Appendix 3

Program Review Updates 2009-2010 Cycle

Academic:
- Accounting
- Administration of Justice
- Agriculture
- Art
- Chemistry
- Early Childhood Education
- Emergency Medical Technician
- English
- English as a Second Language
- General Business
- Health and Physical Education
- History
- Human Services
- Humanities and Philosophy
- Library
- Management and Supervision
- Mathematics and Statistics
- Office Administration
- Physical Science
- Physics
- Psychology
- Sociology
- Speech

Student Services:
- Disabled Students Programs and Services (DSP&S)
- Tutoring
- Financial Aid

I) Program Description: provides courses that transfer into four-year programs and articulates with the CSU system. Addresses the vocational needs of the business community and fulfills licensing requirements for income tax preparers.

II) Current Status: The Accounting Program has experienced an 11.56% decrease in Average WSCH/FTEF; 2007-2008: 387.32 and 2008-2009: 342.53 FTES increased from 27.50 to 28.43 for the same period.

III) Significant Changes since last review:
  a) FT faculty member is pursuing a doctorate degree
  b) There is an Accounting and Business Club
  c) The Program has put into operation an "Accounting Café"
  d) Hosted a Business Advisory Committee

IV) Expected changes:
  a) There will be a 2nd Business Advisory committee meeting in FEB. 2010

V) Program Needs:
  a) Curriculum: Faculty is developing courses in Entrepreneurship, Corporate & Partnership Taxation.
  b) Staffing: N/A
  c) Equipment: N/A
  d) Facilities: N/A

VI) Progress on recommendations:
  a) Continue to improve Tutorial Services for Accounting Students
  b) Continue to improve Library Resources
  c) Continue to improve Course Scheduling
  d) Attend and influence Accounting Advisory Committees at targeted CSU Campuses
  e) Re-activate local Business Advisory Committee
  f) Establish a pool of qualified adjunct Accounting instructors

I) Program Description: This program offers degree programs designed for entry into law enforcement, corrections, and related fields, and for already employed persons to further themselves academically and vocationally. The program offer an AS degree, and is also intended for students wishing to pursue a bachelor's degree.

II) Current Status: Based on student numbers, the Administration of Justice (AJ) Program continues to grow. Restructuring staff, to include a fulltime faculty member, has supported program development and the ability to better meet student and community needs.

III) Significant Changes Since Last Review:
a) An Administration of Justice Advisory Board was established.
b) Advisory board is identifying law enforcement agency training needs
c) WCC offering the P.O.S.T. Instructor Development Course
d) AJ-208R Police Report Writing Essentials approved and taught in F2009
e) SLOs identified and included in course syllabi
f) AJ-19 revised to meet CSU CRJ-5 lower division requirement
g) Course offering times and class size adjusted to meet student's needs.
h) Coordinated some class schedules with High School
i) WCC students participated in Public Safety scenario training
j) LPOA of Sacramento presented four $500 scholarships to WCC AJ students
k) One section offered, Spring 2010, in Arbuckle, Ca (Colusa County)
l) Law enforcement Training Managers Association helping identify adjunct pool

IV) Expected Changes:
a) Seek approval of AJ-19 to be applied as a WCC multicultural course
b) Develop POST training courses, seek Perkins funding, and acquire secure testing facility

V) Program Needs:
a) Curriculum and Program Direction: Develop additional courses to meet student needs, continue to identify law enforcement agency training needs, and review job market trends to revise curriculum. Work with WCC AJ Advisory Board.
b) Staffing: As programs are approved and funded, additional staffing will be needed.
c) Equipment: Computer equipment will be necessary for the EDI POST testing process.

d) Facilities: As programs grow additional facilities will be required

VI) Progress on last Program Review Recommendations:

Recommendation	Progress Status
a) Curriculum: Establish AJ Advisory Board	Advisory Board is established and functioning
Offer courses in Colusa County	One section scheduled, Spring 2010, in Arbuckle, Ca.
b) Staff: None listed	N/A
c) Equipment: Develop an Administration of Justice program pamphlet	A pamphlet was created and has been used to present program information.
Acquire educational materials for Forensic Science, Crime Scene Photography, and Fingerprint Analysis	Materials acquired, and used. (Student feedback extremely positive)
d) Facilities: None listed	N/A

I) Program Description: The WCC Agriculture program offers courses that will prepare students for a variety of occupations in Agriculture, and will prepare students for transfer to higher institutions. Courses in agriculture, environmental horticulture and plant sciences designed for total student access may lead to A.S. Degrees in Agriculture, and Environmental Horticulture, Certificates of Achievement and/or Completion are awarded to students in the areas of Environmental Horticulture, Landscape Design, and Landscape Installation/Maintenance.

II) Current Status: Since full-time faculty hire (Spring 2008), the average WSCH in Agriculture (AG), Plant Science (PLSI), and Environmental Horticulture (ENVHR) have increased from 2007-2009. FTEF have remained unchanged in each of the program areas. Student demand is strong especially in AG 45/L, PLSCI 20/L, PLSCI 22/L, and ENVHR 20. ENVHR classes for Fall 2009 exceeded class cap. AG 45/L approved as GE in Area 2 (Fall 2009).

III) Significant Changes Since Last Review:
   a) Received SB 70 Collaborative Grant & Perkins IV Grant
   b) Agriculture Leadership Class (AG19R) created enrolled 7 students
   c) WCC Advisory committee is active in course development
   d) SLOs developed for most courses in AG, PLSI, & ENVHR
   e) Partnerships formed, Pioneer High School, Woodland High School, and UC Davis (AG 45/L laboratory facilities)
   f) First Annual WCC Field Day held November 2009.

IV) Expected Changes:
   a) Agriculture Classroom renovation (Measure J Bond)
   b) Possibly offer evening classes at Pioneer High School

V) Program Needs:
   a) Curriculum: Complete remaining SLOs and update course outlines, offer AG47 (Introduction to CTE Careers) F2010, Pilot course in welding at Colusa High School and Pioneer High School, CTE Planning Day, New introductory Biotechnology course – cross listed BIO/AG, New Plant Diversity Course – cross listed BIO/AG

   a) cont. develop Sustainability/Green Courses with track options (Agriculture, Ecology, Environmental Science, Waste Water, etc.)
   b) Staffing: Program Coordinator release time, Lab Technician, Part-time Greenhouse Technician
   c) Equipment: Laptop computers and data lines for the Lab workstations, Smart Classroom, floral refrigerator repair
   d) Facilities: Improved heating and air conditioning for building 400

VI) Progress on last Program Review Recommendations:

Recommendation	Progress Status
a) Curriculum & Program Direction:	
Review current course offerings, needs, requirements, cross references, and articulations	Not completed limited time availability of full-time instructor
Develop SLOs into Agriculture Department course outlines and syllabi	SLOs for approximately 50% of courses submitted to SLO committee
Establish goals for course offerings, degree options, recruiting and funding	Not completed limited time availability of full-time instructor
b) Staff:	
Recruit and hire additional adjunct faculty	Unnecessary due to decreased offerings and reduction in adjunct faculty
Recruit and hire support staff for the greenhouse and Lab	Perkins IV Grant 2009-2010 providing funds to hire/pay green house support staff
c) Equipment:	
Increase technological equipment relevant to current industry usage	SB 70 Grant used to acquire DNA Electrophoresis equipment, and may be used for Agriculture Mechanics program
Update current classroom to smart classroom	Recommendation is not yet achieved; however, a smart classroom, for building 400, is included in recommendations for Measure J bond allocations.

