

NORCO COLLEGE ANNUAL INSTRUCTIONAL PROGRAM REVIEW

Unit: Dance

Please give the full title of the discipline or department. You may submit as a discipline or department as is easiest for your unit

Contact Person: Dina Humble

Due in draft: March 15, 2012

Final drafts due: June 1, 2012

Please send an electronic copy to the Vice President; Academic Affairs

Norco: Diane.Dieckmeyer@norcollege.edu

If you are CTE: Kevin.Fleming@norcollege.edu

Form Last Revised: December 2011

Norco College

Web Resources: <http://www.rccd.edu/administratio>

Annual Instructional Program Review Update

Instructions

***Please retain this information for your discipline's/department's use (or forward to your chair).**

The Annual Self-Study is conducted by each unit on each college and consists of an analysis of changes within the unit as well as significant new resource needs for staff, resources, facilities, and equipment. It should be **submitted in draft every year by March 15th** (or the first working day following the 15th), with final drafts due on **June 1**, in anticipation of budget planning for the fiscal year, which begins July 1 of the *following* calendar year.

Extensive data sets have been distributed to all Department Chairs and are linked to the Program Review website (password 11111). Chairs have received training on the use of these data sets. Please consult with your Department Chair or Raj Bajaj for assistance interpreting the data relevant to your discipline. Note that you are only required to mention data relevant to your analysis or requests. Should you wish assistance with research *analysis* please fill out the form at <http://academic.rcc.edu/ir/requestform.html> and you will be contacted to schedule a time to discuss analysis of your data. You may also request a labor market analysis using this form.

The questions on the subsequent pages are intended to assist you in planning for your unit.

The forms that follow are separated into pages for ease of distribution to relevant subcommittees. **Please keep the pages separated** if possible (though part of the same electronic file), **with the headers as they appear**, and be sure to include your unit, contact person (this may change from topic to topic) and date on each page submitted. Don't let formatting concerns slow you down. If you have difficulty with formatting, Nicole C. Ramirez can adjust the document for you. Simply add responses to those questions that apply and forward the document to nicole.ramirez@norcocollege.edu with a request to format it appropriately.

If you cannot identify in which category your requests belong or if you have complex-funding requests please schedule an appointment with your college's Vice President for Business Services right away. They will assist you with estimating the cost of your requests. For simple requests such as the cost of a staff member, please e-mail your Vice President. It is vital to include cost estimates in your request forms. Each college uses its own prioritization system. Inquiries regarding that process should be directed to your Vice President.

Norco: VP Business Services 951-372-7157

Mission

Norco College provides educational programs, services, and learning environments for a diverse community. We equip our students with the knowledge and skills to attain their goals in higher, career/technical, and continuing education; workforce development; and personal enrichment. To meet the evolving

1. Norco College will achieve an enrollment growth target of 3.8% annually until 2024 and then 3% thereafter until 2038.
2. Norco College will work towards achieving and maintaining the racial/ethnic distribution of faculty, staff, and students that is representative of the population of [its] Riverside Community College District service area.
3. Norco College will expand access to its programs and services on both the Norco campus as well as in the south Corona area. Towards this end, the College will establish a south Corona educational center by 2013 and enroll 1,000 FTES at the center by 2018.
4. Norco College will work with the city of Norco to approve and construct a roadway providing southerly ingress and egress to the Norco campus.
5. Norco College will maintain its current student-faculty ratio.

Goal 4: Enhance Academic Programs and the Learning Environment to meet Student and Community Needs

1. Eighty percent (80%) of the programs at Norco College will be self sufficient—with students being able to complete them by taking courses only at Norco College—in three years; and 100% will be self-sufficient in five years.
2. Norco will make steady progress—through adding courses in current programs, through carefully adding additional programs, through more aggressive marketing, and through having more students complete Student Educational Plans—in closing the gap between its current students' profile, as defined by students' educational goals, and the 40%-40%-20% distribution (transfer-career/technical-personal enrichment).
3. By 2012, 20% of the library collection will be made up of materials published after 2000, and 50% of the volumes will have been selected by Norco faculty.
4. Program-level SLOs will be identified for 100% of Norco programs by 2009.
5. One hundred percent (100%) of Norco College academic programs will be reviewed in three years, and ongoing program reviews will be conducted each academic year.

Goal 5: Enhance Institutional Effectiveness

1. Norco College will develop and activate an independent website by the beginning of the fall 2008 enrollment period.
2. Norco College will publish its own College catalog by September 2009.
3. Norco College will create a marketing plan by September 2009.

