Name of Program/Operational Area: Instruction
Contact Person: Sam Aunai   Submission Date: Spring 2019

[Note: The information in this area will repeat on all pages.]

Porterville College Mission Statement:
With students as our focus, Porterville College provides our local and diverse communities quality education that promotes intellectual curiosity, personal growth, and lifelong learning, while preparing students for career and academic success.

In support of our values and philosophy, Porterville College will:
1. Provide quality academic programs to all students who are capable of benefiting from community college instruction.
2. Provide comprehensive support services to help students achieve their personal, career and academic potential.
3. Prepare students for transfer and success at four-year institutions.
4. Provide courses and training to prepare students for employment or to enhance skills within their current careers.
5. Provide developmental education to students who need to enhance their knowledge and understanding of basic skills.
6. Recognize student achievement through awarding degrees, certificates, grants, and scholarships.

Program Mission Statement:
The Office of Instruction supports the mission of Porterville College by overseeing instructional and support programs that will enable students to achieve academic and career goals while meeting the needs of a diverse community. The Office of Instruction ensures curricular program compliance with the standards and policies of the State of California Educational Code, California Title 5, and the accreditation requirements of the Accrediting Commission for Community and Junior Colleges (ACCJC) and the Western Association of Schools and Colleges (WASC).

Services Area Outcomes (SAO):
1. Faculty/staff will participate in a variety of professional development activities.
2. Faculty will have access to the resources & tools necessary for instruction
3. Faculty will demonstrate compliance with applicable state and federal laws/requirements, district policies, and accreditation standards related to education offerings and activities.
4. Full-time and adjunct faculty and classified staff will be able to access evaluations in a timely manner and identify areas of growth.
5. Students will be able to access class schedules on Banner in a timely manner.
6. Dual/concurrent students will report that activities directed at them are consistent with their needs.

SAO Assessment Timeline:
1. Each semester as professional development activities occur. Assessment tool/method will include but not limited: reports, sign-in sheets, presentations, surveys
2. Each semester. Assessment tool/method include but not limited to: reports, meeting minutes,

Name of Program/Operational Area: Instruction
Contact Person: Sam Aunai   Submission Date: Spring 2019

[Note: The information in this area will repeat on all pages.]

3. Each semester. Assessment tool/method include but not limited to: Reports to Chancellor's Office, ACCJC, KCCD Board, etc.
4. Each semester. Assessment tool/method include but not limited to: completed evaluations.
5. Each semester. Assessment tool/method include but not limited to: Divisions submit their schedules via scheduling software (Schedule Plus). Finalized course schedules are published on Banner and available prior to registration.
6. Each semester. Assessment tool/method include but not limited to: Dual Enrollment Coordinating Council Meeting Minutes, Course Schedule Published on Banner.

Program Analysis and Trends
The work involved with providing instruction and instructional support for students at Porterville College continues to gain momentum. Much of the work involves the efforts of the faculty and the various divisions to implement activities to increase completion, transfer, and career readiness of PC students. Notable achievements include:
- Having 13 AAT/AST, 19 AA/AS degrees, and 30 certificates at the end of Fall 2018
- Approving 16 new courses during 2017-2018
- Continued increase in dual enrollment from 826 (89.1 FTES) in 2016-2017 to 1,124 (99.8 FTES) in 2018-2019
- Increase in number of course sections offered via distance education (DE) and enrollment. In Fall 2018, there were 72 course sections with census enrollment of 2,303 (195.6 FTES) as compared to only 43 DE course sections offered with an enrollment of 1,428 (134.7 FTES) in the Fall of 2017.

