

Peralta Community College District

Berkeley City College

Academic Program Review Summary

I. OVERVIEW

<p>Disciplines</p>	<p>English Department: English; ESL; Communication; Education Humanities/Cultural Studies: ASL; Spanish; French; Arabic; Philosophy; Music; Film; Theater Social Sciences: Psychology; Sociology; Political Science; Anthropology; African-American Studies; Ethnic Studies ; Women’s Studies; Global Studies Multimedia and Art Mathematics Science: Biology, Chemistry, Physics, Physical Science Business: International Trade, Business, CIS, Travel</p>		
<p>Department Chairs</p>	<p>Jenny Lowood (English) ESL Coordinator: Laurie Brion Fabian Banga (Languages/Cultural Studies) Humanities Coordinator: Laura Ruberto, ASL: Karen Carruthers Chuck Wollenberg/Joan Berezin (Social Sciences) Joe Doyle (Art/Multimedia) Art Coordinator: Jenny Braman Barbara de Rochers (Math and Science) Neil Dunlop (Business and CIS)</p>		
<p>Mission/ History</p>	<p>The mission of the academic programs and courses at BCC is to integrate instruction in critical thinking, creativity, language skills, use of technology, understanding of interconnections between society, self, and the past, and understanding of international issues and cultural diversity through exposure to other societies, political systems, languages and cultures. Courses and programs provide students with the knowledge and skills they need to succeed in transfer and in professional programs such as nursing, biotechnology, computer, web and network technician programs, social service and health services programs, and to compete in the ever-changing global business and cultural environment. Degree and certificate programs support the institutional student learning outcomes of ethics and personal responsibility, information competency, communication, critical thinking, computational skills, global awareness and valuing diversity, self-awareness and interpersonal skills. Courses and programs are designed for transfer and for life-long learning and strive to integrate developmental education wherever necessary, <u>in accordance with the college mission to promote student success, provide a diverse community with educational opportunities, and transform lives.</u></p> <p>Historically BCC courses and program have continued to develop and grow in response to community needs, interests, and demand. The college vision statements is that it is a premier, diverse, student-centered learning community dedicated to academic excellence, collaboration, innovation and transformation.</p>		

II. EVALUATION AND PLANNING

In order of spring 07 productivity:

	Sections F06 S07		FTES/FTEF F06	FTES/FTEF S07	Spring 07 % Full time Faculty	Growth Code	Comments
Lrnre	2	2	134.9	330.0	0%	B	
Anthropology	8	9	17.9	26.0	33%	B	<p>*These are areas that have below 30% full time faculty, good productivity (ESL & English excepted for course limit reasons) and sufficient sections to sustain additional full time faculty.</p> <p>It should be kept in mind that lack of full time faculty in a program may be a reason for low growth or enrollment. Adjunct faculty turnover weakens programs. Finding qualified adjunct faculty is particularly difficult in technical areas, in math, in languages, in science and specialized areas in social sciences such as Latin-American history.</p> <p>**English composition classes have a union-mandated maximum enrollment of 30. Language classes in general have lower productivity figures as language learning requires smaller class sizes. Since successful students in language classes feed into larger size transfer courses, these classes are a good investment.</p> <p>Efforts are underway to revise "watch" programs in ASL, CIS, Int..Trade & Travel to reverse downward trends.</p>
Biology	9	9	21.7	25.1	68%	B	
Health Ed	1	1	25.2	24.6		B	
Humanities	7	7	21.0	22.4	43%	A	
Economics	3	3	20.3	22.2	0%	A	
Music	3	3	21.4	22.0	0%	C	
Afram	2	2	18.1	21.6	50%	A	
Coped	1	2	11.8	21.1	68%	B	
Geography	4	5	20.4	20.5	0%	B	
*Multimedia	42	45	20.2	20.4	25%	A	
Psychology	11	10	21.2	20.3	50%	A	
*Art	15	15	19.0	20.0	26%	A	
Sociology	6	7	18.5	19.0	71%	A	
P.E.	1	1	21.0	19.9	0%	C	

