety: Preventative care of disease (such as vaccines) is essential. Healthy horses are needed to teach students and keep them safe. | |
| New Student Attraction: If the public see sick or malnourished animals, it prevents the attraction of new students and reflects negatively on the program. | |
| Student Success and Retention: If current students are exposed to sick or malnourished animals or cannot use horses because they are sick, it has negative effects on retention. If we can incorporate more employment opportunities then student success and retention are improved because students are actively participating. | |
| Relation to Student Learning: Student learning outcomes at the course level as well at the degree and program level incorporate principles of excellent, practical livestock management. | |
| Support for employees to be effective: If employees are not provided with the resources they consider necessary to care for the livestock in their charge then they are not able to adequately be effective. | |
| Feasibility: Yes, very feasible to perform tasks if provided resources. | |

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| **Objective 2:**  Continue to develop curriculum and teaching methodologies to improve instructional outcomes. | **Action Plan (include who is responsible):**  • Stay up to date with new and changing technologies in the Agricultural field and relate these modifications in our course offerings (All Ag staff).  • Continue to track student learning objectives for individual students, courses, and the department (All Ag staff).  • Expand program offerings as reflected by desired industry and student outcomes (All Ag staff). |
| **Connection to results from assessment of student learning and/or other plans:**  Strategic Direction  Objective 1.1.6; 2.1.1; 2.2.1; 2.2.2; 2.2.3; 2.3.2; 2.3.1  Agriculture Department Student Learning Outcomes 1, 2, 3, 4, 5 | **Resources/ Budget needed (if applicable):**  General Fund Instruction and Foundation |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):**  1100-22500-4310-010100 $13,000  1100-22500-5101-0101000 $7,000  1100-21200-4310-0101000 $3,208  1100-21200-5101-010100 $1,184 |
| Uncontrollable Increase: Inflation | |
| Safety: Safety is always a concern. When dealing with livestock and students, maintaining arenas and equipment in a safe condition is a priority and is vital for student learning. | |
| New Student Attraction: Keeping up with industry standards is essential for new student attraction. They have a lot of options so if the Agriculture Department programs fall behind the industry standard, students will not be attracted to the Agriculture Department Programs. | |
| Student Success and Retention: Student learning outcomes include maintaining up to date technologies. Students are more likely to be successful and remain in the Agriculture Programs when they have a chance to utilize new technologies, apply the information learned. | |
| Relation to Student Learning: This objective relates to program level as well as course level student learning outcomes such that it incorporates development to curriculum and teaching methodologies to improve instructional outcomes. | |
| Support for employees to be effective: providing resources for curriculum and teaching methodologies are essential for not only improving instructional outcomes but for the employee to be effective. | |
| Feasibility: | |

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| **Objective 3:**  Develop and provide improved facilities, equipment and supplies | **Action Plan (include who is responsible):**   * Continue to plan and provide adequate facilities, equipment and supplies necessary for effective operation (Russell Reid). * Irrigate, control weeds, fertilize, reseed pastures (Russell Reid) * Develop long-term master plan and funding source to repair/replace existing buildings, arenas, stalls, replace as needed department vehicles, tractors, and trailers (Russell Reid and Nick Boyd). * Develop adjacent property for use in Agriculture Courses (Russell Reid) * Provide a safe/secure environment for students, staff, and livestock by repairing arena sprinklers, keeping tractor and arena groomer operable, improve arena footing (indoor and outdoor), and improving winter drainage in horse pens (Nick Boyd) * Hire Agriculture & Operations staff and faculty to ensure compliance and progress. * Remodel Laboratory Classroom for lab based classes associated with Bachelor Degree * Purchase Skid Steer tractor for manure handling * Purchase farming equipment for Agriculture Operations * Install security cameras to discourage theft, reckless or delinquent student behavior around horses, video documentation of accidents during or outside of class (Nick Boyd) * Repair perimeter wire fences to reduce injuries to livestock (Nick Boyd) * Install lights in hay barn to prevent injuries due to reduced visibility when climbing on stacks of hay (Nick Boyd) * Install snow dams on Equine Studies building to prevent snow and ice from falling on students and horses and ice ridge from building up by tack rooms creating slippery and dangerous conditions (Nick Boyd) * Address wildlife (mice, skunk) problem to prevent spread of disease such as rabies, noxious smells, and destruction of FRC property (Nick Boyd) * Renovate ORL building for additional storage and meeting rooms (Russell Reid) * Construct Agriculture Interactive Learning Lab for updated instructional environment (Russell Reid) * Purchase tow vehicle and horse trailer for field trips and travel of students with horses to veterinary clinic, horse shows, and horse training clinics (Russell Reid). |
| **Connection to results from assessment of student learning and/or other plans:**  **Ed Plan**  **Strategic Direction**  **Goal 3.2 Objective 3.2.1; 3.2.2; 3.2.3; 3.2.4; 3.2.5; 3.2.6**  **Agriculture Department Student Learning Outcomes 1, 2, 3, 4, 5** | **Resources/ Budget needed (if applicable):**  General fund, Agriculture Budget, Facility Budget |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):**  **1100-21200-6120-010100 $16,500**  **1100-22500-6120-010100 $137,700**  **1100-25100-6120-010240 $18,250** |
| Uncontrollable Increase: Inflation | |
| Safety: Safety is always a concern. When dealing with livestock and students, maintaining arenas and equipment in a safe condition is a priority and is vital for student learning. | |
| New Student Attraction: Keeping up with industry standards is essential for new student attraction. They have a lot of options so if the Agriculture Department programs fall behind the industry standard, students will not be attracted to the Agriculture Department Programs. | |
| Student Success and Retention: Student learning outcomes include maintaining up to date technologies. Students are more likely to be successful and remain in the Agriculture Programs when they have a chance to utilize new technologies, apply the information learned. | |
| Relation to Student Learning: This objective relates to program level as well as course level student learning outcomes such that improved facilities, equipment, and supplies are required for effective student learning. | |
| Support for employees to be effective: providing improved facilities, equipment, and supplies are essential for not only improving instructional student learning outcomes but for the employee to be effective. | |
| Feasibility: Yes. It is feasible. | |

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| **Objective 4:**  Develop new or remodel long-term livestock holding pens, anticipating changes in animal welfare, water quality, and various other environmental issues (laws, policies, standards) | **Action Plan (include who is responsible):**   * Construct new holding pens for livestock, and/or repair, maintain, remodel livestock facilities (Russell Reid) * Ongoing pasture management (Russell Reid) * Ongoing manure management/ compost (Russell Reid, Nick Boyd) * Develop adjacent property for use in Agriculture Courses (Russell Reid) * Control “run-off” in Spanish Creek from holding pens (Russell Reid, Nick Boyd) * Hire new Agriculture Facilities & Operations Staff and faculty to ensure compliance and progress. |
| **Connection to results from assessment of student learning and/or other plans:**  Ed Plan  Strategic Direction  Goal 3.2 Objective 3.2.1; 3.2.2; 3.2.3; 3.2.4; 3.2.5; 3.2.6  Agriculture Department Student Learning Outcomes 1, 2, 3, 4, 5 | **Resources/ Budget needed (if applicable):**  General Fund, Facilities |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):**  **1100-21200-6120-010100 $16,500**  **1100-22500-6120-010100 $137,700**  **1100-25100-6120-010240 $18,250** |
| Uncontrollable Increase: Inflation  Safety: Safety is always a concern. When dealing with livestock and students, maintaining arenas and equipment in a safe condition is a priority and is vital for student learning. | |
| New Student Attraction: Keeping up with industry standards is essential for new student attraction. They have a lot of options so if the Agriculture Department programs fall behind the industry standard, students will not be attracted to the Agriculture Department Programs. | |
| Student Success and Retention: Student learning outcomes include maintaining up to date technologies. Students are more likely to be successful and remain in the Agriculture Programs when they have a chance to utilize new technologies, apply the information learned. | |
| Relation to Student Learning: This objective relates to program level as well as course level student learning outcomes such that it incorporates development to curriculum and teaching methodologies to improve instructional outcomes. | |
| Support for employees to be effective: providing resources for curriculum and teaching methodologies are essential for not only improving instructional outcomes but for the employee to be effective. | |
| Feasibility: | |
| Uncontrollable Increase: Inflation  Safety: Safety is always a concern. When dealing with livestock and students, maintaining arenas and equipment in a safe condition is a priority and is vital for student learning. | |

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| **Objective 5:**  Evaluate the AG Department’s staffing needs, job classifications and management of program operations to ensure compliance with the college’s policy, procedure and union contracts with the intent of establishing fair and equitable compensation for actual duties performed. | **Action Plan (include who is responsible):**  • Bachelor Degree Stipend (Russell Reid)  • Request to hire an Ag Facilities & Operations position or “Ranch Manager” (Russell Reid).  • Hire additional positions (faculty and staff) related to new Bachelor of Science in Equine and Ranch Management (Russell Reid). |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/ Budget needed (if applicable):**  **Instruction/ Personnel** |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** |
| Uncontrollable Increase: There has been an uncontrollable increase in the amount of work required to operate the additional programs and facilities | |
| Safety: Additional staff will facilitate the safety of students and livestock | |
| New Student Attraction: Yes, additional staff will facilitate the attraction of new students | |
| Student Success and Retention: Yes | |
| Relation to Student Learning: Yes | |
| Support for employees to be effective: Yes | |
| Feasibility: Yes | |

If completing your program’s objectives will require resources from **IT, Facilities, Professional Development,** or **Additional Staff** please include your request below. This section is for a **future need** (next fiscal year). If you have an immediate need (e.g. your computer is broken), contact the appropriate committee or administrator.

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| **Need** | **Resource Type** | **Rationale** (include connection to other plans) |
| Security Cameras | Facilities | Safety: Objective 3 |
| Hay barn lights | Facilities | Safety: Objective 3 |
| Building snow dams | Facilities | Safety: Objective 3 |
| Hay and livestock feed | General Fund | Objective 1 |
| Livestock health care | General Fund | Objective 1 |
| Replace broken stalls | Facilities | Safety: Objective 3 & 4 |
| Additional storage | Facilities | Objective 3 |
| Provide stipend for Bachelor Degree | Instruction | Objective 5 |
| Hire Agriculture Operations Coordinator or Ranch Manager | Additional Staff | Objective 4 & 5 |
| Hire Bachelor Degree Instructor | Additional Staff | Objective 5 |
| Instructional Assistance | Additional Staff | Objective 5 |
| Horse Trailer & Tow Vehicle | Facilities | Objective 3 |
| Pasture irrigation, seeding, weed control, well | Facilities | Objective 3 & 4 |
| Deferred maintenance to building, arena, stall | Facilities | Objective 3 & 4 |
| Safe arenas | Facilities | Safety: Objective 3 & 4 |
| Livestock pens | Facilities | Objective 3, 4 |
| Student Housing | Facilities | Objective 3 |
| Cover arenas | Facilities | Objective 1, 4, 9 |
| Cattle Livestock Handling Equipment | Facilities | Objective 3 |
| Skid Steer Manure Handling Tractor | Facilities | Objective 3 |

**Summary Update from Comprehensive Program Review**

* Describe the current status of the Program/Depart/Service Area.

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| --- |
| The current status of the Agriculture Department is to continue to strive towards educating students in a way to produce successful Agriculture and Equine industry professionals. With the approval and implementation of the Equine and Ranch Management Bachelor Degree program, the accomplishment of this student learning outcome seems to be headed in the correct direction. The first class of Bachelor Degree students graduated this year and obtained employment in their chosen fields of interest. As of August 21, 2018 14 out of 15 graduates were working in their field of study (either full-time, part time, or internship).  The Agriculture Department will continue to play a vital role in achieving the College’s Mission with a unique, student centered, effective learning environment. We will continue to draw students locally, nationally, and internationally while preparing students for a successful career in Agriculture. We focus our efforts on providing a quality education to our Agriculture students while attempting to remain fiscally responsible to the rest of the college’s other operations for the overall success of Feather River College and our students.  Cost of living adjustments have not been applied to the general fund budgets and it is becoming more difficult to keep up with the inflationary increase to operate the Agriculture Department livestock facilities. With substantial increase in the cost of uncontrollable operational and instructional supplies and services, maintaining and continuing to offer a quality education to our students has proven to be a major challenge for the Agriculture Department. We are grateful to be able to utilize Lottery and VTEA funds to continue to provide a quality education for students enrolled in our courses. We are also very grateful for the Strong Work Force Grant to develop the property across the river (former Segura Property) but their remains a lot of work to complete at this time. Human resources are also very limited. There is more work with less people available to do that work. Additional personnel will be required to facilitate the daily operations of the livestock operations. |

* Explain significant issues / changes that have occurred since the last comprehensive review.

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| --- |
| Since the previous CPR, the Agriculture Department has been working towards completion of several objectives within the “Program and Services” and “Facilities, Equipment, and Supplies” areas all while continuing to provide a quality education to the Agriculture Department students.   * **Programs and Services**:   + Implementing the Bachelor Degree Program in Equine and Ranch Management.   + Developing and updating our Agriculture curriculum: Updates to the A.S. degree in Agriculture, Equine Studies and the certificates to address the Chancellor’s office’s request to remove the repetition of courses, and new courses in horse showing, cattle science, plant science, Ag economics.   + Awarding Agriculture Department degrees and transferring our students into four-year colleges, utilizing these institutions’ academic models.   + Attracting students who may not have previously considered attending FRC for their general education requirements.   + Continuing Rodeo Program to be one of the top programs in the nation.   + Equine Studies Program continues to be one of the finest horse programs in the nation.     - The annual horse sale continues to be a major event for our students and community. Proceeds from the sale have provided scholarships to students (upwards of $12,000 depending on the year), horse sale proceeds pay for outside clinicians to visit, purchase cattle that are utilized in classes and construction of a new Veterinary Hospital, renovation of classrooms, registration of horses, student organized field trips and other activities.     - Current students participate in a horse show team/ club that has to date assisted with local community horse shows, volunteered at a large venue horse show and sale (Snaffle Bit Futurity), travelled to local horse shows, planned a series of student organized schooling events, and sponsored and participated in a buckle series at a local horse facility.   + New Beef Sciences Program     - Developing a registered herd of angus cattle from embryo transfers and artificial insemination to top performing bulls. Slowly moving from a commercial set of cattle to registered Angus cattle for seed stock.     - Started a Young Cattlemen’s Association student club that has organized barbeques, dances, and fun student activities. * **Facilities, Equipment and Supplies:**    + Constructing and renovating existing structures (ORL building and former Veterinary room) to develop additional classrooms and meeting areas to accommodate concurrent Equine Studies classes and Bachelor of Science classes.   + Purchasing breeding equipment to advance the reproductive offerings of the Equine Studies Program.   + Planning a covered rodeo arena with solar panels to provide electricity for the college and year round use of the arena.   + Develop the new property that was purchased from the Segura family to be a working facility that provides an area to house and utilize for teaching in an outside laboratory setting. Fencing has been improved to better use the forage that is available and to reduce the need for as much harvested feeds. Actively working to try to develop and irrigation system that is workable with student labor, which provides value to the students, and Feather River College. Progressing towards the goal for improved watershed water quality. |

* Briefly explain significant changes expected during the upcoming year.

|  |
| --- |
| Significant changes to the Agriculture Department in the upcoming year involve adjusting to the new funding model that has been proposed by the Chancellor’s office. The Agriculture Department will evaluate the current degrees and certificates to see how they may better fit the funding models but still serve our student population.  Additional changes expected in the upcoming year include a focus on marketing the Agriculture Department and recruiting new students for the Feather River College community. Another focus will continue to be the development of the new property and replacing stalls that are no longer operational. |



**ANNUAL Program Review**

**Name of Program/Department/Service Area: Athletics**

**Name of Person Submitting this Review:** Merle Trueblood

**Date of Submission:** 11/13/2018

**Management Area (check one):**  **Administrative Services**

**Instruction**

**Student Services**

**Assessment of Past Progress**

Describe your progress on your previous year’s objectives:

|  |  |
| --- | --- |
| **Objective 1:** To restructure the Athletic Training to include a head athletic trainer and 2 full time assistants. All Management exempt. | **Summary of Progress:**  Staffing model is under review for possible alternatives. No Progress has been made |
| **Connection to results from assessment of student learning and/or other plans:** Retention,recruiting, liability, safety,  Title IX, Strategic Planning, Ed Plan | **Resources/Budget Needed:**  $85,000. |

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| --- | --- |
| **Objective 2:** Add 1 game management / equipment manager position to help with the additional out of season and regular competition duties for athletic events. | **Summary of Progress:**  No position added. No Progress has been made. |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/Budget Needed:**  $54,000 |

|  |  |
| --- | --- |
| **Objective 3:** Continue to advocate adding Men’s Cross Country and Track & Field | **Summary of Progress:**  Not approved – Potential 25 FTE’s if added. No Progress has been made. |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/Budget Needed:**  Estimated Approximately $45,000 |

|  |  |
| --- | --- |
| **Objective 4:** To upgrade and move the on campus weight room to the evacuated facilities building. | **Summary of Progress:**  In progress / we start our portion in 3 months. No funding as of yet. No progress has been made. |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/Budget Needed:**  Approximately $278,000 |

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| --- | --- |
| **Objective 5:** Relocate the Athletic/Academic advisor to be more centrally located to the primary student population that he serves. | **Summary of Progress:**  Office has been relocated – not yet determined if it has increased accessibility. No progress has ben made. |
| **Connection to results from assessment of student learning and/or other plans:**  Title IX, Strategic Planning, Ed Plan | **Resources/Budget Needed:**  No budget requests at this time. |

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| --- | --- |
| **Objective 6:** Practice gymHES classes, and community events. | **Summary of Progress:**  Work collaboratively with foundation to ensure practice site while the MPB gym remodel is being implemented. No progress has been made. . |
| **Connection to results from assessment of student learning and/or other plans:**  Title IX, Strategic Planning, Ed Plan | **Resources/Budget Needed:**  **$450,000** |
| **Objective 7:** Add 1 new female sport to ensure Title IX compliance | **Summary of Progress:**  Take Title IX committee recommendation on which sport to add. No progress has been made. |
| **Connection to results from assessment of student learning and/or other plans:**  Title IX, Strategic Planning, Ed Plan | **Resources/Budget Needed:**  $54,000 |

**Current Year Progress and Objectives**

What objectives and tasks are you working on this year? (You may continue objectives from the prior year.)

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| --- | --- |
| **Objective 1:**  Purchase new Gators (2) and new gas golf carts (2). | **Action Plan (include who is responsible):**  1 new gator has been purchased for the Athletic training program. Still looking to purchase an additional vehicle of some sort for the department to use. 1 gator has been purchased out of Safety credits and two new to us carts were provided form the facilities dept. . |
| **Connection to results from assessment of student learning and/or other plans:**  Title IX, HES CPR, Strategic plan, ED Plan, CCCAA athletic training guidelines. | **Resources/ Budget needed (if applicable):**  $12,000.00 |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** Athletics |
|  | |
| Safety: Yes | |
| New Student Attraction: Yes | |
| Student Success and Retention: Yes | |
| Relation to Student Learning: Yes | |
| Support for employees to be effective: Yes | |
| Feasibility: Yes | |

|  |  |
| --- | --- |
| **Objective 2:**  Relocate the Athletic/Academic advisor to be more centrally located to the primary student population that he serves. In the gym near or next to the athletic department. | **Summary of Progress:**  Athletic Academic Advisor has been relocated; undetermined if it has increased ability to serve primary population for position. No movement has been made. |
| **Connection to results from assessment of student learning and/or other plans:**  Title IX, Strategic Planning, Ed Plan, GVC program review.   |  | | --- | | Safety: Yes | | New Student Attraction: Heck YES | | Student Success and Retention: YES | | Relation to Student Learning: YES | | Support for employees to be effective: YES  Feasibility: Yes | | **Resources/Budget Needed:**  No budget requested at this time. |

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| --- | --- |
| **Objective 3:**  Continue to advocate adding Men’s Cross Country and Track & Field. | **Summary of Progress:**  Title IX committee has officially been added to the shared governance process. Will proceed within process now to best determine sport to add. No movement has been made. |
| **Connection to results from assessment of student learning and/or other plans:** Title IX, Strategic Planning, Ed Plan, GVC program review.   |  | | --- | | Safety: Yes | | New Student Attraction: Heck YES | | Student Success and Retention: YES | | Relation to Student Learning: YES | | Support for employees to be effective: YES  Feasibility: Yes | | **Resources/Budget Needed:**  Approximately $31464 |
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| --- | --- |
| **Objective 4:**  Add ½ time game management and ½ time equipment manager position to help with the additional out of season and regular competition duties for athletic events. | **Summary of Progress:**  Work with appropriate committees to include this position. 175 home events annually that are mandated to be covered. The equipment and supplies of the entire athletic program would greatly benefit from a permanent position that monitors and maintains Athletic Department assets and helps to extend ‘shelf life’ of supplies and equipment. No movement has been made. |
|  | **Resources/Budget Needed:**  $35000 |

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| --- | --- |
| **Objective 5:**  Fund remodel of facilities building for new Weight Room & Football locker room / shower facilities based on department endorsed facility plan. | **Action Plan (include who is responsible):**  Facilities / Athletics  Still working with Dr. Trutna, facilities, budget committee, facilities committee. No movement has been made. |
| **Connection to results from assessment of student learning and/or other plans:**  Title IX, Strategic Planning, Ed Plan, GVC program review. | **Resources/ Budget needed (if applicable):**  $25,000 plus Foley fund at Foundation. |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** Athletics / Facilities |
|  | |
| Safety: Yes | |
| New Student Attraction: Heck YES | |
| Student Success and Retention: YES | |
| Relation to Student Learning: YES | |
| Support for employees to be effective: YES | |
| Feasibility: YES | |

|  |  |
| --- | --- |
| **Objective 6:**  Practice gymHES classes, and community events. Located near FRFC | **Summary of Progress:**  Work collaboratively with foundation to ensure practice site while the MPB gym remodel is being implemented. At time of submittal no structure or plans have been implemented. No movement has been made. |
| **Connection to results from assessment of student learning and/or other plans:**  Title IX, Strategic Planning, Ed Plan, HES CPR   |  | | --- | | Safety: Yes | | New Student Attraction: Heck YES | | Student Success and Retention: YES | | Relation to Student Learning: YES | | Support for employees to be effective: YES | | **Resources/Budget Needed:**  Unknown |

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| --- | --- |
| **Objective 7:**  Purchase new computers and audio visual equipment to Football coaching staff trailer. | **Action Plan (include who is responsible):** Athletics / Facilities  Still working on funding this request. Looking to alternative funding for this objective. No movement has been made. |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/ Budget needed (if applicable):**  $12,000 |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** Athletics / Facilities |
|  | |
| Safety: Yes | |
| New Student Attraction: Yes | |
| Student Success and Retention: Yes | |
| Relation to Student Learning: Yes | |
| Support for employees to be effective: Yes | |
| Feasibility: Yes | |

|  |  |
| --- | --- |
| **Objective 10:**  Upgrade Football sound system. | **Action Plan (include who is responsible):**  Athletics / Facilities  Some of the sound system HAS been upgraded, however and entire system overhaul has been discussed. Potentially work with local high school to offset expenses due to their own usage of sound system. No movement has been made. |
| **Connection to results from assessment of student learning and/or other plans:** Title IX, Strategic Planning, Ed Plan, HES CPR | **Resources/ Budget needed (if applicable):**  $15,000 |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** Athletics / Facilities/QHS |
|  | |
| Safety: Yes | |
| New Student Attraction: Yes | |
| Student Success and Retention: Yes | |
| Relation to Student Learning: Yes | |
| Support for employees to be effective: Yes | |
| Feasibility: Yes | |

**Next Year’s New Objectives (fiscal year 2018-19)**

What objectives and tasks will you take on for next year? (You may continue objectives from the prior year.)

|  |  |
| --- | --- |
| **Objective 1:**  Purchase new Gator (1) | **Action Plan (include who is responsible):**  1 new gator has been purchased for the Athletic training program. Still looking to purchase an additional vehicle of some sort for the department to use. |
| **Connection to results from assessment of student learning and/or other plans:**  Title IX, HES CPR, Strategic plan, ED Plan, CCCAA athletic training guidelines. | **Resources/ Budget needed (if applicable):**  $4,500 |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** Athletics |
|  | |
| Safety: Yes | |
| New Student Attraction: Yes | |
| Student Success and Retention: YES | |
| Relation to Student Learning: Yes | |
| Support for employees to be effective: Yes | |
| Feasibility: Yes | |

|  |  |
| --- | --- |
| **Objective 2:**  Relocate the Athletic/Academic advisor to be more centrally located to the primary student population that he serves. In the gym near or next to the athletic department. | **Summary of Progress:**  Athletic Academic Advisor has been relocated; undetermined if it has increased ability to serve primary population for position. |
| **Connection to results from assessment of student learning and/or other plans:**  Title IX, Strategic Planning, Ed Plan, GVC program review.   |  | | --- | | Safety: Yes | | New Student Attraction: Heck YES | | Student Success and Retention: YES | | Relation to Student Learning: YES | | Support for employees to be effective: YES  Feasibility: Yes | | **Resources/Budget Needed:**  No budget requested at this time. |

|  |  |
| --- | --- |
| **Objective 3:**  Continue to advocate adding Men’s Cross Country and Track & Field. | **Summary of Progress:**  Title IX committee has officially been added to the shared governance process. Will proceed within process now to best determine sport to add. |
| **Connection to results from assessment of student learning and/or other plans:** Title IX, Strategic Planning, Ed Plan, GVC program review.   |  | | --- | | Safety: Yes | | New Student Attraction: Heck YES | | Student Success and Retention: YES | | Relation to Student Learning: YES | | Support for employees to be effective: YES  Feasibility: Yes | | **Resources/Budget Needed:**  Approximately $45,000 |
|  |  |

|  |  |
| --- | --- |
| **Objective 4:**  Add ½ time game management and ½ time equipment manager position to help with the additional out of season and regular competition duties for athletic events. | **Summary of Progress:**  Work with appropriate committees to include this position. 157 home events annually that are mandated to be covered. The equipment and supplies of the entire athletic program would greatly benefit from a permanent position that monitors and maintains Athletic Department assets and helps to extend ‘shelf life’ of supplies and equipment. |
| |  | | --- | | Safety: Yes | | New Student Attraction: Heck YES | | Student Success and Retention: YES | | Relation to Student Learning: YES | | Support for employees to be effective: YES  Feasibility: Yes | | **Resources/Budget Needed:**  $35000 |

|  |  |
| --- | --- |
| **Objective 5:**  Fund remodel of facilities building for new Weight Room & Football locker room / shower facilities based on department endorsed facility plan. | **Action Plan (include who is responsible):**  Facilities / Athletics  Still working with Dr. Trutna, facilities, budget committee, facilities committee. |
| **Connection to results from assessment of student learning and/or other plans:**  Title IX, Strategic Planning, Ed Plan, GVC program review. | **Resources/ Budget needed (if applicable):**  $25,000 plus $40,000 in Foley Fund at Foundation |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** Athletics / Facilities |
|  | |
| Safety: Yes | |
| New Student Attraction: Heck YES | |
| Student Success and Retention: YES | |
| Relation to Student Learning: YES | |
| Support for employees to be effective: YES | |
| Feasibility: YES | |

|  |  |
| --- | --- |
| **Objective 6:**  Practice gymHES classes, and community events. Located near FRFC | **Summary of Progress:**  Work collaboratively with foundation to ensure practice site while the MPB gym remodel is being implemented. At time of submittal no structure or plans have been implemented. |
| **Connection to results from assessment of student learning and/or other plans:**  Title IX, Strategic Planning, Ed Plan, HES CPR   |  | | --- | | Safety: Yes | | New Student Attraction: Heck YES | | Student Success and Retention: YES | | Relation to Student Learning: YES | | Support for employees to be effective: YES | | **Resources/Budget Needed:**  Unknown |

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| --- | --- |
| **Objective 7:**  Purchase new computers and audio visual equipment to Football coaching staff trailer. | **Action Plan (include who is responsible):** Athletics / Facilities  Still working on funding this request. Looking to alternative funding for this objective. |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/ Budget needed (if applicable):**  $12,000 |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** Athletics / Facilities |
| Safety: Yes | |
| New Student Attraction: Yes | |
| Student Success and Retention: Yes | |
| Relation to Student Learning: Yes | |
| Support for employees to be effective: Yes | |
| Feasibility: Yes | |

|  |  |
| --- | --- |
| **Objective 8:**  Upgrade Football sound system. | **Action Plan (include who is responsible):**  Athletics / Facilities  Some of the sound system HAS been upgraded, however and entire system overhaul has been discussed. Potentially work with local high school to offset expenses due to their own usage of sound system. |
| **Connection to results from assessment of student learning and/or other plans:** Title IX, Strategic Planning, Ed Plan, HES CPR | **Resources/ Budget needed (if applicable):**  $15,000 |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** Athletics / Facilities/QHS |
|  | |
| Safety: Yes | |
| New Student Attraction: Yes | |
| Student Success and Retention: Yes | |
| Relation to Student Learning: Yes | |
| Support for employees to be effective: Yes | |
| Feasibility: Yes | |

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| **Objective 9:**  Dues and Membership fees have gone up as have officiating costs. More home games mean less travel, however, the increases in officiating contracts has increased. | **Action Plan (include who is responsible):**  Fund contracts for officiating; meet increases for dues and memberships. Uncontrollable costs. |
| **Connection to results from assessment of student learning and/or other plans:** Title IX, Strategic Planning, Ed Plan, HES CPR | **Resources/ Budget needed (if applicable):**  $8000 |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** |
|  | |
| Safety: | |
| New Student Attraction: | |
| Student Success and Retention: | |
| Relation to Student Learning: | |
| Support for employees to be effective: Yes | |
| Feasibility: Yes | |

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| --- | --- |
| **Objective 10:**  Purchase and/or upgrade outdoor scoreboards: soccer, football and softball | **Action Plan (include who is responsible):**  Fund contracts for officiating; meet increases for dues and memberships. Uncontrollable costs. |
| **Connection to results from assessment of student learning and/or other plans:** Title IX, Strategic Planning, Ed Plan, HES CPR | **Resources/ Budget needed (if applicable):**  $34,000 |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** |
| Safety: | |
| New Student Attraction: | |
| Student Success and Retention: | |
| Relation to Student Learning: | |
| Support for employees to be effective: Yes | |
| Feasibility: Yes | |

If completing your program’s objectives will require resources from **IT, Facilities, Professional Development,** or **Additional Staff** please include your request below. This section is for a **future need** (next fiscal year). If you have an immediate need (e.g. your computer is broken), contact the appropriate committee or administrator.

|  |  |  |
| --- | --- | --- |
| **Need** | **Resource Type** | **Rationale** (include connection to other plans) |
|  |  |  |

**Summary Update from Comprehensive Program Review**

Based on information and/or data provided:

* Describe the current status of the Program/Depart/Service Area.

|  |
| --- |
| The athletic department has been submitting the same objectives each year for at least 4 years now. We are hoping that this year, some movement is taken to help the 325 athletes on campus. Total of 800 FTE annually. |

* Explain significant issues /changes that have occurred since the last comprehensive review.

|  |
| --- |
| We purchased 1 gator out of insurance credits. This is the year we hope that we address our needs. |

* Briefly explain significant changes expected during the upcoming year.

|  |
| --- |
| We expect to get the football team in their own locker room. That will free up more area for Athletic Training / Rehab. This move along with a new weight room, will be benefit all involved including the coaches, players, athletic trainers, and athletic department staff. Also indoor practice area objective needs to be addressed. |



**ANNUAL Program Review**

**Name of Program/Department/Service Area: Athletics (Local Revenue)**

**Name of Person Submitting this Review:** M Trueblood

**Date of Submission:** 11/8/2018

**Management Area (check one):**  **Administrative Services**

**Instruction**

**Student Services**

**Assessment of Past Progress**

Describe your progress on your previous year’s objectives:

|  |  |
| --- | --- |
| **Objective 1:** Continue to use Athletics Local Revenue to help enhance overall Athletic Department needs as they relate to intercollegiate, intramural and/or club sports. | **Action Plan (include who is responsible): Currently the athletic department is collecting revenue from athletic events to help supplement future events and/or needs of the department.** |
|  |  |

**Current Year Progress and Objectives**

What objectives and tasks are you working on this year? (You may continue objectives from the prior year.)  
Will your allocated resources be sufficient given your objectives?

|  |  |
| --- | --- |
| **Objective 1:** Continue to use Athletics Local Revenue to help enhance overall Athletic Department needs as they relate to intercollegiate, intramural and/or club sports. | **Action Plan (include who is responsible):**  Look for ways to increase revenue raised from attendance at sporting events. Consider increasing admission costs. (Merle Trueblood) |
| **Connection to results from assessment of student learning and/or other plans:**  **Strategic Planning** | **Resources/Budget Needed:**  Can only use revenue raised – not general fund monies. |

**Next Year’s New Objectives (fiscal year 2019-20)**

What objectives and tasks will you take on for next year? (You may continue objectives from the prior year.)

|  |  |
| --- | --- |
| **Objective 1:** Continue to use Athletics Local Revenue to help enhance overall Athletic Department needs as they relate to intercollegiate, intramural and/or club sports. | **Action Plan (include who is responsible):**  Look for ways to increase revenue raised from attendance at sporting events. Consider increasing admission costs. (Merle Trueblood) |
| **Connection to results from assessment of student learning and/or other plans:**  **Strategic Planning** | **Resources/Budget Needed:**  Can only use revenue raised – not general fund monies. |

|  |  |
| --- | --- |
| **Objective 2:** Continue to use Athletics Local Revenue to help enhance overall Athletic Department needs as they relate to intercollegiate, intramural and/or club sports. | **Action Plan (include who is responsible):**  Look for ways to increase revenue raised from attendance at sporting events. Consider increasing admission costs. (Merle Trueblood) |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/ Budget needed (if applicable):** |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** |
| Uncontrollable Increase: No increase | |
| Safety: NA | |
| New Student Attraction: NA | |
| Student Success and Retention: NA | |
| Relation to Student Learning: NA | |
| Support for employees to be effective: Funding does help employees with misc expenses that can help with department related events. | |
| Feasibility: High | |

If completing your program’s objectives will require resources from **IT, Facilities, Professional Development,** or **Additional Staff** please include your request below. This section is for a **future need** (next fiscal year). If you have an immediate need (e.g. your computer is broken), contact the appropriate committee or administrator.

|  |  |  |
| --- | --- | --- |
| **Need** | **Resource Type** | **Rationale** (include connection to other plans) |
|  |  |  |

**Summary Update from Comprehensive Program Review**

Based on information and/or data provided:

* Describe the current status of the Program/Depart/Service Area.

|  |
| --- |
| Athletics Local Revenue is a revenue-only based budget. Its effectiveness is completely based on revenue raised by the athletic department at events. Whatever monies are NOT used by the department are then ‘absorbed’ back into the general fund. |

* Explain significant issues and/or changes that have occurred since the last comprehensive review.

|  |
| --- |
| None known at this time. |

* Briefly explain significant changes expected during the upcoming year.

|  |
| --- |
| Increase in admission prices. |

**Appendix**

Attach supporting documents as appropriate.



**ANNUAL Program Review**

**Name of Program/Department/Service Area: Athletic training**

**Name of Person Submitting this Review:** Juan Nunez

**Date of Submission:** 11/7/18

**Management Area (check one):**  **Administrative Services**

**Instruction**

**Student Services**

**Assessment of Past Progress**

Describe your progress on your previous year’s objectives:

|  |  |
| --- | --- |
| **Objective 1:** Continue to advocate that the assistant athletic trainer be moved to a fulltime position. | **Summary of Progress**: As of submission of this APR, this objective has not been met. A new personnel model has been proposed to the office of Instruction and I am waiting for guidance on how to proceed. See *Next Years Goals and Objectives.* |

|  |  |
| --- | --- |
| **Objective 2:** Identify and expand athletic training room services and facilities to accommodate increasing demands of athletic training for student athletes. | **Action Plan** (include who is responsible):  With the expansion of sports programs offered (sand volleyball and increase in student participation in current programs offered) the ability to treat/rehab student athletes is becoming a problem. Limited space slows the accessibility to equipment and treatment stations, thus reducing the student’s time they can be in the ‘classroom’ (fields or gym). Continue to work with Nick Boyd, facilities committee, and Merle Trueblood. Continue to support the ‘Big Move’ which will relocate football out of MPB and will allow additional and CRITICAL space for instruction, treatment and rehabilitation. |

|  |  |  |
| --- | --- | --- |
| **Objective 3**: Increase supplies and have current equipment, such as ‘stim’ machines, serviced. | | **Summary of Progress:**  There was an increase in instructional supplies and equipment. Objective met. |
|  | |  |
| **Objective 4:** Research the feasibility of hiring a stipend Graduate Assistant to enhance the athletic training services for students. | **Summary of Progress:**  The idea to have a GA on staff is on hold while we pursue adding a stipend position. | |
|  |  | |

**Current Year Progress and Objectives**

What objectives and tasks are you working on this year? (You may continue objectives from the prior year.)

|  |  |
| --- | --- |
| **Objective 1**: Continue to secure additional staffing for the Athletic Training program.  We are now working with HR to propose a 5-month stipend employee who can help offset the high demand of treatment for the 325+ students in the fall semester, and will primarily focus on the 100+ football players with additional | **Action Plan (include who is responsible):**  If the model proposed is not implemented and some sort of staffing restructure is not done, it is likely to say that students, coaches, and the athletic training discipline will suffer. New legislation is straining the already suffering athletic training program, and currently there are 3 volunteers who help when they can to meet the needs of students. |
| **Connection to results from assessment of student learning and/or other plans:**  The HES/Kinesiology transfer degree and Athletic Training certificate are suffering because of the lack of classroom space, courses are over enrolled, and lack of a fulltime faculty member teaching courses that would support this degree. The trend of enrollment has shown a dramatic increase in interest from students. | **Resources/Budget Needed:**  Office of Instruction, Academic Senate, Classified Senate, HR, and Budget Committee need to collaborate on how to address the staffing of the Athletic Training program. |

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| **Objective 2:**  Increase the athletic training area, which also increases classroom area. | **Action Plan (include who is responsible):**  Right now there is a plan to relocate departments on campus. This could potentially alleviate some of the congestion and increase classroom space. |
| **Connection to results from assessment of student learning and/or other plans:** This would increase classroom area that impacts the HES Kinesiology Degree and Athletic Training certificate. This has a direct impact on student learning. | **Resources/Budget Needed:** Facilities committee, general fund. |

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| **Objective 3:** Purchase whirl pool tables. | **Action Plan (include who is responsible):**  Secure bids for tables and purchase most feasible option. |
| **Connection to results from assessment of student learning and/or other plans:** Whirl pool tables have a direct impact on the recovery and prevention of injuries, and they help organize and keep a stable environment for students who are learning and being treated at the same time. These tables help both the athletic training program, and the transfer degree and certificate. One time purchase | **Resources/Budget Needed:**  $1800  **OBJECTIVE MET** |

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| **Objective 4:** Purchase transportation cart used for moving supplies and equipment, and injured students. One time purchase | **Action Plan (Include who is responsible)**  Secure bids and purchase most feasible option. Work with athletics as this would serve whole department. |
|  | **Resources/Budget Needed:**  **$8500**  **OBJECTIVE MET** |

**Next Year’s New Objectives (fiscal year 2018-19)**

What objectives and tasks will you take on for next year? (You may continue objectives from the prior year.)

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| **Objective 1**: Complete the final phase of the ‘Big Move’ with regard to football moving to the old maintenance building, and the locker room being renovated to accommodate HES and Athletic Training needs. | **Action Plan (include who is responsible):**  Continue to meet with Nick Boyd, Dr. Trutna, Dr. Lerch, Merle Trueblood, facility/budget committee to complete this portion of the ‘big move’. Budget will be reflective of stages that the District will fund as promised. |
| **Connection** to results from assessment of student learning and/or other plans: | **Resources/ Budget needed (if applicable):** |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes): Unknown. Not less than $50,000.** |
| Uncontrollable Increase: One time funding; increase unknown. | |
| Safety: Impacts safety – the current facility that Athletic Training uses is breaking down, the floors are wearing through, and there is not enough room to treat students. Many are being treated in the hallways and outdoors as weather permits. | |
| New Student Attraction: This new renovation would absolutely help with footballs recruiting and Student Athletes in general. | |
| Student Success and Retention: The success of students preventing injuries to remain competitive, and the treatment to get them through the ‘return to play’ rehab will greatly improve student success. | |
| Relation to Student Learning: This area will directly impact the learning environment allowing more students to participate in lab classes, and allow for current industry standard equipment to be used in the classroom setting. Right now there is not enough room to use all the equipment in a centralized location. | |
| Support for employees to be effective: This will allow all athletic training staff, coaching staff, and student worker staff to be highly effective. | |
| Feasibility: This phase is part of the ‘big move’. The feasibility is reasonable and is a onetime funding investment. | |

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| **Objective 2:** The increase of students and new legislation in the CCCAA has put an enormous strain on resources and personnel and it is compromising services provided to student athletes. An additional stipend position to focus primarily on rehab for the first five months (August-December) would allow staff to better serve the student athletes in the area of treatment and prevention as well as their regular duties with regard to competitions, practices, and the 7 additional commitments of Non Traditional season of sport. | **Action Plan (include who is responsible):**  To work with HR, AD, and current Athletic Training staff to best identify an instructional position that can be added under a stipend classification. |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/ Budget needed (if applicable):**  $15,000 Stipend |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):**  **1100 70350 1240 083500** |
| Uncontrollable Increase: | |
| Safety: This is one of the most important positions to have with regard to safety. | |
| New Student Attraction: A well rounded athletic training staff is huge for student athlete attraction. | |
| Student Success and Retention: Success in HES classes and during competitions would be huge. | |
| Relation to Student Learning: As an instructional component, could be measured like an asst. coach. | |
| Support for employees to be effective: This position would greatly support current Athletic Training staff to be effective. | |
| Feasibility: Absolutely feasible. Stipend position. Can be removed if not proven to be effective. | |

If completing your program’s objectives will require resources from **IT, Facilities, Professional Development,** or **Additional Staff** please include your request below. This section is for a **future need** (next fiscal year). If you have an immediate need (e.g. your computer is broken), contact the appropriate committee or administrator.

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| **Need** | **Resource Type** | **Rationale** (include connection to other plans) |
| Addition of stipend instructional rehab position | General Fund; Additional Staff | See Objective 1 |
| Continue the Athletic Training/Football phase of the ‘Big Move’. | Facilities Committee, Budget Committee, | See Objective 2; Institution Day presentation re: Big Move |
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**Summary Update from Comprehensive Program Review**

Based on information and/or data provided:

* Describe the current status of the Program/Depart/Service Area.

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| The Athletic Training area is so congested that we are setting kids up outside and in the hallways. Students who aren’t in season are being turned away for treatment and I have never had to do that before. I don’t have the staffing to help the amount of students who are seeking treatment, and I don’t have the space to help all of the ones who are in season. Because the practice schedules are all in the afternoon/evenings, the area becomes highly congested quickly. I need help and I need space. |
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* Explain significant issues and/or changes that have occurred since the last comprehensive review.

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| There is an increase in student athletes now, and it’s expected to rise more next year. Also, the allowable number of contests has grown for baseball, softball, men and womens basketball and others are anticipating to grow as well in the next year or two. The means more events that Athletic Training is mandated to be at according to CCCAA bylaws. |

* Briefly explain significant changes expected during the upcoming year.

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| Increase in student athletes, increase in competitions. This is an uncontrollable impact to the Athletic Training department. |



**ANNUAL Program Review**

**Name of Program/Department/Service Area: Intercollegiate Baseball**

**Name of Person Submitting this Review:** Terry Baumgartner

**Date of Submission:** 10/15/18

**Management Area (check one):**  **Administrative Services**

**Instruction**

**Student Services**

**Assessment of Past Progress**

Describe your progress on your previous year’s (2017-18) objectives:

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| **Objective 1:**  To increase our general fund budget by $19,585 to cover the following areas that have seen an increase in costs: officials ($950), CCCBCA membership dues ($100), travel (food, motels, mileage - $8,300), recruiting budget ($5,000), CCCBCA Sophomore Showcase ($235), equipment and supplies ($5,000). All of these areas have seen significant uncontrollable increases over the past 3-4 years and our budget has not increased during this time period. The state reinstated our game total to 40 in 2017, which is an increase of 4 games from the 2016 season. | **Summary of Progress:**  Progress has not been made in this area, as we were reinstated 4 games in 2017 by the state and the college has not filled the budget void. Costs in general are rising and the baseball program is not seeing any increases in funding, even though the program has brought in 19 students over the minimum contract number for Baseball. The program continues to bring in more money than it spends, therefore it would be much appreciated if the college could help offset costs by increasing the baseball budget. |
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| **Objective 2:**  To update and remodel the outdoor hitting facility ($35,000 - $45,000). This update will have a positive effect on student retention, student success, new student attraction, and student learning. | **Summary of Progress:**  Terry Baumgartner (baseball coach) and Meredith Aragon (softball coach) have been working with local community members, past parents, and alumni to develop plans for a new baseball/softball covered hitting facility. Progress seems to be going good, as we should have plans for a storage building sometime during the fall semester. |
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| **Objective 3:**  Build a coaches locker area/storage area onto the existing clubhouse for the coaches to store equipment, uniforms, and supplies. ($9,000) | **Summary of Progress:**  Alumni and community members have offered resources to make this happen. The baseball coaching staff is actively seeking more resources for this project. Due to the current coaching staff working hard to keep up on equipment and uniform inventory the current baseball clubhouse is too small to accommodate all the equipment, uniforms, and supplies. The estimated cost of this project is around $9,000. If Objective #2 continues to progress that will help the storage issue as well. |
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| **Objective 4:**  Stabilize assistant coach salaries and create continuity in the program. Add an additional coaching stipend to the baseball program due to the high numbers of students in the program. ($15,000) | **Summary of Progress:**  This year we have five coaches involved in practice sessions and games. The baseball program needs to spend money on attending the ABCA convention so the assistant coaches can continue to improve their coaching/teaching skills. An increase in the assistant coaching stipend needs to be addressed by the college, as the program has 50 students in the baseball program which is 19 students over the minimum contract number. |

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| **Objective 5:**  To achieve minimum contract numbers. Recruiting budget increased ($5,000). | **Summary of Progress:**  The baseball coaching staff recruited good as we brought in 50 students, which is 19 students above the minimum contract number for baseball. |

**Current Year Progress and Objectives**

What objectives and tasks are you working on this year? (You may continue objectives from the prior year.)

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| **Objective 1:**  To increase our general fund budget by $19,585 to cover the following areas that have seen an increase in costs: officials ($950), CCCBCA membership dues ($100), travel (food, motels, mileage - $8,300), recruiting budget ($5,000), CCCBCA Sophomore Showcase ($235), equipment and supplies ($5,000). All of these areas have seen significant increases over the past 3-4 years and our budget has not increased during this time period. The state reinstated our game total to 40 in 2017, which is an increase of 4 games from the previous year. | **Action Plan (include who is responsible):**  So far the allocated resources are **insufficient** for the baseball program. The baseball program, due to the high number of students in the program, makes money for the college and is probably one of the top programs on campus for efficiency when it comes to dollars spent per FTES within a program. We have seen an increase in official costs, equipment, supplies, membership dues, and travel with no help from the college to offset these increases that are out of our control. Hopefully the budget committee this year can allocate the additional funding to help offset the increases the athletics department and baseball program has incurred over the past 3 years. |

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| **Objective 2:**  To update and remodel the outdoor hitting facility ($35,000 - $45,000). This update will have a positive effect on student retention, student success, new student attraction, and student learning. | **Action Plan (include who is responsible):**  Terry Baumgartner (baseball coach) and Meredith Aragon (softball coach) are working with alumni, past parents, and local community members to build a new covered hitting facility. Once this facility is finished the impact on the gymnasium floor will also be greatly reduced and instruction hours in the gym will become more manageable. We need more resources to make this project a reality and any help the college can provide would be much appreciated. |
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| **Objective 3:**  Build a coaches locker area/storage area onto the existing clubhouse for the coaches to store equipment, uniforms, and supplies. ($9,000) | **Action Plan (include who is responsible):**  Alumni and community members have offered resources to make this happen. The baseball coaching staff is actively seeking more resources for this project. The current clubhouse is too small to accommodate all the equipment, uniforms, and supplies that we have on inventory. The estimated cost of this project is around $9,000. |
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| **Objective 4:**  Stabilize assistant coach salaries and create continuity in the program. Add an additional coaching stipend to the baseball program due to the high number of students in the program. ($15,000) | **Action Plan (include who is responsible):**  This year we have five coaches being involved in practice sessions and games. However with the increase in students in the baseball program, the number of coaches receiving compensation needs to increase and be approved by the college. Along with that the stipend needs to be increased by $5,500 to help retention of coaches. The baseball program needs to spend money on attending the ABCA convention so the assistant coaches can continue to improve their coaching skills. |

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| **Objective 5:**  To achieve minimum contract numbers. Recruiting budget increased ($5,000). | **Action Plan (include who is responsible):**  The baseball coaching staff (Jason Gay, Nolan Atkins, Ryan Dettman, Jason Hawkins, Terry Baumgartner) is actively recruiting students for Fall 2019. Recruiting trips to Reno, Las Vegas, Chico, Redding, Sacramento, Oregon, and Arizona will be needed to secure and sustain the current quality of student-athletes. |

**Next Year’s New Objectives (fiscal year 2019-20)**

What objectives and tasks will you take on for next year? (You may continue objectives from the prior year.)