I) Program Description: The program offers courses in Art History, Studio Fine Art, Commercial Art, and Digital and Multimedia Art.   Courses include instruction in a variety of media and techniques, and are designed to transfer to CSU/UC institutions. The program offers a Certificate of Achievement with an emphasis in Multi-media.

II) Current Status: Program enrollment continues to expand and the student success rate is high. WCC graduates have been successful at the university level. The program collaborated with the English department to produce an annual Literary and Art Journal featuring students' creations. The journal is planned with the help of two English instructors and the "Design" course faculty.

III) Significant Changes Since Last Review:
a) Acquisition of a digital video camera
b) Students produced two video oral histories of the original WCC faculty
c) Photography students & College Arts Committee hung show in the library
d) Painting student hung a limited show in the library
e) Photography students hosted photography show reception

IV) Expected Changes:
a) California Community College Chancellor's Office approval to offer a Certificate of Achievement in Motion Graphic Design
b) Retirement, after 34 yrs of service, of the program's only full- time faculty member

V) Program Needs:
a) Curriculum:
Further development of courses in sculpture, ceramics and printmaking
b) Staffing: Two full time faculty members one for studio art (Painting, Drawing, Sculpture/Ceramics, Print Making, and Art History) and another for Digital Photography, Design and Multi-media

c) Equipment: Two additional kilns
d) Facilities: Kiln Yard, Larger studio classroom for painting and drawing classes

VI) Progress on last Program Review Recommendations:

Recommendation	Progress Status
a) Curriculum: None indicated	N/A
b) Staff: Additional Faculty	None indicated
c) Equipment and Facilities: Additional kilns and kiln yard,	None indicated

I) Program Description: The Chemistry Department offers courses in inorganic and organic chemistry. Courses are designed for transfer credit within the CSU/UC systems. There are courses designed for non-science majors, science majors, and students preparing to attend professional school in the health and life sciences.

II) Current Status: The program was growing; however, budget cuts are now impeding growth. In the most recent semester, all offered classes filled and students were turned away. All summer school offerings for 2010 have been cut. The laboratory assistant has been laid off, and laboratory sections will not be offered during the spring semester. Safety considerations, due to laboratory configurations, have not been remedied.

III) Significant Changes Since Last Review:
a) The laboratory assistant has been laid off.
c) Summer classes cancelled
b) Student enrollment exceeds capacity; students turned away
d) Second semester organic chemistry is now articulated with UC and CSU.

IV) Expected Changes:
a) Desire to rehire laboratory assistant (10 or 11 month contract)
c) Awaiting decision on facilities renovation requests
b) Desire to offer lab section in the upcoming semester
d) Complete a revision of Chem 10 course

V) Program Needs:
a) Curriculum and Program Direction: Evaluation of course offerings with respect to student needs, Review Chem 2A and Chem 10 courses, coordinate course offerings with College mission
b) Staffing: One full time instructor (3rd year needed)

c) Equipment: Six computer workstations to supplement labs, establish priorities for equipment acquisition
d) Facilities: The greatest need, renovate labs to provide a safe working environment.

VI) Progress on last Program Review Recommendations:

Recommendation	Progress Status
a) Curriculum: Offer courses specific to community needs	Not done
Develop and offer an AA degree in Chemistry	Not done
Articulate new courses with CSU and UC	Completed
Restructure Allied Health Chemistry series	Not done
Restructure Introductory Chemistry course	Not done
b) Staff: Hire full time organic chemistry instructor	Not done
Hire full time instructional assistant for chemistry department	Done and then Undone
c) Equipment: Purchase infrared machine	Not done
Acquire addition computer work stations	Partially Completed
Acquire pH meters, stirrer hotplates and digital hotplates	Done
d) Facilities: Renovate labs to meet safety standards	Not done
Acquire lab specific cases to safely store chemicals	Done

I) Program Description: The Early Childhood Education (ECE) program offers courses to meet transfer, graduation and certificate requirements. In addition to offering an AS, the program has five, approved certificate programs; it has one certificate option pending approval. Courses are available to use to satisfy ECE teacher permit requirements.

II) Current Status: Based on student interest and enrollment, the ECE program, at WCC, continues to be a strong program. ECE continues to be a growing field with new job opportunities for students with college certificates and state permits. Since AA and BA degrees are being suggested as the minimum qualifications for those entering the ECE field, there will be demand for programs offering course sequences that transfer to 4-year institutions.

III) Significant Changes Since Last Review:
   a) Due to budget cuts, course offerings have been reduced.
   b) Reduced course offerings are delaying students' course completion, and therefore their acquisition of certificates and state permits.

IV) Expected Changes:
   a) Course offerings will be reduced or at least not increased to former levels.

V) Program Needs:
   a) Curriculum and Program Direction: The ability to continue to offer a strong ECE program built on core and specialty courses needed to satisfy credentialing requirements.
   b) Staffing: One additional full time faculty position within the next five years
   c) Equipment: None
   d) Facilities: A site for a "lab school" quality child care development center on campus

VI) Progress on last Program Review Recommendations:

Recommendation	Progress Status
a) Curriculum: Establish an ECE Advisory Committee at WCC, to discuss concerns, issues and needs in the ECE field.	Formed, scheduled to meet bi-annually
b) Staff: None identified	
c) Equipment: None identified	
d) Facilities: None identified	

I) Program Description: The emergency medical Technician program consists of two courses. There is an initial certifications course and a refresher course. The initial certification course meets the State EMT-1 training standards and prepares students to take the certification examination as an EMT-1.

II) Current Status: The program has strong enrollment and high retention. In Woodland, the average annual WSCH has exceeded 500. In Colusa, where the course is offered once a year in the Spring, average annual was 129.75. The strong enrollment is attributed in part the poor economic conditions in the state as displaced individuals seek training in career and technical options. The program has had some difficulty recruiting faculty to teach in Colusa.

III) Significant Changes Since Last Review:
a) In 2009, WCC expanded EMT courses to Colusa
b) Established POST collaboration to assist with adjunct faculty recruitment
c) Program is establishing partnerships with emergency care providers to provide WCC students practical experiences through observation of operations of emergency vehicles.

