I. Program Description

A. What is the primary mission of your program (check all that apply):

☐	Basic Skills	☐	Cultural and Personal Enrichment
X	Transfer	☐	Academic Support/Learning Resources
X	Career/Technical		

B. Program Description

If applicable, note the number of certificates and degrees that have been awarded in the previous academic year.

http://www.research.fhda.edu/factbook/deanzadegrees/dadivisions.htm

CTE programs refer CTE Program Review Addenda reports

www.deanza.edu/gov/IPBT/resources.html

1

☐	# of Certificates of Achievement
43	# of Certificates of Achievement-Advanced
48	# of AA, AS Degrees

2 If the program serves staff or students in a capacity *other that traditional instruction*, e.g. tutorial support, please answer the following two questions. Otherwise, skip to section **II** below:

a. How many people are served?

☐	# of Students	☐	# of Staff
☐	# of Faculty		

b. Number of employees associated with the program?

☐	# of Students	☐	# of Faculty
☐	# of Staff	☐	# of Part-Time Faculty

II. Methods of Evaluation and Assessment

A. Attach the "Program Review Data Sheet". Briefly, address student success data relative to your program by answering the items listed below (refer to the link):

http://research.fhda.edu/programreview/DAProgramReview/DeAnza_PR_Div_pdf/DeAnzaProgramReviewDiv.htm

1 Growth or decline in underrepresented populations (Latina/o, African Ancestry, Pacific Islander, Filipino)

Explanation:	The reported number for these specific populations are down from 2008-2009 (Hispanic 214 ('08-'09)/155 ('09-'10); African American 99('08-'09)/72('09-'10); Pacific Islander 8('08-'09)/1('09-'10); and Filipino 62('08-'09)/43('09-'10), howerver, the number of students reporting that they are "Other" dramatically increased from 58 ('08-'09) to 195 ('09-'10). Since the actual number of students is approximately the same, there is a good chance that many students are reporting themselves as "other".

2 Trends related to closing the student equity gap relative to college's stated goals: (refer to *http://www.deanza.edu/president/EducationalMasterPlan2010-2015Final.pdf*, p16)

Explanation:	Generally speaking, we maintained the status quo.

3 What progress or achievement has the program made relative to the plans stated in the 2008 Comprehensive Program Review, Section III.B, towards decreasing the student equity gap? See:

http://www.deanza.edu/gov/IPBT/program_review_files.html, "Program Review Reports, 2009"

Explanation:	Generally speaking, we have maintained the status quo.

4 Overall enrollment growth or decline of all student populations

Explanation:	The enrollment for 2009-2010 was 1579, compared to the 2008-2009 enrollment number of 1570.

B. Did your program implement any curriculum, program reorganization, etc. changes as a response to changes in College/District policy, state laws, division/department/program level requirements or external agencies regulations? How did the change(s) affect your program?

Change:	Decrease in number of classes offered.
Explanation:	Due to college-wide budget cuts.

C. Based on the 2008-09 Comprehensive Program Review, Section I.C., "Main Areas of Improvement", briefly address your program's progress in moving towards assessment or planning or current implementation of effective solutions.

See: *http://www.deanza.edu/gov/IPBT/program_review_files.html*, "Program Review Reports, 2009"

Explanation:	We are in the process of completely replacing the outdated laptops in the Program's lap top cart for student use in the classroom. Technology is being used more frequently in the classes, as well as by instructors, and regularly integrated throughout the course curriculum. We are cutting costs by using electonic delivery of course material and assignments, in place of paper copies - both saving money and the environment. Finally, our SLOAC process is addressing any program issues.

D. Career Technical Education (CTE) programs, provide regional, state, and labor market data, employment statistics; please see "CTE Program Review Addenda" at:

www.deanza.edu/gov/IPBT/resources.html

Identify any significant trends that may affect your program relative to:

1 Curriculum content,

2 Future plans for your program e.g. enrollment management plans.

X	No significant change
Impact:	
Explanation:	

E. *Career Technical Education* (CTE), provide recommendations from this year's Advisory Board (or other groups outside of your program, etc.). Briefly, address any significant recommendations from the group. Describe your program's progress in moving towards assessment or planning or current implementation of effective solutions.

	No significant change
Impact:	Increase technology training.
Explanation:	Continue to implement technology use and training throughout the curriculum, including assignments utilizing course specific programs and/or forms when applicable and available.

