

## Dean of Academic Programs

### Report for the Months of December 2018 - February 2019

Instructional Responsibilities	Accomplishments
<p>1. Assist VPIA in providing leadership and oversight for the development, delivery, and quality of all academic programs offered at the college.</p>	<p>1) December 2018 – February 2019 Course Outline Revision: Participated in CC meetings and provided assistance for updating course outlines.</p> <p>a) VPIA Approved and uploaded to the college website:</p> <ul style="list-style-type: none"> <li>○ ED 292 Practicum &amp; Seminar</li> <li>○ ED 301a Language Arts</li> <li>○ ED 301b Reading Methods</li> <li>○ ED 302 Social Science Methods</li> <li>○ ED 330 Classroom Management (upload to the college website is pending verification of minor changes made by the CC)</li> <li>○ PY 201 Human Growth &amp; Development</li> <li>○ PY 300 Educational Psychology</li> <li>○ SC/ED 210 Science for Teachers</li> <li>○ AG 092 Swine and Poultry Production (upload to the college website is pending verification of minor changes made by the CC)</li> </ul> <p>b) Screened and forwarded 10 CO's to CC for consideration</p> <ul style="list-style-type: none"> <li>○ BU 101 Intro. To Business</li> <li>○ CA 100 Computer Literacy</li> <li>○ CA 105 Data Analysis</li> <li>○ IS 260 Business Information System</li> <li>○ IS 280 Intro to Networking</li> <li>○ SS 111 Cultural Anthropology</li> <li>○ SC 098 Survey of Science</li> <li>○ VEE 223 PC Repair</li> <li>○ VSP 121 Industrial Safety</li> </ul> <p>c) Reviewed and returned 10 CO's to ICs for improvement</p> <ul style="list-style-type: none"> <li>○ AG 084 Basic Crop Production</li> <li>○ IS 230 Data Base Design</li> <li>○ IS 245 Desktop Publishing</li> <li>○ VEE 222 Discrete Devices</li> <li>○ BU 095 Office Procedures</li> <li>○ SS 100 World of Work</li> <li>○ BK 095 Bookkeeping I</li> <li>○ BK 096 Bookkeeping II</li> <li>○ PH 041 Community Health</li> <li>○ PH 069 Dental Health</li> </ul> <p>2) [January 2019] Provided assistance in the revision of the 2019 Spring class schedules to ensure that the classes offered are conducive to students' course needs and free of conflicts.</p> <p>3) [January 2019] Reviewed faculty course load reports for accuracy and provided feedback.</p> <p>4) [January 2019] Provided recommendations for alternate venue and time for classes with high number of students.</p>

<p>2. Oversee curriculum development and help ensure all academic programs and academic related services provided at any campus support the mission, values and goals of the college.</p>	<ol style="list-style-type: none"> <li>1) Updated information for the curriculum handbook in accord with new developments with committee structures, processes, and in support of the college mission.</li> <li>2) [Ongoing] Facilitates bi-weekly meetings with the instructional coordinators focusing on updating course outlines, IPR reports, PAS.</li> <li>3) [Ongoing] Provides advice during CC and IC meetings and others relevant to curriculum development and general academic services.</li> </ol>
<p>3. Assist with review and development of academic policies and procedures and represent the instructional affairs department in the participatory governance structure.</p>	<ol style="list-style-type: none"> <li>1) [February 2019] Reviewed and provided input for revised and new policies for the BS Elementary Education. Summited the policies to CC for review and input. <ol style="list-style-type: none"> <li>a) BP 1110 Assessment</li> <li>b) BP 1500 Role of Campuses</li> <li>c) BP 1530 Baccalaureate Degree Program</li> <li>d) BP &amp; AP 3001 Catalog Limitations</li> <li>e) BP 3101 Academic Program Requirements</li> <li>f) BP 3202 Instructional Program Review</li> <li>g) BP 4XXX Admission to Fourth-Year Bachelor of Science Degree in Elementary Education</li> <li>h) BP &amp; AP 4204 Admissions to 3Y-TPE</li> </ol> </li> </ol>
<p>4. Facilitate effective communication between faculty, instructional coordinators, administration and students.</p>	<ol style="list-style-type: none"> <li>1) Ongoing participation in CC meetings as the ex officio member, chairing instructional coordinators' bi-weekly meetings, active participation in student advisement.</li> <li>2) Coordinated the creation of a link on Wiki for the <a href="#">instructional coordinators</a> to share relevant information with the general college community.</li> </ol>
<p>5. Assist in preparing academic reports.</p>	<ol style="list-style-type: none"> <li>1) Ongoing by providing information for monthly, quarterly &amp; committee reports and ensuring that reports are submitted.</li> <li>2) Currently collecting data for 2018 IAR and providing feedback for the multi-year assessment report for the GE program.</li> </ol>
<p>6. Assist with academic strategic planning to meet the needs of students and the community aligned with the mission of the college.</p>	<ol style="list-style-type: none"> <li>1) [January 2019] Participated in a meeting sponsored by REL for alignment of high school and college level math. Signed-up for the implementation group.</li> </ol>
<p>7. Provide guidance in the assessment of student learning at course and program level to improve student achievement, teaching and institutional effectiveness to meet the demand of accountability.</p>	<ol style="list-style-type: none"> <li>1) Facilitated IPR and PAS report writing workshop during the faculty workshop on January 8, 2019.</li> <li>2) Ongoing – review course outline modifications to ensure that they are RFA before forwarding the CC for endorsement. CO's that need improvement are sent back the IC's.</li> <li>3) [December 2018] Identified lead writes for 2019 IPR reports and 2018-2019 PAS and held a meeting with them where a timeline was developed. The deadline for IPR reports and PAS submission by the end of spring 2019 semester.</li> </ol>
<p>8. Ensure implementation of an ongoing and effective process of instructor evaluation and professional development and training programs for full-time and part-time faculty, academic leaders.</p>	<ol style="list-style-type: none"> <li>1) [January 2019] Coordinated activities for the spring 2019 faculty workshops (CTEC and National Campus) and facilitated the workshop on improving IPR and PAS writing.</li> <li>2) [December 2019] Conducted a reflection survey to ensure efficacy of the functions of the instructional coordinators and for improvement purposes. Result of the survey is attached to December 11, 2018 instructor coordinators' <a href="#">meeting minutes</a>.</li> </ol>
<p>9. Assist with preparation and updating long term instructional education master plan, yearly plan, yearly performance objectives and corresponding performance-based budgets in collaboration with divisions.</p>	<p>Done during the IEMP development process.</p>

