

Program Review Template

Timeline	
Responsible Person	

Program Needs

Dialogue

- Questions for Analysis:
 - Describe the mechanism program faculty use to engage in regular dialogue about identifying needs regarding staffing, professional development, technology, facilities and physical resources, safety and security, and marketing and outreach.

Staffing

- Questions for Analysis:
 - Describe the staffing needs of the program.

Professional Development

- Questions for Analysis:
 - Describe professional development needs of the faculty and staff in the program.

Technology

- Questions for Analysis:
 - Describe technology needs of the faculty and staff in the program.

Facilities and Physical Resources

- Questions for Analysis:
 - Describe facilities and physical resource needs of the faculty and staff in the program.

Safety and Security

- Questions for Analysis:
 - Describe safety and security needs of the faculty and staff in the program.

Marketing and Outreach

- Questions for Analysis:
 - Describe marketing and outreach needs of the faculty and staff in the program.

Part 6: Supporting Documentation and Appendices

- Provide a list of every SLO for each course in the program.
- For CTE programs:
 - Provide a list of the program's advisory committee membership, including names, job titles, affiliations.
 - Attach minutes of the advisory committee meetings.



4.2 Program Needs

In order for the library department to provide services and supports to all students equitably, scaled-out library instruction is needed. The growth of the embedded librarian program is limited due to the intensity of the work. Consistent, committed adjunct funding is required to fuel this important program, provide ESCC site coverage, and to develop library services to our Hispanic students. Rehiring the part-time Library Assistant I is also needed to support the Technicians, who have taken on additional new and ongoing technical projects integral to the library. As students return to in-person services at the college, this is especially important. Lastly, as East Kern continues to grow and the college seeks to have a permanent facility for the new college site, the library department will need a library in the facility and a private office for the librarian to allow for uninterrupted work.

4.3.1 Program Dialogue

The library department holds routine meetings to discuss our department's various needs. Bi-monthly meetings with all full-time department members are held to discuss collection development, technology integration, outreach, and programming. The librarians meet several times per semester to work through various planning processes and documents and discuss curriculum and teaching.

4.3.2 Staffing

To evaluate current staffing sufficiency, the department considers Title 5 standards, comparisons with other California community colleges of our size, our college's unique composition, and workload trends and gaps. With 3 full-time librarians, the library meets the minimum number of faculty librarians for a college of our size set by Title 5; however, funding for adjunct librarians to serve ESCC, develop Spanish-language supports, and help scale out the embedded librarian program is needed.

In terms of classified staffing, Title 5 suggests a minimum of 4.5 support staff; our current total is 2.0. As aforementioned, the loss of the Library Assistant position has negatively impacted circulation and technical services. The 2 full time staff are overtaxed with increased systems maintenance for the catalog, web design enhancement projects for various virtual library environments, scanning textbooks for the Alma-D platform, and coordinating library workshops, all of which are new duties that will be ongoing.

Lastly, funding for the librarians to attend conferences regularly needs to be reinstated in order to maintain currency in the field.

4.3.3 Professional Development

Professional development is needed for faculty and staff in the department to remain current in the ever-changing world of libraries. The new Ex Libris Alma and Primo products, which comprise the front and back end of the library catalog, require that both faculty and staff engage in regular professional development. The consortium offers webinars, training, workgroups, open forums, and an annual Ex Libris Users of North America (ELUNA) conference to keep librarians and library staff up to date on

Measurement Completion	of	Filing application to the ABA for review. Application will be obtained and completed for submission to ABA for review of the program for approval.
Timeline		Obtain application by end of 23-24 school year and begin the processes.
Responsible Person		Full-time and adjunct faculty with assistance of Faculty Chair and CTE Dean

Action Plan for 5-Year Strategy 2

Concise Description of Strategy	of	Remaining program courses submitted to CVC-OEI POCR for approval and submission to exchange
Measurement Completion	of	Approval of remaining courses in the program.
Timeline		Submitting one per semester.
Responsible Person		Full-time and adjunct faculty who regularly teach the courses.

4.3 Program Needs

4.3.1 Dialogue

A department meeting is held at the beginning of each semester to discuss how the program is doing and what is planned or needed for the following semester or year. There are also meetings throughout the semester when needed that are held in person or via email between all faculty.

Discussions include enrollments, PLO and SLO assessments, scheduling, faculty needs and availability, textbooks, resources, updates to courses, sharing of course information, and other needs of faculty and students.

4.3.2 Staffing

As mentioned in prior sections, the program needs another adjunct for ISEP. We currently only have one adjunct faculty employed to work in ISEP and at least two are needed to allow students to attend the program on a full-time basis. Adjuncts can only teach 0.6 full load if they are available, and each course is 0.2 load. Five courses instead of three should be offered to students each term (1.0). A single adjunct also may not be able to teach their available load of 0.6 due to other obligations or time availability.

As the enrollments of the program continue to increase a second full-time faculty member will be required for course offerings to online students.

4.3.3 Professional Development

Attorneys, legal document assistants, and paralegals are required to complete a specific number of Continuing Legal Education (CLEs) units every two to three years. Training is required

4.1.2 Five-Year Goals

Action Plan for 5-Year Strategy 1

Concise Description of Strategy	Increase program completions by 50%
Measurement of Completion	Institutional research data
Timeline	2022-27
Responsible Person	Department faculty

Action Plan for 5-Year Strategy 2

Concise Description of Strategy	Expand dual enrollment to Inyo County, offering one course per semester
Measurement of Completion	Schedule
Timeline	2022-27
Responsible Person	Department faculty

Action Plan for 5-Year Strategy 3

Concise Description of Strategy	Increase student diversity in the programs by developing marketing materials that are inclusive of a diverse student population
Measurement of Completion	Institutional research data
Timeline	2022-27
Responsible Person	Department faculty

4.2 Program Needs

4.2.1 Dialogue

Dialogue about program needs occurs in department meetings, advisory committee meetings, and one-on-one conversations. Dialogue can be improved in the area of student learning outcome assessment. Although all outcomes were met with a few exceptions, our discipline needs to be more intentional about discussing outcomes and how we can further improve instruction and student mastery of outcomes.

4.2.2 Staffing

Full-time and adjunct staffing is currently adequate. The new NeoEd system will make it easier to routinely review adjunct applicants and hire them, if appropriate.

4.2.3 Professional Development

Professional development opportunities for faculty are currently adequate.

4.2.4 Technology

Institutional support for facilities is needed at the Tehachapi Education Center. Smart classrooms are needed with optimal internet bandwidth and reliable connectivity.

4.2.5 Facilities and Physical Resources

Institutional support for facilities is needed at the Tehachapi Education Center. Smart classrooms are needed with optimal internet bandwidth and reliable connectivity.

4.2.6 Safety and Security

Institutional support for safety and security is currently adequate.

4.2.7 Marketing and Outreach

Additional institutional support for marketing and outreach is needed. When marketing requests are made through the Public and Information Office, there is lack of transparency about where requests fall