IV) Expected Changes:
a) Continued increase in enrollment
b) Collaboration with Fire Technology program to leverage resources and increase adjunct faculty pool.
c) The EMT-1 refresher course will be offered for first time at WCC
d) Program will establish an advisory board
e) Desire is to increase class size and therefore productivity to 525 in Woodland and 235 in Colusa

V) Program Needs:
a) Curriculum and Program Direction:
To offer the EMT-1 refresher course on a regular basis (minimum every other year)
Expanded course offerings to support public service programs
b) Staffing: Strong adjunct faculty pool
c) Equipment: Manikins, defibrillators, software and a laptop computer. (SB 70 or Perkins IV funds)

VI) Progress on last Program Review Recommendations:

Recommendation	Progress Status
a) Curriculum: Initial review for WCC for this program there were not any recommendations to address	N/A
b) Staff: Initial review for WCC for this program there were not any recommendations to address	N/A
c) Equipment: Initial review for WCC for this program there were not any recommendations to address	N/A
d) Facilities: Initial review for WCC for this program there were not any recommendations to address	N/A

I) Program Description: The program is designed to meet a variety of ESL student needs and goals. It offers transfer credit courses. In addition, it offers, non-associate degree credit (100-199 and 200-299 series) courses that emphasize grammar, reading, writing, or an integration of these three skills. The non-associate degree credit courses are offered to meet student needs at four distinct skill levels. This curriculum also includes learning community courses involving ECE and ESL students.

II) Current Status: The program currently offers an adequate level 4 assortment of classes: grammar, reading, and writing and combined skills classes. Evening and weekend courses are offered.

III) Significant Changes Since Last Review:
   a) ESL 177R ESL for ECE offered 1st time Spring 2010

IV) Expected Changes:
   a) Using AccuPlacer for assessing ESL students

V) Program Needs:
   a) Curriculum & Program Direction:
      Initiatives to recruit non-native speaking students to WCC and promote the ESL program in the community are needed.
      Establish counseling and placement testing for ESL students.
   c) Equipment:
      None at this time

   b) Staffing:
      If enrollments increase significantly, additional full-time faculty may be needed.

   d) Facilities:
      None at this time

VI) Progress on last Program Review Recommendations:

	Recommendation	Progress Status
a)	**Curriculum & Program Direction:**	
	Counseling for ESL students	Part-time counselor hired and terminated after one semester/year???
	Placement testing for ESL students	
	Establish VESL learning community classes	ESL 17R learning community class formed with ECE program

   b) Staff: No recommendations listed

   c) Equipment/Facilities: No recommendations listed

I) Program Description: The English department program at WCC is designed to offer a comprehensive writing curriculum that leads to the AA degree. There are six levels of composition courses: Remedial and grammar based classes through transfer level/argument instruction. The department has literature courses that cover basic analysis, women's literature, multi-cultural works, and the standard British and American cannon. In addition, the program has taught grammar, vocabulary, and spelling to groups of diverse learners.

II) Current Status: Student Demand for English courses is high. Many students are enrolling in online or ITV which are taught through Marysville. Many students are inappropriately placed in English 110A and English 11B when they would be better suited in ESL or basic literacy programs.

III) Significant Changes since last review:
   a) SLOs have been identified, and are included in all syllabi for core Composition and Literature classes now contain these SLOs.
   b) English 31R has been created and successful. In attempt to pair English 105 with Reading 105, very few students enrolled in both sections.
   c) English department continues to participate in the Puente program.
   d) English Department website is activated. Making it easier for students to retrieve information.
   e) 4 Night classes have been cut.

IV) Expected changes:
   a) It has been required that 1 English 1A, 1 English 1C, 1 English 110A, and 1 Colusa Class for Spring 2010
   b) A section of English 1A will be part of a Learning Community pairing with a section of Sociology 2.

V) Program Needs:
   a) Staffing: One full time English instructor, one full time reading teacher, WAM opened and staffed.
   b) Equipment: getting all English faculty to post personal web pages and link to department website to create traffic, Projectors moved so they don't block tables,
   c) Facilities: Reading assistance center, bigger WAM center.

VI) Progress on recommendations:
   a) Curriculum: Develop a new course to include a reading co-requisite with an English class or classes. Investigate other placement tests. Initiate learning communities with other disciplines.
   b) Staffing: Add a reading center instructional Associate, additional staff for Writing center, FT reading instructor, FT English instructor.
   c) Equipment: Develop a website with info on faculty, coursework, the English major, Campus Book Project.
   d) Facilities: provide space for a staffed reading center.

I) Program Description: The General Business Program offers courses leading to an AS in General Business Management, transfer courses (CSU/UC), and credit courses that support other WCC AS or Certificate of Achievement programs.

II) Current Status: There was a decrease in WSCHs; the decrease is attributed to budget cuts. As there is currently more emphasis on Career Tech Education, despite budget cuts, it is hoped supportive general business courses, leading to certificates, will be maintained.

III) Significant Changes Since Last Review:
   a) GNBUS 56 Business Mathematics and GNBUS 25 Career Planning & Development are the only courses currently offered on campus
   b) GNBUS 10 Intro to Global Business and GNBUS 52 (Business English) are offered online.
   c) GNBUS 18A Business Law is offered once a year, in the sprint term.
   d) Certificate requirements may be met when online courses are included

IV) Expected Changes:
   a) Increased enrollment Spring term 2010

V) Program Needs:
   a) Curriculum & Program Direction:
   Currently, seeking VATEA and Career Tech funding to support additional course offerings
   b) Staffing:
   Two adjuncts teach Business Math and Business Law (when offered). GENBUS 25 is taught by counseling department (cross-listed COUNS 25).

   c) Equipment & Facilities:
   None listed

VI) Progress on last Program Review Recommendations:

Recommendation	Progress Status
a) Curriculum & Program Direction:	
Reactivate local Business Advisory Committee	Accomplished Fall 2009
Create partnerships to implement Business Minor program	Partnership opportunities are pursued on a continual basis.
b) Staff:	
Address the issue of number and qualifications of adjunct faculty and staff	No additional full-time staffing is necessary in the program
Increase the size of adjunct faculty pool	To increase the pool of qualified adjunct faculty, contacts have been made.
c) Equipment:	
New furniture for LRC should be industry standard for business	Classes are now offered in a smart classroom with new equipment and furniture.
Acquire wireless access for the new LRC.	Wireless access is now available.

I) Program Description: The Health/Physical Education Program at WCC offers a limited number of courses every academic year. The district-wide program, includes online and television instruction in Health Education, as well as Sport Psychology and Psychosocial Health. Woodland Community College offers several sections of Health 1 during the day, evening, and weekend. The Physical Education program is limited due to facilities constraints. The district-wide program, especially at the Marysville Campus, offers a full-range of physical education courses, adaptive physical education courses and a complete sports program.

II) Current Status: At WCC the Health program enrollments in the Health program have shown a slight increase in WSCHs through Spring 2009. Conversely, the Physical Education program has shown a marked decrease in weekly student hours and will continue to decrease until physical education facilities are available on campus or until alternate sites are acquired in the interim. All courses are filled and have waiting lists. There are no off-campus course offerings.

III) Significant Changes Since Last Review:
   a) Budget cuts have impacted the Health and especially, the Physical Education Programs
   b) One Saturday Health course has been eliminated
   c) Only three Health classes offered
   d) Only one Physical Education class is offered (Walking/Jogging)

IV) Expected Changes:
   a) Increased enrollment and the graduation requirement will impact Spring 2010
   b) Plans include meeting with other full-time community college physical education staff to prepare for future program and facilities development

V) Program Needs:
   a) Curriculum & Program Direction:
      Increase offerings as college grows
   b) Staffing: None prior to completion of a Multi-Purpose Physical Education facility

   c) Equipment/Facilities:
      Multi-Purpose Physical Education Facility to support additions course offerings

VI) Progress on last Program Review Recommendations:

Recommendation	Progress Status
a) Curriculum & Program Direction:	
Increased enrollment in day Health classes, should offer more face-to-face courses	Due to state funding cuts, 25% of Health courses have been cancelled, and all but one Physical Education class has been cancelled.
Build a Multi-Purpose Fitness Facility	Plans are still on track to begin within two to three years
b) Staff:	
Increase full-time Physical Education faculty with coaching and sport specific, experience /qualifications; with growth hire trainer, and athletic director	In planning phase
c) Equipment:	
Acquire equipment necessary to support programs	In planning phase

I) Program Description: The History Program offers transfer courses that focus on U.S. History, Western Civilization, Women's History, California History and World Civilizations. The program awards and Associate in Arts degree, and the majority of its courses may be used to satisfy the college's general education Social Science requirement.

II) Current Status: The History program at WCC continues to be one of the strongest programs in terms of the number of courses and sections offered, the number of students enrolled and completing courses and the generating of WSCHs. The retention rate over the last six years is 89.67%; the success rate is 80.95%.

III) Significant Changes Since Last Review:
a) The following courses were transferred from History to Ethnic Studies: Mexican-American History (H15), Native American History (H7), and the History of Race and Ethnicity in America (H6).

b) There has been a transfer of .8 FTEFS from History to Ethnic Studies

IV) Expected Changes:
a) African American History (H16A and H16B) will be transferred to Ethnic Studies

b) Diminished offerings while number of students grows

V) Program Needs:
a) Curriculum & Program Direction:
New courses such as Research and Historiography
Electronic overhead projector

b) Staffing:
One additional fulltime faculty member

c) Equipment/Facilities:

VI) Progress on last Program Review Recommendations:

Recommendation	Progress Status
a) Curriculum & Program Direction:	
No recommendations listed	N/A
b) Staff:	
Add one fulltime instructor	The History department request is ranked 10th out of 13.
c) Equipment:	
Acquire electronic overhead projector	Not yet received

I) Program Description: The Human Services (HS) program is designed to meet an increasing need for paraprofessional and volunteer human services generalists. The program is specifically designed to prepare students for employment as paraprofessional counselors, workers and aides in the areas of welfare, vocational rehabilitation, mental health, and chemical dependency. The program offers three AS degrees and one Certificate. It has one certificate pending Chancelor's approval. The program also provides training and skills to currently employed human services paraprofessionals and workers, enabling them to more effectively meet human services needs.

II) Current Status: Total WSCH increased from 750.60 in 2007/2008 to 1034.10 in 2008/2009 for a total increase of 283.5. For the period, the total annual average WSCH was, 430.88. The increase is due in part to the courses being rotated and offered during the week and evenings. Classes are well attended, and students show a desire for more offerings during the week. Currently at WCC, the program has no full-time faculty assigned.

III) Significant Changes Since Last Review:
 a) Full-time faculty hire, #1 on hiring list, is on hold.

 b) Advisory Committee is reviewing curriculum offerings and community needs.

 c) WCC partnering with Yolo Co. Office of Ed. on EC2 mentoring grant (WCC students mentor for pay at Einstein School adjunct faculty coordinate)

 d) Due to budget cuts, some HS 11 Understanding Diverse Racial/ethnic Cultures is not being offered in Spring 2010.

 e) Human Services Club formed, performs community service activities

IV) Expected Changes:
 a) Advisory committee Review of Human Services Degree goal more courses, also review new curriculum (group techniques, personal growth and adjustment)

 b) Pursue Perkins grant to expand course offerings in coming year

V) Program Needs:
 a) Curriculum/ Program Direction:
   Develop new course offerings, certificates and degrees to meet HS field needs
   Add field experience and practicum class to all HS degrees
   Review HS general degree to include more HS courses

 b) Staffing:
   Hire one full-time tenure track faculty, and increase adjunct faculty pool
 c) Equipment:
   Funding to increase instructional materials (books, movies, etc.)
 d) Facilities N/A

VI) Progress on last Program Review Recommendations:

Recommendation	Progress Status
a) Curriculum & Program Direction:	
Increase the number of degrees, certificates and courses offered	Under review with Advisory Committee, New courses being developed will go to Curriculum Committee for approval, New degrees, certificates to Curriculum Committee
Develop Human Services Advisory Committee	Formed began meeting Spring 2009
Increase program visibility	Due to budget cuts, this recommendation has not been addressed.
b) Staff:	
Hire on full-time tenure track faculty for Human Services	This recommendation is now first priority on the faculty hiring list.
Increase the number of adjunct faculty	In process of hiring one adjunct faculty
Acquire funding for faculty growth	Funding has not been requested, but may be in the future.
c) Equipment:	
Acquire funding to increase instructional materials	Due to budget constraints, this recommendation will be review at later date.

I) Program Description: Historically at the WCC campus, Humanities (including Theater Arts & Music) and Philosophy have been coordinated and therefore reviewed together. All the programs offer courses that (1) transfer to the CSU or UC systems, (2) may be used to satisfy IGETC, or (3) satisfy WCC AA general education requirements.

II) Current Status: Based upon the data provided, the programs are viable, but static. Various humanities, music and theater arts classes have filled. All the programs lack fulltime faculty leadership and support.

III) Significant Changes Since Last Review:
   a) Humanities placed in Fine Arts/Language Arts/Humanities
   b) Philosophy placed in Social Studies
   c) Classes have been cut
   d) Request to add Humanities 10 as a course satisfying the "Multicultural" requirement was denied.

   e)
IV) Expected Changes:
   a) Request to add Humanities 10 as a course satisfying the "Multicultural" requirement
   b) Class cuts in Humanities and Philosophy will continue.

