



MOORPARK COLLEGE

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Cc: Jennifer Clark, Vice President of Business Services
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Date: April 28, 2020
Subject: Program Evaluation 2019-2020

The Program Evaluation meetings were conducted October 2019 through April 2020. The meetings were co-chaired by the Vice President of Academic Affairs and Vice President of Student Support with participation of the Vice President of Business Services, Academic Senate President, and each program's discipline faculty, Department Chair and Division Dean. Completed Program Evaluation forms were sent to the division office for final comments and input from the discipline faculty. Starting in 2018-2019, programs are routinely reviewed on a three-year cycle unless otherwise established by management or requested by the program.

Program Evaluations

28 programs were reviewed. For each program,

- Program Planning Data Report and other relevant productivity data were reviewed,
- External/internal scans data were considered,
- Service area productivity data were considered,
- Budget and resource requests were validated against need, and
- Program evaluation criteria, as represented on the EdCap-developed Program Plan Evaluation form, was used to determine each program's status (*No Action Needed, Strengthen the Program, Reduce the Program, or Review for Discontinuance*).

Program Status 2019-2020

Of the 28 programs evaluated:

No Action Needed	3 programs
Strengthen the Program	25 programs
Reduce the Program	0 programs
Review for Discontinuance	0 programs

The dialogue during these evaluation sessions included an examination of program strengths and goals. The discussions included campus-wide initiatives, such as improving student success and completion rates, analyzing and assessing student equity and labor market data, SLO assessment and program improvement, program productivity rates, new degrees and certificates, outreach and marketing efforts, monitoring job placement data, building connections across programs and in the community, participation in district-wide initiatives, staffing and workload issues, and facility needs. The sessions also included program-specific discussions, based on the unique goals and needs of each program.

Most discussions were held prior to the COVID-19 pandemic and do not reflect potential changes in pedagogy nor the budget un-certainty that may develop. The discussions were held with the expectation that the college budget would remain relatively stable over the next year so innovation and increased resource needs may require programs to look for outside funding sources. Discussions also included the understanding that the college was seeking additional growth opportunities. The discussions also re-confirmed the need for the college to maintain a healthy mix of courses and programs while focusing on the core mission of transfer, career technical education, and basic skills. The number of programs given a “Strengthen program” remained high due to lack of adequate funding over several years or a change in the direction of the program.

The evaluation designations (No Action Needed, Strengthen the Program, Reduce the Program and Review for Discontinuance) align with AP 4021 and the evaluation criteria adopted by the Academic Senate. Status “Strengthen the Program” is a broad and inclusive category. Programs in this category range from those in need of greater staff or facilities support to those with low enrollment or completion rates. Supporting comments related to that designation are included in the Program Review Vice President Summary.

Based on the 2019-2020 Program Review, no programs were designated with the Reduce the Program status or the Review for Discontinuance status. The financial, technology, and human resource requests in the program plans were reviewed. Program resource requests were forwarded to the appropriate committees for review and resource allocation planning. This process creates an immediate linkage of program planning and resources prioritization and allocation through the appropriate governance group.

Lessons Learned

- Continue to emphasize programs’ focus on disaggregating data for achievement gaps in completion and success rates then identify what is being done based on this data analysis
- Need to help programs better connect strategic directions with resource allocation
- Continue program plan training sessions during FLEX, professional development activities, as well as the individual Institutional Effectiveness trainings for each Program Plan as held this year
- Continue 3 year cycle for 2020-2021
- Continue setting 60 minutes for each program plan meeting
- Maintain current template for 2020-21 in response to feedback from programs
- Need to review the timeline within an integrated planning approach
- Need to establish Review process for programs that don’t have leadership planning meeting

Trends

Tutoring

- Need for more course embedded tutors
- Need for more discipline specific tutors
- Need for more online tutoring; Technology
- Renewal of contracts (NetTutor, etc.)

Computer Labs

- Need for more computer labs shared across disciplines to accommodate 40+ students ; some adjustment of existing ones to be more effective (CS, Optical Technology)
- Desire for more open labs for student use
- More COWs

Marketing

- Desire for increased marketing and outreach for college programs

Website

- Prioritize and fund website redesign

Facilities and Space Limitations

- Additional space needed for programs
- Expanded space for several programs (Health Center, TLC, EOPS, more)
- Testing center (Math, ACCESS)
- Student spaces for community building should be increased; Outdoor performing arts stage area

Distance Ed Support

- Instructional technologists
- Compensation for faculty to put classes on CVC-OEI after grant expires
- FT DE Coordinator

CTE

- Continue and grow CTE program outreach
- Increased work based learning opportunities such as internships

Personnel

- Multiple and repeat requests for classified and faculty support
- FT instructional faculty, especially from very small programs
- PT instructional faculty (from hard-to-recruit disciplines – CS, Physics, Graphics/Multimedia, etc.)
- Counselors for specific areas
- Classified support (lab techs, PA techs, to staff open computer labs so can extend hours for students)
- Outreach/marketing support for many programs!
- Interns (Game Design, PA, etc.)
- Extension of dept chair terms (EATM)

Alternate Modes of Delivery

- Increase in online sections offered
- Increase in dual enrollment courses offered

Textbook costs

- Increased need to promote OER; provide faculty stipends
- Increased need for textbook lending

Program	Course of Action
ACCESS	Strengthen the Program
Americas Teaching Zoo	Strengthen the Program
Biotechnology	Strengthen the Program
Career Transfer Center	Strengthen the Program
Communication Studies	Strengthen the Program
Computer Science	No Action Needed
Counseling	Strengthen the Program
Dance	Strengthen the Program
Distance Education and Instructional Technology	Strengthen the Program
EATM	Strengthen the Program
English/Humanities/ESL	Strengthen the Program
EOPS	Strengthen the Program
Film Studies	Strengthen the Program
Game Design	No Action Needed
Graphic Design	Strengthen the Program
Honors	Strengthen the Program
Journalism	Strengthen the Program
Kinesiology/ICA/Health Education	Strengthen the Program
Marketing and Advancement	Strengthen the Program
Math	Strengthen the Program
Optical Technology	Strengthen the Program
Performing Arts Ctr	Strengthen the Program
Philosophy	Strengthen the Program
Sociology	Strengthen the Program
Student Business Office/Fiscal Services	No Action Needed
Student Health Center	Strengthen the Program
Teaching & Learning Center	Strengthen the Program
Theatre Arts/Technical Theatre	Strengthen the Program