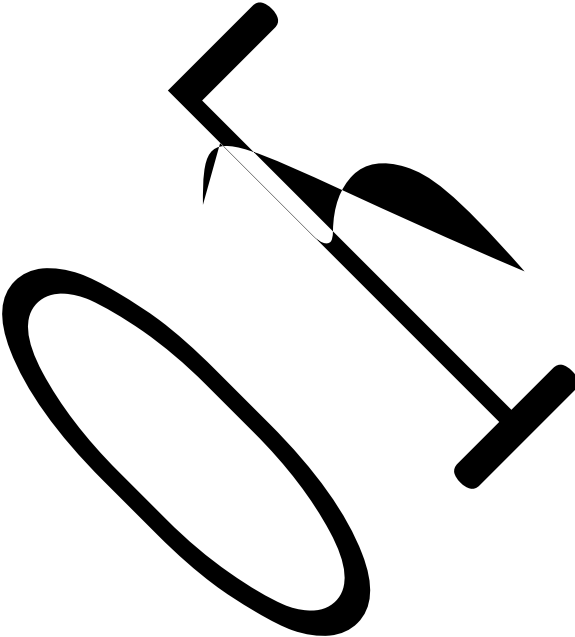# NORCO COLLEGE ANNUAL INSTRUCTIONAL   PROGRAM REVIEW

Unit: _Administration of Justice_____

Please give the full title of the discipline or department

5. Staff Needs

NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)[1]

List Staff Positions Needed for Academic Year____2015_____ Please justify and explain each faculty request as they pertain to the goals listed in item #3. Place titles on list in order (rank) or importance.	Indicate (N) = New or (R) = Replacement	Annual TCP*	Distanced Education
1. Full time instructor Reason: We need a full time instructor to head this certificate program	N	104,000	No
2. Reason:			

6. Equipment (including technology)<u>Not</u> Covered by Current Budget² N/A

List Equipment or Equipment Repair Needed for Academic Year_____ Please list/summarize the needs of your unit on your college below. Please be as specific and as brief as possible. Place items on list in order (rank) or importance.	*Indicate whether Equipment is for (I) = Instructional or (N) = Non-Instructional purposes	Annual TCO*				
		Cost per item	Number Requested	Total Cost of Request	EMP GOALS	Distance Educ2.999990 Tc 0

7. Professional or Organizational Development Needs Not Covered by Current Budget [3]* N/A

List Professional Development Needs for Academic Year_____ Reasons might include in response to assessment finding the need to update skills to comply with state, federal, professional organization requirements, need to update skills/competencies. Please be as specific and as brief as possible. Some item have a cost per se, but reflect the need to spend current staff time differently. Place items on order (rank) or importance. Examples include local college workshops, state/national conferences	Annual TCO*				
	Cost per item	Number Requested	Total Cost of Request	EMP Goals	Distance Education
1. Reason:					
2. Reason:					

9. OTHER NEEDS AND LONG TERM SAFETY CONCERNS not covered by current budget[5]
   ** For immediate hazards, contact your supervisor**

List Other Needs that do not fit elsewhere. Please be as specific and as brief as possible. Not all needs will have a cost, but require a reallocation of current staff time. Place items in list order (rank) or importance.	Annual TCO*				
	Cost per item	Number Requested	Total Cost of Request	EMP Goals	Distance Education
1. Storage closet Reason: We need a place to keep the equipment for ADJ 13 and 14					
2. Reason:					
3. Reason:					
4. Reason:					
5. Reason:					
6. Reason:					

These requests are sent to the Business and Facilities Planning Council, but are not ranked. They are further reviewed as funding becomes available.

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[5] If your SLO assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the "reason" section of this form.

Rubric for Annual Instructional Program Review - Part I only

Discipline: Contact Person:

Reviewer: Average Score:

Area of Assessment	0 No attempt	1 some attempt	2 good attempt	3 outstanding attempt
1. Retention, success, and efficiency rates have been identified and reflected upon	No attempt to list retention, success, or efficiency data	Limited attempt to identify or discuss identified data	Clear attempt to identify and discuss identified data	Substantial attempt to identify and discuss/interpret identified data
2. There are annual goals for refining and improving program practices.	No annual goals stated	Limited/generic statement made regarding goal(s), lacks clarity or details	Clear statement made regarding goal(s), includes details	Well-defined statement made regarding goal(s), includes details, reasoning
3. Activities identified that support annual goals; connections made between goals/activities and Retention, Success, Enrollment, and Efficiency data	No attempt made to identify activities	Limited/generic statement about activities; very limited attempt to connect to data from question 2 (where logical)	Clearly stated activities that support the goal(s); clear connection made to data from question 2 (where logical)	Well-defined activities that logically support the goal(s); definitive connections made to data from question 2 (where logical)
4. The annual goals are linked to the Mission and Educational Master Plan (EMP) of NC.	No link between the annual goals and the Mission or EMP	Limited attempt to link goals to Mission and EMP	Clear attempt to link goals to Mission and EMP	Well defined connection made between goals and Mission and EMP
5. Resource requests have reasons identified and completed data fields, including estimated dollar amount.	No reasons identified and incomplete data fields; or reasons identified, but incomplete or empty data field	Limited/generic/basic reasons provided, data fields completed	Clear requests for resources all data fields fully completed	Well defined reasons for re2 re f q7.72 134.52 T 0.212 0.373 0

II. Norco College- Annual Assessment Update

Purpose

Course number and name	SLO Initial Assessments and completed Reports (State each SLO e.g., SLO 1)	SLOs with Improvements identified (Identify the SLO with # of improvements e.g., SLO 1(1), or SLO 3(0))	SLOs not needing improvement (assumed loop-closed), with clear reasoning as to why	SLOs involved in Loop-Closing assessment (state SLO and effect)

2. a) How many Program Level Outcome initial assessments were you involved in fall 2013 spring 2014? Indicate a total number per column. Please provide copies of any reports or documents related to these assessments as attachments to this Annual Review, or embedded at the end of the document as an Appendix.

AOE (Area of Emphasis)	ADT (Associate for Transfer)	GE (General Education)	Certificate

b) How many Program Level Outcome loop-closing assessments were you involved in fall 2013 spring 2014? Indicate a total number per column. Please provide copies of any reports or documents related to these assessments as attachments to this Annual Review, or embedded at the end of the document as an Appendix.

AOE (Area of Emphasis)

5. Have you shared your assessments, outcomes, improvements, etc. with your discipline? How? If not, how do you plan to do so in the future?

6. Did any of your assessments indicate that your discipline or program needs additional resources to support student learning? If so, please explain

7. What additional support, training, etc. do you need in the coming year regarding assessment?

Scoring Rubric for Annual Program Review of Assessment (Part II only)

Assessment Unit Name: _____   Average score _____

	0	1	2	3
On-going SLO assessment and Loop-closing activity	No evidence provided	Limited evidence of on going SLO assessment (1 initial assessment, no loop-closing)	Clear evidence of ogoing SLO assessment (at least 1 initial and or 1 loopclosing)	Clear and robust evidence provided of ongoing SLO
	0	1	2	