V) Program Needs:
   a) Curriculum & Program Direction:
      Full time instructor commitment and coordination
      Humanities and Philosophy programs should be in the same division
      The programs need a philosophy of diversity
      Instructional planning
      Offer additional Theater Arts classes

   b) Staffing: One or two full-time instructors

   c) Equipment: None listed

   d) Facilities: None listed

VI) Progress on last Program Review Recommendations:

Recommendation	Progress Status
a) Curriculum & Program Direction:	
Hire full-time faculty to oversee Humanities/Philosophy programs	No progress reported
Increase diversity in Philosophy program	No progress reported
b) Staff:	
Hire a full-time faculty member to coordinate Humanities/Philosophy	Not achieved
Increase diversity of instruction in Philosophy	Not achieved
c) Equipment:	
None listed	
d) Facilities:	
None listed	

I)   Program Description: The library program includes providing library services to the college community. The library collection includes print, audio-visual, and electronic materials. Library services includes circulation (library cards, checking in/out items, paying fines, etc.), reference (helping students use the library and providing research assistance), instruction (orientations, instructional sessions, and credit courses), and technical services (cataloging and processing of library materials, maintaining electronic resources, etc.)

II)   Current Status: The library, with the exception of a decrease of 6 hours of operation to 52.5, is currently maintaining the level of service reported in the 2008 full program review. Library usage is continuing to increase each semester. The collection has shown growth as well with new materials being added to the collection. The average publication date is up to 1987.

III) Significant Changes Since Last Review:
   a)   In the 2008-2009 academic year, 728 titles were added to the collection
   b)   The annual budget has been reduced
   c)   State funded TTIP budget for electronic resources was cut to zero
   d)   Subscriptions are down due to reduction in resources
   e)   Adequate future funding levels are uncertain
   f)   Increased student , non-credit, learning opportunities

IV) Expected Changes:
   a) Two full-time classified employees have received layoff notices
   b)   Decrease in staff will affect all library services

V)   Program Needs:
   a) Curriculum & Program Direction:
       Increased credit course offerings

   b) Staffing: Maintain current staffing levels

   c)   Equipment/Technology:
       Equipment from 2008 full review still needed, need to find funds to replace the lost TTIP funds (electronic subscriptions); staff continue to monitor doorway; staff researching integrated library systems

VI)   Progress on last Program Review Recommendations:

Recommendation	Progress Status
a) Curriculum & Program Direction: Not specifically listed	Progress has been made; however, many of the recommendations tied to funding cannot be met at this time
b) Staff: Increase Staff	Not possible, due to current budget constraints
c) Equipment: Not specifically listed	Not possible, due to current budget constraints

I) Program Description: The Management and supervision program, an integral part of the business program, at WCC offers a limited number of courses every academic year. The Management and Supervision program within the Yuba College district offers vocational and retraining courses, community education courses and courses that promote SCANS Skills. The district-wide program includes instruction in supervision, management principles, human resource management, small business management, and a wide range of courses that are designed to meet business and community needs.

II) Current Status: The program is in the process of attempting to add additional course(s) to the business curriculum. An attempt will be made to add the two primary courses offered in the past (Mgmt 5 and 10) to the in-class curriculum. Note there are no FTE/WSCH figures available for the program due to no classes having sufficient enrollment to allow the classes to be offered.

III) Significant Changes Since Last Review:
    a) Program has stayed at the same relative level since last annual update.   b) Drastic cuts in state funding will affect future course offerings.

IV) Expected Changes:
    a) Due to budget cuts, no significant changes are expected.

V) Program Needs:
    a) Curriculum& Program Direction: b) Staffing:
        If budget allows, distance learning (on-line) classes should be added.   No immediate changes from current staffing
                                                                               c) Equipment:
                                                                                   No changes are deemed necessary at this time.

VI) Progress on last Program Review Recommendations:
                        Recommendation   Progress Status
    a) Curriculum & Program Direction:
        Update certificate programs   Updating is being discussed
        Revise Curriculum and course offerings   Contingent upon funding, change is unlikely at present time

    b) Staff:
        None listed

    c) Equipment and Facilities:
        None listed

I) <u>Program Description</u>: The Mathematics and Statistics program offers an array of courses from Arithmetic for College Students through 2nd year calculus. It offers Admissions List courses that: (1) transfer to the CSU or UC systems; (2) may be used to satisfy IGETC; or (3) satisfy WCC AA general education requirements.   The program offers courses in the WCC 50-99 series that may be used to either satisfy Associate Degree mathematical competency requirements or meet higher course perquisite requirements. To prepare students to succeed in courses at the associate degree level, the program offers two, 100-199 series, courses that provide basic skills remediation. Currently, only courses in the 50-99 series and 100-199 series are offered at the Colusa Center.

II)   <u>Current Status</u>: Mathematics and Statistics is the strongest program at WCC. For the 2008-2009 academic year Mathematics and Statistics had a combined 233 FTES, 6,987 WSCH, and an average WSCH/FTEF of over 560. All sections of Math 52 and Stat 1 closed. The program was able to increase its already high average WSCH/FTEF even though a number of smaller classes (Math2A, Math 2B, Math 9, Math 50A, and Math 50B) were run with low enrollments. The WSCH and FTES both increased even though there was a cut in FTEF. However, 55.4% of FTEF was adjunct or EP. At Colusa, WCC continues to offer the basic mathematics courses (Math 110, 111, 50, and 52) to a small but consistent enrollment.

III)   <u>Significant Changes Since Last Review</u>:
   a)   Preliminary work to establish SLOs for all Mathematics and Statistics courses
   b)   Math 1A changed to a 5-unit course
   c)   Math 52 also offered in two parts as Math 52A and Math 52B
   d)   SLOs written for all Mathematics and Statistics courses

IV) <u>Expected Changes</u>:
   a) Establishing class caps
   b) Ongoing BSI (past year included Chetra's book-for-tutoring program)
   c) Development and pilot testing of SLO assessments
   c) Addition of Math 3 to curriculum

V)   <u>Program Needs</u>:
   a) <u>Curriculum & Program Direction</u>:
       Established SLO assessment paradigms
       Program coordinator (or district coordinators for Mathematics and Statistics)
       Add Math 3 to the curriculum, target offering next academic year

   b) <u>Staffing</u>:
       One fulltime instructor (anchor program, reduce adjunct reliance, help w/BSI)
       IA for Writing and Math Center (also possible time in Tutoring Center)
   c) <u>Equipment</u>:
       Software to support Math 110,111, 50 and 52 (WAM & Tutoring Center)

VI)   <u>Progress on last Program Review Recommendations</u>:
                           <u>Recommendation</u>   <u>Progress Status</u>
   a) <u>Curriculum & Program Direction</u>:
       None listed   N/A

   b)   <u>Staff</u>:
       Hire additional fulltime mathematics instructor   Request submitted, ranked by WCC Faculty Staffing Committee, no positions filled
       Hire AI for WAM and Tutoring Center   Funding not available for the position
   c) <u>Equipment</u>:
       Investigate use of BSI monies to increase student retention success rates   Efforts ongoing Preliminary results of the books-for-tutoring program are encouraging.