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| **Objective 1:**  To increase our general fund budget by $19,350 to cover the following areas that have seen an increase in costs: officials ($950), CCCBCA membership dues ($100), travel (food, motels, mileage - $8,300), recruiting budget ($5,000), supplies ($5,000). All of these areas have seen significant increases over the past 3-4 years and our budget has not increased during this time period. The state has reinstated our game total to 40 in 2017, which is an increase of 4 games. | **Action Plan (include who is responsible):**  Hopefully the budget committee can allocate the additional funding to help offset these uncontrollable increases the baseball program will incur next year. The budget committee covering these increases will help our student success rate, student learning, student safety, and student attraction. |
| **Connection to results from assessment of student learning and/or other plans:**  Athletic Department CPR | **Resources/ Budget needed (if applicable):**  See identified increases in budget proposal |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** |
| **Uncontrollable Increase**: The state has added 4 games to our schedule, therefore we will be traveling for all 4 games in 2019. | |
| **Safety**: With the increase in budget our players will be able to travel and play games safely as compared to trying to fit 4 games into a 2 day situation where injuries could occur. | |
| **New Student Attraction**: The increase in games from 36 to 40 has attracted more interest from prospective students over the past year. We look forward to this addition of games also attracting an even better quality student-athlete for our program. | |
| **Student Success and Retention**: The increase in budget will allow the baseball program to continue to be successful in the areas of Student Success and Retention. | |
| **Relation to Student Learning**: Playing 4 more games each year allows our students to learn more about themselves not only as baseball players but also as people. | |
| **Support for employees to be effective**: The increase in budget will relieve some stress on the baseball coaching staff, which in turn shows that the school supports the mission of the baseball program. All employees want to feel supported and the baseball coaches are no different, as we put in a lot of time and effort to bring student-athletes to FRC. Being a baseball coach at FRC is a 12 month, 24 hour a day job as we want to be as successful as we can and have a positive impact on the campus and community. | |
| **Feasibility**: This is easily feasible and a great way to show support for a program that has consistently brought in high quality numbers and high quality students each year. | |

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| **Objective 2:**  To update and remodel the outdoor hitting facility ($35,000 - $45,000). This update will have a positive effect on student retention, student success, new student attraction, and student learning. | **Action Plan (include who is responsible):**  Terry Baumgartner (baseball coach) and Meredith Aragon (softball coach) are working with alumni, past parents, and local community members to build a new covered hitting facility. Once this covered facility is finished the impact on the gymnasium floor will be greatly reduced and instruction hours in the gym will become more manageable. |
| **Connection to results from assessment of student learning and/or other plans:**  2007-2011 FRC Ed Plan  Goal 3.4 2010-2013 Strategic Plan | **Resources/ Budget needed (if applicable):**  Baseball coaching staff / softball coaching staff / fundraising dollars / labor hours donated / Grant dollars |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** |
| Uncontrollable Increase: | |
| **Safety:** The nets and cage system has not been upgraded since it was put in nearly 20 years ago. Being able to have a covered hitting facility will also provide a safe environment for our student-athletes. | |
| **New Student Attraction**: This upgraded facility would definitely attract new students. We need to find a way to keep up with the big city schools and having a state of the art hitting facility is one of the ways to lure California kids up here to FRC to help increase our FTES. | |
| **Student Success and Retention**: The student success and retention rate will definitely go up for both softball and baseball, as we will be able to spend quality time with our players in a nice facility. | |
| **Relation to Student Learning**: Student learning can be related to student success as plenty of quality learning will be taking place for our student-athletes in the softball and baseball programs. | |
| Support for employees to be effective: | |
| **Feasibility**: This is easily feasible and a great way to show support for a program that has consistently brought in high quality numbers and high quality students each year. | |

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| **Objective 3:**  Stabilize assistant coach salaries and create continuity in the program. Add an additional coaching stipend to the baseball program due to the high numbers of students in the program. ($15,000) | **Action Plan (include who is responsible):**  This year we have five coaches being involved in practice sessions and games for the 3rd year in a row. However with the increase in students in the baseball program, the number of coaches receiving compensation should increase and be approved by the college. I propose the following model for stipends:  1) An increase in stipend positions from 2 to 3 at $9,500 and;  2) An increase in 1 stipend position to Associate Head Coach at $15,000 and leave the other two at $9,500.  This would help tremendously with the retention of coaches and reward coaches for years of service. |
| **Connection to results from assessment of student learning and/or other plans:**  2007-2011 FRC Ed Plan  Goal 3.1 2010-2013 Strategic Plan  Objective 3.1.3 & 3.1.4 2010-2013 Strategic Plan | **Resources/ Budget needed (if applicable):**  Instructional Office / Athletics / General Fund |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** |
| Uncontrollable Increase: | |
| **Safety:** With an added stipend to our baseball program we will have an additional set of eyes on our players which in turn helps our safety during practice and games. | |
| **New Student Attraction**: With the continuity in a coaching staff new students will definitely be attracted to the FRC baseball program. An additional paid assistant will allow us to get out on the recruiting trail more and see more players in state. | |
| **Student Success and Retention**: If students are getting quality instruction then they will be more successful, which will make the students want to come back to FRC. | |
| **Relation to Student Learning**: Again student learning will increase with more coaches teaching the game of baseball. | |
| **Support for employees to be effective**: The baseball program has done a great job throughout the years of bringing in quality student-athletes and putting together quality teams. Therefore it would be appropriate for the program to be rewarded by adding a stipend coach and increasing the stipend of our longest tenured assistant coach at FRC. | |
| **Feasibility**: This is easily feasible and a great way to show support for a program that has consistently brought in high quality numbers and high quality students each year. | |

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| **Objective 4:**  Build a coaches locker area/storage area onto the existing clubhouse for the coaches to store equipment, uniforms, and supplies. The baseball program has improved the return of items and more storage is needed. ($9,000) | **Action Plan (include who is responsible):**  Alumni and community members have offered resources to make this happen. The baseball coaching staff is actively seeking more resources for this project. The current clubhouse is too small to accommodate all the equipment, uniforms, and supplies that we have on inventory. An addition to the existing clubhouse will increase student attraction and student retention. The estimated cost of this project is around $9,000. |
| **Connection to results from assessment of student learning and/or other plans:**  2007-2011 FRC Ed Plan  Goal 3.4 2010-2013 Strategic Plan | **Resources/ Budget needed (if applicable):**  Baseball coaching staff / fundraising dollars / labor hours donated / Maintenance Dept. |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** |
| Uncontrollable Increase: | |
| **Safety:** This could become a safety issue due to the fact we need space for all of our equipment, uniforms, and supplies that we have accumulated over the years. | |
| New Student Attraction: | |
| Student Success and Retention: | |
| Relation to Student Learning: | |
| **Support for employees to be effective**: We need the support to continue to be effective with our inventory. | |
| **Feasibility**: This is easily feasible and a great way to show support for a program that has consistently brought in high quality numbers and high quality students each year. | |

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| **Objective 5:**  To support achieving minimum contract numbers the recruiting budget needs to be increased by $3,500 ($6,000). | **Action Plan (include who is responsible):**  The baseball coaching staff (Jason Gay, Sean Ryan, Ryan Dettman, Jace Puckett, and Terry Baumgartner) is actively recruiting students for Fall 2017. Recruiting trips to Reno, Las Vegas, Chico, Redding, Sacramento, Oregon, and Arizona will be needed to secure the minimum number and sustain the current quality of student-athletes. CCCBCA Sophomore Showcase ($235) and mandatory employee travel related to meetings impact the recruiting budget as well. The baseball program needs to spend money on attending the ABCA convention so the assistant coaches can continue to improve their coaching skills. Also needed will be available and affordable on-campus student housing. |
| **Connection to results from assessment of student learning and/or other plans:**  Athletics Department CPR  Faculty Contract | **Resources/ Budget needed (if applicable):**  Instructional Office / Athletics / General Fund |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** |
| Uncontrollable Increase: | |
| Safety: | |
| **New Student Attraction**: An increase in our recruiting dollars will help the baseball program reach out to more quality student-athletes on a yearly basis. | |
| Student Success and Retention: | |
| Relation to Student Learning: | |
| **Support for employees to be effective**: This increase in recruiting dollars would show support for the employees and allow us to be more effective in our jobs. It will also allow us to not use our personal money to recruit athletes to FRC. As I spend close to the $3,000 of my personal money each year while recruiting. | |
| **Feasibility**: This is easily feasible and a great way to show support for a program that has consistently brought in high quality numbers and high quality students each year. | |

**New Resource Requests for Next Year**

If completing your program’s objectives will require resources from **IT, Facilities, Professional Development, or Additional Staff** please include your request below. This section is for a **future need (next fiscal year)**. If you have an immediate need (e.g., your computer is broken), contact the appropriate committee or administrator.

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| **Need** | **Resource Type** | **Rationale** (include connection to other plans) |
| New Assistant Coach Stipend | Additional Staff | See next year objective 3, current year  objective 4 |
| Covered Hitting Facility | Facilities | See next year objective 2, current year  objective 2 |
| Coaches Locker/Equipment Storage Area | Facilities | See next year objective 4, current year  objective 3 |
| 20% increase to general fund budget | Student Success/Retention | Athletic Department CPR; helps cover increased officiating costs, membership and dues, re-instatement of games, as well as inflation for student travel |

**Summary Update from Comprehensive Program Review**

Based on information and/or data provided:

* **Describe the current status of the Program/Depart/Service Area.**

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| The FRC Baseball program as a whole is in decent shape with the current structure. However, a few changes should be made to our budget, assistant coach pay structure, and our outdoor batting cages so we can continue to increase the FTES in the baseball program.  We also need to increase our general fund budget by $19,585 to cover the following areas that will incur an uncontrollable increase in costs: officials, membership dues, travel (food, motels, and mileage), equipment, and supplies. All of these areas have seen significant increases over the past 3-4 years and our budget has not increased. The state reinstated our game total to 40 in 2017, which is an increase of 4 games, so this increase should be accounted for in our budget.  The assistant coach pay structure we currently have needs to be improved so we can have not only retention with our coaches, but also attract quality coaches to our college. An increase in the current stipend structure by $5,500 is needed and feasible with all the work my assistant coaches do for the baseball program, baseball facilities, and college and community as a whole.  The outdoor hitting facility is in need of a major upgrade. No improvements have been made to the structure since Fall 1997, so new batting nets and additional cages are definitely needed. The baseball and softball teams have been combining on a golf tournament the last seven years to raise money for this project, however the project costs around $35k - $45k. This facility improvement will help both programs with student retention, student learning, program success, new student attraction, and increasing FTES. |

* **Explain significant issues and/or changes that have occurred since the last comprehensive review.**

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| From the athletic department there are concerns about the future of the college in regards to attracting quality student-athletes and retention. With the loss of Good Neighbor students from Nevada, and the increase in tuition dollars for in-state and out-of-state students, the question that needs to be answered is: Where does FRC expect to attract student-athletes from and how do we retain them once we get them on campus? Also where do we as a college expect these new students to live in the future?  The top two objectives every year for the Baseball program deal with this issue head on, so we need to stabilize assistant coach salaries, find affordable student housing, and improve/update our hitting facility. If these three things can happen then FRC baseball will be able to attract quality student-athletes, retain them for two years, and increase on-campus FTES. |

* **Briefly explain significant changes expected during the upcoming year.**

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| The baseball program has increased the schedule by 4 games the last two spring seasons, so we need an increase in travel dollars to accommodate this increase. Our recruiting efforts are changing as we are trying to get the coaches out on the road more to meet quality student-athletes and increase our in-state FTES and this comes with an increase in our recruiting budget that has yet to be addressed by the college.  Goals for 2018-2019   * Retain continuity in coaching staff. * Start the first phase of hitting facility project by pouring concrete by November, 2018. * Recruit and retain quality student-athletes from California and all across the country. * Compete for GVC baseball championship. * Increase in-state FTES in the baseball program. * Continue to have a positive impact on the FRC community and Quincy |

**Appendix**

Attach supporting documents as appropriate.



**ANNUAL Program Review**

**Name of Program/Department/Service Area: Beach Volleyball**

**Name of Person Submitting this Review:** Sarah Ritchie

**Date of Submission:** 10/20/2018

**Management Area (check one):**  **Administrative Services**

**Instruction**

**Student Services**

**Assessment of Past Progress**

Describe your progress on your previous year’s (2017-18) objectives:

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| **Objective 1:**  To increase our general fund budget by 20% to cover the following areas: officiating costs, membership dues, and travel expenses. All of these areas have seen significant increases over the past 3-4 years and our budget has not increased during this time period | **Summary of Progress: NO PROGRESS WAS MADE!** |
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| **Objective 2:**  To increase head coach and assistant coaching stipends which would allow the program to attract and/or retain qualified coaches. | **Summary of Progress: NO PROGRESS WAS MADE!** |
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**Current Year Progress and Objectives**

What objectives and tasks are you working on this year? (You may continue objectives from the prior year.)

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| **Objective 1:**  To increase our general fund budget by $3,000 to cover the following areas: student meals and travel expenses. All of these areas have seen significant increases over the past 3-4 years and our budget has not increased during this time period. | **Action Plan (include who is responsible):**  Budget committee can allocate the additional funding to help offset the increases the athletics department has incurred over the past 3 years |
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| **Objective 2:**  To increase the volleyball recruiting budget to  cover the **actual** costs of recruiting. $500 increase would cover the expenses that coaches incur when recruiting our student athletes | **Action Plan (include who is responsible):**  Budget committee can allocate the additional funding |
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**Next Year’s New Objectives (fiscal year 2019-20)**

What objectives and tasks will you take on for next year? (You may continue objectives from the prior year.)

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| --- | --- |
| **Objective 1:**  To increase our general fund budget by $3,000 to cover the following areas: student meals and travel expenses. All of these areas have seen significant increases over the past 3-4 years and our budget has not increased during this time period. | **Action Plan (include who is responsible):**  Budget committee can allocate the additional funding to help offset the increases the athletics department has incurred over the past 3 years |
| **Connection to results from assessment of student learning and/or other plans:**  Athletic Department CPR | **Resources/ Budget needed (if applicable):**  A $3,000 increase to the volleyball budget is needed |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** |
| Uncontrollable Increase: | |
| Safety: | |
| New Student Attraction: | |
| Student Success and Retention: | |
| Relation to Student Learning: | |
| Support for employees to be effective: | |
| Feasibility: | |

If completing your program’s objectives will require resources from **IT, Facilities, Professional Development,** or **Additional Staff** please include your request below. This section is for a **future need** (next fiscal year). If you have an immediate need (e.g. your computer is broken), contact the appropriate committee or administrator.

|  |  |  |
| --- | --- | --- |
| **Need** | **Resource Type** | **Rationale** (include connection to other plans) |
|  |  |  |

**Summary Update from Comprehensive Program Review**

Based on information and/or data provided:

* Describe the current status of the Program/Depart/Service Area.

|  |
| --- |
| Beach Volleyball is in its 5th season of existence here at Feather River College. We are looking to build off of last year’s successful season, where we took 2nd place in the big eight conference and made it to the CCCAA Beach Volleyball State Championships! We currently have 13 beach only players and will be adding 6 dual sport athletes in the spring. |

* Explain significant issues and/or changes that have occurred since the last comprehensive review.

|  |
| --- |
| No changes have occurred |

* Briefly explain significant changes expected during the upcoming year.

|  |
| --- |
| No Changes expected but will continue with the following successes:   * Excel in our conference * Make it to the state championships again * Recruit and retain quality student athletes * 100% matriculation rate * Continue to have a positive impact on community * Continue to have a team GPA of 3.2 or higher |

**Appendix**

Attach supporting documents as appropriate.



**ANNUAL Program Review**

**Name of Program/Department/Service Area: Feather River Fitness Center**

**Name of Person Submitting this Review:** Merle Trueblood/Meredith Aragon

**Date of Submission:** 10/25/18

**Management Area (check one):**  **Administrative Services**

**Instruction**

**Student Services**

**Assessment of Past Progress**

Describe your progress on your previous year’s objectives:

|  |  |
| --- | --- |
| **Objective 1:**  Research sustainable energy alternatives for the facility | **Summary of Progress:**  Solar panel were purchase din June of 2015. The Solar panels were added Spring 2018. Planning with the County for GEO thermal has been approved and no movement as of yet. |
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| --- | --- |
| **Objective 2:** : Increase membership by building community and HES Gym. | **Summary of Progress:** no movement |
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| **Objective 3:** Pool repair: tile, deck, pool covers, and overhead pool cover | **Summary of Progress:**  The health department has written us up for unsatisfactory tile and poll deck. We completed the pool deck (Tile and Cooping) We are looking into pool covers. This will help to retain the heat that the solar panels are adding to the overall water temperature. No movement has been made on the pool overs or the overhead pool cover. |
|  |  |
| **Objective 4:** Replace computers and POS system | **Summary of Progress**: No Movement – it is to be noted here that every day that passes that the computer system and POS is at risk for failure and we would lose all our information and sources of payment. |

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| **Objective 5**: Implement aTuition based fee for all students so we can continue to fund facility so that it generates revenue and remains a valuable resource for students, community members, and campus staff. | **Summary of Progress:** No Movement |
|  |  |
| **Objective 6:** Implement a 3-5 year plan. We will need to start replacing old and worn out/broken equipment**.** | **Summary of Progress:** No Movement  We did purchase some new cardio equipment because of a donation only. (4 pieces) |
| **Objective 7:** Address the credit card overtures. We have a shortfall of $1,700-2,000 per year. Possibly look at options to better help service our credit card users and the amount we are spending to run the credit cards. | **Summary of Progress:** No movement |

**Current Year Progress and Objectives**

What objectives and tasks are you working on this year? (You may continue objectives from the prior year.)  
Will your allocated resources be sufficient given your objectives?

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| --- | --- |
| **Objective 1:** Install sustainable energy alternatives such as Geo Thermal to be installed to reduce energy costs and become more environmentally friendly. | **Action Plan (include who is responsible):**  Work with the facilities department, FR Foundation, and Director of facilities to update energy sources. Equipment is purchased and just needs installation. Solar has been purchased a year and a half ago and is not installed as of yet. |
| **Connection to results from assessment of student learning and/or other plans:** Sustainability Management Plan, Strategic Plan. | **Resources/Budget Needed:** $  $26,465.15 Geo Thermal - no movement |

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| --- | --- |
| **Objective 2**: Increase membership by building community and HES Gym. | **Action Plan (include who is responsible):**  Work collaboratively with Foundation, Director of Facilities, facility counsel, and the director of athletics to identify and build gym for HES and community. |
| **Connection to results from assessment of student learning and/or other plans:** Facilities Plan, Strategic Plan | **Resources/Budget Needed:** Undetermined – $450,000 Total lease - $54k lease payments for yearly total. No movement yet. |

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| --- | --- |
| **Objective 3:** Replace pool covers and overhead pool cover | **Action Plan (include who is responsible):**  We are in need of new pool covers that can be taken on and off daily. The new pool covers will allow limited staff to take them off and put them on without restraint. The pool covers will also allow for the retention of higher temperatures for longer seasonal pool usage. The current covers no longer float and are falling to pieces. We are also are continuing options to cover the pool completely. (Indoor pool use) |
| **Connection to results from assessment of student learning and/or other plans:** Facilities Plan, Strategic Plan | **Resources/Budget Needed:** Undetermined – $18,000 Pool deck – Completed  $175,000 Pool cover – No movement |

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| --- | --- |
| **Objective 4:** Replace computers and POS system | **Action Plan (include who is responsible):**  The computer system which allows us to track membership continue to be out of date and fails quit often. The Point of sale computer is extremely limited in its usage and tracking. |
| **Connection to results from assessment of student learning and/or other plans:** Facilities Plan, Strategic Plan | **Resources/Budget Needed:** Undetermined – $9,500 – No Movement |

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| --- | --- |
| **Objective 5**: Implement aTuition based fee for all students so we can continue to fund facility so that it generates revenue and remains a valuable resource for students, community members, and campus staff. | **Action Plan (include who is responsible):**  Increase membership, increase attractiveness of facility, increase course offerings, increase community classes, remain a valuable center for health opportunities, purchase new equipment for members, increase exposure of services available to students and community members at large. – No Movement |
| **Connection to results from assessment of student learning and/or other plans:**  Strategic Planning | **Resources/Budget Needed:**  Revenue of $140,000 |
| **Objective 6:** Implement a 3-5 year plan. We will need to start replacing old and worn out/broken equipment**.** We would like to consider the option of leasing equipment. | **Action Plan:** Look into funding for replacement of one or more “bigger” pieces of equipment a year. This will over all keep the cost down of the replacement of multiple pieces at one time. On average these pieces would cost $2,000-$5,000 on what piece we are replacing. – No Movement  We would like to look into the options of leasing equipment. |

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| --- | --- |
| **Objective 7:** Address the credit card overtures. We have a shortfall of $1,700-2,000 per year. Possibly look at options to better help service our credit card users and the amount we are spending to run the credit cards. | **Action Plan:** Discuss with the business office and financial services to see what options we have to better outsource a new company or how to address these overtures.– No movement |

**Next Year’s New Objectives (fiscal year 2018-19)**

What objectives and tasks will you take on for next year? (You may continue objectives from the prior year.)

|  |  |
| --- | --- |
| **Objective 1:** Install sustainable energy alternatives such as Geo Thermal to reduce energy costs and become more environmentally friendly. | **Action Plan (include who is responsible):**  Work with the facilities department, FR Foundation, and Director of facilities to update energy sources. Equipment is purchased and just needs installation. |
| **Connection to results from assessment of student learning and/or other plans:** Sustainability Management Plan, Strategic Plan.   |  | | --- | | Uncontrollable Increase: Saving of $20,000 annually if they are both installed. | | Safety: No impact | | New Student Attraction: Yes it will attract new students and membership | | Student Success and Retention: Ye sit will improve retention and success. | | Relation to Student Learning: Will fulfill SLO”s | | Support for employees to be effective: Yes it will help allow new offerings in the HES dept. | | Feasibility: Very Feasible | | **Resources/Budget Needed:** $  $26,465.15 Geo Thermal |

|  |  |
| --- | --- |
| **Objective 2**: Increase membership by building community and HES Gym. | **Action Plan (include who is responsible):**  Work collaboratively with Foundation, Director of Facilities, facility counsel, and the director of athletics to identify and build gym for HES and community. |
| **Connection to results from assessment of student learning and/or other plans:** Facilities Plan, Strategic Plan   |  | | --- | | Uncontrollable Increase: Will increase FTE by have the HES department offer new classes. | | Safety: Will allow the on campus facilities to be used for their intended purpose. Which will lower liability and safety issues. | | New Student Attraction: Will attract new students | | Student Success and Retention: Will help with retention and increase success. | | Relation to Student Learning: Will enable us to fulfill our | | Support for employees to be effective: | | Feasibility: | | **Resources/Budget Needed:** Undetermined – $450,000 Total lease - $54k lease payments for yearly total. |

|  |  |
| --- | --- |
| **Objective 3:** Cover the pool for year around usage. | **Action Plan (include who is responsible):**  By covering the pool, we will have year around access to aquatic fitness. It will help with our curriculum and HES department goals. |
| **Connection to results from assessment of student learning and/or other plans:** Facilities Plan, Strategic Plan   |  | | --- | | Uncontrollable Increase: One time funding | | Safety: Eliminate current safety issues. | | New Student Attraction: Will attract new students by offering year around fitness and rehab opportunities. | | Student Success and Retention: Will help retain students. | | Relation to Student Learning: Will help fulfill SLO’s requirments | | Support for employees to be effective: Absolutely will help with the employees effectiveness at the fitness center and athletic traiing staff. | | Feasibility: Very feasible. Plans have been requested and received. | | **Resources/Budget Needed:** Undetermined –  $105,000 Pool cover – |

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| --- | --- |
| **Objective 4:** Replace computers and POS system | **Action Plan (include who is responsible):**  The computer system which allows us to track membership continue to be out of date and fails quit often. The Point of sale computer is extremely limited in its usage and tracking. |
| |  | | --- | | Uncontrollable Increase: This purchase will help with accountability and overview. | | Safety: by tracking nonmembers, this will help cut down on Liability and safety issues. | | New Student Attraction: No it will not help. | | Student Success and Retention: No it will not help | | Relation to Student Learning: No it will not help | | Support for employees to be effective: Yes it will help by having accurate information on usage. | | Feasibility: Very feasible | | **Resources/Budget Needed:** Undetermined – $9,500 – |

|  |  |
| --- | --- |
| **Objective 5**: Implement aTuition based fee for all students so we can continue to fund facility so that it generates revenue and remains a valuable resource for students, community members, and campus staff. | **Action Plan (include who is responsible):**  Increase membership, increase attractiveness of facility, increase course offerings, increase community classes, remain a valuable center for health opportunities, purchase new equipment for members, increase exposure of services available to students and community members at large. |
| **Connection to results from assessment of student learning and/or other plans:**  Strategic Planning | **Resources/Budget Needed:**  Revenue of $140,000 |
| |  | | --- | | Uncontrollable Increase: Will provide revenue of $140,000 annually | | Safety: Will help with moral and budget which | | New Student Attraction: Will attracted new students to the fitness center. | | Student Success and Retention: The HUB will help with Student success. | | Relation to Student Learning: Will help fulfill Student learning outcomes. | | Support for employees to be effective: Will support employees by having additional students to instruct. | | Feasibility: Very Feasible. |   **Objective 6:** Implement a 3-5 year plan for replacement of machines. We will need to start replacing old and worn out/broken equipment**.**   |  | | --- | | Uncontrollable Increase: Commercial machines life expectancy is approximately 3-4 years. So this will be a repetitive cost | | Safety: Current machines are broken and out of order. | | New Student Attraction: Will attract new students and membership to the facility. | | Student Success and Retention: Will help with student success and retention. | | Relation to Student Learning: Will help fulfill Student learning outcomes. | | Support for employees to be effective: Most divinity as it will cut down on the complaints. | | Feasibility: Very feasible. |   Consideration of leasing equipment needs to be noted here. | **Action Plan:** Look into funding for replacement of one or more “bigger” pieces of equipment a year. This will over all keep the cost down of the replacement of multiple pieces at one time. On average these pieces would cost $2,000-$5,000 on what piece we are replacing. We would like to consider our leasing options of new equipment. This would keep the one “big” cost down and allow us to always have newer and warranted machines. |
| **Objective 7:** Address the credit card overtures. We have a shortfall of $1,700-2,000 per year. Possibly look at options to better help service our credit card users and the amount we are spending to run the credit cards.   |  | | --- | | Uncontrollable Increase: It is based upon membership which is higher than normal. | | Safety: No safety issues | | New Student Attraction: None | | Student Success and Retention: None | | Relation to Student Learning: None | | Support for employees to be effective: Yes it will ensure membership. | | Feasibility: | | **Action Plan:** Discuss with the business office and financial services to see what options we have to better outsource a new company or how to address these overtures. |

If completing your program’s objectives will require resources from **IT, Facilities, Professional Development,** or **Additional Staff** please include your request below. This section is for a **future need** (next fiscal year). If you have an immediate need (e.g. your computer is broken), contact the appropriate committee or administrator.

|  |  |  |
| --- | --- | --- |
| **Need** | **Resource Type** | **Rationale** (include connection to other plans) |
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**Summary Update from Comprehensive Program Review**

Based on information and/or data provided:

1. Describe the current status of the Program/Depart/Service Area.

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| --- |
| The fitness center is in dire need of support from the facilities and IT department. |

1. Explain significant issues and/or changes that have occurred since the last comprehensive review.

|  |
| --- |
| Solar panels was the only significant upgrade |

1. Briefly explain significant changes expected during the upcoming year.

|  |
| --- |
| We need help with machines, facilities, and equipment. |

**Appendix**

Attach supporting documents as appropriate.



**ANNUAL Program Review**

**Name of Program/Department/Service Area: Football**

**Name of Person Submitting this Review:** Nick Goulet

**Date of Submission:** 10/17/18

**Management Area (check one):**  **Administrative Services**

**Instruction**

**Student Services**

**Assessment of Past Progress**

Describe your progress on your previous year’s objectives:

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| --- | --- |
| **Objective 1:**  Purchase a Classic 2 Pan Rae Crowther Sled. | **Action Plan (include who is responsible):**  **A sled WAS purchased, but not this particular type, additionally, a QB net was purchased to help enhance the program through instructional money from the Instruction office.** |
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| **Objective 2:**  Purchase a set of new away jerseys. The current white jerseys to be worn for away contests have been in use for at least four seasons (counting the current season). They are worn out, torn up, and we really need a new set. | **Action Plan (include who is responsible):**  **Objective was met.** |

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| **Objective 3:**  An additional paid coaching position would be of great value to the program and greatly enhance our ability to serve our student athletes.  The position would mirror our existing assistant coaching positions with a $9,500 stipend plus any course instruction the coach would be qualified to teach. | **Action Plan (include who is responsible):**  **Not met.** |

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| **Objective 4:**  A position that would entail a mix part Equipment Manager, part assistant coach. | **Action Plan (include who is responsible):**  **Not met.** |

**Current Year Progress and Objectives**

What objectives and tasks are you working on this year? (You may continue objectives from the prior year.)

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| --- | --- |
| **Objective 1:**  Continue to support the new weight room in the old maintenance building as part of the ‘big move’. Dr. Trutna estimated a potential completion date to be near spring break of 2018. However, if not completed, it is the number one objective of the football program to have a weight room completed. | **Action Plan (include who is responsible):**  **Space and equipment were met, work not completed.** |
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| **Objective 2:**  Complete renovation of area identified for relocation of football locker room. | **Action Plan (include who is responsible):**  **Not met.** |
|  |  |

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| --- | --- |
| **Objective 3:**  Secure a method of laundering uniforms for the football program that will ensure the lifetime of the uniforms | **Action Plan (include who is responsible):**  **Not met.** |
|  |  |

|  |  |
| --- | --- |
| **Objective 4:**  Add an Associate Head Coach to the football coaching staff. | **Action Plan (include who is responsible):**  **Not met.** |
|  |  |

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| --- | --- |
| **Objective 5:**  Purchase new technology equipment for instructional use that will create additional, and necessary, classroom space.  Projector and lap top(s) | **Action Plan (include who is responsible):**  **Not met.** |

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| --- | --- |
| **Objective 6:**  Increase student travel to accommodate travel in Charter busses. Currently we have been forced to charter 2 buses on separate dates for reasons beyond program control thus forcing us over budget in student travel. It is anticipated the same reasons will exist next year. | **Action Plan (include who is responsible):**  **Not met.** |

**Next Year’s New Objectives (fiscal year 2018-19)**

What objectives and tasks will you take on for next year? (You may continue objectives from the prior year.)

|  |  |
| --- | --- |
| **Objective 1:**  Complete renovation of area identified for relocation of football locker room. | **Action Plan (include who is responsible):**  This relocation is included in the plans of the ‘Big Move’. |
| **Connection to results from assessment of student learning and/or other plans:**  Big Move, Athletic Training APR, Athletic APR | **Resources/ Budget needed (if applicable):**  Unknown. |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** |
| Uncontrollable Increase: One Time Funding | |
| Safety: The safety impacts Athletic Training more than it does football. See Athletic Training APR. | |
| New Student Attraction: Huge asset for football program for recruiting | |
| Student Success and Retention: This will have a large impact on retention, and will help legitimize the football program as a successful sports program that cares about its players. | |
| Relation to Student Learning: This will have a huge impact on the Athletic Training program. | |
| Support for employees to be effective: By moving the current football locker room, this will allow the entire Athletic Training program and HES related classes to thrive. | |
| Feasibility: Feasible – already included in the ‘Big Move’. | |

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| --- | --- |
| **Objective 2:**  Secure a method of laundering uniforms for the football program that will ensure the lifetime of the uniforms | **Action Plan (include who is responsible):**  Find a professional method or vendor who can properly launder uniforms which will extend the life of the uniforms. To purchase uniforms is approximately $10,000 and are supposed to have a 3-5 year life span. Not properly caring for them lessens that lifetime and weakens the fabric. |
| **Connection to results from assessment of student learning and/or other plans:**  None | **Resources/ Budget needed (if applicable):**  Additional funding for laundering services – General Fund. |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):**  **1100 71010 5050 083550**  **$2000** |
| Uncontrollable Increase: On going | |
| Safety: None | |
| New Student Attraction: Impacts attraction. Football players don’t want to wear torn and tattered uniforms year after year. | |
| Student Success and Retention: This will have a minimal impact on retention, does not impact success. | |
| Relation to Student Learning: None | |
| Support for employees to be effective: Currently my staff and I are cleaning the uniforms and it takes approximately 10 hours to clean those uniforms properly after each use and it impacts our time to focus on other football related items. | |
| Feasibility: highly feasible. | |

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| **Objective 3:**  Add an Associate Head Coach to the football coaching staff. | **Action Plan (include who is responsible):**  Add position to current staffing model. |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/ Budget needed (if applicable):**  $15000 |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):**  **1100 71010 1240 083550** |
| Uncontrollable Increase: Ongoing | |
| Safety: The safety impacts the supervision of 100+ football players | |
| New Student Attraction: Huge asset for football program for recruiting | |
| Student Success and Retention: This will have a large impact on success, and will help the football program to offer a more structured learning environment, and can greatly increase our ability to recruit students and transfer them to the next level. | |
| Relation to Student Learning: This will DIRECTLY impact learning on the field and in the classroom. | |
| Support for employees to be effective: Adding this position allows ALL coaches to have a greater impact PER STUDENT by lessening the student/teacher ratio. | |
| Feasibility: Feasible | |

|  |  |
| --- | --- |
| **Objective 4:**  Purchase new technology equipment for instructional use that will create additional, and necessary, classroom space.  Projector and lap top(s) | **Action Plan (include who is responsible):**  The available classrooms that can hold the number of students in our HES classes is extremely limited and almost never available in the current schedule for all classes on campus. Purchasing this equipment will allow us to have any number of spaces that don’t already have ‘smart’ classroom technology to now be functional for our instructional needs. |
| **Connection to results from assessment of student learning and/or other plans:**  Football SLO’s | **Resources/ Budget needed (if applicable):**  **$2,000** |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):**  **1100 71010 6410 083550** |
| Uncontrollable Increase: One Time Funding | |
| Safety: None | |
| New Student Attraction: None | |
| Student Success and Retention: This will have a large impact on student success in our HES classes | |
| Relation to Student Learning: This will have a direct impact on learning. | |
| Support for employees to be effective: This will allow the Football instructors to be more effective, even in unconventional classrooms. | |
| Feasibility: Highly feasible. | |

If completing your program’s objectives will require resources from **IT, Facilities, Professional Development,** or **Additional Staff** please include your request below. This section is for a **future need** (next fiscal year). If you have an immediate need (e.g. your computer is broken), contact the appropriate committee or administrator.

|  |  |  |
| --- | --- | --- |
| **Need** | **Resource Type** | **Rationale** (include connection to other plans) |
| IT | Laptop; Projector | See Objective 4 |
| Associate Head Coach | Additional Staff | See Objective 3 |
| Locker Room | Facilities | See Objective 1 |

**Summary Update from Comprehensive Program Review**

Based on information and/or data provided:

* Describe the current status of the Program/Depart/Service Area.

|  |
| --- |
| The current status of the program has been on an upward trajectory. We have set out to address specific criteria within the program that we feel will lead to the overall development of our players and this institution. Four particular areas of focus drive the evaluation process within this program: roster, development, academics, and record. The size of the roster has increased since last season with a focus of trying to get more local with the recruiting base. We checked in 102 players for fall camp this year and are down to 84 through attrition. That number included 24 CA residents and 26 NV residents, which is a dramatic increase from last year’s roster. The development of or athletes has will continue to improve with the addition of the new weight room as part of the ongoing ‘big move’ project. We have seen players strive for improvement and as a program were able to transfer seventeen of seventeen sophomores from last year’s squad. We also have continued to make strides within the campus community. Our team GPA was over 2.8 during the fall and the student athletes have been major participants in events and programs like Summer Bridge, etc. Lastly, the on field product is continuing to move forward. Our team has two wins at the half way point of the season and look to add a third win which would be the most since 2013. As we progress, the immediate goal is for the program to reach .500 and be bowl eligible. |

* Explain significant issues and/or changes that have occurred since the last comprehensive review.

|  |
| --- |
| The main change that has occurred since the last comprehensive review has been the addition of the weight room. It has changed the way we are able to operate as a program and has provided some normalcy in comparison to college football programs. The addition will lead to one of the major program goals that includes player development. Another plus will be seen in the attraction of student athletes. While it should help assist in the efforts of recruiting, the project needs to be completed in order to truly reap the benefits of completed facility improvements. The completion would include, but not be limited to; locker room, laundry facility, storage facility, bathroom, outside clean up, etc.  Aside from the converted maintenance facility as the start of positive change, the other issues listed in last year’s comprehensive review, remain the same. I sighted the lack of football staff, both coaches and equipment management. Most staffs among competitive schools have eight to ten coaches and have one and commonly two equipment technicians. As a staff we are coaching multiple positions, as well as other duties and my wife is doing team laundry…23 loads each Sunday following each game. We just need to get more current in an ever evolving football world. |

* Briefly explain significant changes expected during the upcoming year.

|  |
| --- |
| Expected changes would be in regards to the completion of the field house. A locker room and necessary amenities are essential to the continued growth of the program. I would like to sustain the incoming recruiting numbers, but do a better job with retention. We brought a lot of student athletes to campus, but have lost numbers for a variety of reasons; dorm conditions, locker room space, or just their playing status on the team. We need to work as an institution to make these students comfortable and justify the money the football players are spending on this campus. I also plan on continuing the on field direction of the program. To date, we already have improved our win total from a year ago and have half a season left. In addition, I also expect to hear back about this process. I never heard about the evaluation of the review or what was acknowledged, granted, or discussed from last year’s comprehensive review. Something viewed as comprehensive should have some sort of debrief, etc. to provide feedback to those evaluating their program’s status. |

**Appendix**

Attach supporting documents as appropriate.



**ANNUAL Program Review**

**Name of Program/Department/Service Area: lake almanor fitness/instruction/hes**

**Name of Person Submitting this Review:** Merle Trueblood

**Date of Submission:** 10/28/18

**Management Area (check one):**  **Administrative Services**

**Instruction**

**Student Services**

**Assessment of Past Progress**

Describe your progress on your previous year’s objectives:

|  |  |
| --- | --- |
| **Objective 1:** Continue to collaborate with Lake Almanor basin area and LAFC to increase health opportunities. | **Summary of Progress:** Securing a 3-5-year agreement with Feather River College would help ensure stability and allow LAFC to promote their services long term to the surrounding community. Have yet to secure this kind of long term contract. |
|  |  |

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| --- | --- |
| **Objective 2:** Increase Instructional offerings at the LAFC facility. | **Summary of Progress:** New curriculum has been written and approved that will allow LAFC to operate until the guidelines from the Chancellors office change. Objective has been met. |

**Current Year Progress and Objectives**

What objectives and tasks are you working on this year? (You may continue objectives from the prior year.)

|  |  |
| --- | --- |
| **Objective 1:**  Stay within the Title V curriculum requirements | **Action Plan (include who is responsible):**  Review SLO’s, curriculum and service contract annually. Objective has been met. |
| **Connection to results from assessment of student learning and/or other plans:**  Ed Plan, Strat Plan | **Resources/Budget Needed:** |

**Next Year’s New Objectives (fiscal year 2019-20)**

What objectives and tasks will you take on for next year? (You may continue objectives from the prior year.)

|  |  |
| --- | --- |
| **Objective 1: Secure long term 3-5 year contract to ensure stability and FTE growth.** | **Action Plan (include who is responsible):** Long term contract. CEO, Dean of Instruction, Director of Athletics. |
| Connection to results from assessment of student learning and/or other plans: As result of a long term agreement, LAFC can then upgrade equipment and facilities to ensure complete compliance with our curriculum standards. | Resources/ Budget needed (if applicable): None needed. |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** |
| Uncontrollable Increase: It will ensure a stable contract so we can budget accordingly for years to come. | |
| Safety: Most definitely as they will be able to repair facilities and equipment as needed. | |
| New Student Attraction: This will help secure and attract new students to LAFC. | |
| Student Success and Retention: Will expose students back to college and help retain students form the Lake Almanor basin area. | |
| Relation to Student Learning: It will help with the class SLO’s. | |
| Support for employees to be effective: Will secure long term instructors. | |
| Feasibility: Highly feasible. | |

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| **Objective 2:** Renegotiate reimbursement rate of FTES | **Action Plan (include who is responsible):** CEO, Dean of Instruction, and Director of Athletics. |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/ Budget needed (if applicable):** |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** |
| Uncontrollable Increase: Will set dollar amount or years to come and ensure long term enrollment. | |
| Safety: By securing long term contract, it will ensure stability. | |
| New Student Attraction: Yes, It will attract new students. | |
| Student Success and Retention: Yes it will help retain students form the Lake Almanor basin. | |
| Relation to Student Learning: Yes it will help with SLO’s | |
| Support for employees to be effective: It will ensure long term employee. | |
| Feasibility: Very feasible as we currently pay minimal amount for contract. | |

If completing your program’s objectives will require resources from **IT, Facilities, Professional Development,** or **Additional Staff** please include your request below. This section is for a **future need** (next fiscal year). If you have an immediate need (e.g. your computer is broken), contact the appropriate committee or administrator.

|  |  |  |
| --- | --- | --- |
| **Need** | **Resource Type** | **Rationale** (include connection to other plans) |
|  |  |  |

**Summary Update from Comprehensive Program Review**

Based on information and/or data provided:

* Describe the current status of the Program/Depart/Service Area.

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| --- |
| Currently LAFC is operating on a 1 year contract. By increasing it to a 3-5 year contract they can make programmatic decision to help the instructional areas at their facility. |

* Explain significant issues and/or changes that have occurred since the last comprehensive review.

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| --- |
| None |

* Briefly explain significant changes expected during the upcoming year.

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| --- |
| We would like to stabilize the agreement with LAFC. They have proven to be an asset to FRC and the Lake Almanor Basin community. Linking the college with the community. |

**Appendix**

Attach supporting documents as appropriate.



**ANNUAL Program Review**

**Name of Program/Department/Service Area: Health & exercise Studies/Men’s Basketball**

**Name of Person Submitting this Review:** Randy Rick

**Date of Submission:** 10/18/18

**Management Area (check one):**  **Administrative Services**

**Instruction**

**Student Services**

**Assessment of Past Progress**

Describe your progress on your previous year’s (2017-18) objectives:

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| --- | --- |
| **Objective 1:** | **Summary of Progress:** |
| To achieve minimum contract numbers for Fall 2019 in conjunction with current COA rules and regulations, With the new CCCAA rule which allows us to recruit the state of California students I will be proactive in targeting this population. Also, with the new adoption of FRC to endorse California residency to out-of-state students I will also make it a goal to recruit students from outside California | **Action Plan (include who is responsible):**  Being the head coach of the Men’s Basketball program I recruited 13 student-athletes from California. I met this goal and can improve on overall numbers with the increase of recruiting numbers. |

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| **Objective 2:**  To increase the general fund budget by $3,500 to subsidize the following areas: officiating costs, membership dues, and travel expenses, and supplies. All of these areas have seen significant increases over the last year. | **Summary of Progress:**   |  | | --- | | Did not accomplish this. | |
|  | **Action Plan (include who is responsible):**  I submitted my expressed needs through my APR as well as lobbying with members of the Budget Committee to no avail. |

**Current Year Progress and Objectives**

What objectives and tasks are you working on this year? (You may continue objectives from the prior year.)

|  |  |
| --- | --- |
| **Objective 1:** |  |
| To achieve minimum contract numbers for Fall 2018 in conjunction with current COA rules and regulations, With the new CCCAA rule which allows us to recruit the state of California students I will be proactive in targeting this population. Also, with the new adoption of FRC to endorse California residency to out-of-state students I will also make it a goal to recruit students from outside California | I will continue to focus on recruiting California residents. |

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| **Objective 2:** |  |
| To increase the general fund budget by $3,500 to subsidize the following areas: officiating costs, membership dues, and travel expenses, and supplies. All of these areas have seen significant increases over the last year. The tournament fees alone have increased from $350.00 per tournament to $550.00. This is a staggering unexpected increase. | I along with Merle Trueblood will work to attain an increase in the 2019-20 general fund budget to meet and maintain the annual increase of membership dues, travel expenses, supplies.  Hotel rates have increased $10.00 to $40.00 per room depending on the geographical location. CCCAA coaches’ membership dues have increased $50.00 per year. Other supplies such as nets ($8.00), video chips ($25.00), basketballs ($52.00 each), travel sweats $1,300.00, travel bags $600.00.  Merle Trueblood, myself and the budget committee are responsible for prioritizing and meeting our needs. |
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| --- | --- |
| **Objective 3:**  To help facilitate helping out Women’s Volleyball and Soccer teams attain a locker room which would align with our goals in keeping in accordance with Title 9. This move would also create a much needed space increase for the training facility. To do so the football team must leave their current location in the MPB. | **Action Plan (include who is responsible):**  Merle Trueblood, the coaches here at FRC have created a detailed plan to make this vision a possibility. |

**Next Year’s New Objectives (fiscal year 2019-20)**

What objectives and tasks will you take on for next year? (You may continue objectives from the prior year.)

|  |  |
| --- | --- |
| **Objective 1:**  To achieve minimum contract numbers for Fall 2019 in conjunction with current COA rules and regulations, With the new CCCAA rule which allows us to recruit the state of California students I will be proactive in targeting this population. Also, with the newly adoption of FRC to endorse California residency to out-of-state students I will also make it a goal to recruit students from outside California | **Action Plan (include who is responsible):**  Being the head coach of the Men’s Basketball program I am ultimately responsible to recruit to my program. I will do so by using our FRC resources and budgetary monies. It is my goal to get more money in order to do a more proficient job in recruiting. I would like to ask for an additional $1,000.00 which would help in recruiting students to FRC. |
| **Connection to results from assessment of student learning and/or other plans:**  My tenure contractual agreement along with the Strategic Enrollment committee’s help. | **Resources/ Budget needed (if applicable):**  Additional increase of $1,000.00 to recruit in state and out of state students. |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):**  Men’s Basketball 1100 74010 5100 083550  Employee Travel |
| Uncontrollable Increase: The cost of travel increases annually. | |
| Safety: N/A | |
| New Student Attraction: creating a subsequent budget to adequately recruit, we will create an environment to attract positive student-athletes to FRC. | |
| Student Success and Retention: with the positive resources we will create opportunities for student success and retention. | |
| Relation to Student Learning: within a positive well-funded financial recruiting base, we will attract students and promote student learning outcomes. | |
| Support for employees to be effective: with the proper funding, recruiting and academic assessments, this will ensure employees an opportunity for heightened effectiveness. | |
| Feasibility: Highly feasible in that it’s only a $1,000.00 | |

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| --- | --- |
| **Objective 2:**  To increase the general fund budget by $3,500 to subsidize the following areas: travel expenses and supplies. All of these areas have seen significant increases over the last year. | **Action Plan (include who is responsible):**  I along with Merle Trueblood will work to attain an increase in the 2019-20 general fund budget to meet and maintain the annual increase of membership dues, travel expenses, supplies.  Hotel rates have increased $10.00 to $40.00 per room depending on the geographical location. Travel sweats $1,300.00, travel bags $600.00.  Merle Trueblood, myself and the budget committee is responsible for prioritizing and meeting our needs. |
|  |  |
| **Connection to results from assessment of student learning and/or other plans:**  My tenure contractual agreement along with the Strategic Enrollment committee’s help. | **Resources/ Budget needed (if applicable):**  Men’s Basketball Budgetary items |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):**  5020 Dues and Memberships  5100 Employee Travel  5905 Events and Programs  4325 Non-Instructional Supply  5101 Student Travel  5920 Student Meals |
| Uncontrollable Increase: Line item 5101 is an uncontrollable increased costs on an annual basis. | |
| Safety: By meeting the annual increase of fixed cost we are able to provide safe transportation, lodging and meals for students on road trips. | |
| New Student Attraction: Student-athletes will be attracted to our unique program here at FRC | |
| Student Success and Retention: With the proper financial facilitation we will ensure student success and retention. | |
| Relation to Student Learning: By providing a comprehensive program we will create a platform for student based learning. | |
| Support for employees to be effective: This objective is by far are the most significant wants and needs to facility employee effectiveness. | |
| Feasibility: Highly feasible. With the number of students-athletes that we’ve recruited over our minimal numbers on a consistent level the budget committee perhaps reward a result oriented effort and facilitate those efforts with endorsing a budget increase. | |

If completing your program’s objectives will require resources from **IT, Facilities, Professional Development,** or **Additional Staff** please include your request below. This section is for a **future need** (next fiscal year). If you have an immediate need (e.g. your computer is broken), contact the appropriate committee or administrator.

|  |  |  |
| --- | --- | --- |
| **Need** | **Resource Type** | **Rationale** (include connection to other plans) |
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**Summary Update from Comprehensive Program Review**

Based on information and/or data provided:

* Describe the current status of the Program/Depart/Service Area.

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| --- |
| The Men’s Basketball program had a 100% graduation rate with three sophomores gaining full-ride scholarships to Division 1, 2 and NAIA schools. We have recruited all new freshman as last year’s freshman did not embrace the opportunity to go to school, responsible individuals in the classroom and on the court. As a result, we have an outstanding group of student-athletes that are very respectful and respect and embrace the opportunity to attend college and play intercollegiate athletics. |

* Explain significant issues and/or changes that have occurred since the last comprehensive review.

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| The significant issue or changes within our program are the increased, uncontrollable fixed cost of CCCAA dues, tournament fees, mileage increase as well as other unforeseen increases that appear annually. |

* Briefly explain significant changes expected during the upcoming year.

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| --- |
| It is my hope that I we will gain an increase in our overall budget to meet the needs of ever increasing tournament fees, hotel and mileage increases. As a partner within the athletic department, I would like to help facilitate the shared goal moving forward with getting the Women’s Soccer and Volleyball teams a locker room of their own and to expand a much needed training facility. This vision cannot happen without moving football down out of the Multi-Purpose Building |

**Appendix**

Attach supporting documents as appropriate.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **FY** | **2012/13** | **2013/14** | **2014/15** | **2015/16** | **2016/17** | **2017/18** | **2018/19** |
|  | **Men’s Basketball** | | | |  |  |  |
| **4325 – Non-Instructional Supplies** | | | | | |  |  |
| **BUDGET** |  |  | |  | $1,214.00 | $1,250.00 | $1,250.00 |
| **ACTUAL** |  |  | |  | $1,207.64 | $1,772.00 |  |
| **5100 – Employee Travel** | | | | | | |  |
| **BUDGET** |  |  | |  | $1,500.00 | $1,500.00 | $1,500.00 |
| **ACTUAL** |  |  | |  | $1,499.00 | $984.00 |  |
|  |  | **5101 - Student Travel** | |  |  |  |  |
| BUDGET | $11,545.00 | $11,545.00 | $11,979.00 | $ 11,979.00 | $11,979.00 | $11,979.00 | $11,975.00 |
| **ACTUAL** | **$13,325.00** | **$15,562.00** | **$13,930.00** | **$ 13,724.00** | $13,576.09 | $15,585.00 |  |
| **5905 – Events and Programs** | | | | | |  |  |
| **BUDGET** |  |  |  |  | $2,150.00 | $ 2,000.00 | $2,000.00 |
| **ACTUAL** |  |  |  |  | $2,150.00 | $2,175.00 |  |
|  |  | **5920 - Student Meals** | |  |  |  |  |
| BUDGET | $8,750.00 | $8,750.00 | $8,750.00 | $8,750.00 | $8,750.00 | $8,750.00 | $8,750.00 |
| **ACTUAL** | **$7,930.00** | **$8,224.00** | **$8,734.00** | **$7,823.00** | $7,735.46 | $7,259.00 |  |



**ANNUAL Program Review**

**Name of Program/Department/Service Area: Men’s Soccer**

**Name of Person Submitting this Review:** Artie Cairel

**Date of Submission:** 10/17/2018

**Management Area (check one):**  **Administrative Services**

**Instruction**

**Student Services**

**Assessment of Past Progress**

Describe your progress on your previous year’s (2017-18) objectives:

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| **Objective 1:**  **Building a Soccer Locker room down by the soccer field.** | **Summary of Progress:**  There is a global approach within the athletic department for locker rooms, however, I am not aware nor have initiated communication with respect soccer field specific team rooms. Pursuing soccer specific facilities will be a continued objective |
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| **Objective 2:**  Adding a 3rd Assistant to the soccer side since the numbers have grown from 30 for 2 teams to nearly 60 | **Summary of Progress:**  No discussions have been held regarding the addition of a paid 3rd Assistant. Pursuing a multiple Assistant or Associate Head Coach position will be a continued objective |
|  |  |

**Current Year Progress and Objectives**

What objectives and tasks are you working on this year? (You may continue objectives from the prior year.)

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| --- | --- |
| **Objective 1:**  Building a Soccer Locker Room Facility | **Action Plan (include who is responsible):**  A department wide action plan was presented to include locker rooms for soccer and other sports which I supported. I am not aware of the status of the action plan |
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| **Objective 2:**  Associate Head Coach | **Action Plan (include who is responsible):**  **Initiate discussion to determine the feasibility of an Associate Head Coach although the addition to the staff in some form will be a future objective** |
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**Next Year’s New Objectives (fiscal year 2019-20)**

What objectives and tasks will you take on for next year? (You may continue objectives from the prior year.)