Details and additional information are noted below.
1. # of active courses (as of Fall 2018) - 381
2. # of AAT/AST Degrees (as of Fall 2018) - 13
3. # of AA/AS Degrees (as of Fall 2018) - 19
4. # of certificate of achievements and job skills certificates (as of Fall 2018) – 30
5. # of new courses approved
   a. 2015-2016:22
   b. 2016-2017:9
   c. 2017-2018:16
6. # of new AAT/AST degrees approved
   a. 2015-2016:
   b. 2016-2017:
   c. 2017-2018:1
7. # of new AA/AS degrees approved
   a. 2015-2016: 8
   b. 2016-2017:
   c. 2017-2018:
8. # of new certificates of achievement and job skills certificates approved
   a. 2015-2016: 12

[Note: The information in this area will repeat on all pages.]

  b. 2016-2017: 1
  c. 2017-2018: 2
9. 1514 of the 1738 SLOs are in the assessment cycle (87%)
10. 153 of our 196 PLOs are in the assessment cycle (78%)
  (Accurate assessment of SLOs and PLOs from prior years could not be fully ascertained given the changes in outcomes database from Curricunet to Google Docs)

11. Distance education growth

	# of Sections	Census Enrollment	Fill Rate	FTEs
Spring 2019	71	2,213	92%	207.3
Fall 2018	72	2,303	84%	195.6
Summer 2018	36	925	70%	80.4
Spring 2018	55	1,757	81%	170.5
Fall 2017	43	1,428	83%	134.7
Summer 2017	20	602	77%	59.3

12. Completion of the Institutional Self-Evaluation Report (ISER) and process for accreditation – 2018
13. Facilitate flex day and related professional development activities for faculty and staff.
  a. Workshops (Fall 2018): Poverty Seminar/Workshop and an Enrollment Management-FTEs.
  b. Sponsored faculty online training (Fall 2018)
  c. Surveys completed for the Fall 2018 and Spring 2019 Flex.
  d. New Full-Time Faculty Orientation (Fall 2018)
  e. Adjunct Orientations, Fall 2016, Fall 17, Fall 2018, Spring 2019
  f. Dual Enrollment Faculty Orientations
14. Worked with the Enrollment Management Committee to develop the PC Enrollment Plan (2017)
15. Distance Education Committee and staff worked to develop the PC Distance Education Plan (2018)
16. Support efforts by Strategic Management Committee to develop the PC updated strategic management plan (2018)
17. Currently working the Staff Development Committee to develop the PC Staff Development Plan. Anticipated to be reviewed and approved in Spring 2019.
18. Dual enrollment growth and FTEs generation

Academic Year (Fall & Spring)	Dual Enrollment Census Enrollment	Dual Enrollment FTEs Generated
2016-2017	826	89.1
2017-2018	839	84.3
2018-2019	1124	99.8

19. Work of the faculty with curriculum redesign and development for AB 705 Implementation
20. Work of the staff and faculty to redesign the learning resource center
21. Partnership and working relationship with student services on AB 705, Guided Pathways, Basic Skills, staff development, dual enrollment, etc.

22. Establishment of the Curriculum Technical Review Committee to support the work of the Curriculum Committee
23. Completion of the Adjunct Faculty Handbook
24. Work on the development of the Division Chairs' Handbook
25. Partnership with the high schools in the community
26. Worked to develop and implement the new student survey software (EvalKIT) for the evaluation of faculty teaching online courses.

Program Strengths
A. Significant progress in working with various constituents to formulate and develop various institutional plans (e.g. enrollment management, distance education, etc.) (Referenced in Program Analysis and Trends #14, 15, 16)
B. Significant work to promote and facilitate outcomes assessment and cycle for both instructional and non-instructional programs. Work coordinated and facilitated by the Outcomes Coordinator and Outcomes Committee including the development of the Outcomes Handbook and Outcomes Database (Referenced in Program Analysis and Trends #9, 10)
C. Curriculum and programmatic development for instructional programs and courses. College as of Spring 2019 has 14 associate degrees for transfer (ADT). Three other Associate Degrees for Transfer or "ADTs" (Biology, Kinesiology, Elementary Education) are pending approval through the various groups and state agencies. (Referenced in Program Analysis and Trends #1,2,3,4,5,6,7,8)
D. Growth in dual enrollment with the high school students in the community ((Referenced in Program Analysis and Trends #18)
E. Increase in distance education offerings and enrollment (Referenced in Program Analysis and Trends #11)

Areas of Improvement
A. Strengthen enrollment practices to ensure student completion, transfer, and/or career readiness.
B. Work with campus and district constituents to review, explore, and implement a scheduling software program to support enrollment practices at the College. (Replace Schedule Plus)
C. Provide operational structure in various instructional areas e.g. dual/concurrent enrollment, library/learning center, staff development, distance education.
D. Facilitate efforts to have a coordinated approach to faculty professional development
E. Enhance/improve distance operations, training, teaching, and support for faculty and student interaction to meet accreditation requirements.
F. Facilitate/demonstrate connection between proposed instructional programs and overall college operations, mission, community needs, and integration/relationship with other programs/divisions/departments on campus.
G. Increase and improve space/classroom capacity and utilization
H. Strengthen safety awareness and emergency preparedness of faculty/staff/management.
I. Finalize the Division Chairs' Handbook
J. Improve outcomes assessment work and culture at Porterville College

Name of Program/Operational Area: Instruction
Contact Person: Sam Aunai   Submission Date: Spring 2019

[Note: The information in this area will repeat on all pages.]

Goals (This section is for you to report on progress on *previously established goals*. If your program is addressing more than 2 goals, please duplicate this page)

Goal(s)	Completion Date	Needed resources	Person(s) Responsible	Obstacles to completion (if any)
1. Complete implementation of ELumen	Spring 2018	Technical support and cooperation from ELumen and our liaisons	Curriculum Chair Instructional Office Specialist	Implementation challenges with the technology.

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1___   Item 2___   Item 3__X_   Item 4__X_   Item 5___   Item 6___

Progress on Goal:
___X_Completed (Date Spring 2018)
____Revised   (Date   )

Comments:

Goal(s)	Completion Date	Needed resources	Person(s) Responsible	Obstacles to completion (if any)
2. Complete Porterville College five year Educational Master Plan	Spring 2017	Cooperation and input from committees, campus leaders, faculty, and community members.		Correlation with outside consultant on the plan

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1_X__   Item 2_X__   Item 3___   Item 4___   Item 5___   Item 6___

Progress on Goal:
__X_Completed (Date   Spring 2017)
____Revised   (Date   )

Name of Program/Operational Area: Instruction
Contact Person: Sam Aunai   Submission Date: Spring 2019

[Note: The information in this area will repeat on all pages.]

Comments:

Goal(s)	Completion Date	Needed resources	Person(s) Responsible	Obstacles to completion (if any)
3. Complete accreditation self-evaluation	Spring 2018	Cooperation and input from committees, campus leaders, faculty, and liaisons, staff	Accreditation Liaison Officer	

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1__X_   Item 2_X__   Item 3_X__   Item 4_X__   Item 5__X_   Item 6_X__

Progress on Goal:
__X__Completed   (Date Spring 2018)
____Revised   (Date   )

Comments:

Goal(s)	Completion Date	Needed resources	Person(s) Responsible	Obstacles to completion (if any)
4. Develop handbook for dual enrollment and formalize implementation of dual instructor orientation/training/mentorship program	Spring 2018	Information and input from all departments and areas (faculty, student services)	VP, Dean, Enrollment Management Director	

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

PORTERVILLE COLLEGE
PROGRAM REVIEW REPORT: NON-INSTRUCTIONAL PROGRAMS (DRAFT)

Name of Program/Operational Area: Instruction
Contact Person: Sam Aunai   Submission Date: Spring 2019

Item 1__X_   Item 2___   Item 3___   Item 4___   Item 5___   Item 6_X__

Progress on Goal:
___X_Completed Handbook (Date Spring 2018)
____Revised   (Date   )

Comments

Goals (This section is for you to report *new goals* for your program. If your program is creating more than 2 goals, please duplicate this page)

Goal(s)	Timeline for Completion	Needed resources	Person(s) Responsible	Obstacles to completion (if any)
Complete the Division Chairs' Handbook (Areas of Improvement #I)	Spring 2019	Input and assistance from division chairs	Dean, VP	

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1__X_   Item 2___   Item 3___   Item 4___   Item 5___   Item 6___

Progress on Goal:
____Completed   (Date   )
____Revised   (Date   )

Comments:
The division chairs' handbook has gone through numerous revisions since the original proposal was brought forward in the Fall 2018. The document is nearing its final draft and we expect to have it completed and approved by the end of the spring 2019 semester for implementation in the Summer of 2019.

Goal(s)	Timeline for Completion	Needed resources	Person(s) Responsible	Obstacles to completion (if any)
2. Complete Follow-Up Report to	Summer 2019	Input, resources, and assistance from Distance	Accreditation Liaison Officer	

Name of Program/Operational Area: Instruction
Contact Person: Sam Aunai   Submission Date: Spring 2019

[Note: The information in this area will repeat on all pages.]

ACCJC on accreditation (Areas of Improvement #E)		Education Committee, Academic Senate, Accreditation Subcommittee, College Council, and other campus constituents		

Porterville College (on January 25, 2019) received an 18 month accreditation re-affirmation pending a follow up report and visit. This is based on a compliance issue identified related to distance education effective and substantive contact.

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1__X_   Item 2___   Item 3__X_   Item 4_X__   Item 5___   Item 6__X_

Progress on Goal:
____Completed   (Date   )
____Revised   (Date   )

Comments:

Goal(s)	Timeline for Completion	Needed resources	Person(s) Responsible	Obstacles to completion (if any)
3. Finalize and Staff Development Plan (Areas of Improvement #D)	Spring 2019	Work with the Staff Development Committee	Staff Development Committee, VP	

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1__X_   Item 2___   Item 3___   Item 4___   Item 5___   Item 6___

Progress on Goal:
____Completed   (Date   )

Name of Program/Operational Area: Instruction
Contact Person: Sam Aunai   Submission Date: Spring 2019

[Note: The information in this area will repeat on all pages.]

____Revised   (Date   )

Comments:

Goal(s)	Timeline for Completion	Needed resources	Person(s) Responsible	Obstacles to completion (if any)
4. Manage progress on outcomes assessment cycle and work to 100% of all ILOs, GELOs, and PLOs are within the assessment cycle (Areas of Improvement # J)	Spring 2021, on-going	Outcomes Committee, all campus bodies and groups	Outcomes Committee Outcomes Coordinator	

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1__X_   Item 2___   Item 3___   Item 4___   Item 5___   Item 6__X_

Progress on Goal:

____Completed   (Date   )
____Revised   (Date   )

Comments:
1514 of our 1738 SLOs are within various stages in the assessment cycle (87%)
153 of our 196 PLOs are within various stages in the assessment cycle (78%)

Goal(s)	Timeline for Completion	Needed resources	Person(s) Responsible	Obstacles to completion (if any)

Name of Program/Operational Area: Instruction
Contact Person: Sam Aunai   Submission Date: Spring 2019

[Note: The information in this area will repeat on all pages.]

5. Work with campus constituents to formalize operational structures for dual enrollment and distance education

(Areas of Improvement #C) | Fall 2019 | Input and assistance campus faculty, staff, management, and applicable committees | Deans, VP | |

Given the growth in dual enrollment and distance education, separate programs reviews for these two areas will be submitted

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1__X_   Item 2___   Item 3__X_   Item 4__X_   Item 5___   Item 6__X_

Progress on Goal:
____Completed   (Date   )
____Revised   (Date   )

Comments:

Name of Program/Operational Area: Instruction
Contact Person: Sam Aunai   Submission Date: Spring 2019

[Note: The information in this area will repeat on all pages.]
STAFFING REQUEST

Staff Resources:			
Current Staffing Levels			
Full-time Staff		Part-time Staff	
Faculty		Faculty	
Temporary		Temporary	
Classified	1 Instructional Office Specialist 3 Executive Secretaries 1 Administrative Assistant 1 Educational Media Design Specialist 1 Lab Technician 1 Learning Center Technician	Classified	1 Learning Center Technician
Management	1 Vice President 2 Deans 1 Associate Dean	Management	
COF Staffing 1 Program Manager 1 Program Coordinator			

PORTERVILLE COLLEGE
PROGRAM REVIEW REPORT: NON-INSTRUCTIONAL PROGRAMS (DRAFT)

Name of Program/Operational Area: Instruction
Contact Person: Sam Aunai   Submission Date: Spring 2019

[Note: The information in this area will repeat on all pages.]

Request for New/Replacement Staff
Use one line for each position requested. Justify each position in the space below.

	Title of Position	Classification (Faculty, Classified, or Management)	Full or Part Time	New or Replacement
Position 1	Instructional Design and Technology	Faculty	Full-Time	New
Position 2	Academic Services Assistant	Classified	Part-Time	New
Position 3				

Justification:

Instructional Design Technology Specialist (Faculty): To support efforts in distance education related to instructional design. Support coordination, development, implementation, and review of instructional design related to pedagogy in distance education courses. Serve as a coach and mentor to faculty (full-time and adjunct) teaching distance education courses on design, review, and development of tools to support teaching/learning, faculty-student interaction in distance education courses. The number of distance education courses offered continue to increase, the support necessary for faculty and online learning is recognized. Furthermore, with accreditation requirements pertaining to distance education delivery and regular-substantive contact an area of concern, the College will need to invest in ensuring Porterville College meets requirements of the Accrediting Commission for Community and Junior Colleges. (Areas of Improvement #C)

Academic Services Assistant (Classified): To support dual enrollment efforts and related scheduling activities. To help provide structure to dual enrollment operations. Additionally, this position will serve as a support to current instructional office specialist. (Areas of Improvement #C)

PORTERVILLE COLLEGE
PROGRAM REVIEW REPORT: NON-INSTRUCTIONAL PROGRAMS (DRAFT)

Name of Program/Operational Area: Instruction
Contact Person: Sam Aunai   Submission Date: Spring 2019

[Note: The information in this area will repeat on all pages.]

TECHNOLOGY REQUEST

Use this section to list any technology needs for your program. It is not necessary to put a price on these items; that will be done by the IT department. If you have more than two technology needs, add rows below.

Technology Need	Justification
Item 1	Scheduling Software. Schedule Plus is currently not being supported and the need to find a replacement program is essential. (Areas of Improvement #A, B)
Item 2	

FACILITIES REQUEST

Use this section to list any facilities needs for your program. It is not necessary to put a price on these items; that will be done by the Maintenance & Operations department. If you have more than two facilities needs, add rows below.

Facilities Need	Justification
Item 1	Fine Arts Building – Reconfigure the unused space for an additional classroom space and applicable space for fine arts faculty-student use (multi-purpose). (Areas of Improvement #G)
Item 2	

SAFETY & SECURITY REQUEST

Use this section to list any safety & security needs for your program. It is not necessary to put a price on these items; that will be done by the Safety and Security Program Manager. If you have more than two safety & security needs, add rows below.

Safety & Security Need	Justification
Item 1	Emergency training including evacuation drill for each building with faculty/staff (Areas of Improvement #H)

Name of Program/Operational Area: Instruction
Contact Person: Sam Aunai   Submission Date: Spring 2019

[Note: The information in this area will repeat on all pages.]

Item 2	

BUDGET REQUEST
(Do not include staff increases in this section)

	Current Budget	Amount of Change	Revised Total
2000 (Student Worker Only)			
4000	$3,950	$1,000	$4,950
5000	$15,000	$5,000	$20,000
Other			

Justification:
(Include justification for each change requested.)

4000:
Miscellaneous non-instruction office supplies. The administrative assistant (new) will need supplies including a new chair.

5000:
The increase is for related consulting fees necessary for instructional support including enrollment management/scheduling, staff/professional development, and training opportunities for classified staff. Additionally, faculty in-service flex day meals are typically charged to this budget and therefore, will need adequate food budget for staff development. (Areas of Improvement #D)