

Ohlone College Program Review Report

- **Program Description and Scope:**

- *Program Review Title:* Curriculum and Scheduling
- *Academic year:* 2015/2016
- *Review Type:* Instructional Services
- *Program/Departments:* Curriculum and Scheduling (60201)
- *Authority Code:* 41-Director, Curriculum and Scheduling
- *External Regulations:* Yes X No

Curriculum is at the very core for which an institution of higher education exists, and programs and courses are, therefore, subject to stringent regulatory policies to insure that the education one receives at any community college is legitimate, rigorous, balanced, appropriate, and consistent with the educational standards met by colleges and universities throughout the state and across the nation. The primary regulatory standard by which the college and its curriculum are judged is Title 5, wherein exhaustive standards are prescribed for courses, sections, and programs, including general education, majors, electives, and remediation. All degrees and any programs requiring at least 18 units must be approved by the California Community College Chancellor's Office (CCCCO) and be in accord with the provisions of Title 5.

Additionally, the college has curricular standards that must be met to maintain accreditation. Substantive changes to curriculum must be approved by the accrediting agency. The college must conform its curriculum to legislatively-driven expectations, including policies and standards that are applied to the University of California and the California State University systems as well as those affecting the California Community Colleges because community colleges intend their students to transfer to UCs and CSUs.

- *Provide a brief narrative that describes the services provided.*

The Curriculum and Scheduling Office oversees the curriculum development process for courses and programs; submits new/revised courses and programs to the Board and Chancellor's Office for approval; builds and maintains courses and programs in Colleague; produces and updates program curriculum guides, both in the catalog and Colleague's degree audit. The curriculum officer is a non-voting member of the Curriculum Committee, assisting in the creation and revision of courses and programs and ensuring they meet regulatory policies and requirements. The office has also been active in developing new degrees, including state-mandated transfer degrees, and implementing curricular changes resulting from Title 5 changes. The office regularly runs audits to maintain the integrity of Colleague, including running audits of each semester's sections prior

to the class schedule being printed, the start of registration, and before each apportionment report and MIS are submitted. The office is responsible for production and publication of the class schedule and catalog. The office maintains the master schedule of all classrooms and conference rooms on both campuses, and schedules non-class events in these venues.

- **College Mission**

- *Mission Statement*

Ohlone College responds to the educational needs of our diverse community and economy by offering high quality instruction supporting basic skills, career development, university transfer, and personal enrichment and by awarding associate degrees and certificates to eligible students in an innovative, multicultural environment where successful learning and achievement are highly valued, supported, and continually assessed.

- *Program Relation to College Mission.*

- University Transfer
- Support Services

- *State your program Mission/Purpose.*

The purpose of the Curriculum and Scheduling Office is to provide resources, knowledge, and expertise, and support to Ohlone faculty and staff so they can better perform their duties, and to provide accurate publications and resources for students. The office fulfills this purpose by explaining and clarifying to faculty and academic deans Title 5 and Chancellor's Office requirements regarding curriculum; helping faculty navigate CurricUNET for course and program proposals; assisting faculty and staff with scheduling conference rooms for meetings. The office serves students by producing class schedules and catalogs which are accurate and user friendly; by ensuring class sections are built correctly in Colleague in order to facilitate student registration and correct billing; and by building and updating degree audit for online education plans.

- *Briefly describe program accomplishments.*

The office worked with Ohlone representatives and Gilbane staff during Spring and Summer 2013 to create a plan for relocating classrooms, labs, offices, and auxiliary spaces that had been located in Buildings 1, 2, and 8. The office also did research and prepared reports and documentation for the academic deans and Gilbane regarding swing space and moving classes, and handled moving all classes from three terms into swing space before the term's schedule was provided to the division offices. The office ensured that the college was in compliance with new Title 5 regulations regarding repeatability. The office worked with discipline faculty and academic deans to ensure that Ohlone met its

goal with the CCCCO of having 21 approved associate degrees for transfer by December 2014. Ohlone is one of 16 CCC's with 21 or more ADT's, thereby putting Ohlone in the top 14% of CCC's.

- **Student Impact Assessment**

1. **Student Learning Assessment - By ensuring courses and sections are set up correctly in Colleague, students are more assured of the accuracy of information, ease of registration, appropriate sequencing of classes, and trustworthy resources for educational planning.**

- *Enter assessment results for "Student Learning Impacts" and analyze student success:*

While students do not report their registration challenges directly to the Curriculum and Scheduling Office, the office is made aware of the challenges students are having by the appropriate division office or the Admissions and Records Office. The office will assess success with this student learning impact by tracking the occurrences of registration challenges, as reported to the office by the division office or Admissions and Records.

- *Future Improvements:*

2. **Student Learning Assessment - An accurate and functioning degree audit program enables evaluators to expeditiously award completed programs to students and notify students who have not successfully completed their program. An accurate and functioning degree audit program and Student Planner also provide counselors with an easier and more streamlined way to track student's progress towards program completion, while an accurate and student-friendly Student Planner enables students to track their own progress towards program completion.**

- *Enter assessment results for "Student Learning Impacts" and analyze student success:*

Evaluators and counselors will report to the Curriculum and Scheduling Office fewer discrepancies between degree audit and the catalog.