I) Program Description: The Office Administration (OA) Program offers a limited number of courses every academic year. The courses include instruction in word processing, business English and communication, and a wide range of specialty courses that meet business and community needs. Some of the instructions are offered online. There is no full-time faculty in the OA Program.

II) Current Status: Current enrollment figures for the Office Administration program show a slight increase in the amount of weekly student contact hours through Spring 2009. However, due to the current budget situation, this may prove to be difficult to maintain. CTE programs took an unprecedented hit during 2009-2010 academic year. Enrollment is up and we were able to offer Word Processing I and II within the daytime program in lieu of offering Filing and Calculation, which were only offered as one section in the evening program.

III) Significant Changes Since Last Review:
Drastic cuts in state funding have impacted the Office Administration Program. In order to maintain certificate offerings, the daytime keyboarding section was replaced with Word Processing one semester and will be replaced with General Office Procedures the following semester. Only one Keyboarding, one Filing, and one Calculation course are offered in the evening.

IV) Expected Changes:
a) Increased enrollment , all Spring Semester courser are filled and have waiting lists.

b) One Business Instructional Assistant may be subject to lay-off.

V) Program Needs:
a) Curriculum and Program Direction:
    If budget allows, revive Medical Office Program (possible certificate) beyond online Medical Office Procedures Course

b) Staffing: None specifically listed
c) Equipment:
    New furniture for the 301 lab, additional smart classroom technology for lab

VI) Progress on last Program Review Recommendations:

Recommendation	Progress Status
a) Curriculum & Program Direction:	
Reactivate local Business Advisory Committee to focus on needs & trends	Reactivated in Fall 2009
b) Staff:	
Continue to pursue staff professional growth opportunities	Attended conferences for Leadership and CTE
Encourage faculty to become more involved in local service clubs and community functions	Faculty attended Rotary Club to promote programs
c) Equipment:	
Continue to request furniture and smart classroom technology	Still a priority
d) Facilities:	
Air conditioning and heating problems plague 300 building	Measure J funds have been allocated to remedy problem (Fall 2010)

I) Program Description: Three academic subject areas, Geology, Geography and Physical Science, are included in the Physical Science program review. Each area provides at least one course that may be used to satisfy: (1) the Natural Science component of the general education requirement for WCC's AA and AS degrees; (2) the IGETC Physical Science requirement; and (3) the Physical Science requirement of CSU's General Education Breadth Requirements. Although, in some instances, there may be overall unit limits, the various courses are designed to transfer to the CSU/UC systems.

II) Current Status: The Physical Science program continues to have one of the highest WSCH per FTEF on the WCC campus. PHYSC 10A: Earth Science and GEOG 1: Physical Geography offered regular basis both in the days and evenings. Both contain very healthy enrollments, averaging 568 WSCH per total FTEF. The two lab courses, Physical Geology (GEOL 10L) and historical Geology (GEOL 11L) are also being offered on a regular basis and also contain healthy enrollments. PHYSC 10AL has been approved by the WCC Curriculum Committee. Due to budget cuts, it is not currently offered. Due the fact PHYSC 10B and PHYSC 10C are not offered at many 4-year colleges, including CSU and UCD, student demand is low and these two courses were not offered last year.

III) Significant Changes Since Last Review:
   a) Courses now offered in new Geology lab (305)
   c) SLOs have been developed for all Physical Science program courses and preliminary assessment methods have been determined
   b) GEOL 11L now articulated with local universities and is included as satisfying the IGETC Area 5 Physical and Biological Science transfer requirement

IV) Expected Changes:
   a) Further work will be done on the assessment of the programs' SLOs.

V) Program Needs:
   a) Curriculum and Program Direction:
      Assess needs and develop new courses and articulation agreements
      Develop assessments for the course level SLOs

   b) Staffing:
      Lab Assistant
      As program grows, additional quality adjuncts will be needed

   c) Equipment:
      Additional and replacement supplies for existing courses
      Supplies to support lab for PHYSC 10AL (meteorological, oceanographic astronomical, etc.)

   d) Facilities:
      As both Physical Science and Physics programs expand additional storage and classroom facilities will be needed, to avoid scheduling conflicts.

VI) Progress on last Program Review Recommendations:

Recommendation	Progress Status
a) Curriculum & Program Direction:	
Acquire new Physical Science lab space	New space acquire; however, it must be shared with Physics
Seek approval of new course PHYSC 10AL	Approved by WCC Curriculum Committee
Negotiate expanded articulation agreements for GEOL 11L	Articulation agreements have been expanded
Develop SLOs for all courses in the Physical Science program	SLOs have been developed for all Physical Science program courses
b) Staff:	
c) Equipment:	
Acquire digital camera, and additional lab supplies	A digital camera and lab supplies have been acquired.

Program Description: The Physics program offers courses that transfer to the CSU and UC systems. The General Physics sequence, PHYS 2A and PHYS 2B, is primarily for life science majors. There is a General Physics Lab sequence, PHYS 3A and PHYS 3B, that consist of experiments to verify the concepts of PHYS 2A and 2B. PHYS 10L is a transfer course designed for the non-science major. Either PHYS 10L or the General Physics sequence courses may be used to satisfy the Natural Science requirement for WCC's AA and AS degrees. They, also, may be used to satisfy the Physical Science requirement of IGETC and CSU's General Education Breadth Requirements.

II)   Current Status: The Physics program at WCC is stagnant at this time. The program is in dire need of a full-time Physics instructor to direct and grow this department. The program lacks a dedicated lab, and the equipment is minimal and not maintained. Students are leaving other departments, at WCC, (Biology, Chemistry, Mathematics) to attend schools that offer Physics classes that WCC does not offer.

III)   Significant Changes Since Last Review:
   a)   Administration attempted to remove Physics for the Spring 2009 schedule   b)   As a result of scheduling construction, fewer physics classes will be offered

IV)   Expected Changes:
   a) Astronomy will be added to the WCC curriculum   b)   SLOs will be written for all Physics classes.

V)   Program Needs:
   a) Curriculum and Program Direction: b) Staffing:
       Physics 15 and the Physics 4 sequence should be added to curriculum   There is a dire need for a full-time Physics instructor
           There is also need for a part time Instructional Assistant.

   c) Equipment: d) Facilities:
       Needs will be directed by the new full time faculty member   Lab facility that will work for Physics (Now shares with Chemistry)

VI)   Progress on last Program Review Recommendations:

Recommendation	Progress Status
a) Curriculum & Program Direction:	
Develop and offer Physics 15 and the Physics 4 sequence	Not done
Develop and offer an AA degree or Certificate in Physics	Not done
Add Astronomy to the WCC curriculum	Not done
b) Staff:	
Hire full-time Physics Instructor	Not done
Hire part-time Instructional Assistant	Not done
c) Equipment:	
Identify and purchase equipment necessary to offer all courses	Not done
	Not done
d) Facilities:	
Identify lab space for Physics	Not done
Identify configuration and finish-out needs for Physics lab	Not done

I) Program Description: The Psychology Program at WCC offers lower-division courses for general education credit and for meeting lower division requirements for transfer students. It is designed to prepare students for upper division work, in a major, in psychology. Courses also help students to meet psychology requirements in other majors.