I. Norco College

2. List your retention and success rates as well as your efficiency. Have there been any changes or significant trends in the data? If so, to what do you attribute these changes?

Dance

09FAL				
Sect	Retention	Success	Efficiency	
4	86.75%	78.92%	913.14	

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09SPR				
Sect	Retention	Success	Efficiency	
4	92.37%	85.50%	761.90	

10SPR				
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Contact Person: Dina Humble
Date: March 15, 2012

Current Human Resource Status

4. Complete the Faculty and Staff Employment Grid below. Please list full and part time faculty numbers in separate rows. Please list classified staff who are full and part time separately:

Faculty Employed in the Unit		
Teaching Assignment (e.g. Math, English)	Full-time faculty or staff (give number)	Part-time faculty or staff (give number)
Dance		1

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5. Equipment (including technology) Not Covered by Current Budget²

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.

1. NONE
Reason:

Indicate whether Equipment is for (I) = Instructional or (N) = Non-Instructional purposes	Annual TCO		EMP GOALS
	Number Requested	Total Cost of Request	

6. Professional or Organizational Development Needs Not Covered by Current Budget*³

List Professional Development Needs for Academic Year 2012-2013. Reasons might include in response to assessment findings or the need to update skills to comply with state, federal, professional organization requirements or the need to update skills/competencies. Please be as specific and as brief as possible. Some items may not have a cost per se, but reflect the need to spend current staff time differently. Place items on list in 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
1. NONE <u>Reason:</u>				
2. <u>Reason:</u>				
3. <u>Reason:</u>				
4. <u>Reason:</u>				
5. <u>Reason:</u>				
6. <u>Reason:</u>				

*It is recommended that you speak with the Faculty Development Coordinator to see if your request can be met with current budget.

³ 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.

Unit Name: Dance

Student Support Services, Library, and Learning Resource Center (see definition below**) Services needed by your unit over and above what is currently provided by student services at your college. Requests for Books, Periodicals, DVDs, and Databases must include specific titles/authors/ISBNs when applicable. Do not include textbook requests. These needs will be communicated to Student Services at your college⁴

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7. OTHER NEEDS not covered by current budget

II. Annual Assessment Update

The primary purpose of this update is to provide an overview of your discipline's effort to assess learning in your courses and programs during the present academic year. We also ask that you indicate in some detail your plans for assessing learning in 2012-13. Authentic assessment rests on five basic principles: 1) the use of *direct* assessment measures as much as possible; 2) the effort to assess *courses and programs* (rather than simply sections) as much as possible; 3) as much *collaboration* and *dialogue* regarding assessment as your circumstances permit; 4) the use of assessment data to *improve* teaching and learning in the discipline; and 5) tangible *documentation* (usually in the form of short reports) of your assessment activities and findings. For help with any phase of the assessment process, please contact either Arend Flick at arend.flick@norcollege.edu or Greg Aycock at greg.aycock@norcollege.edu. Your report will be used for planning and resource allocation purposes at the college, and it will assist us in writing the comprehensive annual college-based assessment report required by ACCJC.

Please note: Individual assessment reports on specific projects may be included as appendices to this update, along with any other evidence demonstrating your discipline's assessment work this year. Please send assessment reports to Arend and Greg as you complete them. In some instances, you may respond to the following questions simply by referencing these reports.

1. Please provide an overview of your assessment activities during(1)-2ePI [sses

2. Please describe and provide evidence of your discipline's dialogue about assessment, specifically assessment results.

Dance faculty have been contacted to collect any assessments that may have occurred in fall of 2011. We are currently waiting on that response and will possibly have more information before June.

3. Please describe in detail how you have used or plan to use your assessment results to try to improve teaching and learning in your course(s) or program(s).

4. If you have been involved in program-level assessment:

a. Have PLOs been defined for all programs?

b. Have existing PLOs been modified?

c. Have course SLOs been fully mapped and aligned to PLOs? What did you learn from this process that might affect your program?

d. What method(s) have you used to assess PLOs?

e. What have you learned from your program-level assessment work?

f. Have you shared and discussed assessment results (e.g., through Community Advisory Committee discussions, discussions with employers, interviews with graduates, program faculty meetings, etc.)?

5. How do assessment results support your resource requests?

6. Please provide an overview of your assessment plans for 2012-13, using either the following chart or a narrative. (Please note: every course should be assessed at least once every four years. Rarely taught courses should be routinely assessed during the semester they are taught.)

Course or program to be assessed	SLO(s) to be assessed	Method(s) employed	Faculty involved in the project	Expected date of completion