- *Future Improvements:*

- **Student/Program Achievement**

- *List area-specific outcomes.*

The outcomes for the Curriculum and Scheduling Office include the class schedule produced at least twice a year; the college catalog, produced once a year; new courses and programs as they are approved by the Curriculum Committee, Board, and Chancellor's Office; degree audit, which is updated annually and used by evaluators and counselors; Student Planner, which will be used by students starting Spring 2015; and reservations for non-class events.

- *Identify internal and/or external benchmarks and regulations.*
With regards to the class schedule and catalog, the office insists on producing publications that are clear, comprehensive, helpful to students, and highlight what makes Ohlone unique. Outside agencies such as Title 5, the Chancellor's Office, and ACCJC regulate what must be communicated to students in our publications. Curriculum is mandated substantially by Title 5, but also by ACCJC and the Chancellor's Office.
- *Enter assessment results for area-specific outcomes and analyze trends.*
Publication of the class schedule and catalog requires that the Curriculum and Scheduling Office work closely with numerous personnel and offices across the district. For the class schedule, in addition to working with the division offices to ensure that sections are built correctly, the office works with numerous managers across the district regarding the schedule text; and communicates with the Bookstore, College Advancement, Counseling, and International Programs, among other offices, regarding the quantity of schedules to order. Likewise, for the catalog the office must work with various managers who provide updated catalog text. The outcomes for the office are met as both of these publications continually arrive on campus at the pre-determined date. The office is successful in building new courses and programs in Colleague after the appropriate approvals have been obtained. Delays in offering new courses have not been the result of lack of diligence on the part of the office, but due to delays from the Chancellor's Office or calendaring issues. The office is successful in building degree audit annually, as it is built prior to evaluators needing to post any degrees for that academic year. Room reservations are handled in a timely manner and confirmations are sent to the requestor as promptly as possible, along with notifications to the appropriate district personnel.
- *Analyze program budget trends and expenditures. Comment on how the program can best use budget resources.*
The office's budget is comprised chiefly of personnel, office supplies, and catalog and schedule expenses. In recent years the budget for catalogs and schedules has been cut drastically, but the office has continued to balance its budget without outside budget transfers. The office is responsible for the procurement of class schedules and catalogs for the entire district, with the exception of College Advancement who pays for their own class schedules. The office regularly encourages district departments to carefully consider how many class schedules and catalogs they need in order and to reduce quantities whenever necessary, both as a budget-saving venture and environmental measure.
- *Analyze the program's current use of staff, equipment, technology, facilities, and/or other resources. Comment on how the program can best use these resources.*
The office is currently staffed with two full-time staff (one manager and one classified) and one temporary half-time staff. The temporary half-time staff is a

replacement for the 75% classified staff member who took another position with the district. Currently the full-time classified staff member is primarily focused on curriculum while the half-time staff is primarily focused on scheduling, although the full-time staff is cross-trained in key scheduling issues. It is planned that additional cross-training will occur when the vacancy is filled. The office uses the typical office equipment (computers, printers, phone), and two of three three staff received new computers in the past year. All staff use technology daily, are comfortable with it, and spend significant time troubleshooting issues in Colleague, EMS, or CurricUNET, or explaining those software programs to district personnel.

- *Additional Program Table Data*
- *Future Action*
Current levels of achievement indicators maintained.

- **Program Improvement Objectives**

1. *Based on the program data analysis and PSLO analysis, identify your Program Improvement Objective(s): What are you going to do? Why are you going to do it?*

Improve the effectiveness and accuracy of degree audit within Colleague, which will then result in increased student-friendliness of online student planning and allow students to monitor their progress towards program completion.

Notes (optional): Please include any notes related to your PIO. (2500 Character limit)

Program PIO will address the following:

- Persistence
- Increase Degrees/Certifications
- Student Learning & Achievement

How will you assess the effectiveness of your PIO:

Students and counselors will report an improvement and familiarity with using the online student planning program, and student completion rates will increase.

PIO Action Plan:

How will you accomplish this?

The office will undertake a systematic review of all active programs within Colleague within a certain time frame, compare them to the printed catalog, and

then review each program in the online student planning program to see if programming syntax can be simplified for better student and counselor comprehension. Significant work will need to be done regarding transfer-in, the process whereby students' college work from other community colleges and universities is applied toward their Ohlone program through the online student planning program. Equivalencies between Ohlone coursework and that of other community colleges and universities will need to be determined, established, and entered in Colleague. As additional functionality within the online student planning program is provided to students the office will need to take the lead in implementing that functionality, along with continuing to update degree audit annually and provide troubleshooting.

What is your timeline?

The rollout of online student planning to students has not yet been determined as the Student Planning Team investigates transitioning to Hobsons, the online student planning program part of a pilot with the CCCCCO, instead of Colleague's Student Planner. While all active programs need to be reviewed, it would not be a good use of time to begin reviewing programs until decisions are made regarding which online tool will be used and when the rollout of online student planning to students will occur.

Who is going to do this?

The director, with support from classified staff in the office.

PIO Status:

- In-Progress
- Revised

Closing the loop - Describe the results of your PIO implementation or completion:

Conclusion: Complete if PIO has been completed

Fiscal Resources Status:

PIO Resources:

- Resource: People Time

Description: Significant dedicated time for the Curriculum and Scheduling Office to focus on degree audit and online student planning updates and implementation.

Attached Files: