

Skyline College Program Review Response Sheet

Program: Art

Thank you for your time and effort in preparing this program review. Your executive summary, with recommendations, has been sent to the Planning and Budget Committee and the Board of Trustees.

College President

Signature: 

College Vice President

Signature: 

Curriculum Committee

Comments Congratulations on a well prepared Program Review summary of this department. The department has done an excellent job in serving students and has wide appeal and is serving a wide cross section of the Skyline community. As indicated in the report, the numbers of art majors from 2003 to present has increased; this is a good indication of the hard work of faculty and their dedication. The Art Department is commended for its various Gallery/Theater productions and the Faculty and Student Art Exhibitions. These exhibitions expose the talented work of faculty and students and keep the college community and general public aware of the programs. This is good marketing and promotion for the department. The sharing of the Gallery/Theater with our sister colleges for exhibition space is a good idea.

The ample descriptions for budgetary and staff needs to hire more full-time faculty to meet the demands for courses and additional sections of courses is substantiated by the "Department Productivity" statistics from 2002 onward. Submitting requests to the FTES allocation committee is an important goal. In future plans and agendas, you might continue to work together to resolve the problem of finding SLO assessment methods agreeable to all faculty. The department might consider conversations with other Art faculty at our sister colleges to see how they assess their Art courses. In-house exchange teaching with other departments is a good idea and would help broaden course delivery. Also, working with other colleges exchange teaching is a creative way to offer and broaden course offerings. Additionally, the development of interdisciplinary courses with Psychology and other departments are worth exploring for expansion of the program.

The facilities concerns should be alleviated when the remodeling and updating of existing studios and computer labs are addressed. An important goal is to expand digital imaging into the curriculum. Working with the College Budget Committee to develop long-term planning for the maintenance of facilities and the replacement of equipment is a good goal to keep the department solvent.

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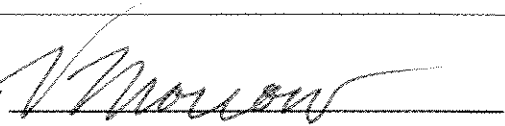
Skyline College Program Review Response Sheet

Program: Biology Department

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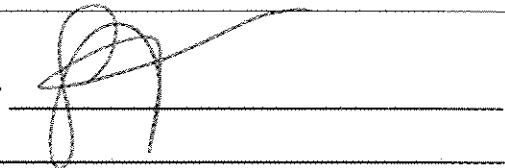
College President

Signature: _____



College Vice President

Signature: _____



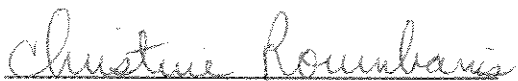
Curriculum Committee

Comments: Congratulations on a well prepared Program Review summary of this department. The department's goals and hard work of the faculty are recognized for being among the departments at Skyline with a high load. As indicated in the report, the department has broadened the curriculum and meets the Skyline College Mission in providing student-centered education leading to transfer, career advancement, basic skills development, and personal enrichment in meeting educational goals of students. Strategies to investigate the feasibility of a Biotechnology manufacturing certificate to expand certificate offerings and meet industry demand are worthwhile.

As noted in the summary success rates have declined, a more in depth analysis of factors affecting success rates would be advised and a plan developed. Possible reasons were stated and further analysis to help resolve the problems might be a priority. The department does utilize the MESA Center and College Library to provide support for students. Working with the Basic Skills Initiative occurring at Skyline to help students who need remediation in basic math, English and reading might help increase student success. Utilizing the Early Alert System and attending workshops to learn retention strategies could help. A suggestion is to continue to work with the SLOAC in designing assessment plans, implementing the plans and analyzing the data and making revisions if necessary should lead to student success. The departments need for full-time instructors has been substantiated in order to meet the needs of students.

In closing, the department has done an excellent job in serving students, keeping current with industry, and expanding course offerings.

Signature: _____



Skyline College Program Review Response Sheet

Program: Computer Applications & Office Technology

Thank you for your time and effort in preparing this program review. Your executive summary, with recommendations, has been sent to the Planning and Budget Committee and the Board of Trustees.

College President

Signature: 

College Vice President

Signature: 

Curriculum Committee

Comments: Your department has prepared an extensive and well documented program review. The department is commended for having successfully fulfilled the goal from the last program review self-study of the development of online offerings in all CAOT courses. The CAOT department has taken the lead in online course delivery. Faculty work hard to continuously keep up with the demands of new software to keep abreast of emerging and cutting edge technology. As indicated, enrollment numbers are slightly increasing from the significant declines in the years 2004-2006. The department has responded to the enrollment decline by focusing on the development of new certificates, restructuring existing certificate programs and increasing online class offerings. These are good strategies and should continue in order to reverse the declining enrollment trend. As suggested, revamping the Web Developer Degree/Certificate program is an important goal for the department.

As noted in the summary success rates have declined, a more in depth analysis of factors affecting success rates would be advised and a plan developed. Possible reasons were stated and further analysis to help resolve the problems might be a priority. The department might consider becoming involved with the Basic Skills Initiative occurring at Skyline to help students who need remediation in basic math, English and reading. Another suggestion is to continue to work on designing assessment plans, assessing and analyzing the results, and making revisions to courses to help with student success. Strategies to consider in increasing students' motivation might be for faculty to engage in more dialog in the online courses with students. Using the Early Alert System for those students who are falling behind might help with student success. In addition, encouraging students to utilize the services offered in the college such as the Learning Center, online resources, counseling, and the CAOT labs. Also, working with counselors to assist students obtain proper counseling and utilizing student services programs might help. Several suggestions to market the program by updating marketing materials and the CAOT website are important goals.

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Skyline College Program Review Response Sheet

Program: Economics

Thank you for your time and effort in preparing this program review. Your executive summary, with recommendations, has been sent to the Planning and Budget Committee and the Board of Trustees.

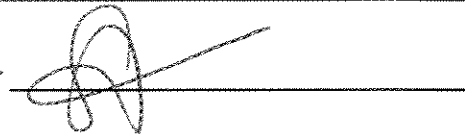
College President

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College Vice President

Signature: _____



Curriculum Committee

Comments: Your department has prepared an extensive and well documented program review. The department is commended for providing transfer courses for business and other students and modifying its courses to reflect current economic events which should attract students. The average load for the Economics department is higher than the average college wide load. As indicated in the report program enrollment is down and a plan which will be implemented is to revive a non-technical economics course (ECON 108) for non-majors to broaden the appeal of the classes. Efforts to incorporate this course into other programs at Skyline College and using the course in learning communities are good strategies. Outreach and marketing this class and the program might help to attract more students to the program and increase enrollment. The hiring of adjunct faculty to offer more courses to broaden the program would be a good goal. The department's concern about the rising costs of textbooks is a college wide problem. Investigating other book publishers for lower prices and customizing the text are good strategies to try and keep the textbook costs lower. The department might investigate utilizing the textbook rental program to provide savings to students.

As noted in the summary there has been a sharp decline in retention and success rates. A more in depth analysis of factors affecting retention and success rates would be advised and a plan developed. Possible reasons were stated and further analysis to help resolve the problems might be a priority. The department might work with Robert Johnstone, Dean, Planning Research and Institutional Effectiveness (PRIE) to establish a more extensive analysis of factors leading to the decline of student success especially among women and Latinos. The department might consider becoming involved with the Basic Skills Initiative occurring at Skyline to help students who need remediation in basic math, English and reading. Another suggestion is to continue to work on designing assessment plans, assessing and analyzing the results, and making revisions to help with student success. Using the Early Alert System for those students who are falling behind might help with student success.

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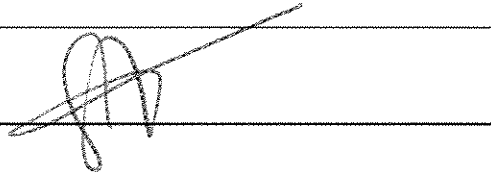
Program: Foreign Languages

Thank you for your time and effort in preparing this program review. Your executive summary, with recommendations, has been sent to the Planning and Budget Committee and the Board of Trustees.

College President

Signature: 


College Vice President

Signature: 

Curriculum Committee

Comments The department has prepared an extensive and well documented program review. Your one full-time faculty department has done an excellent job in staying current and responding to the changing needs of the discipline and the student population in the areas of curriculum, pedagogy, technology, demographics, and accreditation mandates. The department is commended for making modifications to the Tagalog courses and the addition of Arabic courses which have expanded the curriculum to meet student need. All goals from the last self-study were addressed.

For further expansion of the program, marketing and outreach is advisable and working with the Outreach Committee for promoting and increasing visibility to the program would be an important goal. In addition, the department might work collaboratively with the CAOT department to assist with marketing brochure designs. Working with the ESOL department to explore and make plans for a state-of-the-art language laboratory seems viable and worth investigating to increase student success. Another important goal of the department is the development of a Spanish certificate for workforce development opportunities which would be beneficial to students and increase enrollment. The retention rates are slightly below the college average, a good analysis of the reasons was stated. It looks like the trend is improving. To gain a perspective you might consider providing an exit survey to help determine why students are dropping out. The lower retention and success rates for African-American students is a common problem throughout the college and needs further investigation. Using the Early Alert System for those students who are falling behind might help with student success.

Signature: 

Skyline College Program Review Response Sheet

Program: International Trade

Thank you for your time and effort in preparing this program review. Your executive summary, with recommendations, has been sent to the Planning and Budget Committee and the Board of Trustees.

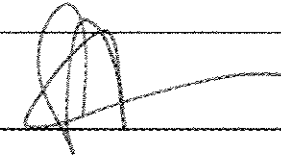
College President

Signature: _____



College Vice President

Signature: _____



Curriculum Committee

Comments: In view of the limited amount of full-time faculty, your department has prepared an extensive and well documented program review. As indicated, you have a very dynamic, innovative and successful program which includes academic programs, internships and a study abroad opportunity. The flexibility of allowing students to complete the entire program online in addition to the traditional face-to-face is to be commended. In addition, the program is applauded for the hard work in acquiring over \$450,000 in grants to Skyline and the district.

As noted in the summary, enrollment has declined in 2004, 2005 and 2006. This decline is similar to other programs in the Division and corresponds to the overall economy and job market options. Tracking enrollment would be an important goal for the department. Retention and success rates are parallel with the college. It might be worthwhile to work with the research office to analyze the online and face-to-face success rates in your courses to determine if one delivery system is doing better than another. Further analysis might substantiate the need for a Resource and Help Center dedicated for online students. Although the department has participated in the SLOAC process, a goal to develop and implement assessment plans and analyze the data would help with student success. Utilizing the Early Alert System could help lead to higher success numbers.

For future expansion of the program the request for personnel to work on a program internship program, program outreach, program promotion, and student assistance seem reasonable. Further investigation into the budgetary and facility considerations for this program enhancement is encouraged. The ample descriptions for budgetary and staffing needs should increase the viability for the increased requests.

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Skyline College Program Review Response Sheet

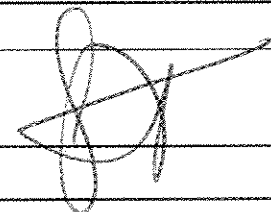
Program: Journalism

Thank you for your time and effort in preparing this program review. Your executive summary, with recommendations, has been sent to the Planning and Budget Committee and the Board of Trustees.

College President

Signature: 

College Vice President

Signature: 

Curriculum Committee

Comments: Like many other programs, the Committee appreciates the extraordinary efforts required for the preparation of the Program Review when only one or two faculty members comprise the department. In view of the limited size of the program and its faculty the program has done an excellent job in helping students prepare for journalism jobs and in preparing students to transfer to four-year institutions as journalism majors. The department is commended for the publication of The Skyline View which is a tremendous information source, and open forum for the entire campus.

As noted in the summary, enrollment has declined in 2004, 2003 and 2006. The department has come up with suggestions for attracting more students and implementing strategies to retain the standards and expectations of the industry by revising old classes to better reflect the industry's new expectations, adding new classes that meet the needs of industry and increasing the use of technology to better engage students and prepare them for new media. As indicated, African American and Hispanic students were underperforming; your goal to utilize the Learning Communities such as ASTEP and Puente would help to support these students. The drop in success and retention rates in Fall 2006 should be tracked and using the Early Alert System could help lead to higher success numbers. Although the department has participated in the SLOAC process, a goal to develop and implement assessment plans and analyze the data would help with student success. Your suggestions for recruiting students are good: offering an online course, exploring concurrent enrollment possibilities, offering more sections, increasing connections with Learning Communities, forging closer alliances with other departments at the college and increasing the number of AA and certificates are excellent strategies. The ample descriptions for budgetary and staffing needs should increase the viability for the increased requests.

Signature: 

Skyline College Program Review Response Sheet

Program: Philosophy

Thank you for your time and effort in preparing this program review. Your executive summary, with recommendations, has been sent to the Planning and Budget Committee and the Board of Trustees.

College President

Signature: _____

College Vice President

Signature: _____

Curriculum Committee

Comments: Congratulations on a one person department Program Review summary. In view of the limited size of the program and its faculty the program has done an excellent job in helping students develop their critical thinking abilities which aligns with the Institutional Student Learning Outcomes in Critical Thinking and Citizenship SLOs. Since the last program review the goal of adding new courses and modifying curriculum so students are better prepared for transfer was achieved. The departments interactions with the Honors Transfer Program, Study Abroad Program and collaborative work with our sister colleges through the joint Philosophy Club seems very worthwhile.

As noted in the summary, one of the department's greatest concerns is the drop in success rates from the last program review. The department has come up with suggestions for improvement to increase student success and retention by recruiting tutors for the core courses and encouraging students to utilize the Learning Center and by offering more writing workshop through the Writing Lab. Identifying those students who are not succeeding with the Early Alert System might help lead to higher retention and success rates. Although the department has participated in the SLOAC process, a goal to develop and implement assessment plans and analyze the data would help with student success. Further analysis of why women are more successful than men in the classes is worth analyzing. Your suggestion to work with the Planning and Research Office to identify patterns of drops and failures and to work out strategies for increasing retention and success is a good one. Further analysis of the students who ignore the recommendation for classes to see if this might be leading to lower success rates is worth investigating.

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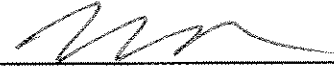
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Program: Psychology

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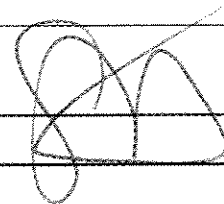
College President

Signature: _____



College Vice President

Signature: _____



Curriculum Committee

Comments: Congratulations on a well prepared Program Review summary of this department. This self-study demonstrates that this program benefits the college by offering psychology courses for psychology majors and non-majors. Courses help to promote individual growth as well as to promote the importance of experiencing group process and real world application of psychological theory. As indicated in the report program enrollment is high and if additional faculty were available the department could offer more sections of Psychology 100 and Developmental Psychology which are very popular. The average load for the Psychology department is higher than the average college wide load. Retention rates are steady and equal to the college wide average of 84%. One area of concern is Student Success rates which are below the college wide average and have steadily dropped and particularly with African American students. The creation, implementation and analysis of Assessment Plans could have a beneficial effect. Some strategies to help with student success would be utilizing the Early Alert System and utilizing Basic Skills programs for additional support services. Referring students to ASTEP for support is a good strategy in helping students.

The specific details for conducting a student survey would be worthwhile. Further analysis to determine if Psychology 100 should be a prerequisite for all other psychology courses and English 100 a required prerequisite for PSYC 100 are worth investigating to determine if curriculum changes should occur to increase student success. Expanding online courses might be a good goal for the department. A more thorough substantiation of staffing needs is certainly warranted. The department might work with Robert Johnstone, Dean, Planning Research and Institutional Effectiveness (PRIE) to establish a more extensive analysis of factors leading to the decline of student success especially in African American students.

The ample description for budgetary and staffing needs should increase the viability for the increased requests.

Signature: Christine Roumbanis



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Program Review Preparer