III   Select IIIA or IIIB below:

Note instructions and materials for this section can be found at: *https:// www.deanza.edu/slo*

A. For programs whose primarily align to the Institutional Core Competencies, ICCs: attach the 2010-11 "Mapping Program Level Outcomes to Institutional Core Competencies" sheet(s) and "Program Level Outcomes Assessment Plan" sheet(s)

1 Describe the processes by which your program members have or will assess program level outcomes: (check those that apply)

X	course-embedded		surveys

Other, describe here:

2 Review the ECMS-SLO Summary Report or SSLO Summary Report *(Division Deans shall be sent that report).* What percentage of courses that should undergo a SLOAC process are:

	NA	2	complete	1	in progress	29	scheduled to be assessed

3 Below, briefly describe the level of engagement by your program staff and faculty with the outcomes assessment process (SLOAC, SSLOAC) since last year?

We are currently collecting the data from our instructors and will input the data during Spring Quarter.

4 What program enhancements are you implementing as a result of the program level assessment process? Describe enhancements that do not require additional resources below:

summarize result:		plan/enhancement:	
summarize result:		plan/enhancement:	

B. For programs whose PLOs primarily align to the <u>Strategic Initiatives</u>: Attach the 2010-11 "Mapping Program Level Outcomes to Strategic Initiatives" sheet(s) and "Program Level Outcomes Assessment Plan" sheet(s):

1 Describe the processes by which your program members have or will assess program level outcomes: (check those that apply)

	course-embedded		surveys

Other, describe here:

2 Review the ECMS-SLO Summary Report or SSLO Summary Report *(Division Deans shall be sent that report).* What percentage of courses that should undergo a SLOAC process are:

	NA		complete		in progress		scheduled to be assessed

3 Below, briefly describe the level of engagement by your program staff and faculty with the outcomes assessment process (SLOAC, SSLOAC) since last year?

4 What program enhancements are you implementing as a result of the program level assessment process? Describe enhancements that do not require additional resources below:

summarize result:		plan/enhancement:	
summarize result:		plan/enhancement:	

Department Summary

IV. **Attach 2008-09 Comprehensive Program Review Budget Data Form. Add a column of data that lists the amounts allocated for the 2010-11 academic year.**

See: *http://www.deanza.edu/gov/IPBT/program_review_files.html*, "Program Review Reports, 2009"

V. **Resource requests include: staff, faculty, materials, "B" Budget, faculty refresh, Measure C equipment**

     A. Please submit up to three **faculty and/or staff** requests below in ranked order: (copy this section as needed)

1 Rank	X Replace	Growth
Position:	Full-Time Faculty	
Department: Paralegal Program	Contact person	extension

      1 Briefly state below how this person will enhance or maintain the status quo of your program plan to improve student learning relative to the campus Mission, Institutional Core Competencies, or Program goals/plans below:

Statement:	We would expect higher enrollment based on the ability to restore lost course offerings, as well as more sections offered with the additional instructor course load available by replacing the resigned full-time Paralegal Program position. Full-time instructors provide vital success and retention support for students who benefit from having stability through the availability of counseling, field expertise, and tutoring not provided by a solely part-time instructor. Additionally, Federal employment predictions for both public and private legal careers reveal a strong need for qualified professionals in the foreseeable future. Part of DeAnza College's Mission Statement is to provide the educational opportunity for all students to be successful. A full-time faculty position will help to fulfill the College's stated mission and promise to its students.

      2 Highlight FTE, PT/FTE ratios, and WSCH that support your request below:

There is only one (1) Full-time faculty for the Paralegal Program - and he is also the Director for BOTH the Paralegal and Administration of Justice Programs. The 2009-2010 WSCH was 6,320, despite a decrease in sections offered from the previous year (due to budget cuts). 72 sections were offered n '08-'09 as compared to only 64 in '09-'10.

      3 If applicable, discuss PLOAC assessment results that support the program need for this resource below:

N/A

      4 Please note: It is an expectation that all resources that are allocated 2 or more years prior to the next Comprehensive Program Review (2013-14) will be assessed relative to their contribution to the program, its course or program level outcomes and its program review criteria. In this light, briefly state some of the criteria you may use to assess the effect of this additional staff/faculty position to your program below:

     B. As applicable, list your requests for:

Materials, "B" Budget, faculty refresh, Measure C equipment

refer to: *http://www.deanza.edu/gov/techtaskforce/pdf/Measure%20C_Prioritization_Processes_ClgeCnclApproved6_10_10.pdf*

Please submit materials, "B" Budget, faculty refresh, Measure C equipment, requests below in ranked order: (copy this section as needed.) List 3 here, keep a prioritized list of all items on hand.

1 Rank	Replace	Growth

Item Description:	See Attached Budget Sheet.
Cost Estimate:	
Contact person:	extension

1 Briefly state below how this resource will enhance or maintain the status quo of your program plan to improve student learning relative to the campus Mission, Institutional Core Competencies, or Program goals/plans below:

We would expect higher enrollment based on the ability to restore lost course offerings, as well as more sections offered with the additional instructor course load available by replacing the resigned full-time Paralegal Program position. Full-time instructors provide vital success and retention support for students who benefit from having stability through the availability of counseling, field expertise, and tutoring not provided by a solely part-time instructor. Additionally, Federal employment predictions for both public and private legal careers reveal a strong need for qualified professionals in the foreseeable future. Part of DeAnza College's Mission Statement is to provide the educational opportunity for all students to be successful. A full-time faculty position will help to fulfill the College's stated mission and promise to its students.

2 Highlight FTE, PT/FTE ratios and WSCH that support your request below:

There is only one (1) Full-time faculty for the Paralegal Program - and he is also the Director for BOTH the Paralegal and Administration of Justice Programs. The 2009-2010 WSCH was 6,320, despite a decrease in sections offered from the previous year (due to budget cuts). 72 sections were offered n '08-'09 as compared to only 64 in '09-'10.

3 If applicable, discuss PLOAC outcome assessment results that support the program need for this resource below:

N/A

4 Please note: It is an expectation that all resource that are allocated 2 or more years prior to the next comprehensive program review (2013-14) will be assessed relative to their contribution to the program, its course or program level outcomes and its program review criteria. In this light, briefly state some of the criteria you may use to assess the effect of this additional resource to your program below:

Criteria:	

Dean's Summary

VI. Resource Requests include: staff, faculty, materials, "B" Budget, facility refresh, Measure C equipment

A. Please submit up to three **faculty and/or staff** requests below in ranked order: (copy this section as needed)

Rank	Replace	Growth

Position:	
Department:	
Contact person:	extension

1 In addition to the Department's rationale and from a <u>dean's perspective</u>, briefly state how this person will enhance or maintain the status quo of your program plan to improve student learning relative to the campus Mission, Institutional Core Competencies, or Program goals/plans below:

2 Address FTE, PT/FTE ratios and WSCH that support your request below:

3 In light of the department's statements about assessment results, describe any additional need or service to the College this person may bring to the Division below:

4 It is an expectation that resource allocations (awarded 2 or more years prior to the next Comprehensive Program Review) will be assessed relative to their contributions to the program, its course or program level outcomes and its program review criteria. In this light, briefly state some of the criteria you, <u>as the Dean</u>, may use to assess the effect of this additional staff/faculty position to your program below:

Criteria:

B. As applicable, list your requests for:
   Materials, "B" Budget, faculty refresh, Measure C equipment
   refer to: *http://www.deanza.edu/gov/techtaskforce/pdf/Measure%20C_Prioritization_Processes_ClgeCnclApproved6_10_10.pdf*

Please submit materials, "B" Budget, faculty refresh, Measure C equipment, requests below in ranked order: (copy this section as needed.) List 3 here, keep a prioritized list of all items on hand.

Rank		Replace		Growth

Item Description:	
Cost Estimate:	
Contact person:	extension:

1 From a <u>Dean's perspective</u>, are there additional factors to add to the Department's rationale for this resource request? How will the addition of this resource enhance or maintain the status quo of this program's plan to improve student learning relative to the campus Mission, Institutional Core Competencies, or Program Goals? Use the following three sections below to state:

Rational here:

2 Highlight FTE, PR/FTE ratios and WSCH that support the request below:

3 If applicable, discuss PLOAC outcome assessment results that support the program need for this resource below:

4 Please note: It is an expectation that all resources that are allocated (awarded 2 or more years prior to the next Comprehensive Program Review) will be assessed relative to their contributions to the program, its course or program level outcomes and its program review criteria. In this light, briefly state some of the criteria you, <u>as a Dean</u>, may use to assess the effect of this additional staff/faculty position to your program below: