ANNUAL PROGRAM REVIEW

OUTDOOR RECREATION LEADERSHIP

NAME OF PERSON SUBMITTING THIS REVIEW: Rick Stock, Darla DeRuiter, Saylor Flett

DATE OF SUBMISSION: 10/7/10

MANAGEMENT AREA (check one):

- ☐ Administrative Services
- ☒ Instruction
- ☐ Student Services

ASSESSMENT OF PAST PROGRESS

Describe your progress on your previous year's objectives:

Objective 1: Review and formalize MOUs related to community partnerships and community service learning.	**Summary of Progress:** Complete. New MOUs are currently in place with PCOE and PUSD.
Connection to other plans: ORL Risk Management Plan	**Resources/Budget Used:** Staff time

Objective 2: Come into complete compliance with our own Risk Management Plan, particularly related to Peer Safety Review.	**Summary of Progress:** Internal examination resulted in updated Risk Management Plan. Work remaining includes administrative review and signature, and a thorough external safety review using Outward Bound's Safety Review Manual.
Connection to other plans: ORL Risk Management Plan ORL Program Review Oct 2007	**Resources/Budget Used:** Staff time. Up to $600 for travel needed for external review.

Objective 3: Review curriculum.	**Summary of Progress:** Ongoing; in progress. See Objective 2 below.
Connection to other plans: ORL Program Review Oct 2007	**Resources/Budget Used:** Staff time.

Objective 4: Operate program in an elastic manner to serve strategic enrollment management needs.	**Summary of Progress:** Complete and ongoing. We were very elastic with our Contract Ed agreements last year. More or fewer FTES can be added or taken away depending on institutional needs. We have added one more activity course each semester and still find enrollments at or over capacity, indicating a strong community need for these offerings.

Connection to other plans:	**Resources/Budget Used:**
Enrollment Management Plan Instructional Office Operational Plan	Enrollment data to make appropriate decisions.

Objective 5:	**Summary of Progress:**
Develop all required SLOs and improve assessment cycle process.	Complete. Program SLOs and all course-level SLOs approved. Certificate SLOs have recently been submitted for Curriculum Committee approval. Activity Course assessment tool has been created and reviewed, and is being implemented Fall 2010. Portfolio and exit interview are being used effectively for program and course SLOAC. New 1-unit capstone course under development (see Objective 2 below).
Connection to other plans: Campus Accreditation requirements ORL Program Review Oct 2007	**Resources/Budget Used:** Staff time.

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?

Objective 1:	**Action Plan (include who is responsible):**
Employ an ORL Program Assistant in a manner consistent with Ed Code and FRC HR Policy.	Submit budget request (ORL staff).
Connection to other plans: ORL Program Review Oct 2007 Strategic Enrollment Management Plan. FRC Educational Plan.	**Resources/Budget Needed:** Staff time.

Objective 2:	**Action Plan (include who is responsible):**
Approval of new capstone course	Develop Title V outline and submit for approval (Stock).
Connection to other plans: ORL 2009 APR	**Resources/Budget Needed:** Staff time. Faculty load for new course.

Objective 3:	**Action Plan** (include who is responsible)**:**
Examine curricular alternatives to BUS 130	ORL staff will continue to explore curricular alternatives. Curricular changes approved before Fall 2011 schedule deadline. (Stock).
Connection to other plans: ORL 2009 APR ORL Program Review Oct 2007	**Resources/Budget Needed:** Staff time.

Objective 4: Conduct and reciprocate a peer safety review.	**Action Plan** (include who is responsible)**:** Negotiations underway with Jason Boyer of Random Acts of Adventure. To be completed by April 2011. (ORL Staff).
Connection to other plans: ORL Risk Management Plan ORL Program Review Oct 2007	**Resources/Budget Needed:** Up to $600 for travel needed for external review.

Objective 5: Continue to utilize SLOAC to make improvements and adjustments to our program and curriculum.	**Action Plan** (include who is responsible)**:** Activities course SLOAC assessment tool to be fully deployed in 2010-11 and used for the assessment cycle (ORL staff).
Connection to other plans: Campus Accreditation requirements ORL Program Review Oct 2007, 2009 APR	**Resources/Budget Needed:** Staff time.

Objective 6: Explore and create a model for the delivery of community service utilizing ORL equipment and staff and partnering with Feather River Fitness & Recreation.	**Action Plan** (include who is responsible)**:** Meet with Deans, Athletic Director, and FRFR to create structure consistent with policy and procedure (Stock). Begin programming by February 2011. (ORL staff).
Connection to other plans: New initiative. FRFR membership growth plan.	**Resources/Budget Needed:** Staff time.

Objective 7: Explore Stand-Up Paddle Boarding as a new curricular addition (activity class) and / or community service learning program.	**Action Plan** (include who is responsible)**:** Develop and submit Title V Outline to curriculum committee. Purchase SUPs utilizing funds from the California Department of Boating & Waterways.
Connection to other plans: FRFR membership growth plan.	**Resources/Budget Needed:** Staff time. Grant funding for equipment.

Objective 8: Devise strategy for the sustenance of Feather River eco Bike Effort (FReBE) campus and community bike library.	**Action Plan** (include who is responsible)**:** Using student employment funds and personnel, ORL Program Assistant oversees program (Flett). Funding for student employment and ORL Program Assistant must be budgeted for Fall 2011.
Connection to other plans: 2007 ORL Program Review. FRC Sustainability Initiative.	**Resources/Budget Needed:** Student employment funds at approximately 100 hours / year. ORL Program Assistant permanent position (See Objective 1).

Objective 9:	**Action Plan** (include who is responsible)**:**
Improve collaboration, communication, and curriculum between ORL (and possibly ENVR) faculty by exploring options to situate offices near each other.	• Discuss prospective room changes with other faculty (Stock, DeRuiter) • If informal discussion of room changes bears fruit, work with Facilities Department and Committee to create a work plan for relocation.
Connection to other plans: 2007-2011 Ed Plan FRC Strategic Plan Objective 1	**Resources/Budget Needed:** Instructional Funds for course offering. Facilities funds for relocation.

Objective 10:	**Action Plan** (include who is responsible)**:**
Celebrate 10th Anniversary of ORL Program and Feather River Outings Group (FROG)	• ORL 120 Recreation Program Planning (Spring 2011) develops event(s) (DeRuiter, Stock) • Use as an alumni relations too • Develop publicity strategies (Stock, DeRuiter, Flett)
Connection to other plans: New initiative	**Resources/Budget Needed:** FRC Foundation ORL account will fund food and promotion as needed

BUDGET CHANGE REQUESTS FOR NEXT YEAR

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

Budget Request(s): **Amount**	**Account Code**	**Rationale** (include connection to other plans)**:**
$8,500 (figure to be reviewed by HR for accuracy)	11012210402215	Ability to satisfy state Education Code requirement related to the duration of temporary employment. Ability to conduct outdoor recreation activities in a manner consistent with industry safety standards. Ability to serve larger class sizes. Ability to transport students more safely. Ed Code, ORL Risk Management Plan, ORL Budget Plan.
$900	11012210403000	Fringes for above position.
$1500	11012210404310	Promise of $8000 through VTEA supplements instructional supply needs, allowing us to reduce our annual budget request for this line item
$3600	11012210405050	Safety review (fund travel for peer reviewer--$600). Continue to include professional consultants for selected classes such as Raft Guide School.

SUMMARY UPDATE FROM COMPREHENSIVE PROGRAM REVIEW

Based on data provided:

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

Given the data provided and our diversity of offerings (instructional, contract ed, and future community ed) we're able to satisfy a variety of community needs and offer a broad spectrum of courses and activities.
Program enrollment can be increased or decreased via Contract Education based on college needs and enrollment strategies. The ORL Program is vibrant and the core instructional program continues to operate near capacity. Student success and retention is excellent, based the data provided. We have a contingent of students from around the state and country. The college recruiter indicates that interest among high school students remains high. Community interest in our course offerings also remains high. Infrastructure needs have largely been met in regards to equipment and equipment storage. Former students are finding meaningful employment in the field.
Staffing is sufficient, however, the temporary employment of our program assistant is inconsistent with Education Code. The continued success of our program will require resource allocation for permanent classified status of a program assistant for the ORL program.

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

- Utilization of activity course SLOAC evaluation tool is being implemented this year.
- Successful procurement of $15,000 California Department of Boating and Waterways grant for Stand-Up Paddleboards and associated equipment.
- Contract Education FTES was halted in February 2010 to save money and be consistent with enrollment strategies, and was reinstated for the current academic year.

3. Briefly explain significant changes expected during the upcoming year. **Michael: we believe this should be requested more specifically in terms of GOALS for the upcoming year.**

Goals for 2011-12

- Approval of new capstone course
- Examine curricular alternatives to BUS 130
- Employ an ORL Program Assistant in a manner consistent with Ed Code and FRC HR Policy.
- Conduct and reciprocate a peer safety review.
- Continue to utilize SLOAC to make improvements and adjustments to our program and curriculum.

APPENDIX

Attach supporting documents as appropriate. Please see Instructions for examples of supporting documents per Management Area.

Appendix A: Activities Course Assessment Tool

2011-2012 BUDGET PROPOSAL

RESPONSIBILITY: CIO

FUND CODE: **1100 GENERAL - UNRESTRICTED**
ORGANIZATION CODE: **21550 Outdoor Rec Leadership**

FEATHER RIVER COMMUNITY COLLEGE DISTRICT

ACCOUNT CODE	ACCOUNT TITLE (Please provide specific detail supporting *Proposed Budget Request*.)	Strategic Planning Goals & Objectives Policy Area (If Applicable)	2009-10 ENDING BUDGET	2009-10 ACTUAL	2010-11 ADJUSTED FINAL BUDGET	2011-12 PROPOSED BUDGET REQUEST
2410	Instructional Aide - Temp Hourly	2.2, 2.3, 3.2.2, 3.4	7900	$ 7,897	$ 7,900	$ 8,500
3000	Fringes	2.2, 2.3, 3.2.2, 3.4	786	785.74	400	900
4310	Instructional Supplies	2.1, 2.2	1914	$ 1,359	$ 3,000	$ 1,500
4325	Non-instructional Supplies	2.1, 2.2	1954	1953.52	1500	1500
5050	Consultants and Contract Services	2.1, 2.2	2231	2231	2600	2600
5073	Other Rents & Leases	3.2	500	95	500	500
5100	Employee Travel Expenses	2.1	353	353	1000	1000
5101	Student Travel	2.1	4500	5755.85	6000	6000
			20138	**$ 20,430**	**$ 22,900**	**$ 22,500**

Strategic Planning Goals & Objectives 2008 - 2011

Policy Area 1: Effectiveness of Instruction/Student Development
Policy Area 2: Sustainability/Economic Stability
Policy Area 3: Enrollment Management
Policy Area 4: Decision-Making and Communication
Policy Area 5: Campus Environment
Policy Area 6: Facilities