

## Annual Program Review Update Form - Spring 2010

### I. General Information

Date: 27-May-10

Program/Department:

Technical Writing (TWRT)

Authors of Report:

Marrietta Reber

### II. Status Since Previous Program Review

What significant changes have occurred since the last complete program review? Were those changes based on SLO assessments? How have these changes affected your program? You may also address how these changes affect the following: strategic initiatives, "main areas for improvement", mission statements, or physical/organizational restructuring.

For the 2009-2010, the Technical Writing program was in reduction/suspension mode due to budget cuts. As a result, we were only allowed to offer 3 sections within our department the entire year. And those three sections were upper division courses that students who had previously begun their course of study needed to complete their certificate/degree. We were not allowed to accept any new students into our program or to offer the introductory course. As a result, we have been unable to address areas for improvement within our department. We have, however, completed SLOs for all of our required and elective courses.

### III. SLO Information

|                           | Total courses offered<br>2010 to Spring 2011 | SLOs Written | Committed to<br>assess in<br>'09-'10 | Committed to<br>assess in '10-'11 | SLOAC Completed for<br>at least one SLO | SLOAC Cycle Completed<br>for all SLOs |
|---------------------------|--|--------------|--------------------------------------|-----------------------------------|---|---------------------------------------|
| <b>Courses in Program</b> | 3  | 3            | 1                                    | 2                                 | 0                                       | 0                                     |
| <i>Percent</i>            |  | 100%         | 33%                                  | 0%                                | 0%                                      | 0%                                    |

|                              | Total (head<br>ct) | Participated in<br>writing SLOs | Assessed or<br>planning to assess<br>in '09-'10 | Planning to assess in<br>'10-'11 | Participated in a SLO<br>Reflection &<br>Enhancement Discussion |
|------------------------------|--------------------|---------------------------------|---|----------------------------------|---|
| Full-time Faculty in Program | 1                  | 1                               | 0   | 1                                | 0   |
| <i>Percent</i>               |                    | 0%                              | 0%  | 0%                               | 0%  |
| Part-time Faculty in Program | 1                  | 1                               | 0   | 1                                | 0   |
| <i>Percent</i>               |                    | 0%                              | 0%  | 0%                               | 0%  |

assessment reflection and enhancement phase.

**SLOAC Discussion and Analysis:** Summarize the discussions and analyses of your program/departments' SLOAC results. The discussions and analyses need not be limited to the information shown in Sections I and II above.

SLOs have been completed for all of our courses: TWRT 61, 62, 63, 64, 67, and 71. Since TWRT 64 is the only course currently offered, an assesment of TWRT 64 is currently underway.

### Suggestions for the SLOAC Discussion & Analysis:

Detailed data supporting some or all of the statistics shown above.

Patterns that emerge or are confirmed when SLO data are viewed, either alone or in combination with other data (such as student ESL placement test results) at the program level.

What your goals were for any of the percentages above, and whether you achieved that goal.

Evidence of value derived from the SLOAC process within your program.

Some of the challenges your faculty continue to face in attempting to hit your program goals with respect to SLOs.

*If enhancements/improvements to your program can be implemented within the division's currently existing structures and allocated resources, then consider this update form complete and submit to your division dean. If enhancements/improvements are identified that require ADDITIONAL resources through the Instructional Planning and Budgeting process, then complete Section IV. (see next page).*

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**IV. Resource Requests: (Use this section ONLY if you have a NEW resource request)**

Program/Department: TWRT

Please submit your top three (or less) choices below in ranked order:

| Item Name:                                      | Cost estimate |
|---|---------------|
| <b>Stipend or Restoration of 1 Release Time</b> | <b>6,500</b>  |
|   |               |
|   |               |

|  |   |
|--|---|
| What SLO Assessment findings, if any, support and guide the resource request?  |   |
| How will the resource allocation specifically enhance your program's services, activities, processes, etc. to improve student learning and achievement?                                    | The resource allocation will allow us to meet basic SLO requirements. Currently, no financial support is given to the department chair to oversee the department. |
| How will the resource enhance your program with respect to the College mission or Strategic initiatives and/or your program's goals for improvement as stated in your last program review? | See above   |
| Other information that may be important to support your request?   |   |
| If applicable, please describe why you do not have enough funding within your current budget allocation for this request.  | 1 Release Time was eliminated in 2004-2005 academic year as was the minimum "   |