Political Sci.	6	5	21.5	18.8	50%	A
Communication	8	7	21.3	18.5	68%	B
Physics	1	1	19.0	18.5		B
Philosophy	3	4	17.3	18.4	67%	A
History	19	19	15.2	18.1	40%	B
*Math	29	32	18.0	18.0	25%	A
Geology		1		17.5	0%	
Below 17.5 productivity Sp. 07:						
French**	2	2	16.4	16.4	0%	B
ASL**	13	12	16.1	15.7	48%	C
Chemistry	3	5	20.7	15.1	39%	A
*Business	8	15	19.1	15.0	26%	A
Spanish**	18	20	15.9	14.7	52%	B
*ESL**	10	13	14.4	14.4	29%	A
*English**	53	55	14.0	13.8	28%	B
CIS	19	19	14.7	13.7	56%	C
Phys. Science	2	2	15.7	12.3	50%	B
Inter. Trade	9	6	6.8	12.5	0%	C
Health Occ.	1	1	23.1	11.8	0%	A
Counseling	3	5	14.1	11.8	35%	B
Education	2	2	15.6	11.1	0%	B
Human Serv.	4	2	5.0	9.1	0%	B

Some areas have a natural and consistent sharp drop between fall/spring because of sequence/scheduling.

Business enrollment grew in Sp. 07 from 268 to 434, but increase in FTEF lowered productivity.

Full time faculty percentages in History and Political Science may not be accurate because the sudden loss of a full time faculty member part way through the semester was not in the calculations.

Counseling is vitally important to the success and retention of students, and full staffing and support is essential.

Transfer and articulation are also important to the mission of the college. The articulation officer has a .5 release time which is insufficient for assisting and meeting with faculty, maintaining and updating complex websites with articulation information for counselors, instructors, administrators and students, developing articulation agreements, resolving student transfer issues, and engaging in curriculum discussions and meetings.

1. Average Class Size	The average class size ranges from 25-29 in English, ASL & ESL, 30-31 in Art and Multimedia, 39-43 in Social Sciences, 25-35 in the Physical Sciences, 20 -30 in CIS and Business, 15-25 in Coped, International Trade , Travel, and 35-40 in Health Education and Health Occupations.
2. Student Success (Grades A,B,C,Cr/all grades)	Student success rates range from low 60% (Art, English, Chemistry, CIS) to mid 60's (Multimedia, History, Business) to high 60's (Social Sciences, Geography). Only ESL, Biology, Physical Science, and Travel show a success rate of 70% or higher. Languages, Biotechnology and Travel have high 70's - 80's rates. Success rates and retention rates are not necessarily the same thing. The data to make the distinction is not available at this time.

Qualitative Assessments	Narrative
7. Community and labor market relevance Present evidence of community need based on Advisory Committee input, industry need data, McIntyre Environmental Scan, McKinsey Economic Report, etc. This applies primarily to career-technical (i.e., vocational programs).	ASL, Multimedia, Biotechnology, Health Services, and IT programs are relevant to the area and to industry and social service demand and students in these areas have been successful in obtaining employment. Transfer programs and courses in all areas are successful and growing. Outreach to secondary schools and to the community are both on-going activities. Recent articles indicate that demand and wages for graduates in technological fields in the Bay areas is growing and BCC is responding by revitalizing business & CIS programs. Industries, justice departments, human service departments, and research labs in the area offer positions for students with biotechnology training and science backgrounds. ESL is growing rapidly in response to community demand. Multimedia and Art programs cooperate with local community for exhibits and events and MM connects to bay area industries. ASL has extensive connections to the Deaf community via a newsletter and one of most widely used texts for teaching ASL originated in BCC's program. Job placement rates in the sciences is 100%.

8. College strategic plan relevance
<p>Check all that apply</p> <p>New programs under development: New degrees and programs such as weekend college, on-line/hybrid classes, beginning ES classes, better coordinated basic skills programs, and interdisciplinary programs and courses are in process or planning stages. A new social services paraprofessional program is in place, and a paraprofessional program in education is in the planning stages.</p> <p>All existing programs at BCC are</p> <ul style="list-style-type: none"> • integral to the college's overall strategy • essential for transfer • serve a community niche. <p>And are most likely</p>

- programs where student enrollment or success has been demonstrably affected by extraordinary external factors, such as barriers due to housing, employment, childcare etc. although evidence is anecdotal rather than clearly researched.

Other _____

Action Plan Steps to Address CSEP Results Please describe your plan for responding to the above data. Consider curriculum, pedagogy/instructional, scheduling, and marketing strategies. Also, please reference any cross district collaboration with the same discipline at other Peralta colleges. ACTION PLAN -- Include overall plans/goals and specific action steps.

College-wide goals:

- Survey and track students/graduates/employers to discover whether needs are being met by current programs and degrees and examine need for revision and restructuring.
- Increase visibility of art and multimedia programs, global and women studies, CIS and business programs, science offerings, and programs in English literature and composition through exhibitions, lectures, greater community involvement via workshops and collaborative projects, and fully funding the award winning Milvia Street literary journal.
- Using market research, develop new majors and/or programs in vocational areas, i.e. social services, interpreting, occupational health, science lab technologies.
- Continue development of interdisciplinary and cross-cultural programs planned in social sciences, ESL, CIS and Science, humanities, languages, and business. A global exchange project includes ESL, Anthropology, and global studies classes collaborating in joint activities.
- Assist faculty in completing articulation of SLO's and in developing valid and diverse methods for assessing achievement of SLO's.
- Implement consistent evaluation of adjunct faculty
- Continue to expand and improve facilities for students, faculty and staff to accommodate the growth of the college, including enhancing visual beautification. Classroom space, more computer labs, additional office space for faculty and private conference rooms are needed. Off-campus sites often do NOT have the technology of BCC classrooms.
- Encourage the establishing and staffing of an AV center at the college.
- Support the growth of two aspects of the college mission: developmental education (basic skills) and transfer and articulation.

Developmental Education/Basic Skills:

- Mentor/inform/train counselors about programs, courses, degrees and certificates in all areas so that they can better advise students in terms of needed skills and pre-requisites.
- Support with budget the hiring and training of counselors, student tutors and mentors to increase student retention and success in basic skills courses. Tutors and student assistants are also needed in transfer level courses in social sciences, higher levels of math and English, and in science. Developmental education is not limited to basic skills courses.
- Find and apply for grants that support practices for improving retention and success, i.e. tutorial assistance, cohort-based programs, close connections between instruction and student services, and faculty leadership.
- Provide incentives for faculty to participate in workshops that emphasize best practices in working with students with

diverse learning styles and cultural experiences, especially in regard to language and communication.

- Examine feasibility of using plus and minus grades, of eliminating easy acceptance of late-add students, and establishing early-warning system to enhance student success.
- Continue to improve, enhance, fund lifelong learning and development education programs such as PACE, Career Advancement Academy, and Foundations.

Transfer and Articulation:

- Because of the growing workload in regard to transfer and articulation, increase the amount of released time assigned to the Articulation Officer so that
 - faculty and administration have access to the officer when advising students and designing programs and courses
 - the articulation officer can be more fully integrated into academic and support services
 - the articulation officer can review and assist with course outlines and program development in a timely manner.
- Hire a classified articulation technician to assist with paperwork and technology.

Online:

- Continue to expand online course offerings, tracking retention and success and developing a quality control process.
- Provide incentives for faculty to engage in instructional technology training including training on pedagogical techniques related to online education.
- Provide incentives for faculty to participate in technology training as it related to all instruction, including using the internet for instruction, webpage design, posting syllabi and assignments online, etc.
- Budget for release time or pay for instructors willing to train for, develop and teach online or hybrid courses
- Conduct a study of student success comparing online students w/ students who work with a counselor, non-online students who do not get counseling, etc.

English/ESL/Communication

- Add beginning level ESL, expand ESL courses and offerings to match demand and coordinate with UCB and community in ESL instruction.
- Hire and train tutors and provide more counselors for ESL students.
- Research the need for an AA Paraprofessional degree in Education for teacher aides.
- Examine the feasibility of creating alternative tracks or sheltered transfer level classes for ESL students who need different cultural and language approaches to academic tasks and content
- Develop a way to allow holistically scored essays to be used for placement in English composition classes. A multiple choice test only assesses knowledge about language and writing; it does not assess the writing performance. (Imagine choosing an individual to play in an orchestra on how well they do in a written test on music.)
- Work with college researcher to develop, pilot and validate tools for assessing writing for improved placement and success in sequential levels of skill.
- Continue to research solutions for demographic disparities in retention and success in English classes.

CIS/Business

- Improve the effectiveness of advisory committees and other community input.

- Expand articulations with UCB in CIS.
- Make economics and accounting more visible as courses and programs.
- Revise CIS and advertise new relevance; develop courses/certificates in GIS systems, Web programming, use of open source software

Math

- Establish math department w/dedicated chair
- Revise math offerings/schedule to allow more time to acquire concepts.
- Develop both basic skills/developmental program and a transfer level program in math

Sciences

- Establish clearly defined divisions in science to better define each science areas and expand offerings
- Establish monthly seminars for the college and community w/guests from science research areas, public health, industrial labs, etc.
- Add additional labs to accommodate growth and add physics classes
- Find ways to improve the ordering system for time-sensitive materials
- Lobby for more support for the needs of science programs, especially in regard to laboratories which require a constant supply of materials and maintenance of equipment. Risk of injury occurs if labs are not maintained.
- Develop classes/programs, in some cases interdisciplinary, in public health, forensics, specialized technologies that offer intensive training in molecular and cellular techniques, bioinformatics (w/CIS), environmental science, geography, geology, and physics
- Correct current problems in the new science laboratories.

Multimedia/Art

- Update MM core and technology to match trends
- Continue processing of articulation w/CSU and SF State.
- Make animation lab fully functional
- Establish a digital photography studio in incorrectly constructed video production space and complete a video/sound studio w/new construction.
- Plan two small additional labs to alleviate sharing problems w/CIS.
- Plan weekend school w/certificates to enhance existing MM program and provide lifelong learning for professionals.
- Improve/construct art studio with proper facilities for large classes
- Establish access to art bank for art history courses
- Introduce courses in new trends in art, i.e. conceptual art
- Create a mural art project to enhance college environment, using MM techniques of printing on paper and/or board to

temporize murals.

Humanities/Languages

- Update software for language labs, including ASL.
- Collect data and track language students to find ways to improve retention and success and perhaps create alternative tracks that adjust to native/non-native speakers of a language.
- Expand language offerings to match global awareness.
- Create certificate/degree programs in film studies and philosophy
- Hire tutors for language study, including ASL.
- Find ways to budget for and train Proficiency Interviewers for ASL
- Development assessment tools for incoming students in language, particularly ASL.
- Explore the feasibility of developing interpreting courses or certificate in conjunction with ASL.
- Improve the connection with ASL Advisory Committee.

Social Sciences

- Add Introduction to Research Methods and Introduction to Biological Psychology to comply with IMPAC recommendations.
- Revamp/revise psychology and sociology courses to reflect current trends and concerns and to incorporate SLO's and prerequisites for transfer level courses
- Add anthropology courses in response to requests and interest on the part of students.
- Upgrade instructional models, fossils and specimens, and audio-visual materials for social science classes.
- Continue the expansion , improvement and advertising of Global Studies program, Ethnic Studies, Women's Studies

Library issues:

- Film library needs to be expanded and maintained as part of library.

Additional Planned Educational Activities

Health/safety/legal issues:	Science labs carry risks of injury and contact with hazardous chemicals and contaminants. If not handled properly, college can be fined and laboratories shut down by OSHA, the state or the district. College policies and programs must be in compliance with Title V and SB121, including transfer and articulation, considered to be critical part to the community college mission.
Certificates and Degrees Offered	AA's or certificates in Digital Imaging, Web Design; Production; Digital Video Arts, Animation, Writing for Multimedia, Fine and Applied Arts, Figure Drawing, American Sign Language, English Language and Literature, Writing, Creative Writing, Global Studies, Women's Studies, Spanish, and Liberal Arts. Degrees and certificates in Accounting and Business, Office Technology, Biotechnology, and in Applied Microcomputer and Web Programming are also offered.
Student Retention and Success	Retention and success rates are relatively low for all programs and courses with the exception of ESL, language, travel and biotechnology programs. Math has the lowest retention rate. All programs indicate the need for tutors that specialize in that area, mentors for students, more counselors, and other processes to improve success. Basic

	Skills programs, such as Foundations /Transitions and Career Advancement Academy are in place, and are in process of being improved and developed with help expected from Basic Skills Initiative plans and programs. Retention and success issues need to become a concern of all departments and all faculty. Students need orientation programs and access to counselors. Counselors need to be trained and need to understand how to guide the student through the college experience, including how to transfer seamlessly.
Progress on Student Learning Outcomes. (SLO % Complete)	SLO'S for both program and course outlines will be in place by Fall 07 in Multimedia and Art; will be in place Sp08 for ASL. SLO's for ESL are district-wide, and are 70% complete. English SLO's are completed and will be placed on course outlines by Fa07. SLO's for social science courses are in progress, but no target date for completion supplied, with the exception of Sociology, which will be on course outlines by Sp08. No progress on SLO's for math, but Biology and Chemistry are in process, and Business and CIS should be in place by Spring 08. Language SLO's are completed and will be placed on course outlines by Fall 07.

III. RESOURCE NEEDS

Personnel Needs

The percentage of courses taught by adjunct faculty indicate a strong need for more full time faculty at BCC. Full time faculty are also needed to relieve the workload of planning and organizing curriculum and serving on committees.

Tentative FTEF Requests from October 5 Department Chairs Meeting and Discussions between VPI and Deans.

1	Math
2	ESL
3	English
4	Social Science (Hist)
5	Multimedia (V Prod) Replacement/ Request to advertise submitted
6	English/ESL
7	Basic Skills
8	Art
9	Multimedia (web)
10	Social Sciences (interdisciplinary)
11	Humanities (interdisciplinary)

More classified support staff needed to handle the growing amount of administrative work in all departments.

Equipment/Material/Supply/ Classified/Student Assistant Needs:

Please describe any needs in the above categories.

- Need to budget for and hire more student workers, instructional aides and tutors in all areas, especially if trend toward large classes increases.
 - Language classes and courses that require use of technology for product production, such as Multimedia, also need sufficient budget for a full complement of instructional aides.
 - Physical science and chemistry labs each need a Science Laboratory Technician to support new labs

and to maintain safety standards and need student workers to assist in maintenance of labs for safety reasons.

- Need for better control of AV equipment, including handling of remotes, immediate support for technology failures, and assurance of availability of technology when needed.
- Need to budget for more library resources, especially for video collections in the social sciences that satisfy ADA requirements
- Expand and update fossil and skeleton collections for anthropology, hands-on models of the brain, nervous system, etc. for psychology, and specimens and display items for the sciences .
- Need to budget for updated digital language and ASL software.
- Need to furnish some classrooms with small tables rather than desks
- Maintenance agreements needed for science labs.
- The ordering system for time-sensitive materials for science labs is so flawed that materials arrive too late to be used during the semester. Spoilage occurs and solutions and chemicals are rendered unusable.
- Adequate release time needed for faculty to create hybrid and online courses.

Facilities Needs (Items that should be included in our Facilities master Plan) for Measure A funding:

Please describe any facilities needs.

- Expansion of faculty office and conference space. Faculty need a space for private conferences with students, and science faculty need expanded space because by law they must maintain files on all chemicals and equipment items along with reference books and lab manuals.
- Development of a “wet” lab for science and the completion of current labs (dishwasher, autoclave, bench tops, flooring, fume hoods, cabinet adjustments, electronic wall map, etc.)
- Storage area or cabinets for psychology, anthropology, and science materials and tools
- Expansion of computer labs/availability and wireless networks.
- Small screening room for film and art history classes.
- Lecture-hall/auditorium style room for large film classes and showings.
- Assign specific classrooms for history so that permanent maps can be mounted.
- Find ways to adequately darken rooms so that projection equipment can be used effectively.
- Properly designed art studios with storage and proper lighting.
- Video production lab, fully functional animation lab, and digital photography lab for Multi Media.