Program or Certificate

_____

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: _Stephany Kyriakos_____
Due: April 20, 2017

Please send an electronic copy in a word document to:

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 equipment2 (d)2 (eq)2 (ah9 (i

Vision

Norco – creating opportunities to transform our students and community for the dynamic challenges of tomorrow.

Strategic Plan: Goals and Objectives 2013-2018

Goal 1: Increase Student Achievement and Success

Objectives:
1. Improve transfer preparedness (completes 60 transferable units with a 2.0 GPA or higher).
2. Improve transfer rate by 10% over 5 years.
3. Increase the percentage of basic skills students who complete the basic skills pipeline by supporting the development of alternatives to traditional basic skills curriculum.
4. Improve persistence rates by 5% over 5 years (fall-spring; fall-fall).
5. Increase completion rate of degrees and certificates over 6 years.
6. Increase success and retention rates.
7. Increase percentage of students who complete 15 units, 30 units, 60 units.
8. Increase the percentage of students who begin addressing basic skills needs in their first year.
9. Decrease the success gap of students in online courses as compared to face-to-face instruction.

academic year.

Goal 6: Demonstrate Effective Planning Processes

Objectives:
1. Increase the use of data to enhance effective enrollment management strategies.
2. Systematically assess the effectiveness of strategic planning committees and councils.
3. Ensure that resource allocation is tied to planning.
4. Institutionalize the current Technology Plan.
5. Revise the Facilities Master Plan.

Goal 7: Strengthen Our Commitment To Our Employees

Objectives:
1. Provide professional development activities for all employees.
2. Increase the percentage of employees who consider the college environment to be inclusive.
3. Decrease the percentage of employees who experience unfair treatment based on diversity-related characteristiT/P <-3.9 (5r2CID(ed)-4 (c 341d (2.77)Tj   EMC   /P <</MCID 9 >>BDC

- Have any new certificates or complete programs been created by your unit? N/A

- Have activities in other units impacted your unit? For example, a new Multi Media Grant could cause greater demand for Art courses. N/A

- **List and discuss your retention and success rates as well as your efficiency. If helpful, please note any differences between instruction delivery formats (Online, Hybrid etc.)**
  What are the changes or significant trends in the data?   To what do you attribute these changes?

  Success Rate NORCO 2011

Retention Rate NORCO	2011-12	2012-13	2013-14	2014-15	2015-16

Term	Efficiency
Summer 2011	908.711
Fall 2011	826.610
Winter 2012	911.050
Spring 2012	839.410
Summer 2012	812.750
Fall 2012	828.000
Winter 2013	1071.900
Spring 2013	850.020
Summer 2013	806.700
Fall 2013	800.000
Winter 2014	754.400
Spring 2014	827.494
Summer 2014	723.650
Fall 2014	806.188
Winter 2015	694.883
Spring 2015	783.713
Summer 2015	658.900
Fall 2015	783.803
Winter 2016	738.113
Spring 2016	731.943
Total	811.572

Unit Name: _History_____

• Equipment & Technology <u>Not</u> Covered by Current Budget

List Equipment, Technology, Software 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. Provide the Asset Tag Number(s) for replacement requests. In the Justification, include how the item addresses the department's goals, and if it assists in remaining competitive with comparable institutions (if applicable). Please state if the request impacts Distance Education.	***Indicate whether Equipment is for (I) = Instructional or (N) = Non-Instructional purposes**	**How many students/Staff/ departments will directly benefit from this equipment/ technology?**	**Number of years requested**	**Use this link for Annual TCO***			
				Cost per item	**Number Requested**	**Total Cost of Request**	**EMP GOALS**
1.update office computer <u>Justification:</u> Frequent technical problems may be related to age of computer.	N	One faculty member	1	1,500	1	1,500	#4 enhance academic program
2. <u>Justification:</u>							
3. <u>Justification:</u>							
4. <u>Justification:</u>							
5. <u>Justification:</u>							

* Instructional Equipment is defined as equipment purchased for instructional activities involving presentation and/or hands-on experience to enhance student learning and skills development (i.e. desk for student or faculty use). Non-Instructional Equipment is defined as tangible district property of a more or less permanent nature that cannot be easily lost, stolen or destroyed; but which replaces, modernizes, or expands an existing instructional program. Furniture and computer software, which is an integral and necessary component for the use of other specific instructional equipment, may be included (i.e. desk for office staff).
** Total Cost of Ownership requests are sent to the Business and Facilities Planning Council

Unit Name: _History_____

- **Professional or Organizational Development Needs Not Covered by Current Budget***

List Professional Development Needs for Academic Year___2017-2018_____. 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. Please state if the request impacts Distance Education.	**Annual TCO***		
	Cost per item	**Number Requested**	**Total Cost of**

Unit Name: __History_____

- **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 <u>specific</u> titles/authors/ISBNs when applicable. Do not include textbook requests. These needs will be communicated to Student Services at your college

List Student Support Services Needs for Academic Year____2016-2017_____ Please list/summarize the needs of your unit on your college below. Please be as specific and as brief as possible. Not all needs will have a cost, but may require a reallocation of current staff time. Please state if the request impacts Distance Education.	EMP GOALS
1. Tutorial Services <u>Justification:</u> Many history courses rely heavily on the availability of tutors. Hence we need the funds to support this service which is important to student success. We also need more library space so that we can hold larger and more tutorial sessions.	1,2
2. <u>Justification:</u>	
3. <u>Justification:</u>	
4. <u>Justification:</u>	
5. <u>Justification:</u>	
6. <u>Justification:</u>	

*Student Support Services include for example: tutoring, counseling, international students, EOPS, job placement, admissions and records, student assessment (placement), health services, student activities, college safety and police, food services, student financial aid, and matriculation. * These requests are sent to the Student Services Planning Council and the Library Advisory Committee.

Unit Name: _____History_____

- **OTHER NEEDS AND LONG TERM SAFETY CONCERNS not covered by current budget**
  ** 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 may require a reallocation of current staff time. Place items on list in order (rank) or importance.	**Annual TCO***			
	Cost per item	**Number Requested**	**Total Cost of Request**	**EMP Goals**
1. none Justification:				
2. Justification:				
3. Justification:				
4. Justification:				
5. Justification:				
6. Justification:				

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

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
	No attempt to list retention, success, or			

- Linkages made between EMP/Str [(E)9

II. Norco College - Annual Assessment Update

						scored 86%, which met 70% benchmark.	
H6	6	Fall 2015	yes				Students scored 72%, which met 70% benchmark.	
H6H	All 8	Spr 2016	yes				Students scored 90%, which met 80% benchmark.	
H14	4,5,6	Spr 2016	yes				Students scored 70%, which met 70% benchmark.	
H26	2,3,4,5,6	Spr 2016	yes				Students scored91%, which met 70% benchmark.	

- a) How many Program Level Outcome **initial** assessments were you involved in **fall 2015 - spring 2016**

program.

AOE (Area of Emphasis)	ADT (Associate for Transfer)	GE (General Education)	Certificate
0	0	0	0

- Please describe any **Changes** you made in a course or a program in response to an assessment. Reflect on the impact you determine the changes may have had on student learning, student engagement, and/or your teaching. (Add rows as needed)

Course	Changes Made Please click on "Choose an item & select from the drop down menu – content can be modified to suit your needs. Type in "other" approach taken	Impact of changes on student learning, engagement, and/or teaching
	No changes. All benchmark were met.	

- Identify any assessments that indicate a modification should be made to the Course Outlines of Record (COR), the Student Learning Outcomes (SLO), or Program Level Outcomes. State the modification.

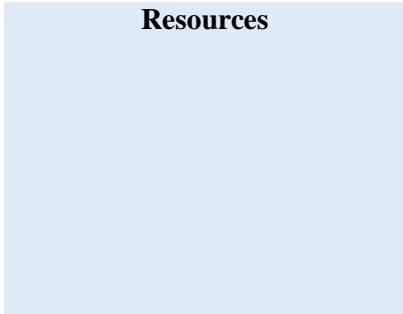| Identify COR, SLO or PLO to modify	State Suggested Modification	Reasoning
none		

-

not, how do you plan to do so in the future? (For a more complete answer, please include any meeting dates, agenda, and/or minutes, emails between faculty members, conversations captured in college, department, or discipline meetings – include these data as an Appendix at the end of this document)

We have had multiple fruitful conversations among faculty members sharing the results. We also exchanged ideas on teaching methods.
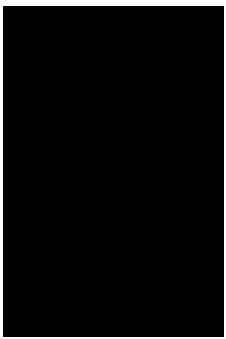
- Did any of your assessments indicate that your discipline or program would benefit from specific resources in order to support student learning, and/or faculty development? If so, please explain.

Resources

Assessment Unit Name: _____   **Average score** _____

	0	**1**	**2**	**3**	Comments
Initial SLO assessments	No evidence provided 0	Limited evidence of on-going SLO assessment (1 incomplete assessment – Plan but no results) 1	Clear evidence of on-going SLO assessment (1 complete assessment) 2	Clear and robust evidence of on-going SLO assessment (2 or more complete assessments) 3	
Loop Closing Assessments	No evidence provided 0	Limited evidence of Loop-closing assessment (Course identified as "loop-closed", but no Change Plan identified, or reasoning provided) 1	Clear evidence of loop-closing (At least 1 Change Made plan in place, or clear reasoning of "loop closed" for at least 1 initial assessment) 2	Clear and robust evidence of loop-closing (Multiple Change Made Plans in place, or very clear justification for "loop closed" for multiple initial assessments) 3	
Assessment input into TracDAT	No assessments in TracDat format or Repository	Assessment completed are in word/pdf in Document Repository 1	Assessments identified have Assessment Plan, but not all have Results 2	All identified assessments have a complete report (Plan and Results) in TracDat data field) 3	
Attempts to improve student learning	No indication of any changes made to any courses, and463.56 Tm 2 9 -0 es.147 63.599.24 0.4.7 (s)N				

Total for Each Column					