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| --- | --- |
| **Objective 1:**  Relocation of the horse manure behind the visiting bench at the soccer field. | **Summary of Progress:**  I am currently navigating the proper and most effective pathway to make the change. The optics of the manure leaves |
| **Connection to results from assessment of student learning and/or other plans:**  **If new resources are requested, address the following criteria:**  I have received a fair amount of negative feedback regarding the proximity (20 feet) of the horse manure behind the visitor’s bench. The optics of piles of manure in view through the fence or piled above the fence is not beneficial nor does it help recruiting efforts. Current players believe that the field should be given the same consideration and respect as any other classroom on campus. Given the amount of space, it is extremely feasible to relocate the manure and eliminate this issue. |  |

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| **Objective 2:**  Secure a hi-rise portable camera system for filming games. | **Action Plan (include who is responsible):**  This system will allow us to secure quality video of games and practices for student review, classroom evaluation and building highlight tapes for recruiting purposes. There are very few soccer venues that provide the necessary elevated view for proper filming. Even the structure at the FRC soccer field does not allow for full field viewing. The system is compatible with the film service that we are currently and will continue to use. |

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| **Connection to results from assessment of student learning and/or other plans:** | **Resources/ Budget needed (if applicable):**  **~ $3,500.00 to be equally broken up between the Men’s and Women’s soccer teams** |
| **If new resources are requested, address the following criteria:**  The film enhances the learning of tactics, positional play, team shape and other teachable moments with a game or practice that field level filming does not allow. The portability allows for use at all venues whether at home or on the road. It allows the person who is filming to remain on the ground and not be put in elevated positions. | **Budget code -if applicable (include Fund, Organization, and Account codes):** |
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| **Objective 3:**  Secure a distinct and specific soccer complex by extending the fence line and building a soccer clubhouse that would host the home and visiting teams, officials, trainer, scorekeeper, announcer in a structure out of the heat and/or inclement weather | **Action Plan (include who is responsible):**  Initiate discussions on the establishing of a soccer complex vs soccer field. Currently, there is no space within the soccer confines that allows for proper warm during games. This impacts home and away teams when there are double headers. One of the staff needs to leave the early game to warm up the other team. In other venues, there is a warm up area immediately adjacent to the field which allows for immediate contact in the event that staff member is needed at the game.  Horse manure is stored immediately behind the visiting bench. It is difficult to explain away the smell and visibility of the manure to the teams and recruits who attend games. Extending the field/fence line and building the clubhouse would reduce visibility of the manure in the event it is not relocated |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/ Budget needed (if applicable):** |
| **If new resources are requested, address the following criteria:**  The plan is feasible and area is available without significant impact on the surrounding department’s usage. The space requested is currently occupied by parked maintenance equipment and the horse manure pile. It would have a positive and significant influence on new student attraction, providing a complex similar to baseball and softball with their respective clubhouses. It would also be an attractive recruiting venue for staff to host campus visits. | **Budget code -if applicable (include Fund, Organization, and Account codes):** |

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| **Objective 4:**  Additional Assistant Coach | **Action Plan (include who is responsible):**  To add another Assistant Coach to the staff. Traditionally, a team consists of 1 Head Coach and 2 Assistants. Having only 2 Assistant Coaches for 2 teams proves to be problematic when only one team has a game away. One Assistant remains on campus to maintain a training schedule for the team not playing, The Head Coach and 1 Assistant will travel. In the event of a catastrophic injury to a student-athlete, as our game vs Lassen this year, the Assistant will accompany the player to the hospital with the player, leaving just the Head Coach at the game. Should something happening to the Head Coach and is not allowed to remain, the game maybe forfeited. All of this is irrespective of the additional duties beyond match management, such as statistics, bench/substitution management, inquiries. |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/ Budget needed (if applicable):** |
| **If new resources are requested, address the following criteria:**  This request addresses safety, student learning, and support for employees to be effective. It is very difficult to maintain the safety of players as one coach will be watching the flow of the game while the other coaches may be assigned to watch activity away from the flow of the game. For example, catastrophic injury along with warming up the other team for a doubleheader will leave only one coach for managing the game. Games are practical learning situations and teachable moments are lost with just one coach. Moments are instantaneous and immediate feedback is required to best help in student learning and understanding. | **Budget code -if applicable (include Fund, Organization, and Account codes):** |
| **Objective 5:**  Increase student travel due to uncontrollable | **Action Plan (include who is responsible):**  Consistently the men’s program has not been funded at an adequate level to operate for student travel. |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/ Budget needed (if applicable):**  **~ $2,500.00** |
| **If new resources are requested, address the following criteria:**  **Not new, just an increase.** | **Budget code -if applicable (include Fund, Organization, and Account codes):**  **1100 76010 5101 083550** |
|  | |

If completing your program’s objectives will require resources from **IT, Facilities, Professional Development,** or **Additional Staff** please include your request below. This section is for a **future need** (next fiscal year). If you have an immediate need (e.g. your computer is broken), contact the appropriate committee or administrator.

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| --- | --- | --- |
| **Need** | **Resource Type** | **Rationale** (include connection to other plans) |
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**Summary Update from Comprehensive Program Review**

Based on information and/or data provided:

* Describe the current status of the Program/Depart/Service Area.

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| I joined a program in transition and inherited a group of student-athletes with a lot of questions, concerns and a feeling of unknown. Without the support and hard work of Danielle Smith, the program would have been in complete disarray. Lassen College, a GVC rival, experienced a similar coaching change without the external complications. Comparing the results between the two teams reflects the superior job performed by Danielle with respect to student-athlete recruitment. The department overall has been very helpful and supportive. Despite some in-season inquiries of matters from the last year, the program has moved ahead without any significant incidents. The feedback from opposing coaches and administrators has been very positive and complimentary. The objective of establishing a positive, competitive and responsible environment is on course to be met as both teams are in the playoff wih 2-3 games remaining. Additionally, the first round of academic progress reports had few issues that required intervention. |

* Explain significant issues and/or changes that have occurred since the last comprehensive review.

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| --- |
| N/A as this is my first review |

* Briefly explain significant changes expected during the upcoming year.

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| --- |
| We will work very hard to improve the field maintenance issues that persist. We have communicated with maintenance on future endeavors to improve field conditions and formulating an executable plan for the future. |

**Appendix**

Attach supporting documents as appropriate.



**ANNUAL Program Review**

**Name of Program/Department/Service Area: Intercollegiate**

**Women’s Softball**

**Name of Person Submitting this Review:** Meredith Aragon

**Date of Submission:** 10/17/2018

**Management Area (check one):**  **Administrative Services**

**Instruction**

**Student Services**

**Assessment of Past Progress**

Describe your progress on your previous year’s objectives:

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| --- | --- |
| **Objective 1:**  To increase the general fund budget to cover  the following areas that have seen an increase in  costs: travel (food, motels, mileage), equipment, and supplies. All these areas have seen significant increases over the past 3-4 years and our budget has not increased during this time. In addition, due to the weather in Quincy, CA. softball will travel most of their pre-season games because there is no weather guarantee for early spring. We have to have a minimum of 35 games out of 40 possible on our schedule to be eligible for playoffs. This will increase our travel budget and the increase in all the items in travel to accommodate a whole team.   * Increase in hotels $129-140 (depending on location) Our current budget only allows for$90.00 and this does not even cover disgusting and dirty motels) Our athletes need to be in better parts of cities and a clean and safe environment) The lodging in California is very pricey. | **Summary of Progress:**  There has been no increase to the budget.  So far, the allocated resources are insufficient for the softball program. We have seen an increase in official costs, equipment, supplies, membership dues, and travel with no help from the college to offset these increases. I hope that the budget committee can allocate the additional funding to help offset the increases the athletics department and softball program has incurred over the past 3-4years. We have added a couple of top contenders in the state to our schedule and will have to play them away |
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| **Objective 2:**  Field/Facility  1. Permanent dugout fencing (Replace what used to be there)  2. All- weather bull-pens  3. Infield dirt (conditioner)  4. Update and remodel our hitting (indoor) facility in conjunction with baseball program.  5. Install permanent seating for the stands of our softball field  6.Install stadium lights for the softball field | **Summary of Progress:**   1. CCCAA has a mandatory rule out for the increase in height for the dugouts to six feet. The dugouts do meet the mandatory rule. (Completed Spring 2018) 2. The softball staff has removed all the roots, weeds, and slowly has been removing rocks from the pitching surface. Home bullpen is still unsuitable most days to safely pitch in. Pitching is a critical element of softball and having a facility to accommodate pitchers and catchers will help in recruiting and retention of our athletes. 3. One thin layer of field conditioner was placed on in the spring of 2018. We would like to be able to do this conditioner once every year. This helps with the safety of our athletes. 4. Terry Baumgartner (baseball coach) and Meredith Aragon (softball coach) have been working with community members and FRC to develop plans for covering the existing cages. Progress is growing and we are continuing to seek options on having a safe and all-season place to hold our classes. 5. We have the seats available; we need concrete to make the base. This will help with compliance of Title IX. We will continue to look for fundraising and other sources to accommodate the cost 6. No progress on the lights. We have greater needs, indoor facility and seating. |
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| **Objective 3:**  To achieve minimum contract numbers and find solutions to combat the loss of the Good Neighbor program with the state of Nevada and to increase in-state and out-of-state recruits | **Summary of Progress:**  Coach Meredith Aragon currently has 18 on her roster. We have been to 3 major tournaments to date through the Triple Crown and continue to get FRC’s name and softball program out in the state and in the nation. We are asking for a budget increase of $500 in Employee travel and has not been received. |
|  |  |

**Current Year Progress and Objectives**

What objectives and tasks are you working on this year? (You may continue objectives from the prior year.)

|  |  |
| --- | --- |
| **Objective 1:**  To increase the general fund budget Student Travel of $4,000 to cover the following areas that have seen an increase in costs: travel (motels, mileage). All these areas have seen significant increases over the past 3-4 years and our budget has not increased during this time. In addition, due to the weather in Quincy, CA. softball will travel most of their pre-season games because there is no weather guarantee for early spring. We have to have a minimum of 35 games out of 40 possible on our schedule to be eligible for playoffs. This will increase our travel budget and the increase in all the items in travel to accommodate a whole team. We have won the GVC title the last three years and to increase playoff success the RPI (power rankings) will allow us possibly to host a home game if ranked high enough. Playing quality/ranked teams and our full schedule will help to make this an option.   * Increase in hotels $129-140 (depending on location)Our current budget only allows for $90.00 and this does not even cover disgusting and dirty motels) Our athletes need to be in better parts of cities and a clean and safe environment) The lodging in California is very pricey. | **Action Plan (include who is responsible):**  So far, the allocated resources are insufficient for the softball program. There has been no increase in the budgets and specifically to the student travel line item. We have seen an increase in official costs, equipment, supplies, membership dues, and travel with no help from the college to offset these increases. I hope that the budget committee can allocate the additional funding to help offset the increases the athletics department and softball program has incurred over the past 3-4years. We have added a couple of top contenders in the state to our schedule and will have to play them away. We have won the GVC the last two years and we continue to bring in more full time students to the program. The increase in students will increase the budget.   * With the past 4 year projection and softball traveling 18-19 (21 projected for this year) athletes a student travel budget needs to be ~$16,000. Right now, it is projected at $12,217 and will be over this year with projected schedule and we were over last year ($16,235). It is to be noted here that we traveled in two vans last year at times thus cutting down bus costs but this year we will have to take the bus and will increase the budget as well. |
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| **Objective 2:**  Field/Facility   1. To update and remodel the outdoor hitting facility in conjunction with baseball. This update will have positive effect on student retention, student services, student attraction, and student learning. ($35,000-$40,000) 2. Stadium Seating 3. Stadium Lighting 4. Concrete and Turf in our Bull-Pens (all weather) \*this will help to eliminate use of gym 5. Concrete and Turf in our batting cage (all weather) \*this will help to eliminate use of gym 6. More infield Dirt (Safety) | **Action Plan (include who is responsible):**  Softball Staff/ Fundraising/ Community Members/ Athletic Department and Maintenance  1. Once this facility is finished the impact on the gymnasium floor will be greatly reduced and instruction hours in the gym will become more manageable. We need more resources to make this project a reality and any help from the college in collaboration with the head coaches, alumni, past parents, and local community members.  2 & 3. We would like to continue to pursue these options. We do have the seat backs just sitting behind the baseball field and would just need the concrete base to place them in permanently. We would like to work close to Title IX Compliant as possible.  4 & 5. In making these all weather cages and bullpens would allow us practice facilities to help continually run our class sessions. As it stands now only having one indoor space, we sometimes have to cancel class. This really hurts us in retention of students. We have classes all year around and with the addition of these facilities in extension to the field, we could always at least hold a part of class and be able to instruct.  6. We were able to add more dirt (conditioner) to the top of the field in the spring of 2018. We would look into purchasing such conditioner for the field every year for safety issues. ($800.00 per pallet of field conditioner) |
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| **Objective 3:**  To achieve minimum contract numbers. Recruiting budget increase of $500.00 to accommodate travel of employees. | **Action Plan (including who is responsible)**   1. We, as a staff, have already been to two major tournaments this season. We will continue to recruit high quality athletes. Softball Staff is responsible. Recruiting will involve both the head and assistant coaches and trips to Reno, Las Vegas, Chico, Redding, Arizona, New Mexico, and Oregon will be on our radar to recruit. In the last 5 years, we have contributed about $500-$1,000 in our personal money to promote and make this softball program successful and bring in as many FTES as possible. |
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| **Objective 4:**  To move forward with adding extra athletic training room areas and classrooms for our athletes.   * This is a moving wheel with the start of the wheel moving locker rooms in/out/around of the gym * With the increase of athletes, we need to make room for their physical needs as year round athletes. Right now, there is not enough space to accommodate the total number of athletes that are in and out of season. This also puts a strain on our highly demanded area of Kinesiology and the classrooms and labs that need to be accounted for. | **Action Plan (including who is responsible)**  Softball Staff/ Fundraising/Athletic Department  Athletics has put together a proposal overview that has also been looked at by the Title IX committee. |
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**Next Year’s New Objectives (fiscal year 2018-19)**

What objectives and tasks will you take on for next year? (You may continue objectives from the prior year.)

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| **Objective 1:**  To increase the general fund budget Student Travel of $4,000 to cover the following areas that have seen an increase in costs: travel (motels, mileage). All these areas have seen significant increases over the past 3-4 years and our budget has not increased during this time. In addition, due to the weather in Quincy, CA. softball will travel most of their pre-season games because there is no weather guarantee for early spring. We have to have a minimum of 35 games out of 40 possible on our schedule to be eligible for playoffs. | **Action Plan (include who is responsible):**  With the past 4 year projection and softball traveling 18-19 (21 projected for this year) athletes a student travel budget needs to be ~$16,000. Right now, it is projected at $12,217 and will be over this year with projected schedule and we were over last year ($16,235). It is to be noted here that we traveled in two vans last year at times thus cutting down bus costs but this year we will have to take the bus and will increase the budget as well. |
| **Connection to results from assessment of student learning and/or other plans:**  Athletic Department CPR | **Resources/ Budget needed (if applicable):**  $4,000 increase in Student Travel |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** |
| Uncontrollable Increase: The cost of living and traveling expense in the state of California | |
| Safety: With the increase in budget, our players will be able to travel and play games safely as compared to traveling to trying to fit 4 games into a 2-day situation where injuries could occur. This could also allow for bus usage and limit coaches driving the vans that have but in 12-14 hour plus days with driving our students. | |
| New Student Attraction: Increase will allow to keep playing the higher ranked teams and thus increasing the quality of athlete we have in our program (These athletes are more motivated and more likely to graduate) | |
| Student Success and Retention: Playing a full schedule allows are student-athletes to return the following year and help to release their successes here at FRC and within the softball program. | |
| Relation to Student Learning: These students will learn life-long skills of time management, being in a team setting, and allowing them to grow as individuals. | |
| Support for employees to be effective: The increase in budget will relieve some stress on the softball coaching staff. This shows that the college supports the missing of the softball program. All of the employees of the softball staff want to feel supported and this includes finically running the program competitively within the state. Being a softball coach at FRC is a 12 month, 24 hour a day job, as we want to be successful as we can and can have a positive impact on our student athletes and on our campus and community. | |
| Feasibility: This should be feasible because it is a cost of living increase and travel increase that is out of our program’s control. We need the increase to continually bring the right full time student to FRC and make the program competitive within the state. | |

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| **Objective 2:**  To update and remodel the outdoor hitting facility This update will have a positive effect on student retention, student success, student attraction, and student learning. | **Action Plan (include who is responsible):**  Terry Baumgartner (baseball coach) and Meredith Aragon (softball coach) are working with alumni, past parents, and local community members to build a new covered hitting facility. Once this covered facility is finished, the impact on the gymnasium floor will be greatly reduced and instruction hours in the gym will become more manageable. |
| **Connection to results from assessment of student learning and/or other plans:**  2007-2011 FRC Ed Plan  Goal 3.4 2010-2013 Strategic Plan | **Resources/ Budget needed (if applicable):**  Baseball coaching staff / softball coaching staff / fundraising dollars / labor hours donated / Grant dollars |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** |
| Uncontrollable Increase: | |
| **Safety:** The nets and cage system has not been upgraded since it was put in nearly 20 years ago. Being able to have a covered hitting facility will also provide a safe environment for our student-athletes. | |
| **New Student Attraction**: This upgraded facility would definitely attract new students. We need to find a way to keep up with the big city schools and having a state of the art hitting facility is one of the ways to lure California kids up here to FRC to help increase our FTES. | |
| **Student Success and Retention**: The student success and retention rate will definitely go up for both softball and baseball, as we will be able to spend quality time with our players in a nice facility. | |
| **Relation to Student Learning**: Student learning can be related to student success as plenty of quality learning will be taking place for our student-athletes in the softball and baseball programs. | |
| Support for employees to be effective: | |
| Feasibility: | |

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| **Objective 3:**  To support achieving minimum contract numbers the recruiting budget needs to be increased by $500.00-$1,000.00 | **Action Plan (include who is responsible):**  The softball coaching staff is actively recruiting students for Fall 2018. Recruiting trips to Reno, Las Vegas, Chico, Redding, Sacramento, Oregon, Colorado, New Mexico, and Arizona will be needed to secure the minimum number and sustain the current quality of student-athletes. In addition, softball coaches are needed to go to conferences to keep up on current coaching knowledge as is relates to teaching their classes here at FRC. |
| **Connection to results from assessment of student learning and/or other plans:**  Athletics Department CPR  Faculty Contract | **Resources/ Budget needed (if applicable):**  Instructional Office / Athletics / General Fund |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** |
| Uncontrollable Increase: | |
| Safety: This is make sure we have quality athletes and coaching knowledge to keep our athletes as safe as possible. | |
| **New Student Attraction**: An increase in our recruiting dollars will help the softball program reach out to more quality student-athletes on a yearly basis. | |
| Student Success and Retention: | |
| Relation to Student Learning: Coaches will be more knowledge based in their current classes they teach | |
| **Support for employees to be effective**: This increase in recruiting dollars would show support for the employees and allow us to be more effective in our jobs. It will also allow us to not use our personal money to recruit athletes to FRC. As I spend close to the $1,500 of my personal money each year while recruiting. | |
| Feasibility: This small amount will make a huge impact on the feeling of employee support in the time and money they are using to make FRC great. | |

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| **Objective 4: Facility improvements**   * Indoor facility * Stadium bleachers/seating * Concrete bull pens and Batting cage * Extra Training Room space | **Action Plan (include who is responsible):**  Softball Staff, Baseball Staff, Athletics, community members, fundraising   * The bullpens would look to have dirt fill in all the frames and then outdoor carpet as well over those areas. (~$1,500 for the outdoor carpet and we could use dirt fill from the projects around campus) (40’ x 14’, 40’ x 13’) * We need extra athletic training room space to allow our athletes to compete as healthy as they are treated for. Now the environment and space provided is not enough to allow ALL athletes to get the treatment needed. The training room does not allow for all the programs to have access all year long. (Please see the HES/Athletic proposal for our action plan.   Our classroom/facility has not had updates in numerous years and we are trying to compete for the high tier athlete and losing to brand new facilities or newer resources. We will continue to work with fundraising goals, alumni, past parents, and local community members but some help from the college is needed to continue the success of our student athletes. We want to provide them with the best classroom and learning environment. |

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| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** |
| Uncontrollable Increase: Weather and wear and tear on the facility. Increases will always eventually be needed | |
| Safety: The surfaces are only usable in perfect conditions. We need to be able to hold class in different types of weather safely. We have to get the dugout fences compliant with CCCAA rules this year. | |
| **New Student Attraction**: An increase in our facilities will help to promote FTES and stay competitive in the state. | |
| Student Success and Retention: We will not have to cancel class a much and be able to increase the days in which we can learn. | |
| Relation to Student Learning: We will have a positive and safe environment to learn in. Students will be able to come to class confident in their classroom and have a better learning base for knowledge. | |
| **Support for employees to be effective**: The improvements to the facility will allow for the program and the teaches to have more days to teach their classes and to effectively use their classrooms. We will also be able to spend more time concentrating on our students rather than worrying about fixing or making improvements ourselves. | |
| Feasibility: Small amounts may be used in the budget year to year to continually improve the facilities. Remember, Rome was not built in a day. Progress… | |

If completing your program’s objectives will require resources from **IT, Facilities, Professional Development,** or **Additional Staff** please include your request below. This section is for a **future need** (next fiscal year). If you have an immediate need (e.g. your computer is broken), contact the appropriate committee or administrator.

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| **Need** | **Resource Type** | **Rationale** (include connection to other plans) |
| Facility Improvements: Covered hitting facility and seating | Facilities/Student Development | See objective #2 |
| Increase to student travel increase and recruiting/employee travel | -Increase in student travel  -Increase of $500 for travel/recruiting | See objective #3 |
| Expansion of the athletic training room | Facilities/Athletics/Student Development | See Objective #4 |
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**Summary Update from Comprehensive Program Review**

Based on information and/or data provided:

* Describe the current status of the Program/Depart/Service Area.

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| The FRC softball program as a whole is in decent shape with the current structure. However, changes need to be made to our travel budget, operational budget, and our batting cages/facilities. This year travel costs (meals, motels, and mileage) will have in increase due to the increase in FTES on the team and will need to travel accordingly.  The outdoor hitting facility is in need of a major upgrade. No improvements have been made to the structure since Fall 1997, so new batting nets and additional cages are definitely needed. The baseball and softball teams have been combining on a golf tournament the last four years to raise money for this project. This facility improvement will help both programs with student retention, student learning, and program success. The surrounding classroom and facilities within the softball complex are also in need of repair and revamping. We are losing high quality athletes to newer and more efficient practice/learning areas (field, batting cages, bull pen areas, clubhouse (classrooms), etc…). We could use the all-weather options, since we do have all the elements here in Quincy and compete with colleges that do not have a problem with all the elements. We as a staff would like to give our students the best facilities and resources to be able to be successful, have retention from year to year, and move our athletes onto universities because they are prepared. |

* Explain significant issues /changes that have occurred since the last comprehensive review.

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| From the athletic department there are concerns about the future of the college in regards to attracting quality student-athletes and retention. With the loss of Good Neighbor students from Nevada, residency requirements becoming stricter, and the increase in tuition dollars for in state and out-of-state students, the question that needs to be answered is: Where does FRC expect to attract student-athletes from and how do we retain them once we get them on campus?  The top two objectives every year for the softball program deal with this issue head on, so we need to stabilize and update our hitting facility and surrounding softball facilities. If these items can happen then FRC softball team will be able to attract quality student-athletes and retain them for two years. |

* Briefly explain significant changes expected during the upcoming year.

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| The softball program will go with a stronger schedule this spring. With the success and reputation of FRC softball program, top colleges within the state would like to compete with us.  Goals for 2018-2019   * Retain continuity in coaching staff. * Start the first phase of hitting facility by pouring concrete in Fall/Spring 2018-19 * Recruit and retain quality student-athletes from all across the country and within the state * Compete for GVC softball championship. * Increase in-state FTES in the softball program * Continue to have a positive impact on the FRC community and Quincy. |



**ANNUAL Program Review**

**Name of Program/Department/Service Area: womens cross county & Track/athletics/instruction**

**Name of Person Submitting this Review:** Carlos Suarez

**Date of Submission:** 10/16/18

**Management Area (check one):** **☐ Administrative Services**

**☒ Instruction**

**☐ Student Services**

**Assessment of Past Progress**

Describe your progress on your previous year’s objectives:

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| **Objective 1:**  Successfully install facilities that will allow Feather river to participate and train and recruit all events that track & field teams compete it. | **Summary of Progress:**  Information and documents are being collected to apply for a grant which would help allocate funds to resurface track facility. |
| **Connection to results from assessment of student learning and/or other plans:**  Strategic Plan, Title IX |  |

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| **Objective 2:**  Add men’s cross country and track. | **Summary of Progress:**  A head coach has been hired for the women’s cross country/track program which will help bring female students in and in turn aid in developing men’s program. |
| **Connection to results from assessment of student learning and/or other plans:**  Enrollment Management, Strategic Plan, Title IX |  |

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| **Objective 3:**  Hire an assistant coach to help with recruiting and to aid in developing men’s program. | **Summary of Progress:**  An assistant coach will be hired upon hitting numbers set by the athletics department. |
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**Current Year Progress and Objectives**

What objectives and tasks are you working on this year? (You may continue objectives from the prior year.)

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| **Objective 1:**  Successfully install facilities that will allow Feather river to participate and train and recruit all events that track & field teams compete it. | **Action Plan (include who is responsible):**  ‘Athletic department/ school board  Perhaps work with local high school and multiple sports programs to move this forward. |
| **Connection to results from assessment of student learning and/or other plans:**  Strategic Plan, Title IX | **Resources/Budget Needed:**  We need facilities to help bring in student athletes |
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| **Objective 2:**  Add men’s cross country and track. | **Action Plan (include who is responsible):**  Athletic department and school board. |
| **Connection to results from assessment of student learning and/or other plans:**  Enrollment Management, Strategic Plan, Title IX | **Resources/Budget Needed:**  There is now a Title IX committee that will help determine the feasibility of this. |

**Next Year’s New Objectives (fiscal year 2018-19)**

What objectives and tasks will you take on for next year? (You may continue objectives from the prior year.)

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| **Objective 1: Increase size of roster, add assistant coach, upgrade facilities.** | **Action Plan (include who is responsible):**  Head Coach, Athletics department |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/ Budget needed (if applicable):**  Continue current funding |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** |
| Uncontrollable Increase: | |
| Safety: | |
| New Student Attraction: | |
| Student Success and Retention: | |
| Relation to Student Learning: | |
| Support for employees to be effective: | |
| Feasibility: | |

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| **Objective 2: Hire Assistant Coach** | **Action Plan (include who is responsible):**  Recruit for an assistant coach |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/ Budget needed (if applicable):**  continue current funding |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** |
| Uncontrollable Increase: | |
| Safety: | |
| New Student Attraction: | |
| Student Success and Retention: | |
| Relation to Student Learning: | |
| Support for employees to be effective: | |
| Feasibility: | |

If completing your program’s objectives will require resources from **IT, Facilities, Professional Development,** or **Additional Staff** please include your request below. This section is for a **future need** (next fiscal year). If you have an immediate need (e.g. your computer is broken), contact the appropriate committee or administrator.

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| **Need** | **Resource Type** | **Rationale** (include connection to other plans) |
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**Summary Update from Comprehensive Program Review**

Based on information and/or data provided:

* Describe the current status of the Program/Depart/Service Area.

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| A new head coach was hired for the program and looks to be a long term fit. The program brought in and fielded its first full cross country team in 5+ years. Working on a facilities upgrade along with continuing to recruit student-athletes. |

* Explain significant issues and/or changes that have occurred since the last comprehensive review.

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| A new head coach was hired. Recruiting remains a challenge due to current state of the facilities available and lack of assistant coaches. |

* Briefly explain significant changes expected during the upcoming year.

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| The program will be applying for funding in the spring and expects to receive enough funding to begin a facility renovation on the oval running surface and hopefully field event facility additions/renovations. |



**ANNUAL Program Review**

**Name of Program/Department/Service Area: Volleyball**

**Name of Person Submitting this Review:** Sarah Ritchie

**Date of Submission:** 10/22/2018

**Management Area (check one):**  **Administrative Services**

**Instruction**

**Student Services**

**Assessment of Past Progress**

Describe your progress on your previous year’s (2017-18) objectives:

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| **Objective 1:**  To increase our general fund budget by 20% to cover the following areas: officiating costs, membership dues, and travel expenses. All of these areas have seen significant increases over the past 3-4 years and our budget has not increased during this time period | **Summary of Progress:**  NO PROGRESS WAS MADE! |
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| **Objective 2:**  To increase head coach and assistant coaching stipends which would allow the program to attract and/or retain qualified coaches. | **Summary of Progress:**  NO PROGRESS WAS MADE! |
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**Current Year Progress and Objectives**

What objectives and tasks are you working on this year? (You may continue objectives from the prior year.)

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| **Objective 1:** | **Action Plan (include who is responsible):** |
| To increase our general fund budget by 20% to cover the following areas: officiating costs, membership dues, and travel expenses. All of these areas have seen significant increases over the past 3-4 years and our budget has not increased during this time period | Budget committee can allocate the additional funding to help offset the increases the athletics department has incurred over the past 4 years |

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| **Objective 2:**  To increase the volleyball recruiting budget to  cover the actual costs of recruiting. $500 increase would cover the expenses that coaches incur when recruiting our student athletes | **Action Plan (include who is responsible):**  In order to meet this objective the volleyball program needs increased funding from the college. The assistant coaches also need continuity in their course load each semester. |
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**Next Year’s New Objectives (fiscal year 2019-20)**

What objectives and tasks will you take on for next year? (You may continue objectives from the prior year.)

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| **Objective 1:**  To increase our general fund budget by 20% to cover the following areas: officiating costs, membership dues, and travel expenses. All of these areas have seen significant increases over the past 3-4 years and our budget has not increased during this time period | **Action Plan (include who is responsible):**  Budget committee can allocate the additional funding to help offset the increases the athletics department has incurred over the past 3 years |
| **Connection to results from assessment of student learning and/or other plans:**  Athletic Department CPR | **Resources/ Budget needed (if applicable):**  A 20% increase to the volleyball budget is needed |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** |
| Uncontrollable Increase: | |
| Safety: | |
| New Student Attraction: | |
| Student Success and Retention: | |
| Relation to Student Learning: | |
| Support for employees to be effective: | |
| Feasibility: | |

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| **Objective 2:**  To increase the volleyball recruiting budget to  cover the actual costs of recruiting. $500 increase would cover the expenses that coaches incur when recruiting our student athletes | **Action Plan (include who is responsible):**  Budget committee can allocate the additional funding |
| **Connection to results from assessment of student learning and/or other plans:**  Athletic Department CPR | **Resources/ Budget needed (if applicable):**  A $500 increase to the volleyball budget is needed |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** |
| Uncontrollable Increase: | |
| Safety: | |
| New Student Attraction: | |
| Student Success and Retention: | |
| Relation to Student Learning: | |
| Support for employees to be effective: | |
| Feasibility: | |

If completing your program’s objectives will require resources from **IT, Facilities, Professional Development,** or **Additional Staff** please include your request below. This section is for a **future need** (next fiscal year). If you have an immediate need (e.g. your computer is broken), contact the appropriate committee or administrator.

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| **Need** | **Resource Type** | **Rationale** (include connection to other plans) |
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**Summary Update from Comprehensive Program Review**

Based on information and/or data provided:

* Describe the current status of the Program/Depart/Service Area.

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| The volleyball program at Feather River College continues to be one of the top athletic programs on campus and in the state. We are currently ranked 7th in Northern California and 15th in the state of California. We have the highest GPA on campus and one of the top matriculation rates. This past year we sent off 8 sophomores to 4-year universities on scholarship. |

* Explain significant issues and/or changes that have occurred since the last comprehensive review.

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| FRC Volleyball Team won the conference title again in 2017 making this the seventh conference title for the volleyball team. Our Middle Blocker, received All-State, All- NorCal and MVP of the GVC. This year, we are currently in 1st place in our conference. |

* Briefly explain significant changes expected during the upcoming year.

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| No Changes for the program but we will continue with the following:   * Win another Golden Valley Conference Title. * Make it to the State Tournament. * Will recruit and retain quality student-athletes. * 100% matriculation rate. * Continue to have a positive impact on the community. |



**ANNUAL Program Review**

**Name of Program/Department/Service Area: Vocational Technology/hes/instruction**

**Name of Person Submitting this Review:** Merle Trueblood

**Date of Submission:** 10/28/18

**Management Area (check one):**  **Administrative Services**

**Instruction**

**Student Services**

**Assessment of Past Progress**

Describe your progress on your previous year’s objectives:

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| **Objective 1:**  The HES department moved its weight room form the metal shed to start the Big Move process. We lost 1/3 rd of our capacity and it has hurt our department immensely. | **Summary of Progress:**  We have begun to meet this objective. Partially completed. NO movement since last year, it has been 3 years since the decision was made to move. . |
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**Current Year Progress and Objectives**

What objectives and tasks are you working on this year? (You may continue objectives from the prior year.)

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| **Objective 1:**  To purchase supplies that will enhance current and future course offerings as they relate to Vocational Technology and Physical Education. Current supplies are extremely limited and dated and are beginning to pose a risk when being used by students. | **Action Plan (include who is responsible):**  Work collaboratively with HES dept staff., Trainers, and Instructors to find the best resources and supplies to enhance the instructional areas of the Kinesiology dept.  Additional funding was not received from this years General Fund. We replaced the old equipment in the classroom / weight room. Additional equipment, flooring, and supplies will need to be purchased to fulfill this objective. will be required to |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/Budget Needed: $15,000** |

**Next Year’s New Objectives (fiscal year 2019-20)**

What objectives and tasks will you take on for next year? (You may continue objectives from the prior year.)

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| **Objective 1:**  To purchase 3 treadmills and 3 elipticals for Advanced Sports Conditioning classes. | **Action Plan (include who is responsible):**  Purchase these items to enhance the classroom experience. |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/ Budget needed (if applicable):** $25,000 |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** Need funding form General fund, Reserve, IELM, Lotto or any other funding available. |
| Uncontrollable Increase: The big move was planned 3 years ago and it is now time for the facilities remodel which included new weight room. | |
| Safety: Our current facility is extremely dangerous and we must do something. | |
| New Student Attraction: This will attract several new students to the programs. | |
| Student Success and Retention: It will help immensely with Retention. | |
| Relation to Student Learning: Yes it is related to all of the student learning outcomes. | |
| Support for employees to be effective: It will help employees fulfill there goals and ensure compliance to the course curriculum. | |
| Feasibility: Very feasible as this is part of the BIG move that started 3 years ago. | |

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| **Objective 2:**  Add stipend for Department HES Chair | **Action Plan (include who is responsible):**  This position should be the same as other Chair positions. |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/ Budget needed (if applicable):** $15,000 |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** Need funding form General fund, Reserve, IELM, Lotto or any other funding available. |
| Uncontrollable Increase: Controllable. | |
| Safety: No impact other than facility scheduling. | |
| New Student Attraction: None. | |
| Student Success and Retention: It will help immensely with Retention. | |
| Relation to Student Learning: Yes it is related to all of the student learning outcomes. | |
| Support for employees to be effective: It will help employees fulfill their goals and ensure compliance to the course curriculum. | |
| Feasibility: Very feasible as this is part of the BIG move that started 3 years ago. | |

If completing your program’s objectives will require resources from **IT, Facilities, Professional Development,** or **Additional Staff** please include your request below. This section is for a **future need** (next fiscal year). If you have an immediate need (e.g. your computer is broken), contact the appropriate committee or administrator.

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| **Need** | **Resource Type** | **Rationale** (include connection to other plans) |
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**Summary Update from Comprehensive Program Review**

Based on information and/or data provided:

* Describe the current status of the Program/Depart/Service Area.

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| Currently the status is incomplete and or in progress. We made a move to the classroom purchased by the athletic department fundraising account for our current weights. The facility is woefully deficient. With Outdoor rec, facilities, and equine moves all being completed, it is now time to finish the last legs of the BIG move. Which include the new weight room in the current facilities building. |

* Explain significant issues and/or changes that have occurred since the last comprehensive review.

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| All other Big move projects have been completed and it is now time to move the Football locker room, weights, and classroom to better serve the students and curriculum requirements. |

* Briefly explain significant changes expected during the upcoming year.

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| We anticipate facilities department moving out of the area and the rooms to be cleared and refurbished. Then flooring and equipment to be installed for the weights classes. |



**ANNUAL Program Review**

**Name of Program/Department/Service Area: Womens Basketball**

**Name of Person Submitting this Review:** Brent Stephens

**Date of Submission:** 11/2/2018

**Management Area (check one):**  **Administrative Services**

**Instruction**

**Student Services**

**Assessment of Past Progress**

Describe your progress on your previous year’s (2017-18) objectives:

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| **Objective 1:** | **Summary of Progress:** |
| Increase in our general fund budget to cover officiating costs, membership dues, and travel expenses. We are very tight on the budget with our current needs. | Objective not met. Cost of living increase has been ignored as the budget for our program has remained the same since I have been here. Also, increase in program numbers have not had an impact on funding. | |
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| **Objective 2:** | **Summary of Progress:** |
| Increase coaching stipends from their current state. | Objective not met, I am trying to continue to convince my quality assistant coach to continue to work for less than her worth. |
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| **Objective 3:**  Increase in employee travel expenses which will allow for the increase of effective recruiting. | **Summary of Progress:**  Objective not met. With the decline in desire for women to play collegiate sports, it is tougher than ever to recruit quality student athletes. The inability to make impactful recruiting trips on a $1500 budget makes it tough to find good fits. The decline of our school’s functional ability has made it tough to keep them here. I will continue to hope that the staffs work ethic and charm, mixed with the departments desire for my kids to succeed will be enough to keep our current programmatic standards. |
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| **Objective 4:** Continue to transfer student athletes on to the 4 year level, as well as maximize academic progress while our students are here. | **Summary of Progress:**  4 of our 7 moved on to the 4 year level. Historically high women’s basketball transfer rates, GPA, and on court success are a testament to the fabric of student athlete we have within the program, as well as the pride the staff has in these variables. |
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| **Objective 5:**  To install glass backboards on the side courts. | **Summary of Progress:**  Objective not met. |
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| **Objective 6:**  Tri-cast System to stream games over the internet. | **Summary of Progress:**  Objective not met |
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**Current Year Progress and Objectives**

What objectives and tasks are you working on this year? (You may continue objectives from the prior year.)

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| **Objective 1:** | **Action Plan (include who is responsible):** |
| Increase in our general fund budget to cover officiating costs, membership dues, and travel expenses. We are very tight on the budget with our current needs. | Our program, and other sports across our department, desperately need a budget increase. The cost of officials for games, membership dues, and cost of travel (away games) have all increased substantially in the past half decade. With that said, in the 5 years I have been here, we have not received a budget increase. The increase in our roster numbers has also increased budget costs, and brought revenue into the school, however, our budget has not been compensated, creating a strain on our program, as well as other programs that have recruited large numbers as the school has requested. It also negatively impacts the players within the programs affected. | |
| **Connection to results from assessment of student learning and/or other plans:**  Athletic Department CPR | **Resources/Budget Needed:**  $3000 | |
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| **Objective 2:** | **Action Plan (include who is responsible):** |
| Increase coaching stipends from their current state. | It is my belief that if we can increase coaching stipends across the board, and in every sport, it would be possible for us to consolidate HES classes to accommodate the success of the student athlete, while also continuing an emphasis of success for the program. A consolidation of sports oriented classes, along with an increase in stipends, would allow student athletes to take more core classes, increasing our need for faculty and classes that they teach. It would also allow our student athletes to focus more on transferable units, and speed up their graduation time, so that they could truly expect to graduate in 2 years. It is my belief that an increase in coaching stipends is the first step towards providing more positive options for the student, the school and the sports we currently offer. Assuming coaching stipends were increased we could use the current system that is in place. Nothing would need to change. I would be responsible for finding a qualified assistant, one that I believe I currently have at this point. This would help with student attraction immensely, as well as student success and retention. It also helps us have a more positive impact on student learning, as well as strengthen support for our employee effectiveness in the teachers that would be able to teach more classes. It is also very feasible to implement. |
| **Connection to results from assessment of student learning and/or other plans:**  Strategic Planning, Ed Plan | **Resources/Budget Needed:**  $3000 | |

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| **Objective 3:**  Increase in employee travel expenses which will allow for the increase of effective recruiting. | **Action Plan (include who is responsible):**  With our current recruiting theories in place, we visit southern California and the bay area with trips over the Christmas break. When you include the state basketball conference and its expenses, our current employee travel expenses are beyond maxed out. The inclusion of 4 major tournaments in the summer, which include around 300 teams at each tournament would make our current budget unrealistic. All of these tournaments would increase student attraction. The summer tournaments allow us to recruit student athletes who are serious about academics and basketball and want to retain college scholarships at the 4 year level. This would help us with student success and retention. It also is extremely feasible. I have listed the cost for all four major tournaments. |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/Budget Needed:**  Atlanta - $1884.50  Chicago - $2431  Arizona - $1901  Oregon - $ 1220 |

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| **Objective 4:** Continue to transfer student athletes on to the 4 year level, as well as maximize academic progress while our students are here. | **Action Plan (include who is responsible):**  Continue to mentor our student athletes in a positive manner on a daily basis. Hold them accountable for their actions off the court. We currently have several sophomores who will have opportunities at the next level. |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/Budget Needed:** Our current film program, Synergy, helps send game tape out to perspective colleges. |

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| **Objective 5:**  To install glass backboards on the side courts. | **Action Plan (include who is responsible):**  No information I’ve been given on this subject would make it seem as if this will happen anytime soon. |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/Budget Needed:**  Facilities, Merle, cost unknown. |

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| **Objective 6:**  Tri-cast System to stream games over the internet. | **Action Plan (include who is responsible):**  The input of these systems would allow us to recruit student athletes from anywhere in the world. Use of these systems would stream our games so that prospective student athletes could watch our games and get excited about our program, allowing us to effectively recruit while we played. It would also allow non local family members to watch games online, which would help them feel like they were here. The potential for student retention, and positive affirmations from family members would allow us to spread the word about FRC, with the world as a potential marketplace for us. Maintenance would install the tri-cast system. Maintenance of the system would be best run through an IT guy. It would be very practical for us to run an internship program and somebody to take those reigns. This would be a one time cost to purchase the system and would be split in cost with men’s basketball. Randy Rick would be in charge of implementing this, as this was his brainchild. |
| **Connection to results from assessment of student learning and/or other plans:**  Student retention, student recruiting | **Resources/Budget Needed:**  Consult Randy Rick. |

**Next Year’s New Objectives (fiscal year 2019-20)**

What objectives and tasks will you take on for next year? (You may continue objectives from the prior year.)

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| **Objective 1:** | **Action Plan (include who is responsible):** |
| Increase in our general fund budget to cover officiating costs, membership dues, and travel expenses. We are very tight on the budget with our current needs. | With the increase in cost of living, and what we are being charged to have contests (home or away), I am hoping the budget committee will allocate funds to offset these costs. Our programs increase in student athletes means more athletes are traveling. More rooms on overnight stays as well as an increase in room costs have made our budget very tight. Officiating costs and association membership costs have also increased. 5 years ago, with an 8 person team our budget seemed workable. Now, with an average roster of 17 players the past 3 years, and the rise in cost of multiple things, our budget is just not achievable. Student travel budget is the budget that desperately needs to be increased as we do not have the money to fill the current void. | |
| **Connection to results from assessment of student learning and/or other plans:**  Athletic Department CPR | **Resources/Budget Needed:**  $3000 | |

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| **Objective 2:** | **Action Plan (include who is responsible):** |
| Increase coaching stipends from their current state. | It is my belief that if we can increase coaching stipends across the board, and in every sport, it would be possible for us to consolidate HES classes to accommodate the success of the student athlete, while also continuing an emphasis of success for the program. A consolidation of sports oriented classes, along with an increase in stipends, would allow student athletes to take more core classes, increasing our need for faculty and classes that they teach. It would also allow our student athletes to focus more on transferable units, and speed up their graduation time, so that they could truly expect to graduate in 2 years. It is my belief that an increase in coaching stipends is the first step towards providing more positive options for the student, the school and the sports we currently offer. Assuming coaching stipends were increased we could use the current system that is in place. Nothing would need to change. I would be responsible for finding a qualified assistant, one that I believe I currently have at this point. This would help with student attraction immensely, as well as student success and retention. It also helps us have a more positive impact on student learning, as well as strengthen support for our employee effectiveness in the teachers that would be able to teach more classes. It is also very feasible to implement. |
| **Connection to results from assessment of student learning and/or other plans:**  Strategic Planning, Ed Plan | **Resources/Budget Needed:**  $3000 | |

|  |  |
| --- | --- |
| **Objective 3:**  Increase in employee travel expenses which will allow for the increase of effective recruiting. | **Action Plan (include who is responsible):**  With our current recruiting theories in place, we visit southern California and the bay area with trips over the Christmas break. When you include the state basketball conference and its expenses, our current employee travel expenses are beyond maxed out. The inclusion of 4 major tournaments in the summer, which include around 300 teams at each tournament would make our current budget unrealistic. All of these tournaments would increase student attraction. The summer tournaments allow us to recruit student athletes who are serious about academics and basketball and want to retain college scholarships at the 4 year level. This would help us with student success and retention. It also is extremely feasible. I have listed the cost for all four major tournaments. |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/Budget Needed:**  Atlanta - $1884.50  Chicago - $2431  Arizona - $1901  Oregon - $ 1220 |

|  |  |
| --- | --- |
| **Objective 4:** Continue to transfer student athletes on to the 4 year level, as well as maximize academic progress while our students are here. | **Action Plan (include who is responsible):**  Continue to mentor our student athletes in a positive manner on a daily basis. Hold them accountable for their actions off the court. We currently have 4 sophomores who will have several opportunities at the next level. |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/Budget Needed:** Continued purchase of a film breakdown service will be instrumental for our program. The ability to use game footage as a teaching aid is instrumental in the learning of our system and how to correct errors. Film breakdown also allows us to send film on behalf of our players allowing for their future recruitment to 4 year programs. While our coaches association has insisted on different systems in the past few years, both of which that they have recommended (Krossover, Synergy) have been a helpful resource to our program. |

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| **Objective 5:**  To install glass backboards on the side courts. | **Action Plan (include who is responsible):**  This does not seem hopeful. |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/Budget Needed:**  Facilities, Merle, cost unknown. |

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| **Objective 6:**  Tri-cast System to stream games over the internet. | **Action Plan (include who is responsible):**  The input of these systems would allow us to recruit student athletes from anywhere in the world. Use of these systems would stream our games so that prospective student athletes could watch our games and get excited about our program, allowing us to effectively recruit while we played. It would also allow non local family members to watch games online, which would help them feel like they were here. The potential for student retention, and positive affirmations from family members would allow us to spread the word about FRC, with the world as a potential marketplace for us. Maintenance would install the tri-cast system. Maintenance of the system would be best run through an IT guy. It would be very practical for us to run an internship program and somebody to take those reigns. This would be a one time cost to purchase the system and would be split in cost with men’s basketball. Randy Rick would be in charge of implementing this, as this was his brainchild. |
| **Connection to results from assessment of student learning and/or other plans:**  Student retention, student recruiting | **Resources/Budget Needed:**  Consult Randy Rick. |

If completing your program’s objectives will require resources from **IT, Facilities, Professional Development,** or **Additional Staff** please include your request below. This section is for a **future need** (next fiscal year). If you have an immediate need (e.g. your computer is broken), contact the appropriate committee or administrator.

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| **Need** | **Resource Type** | **Rationale** (include connection to other plans) |
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**Summary Update from Comprehensive Program Review**

Based on information and/or data provided:

* Describe the current status of the Program/Depart/Service Area.

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| Our program is succeeding at an all time high in several different areas. Graduation rates, 4 year scholarship money, team GPA and win loss record are all indicators of these different types of success. These variables are being met in spite of a budget that has not changed in several years, an inability to schedule classes for students in a timely or effective manner, or a desire to provide basic resources for classroom success (it took us over a month to change a rim last year) While the program and individuals involved continue to flourish, these variables put the program in a difficult situation. Also, it is well known that recruiting large numbers of players is a benefit to the school (increased funding, potential renters, etc). Our programmatic numbers are requested to be at least at 13, however our budget doesn’t support that as demonstrated in past years. While increasing home games would help with the budget (playing games, but not adding to travel costs) doing so this year has created more problems, as 2 of the 3 home games have created potential conflicts. In review, it doesn’t seem to matter what solution we provide, as every solution tends to create more problems, so while we continue to flourish at a high level within the program, it has been challenging to identify any long term growth plans here at Feather River. |

* Explain significant issues/changes that have occurred since the last comprehensive review.

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| In the last calendar year our program has won more games in a year, moved more players on in an individual year, had more players on an Academic all state team in a year, and graduated more in one year, than any FRC Women’s basketball team in recent memory. Increase in hotel costs as well as tourney entrance fees ($500 for one tournament this year!) and officiating costs have made an already minimal budget as non workable as a budget can get. |

* Briefly explain significant changes expected during the upcoming year.

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| With our current academic and athletic success, our program will try and remain as consistent as possible. However, we have the same person scheduling classes, increased demand of gym usage, and increased demand for our students time, the only expected change will be the cost of living increase that we have seen every year, placing even more emphasis on an increased budget. Also, I may lose my assistant within the year as she may pursue financial opportunities that would lend themselves to a long term future. Lastly, I don’t expect much of what the program doesn’t control to change, so we will continue to be self accountable and hope that we can retain our freshman class despite the previously listed problems. |



**ANNUAL Program Review**

**Name of Program/Department/Service Area: Women’s Soccer**

**Name of Person Submitting this Review:** Artie Cairel

**Date of Submission:** 10/17/2018

**Management Area (check one):**  **Administrative Services**

**Instruction**

**Student Services**

**Assessment of Past Progress**

Describe your progress on your previous year’s (2017-18) objectives:

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| **Objective 1:**  **Building a Soccer Locker room down by the soccer field.** | **Summary of Progress:**  There is a global approach within the athletic department for locker rooms, however, I am not aware nor have initiated communication with respect soccer field specific team rooms. Pursuing soccer specific facilities will be a continued objective |
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| **Objective 2:**  Adding a 3rd Assistant to the soccer side since the numbers have grown from 30 for 2 teams to nearly 60 | **Summary of Progress:**  No discussions have been held regarding the addition of a paid 3rd Assistant. Pursuing a multiple Assistant or Associate Head Coach position will be a continued objective |
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**Current Year Progress and Objectives**

What objectives and tasks are you working on this year? (You may continue objectives from the prior year.)

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| **Objective 1:**  Building a Soccer Locker Room Facility | **Action Plan (include who is responsible):**  A department wide action plan was presented to include locker rooms for soccer and other sports which I supported. I am not aware of the status of the action plan |
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| **Objective 2:**  Associate Head Coach | **Action Plan (include who is responsible):**  **Initiate discussion to determine the feasibility of an Associate Head Coach although the addition to the staff in some form will be a future objective** |
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**Next Year’s New Objectives (fiscal year 2019-20)**

What objectives and tasks will you take on for next year? (You may continue objectives from the prior year.)

