Annual Unit Plan Template
2013-2014 Academic Year
Social Science Department

STEP I: DESCRIBE YOUR DEPARTMENT/UNIT

a. Mission

The mission of the Social Sciences Department is to promote student success and critical thinking by offering high quality course offerings that enable students to fulfill general education, major and transfer requirements.

b. Program Applicability

With course offerings in Anthropology, Economics, Geography, History, Human Services, Philosophy, Political Science, Psychology, and Sociology, the Social Sciences Department promotes students' understanding of themselves and other individuals in a social context and global framework. Students may earn an A.A. degree in Liberal Arts with an emphasis in Economics, History, Political Science, Psychology or Sociology. The department also offers an A.A..T. degree in Psychology and/or A.A. in Human Services.   A certificate in Human Services is also available. Individual courses within the Social Science Department partially fulfill general education requirements. Social Sciences courses assist students in transferring to four-year colleges or universities.

c. Partnerships

Human Services has a variety of partnerships:
Kern County Department of Human Services
IWV Women's Center
IWV Family Resource Center
IWV DART Client Services
KRV Family Resource Center
KRV Salvation Army

c. Partnerships cont.
Center for Positive Change, Lake Isabella
Kern County Aging & Adult Services
Mary K Shell - Crisis Hotline, Bakersfield
IMAH - Inyo Mono Association for Handicapped
IMACA - Inyo Mono Advocates for Community Action
Inyo Mono Dept. of Health and Human Services
OAISM - Ombudsman Advocacy Services for Inyo/Mono
Owens IMACA - Inyo Mono Advocates for Community Action
Inyo Mono Dept. of Health and Human Services
OAISM - Ombudsman Advocacy Services for Inyo/Mono
Owens Valley Career and Development Center
Wild Iris - Bishop
Progress House – Bishop Valley Career and Development Center
Anthropology Partnerships include:
Maturango Museum
Political Science and History (outreach can include)
City Council
District Attorney
Congressional District Representatives (specifically Kevin McCarthy
Kern County District representative (specifically Jon McQuiston)
CA District Senatorial and Assembly Representatives (specifically Sharon Grove and District Attorney, L. Scott Garver)
Economics (outreach can include)
Chamber of Commerce

d. Distance Education

Distance Education is offered online and iTV. The classes fulfill the college mission by allowing remote learners to complete their A.A. degrees in Liberal Arts; A. A. Transfer degree in Psychology and A.A. in Human Services or Human Services Certificate. Courses in Social Sciences are offered to fulfill general education requirements online and iTV.

STEP 2: EXPLAIN YOUR PLANNING

a. Review of Previous Goals (of last completed academic year)

Connection to College Strategic Goals: Strengthen instructional programs and services.

Specific internal* or external** condition(s) the goal is a response to: Increase student retention and success rates throughout the department.

Action Plan: The department will meet several times a year to discuss methods of increasing and measuring student retention and success rates.

Measure of Success: The department will review program review data to determine if student retention and success rates have increased.

The department review of data demonstrated following retention and success rate for the Academic Year 2011 – 2012 compared to 2010 - 2011:

Subjects	2010 – 2011 Sum of Retention Rate	2011-2012 Sum of Retention Rate	2010-2011 Sum of Success Rate	2011-2012 Sum of Success Rate
ECON	82.1	85.1%	55.2%	50.5%
HIST	77.7%	79.3%	55.5%	54.0%
HMSV	89.3%	85.1%	80.9%	70.3%
POLS	88.9%	79.4%	65%	56.9%
PSYC	79.2%	82.2%	60.2%	62.7%
SOCI	78.1%	81.1%	59.5%	63.6%

The department reviewed this data during the September 12, 2012 department and concluded a comparison of two consecutive years was not sufficient data to come to a reasonable conclusion about the effect the meetings were having. In addition other factors such as institutional changes such as drop dates, late enrollment policies may also contribute to students' retention and success. It was agreed to continue this goal of department meetings with a focus on retention and success to follow the trends and to include members giving a success strategy at each meeting.

b. Review of Overall Department/Unit

The last unit plan showed the department replaced one of two faculty members. The department still requires an additional faculty member in the area of History and Political Science. There is one full time History/Political Science Instructor and six adjunct faculty to cover the History/Political Science classes. In addition, due to extended leave of a full time faculty member, psychology classes are assigned to adjunct faculty and all philosophy classes are taught by adjunct faculty.

The Social Science Department added the A.A.T. in Psychology degree and updated the Liberal Arts Degree in Social Sciences. The A.A.T. in Psychology degree was added to provide students with a degree option that aligns with the transfer requirements for a Psychology major to the CSU System and carries with it a guarantee of admission to the CSU System. Additionally, completion of the degree guarantees the student junior status at the CSU and priority in applying for the same or similar degree at the CSU. Students completing AA-T majors cannot be required to take additional lower-division courses within the major. The development of the AA-T in Psychology will ensure that Cerro Coso students are able to take advantage of the benefits associated with these transfer degrees and a surer, more streamlined path to transfer.

PSYCH C101 (General Psychology) was revised to include ENGL C70 and Reading C55 as prerequisites. This change will be monitored by the department to evaluate its effect on retention and success rate.

Department Meetings were held at the beginning and end of the semester to review the goals of the department, and evaluate the SLO assessment process. Adjunct faculty were needed to complete some of the assessment process of SLO's which did create inconsistent follow through on the assessment process since this is not their assigned responsibility. Using full time faculty to update and assess SLO's will be addressed by the department. Alignment of when SLO assessments will be completed is to be a priority this coming year so all courses that are offered this year will have begun and/or completed assessments by the end of this academic year.