10. Assist with and provide leadership in accreditation processes and requirements.	
11. Assist with providing leadership for an effective academic advising program in collaboration with the Student Services Department that promotes retention and timely program completion.	1) [January 2019] Arranged and provided academic advisement during registration and assigned advisors for students as needed; updated advisement list; provided information on pathways for program completion.
12. Fulfill other duties and responsibilities as directed by the VPJA.	1) Ongoing
<b>Assessment Responsibilities:</b>	
1. Provide oversight and management of assessment of institutional student learning outcomes (ISLOs). Plan, implement and lead system wide assessment, of the ISLOs across the instructional department and campus sites; compile data and prepares reports in collaboration with divisions; coordinate dialogue among faculty, to formulate recommendations for improvement of student learning and academic quality at the institution level;	1) [December 2018-February 2019] Coordinated assessment plans and have ongoing discussions and sharing of information with instructional coordinators during regular <a href="#">meetings</a> and through email.
2. Provide oversight and management of assessment of general education (GE) student learning outcomes for degree and certificate programs including developmental education program components.	1) Ongoing – in collaboration with the instructional coordinators, assessment team for each program is organized with a lead person who is in charge of writing IPR report and PAS actively involving the program faculty who contributes by providing information.
3. Plan, implement, and lead system wide assessment of the GE core student learning outcomes for all campus sites.	1) Ongoing - in collaboration with the instructional coordinators.
4. Compile data and prepare reports in collaboration with Instructional Affairs.	1) Ongoing and in collaboration with the instructional coordinators. 2) [Sept. 2018] Completed and submitted to the VPJA and acting VPJEA the 2017 IAR.
5. Coordinate dialogue among program faculty and college offices to formulate recommendations to improve student learning and the general education program.	1) Ongoing – in collaboration with the instructional coordinators who regularly have meetings with the program faculty. Refer to <a href="#">meeting minutes</a> under item on campus highlights/information sharing.
6. Ensure ongoing assessment of student learning outcomes for all programs; monitor to ensure that faculty upload assessment reports to the assessment management system	1) Ongoing – message sent out to instructional coordinators to urge the faculty to update assessment results on TracDat.
7. Provide leadership, consultation, and training to faculty to create an understanding of how the results of assessment of student learning outcomes are used to inform instruction, guide classroom teaching, and improve academic quality and institutional effectiveness.	
8. Consult with program faculty to develop effective and manageable assessment of student learning activities and ensures improvement plans are implemented for positive impact.	1) Instructional coordinators who are also members of the Assessment Team have been assisting in this area by having regular meetings with individual programs and providing them with the necessary information. Refer to monthly IC's <a href="#">monthly reports</a> .  2) Reviewed and provided feedback for assessment data in TracDat and annual program assessment summaries.
9. Prepare annual college wide academic assessment report that addresses ISLO assessment, program assessment and program review, GE assessment and other assessment data.	1) Currently collecting data for the 2018 IAR.  2) With the assistance of Professor Dana Lee Ling the multi-year <a href="#">program review for General Education</a> was completed and will be shared with the Assessment Team and others for comments.