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| **Objective 1:**  Secure a hi-rise portable camera system for filming games. | **Action Plan (include who is responsible):**  This system will allow us to secure quality video of games and practices for student review, classroom evaluation and building highlight tapes for recruiting purposes. There are very few soccer venues that provide the necessary elevated view for proper filming. Even the structure at the FRC soccer field does not allow for full field viewing. The system is compatible with the film service that we are currently and will continue to use. |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/ Budget needed (if applicable):**  **~ $3,500.00 to be equally broken up between the Men’s and Women’s soccer teams** |
| **If new resources are requested, address the following criteria:**  The film enhances the learning of tactics, positional play, team shape and other teachable moments with a game or practice that field level filming does not allow. The portability allows for use at all venues whether at home or on the road. It allows the person who is filming to remain on the ground and not be put in elevated positions. | **Budget code -if applicable (include Fund, Organization, and Account codes):** |

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| **Objective 2:**  Secure a distinct and specific soccer complex by extending the fence line and building a soccer clubhouse that would host the home and visiting teams, officials, trainer, scorekeeper, announcer in a structure out of the heat and/or inclement weather | **Action Plan (include who is responsible):**  Initiate discussions on the establishing of a soccer complex vs soccer field. Currently, there is no space within the soccer confines that allows for proper warm during games. This impacts home and away teams when there are double headers. One of the staff needs to leave the early game to warm up the other team. In other venues, there is a warm up area immediately adjacent to the field which allows for immediate contact in the event that staff member is needed at the game.  Horse manure is stored immediately behind the visiting bench. It is difficult to explain away the smell and visibility of the manure to the teams and recruits who attend games. Extending the field/fence line and building the clubhouse would reduce visibility of the manure in the event it is not relocated |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/ Budget needed (if applicable):** |
| **If new resources are requested, address the following criteria:**  The plan is feasible and area is available without significant impact on the surrounding department’s usage. The space requested is currently occupied by parked maintenance equipment and the horse manure pile. It would have a positive and significant influence on new student attraction, providing a complex similar to baseball and softball with their respective clubhouses. It would also be an attractive recruiting venue for staff to host campus visits. | **Budget code -if applicable (include Fund, Organization, and Account codes):** |

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| **Objective 3:**  Additional Assistant Coach | **Action Plan (include who is responsible):**  To add another Assistant Coach to the staff. Traditionally, a team consists of 1 Head Coach and 2 Assistants. Having only 2 Assistant Coaches for 2 teams proves to be problematic when only one team has a game away. One Assistant remains on campus to maintain a training schedule for the team not playing, The Head Coach and 1 Assistant will travel. In the event of a catastrophic injury to a student-athlete, as our game vs Lassen this year, the Assistant will accompany the player to the hospital with the player, leaving just the Head Coach at the game. Should something happening to the Head Coach and is not allowed to remain, the game maybe forfeited. All of this is irrespective of the additional duties beyond match management, such as statistics, bench/substitution management, inquiries. |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/ Budget needed (if applicable):** |
| **If new resources are requested, address the following criteria:**  This request addresses safety, relation to student learning, and support for employees to be effective. It is very difficult to maintain the safety of players as one coach will be watching the flow of the game while the other coaches may be assigned to watch activity away from the flow of the game. Games are practical learning situations and teachable moments lost with just one coach. A coach is unable to be as effective if they are drawn away from their primary duties. Moments are instantaneous and immediate feedback is required to best help in student learning. | **Budget code -if applicable (include Fund, Organization, and Account codes):** |

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| **Objective 4:**  Increase base funding to match that of Men’s Soccer. This ongoing funding deficiency is a Title IX violation. . | **Action Plan (include who is responsible):**  For years there has been a funding discrepancy between the men and women’s budgets with regard to supplies. The men have both an instructional and non instructional supply budget while the women only have a non-instructional supply budget, and the men have a larger non-instructional supply budget than the women do. These budgets need to be brought in to compliance. |
| **Connection to results from assessment of student learning and/or other plans:**  Title IX compliance | **Resources/ Budget needed (if applicable):**  **An instructional supply created that matches the men’s program - $1,581**  **And an increase in the non instructional supply budget – an increase of $250 to bring it up to the $1582 level that the men receive.** |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** |
|  | |

If completing your program’s objectives will require resources from **IT, Facilities, Professional Development,** or **Additional Staff** please include your request below. This section is for a **future need** (next fiscal year). If you have an immediate need (e.g. your computer is broken), contact the appropriate committee or administrator.

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| **Need** | **Resource Type** | **Rationale** (include connection to other plans) |
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**Summary Update from Comprehensive Program Review**

Based on information and/or data provided:

* Describe the current status of the Program/Depart/Service Area.

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| I joined a program in transition and inherited a group of student-athletes with a lot of questions, concerns and a feeling of unknown. Without the support and hard work of Danielle Smith, the program would have been in complete disarray. Lassen College, a GVC rival, experienced a similar coaching change without the external complications. Comparing the results between the two teams reflects the superior job performed by Danielle with respect to student-athlete recruitment. The department overall has been very helpful and supportive. Despite some in-season inquiries of matters from the last year, the program has moved ahead without any significant incidents. The feedback from opposing coaches and administrators has been very positive and complimentary. The objective of establishing a positive, competitive and responsible environment is on course to be met. |

* Explain significant issues and/or changes that have occurred since the last comprehensive review.

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* Briefly explain significant changes expected during the upcoming year.

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| We will work very hard to improve the field maintenance issues that persist. We have communicated with maintenance on future endeavors to improve field conditions and formulating an executable plan for the future. |

**Appendix**

Attach supporting documents as appropriate.



**ANNUAL Program Review**

**Name of Program/Department/Service Area: Business Program**

**Name of Person Submitting this Review:** Rick Leonhardt

**Date of Submission:** 11/02/2018

**Management Area (check one):**  **Administrative Services**

**Instruction**

**Student Services**

**Assessment of Past Progress**

Describe your progress on your previous year’s (2017-18) objectives:

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| --- | --- |
| **Objective 1:**  Continue to monitor and update all course materials as needed. Make sure the course materials are preparing students for the next level of their education. Use internet sources as much as possible | **Summary of Progress:**  Updated course materials to most current editions available. Using online material including digital text, interactive homework assignments, video reviews and tutorials, and online text prep. All course material in the core business courses can be accessed using Cengage Unlimited to provide the most current materials at the lowest possible cost to the students. |
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| **Objective 2:**  Meet with the Business Advisory Committee to determine if the FRC Business Program is meeting the needs of the business community. Monitor what former students are accomplishing in and outside of the Plumas County business community. | **Summary of Progress:**  Met with Business Advisory Committee on June 11, 2018. Members present were Rick Leonhardt, John Breaux, Kris Miravalle, Lisa Kelly, David Little, and BJ North.  Rick introduced the committee to the current business curriculum and explained the degrees and certificates available through the business program. Rick explained some changes he has implemented in the program since he took over the program in 2016. He mentioned the online platform he now uses for all of the business courses which helps with continuity throughout the program and always updates with the most current editions of all learning material.  Rick then went over some proposed changes in the curriculum including the addition of a professional communications course and a basic finance course. Potential textbooks were distributed to the committee and feedback was given on the proposed changes. The committee agreed on the importance of adding the professional communications class to the business curriculum.  The committee discussed adding additional classes and potentially adding some online courses to compliment the current curriculum. All in all the committee agreed the business program is making some valuable improvements should contribute to its continued success.  Following the meeting, Rick gave the committee members a tour of the FRC campus. |
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**Current Year Progress and Objectives**

What objectives and tasks are you working on this year? (You may continue objectives from the prior year.)

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| **Objective 1:**  Continue to monitor and update all course materials as needed. Make sure the course materials are preparing students for the next level of their education. Use internet sources as much as possible | **Action Plan (include who is responsible):**  Continue to offer course material online and use Cengage Unlimited. |
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| **Objective 2:**  Meet with the Business Advisory Committee to determine if the FRC Business Program is meeting the needs of the business community. Monitor what former students are accomplishing in and outside of the Plumas County business community. | **Action Plan (include who is responsible):**  Plan to meet with advisory committee again this next semester to update on progress and get feedback from the local business community. |
|  |  |

**Next Year’s New Objectives (fiscal year 2019-20)**

What objectives and tasks will you take on for next year? (You may continue objectives from the prior year.)

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| --- | --- |
| **Objective 1:**  Use more interactive technology in the classroom to engage students, making the learning environment more interesting and increase participation by students. | **Action Plan (include who is responsible):**  I am meeting with a representative from [MobLab](https://www.moblab.com/), who is an industry leader in designing classroom games and experiments for business and economics students, later this month. MobLab will be available in Cengage Unlimited in Fall 2019 at no additional charge for students. I plan to utilize MobLab in my classes as soon as it becomes available. |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/ Budget needed (if applicable):**  N/A |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):**  N/A |
| Uncontrollable Increase: | |
| Safety: | |
| New Student Attraction: | |
| Student Success and Retention: | |
| Relation to Student Learning: | |
| Support for employees to be effective: | |
| Feasibility: | |

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| **Objective 2:**  Look into the possibility of adding online sections of two business courses – financial accounting and macroeconomics. These classes are usually full each semester and including an online option would provide more options for both business students and bachelor degree students. | **Action Plan (include who is responsible):**  Work with the distance education coordinator, faculty, advisors, and dean of instruction to see if there is demand for adding these courses in an online format. |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/ Budget needed (if applicable):**  N/A |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):**  N/A |
| Uncontrollable Increase: | |
| Safety: | |
| New Student Attraction: | |
| Student Success and Retention: | |
| Relation to Student Learning: | |
| Support for employees to be effective: | |
| Feasibility: | |

If completing your program’s objectives will require resources from **IT, Facilities, Professional Development,** or **Additional Staff** please include your request below. This section is for a **future need** (next fiscal year). If you have an immediate need (e.g. your computer is broken), contact the appropriate committee or administrator.

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| **Need** | **Resource Type** | **Rationale** (include connection to other plans) |
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**Summary Update from Comprehensive Program Review**

Based on information and/or data provided:

* Describe the current status of the Program/Depart/Service Area.

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| Required courses must be taught once a year to ensure that students can graduate in a timely manner. Additional faculty may be required in the future to ensure students are able to enroll in classes they need to graduate. Classroom space has been adequate and the addition of larger classrooms in the program has led to increased enrollments.  All of the business courses are above the basic skill level and all transfer to CSUs and UCs. With the TMC program students will be guaranteed an opening for them at the CSUs. Micro- and Macroeconomics are in the General Education rubric and they satisfy the social science requirement at both the CSU and UC. Business Certificates range from 6-8 units and 12.5-17.5 units. These certificates are available in: Accounting and Accounting Management, Small Business Management, Business Management, General Business, Marketing, Finance, and Economics.  An AA in Business is our basic degree and requires 30.5 units in business core and elective courses. The balance of the degree consists of 24 units of General Education requirements and selected electives to equal 60.5 to 61.5 units. The degree is transferrable to all CSUs, UCs, UNR and most 4 year universities.  The TMC (Transfer Model Curriculum) AST (Associate of Science Transfer) in Business guarantees transfer to the CSU system and includes the core courses of Introduction to Business, Financial and Managerial Accounting, Micro- and Macroeconomics, and Business Law as the core courses as well as qualifying Math and General Education courses. We have encouraged students to earn both an AST in Business and an AA in Business. |

* Explain significant issues and/or changes that have occurred since the last comprehensive review.

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| Grant funding has supported some of the funding for the Internship Coordinator. This position is vital to having a complete Business Program with all aspects of business represented at FRC. |

* Briefly explain significant changes expected during the upcoming year.

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| No significant changes are expected at this time. |

**Appendix**

Attach supporting documents as appropriate.



**Annual Program Review**

**Name of Program/Department/Service Area: Early Childhood Education and Elementary Teacher Preparation Program (ECE and ETP)**

**Name of Person Submitting this Review:** Merle Rusky, Coordinator

**Date of Submission:** October 2018

**Management Area (check one):**  **Administrative Services**

**X Instruction**

**Student Services**

**Assessment of Past Progress**

Describe your progress on your previous year’s objectives:

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| **Objective 1: Increase enrollment in the ECE**  **Program.** | **Summary of Progress:**   |  | | --- | | **Action Plan (include who is responsible):**   * **Active recruitment** Efforts to increase ECE and ETP enrollment in both spring and fall were funded by the Adult Ed Grant for 17-18. Three recruitment videos were made and a new web page created for both the ECE and ETP programs. This is no longer an option for 18-19 nor in the future. Effort is made through FRC Advisory Committee to get the word out about classes to the public. The LPC, Impact/Plumas Stars, High Sierra Parent Conference are all community based efforts to keep FRC visible and approachable. Participated in Day in the Mountains, new student orientation, and College and Career Day. Discuss future enrollment in ECE and ETP with all classes every semester. Large mailing to Nevada High Schools was sent out in April. * **Newspaper ads** – One newspaper ad when out in several counties highlighting ECE students who had gone on for their BA from SOU in an effort to bring visibility to the program. * **High School on sites** – Visitation of local high schools by both Coordinator and Associate Faculty took place in 17-18 promoting the ECE and ETP programs. * **Increased High School participation in special projects** - Communication and collaboration took place with the new High School Senior Projects teacher. While active recruitment of students didn’t take place in the 17-18 year, a relationship has been established and is moving forward for 18-19. * **Promote ETP class rotation** – Advocacy for ETP classes continues during class scheduling for both semesters. * **Fliers for classes – Fliers went out in 17-18 and in fall of 19 to promote ECE classes.** Fliers were posted on the LPC and First Five web pages. Fliers were sent out electronically to Sierra Cascade Family Opportunities Head Start, 20,000 Lives, WIC, Plumas District Hospital Birth Classes, Plumas Charter School, to PUSD Early Education Teachers. Resource and Referral sent out fliers, my personal letter to FCCP’s in their spring and fall mailing. Plumas Stars continues to encourage state preschool sites and FCCP’s to take classes for professional growth stipend opportunities. * **Advocate for release time to build ETP and ECE program through recruitment efforts. Current load prohibits some efforts due to time constraints**. – Last advocacy efforts for release time or compensation were denied. * **Currently recruitment is under special events in program budget. Consideration should be made to move this line item and increase funding for these projects in the event Adult Ed is not refunded or has priorities other than ETP**. – Line items in the budget remain the same but at this time taking funds out for recruitment is working just fine. * **Met twice in 18-19 to support ECE and ETP instructors** – Both meetings with the Associate Faculty took place in 17-18. Both were well attended. Recruitment is a strong theme of our discussions. There is a December meeting proposal for fall of 18 but has not yet been confirmed. | |
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| **Objective 2: Increase quality comprehensive services to students through direct instruction, online classes, advising, and additional support as needed for success and completion of their studies.** | **Summary of Progress:**   * Met administrative timelines. * Increased online class options on Canvas. * Canvas presence for face to face classes. * Initiate Lab Chat for student coaches through the Adult ED grant. * I updated my Director Mentor status to support new directors in the field. * Continued participation in CCCECE, CDTC, PELCCC (LPC) groups to provide momentum for recruitment of ECE and ETP students and support quality services thought Plumas County. * Adult ED Grand provided services to new employees in the ECE and ETP field to support success. * Advocated for ETP to be included with ECE to provide students coordination on campus. We have a sign! * Will with ECE and ETP instructors twice in the program year for program stability and cohesiveness. * Provide access for the Child Development Training Consortium Grant for students working in the field. |
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**Current Year Progress and Objectives**

What objectives and tasks are you working on this year? (You may continue objectives from the prior year.)

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| --- | --- |
| **Objective 1: To increase enrollment in both ECE and ETP programs** | **Action Plan (include who is responsible):**   * Participated in the Pacific Sky video project (CIO, Coordinator, CDC Director) * Continued collaboration with PUSD HS for senior projects (Coordinator, Associate Faculty) * Continue active recruitment efforts around the county and Nevada (Coordinator) * Advocating for classes to be taught in the ETP program (Coordinator) * Added another online class, ECE 162 Child, Growth and Development for spring 2019 |
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| **Objective 2: Support Community efforts in increasing care for infants and toddlers and support ECE enrollment and lab site opportunity.** | **Action Plan (include who is responsible):**   * Work with LPC, First Five, and Plumas STARS as a resource and advocate for funding to begin start-up on a site for an infant toddler center. (Coordinator) |
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| **Objective 3: Increase quality comprehensive services to students through direct instruction, online classes, advising, and additional support as needed for success and completion of their studies.** | **Action Plan (include who is responsible):**   * Met administrative timelines. * Increased online class options on Canvas. * Canvas presence for face to face classes. * Initiate Lab Chat for student coaches through the Adult ED grant. * Updated Director Mentor status to support new directors in the field. * Continued participation in CCCECE, CDTC, PELCCC (LPC) groups to provide momentum for recruitment of ECE and ETE students and support quality services thought Plumas County. * Adult ED Grand provided services to new employees in the ECE and ETP field to support success. * Advocated for ETP to be included with ECE to provide students coordination on campus. We have a sign! * Will with ECE and ETP instructors twice in the program year for program stability and cohesiveness. * Provide access for the Child Development Training Consortium Grant for students working in the field. (Coordinator) * Collaborating with Adult Ed coaches to strengthen services to students in the field. (Coordinator, Associate Faculty) * Working towards a collaborative relationship with the Mentor Program. |

**Next Year’s NEW OBJECTIVES (fiscal year 2019-20**

What objectives and tasks will you take on for next year? (You may continue objectives from the prior year.)

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| **Objective 1: To increase enrollment in both ECE and ETP programs** | **Action Plan (include who is responsible):**   * Active recruitment efforts to increase ECE and ETP enrollment in both Spring and Fall (Coordinator) * Newspaper ads (FRC Recruitment staff and Coordinator) * High School on sites (Counseling Coordinators, Associate Faculty) * Increased High School participation in special projects (Coordinator) * Promote ETP class rotation (Coordinator) * Fliers for classes (Instructors & Coordinator) * Advocate for release time or compensation to build ETP and ECE program. * Meet twice in 19-20 to support ECE and ETP instructors (Coordinator) * Work with community preschool and elementary sites to provide opportunities for ECE and ETP students in the field classrooms. * Move fringe benefits (3000) into special events and programs category (5905) for program planning, augmentation, and recruitment activities. |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/ Budget needed (if applicable):** |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** |
| Uncontrollable Increase: | |
| Safety: n/a | |
| New Student Attraction: | |
| Student Success and Retention: | |
| Relation to Student Learning: | |
| Support for employees to be effective: | |
| Feasibility: | |

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| **Objective 2:**  **Increase quality comprehensive services to students through direct instruction, online classes, advising, and additional support as needed for success and completion of their studies.** | **Action Plan (include who is responsible):**   * Continue enrolling in Professional Training Opportunities ( Coordinator) * Review and revise course content to provide the most current information for students   (Coordinator & Associate Faculty)   * Work closely with Adult Grant to support students in the field. (Coordinator, S. Miller, and Associate Faculty) * Continue and revise online access for students (Coordinator, Associate Faculty) * Provide a beginning of the year meet and greet for ECE/ETP students, instructors, and site teachers (Coordinator) * Continue efforts with Chico State and UNR for seamless transfer for ETP students.(Coordinator) * Apply for equivalency to teach EDU 200 for greater visibility with the ETP student community. |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/ Budget needed (if applicable):** |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** |
| Uncontrollable Increase: | |
| Safety: | |
| New Student Attraction: | |
| Student Success and Retention: | |
| Relation to Student Learning: | |
| Support for employees to be effective: | |
| Feasibility: | |

If completing your program’s objectives will require resources from **IT, Facilities, Professional Development,** or **Additional Staff** please include your request below. This section is for a **future need** (next fiscal year). If you have an immediate need (e.g. your computer is broken), contact the appropriate committee or administrator.

|  |  |  |
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| **Need** | **Resource Type** | **Rationale** (include connection to other plans) |
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**Summary Update from Comprehensive Program Review**

Based on information and/or data provided:

* Describe the current status of the Program/Depart/Service Area.

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| The ECE & ETP program is small but strong. More ETP students are finding their way into Coordinators office for advising. Community members are aware that FRC has an ETP program and support recruitment efforts. |

* Explain significant issues and/or changes that have occurred since the last comprehensive review.

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| The ECE program is small. Recruitment efforts have been increased in the last year. ECE Coordinator has taken the responsibility of ETP Coordinator at this time with no additional compensation. Coordination of both ECE and ETP programs provide the community with one face for the Early Learning Community. Students have someone to come to for direct support and coordinator is advocating for classes for ETP students which are not always taught due to low student enrollment and teachers to teach these additional classes. The California Matrix is still being revised by the state, final agreement on those changes have not been met as of yet. When the changes go through, significant time will be needed to adjust FRC ECE and ETP courses. |

* Briefly explain significant changes expected during the upcoming year.

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| If the community is awarded Infant Toddler Center startup money, increased efforts and collaboration will be needed to support community efforts. This will increase the opportunity for students in Infant Toddler classes to have hands on field experience and possible job opportunities in the future.  The state has yet to vote on the new changes to the California Early Childhood Credentialing Matrix, however FRC can expect large changes to take place in revising current class options and rotations when the Matrix is finalized. |

**Appendix**

Attach supporting documents as appropriate.



**ANNUAL Program Review**

**Name of Program/Department/Service Area: Environmental Studies**

**Name of Person Submitting this Review:** DeRuiter, Tracy, Fuller

**Date of Submission:** 10/17/2018

**Management Area (check one):**  **Administrative Services**

**Instruction**

**Student Services**

**Assessment of Past Progress**

Describe your progress on your previous year’s objectives:

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| **Objective 1:** | **Summary of Progress:** |
| Reevaluate Forest & Fire Management Plan Action Implementation Timetable to fit into ENVR Curriculum | Aligned action implementation timetable to fit with current courses See Appendix A. |

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| **Objective 2:**  Develop online database that compiles campus environmental data to share with students and faculty. . | **Summary of Progress:**  Created a google folder and account for the ENVR program that can be used to upload, store and share data ([frc.envr@gmail.com](mailto:frc.envr@gmail.com) password: Aquila crysaetos). |
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| **Objective 3:**  Integrate Dellinger’s Pond projects from Management Plan into course curriculum | **Summary of Progress:**  ENVR 251 Ecosystem Management focused efforts on Dell’s Pond during Spring 2018: worked with Facilities Department to address weed issues. Work will continue. (DeRuiter) |

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| **Objective 4:**  Improve recruitment and outreach efforts | **Summary of Progress:**  Worked to keep website up to date and increase social media presence (Instagram and Facebook)  Rolled out new program logos.  Fuller completed a few local and regional high school visits and hosted other local school groups on hatchery tours.  Met with Sean Harris for advice |
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| **Objective 5:** | **Summary of Progress:** |
| Articulate strategy for incorporating learning opportunities (e.g., monitoring) on the new 180-acre parcel | Developed an Action Implementation Table  comparable to the one in the Forest & Fire Management Plan for the Spanish Creek property. See Appendix B. |

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| **Objective 6:** | **Summary of Progress:** |
| Revamp greenhouse | Cleanup has progressed. A fence was built in the front of the greenhouse to protect raised beds. Aquaponics systems has been maintained, though it will move to new hatchery greenhouse soon. |

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| **Objective 7:** | **Summary of Progress:** |
| Purchase drone, tablets and complete system to further field work in wide range of courses | System purchase complete. DeRuiter and Tracy are licensed remote pilots and drone is registered with the FAA! Work will continue to integrate drone activities into courses (Stream channel assessment, ecosystem type assessment)  . |

**Current Year Progress and Objectives**

What objectives and tasks are you working on this year? (You may continue objectives from the prior year.)

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| **Objective 1:**  Recruit new students into program | **Action Plan (include who is responsible):**  Continue website improvement and social media presence (All).  Improve FRC/transfer-program articulation to make our degree more desirable (DeRuiter, Tracy)  Improve promotional material and order promotional giveaways (ie stickers, carabineers) to handout at school visits and events. (All)  Continue to visit high schools (Fuller and All).  Learn about and attend any relevant veterans outreach opportunities. (All)  Collaborate with efforts towards launch of Ecological Farming program to benefit broader ENVR recruitment and development of a program communications plan for ENVR, similar to one marketing professionals have created for the Eco Farming program. (All).  Work with Pacific Sky to create program promotional film (All)  Work with Kokanee Power to establish a fish/hatchery scholarship (Fuller). |

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| **Objective 2:**  Launch our ENVR mentorship program | **Action Plan (include who is responsible):**  We have assigned student mentees this fall to full-time faculty/staff. We will attempt to meet with all the students in our program to assess their educational and career goals and provide advice. (All) |

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| **Objective 3:**  Improve articulation | **Action Plan (include who is responsible):**  Improve FRC/transfer-program articulation to make our degree more desirable (DeRuiter, Tracy)  Apply to CCCCO to get our program certs transcribable (Tracy, Fuller)  Consider addition of another geospatial course to build towards a potential GIS cert and better align with HSU lower division requirements. (Tracy) |
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| **Objective 4:**  Launch Ecological Farming Certificate: find appropriate instructors | **Action Plan (include who is responsible):**  Program scheduled to launch January 2019.  Jessi Mazar has been hired has lead instructors and other appropriate instructors are lined up to teach other course required for the certificate (eg Rick Leonhard, Cody Reed/Bridget Tracy, Ann Bullard, Riley York)  Partnerships with Follow your Hearth Farm and Plumas County Community Develop Commission secured. (DeRuiter)  Promotional strategy being implemented beginning Oct. 2018 (DeRuiter with marketing consultant) |
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| **Objective 5:** | **Action Plan (include who is responsible):** |
| Continue campus environmental monitoring | Continue to work to gather data about the new property (See Implementation Action Table).  Collect data and share in online data base (See objective 4)  Organize faculty drone workdays where we share skills and knowledge about the drone, so we can get up to speed using this tool with students (All). |

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| **Objective 6:**  Create a ENVR subpage on our website that links to regional environmental data sources and to our own campus environmental data collected in our google folder. Populate our local online database with past and current campus environmental data. | **Action Plan (include who is responsible):**  Add a ENVR subpage for sharing data. (Tracy)  Faculty, students, and workstudy employees will work to enter and share data collected in past and current classes in shared google folder. ([frc.envr@gmail.com](mailto:frc.envr@gmail.com) password: Aquila crysaetos) (All) |
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| **Objective 7:**  Improve Hatchery Classroom | **Action Plan (include who is responsible):**  Apply for grants fund improvement of hatchery as a demonstration and learning space (~$3000)  Remove old aquaponics set up in barn. (Fuller)  Build noise abatement boxes to help conceal blowers and reduce noise in hatchery barn. (Fuller and facilities)  Lay down new gravel layer. (Fuller and facilities)  Construct wood tables and purchase stool and lightening to place along hatchery barn wall to use for classes and tour activities. (Fuller and facilities)  Reconstruct storage bins and hangers for the hatchery. (Fuller and facilities) |
|  |  |

**Next Year’s New Objectives (fiscal year 2019-20)**

What objectives and tasks will you take on for next year? (You may continue objectives from the prior year.)

