



Welcome to Program Review

Merritt College - 2019

Office of Vice President of Instruction - Administrative Unit

Annual Program Update

Program Overview

Please verify the mission statement for your program. If your program has not created a mission statement, provide details on how your program supports and contributes to the College mission.

The mission of the Office of Instruction is to ensure academic excellence by supporting academic programs and services for the college.

The Office is responsible for accreditation, enrollment management, faculty assignments, supporting curriculum and program development, meeting instructional resource needs, bolstering learning support services, and resolving academic grievances. These functions are in alignment with Merritt's overarching mission of enhancing the quality of life in the communities we serve, and helping students attain knowledge, master skills, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society and global economy.

Program Total Faculty and/or Staff

Full Time

As of Fall 2019 we have seventy-two full-time faculty members. The following positions also fall under the Office of Instruction: Dean of Liberal Arts and Social Sciences; Dean of Math, Science, and Technology; Dean of Allied Health and Public Safety; Office of Instruction Staff Assistant; Schedule and Academic Support Specialist; Curriculum Specialist; Employee Services Manager; Learning Center Coordinator and staff; Library staff; Transitions Liaison; Coordinator of the Fruitvale Center.

Part Time

As of Fall 2019 we have 228 part-time faculty members.

The Program Goals below are from your most recent Program Review or APU. If none are listed, please add your most recent program goals. Then, indicate the status of this goal, and which College and District goal your program goal aligns to. If your goal has been completed, please answer the follow up question regarding how you measured the achievement of this goal.

The goals articulated previously for the Office of the Instruction needed to be updated so as to be in alignment with the objectives outlined in the Vision for Success. As such, the first program goal is to increase by twenty percent the number of Merritt students who earn a degree, certificate, or specific skill set that prepares them from relevant employment.

Status

In-Progress

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

College Goal

Completion: Increase number of degrees and certificates by 20% over the next 5 years.

District Goal

Advance Student Access, Equity, and Success

Increase by 35 percent the number of CCC students transferring annually to a UC or CSU in five to six years.

Status

In-Progress

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

College Goal

Transfer: Increase transfers to CSU and UC by 6% annually.

District Goal

Advance Student Access, Equity, and Success

Decrease the average number of units accumulated by CCC students earning associate's degrees, from approximately 87 total units (the most recent system-wide average) to 79 total units—the average among the quintile of colleges showing the strongest performance on this measure.

Status

In-Progress

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

College Goal

Time to Completion: Reduce the number of excess units earned by students.

District Goal

Advance Student Access, Equity, and Success

Increase the percent of exiting CTE students who report being employed in their field of study, from the most recent statewide average of 60 percent to an improved rate of 69 percent—the average among the quintile of colleges showing the strongest performance on this measure

Status

In-Progress

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

College Goal

Employment: Maintain at least 82% of students attaining employment in the field of study.

District Goal

Engage and Leverage Partners

Reduce equity gaps across all of the above measures through faster improvements among traditionally underrepresented student groups, with the goal of cutting achievement gaps by 40 percent within 5 years and fully closing those achievement gaps within 10 years.

Status

In-Progress

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

College Goal

Equity: Reduce the achievement gaps for African-American, multiethnic and male students.

District Goal

Advance Student Access, Equity, and Success

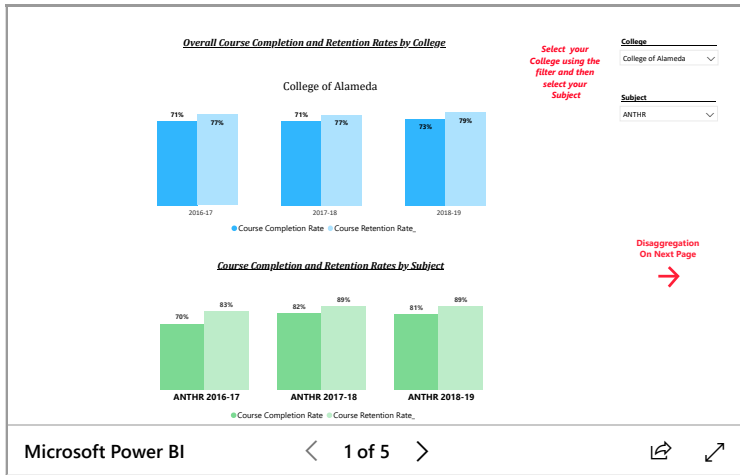
Describe your current utilization of facilities, including labs and other space

The Office of Instruction utilizes the third floor of the Q Building. Some re-organization of the space could be helpful.

Program Update

Semester End Enrollment/Usage Pattern

Review your Semester End Enrollment by setting the filter to your college and subject



Using the dashboard, review and reflect upon the data for your program. Describe any significant changes and discuss what the changes mean to your program. Consider whether performance gaps exist for disproportionality impacted students. Focus upon the most recent year and/or the years since your last comprehensive program review. Cite data points from the dashboard to support your answer.

A persistent gap remains with regard to the success, persistence, and transfer of students of color. The Office of Instruction is committed to closing (and ultimately eliminating) these gaps. Placing greater emphasis on meaningful professional development, curriculum development, and guided pathways will be focus

Describe the department's progress on Student Learning Outcomes (SLOs) and/or Administrative Unit Outcomes (AUOs) since the last Program Review/APU. If your discipline offers a degree or certificate, please describe the department progress on Program Learning Outcomes (PLOs).

Addressing the negative impact of approving inordinately late adds to courses, has been a point of emphasis for the Office of Instruction. The Office of Instruction instituted a policy that precludes faculty from submitting add cards after the fifth week of the term. In cases of extenuating circumstances we made exceptions but adhering to the policy has significantly minimized the number of late adds and, we believe, improved success by not setting up unrealistic expectations for students who are coming into the course after missing critical class time.

Describe the outcomes and accomplishments from previous year's funded resource allocation request.

Brief description of funded request	Source (any additional award outside your base allocation)	Total Award Amount	Outcome/Accomplishment
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In the boxes below, please add improvement actions and resource requests that are directly related to the questions answered in this section. If there are no improvement actions or resource requested in this area, leave blank.

Improvement Actions	Improvement Action
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Improvement Action

Action Item	Description	To be completed By	Responsible Person
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Resource Request

Personnel	Classified Staff		
% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs
100	Staff Assistant will provide administrative support to the Office of Instruction, and (when necessary) the Director of College Research and Planning	55000	25000
Total Costs			
80000			

Resource Request

Personnel	Student Worker		
% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs
100	Two student workers (20 hours per week each) to assist with greeting individuals, providing basic information, and troubleshooting.	27200	
Total Costs			
27200			

Resource Request

Other	Other		
Description/Justification		Estimated Cost	
Subscription to turnitin.com. This service assists instructors in monitoring instances of plagiarism and organizing student work. Cost is \$2.90 per FTES + \$1,050 per campus.		6150	

Resource Request Summary

Total Cost: \$113350

Total Resource Request: 3

Program Update**Personnel**

Type	% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs	Total Costs
Classified Staff	100	Staff Assistant will provide administrative support to the Office of Instruction, and (when necessary) the Director of College Research and Planning	55000	25000	80000
Student Worker	100	Two student workers (20 hours per week each) to assist with greeting individuals, providing basic information, and troubleshooting.	27200		27200
Sub-Total: \$107200					

Professional Development

No Resources found for this category

Technology and Equipment

No Resources found for this category

Supplies

No Resources found for this category

Facilities

No Resources found for this category

Library

No Resources found for this category

Other

Type	Description/Justification	Estimated Cost
	Subscription to turnitin.com. This service assists instructors in monitoring instances of plagiarism and organizing student work. Cost is \$2.90 per FTES + \$1,050 per campus.	6150

Sub-Total: \$6150**Sign and Submit****Please provide the list of members who participated in completing this program review.**

David M. Johnson

Please enter the name of the person submitting this program review.

David M. Johnson