II) Current Status: The psychology program has not experienced the expected growth from the last program review update. Last year's reported FTES (Fall 2007 – Spring 2008) was 89.40 while this year's FTES (Fall 2008 - Spring 2009) is 81.56. Although the FTES declined, the Average WSCH per total FTEF increased from 447.00 to 509.75. The decline in FTES for this review is probably due to the decrease in the annual total FTEF from 3.00 for 2007-08 to 2.40 for this update. Budget cuts have negatively impacted the program.

III) Significant Changes Since Last Review:
   a) There was a drop in FTEF.
   c) Now, the program serves more students per class.
   b) Budget cuts continue to negatively impact program (fewer classes offered).
   d) The State budget crisis continues to force reduced psychology FTEF.

IV) Expected Changes:
   a) State budget crises will likely result in continued reduction in psychology FTEF.

V) Program Needs:
   a) Curriculum & Program Direction:
       Offer Developmental Psychology online
       Psychology 8- Research Methods will be offered in Spring 2011 (Required for UC and CSU transfer)
   c) Equipment: VCR/TV for departmental use

       Computer programs that accommodate statistical analyses (Psychology 8)
       Subscriptions to Peer-reviewed journals and periodicals

   b) Staffing: Some adjunct faculty are down to one class.

   d) Facilities: Classroom 804 should be reconfigured for better teaching environment.
       Instructors need the ability to darken the classroom while viewing films.

VI) Progress on last Program Review Recommendations:

Recommendation	Progress Status
a) Curriculum & Program Direction:	
Increase the holdings of books, films, professional journals/periodicals, and magazines. (Need a Process)	Some books have been purchased. There is no established process for faculty to procure subscriptions to the various media.
Increase the psychology department budget	The psychology department budget has not been increased.
b) Staff: None listed	
c) Equipment:	
Improve the classroom setting (lights, console placement, darkening windows, installation of light switches to allow for some minor lighting at night).	These recommendations have not been implemented.

I) Program Description: The Sociology Program at WCC offers lower-division courses for general education credit and to meet lower division transfer requirements. The program is designed to prepare students for upper division work, in a major, in sociology. The program's courses also help students to meet requirements in other majors.

II) Current Status: The sociology program is growing in terms of students served and courses offered. A comparison between 2006-07 and 2008-09 shows that while FTEF increased from 1.2 to 1.4, WSCH increased as well, so that the average annual WSCH/FTEF is nearly the same (446.63 and 444.86 respectively). It is anticipated that WSCH will continue to increase in the next few years while FTEF will remain constant, so Sociology will move closer to the, state provided, "profitability" range.

III) Significant Changes Since Last Review:
a) All courses have updated outlines that include SLOs.
b) Petition has been submitted, to State, to award AA degree in Sociology.
c) Soc 5 (Sociology of Race and Ethnicity) and Soc 6 (Sociology of Sex and Gender, formerly Soc 35) are revised.
d) Soc 3 (Critical Thinking in Social Science) and Soc 8 (Social Science Research Methods) are new approved classes.

IV) Expected Changes:
a) In 2010 the, first sociology/English learning community will be implemented.
b) It is anticipated, in 2011, WCC will offer a sociology AA degree option.
c) It is expected, class fill rates and WSCH will continue to increase
d) When the budget crisis is resolved, program expansion is expected.

V) Program Needs:
a) Curriculum and Program Direction:
    The curriculum is up to date and expanded appropriately for the current FTEF.
b) Staffing:
    Sociology has one qualified adjunct; building qualified pool is a high priority.

c) Equipment:
    Most pressing need, is increased holding for sociology, particularly online databases such as JSTOR.
d) Facilities: Deemed adequate.

VI) Progress on last Program Review Recommendations:

Recommendation	Progress Status
a) Curriculum & Program Direction:	
Revise and update all existing course outlines; add SLOs	Completed
Expand Course offerings.	Ongoing (2 new courses)
Create a learning community for Soc 2 and English class	In progress (Offering Spring 2010)
b) Staff:	
Integrate adjuncts into the program	Ongoing
Expand adjunct pool.	Incomplete
c) Equipment:	
Purchase SPSS software of WCC computer	Postponed indefinitely
d) Facilities:	
None listed	N/A

I) Program Description: Woodland Community College (WCC) Speech Program consists of transfer-level courses and fulfills various CSU and UC general education requirements.   Speech 3 also meets the CSU critical thinking requirement.

II) Current Status: The program is in steady growth. There is an increase of 96 WSCH from Fall 08 to Fall 09. Total increase in Annual WSCH for Fall and Spring is 86.7. FTES increased, by 2.89, from 34.61 to 37.5. This program is staffed with one full time faculty member and two active adjunct faculty members.

III) Significant Changes Since Last Review:
   a) All course level SLOs are identified, and assessment methods will be piloted in Spring 2010 for SPECH 1, SPECH 6, and SPECH 8.
   b) Other SPECH SLOs will be assessed in the semester in which the course is offered.
   c) Due to budget constraints, SPECH 2 & SPECH 3 now offered alternating years
   d) Due to low FTEF allotments, evening and weekend course offering have been suspended.
   e) SPECH 8 was offered for the first time in over eight semesters.
   f) "GOT VOICE" Collaborative effort ,open mic series, was used to increase speech program awareness.

IV) Expected Changes:
   a) An official Mission Statement, for the department, will be established.

V) Program Needs:
   a) Curriculum and Program Direction:
      Revise program and curriculum to reflect "Communication Studies" trend
      Initiate a competitive speech program to include tournament travel and community outreach.
   b) Staffing:
      Deemed adequate; as the program grows, staffing may need to be addressed.
   c) Equipment:
      Video recording equipment (student presentations and archiving)
      Visual Aid Stands
   d) Facilities:
      Excusive "Speech Lab" (for out of class assistance with performances)
      Sound absorbing classrooms
      Appropriate lighting for overhead projected visual aids
      Locate the speech department in the proposed performing arts building

VI) Progress on last Program Review Recommendations:

	Recommendation	Progress Status
a)	Curriculum and Program Direction:	
	Coordination of speech and other Communications offerings	Communication program course offering rotation has been established
	Coordinate consistent district-wide course outlines.	Ongoing responsibility of full time faculty
	Coordinate and communicate with adjunct faculty	Ongoing responsibility of full time faculty
b)	Staff:	
	None listed	N/A
c)	Equipment:	
	None specifically listed	N/A
d)	Facilities:	
	Establish a Speech Lab	Still being considered

Program Description: Disabled Students Programs and Services (DSPS) offer eligible students access to a variety of specialized support services. These services are intended to assist college students with disabilities to successfully participate in regular college programs and activities. DSPS serves students with the following disabilities: Acquired Brain Injury; Psychological Disability; Deaf/Hard of Hearing; Speech and Language Impairment; Blind/Visual Limitation; Health Impaired; Learning Disability; Developmentally Delayed Learner; Mobility Limitation.