Review of the completed SLO's indicated necessary adjustments that will allow all sections of a course that is offered to be evaluated. This will necessitate broader assessment tools that will cover the major topic areas of the class.

In addition the Social Science department added two subject areas due to realignment of the departments that will be in effect for the next two years. The additional subject areas are philosophy and anthropology. Since the subject areas did not have a department chair the philosophy courses have not been assessed and assessment will be initiated this year.

As part of the reassignment of departments Human Services will be removed as a subject area as of 2013 Spring semester and will be placed under the Health Careers Department.

c. Goals for Upcoming Year (next academic year). *If more goals needed, copy and paste additional boxes.*

Goal 1

Connection to College Strategic Goals: *Strengthen instructional programs and services.*

Specific internal* or external** condition(s) the goal is a response to: *Increase student retention and success rates throughout the department.*

Action Plan: *The department will meet several times a year to discuss methods of increasing and measuring student retention and success rates.*

Measure of Success: *The department will review program review data to determine if student retention and success rates have increased.*

Goal 2

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1. Connection to College Strategic Goals: *Maintain progress on Student Learning Outcomes to achieve the level of Proficiency by 2012 (Defined by ACCJC)*

2. Specific internal or external condition(s) *the goal is a response to: Strengthen retention and success rate.*

3. Action Plan: *Develop a spreadsheet that will identify when all courses within the department will assess their SLO.*

4. Measure of Success: *Spreadsheet completed*

Goal 3

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1. Connection to College Strategic Goals: *Strengthen instructional programs and services*

2. Specific internal or external condition(s) *the goal is a response to: Strengthen retention and success rate.*

3. Action Plan: *Develop a Long term schedule of classes offered by the Social Science Department beginning with the subject area of psychology to align with general education requirements, HMSV, the LVN program and the CC Psychology Transfer Degree Program.*

4. Measure of Success: *Long term plan for psychology courses completed.*

Goal 4

*1. **Connection to College Strategic Goals:** Strengthen instructional programs and services*

*2. **Specific internal or external condition(s)** the goal is a response to: Strengthen retention and success rate.*

*3. **Action Plan:** Develop a department wide template for term papers with a rubric*

*4. **Measure of Success:** Term paper template and rubric completed.*

STEP 3: SUBSTANTIATE REQUESTED RESOURCES (Note: All items must be prioritized.)

a. **1000 Category. Please indicate below any requests for temporary or new permanent certificated positions. (Do not request adjunct instructors for normal teaching assignments as this is captured in the Academic Affairs division plan.)** *If more lines are needed, place cursor in the bottom right box and press [Tab].*

None being requested

Description	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	If a full-time faculty member is being requested, use the box below. Use this space to provide a detailed rationale for temporary certificated positions only. The rationale should refer to your unit's mission and goals, recent program review or SLO assessment gaps, planning assumptions, and/or the College's strategic plan.	Estimated amount of funding requested (temporary positions only)	Will this be one-time or on-going funding?	Funding Source (check one): G = General Fund, O = Other	
							G	O
N/A								

1.   Are there too few or too many students enrolling for particular classes or majors?
2. Are there too many courses or programs that are under capacity?
3. Are courses "core mission"?
4. Are courses overscheduled?

5. Is there capacity to offer courses or programs at different times and/or locations?
6. Is there a workforce shortage in the service area or region?
7. What are the costs and/or lost revenue from gaps between student demand and course or program capacity?
8. In support of your proposal, provide the following data:
    a. Size of wait lists in the discipline
    b. Department productivity
    c. Number of faculty currently in the department
    d. Number of adjunct faculty
    e. Number of certificates awarded
    f. Number of degrees awarded
    g. Core curriculum classes
    h. CTE classes with workforce data (wage/high demand)
    i. Number of students at first day and census

b. **2000 Category. Please indicate below any requests for temporary or new permanent classified staff. Include labor amounts only; benefits will be calculated separately.** *If more lines are needed, place cursor in the bottom right box and press [Tab].*

Position Title	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this position	Salary Grade	Number of Months	Number of Hours per Week	Salary Amount	Are alternate funding sources available? G = grant (specify) V = VTEA
N/A								

Classified Staffing Justification. *If more than one position requested, copy and paste additional boxes.*

1. Describe how the position is linked to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's strategic plan.

2. Explain why the work of this position cannot be assigned to current staff.

3. Describe the impact on the college if the position is not filled.

c. 4000 Category. Use the space below to itemize and explain budget requests in the category of supplies and equipment. *If more lines are needed, place cursor in the bottom right box and press [Tab].*

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source (check _one_): G = General Fund, O = Other	
							G	O
N/A								

d. 5000 Category. Use the space below to itemize and explain budget requests in the category of service, utilities, and operating expenses. *If more lines are needed, place cursor in the bottom right box and press [Tab].*

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source (check _one_): G = General Fund, O = Other	
							G	O
N/A								

e. 6000 Category. Use the space below to itemize and explain budget requests in the category of capital outlay. *If more lines are needed, place cursor in the bottom right box and press [Tab].*

None being requested

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source (check *one*): G = General Fund, O = Other	
							G	O
N/A								

STEP 4: ATTACH NARRATIVE SUMMARY OF PRIOR YEAR'S SLO ASSESSMENTS

STEP 5: ATTACH COMPLETED BUDGET WORKSHEET (provided separately)

STEP 6: ATTACH PRIOR YEAR'S STUDENT PERFORMANCE DATA (as provided)