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| **Objective 1:**  Continue to support student travel to Western Section Wildlife Society Conference | **Action Plan (include who is responsible):**  Costs for student attendance at conference have risen, so we need to secure additional funds. (DeRuiter) |
| **Connection to results from assessment of student learning and/or other plans:**  ENVR 194 SLOs | **Resources/ Budget needed (if applicable):**  $1500 (conference attendance, travel, and lodging)) |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):**  1100-21350-5101-030200 |
| Uncontrollable Increase: From 2016to 2018 student registration costs increased from $100 per student o $185per student. Lodging and travel costs have also increased (about 40%). Unknown location of future conferences makes it difficult to predict exact cost necessary, but we hope that by thinking ahead we can continue to take an advantage of this learning opportunity. | |
| Safety: N/A | |
| New Student Attraction: The opportunity to attend a professional conference is exceptional and motivates and entices students. | |
| Student Success and Retention: Again, this opportunity is exceptional and motivates and entices students. | |
| Relation to Student Learning: Students with interests from wildlife biology, to policy, to law enforcement can learn a lot about professional opportunities and have a unique networking experience, not to mention, can learn a lot about cutting edge research, etc. | |
| Support for employees to be effective: Without these funds, we cannot continue to teach ENVR 194 in the model of past instruction. | |
| Feasibility: Michelle Petrolje indicated we may be able to access Student Equity funds to help support this course. | |

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| **Objective 2:**  Improve hatchery classroom learning space. | **Action Plan (include who is responsible):**  Improve hatchery as a demonstration and learning space.  Remove old aquaponics set up in barn. (Fuller)  Build noise abatement boxes to help conceal blowers and reduce noise in hatchery barn. (Fuller and facilities)  Lay down new gravel layer. (Fuller and facilities)  Construct wood tables and purchase stool and lightening to place along hatchery barn wall to use for classes and tour activities. (Fuller and facilities)  Reconstruct storage bins and hangers for the hatchery. (Fuller and facilities) |
| **Connection to results from assessment of student learning and/or other plans:**  SLOs for ENVR 250, ENVR 266, ENVR 264, ENVR 142L, ENVR 241 | **Resources/ Budget needed (if applicable):**  $3000 |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):**  1100-21350-4325-030200 |
| Uncontrollable Increase: The hatchery was hit hard by the flooding two years ago and has not received any additional funding to get it back up and in safe, working order as learning space. | |
| Safety: As mentioned above, the hatchery was hit hard by the flooding two years ago and has not received any additional funding to get it back up in safe, working order. It is currently, desperately in need of work to make it a safe learning space. | |
| New Student Attraction: The hatchery is often touted a special feature of FRC. It has the potential to be a great space for high school and other student tours. However, as mentioned above, the flooding in the hatchery, as well as years of wear and tear, have resulted in a space that is not currently very useful or attractive. We would like to improve this space to make it more enticing to potential students and, more importantly, more capable of providing a successful learning space. | |
| Student Success and Retention: The hatchery is a special feature at FEC that has the potential to attract and hold students interested in learning about fish and hatchery management. Unfortunately, past wear and tear and some unfortunately flooding have left the hatchery barn as a space that is not amenable to student learning. We would like to rectify this my investing in improvements to create a safe and successful learning environment. | |
| Relation to Student Learning: The hatchery is a special feature at FRC that has the potential to attract and hold students interested in learning about fish and hatchery management. Unfortunately, past wear and tear and some unfortunate flooding have left the hatchery barn as a space that is not amenable to student learning. We would like to rectify this my investing in improvements to create a safe and successful learning environment. | |
| Support for employees to be effective: The hatchery manager and ENVR faculty need help to improve this space to use to support current courses. | |
| Feasibility: We need to invest in this special campus feature to keep it as a functional part of our school. This does not seem like too much to ask. | |

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| **Objective 3:**  Recruit and advise students. | **Action Plan (include who is responsible):**  Visit local high schools and college fairs as appropriate (Fuller and All).  Order promotional giveaways (stickers, carabineers, etc.) (All)  Continue mentorship program. |
| **Connection to results from assessment of student learning and/or other plans:**  2016-17 ENVR APR  2016-17 ENVR CPR  FRC Ed Plan | **Resources/ Budget needed (if applicable):**  $500 |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):**  1100-21350-5100-030200 and 1100 – 21350 – 4325 -030200 |
| Uncontrollable Increase: We did not have a budget for this in the past. | |
| Safety: N/A | |
| New Student Attraction: These funds would be used to recruit new students to the ENVR Program by reaching out to targeted high school counselors, high school natural resource programs, and other identified markets. We can grow our enrollment without increasing our program resources. | |
| Student Success and Retention: Student learning is enhanced through collaboration within a cohort. When that cohort is diverse and vigorous, the program is even more vibrant. This leads to student success and retention. We have been forced to cancel classes due to low enrollment at times – this is bad for students. With higher numbers, hopefully this problem would be alleviated. | |
| Relation to Student Learning: Recruiting effort creates a vibrant learning environment by bringing in more numbers and more diversity. | |
| Support for employees to be effective: Additional students create an enhanced teaching environment and keep our classes being offered. | |
| Feasibility: It’s reasonable to expect each faculty member to dedicate two days to recruiting visits. This is not too much to expect in addition to our other duties, and the effort could pay off significantly. | |

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| **Objective 4:**  Maintain and build campus environmental data set | **Action Plan (include who is responsible):**  Use students and student workers to continue data collection. (All)  Maintain website and  google databases with campus data (All) |
| **Connection to results from assessment of student learning and/or other plans:**  2016-17 ENVR APR  2016-17 ENVR CPR  FRC Ed Plan | **Resources/ Budget needed (if applicable):**  N/A |
| **If new resources are requested, address the following criteria:**  **N/A** | **Budget code -if applicable (include Fund, Organization, and Account codes):**  N/A |
| Uncontrollable Increase: | |
| Safety: | |
| New Student Attraction: | |
| Student Success and Retention: | |
| Relation to Student Learning: | |
| Support for employees to be effective: | |
| Feasibility: | |

If completing your program’s objectives will require resources from **IT, Facilities, Professional Development,** or **Additional Staff** please include your request below. This section is for a **future need** (next fiscal year). If you have an immediate need (e.g. your computer is broken), contact the appropriate committee or administrator.

|  |  |  |
| --- | --- | --- |
| **Need** | **Resource Type** | **Rationale** (include connection to other plans) |
| Help with Hatchery Instructional Space Improvements | Facilities Support | Hatchery |

**Summary Update from Comprehensive Program Review**

Based on information and/or data provided:

* Describe the current status of the Program/Department/Service Area.

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| --- |
| The Environmental Studies Department has seen a modest resurgence in student enrollment in fall 2018. We are optimistic that this is a positive trend for our program and hopeful that we can attribute some of this to our recruiting efforts over the past year. (FTES Fall 2017 = 9.5, Fall 2017 =7.9, Fall 2018 10.9)  The ENVR program nurtures a stronger sense of community among participants through hands on learning in small classroom settings, the internship programs and, and many outstanding learning opportunities we offer tour students. We are proud of our program and look forward to watching it continue to grow |

* Explain significant issues and/or changes that have occurred since the last comprehensive review.

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| The Ecological Farming Certificate will be serving students starting in spring 2019. The hatchery greenhouse has been purchased and is under construction which opened up space in the hatchery barn and the original greenhouse.  Major flooding the hatchery barn two winters ago and the planned move of the aquaponics system to the new hatchery greenhouse have created a need for upkeep and improvements in the barn laboratory space. These needs are beyond the capability of ENVR department and the hatchery to address out of their regular annual budgets. |

* Briefly explain significant changes expected during the upcoming year.

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| Due to partial leave of Faculty member Tracy, we have hired a couple of associate faculty to cover ENVR courses in spring 2019. Hopefully, the role out of the Ecological Farming Certificate will attract new students and invigorate current students from around campus. |

**Appendix**

Attach supporting documents as appropriate.

* Appendix A: Forest & Fire Management Plan Implementation Plan Table
* Appendix B: Spanish Creek Property Implementation Plan Table



**ANNUAL Program Review**

**Name of Program/Department/Service Area: Hatchery**

**Name of Person Submitting this Review:** Adam Fuller

**Date of Submission:**

**Management Area (check one):**  **Administrative Services**

**Instruction**

**Student Services**

**Assessment of Past Progress**

Describe your progress on your previous year’s (2017-18) objectives:

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| --- | --- |
| **Objective 1:** | **Summary of Progress:** |
| Increase attractiveness of the program to students | Enrollment in the Hatchery course was up to 10 students this year (although 2 dropped for personal reasons shortly into the course). I’ve also been to visit a number of high schools and given a talk at two aquarium societies to advertise the program, although no students from those visits have found their way up to the hatchery yet. I’ve also coordinated with the local fisheries biologist and have been able to provide some good field trips for students, which will hopefully result in positive word-of-mouth between students for future classes. |

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| **Objective 2:** | **Summary of Progress:** |
| Fully utilize hatchery resources and increase sales | In terms of fish sales and budget, the hatchery has been doing reasonably well. We increased our egg purchase numbers, although we lost some fry to a filter failure, many survived to provide for fish sales. Aquarium fish and plant sales increased significantly. The hatchery foundation account currently sits at $3000, although approximately half of that is earmarked to buy eggs and next year’s permits. |

**Current Year Progress and Objectives**

What objectives and tasks are you working on this year? (You may continue objectives from the prior year.)

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| **Objective 1:** | **Action Plan (include who is responsible):** |
| Attract more students to the hatchery program | **Fuller**  I’ve visited several schools this year in the region, two within the last month, to talk about the aquaculture program. I’ve also coordinated with Darla so that I was able to provide advertisement materials and fliers for the ENVR program to students. I also posted advertisements for my class around town this year |

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| **Objective 2:** | **Action Plan (include who is responsible):** |
| Construct an aquaponics greenhouse | **Fuller**  With the help of my students, construction of the aquaponics greenhouse is ongoing. The dome is nearly complete and most of the needed pieces of equipment have been purchased. I’ll need some help from facilities to install the electrical system, but otherwise I already have everything I need. I expect to have plants growing by spring semester. |

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| **Objective 3:** | **Action Plan (include who is responsible):** |
| Fully utilize hatchery resources and increase sales | **Fuller**  Things are currently progressing well here. I’ve produced a good number of fish and have eggs ordered in for the next batch of rainbows. We finally have a lot of large trout in the ponds, allowing us to sell larger fish and to enhance the experience of visitors and students. Just this week my students got some valuable experience seining trout from the ponds and moving them to the hatchery truck so I could deliver them. |

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| **Objective 4:** | **Action Plan (include who is responsible):** |
| Coordinate with community members to increase connections and opportunities for the hatchery | **Fuller**  I’ve been working to increase our coordination with Amber Mauser, the local fisheries biologist, Trout Unlimited, the Almanor Fishing Association, and the Fairgrounds. This has already paid off in several ways. We currently run a mutually beneficial fishing booth at the fair, and this semester I have been able to take students on field trips thanks to coordination with DFW. |

**Next Year’s New Objectives (fiscal year 2019-20)**

What objectives and tasks will you take on for next year? (You may continue objectives from the prior year.)

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| **Objective 1:**  Attract more students | **Action Plan (include who is responsible):**  Adam Fuller  Visit local high schools and college fairs, produce social media or advertisements |
| **Connection to results from assessment of student learning and/or other plans:**  2016-2017 Hatchery APR | **Resources/ Budget needed (if applicable):**  More than money, I’d appreciate help from someone who knows marketing. |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** |
| Uncontrollable Increase: n/a | |
| Safety: n/a | |
| New Student Attraction: The purpose of this goal is to recruit more students | |
| Student Success and Retention: By increasing the number of students in the hatchery program we can ensure that courses are offered regularly and reliably, which makes it easier for existing students to get the classes they need. | |
| Relation to Student Learning: More students and a greater variety of students will enhance the classroom experience | |
| Support for employees to be effective: I can more effectively teach when I have students available to teach. | |
| Feasibility: I’m already doing multiple classroom visits and hosting tours, and on and off posts to social media. This is just a continuation and improvement to that. | |

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| **Objective 2:**  Enhance teaching and public interaction facilities at the hatchery | **Action Plan (include who is responsible):**  Adam Fuller  With the greenhouse construction almost complete, I will soon be removing the old aquaponics system from the hatchery barn. The hatchery is in dire need of table space for labs, and my hope is that I can modify the new space in the hatchery barn to facilitate this.  The first thing needed is a new layer of gravel to cover the floor of the hatchery building. The flood from two years ago washed in a substantial layer of mud and dirt which still makes a mess everywhere. I’d need help from facilities to spread the gravel around on the floor as well.  After this is done, I want to install a bench or table along the south wall of the hatchery to provide some table space for students to be able to work with trout. Noise levels in the hatchery are high, and I’d like to reduce this as well by building noise-reduction boxes around the blowers in the hatchery.  In addition to the above, I’m requesting a continuation of the non-instructional supplies funding in the hatchery budget. I started the year with $1880 in this account, spent $1000 purchasing eggs for the hatchery and now have $783 in the account. I’d request funds to bring the total back up to $1500 While the foundation account is how I handle most of my regular expenses, it does fluctuate up and down as I buy things and sell fish. The non-instructional supplies budget is very valuable for me as a backstop for large purchases (eggs, licences, pump replacements) that need to be made when I have insufficient money in the foundation account. |
| **Connection to results from assessment of student learning and/or other plans:**  SLOs for ENVR 250, ENVR 266, ENVR 264, ENVR 142L, ENVR 241 | **Resources/ Budget needed (if applicable):**  $3000  Also needed: help from facilities for gravel distribution |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, an d Account codes):**  1200-20800-4325 -655800 |
| Uncontrollable Increase: Flooding has resulted in the need for new gravel on the floor of the hatchery. | |
| Safety: New gravel would reduce the amount of water pooling on the floor, beneficial for preventing slippage or electrical issues. Reducing the amount of noise in the hatchery could prevent hearing damage. The work in general should also improve accessibility to the hatchery. | |
| New Student Attraction: The hatchery barn is not only used for current students, but is also used in tours. Increasing the attractiveness of the facility would help attract new students. | |
| Student Success and Retention: A more attractive and functional facility will make it more likely that students will want to stay and continue their education in the hatchery program. | |
| Relation to Student Learning: By turning the barn into a more effective learning space, I’ll be able to more easily do higher quality labs in my classes, which should increase what students can learn. | |
| Support for employees to be effective: I spend a lot of time working in the barn, and these improvements would let me take care of my tasks in the area more quickly and easily | |
| Feasibility: The needed upgrades and repairs to the hatchery facility aren’t particularly difficult, just time consuming and moderately expensive. | |

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| **Objective 3:**  Continue coordination with community and local organizations | **Action Plan (include who is responsible):**  Adam Fuller  Continue to coordinate with DFW, Almanor Fishing Association, Trout Unlimited, Kokanee Power, and local individuals, specifically with an eye toward organizing field trips, obtaining scholarship money through the foundation, obtaining resources, and publicizing the hatchery to the community |
| **Connection to results from assessment of student learning and/or other plans:** | **Resources/ Budget needed (if applicable):**  I don’t need any help on this one. |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):** |
| Uncontrollable Increase: | |
| Safety: | |
| New Student Attraction: | |
| Student Success and Retention: | |
| Relation to Student Learning: | |
| Support for employees to be effective: | |
| Feasibility: | |

If completing your program’s objectives will require resources from **IT, Facilities, Professional Development,** or **Additional Staff** please include your request below. This section is for a **future need** (next fiscal year). If you have an immediate need (e.g. your computer is broken), contact the appropriate committee or administrator.

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| **Need** | **Resource Type** | **Rationale** (include connection to other plans) |
| Training /advice with marketing | Support from someone involved in Advertising. Truth be told I am not entirely sure who to ask for here | See current year objective 1 |
| Facilities help with spreading gravel and possibly construction of tables | Facilities Support | See next year objective 2 |

**Summary Update from Comprehensive Program Review**

Based on information and/or data provided:

* Describe the current status of the Program/Depart/Service Area.

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| Enrollment in hatchery classes is up this year, with a total of 10 students signing up for the intro to aquaculture class, although 2 later dropped |

* Explain significant issues/changes that have occurred since the last comprehensive review.

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| The new aquaponics greenhouse has been purchased and is being constructed.  Flooding in the hatchery from a couple of years ago, plus the move of the aquaponics equipment, means that now is a good time to work on upgrading the hatchery barn to improve it as a teaching space. |

* Briefly explain significant changes expected during the upcoming year.

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| The biggest upcoming change will the completion of the new aquaponics system and beginning of food production. |

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**ANNUAL Program Review**

**Name of Program/Department/Service Area: Outdoor Recreation Leadership**

**Name of Person Submitting this Review:** Stock, DeRuiter, Flett

**Date of Submission:** 10/17/2018

**Management Area (check one):**  **Administrative Services**

**Instruction**

**Student Services**

**Assessment of Past Progress**

Describe your progress on your previous year’s objectives:

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| **Objective 1:**  Employ ORL Program Assistant in a manner conducive to position sustainability, i.e. benefits. An additional four hours / week will allow ORL program assistant to:   * Staff courses in a manner consistent with industry standards related to student to instructor ratios, increasing safety for students and reducing exposure to liability for the college. * Increase recruiting and outreach potential by allocating more resources to this effort. * Assist with additional staff needs related to climbing wall. | **Summary of Progress:**  This has been a stated issue in our program for 8 years. No progress. Program administrative responsibilities continue to grow related to community service, community education, student employment, student activities, and marketing and outreach. |

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| **Objective 2:**  Water bottle filling station / drinking fountain for ORL/Art Building | **Summary of Progress:**  In progress. |

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| **Objective 3:**  Finalize ORL Building | **Summary of Progress:**  Upstairs west space storage is in progress; waiting on a quote from Nick Boyd.  Walls have been washed rather than painted.  Maintenance staff have discouraged floor painting. |

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| **Objective 4:**  Complete Climbing Wall Expansion | **Summary of Progress:**  Complete. |

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| **Objective 5:**  Recruiting | **Summary of Progress:**  Model for in-person visits to high school counselors still being developed. Other recruiting strategies implemented (e.g., collaboration with Pacific Sky to develop short video, recruiting guidebook to program, Instagram feed more active than ever). |

**Current Year Progress and Objectives**

What objectives and tasks are you working on this year? (You may continue objectives from the prior year.)

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| **Objective 1:**  Employ ORL Program Assistant in a manner conducive to position sustainability, i.e. benefits. An additional four hours / week will allow ORL program assistant to:   * Staff courses in a manner consistent with industry standards related to student to instructor ratios, increasing safety for students and reducing exposure to liability for the college. * Increase recruiting and outreach potential by allocating more resources to this effort. * Assist with additional staff needs related to climbing wall. | **Action Plan (include who is responsible):**  Work with Human Resources office to identify cost and find funding to increase hours of position to half time. Request totals an annual increase of 174 hours for the instructional assistant in ORL (8th year this has been requested). Increasingly important given the climbing wall facility and budget and need to update website and social media regularly for recruiting purposes. (Stock) |

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| **Objective 2:**  Water bottle filling station / drinking fountain for ORL/Art Building | **Action Plan (include who is responsible):**  Continue to work with Facilities Department and Art Department to purchase and install. (Stock) |

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| **Objective 3:**  Finalize ORL Building | **Action Plan (include who is responsible):**  Continue to work with Facilities Department to (Stock):   * Paint floor – potential for ORL Student Employment hours to be used to complete this task * Paint walls – Washed rather than painted. * Incorporate unused west space into upstairs storage – in progress; waiting on a quote from Nick Boyd. |

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| **Objective 4:**  Recruiting | **Action Plan (include who is responsible):** (Stock, DeRuiter, Flett)   1. Develop recruiting adventure weekend for HS juniors & seniors, to be scheduled in May 2019; 2. Targeting high school counselors in Chico, Truckee, and Redding; 3. Further develop social and digital media (e.g., work with Pacific Sky to complete 15 second video, enhance Instagram feed with stories, |
|  |  |
| **Objective 5:**  Update all aspects of program courses via CurriQunet | **Action Plan (include who is responsible):** (Stock, Flett)   1. Address grading for all activity classes to establish consistency 2. Establish consistency for ORL classes using disciplines list 3. Add Beginning Skiing course to curriculum. |

**Next Year’s New Objectives (fiscal year 2019-20)**

What objectives and tasks will you take on for next year? (You may continue objectives from the prior year.)

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| **Objective 1:**  Employ ORL Program Assistant in a manner conducive to position sustainability, i.e. benefits. An additional four hours / week will allow ORL program assistant to:   * Staff courses in a manner consistent with industry standards related to student to instructor ratios, increasing safety for students and reducing exposure to liability for the college. * Increase recruiting and outreach potential by allocating more resources to this effort. * Assist with additional staff needs related to climbing wall. | **Action Plan (include who is responsible):**  Work with Human Resources office to identify cost and find funding to increase hours of position to half time. Request totals an annual increase of 174 hours for the instructional assistant in ORL (9th year this has been requested). Increasingly important given the climbing wall facility and budget and need to update website and social media regularly for recruiting purposes. (Stock) |
| **Connection to results from assessment of student learning and/or other plans:**  Budget. ORL Comprehensive Program Review. ORL Risk Management Plan. ORL College & Community Climbing Wall Risk Management Plan. | **Resources/ Budget needed (if applicable):**  Additional hours for ORL Program Assistant. |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):**  1100-21550-2210-011510 and associated benefits budget codes |
| Uncontrollable Increase: | |
| Safety: Can better serve groups on the climbing wall consistent with industry standards. Reduces liability to FRC. | |
| New Student Attraction: Keeping website and social media up-to-date is essential for recruiting. Heavy utilization of climbing wall for Community Ed and Community Service Learning attracts more students to the program. | |
| Student Success and Retention: Telling current students’ stories via social media and the website helps them feel valued and committed to the program. Student success and retention directly related to climbing wall utilization via Community Ed and Community Service Learning, as students relate theory to practice (praxis). | |
| Relation to Student Learning: Student learning improves as students are able to work as recreation leaders on the Campus and Community Climbing Wall. | |
| Support for employees to be effective: Effective management of the climbing wall and student employees associated with it is the only option. Serving community groups is a significant extension of the ORL Program risk management and requires time for the ORL Instructional Assistant to be effective in that role. Website and social media currency also requires a significant investment of time to be effective, particularly with a program as dynamic as ORL. | |
| Feasibility: An increase in only 4 hours / week is very feasible. It has the potential to generate increased program FTE through outreach and marketing, as well as explore an increased revenue through climbing wall rental options. | |

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| **Objective 2:**  Obtain alpine touring (AT) gear for ski programs | **Action Plan (include who is responsible):**  (Stock)  Submit funding requests via Lottery and VTEA. |
| **Connection to results from assessment of student learning and/or other plans:**  Student feedback from Telemark Ski classes indicates that learning to ski would be easier on fixed heel gear. This is especially true for students who are true beginners. | **Resources/ Budget needed (if applicable):**  $20,000 – 30,000 |
| **If new resources are requested, address the following criteria:** | **Budget code -if applicable (include Fund, Organization, and Account codes):**  1200-20650-6410-499900 (Lottery)  1200-20700-6410-499900 (VTEA) |
| Uncontrollable Increase: | |
| Safety: This models the industry trend for lighter, releasable gear, which increases efficiency and safety. | |
| New Student Attraction: Students who want to pursue employment in the ski industry would be attracted to courses using this gear. It better prepares students to work as ski patrollers and ski instructors. Ski patrollers, avalanche forecasters, ski guides, and ski instructors are all required to wear this type of equipment. | |
| Student Success and Retention: AT gear makes learning to ski more accessible for students. It speeds learning for the beginning skier, helping them find success. This is true for both in-bounds and backcountry settings. | |
| Relation to Student Learning: Enhances learning in a manner consistent with program SLOs, i.e. *application*, *knowledge*, and *involvement*. | |
| Support for employees to be effective: AT gear will make it possible for instructors to teach larger groups of students. | |
| Feasibility: Telemark gear is becoming less available; AT gear has become the industry standard. | |

If completing your program’s objectives will require resources from **IT, Facilities, Professional Development,** or **Additional Staff** please include your request below. This section is for a **future need** (next fiscal year). If you have an immediate need (e.g. your computer is broken), contact the appropriate committee or administrator.

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| **Need** | **Resource Type** | **Rationale** (include connection to other plans) |
| Employ ORL Program Assistant in a manner conducive to position sustainability | Staff, increased hours | See current year objective 1. Relates directly to ORL Risk Management Plan, Comprehensive Program Plan, Previous APR’s |
| Alpine Touring Ski Gear | Instructional Equipment | See 2019-20 objective 2. Relates to Program SLOs and risk management. |

**Summary Update from Comprehensive Program Review**

Based on information and/or data provided:

* Describe the current status of the Program/Department/Service Area.

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| While students are near the end of their program in ORL, they take a majors survey (through Survey Monkey) that asks them, among a range of questions, to evaluate themselves regarding their progress toward the Program Student Learning Outcomes. So far, we have a growing number (N=25) of students who have completed the survey. Below, we show those who have rated themselves as “excellent” or “above average”:  Leadership 77%  Communication 73%  Application 95%  Knowledge 73%  Involvement 77%  Environment 73%  These results suggest that our students feel especially comfortable with their ability to apply their skills. Another question asks whether they have worked a job related to their studies, and 86% have, prior to graduation. This suggests that our students are applying their leadership, knowledge, and other program SLOs in the work environment.  A majority of students also plan to continue with their education, according to their survey responses: 54% said they definitely plan to transfer to a 4-year degree, and 29% said there was more than a 50% chance they would transfer. Thus, 83% of ORL graduates have a high likelihood of continuing their education.  Over the last three years, the ORL Program’s enrollment represents 3 - 4% of the total FTES at Feather River College, including Contract Ed. |

* Explain significant issues and/or changes that have occurred since the last comprehensive review.

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| The climbing wall is completed, and we are offering community education and community service regularly that supports student leadership opportunities and employment.  Our program naturally is well positioned to respond to the state funding formula as it currently reads. For example, granting degrees, encouraging transfer, and retaining students are strengths of the ORL program. Retention rates are approximately .45 campus-wide; while we couldn’t break out program-specific data, we feel confident that the ORL program retains students at a higher from year-to-year.  Even in the presence of a robust economy, on-campus enrollment has been remarkably static over the last five years, which contradicts the trends of community college enrollments during economically healthy times. |

* Briefly explain significant changes expected during the upcoming year.

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| The implementation of the funding formula will be a campus-wide change that we anticipate will affect our program as well as others across campus. We are examining the impact this will have on our program and how our program impacts the college budget given this change.  We expect to effectively recruit and attract more students into our existing classes. |

**Appendix**

Attach supporting documents as appropriate.