II)   Current Status: The program has experienced significant growth. DSPS served 246 students during the 2008-2009 academic year, an increase of 108 students over 2007-2008. There was an increase in the number of students served for all disability eligibility categories. DSPS employs a full time Program Coordinator/LD Specialist, and 80 percent Program Specialist, a part time Learning Disabilities (LD) Specialists, a part time Alternative Media/Assistive Technology Specialist and two part time Federal Work Study Student Workers. DSPS continues to promote its visibility on campus and is represented on multiple WCC campus wide committees. DSPS continues to promote outreach in the community by attending and hosting a variety of events.

III)   Significant Changes Since Last Review:
   a) Program has been temporarily moved into smaller space in 300 building.
   b) Due to limited space, students have less computer lab and study space.
   c) Also, due to the temporary relocation, test proctoring is conducted in several rooms located throughout the campus.
   d) A long time Student Services Assistant retired at the end of the 2008-2009 academic year.
   e) DSPS contracted for a part time Alternative Media/Assistive Technology Specialist. Kurzweil reading, writing and learning software now campus wide.
   f) DSPS met with the Galvin Group, spring 2009 to discuss student files and compliance. Chancellor's Office considers Galvin system a best practice.

IV) Expected Changes:
   a) Continue outreach activities to increase visibility and enrollment.
   b) Create a DSPS website.
   c) Provide staff and student training for Kurzweil software system.

V)   Program Needs:
   a) Program Direction: Emphasize outreach and develop comprehensive visibility program. Continue to expand availability and use (including training) of assistive technology and/or other specialized courses.
   b) Staffing: Expand program Specialist position to full time status, Hire a part time DSPS counselor to support the rapid growth.

   c) Equipment: Update the DSPS lab computers
   d) Facilities: The building 700 update will provide increased computer lab and testing space.

VI)   Progress on last Program Review Recommendations:
   a) Program Direction: Progress Status
       Take an active role with the Basic Skills Initiative Committee.   DSPS received a $10,000 Basic Skills Initiative grant to purchase assistive technology.
       Acquire and implement use of assistive technology.   DSPS providing training and exploring need for specialized class for Kurzweil users.

   b) Staff: Acquire alternative media and assistive technology staff.   Hired a part-time alternative media and assistive technology position.
       Acquire a part-time DSPA counselor.   No action has been taken.

c) Equipment: Update computers, scanners and peripheral technology in DSPS lab.   In progress, will be completed with move to 700 Building. Also 700 building will provide an expanded test proctoring area.

I) Program Description: WCC has a financial aid program that includes scholarships, grants, and other aid, designed to help students who need financial assistance to further their educational goals.

II)   Current Status: The Financial Aid Office continues to make every effort to achieve Student Access and Retention. This is achieved through extensive outreach throughout the community and by providing current students with the tools needed to be self reliant. There has been a 33.81% increase in financial aid recipients from Fall 2008 to Fall 2009. Additionally walk-in appointments have increased as follow: 2007-08 year total was 5585; 2008-09 year total was 7557 a 35.31% increase from prior year; 2009-10 YTD (July-December 2009) total is 4730 a 21.81% increase at this point in time from 2008-09 year.

III) Significant Changes Since Last Review:
a) There are three computers for students to use specifically for online FAFSA and application, BOGWaiver, Admissions Application, registration, class schedule, and WebAdvisor.

b) Financial Aid now has access to SARS Grid calendar to track Walk-in appointments.

IV) Expected Changes:
a) In 2010 WCC will obtain the TIV Code, this will allow for the management of each program to be administered by financial aid at WCC; and full access to the Clearinghouse and the National Student Loan Data System.

b) Moving into the renovated building at the end of 2010. Having more computer workstations for students to complete their online applications.

V) Program Needs:
a) Program Direction:

b) Staffing: an additional Financial Aid Technician as well as one Financial Aid Analyst

c) Equipment: Faster Computers with additional RAM

d) Facilities: The only concern with the new facility is the size in which the Financial Aid Office will be restrictive to future growth.

VI) Progress on last Program Review Recommendations:

Recommendation	Progress Status
a) Program Direction:	
Increase program visibility	
b) Staff: Reclassify Student Services Assistant to Financial Aid Technician	Due to budget cuts statewide not considered
c) Equipment/Facilities:	
Relocate the Financial Aid Office	Will occur with move to Building 700.

I) Program Description: The Tutoring Center provides free help in most subjects and is available to all registered students.

II) Current Status: The Tutoring Center has continues to increase in the number of students served and the number of tutoring hours provided. Spring 2008: There were 216 student requests and 178 were filled for total of 929.75 hours of tutoring; Fall 2008: 235 requests, 212 filled for total of 1,279.25 hours; Spring 2009: 255 requests 225 filled for total of 1,161.25 hours; Fall 2009: 302 requests 263 filled for 1,131 hours of tutoring ; Also Fall 2009; students signed in for 111 hours of self-study and 72.50 hours of computer usage.

III) Significant Changes Since Last Review:
a) Center lost temporary classified clerical support.
c) The Accutrack computerized tracking system was implemented.
d) Learn 20 course replaced video training for tutors. (supports Title 5 apportionment claim for tutoring.

b) The center began supporting the Math Dept BSI Pilot book for tutoring program. (This has increased salary expenditures)

e) Acquired headphones/microphones, with BSI funding, to use in ESL, writing and grammar, and math software programs.

IV) Expected Changes:
a) Lay-off of the Tutoring Center Specialist leaves program without permanent staff member.

b) Awaiting California Community College Chancellor's Office approval of Learn 590 (Supervised Tutoring Course – another course to support an apportionment claim for tutoring).

V) Program Needs:
a) Program Direction: New Course outlines to enable WCC to claim apportionment for providing tutoring for all students in content areas not considered basic skills. Increased hours of operation to provide support for evening students. Funding to provide tutoring on walk-in basis is needed. Name change because tutoring has had a negative connotation.

b) Staffing: An additional staff member is needed to support the increasing service delivery. Work-study students cannot assist in all tasks and are not always available.

c) Equipment: Additional computers and whiteboards

d) Facilities: The are no identified needs at this time.

VI) Progress on last Program Review Recommendations:

Recommendation	Progress Status
a) Program Direction:	
Acquire a computerized tracking system	Completed
Develop an online tutor training course.	Completed
Increase program visibility	
b) Staff:	
Acquire additional staff	Not completed.
c) Equipment:	